

Clark Hillel  
Charter for Recognition  
September 2015

**Mission Statement:**

Hillel's mission is to enrich the lives of Jewish students so that they may enrich the Jewish people and the world. Hillel's vision is of a world where every student is inspired to make an enduring commitment to Jewish life, learning and Israel.

**Current Executive Board Members and Contact Information are as follows:**

President – Sara Davidow (sdavidow@clarku.edu)  
Executive Vice President – Adam Katzman (akatzman@clarku.edu)  
Vice President of Public Relations – Jacob Maselek (jmaselek@clarku.edu)  
Secretary – Rachel Gaufberg (RGaufberg@clarku.edu)  
Treasurer – Roei Shimony (RShimony@clarku.edu)  
Advisor – David Coyne (dcoyne@clarku.edu)

**Article I: Name of Organization**

The name of this organization shall be Clark Hillel, henceforth referred to as Hillel.

**Article II: Membership**

**Bylaw 101: Equal Opportunity**

Each qualified individual regardless of race, color, sex, sexual orientation, religion, national origin, age as defined by law, disability, or veteran status, shall

have equal opportunity to participate as a member of the group. As enacted by the Clark Undergraduate Student Council in Bylaw 101 of the Constitution which states:

Section 1: Student Council advocates the University's policy of equal opportunity, which states:

It is the policy of Clark University that each individual regardless of race, color, sex, sexual orientation, religion, national origin, age as defined by law, disability, or veteran status, shall have equal opportunity in education, employment, or services of Clark University.

Section 2: Student Council's interactions with the undergraduate student body shall exhibit the spirit of the University's Equal Opportunity Policy.

#### **Bylaw 124: SAF Funding Requirements**

As enacted by the Clark Undergraduate Student Council in **Bylaw 124** of the Constitution that all Student Council recognized organizations receiving funding from the Student Activities Fund must:

Section 1.1: Be open to membership to all members of the Clark Undergraduate Student Body regardless of race, color, sex, religion, national origin, sexual orientation, or handicap.

Section 1.2: Be continuously available for additional membership, activities, and participation by all members of the Clark Undergraduate Community.

Section 1.3: Have an Executive Board.

Section 2.1: Open and widely publicize all organizational meetings and events, and activities that the organizations hold, sponsor, or co-sponsor (excluding the Spree Day Committee).

Section 2.2: Allow events and activities held, sponsored, or co-sponsored to be open for the participation of all members of the Clark Undergraduate Student

Body regardless of race, color, sex, religion, national origin, sexual orientation, or handicap.

Section 3.1: Submit one (1) copy of its charter, if changed to the Judiciary Committee of the Student Council for approval by that committee.

Section 3.2: Submit one (1) copy of all executive board changes, as necessary, with updated contact information to the Judiciary Committee of the Student Council.

Section 3.3: Keep on file for their reference, and the reference of their members, a copy of their charter.

Section 4: Notify the Student Council Secretary in writing at least one week in advance of any organizational elections for the purpose of openly and widely publicizing the said elections.

Section 5: Have an advisor; said advisor cannot be an undergraduate student. (Effective spring 2005)

Section 6: Failure to comply with any portion of this bylaw will be cause for an organization to be considered ineligible for SAF funding.

### **Bylaw 130: Membership Prerequisites**

Section 1: All members of Clark Hillel must be full-time Clark undergraduate students in good academic and social standing and who have paid their Student Activities fee in full.

### **Bylaw 131: General Members**

Section 1: General or active membership is defined as all those students who have met the above prerequisites and who have attended at least three events and/or meetings per semester.

## **Bylaw 132: Voting Members**

Section 1: A voting member is defined as anyone who has met the prerequisites of general membership.

