

RIT Hillel Constitution

Article 1: Formal Name of the Organization

The members of this organization at the Rochester Institute of Technology (now referred to as RIT) henceforth name the club: RIT Hillel.

Article 2: Mission Statement

Hillel seeks to foster a pluralistic and vibrant Jewish community at RIT. Hillel is committed to:

- Creating the opportunities to explore personal Jewish identity
- Creating a welcoming and respectful space where students feel comfortable expressing their own personal beliefs and practices
- Promoting and creating access to Jewish educational resources
- Providing programming for all Jewish holidays
- Acting for the benefit of the RIT Jewish Community as a whole
- Being open to all members of the RIT community

Article 3: Membership Composition

Section 1: Qualification

Membership in RIT Hillel is defined as any person who has attended at least one RIT Hillel event according to the sign in sheets. Exceptions include co-op, leave of absence, or other prior commitments made known to E-Board. This list will be maintained on CampusGroups. Benefits of membership include:

- Eligibility to run for leadership positions in RIT Hillel
- Ability to request access to Hillel House

Membership will be determined each semester. This list will be updated at the beginning of each semester by the Secretary.

Section 2: Non-Discrimination Clause

It is the shared belief amongst members of RIT Hillel that discrimination on the basis of sex, race, age, gender identity or expression, sexual orientation or identity, personal preferences, religious background, or any other factor is not acceptable. The members of RIT Hillel commit to upholding acceptance and respect of all people regardless of their lifestyle or background.

Article 4: Executive Board

Section 1: General Expectations

The following are expected of all executive board members:

- Be financially certified once an academic year as required by the Clubs Center
- Attend weekly board meetings
 - In the event that a board member is unable to attend, they are expected to read the meeting minutes and make sure they are up to date on proceedings.
- Attend at least 8 Shabbats and 3 other Hillel events during the semester
 - Exceptions include class conflicts, medical, sports obligations, etc.
- Read and sign this constitution at the beginning of each term
- Assist with bringing supplies to and from Shabbat when possible/needed.
- Assist in the planning and organizing of events when able

Section 2: Unfilled Positions

In the event that a semester begins with 1 or more unfilled positions: applications (and election if needed) will open with the goal to fill the position within the first two weeks of the semester. If the position(s) remain unfilled, the duties will be split among the existing board members as decided by the group.

Section 3: Board Position Duties

The Hillel executive board positions and their duties are as follows:

President

- Term Length: 2 semesters
- Eligibility to Run: 1 semester previous board experience (2 semesters preferable)
- Facilitate and set agenda for board meetings
- Represent the club at large
- Primary student contact
- Managing eboard

Vice President

- Term Length: 1 semester
- Eligibility to Run: Active Hillel member for at least 1 semester
- Carries out duties of the President in the event that the President is unable to fulfill their obligations
- Planning and organizing social events
- Outreach to other organization for collaborative events

Secretary

- Term Length: 1 semester
- Eligibility to Run: Active Hillel member for at least 1 semester
- Accurate meeting minutes
- Weekly newsletter email
- Keep track of membership list as discussed in Article 3 Section 1

Treasurer

- Term Length: 1 semester
- Eligibility to Run: Active Hillel member for at least 1 semester
- Responsible for filling out EAFs when needed
- Keeping the rest of the executive board informed of the state of the club finances
- Completing club budget request form at the end of Spring semester
- Planning fundraising events to reach at least the minimum required by Clubs

Public Relations

- Term Length: 1 semester
- Eligibility to Run: Active Hillel member for at least 1 semester
- Ensure that posters (and/or other necessary promotional materials) get made and hung for events
- Coordination of tabling for promotion
- Manage the social media (i.e. Facebook page, Facebook group, Discord, Twitter)
- Ensure that information on the website is up to date

Education Chair

- Term Length: 1 semester
- Eligibility to Run: Active Hillel member for at least 1 semester
- Ensure that weekly d'vars happen at Shabbat
- Organize and facilitate educational events
- Facilitate weekly torah study

Kitchen and Hillel House Manager

- Term Length: 1 semester
- Eligibility to Run: Active Hillel member for at least 1 semester and demonstrable experience in a kitchen
- Planning and preparing food for Shabbat
- Ensure that the kitchen is up to standards (both cleanliness and Kashrut)
- Submitting shopping list when needed
- Ensure dietary needs of the community are met (e.g. vegetarian, vegan, gluten free, etc.)
- Oversee functionality and usability of common space

Section 4: Election Process

Application Process

Applications will open Week 7 of each semester and be open for 2 weeks. A person may apply to as many positions as they want but must provide a statement of intent for each position separately. The President will be elected only during the Spring semester.