### **Article III: Organization and Responsibility of Officers**

## **Bylaw 301: Roles and Responsibilities of the Executive Board**

### President

- The President shall be the primary spokesperson for the organization and represent Hillel in all organizational matters, except financial, to the Student Council, including appearing as the signatory emails when they would like to do so.
- The President shall be responsible for the smooth administrative operation of the organization.
- The President shall be responsible for chairing Executive board and Coordination Council meetings as well as proposing a draft agenda for each meeting in advance.
- The President, along with any member of the Executive board may nominate and accept appointed members to the Coordination Council.
- The President shall schedule a weekly check-in with the Hillel Director during those weeks classes are in session.
- The President is responsible for assisting in the transition between the outgoing Executive board and the newly elected Executive board.
- The President is responsible for ensuring a Hillel presence at all Hillel events (including co-sponsored events), as well as the other Executive board members.

### Executive Vice President

- The Executive Vice President shall be responsible for the coordination and facilitation of the Coordination Council meetings, elections, and filling of Coordination Council vacancies.
- The Executive Vice President shall assume the role of chairperson for all Executive Board should conditions prevent the President from fulfilling such duties.
- In the event of incapacitation, ineligibility, or resignation of the President, the Executive Vice President shall immediately succeed to the office of President.
- Such succession shall continue until a new election for President can be held. Succession to the Office of the President shall not last longer than three school weeks.
- The Executive Vice President shall be responsible for Coordination Council-related programs and tasks, including and not necessarily limited to booking rooms and coordinating retreats.

#### Vice President of Public Relations

- The Vice President of Public Relations shall be in charge of ensuring quality in Hillel publicity, which shall include but not be limited to approving and creating the weekly calendar, flyers and banners, brochures and regalia.
- The Vice President of Public Relations shall be responsible for coordination efforts to publicize Clark Hillel programs to people beyond the campus.
- The Vice President of Public Relations shall be responsible for:
  - Approval of all flyers and banners in advance of use
  - Monitoring for timely completion of event registration forms
  - Monitoring for timely completion of program evaluation forms
  - Ensuring that all Hillel events are posted on LiNK
  - The Vice President of Public Relations shall be responsible for maintaining indexed archives of flyers, banners, event registration form, and program evaluation forms.

#### Secretary

- The Secretary shall take minutes at all Hillel Executive Board and Coordination Council meetings.

- The Secretary shall collect an electronic copy of meeting minutes and agendas from all committees.
- The Secretary shall be responsible for maintaining organizational minutes. At least one set of these records shall be kept in a binder, electronically in the Hillel office, and made available for review by members.
- Following a change on the Executive board, it shall be the Secretary's duty to amend the charter with appropriate name changes.
- The Secretary shall ensure that emails have gone out to the Coordination Council for help with the running of events.

#### Treasurer

- The Treasurer is responsible for all organizational finances pertaining to the Student Activities Fee, and any other money allocated toward Hillel from Clark Undergraduate Student Council.
- The Treasurer will be the primary designee to have access to review Clark Hillel funds.
- The Treasurer shall seek signing rights from Student Council for Hillel and shall represent Hillel if necessary, to the Clark Undergraduate Student Council on all financial matters.
- The Treasurer shall maintain records of all funds. A report will be issued every month and upon request to the Executive Board.
- The Treasurer shall prepare a proposed budget to be approved by both Executive Board and Coordination Council before submission to Clark Undergraduate Student Council.
- The Treasurer is responsible for proposing to the Executive board committee in a timely manner committee programming budgets and any requests for additional funds.
- The Treasurer shall coordinate with the Director on all financial matters.

#### Director

- The Director shall be responsible for mediating any conflicts between and among the organization.
- The Director shall be responsible for organizing all Jewish Federation funding.

#### Liaisons and their roles

- Every standing committee shall have one Executive board member who will attend meetings
- Liaisons will ensure that meetings are productive
- Liaisons will update the Executive board with the activities of the corresponding committee
- Liaisons will serve as a communication between their committees and the executive board regarding any budget requests.

#### General Executive Board member responsibilities

- Attend as many Hillel events as possible
- Have access to the Hillel email list and all records of Hillel membership
- Welcome perspectives and incoming first-year and transfer students
- Foster core membership cohesion
- Promote empowerment and skill development of Hillel members
- Coordinate inter-organizational sponsorship
- Act with the intentions that Hillel is one of top three priorities
- Approve annual budget request to be sent to Student Council
- Four Executive Board members will serve as liaisons for the committees
- Designate one Hillel member as webmaster, who will update the website weekly as well as overseeing any long-term changes of the website

#### Co-chair Responsibilities

- All standing committees will be headed by three committee co-chairs
- Co-chairs shall lead every meeting of their respective committee
- Co-chairs shall attend every meeting of their respective committee
- Co-chairs shall attend every meeting of the Coordination Council
- Co-chairs shall attend every event of their respective committee
- Co-chairs shall make a concerted effort to attend most Hillel events, or at least three events (excluding meetings) per month
- When tabling is used as a tool of advertisement, all committee co-chairs will table proportionally for the event for which they are responsible
- Co-Chairs shall utilize the new program planning sheets in order to ensure they are remaining under budget and executing fun and thoughtful programs.

## **Bylaw 302: Structure of the Coordination Council and Standing Committees**

### Section 1: Social Arts and Culture (SAC):

SAC is responsible for planning, promoting, executing, and evaluating programs involving interfaith programs, Jewish culture, and educational programs about Judaism. Such programs would include but not be limited to formal and informal Jewish learning, as well as Israeli dancing. Such programs would also include talks by students and other knowledgeable Jewish clergy and lay people about Jewish cooking, making Judaica items, Yiddish language, Jewish a cappella, klezmer music, and Ladino music. SAC is responsible for Clark Hillel participation in interfaith and cross-cultural programming. In addition, SAC should aspire to offer at least two educational programs during most months of the school year.

SAC is responsible for planning, promoting, and executing programs that are primarily social in nature. Such programs would include but not be limited to “Midnight” Bagel Brunches, bowling, roller skating, ice skating, going to or showing of general movies and videos, comedy shows, singles’ mixer and concerts. Friday night Shabbat activities responsibilities will rotate between the 4 coordination committees, in order to plan a wide breadth of observance. SAC can use their passions in offering social and cultural programs to create interesting Shabbats, as well as use the support of ROC to ensure that things run smoothly. SAC should aspire to offer frequent events, both large and small. These events should also try to create and maintain relationships with other Hillels. SAC should aim to run at least two programs during most months of the school year.

### Section 2: Israel and Zionism

This committee is responsible for planning, promoting, executing, and evaluating programs that involve Israel, her peoples, culture, geography, and politics. Such programs would include but not be limited to outside speakers, faculty speakers, student speakers, films, and videos. Program topics should include both political and non-political subjects and political programs should reflect a broad range of views from across the Zionist mainstream. Friday night Shabbat activities responsibilities will rotate between the 4 coordination committees, in order to plan a wide breadth of observance. Israel and Zionism can use their passions with Israel to create interesting Shabbats, as well as use



the support of ROC to ensure that things run smoothly. This committee should also be responsible for encouraging students to visit, study, or work in Israel and should work to remove obstacles to maximize participation in these options. This committee should aim to foster Clark's ongoing dialogue with Israel and offer a well-rounded view of past, present, and future Israel. This committee should aspire to offer at least two programs during most months of the school year. This committee should work very closely with the Israel Outreach Coordinator.

### Section 3: Tikkun Olam

This committee is responsible for planning, promoting, executing, and evaluating programs that involve on and off campus education, fundraising, advocacy, community organizing, and direct service to address issues of peace, justice, hunger, homelessness, and the environment. Such programs would include outside speakers, attendance at conferences, petition drives, voter registration, organizing alternative spring break trips, letter writing campaigns, Tzedek projects and door-to-door organizing. Friday night Shabbat activities responsibilities will rotate between the 4 coordination committees, in order to plan a wide breadth of observance. Tikkun Olam can use their passions in repairing the world to create interesting Shabbats, as well as use the support of ROC to ensure that things run smoothly. This committee should aspire to offer two programs during most months of the school year.