Election Process

Voting will open as an online form during Week 9 of each semester and be open for 2 weeks. Election form will contain each candidate's statement of intent and voting will be a through a ranking system. Each active Hillel member may submit one ballot form. A minimum of 10 members voting will be required for the election to be considered valid. Winners will be announced Week 11.

In the event that one person wins two positions, they may decide between the two and the other position will go to the runner-up.

In the event of a tie for a position, a second election will be held between the tied parties and be open for 1 week.

Shadowing Period

The shadowing period will begin as soon as the new board is announced. All elected board members must attend board meetings from then until the end of the semester. In the event that an elected officer is unable to attend board meetings, they must keep up with meeting notes and stay up to date with goings on.

Section 5: Impeachment

Impeachment is designed to be used as a last resort. It is intended that issues be worked out amongst the executive board members before deciding to initiate the impeachment process.

Grounds for Impeachment:

- Failure to fulfil duties as outlined above
- Failure to meet event attendance requirements
- Failure to act in a professional and positive manner (harmful to the reputation of the organization or creating a hostile space within the organization)

Impeachment Process:

- A vote of no confidence may be initiated by an active RIT Hillel member at a weekly board meeting
- The initiation must be seconded
- Both the individual initiating the vote and the individual who is the target of the impeachment may make their case.
- A vote is taken by all active RIT Hillel members present, not including the initiator or the target.
- If a majority is in favor of impeachment, the impeachment succeeds. Re-election must be discussed and attempted within 2 weeks of the impeachment.

Section 6: Resignation

Any board member may resign from their position in the middle of a term. A statement of intent to resign must be presented to the entire executive board. The resignation will be effective two weeks after receipt of said statement. If the need to resign is such that it must become effective immediately, an exception shall be made. Re-election must be discussed and attempted within 2 weeks of the receipt.

Article 5: Meetings

Board meetings will be held once a week at a time that is agreed upon by all board members. The President should prepare a written agenda before the meeting each week and present it to the board for additions. In the event that a board member cannot attend, they must notify the rest of the board, and should check meeting notes afterwards to stay up-to-date on proceedings.

Article 6: Relationship with Center for Spirituality and Religious Life

RIT Hillel will maintain a relationship with the Center for Spirituality and Religious Life (SRL). In the event that the organization goes defunct, the SRL is empowered to appoint officers in an effort to revitalize the community.

Article 7: Advisor

Section 1: Appointment

There must always be at least 1 advisor registered with the Clubs Center. In the event that no advisor exists at a given time: current board members will propose candidates, vote on who they think would best serve the organization, and that person will be approached and asked about their interest in the role.

Section 2: Responsibilities

The advisor will sign off on any necessary paperwork (e.g. EAF) and look out for the well-being of the community as a whole.

Article 8: Financials

Each year Hillel will fundraise at least the minimum amount as prescribed by the Clubs Center.

The Treasurer should make sure the rest of board knows the state of the clubs finances.

Article 9: Amendments

Amendments may be proposed by any board member. The amendment must be made public a week before the board meeting in which it will be voted on. At said board meeting, a majority vote of all present members is needed to approve the amendment. If a member is interested in voting but cannot attend the meeting, they may send in an absentee vote ahead of time.

If the amendment passes it shall be made public for a vote by all members of the organization in no more than 1 week from the board vote. If the amendment receives majority support in favor it shall be added to this document and carry the same weight as all other articles.

Article 10: Beneficiary Addendum

Should this organization cease to exist, our funds will be donated to a local Jewish charity as determined by an authorized party.

Article 11: Enabling Clause

This constitution shall be the authority of this organization. All matter not covered in the constitution may be determined by the rules of order set forth by the executive board. The interpretation of this document will be done by a majority vote of the eboard.

Article 12: Ratification

This constitution will be ratified by a majority vote of at least 15 active Hillel members in the Spring semester of the 2017-2018 academic year.

Article 13: Signature block

This constitution shall be signed by all current board members at the beginning of their term:

President

Vice President

Treasurer

Secretary

Public Relations

Education Chair

Kitchen and Hillel House Manager