### Section 4: Religious Observance Committee (ROC):

ROC is responsible for planning, promoting, executing, and evaluating all programs that involve observance of the Jewish Sabbath and other Jewish Holidays. Such programs would include but not be limited to candle lighting, student-led erev Shabbat services, Shabbat dinners, Passover, Sukkot, etc. seders, Shabbat morning and afternoon services, shomer Shabbat activities, and havdalah. These programs should be offered in a manner that encourages participation by a broad range of students including students with all manners of religious observance and students with different levels of Jewish knowledge. Friday night Shabbat activities responsibilities will rotate between the 4 coordination committees, in order to plan a wide breadth of observance. It is ROCs responsibility to aid other committees in planing these events if needed to make sure they are running smoothly and all things that need to be covered will

be covered. This can be done by attending the other committees meetings or having a representative of the other committees attend a ROC meeting. ROC will also be responsible for offering a learners' minyan service or class at least once a year and offer an on campus student-led service or assistance to students in attending services at area synagogues for each holiday where synagogue attendance is customary. ROC programming should occur most weeks of the semester.

### **Bylaw 303: Membership**

Section 1: The Coordination Council shall consist of the elected co-chairs of the committees, as well as the Executive Board members. All Coordination Council members shall be elected to serve a term of approximately one year. Elections for the committee co-chairs shall be held in the month of September.

### **Bylaw 304: Responsibilities of the Coordination Council**

Section 1: The Coordination Council will be responsible for the calendar of events for Clark Hillel. They shall elect a member of the Executive Board or Coordination Council within one month or as soon as possible when a position on the Executive Board or Coordination Council becomes vacant (see Article III, Bylaw 202, section 1).

Section 2: Weekly Responsibilities: When tabling is used as a tool of advertisement, all committee co-chairs will table proportionally for the event for which they are responsible. Additionally, they shall meet for an hour each week as a committee to plan events.

### **Bylaw 305: Planning Program Sheet**

Section 1: How to keep track of upcoming programs: Incorporated into every program will be a program proposal sheet. This sheet is meant to help organize events and understand what planning and input needs to go into the event to make it successful. It will also help highlight how to advertise the event. The sheet will also help calculate how much money will be needed for such an

event. The program planning sheet should be completed at least 1 week prior to the scheduled program or event, allowing the committees to get their things in order, and allowing the E-Board and Hillel Staff to assist in any ways possible. Planning for Shabbat is handled differently. For more information please see Bylaw 307.

#### Bylaw 306: Budget of the Coordination Council

Section 1: The inclusion of a budget: In attempt to make Clark Hillel more fiscally responsible, a budget shall be applied to every committee that must be maintained when planning programs. There will be cash rewards towards the end of both semesters to committees who successfully executed great programs as an incentive to continue creating fulfilling, meaningful, and fun events. The budget per committee will be decided by the Executive Board based upon previous years fiscal needs. They will look into how much the events of different committees have cost in the past, and will take into account how much each committee will need for any proposed upcoming programs. This budget is not designed to hinder the performance of any committee, and thus if any committee needs more money for a respective program, they may apply for one with the Executive Board through their Liaison. There will also be a discretionary fund for committees that choose to cosponsor programs together. The budget stands to remind committees to plan events early, and not spend money on unnecessary things.

Section 2: Maintaining the Budget: A Google spreadsheet will be created for every committee in order to keep track of the balance each committee has. The committees will also henceforth be required to fill at program planning sheets to help them determine how much money they will need per program, along with other important things about this.

#### Bylaw 307: Shabbat

Section 1: Responsibility of Shabbat: Shabbat is the day of rest, a weekly holy day. In order for Shabbat services and dinner to happen weekly, the responsibility of Shabbat will be shared between the 4 committees. Every week a new committee will take the lead on Shabbat. They will use the strengths of their respective committees to plan unique ways of observance that will continue to make Shabbat such a special holiday. The committees will rotate

Shabbat every week. At the start of the semester, Committees will determine which Friday Nights they would like to sponsor. As ROC is the committee in charge of all religious observances, including Shabbat, they will aid other committees in planing and executing all Shabbat tasks when the responsibility of Shabbat falls upon other committees.

Section 2: Planning and Paying for Shabbat: As Shabbat is a responsibility that is now shared, there will be a Shabbat Planning sheet, separate from the regular program planning sheet. These sheets should be completed at least 10 days prior to the scheduled Shabbat. Since the shabbat responsibilities rotate between the 4 committees, the cost of the program will not come out of any specific committees budget but out of a separate Shabbat budget that all committees have access to.

#### **Article IV: Meetings**

##### **Bylaw 401: Rules and Regulations for the Executive Board**

Section 1: The Executive Board must hold weekly meetings when classes are in session. The President shall chair these meetings and a three-fifths quorum must be present to conduct any and all business. The Executive Board should strive to have the Director present at all meetings. All Executive Board meetings shall be open unless a vote of unanimity to hold a close meeting should pass.

##### **Bylaw 402: Rules and Regulations for the Coordination Council:**

Section 1: Meeting Schedule: The Coordination Council shall meet twice a month during any month where classes are in session for most of the month. The Coordination Council shall meet when convened by the President or by majority vote of the Executive Board or by petition of a majority of the members of the Coordination Council.

Section 2: Quorum: For Coordination Council meetings, two-thirds of the members of the Coordination Council must be present and a majority of the Executive Board must be present to hold a Coordination Council meeting.

Section 3: Voting: Unless otherwise stated a simple majority, fifty percent plus one, is needed for a vote to pass at a Coordination Council Meeting.

## **Article V: Elections**

### **Bylaw 501: Procedures for Executive Board Elections:**

Section 1: Any member of Clark Hillel may stand as a candidate for election to a position on the Executive Board. Elections for all positions on the Executive Board shall be held during November or December, beginning after the March 2015 election. Elections shall be either by using secret paper ballots or electronically. Nominations must be received in writing at least three days prior to the election. Write-in votes for eligible candidates are permitted. Election is by plurality vote. In the event of a tie the Coordination Council shall, by using secret paper ballots or electronically, vote to decide the election with only those candidates tied for election eligible to receive votes. Each nominated candidate for a position may submit a written statement of maximum one page length to be distributed to all eligible voters. In addition, the membership list including names, mailboxes, phone numbers and email addresses where we have them shall be made available to all nominated candidates for use in voter outreach. Voting will be permitted for one day for at least five hours that day at a convenient, publicly accessible location. Clark Hillel staff shall administer Executive Board elections.

Section 2: During elections, a position is vacant if no candidate for that position receives at least five votes.

Section 3: Candidates can only actively campaign for one position. If a person serving as co-chair of a standing committee is elected to a position on the

Executive Board, she or he must step down from the co-chair position before assuming the Executive Board position. Beginning at the end of 2015, members of the Executive Board will officially take their positions on January 1 after being elected except that a person elected to fill a vacancy shall take office immediately upon the announcement of the pertinent election results and shall serve for the remainder of the original term.

**Bylaw 502: Procedures for Coordination Council Elections:**

Section 1: Any member of Clark Hillel who is a full-time student in good academic standing may stand as a candidate for election to a position on the Coordination Council. Elections for all other elected positions on the Coordination Council shall be held during the month of September. Elections shall be by secret ballot using paper ballots or electronically. Nominations must be received in writing at least five days prior to the election. Write-in votes for eligible candidates are permitted. Election is by plurality vote. In the event of a tie, the winning candidate shall be chosen by a secret ballot or electronic vote of the Executive Board. Each nominated candidate for a position may submit a written statement of one page to be distributed to all eligible voters. In addition, the membership list including names, mailboxes, phone numbers and email addresses where we have them shall be made available to all nominated candidates for use in voter outreach. Voting will be permitted for at least two days for at least four hours each day at a convenient, publicly accessible location.

Section 2: Candidates can only actively campaign simultaneously for up to two positions. Any nominations that have been accepted by candidates will be posted on the Clark Hillel web page frequently while nominations are open and until elections are completed. Any person can only serve in one position as a member of the Coordination Council at any given time. During elections, a position is vacant if no candidate for that position receives at least five votes. Members of the Coordination Council officially take their positions immediately upon the announcement of the pertinent election results.

## **Article VI: Impeachment Procedures**

### **Bylaw 601: Removal from Office for Executive Board Members**

Sec. 1: Any Executive Board member who is not fulfilling the duties of office as described in this charter, or who is acting in a manner detrimental to Clark Hillel in any way, shall, by two-thirds vote of the Executive Board, be removed from office only after a discussion with the Hillel Director. Any Executive Board Member who fails to attend two consecutive E-Board and/or Coordination Council meetings without notifying an Executive-board member shall be subjected to an automatic vote to be removed from the Executive Board. Before the vote, anyone who is opposed to the removal will be free to speak about the reasons why they feel that individual deserves to remain on the board. If a simple majority of the Executive Board votes to remove this member or members, that person will be removed.

### **Bylaw 602: Removal from Office for Coordination Council Members**

Section 1: Any Coordination Council member who is not fulfilling the duties of office as described in this charter, or who is acting in a manner detrimental to Clark Hillel in any way, shall, by two-thirds vote of the Coordination Council, be removed from office only after a discussion with the Hillel Director. Any Coordination Council Member who fails to attend two consecutive Coordination Council meetings without notifying an Executive-board member shall be subject to an automatic vote (by the Executive Board) to remove that person from the Coordination Council. Before the vote, anyone who is opposed to the removal will be free to speak about the reasons why they feel that individual deserves to remain on the board. If a simple majority of the Coordination Council votes to remove this member or members, that person will be removed.

## **Article VII: Vacancies**

### **Bylaw 701: Vacancies in the Executive Board**

Section 1: In the event of a vacancy on the Executive Board, the Clark Hillel membership shall be notified by email prior to the filling of the vacancy. Any Clark Hillel member is eligible to be nominated to fill such a vacancy. The Executive Board and Coordination Council shall vote to fill the vacancy within one month or as soon as possible by majority vote by secret written ballot or electronically. An elected Executive Board member takes office immediately upon announcement of the election results.

Section 2: In the case of a mid-year election for president due to a vacancy, a pair of students, as long as they are members of Clark Hillel, have the opportunity to run as co-presidents to fill the slot.

### **Bylaw 702: Vacancies in the Coordination Council**

Section 2: In the event of a vacancy on the Coordination Council, the Clark Hillel membership shall be notified by email prior to the filling of the vacancy. Any Clark Hillel member is eligible to be nominated to fill such a vacancy. The Executive Board and Coordination Council shall vote to fill the vacancy within one month or as soon as possible by majority vote by secret written ballot or electronically. An elected Coordination Council member takes office immediately upon announcement of the election results.

## **Article VIII: Amendments**

### **Bylaw 801: Amendments to the Charter**

Section 1: This charter may be amended by a two-thirds vote of the Coordination Council and Executive Board in accordance with any and all necessary procedures as established by the Student Council of Clark University. Written notice of the intention to consider an amendment to the charter must be sent to all members of the Coordination Council at least three days prior to the meeting at which the amendment or amendments are to be considered. Such notice shall state the time, date and location of the meeting at which the



amendment will be considered and a brief description of the substance of the amendment or amendments.

**Bylaw 802: Access to the Charter**

Section 1: A current copy of the Clark Hillel charter shall be kept in the Hillel office, made available to members, posted on LiNK, and posted on the Hillel website. At the first meeting of the Coordination Council of each school year, the charter shall be distributed to each Coordination Council member and members shall be encouraged to read the charter of Clark Hillel.

**Article IX: Student Council Judiciary Committee Clause and Parliamentary Authority**

**Bylaw 901: Parliamentary Authority**

Section 1: Where this charter and the Clark Undergraduate Student Council constitution are silent or ambiguous, the parliamentary authority for issues of procedure used by Clark Hillel shall be Robert's Rules of Order, Newly Revised.

**Bylaw 902: Judicial Approval**

Section 1: The Clark Undergraduate Student Council Judiciary Committee must approve any changes or amendments to this charter.

<b>Student Council Use Only</b>
UR: _____ SCR: _____
2 Semester Completion Date: _____