

CLARKU Hillel

Clark University Hillel
Charter 2022

Article I - Name

The name of this organization shall be Clark University Hillel, henceforth referred to as Hillel. Other names used are ClarkU Hillel.

Article II - Organization Purpose

Hillel's mission is to enrich the lives of Jewish students so that they may enrich the Jewish people and the world. Hillel assists students as they explore and define their Jewish identities to become inspired and effective leaders around the world. We welcome all students, from all backgrounds and walks of life, to join us.

Article III - Membership

Section 1: Requirements

(A) All members must be currently enrolled full-time undergraduate students who have paid their student activity fees.

(B) All members must be in good academic and social standing with the university. Members cannot be on academic probation nor have had any disciplinary action taken against them by the administration.

(C) No hazing or discrimination will be used as a condition of membership in this organization.

(D) This organization agrees to adhere to the University non-discrimination statement: 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.

(E) 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.

§1: An event is defined as a Hillel-sponsored gathering where at least three (3) people are in attendance, with at least one of them being a member of the Executive Board. An event must be logged into HEART (Hillel Engagement And Retention Tracker) to fully count.

§2: A meeting is defined as either an Executive Board meeting, a Coordination Council meeting, or another meeting with at least three (3) people in attendance. One-on-one meetings do not count for this purpose. A meeting must be logged into HEART to fully count.

Section 2: Revocation of Membership

(A) Students cannot be removed from organizations without first consulting with the Office of Student Leadership and Programming. If it has been determined that a member is eligible for removal, they must follow the club's guidelines below.

(B) The University reserves the right to remove members from an organization based on outcomes from either the Title IX or student conduct processes.

(C) Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Charter. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 majority vote of eligible members. Revocation of membership will be valid for at least two semesters.

Section 3: Appeal Process

(A) Any student whose membership is revoked will have seven (7) calendar days to appeal the revocation. The appeal must be submitted in writing to the Executive Board and Director, and must include any relevant information that has not already been presented. The Executive Board, along with the Director, will then render a decision at the next general body meeting or in seven (7) calendar days, whichever occurs first.

Article IV - Officers

Section 1: Eligibility

(A) To run for the Executive Board, a general member must have attended at least ten events that semester, unless an exemption is granted by the legacy Executive Board or an appeal is approved.

(B) Officers must remain in good academic standing and in satisfactory disciplinary status as determined by the Dean of Students Office.

(C) Elections for all positions on the Executive Board shall be held during November or December, before the winter break.

Section 2: Titles and Duties

The President shall:

(A) 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.

(B) The President shall be responsible for the smooth administrative operation of the organization.

(C) 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.

(D) The President, along with any member of the Executive Board, may nominate and accept appointed members to the Coordination Council.

(E) The President shall schedule a weekly check-in with the Hillel Director whilst classes are in session.

(F) The President is responsible for assisting in the transition between the outgoing Executive board and the newly elected Executive Board.

(G) 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.

§1: The President shall oversee the functioning of all club meetings and activities.

§2: The President shall hold regular check-in meetings with other Executive Board officers.

§3: The President shall work to maintain a partnership with the Clark and Worcester communities, our partner schools in the Higher Education Consortium of Central Massachusetts [HECCMA], the Hillel Council of New England [HCNE], and Hillel International.

The Executive Vice President shall:

(A) The Executive Vice President shall be responsible for the coordination and facilitation of the Coordination Council meetings, elections, and filling of Coordination Council vacancies.

(B) The Executive Vice President shall assume the role of chairperson for all Executive Board should conditions prevent the President from fulfilling such duties.

(C) In the event of incapacitation, ineligibility, or resignation of the President, the Executive Vice President shall immediately succeed to the office of President.

§1: 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.

(D) 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.

(E) The Executive Vice President shall serve as the liaison to one (1) of the committees.

The Vice President of Public Relations shall:

(A) 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.

(B) The Vice President of Public Relations shall be responsible for coordinating efforts to publicize Clark Hillel programs to people beyond the campus.

(C) 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

(D) The Vice President of Public Relations shall be responsible for maintaining indexed archives of flyers, banners, event registration forms, and program evaluation forms.

(E) The Vice President of Public Relations shall serve as the liaison to one (1) of the committees.

(F) The Vice President of Public Relations shall oversee a Social Media and Publicity Team to

- Increase the quality of social media presence
- Create and monitor social media posts
- Monitor and track online engagement
- Design event flyers

The Secretary shall:

(A) The Secretary shall take minutes at all Hillel Executive Board and Coordination Council meetings.

(B) The Secretary shall collect an electronic copy of meeting minutes and agendas from all committees.

(C) The Secretary shall be responsible for maintaining organizational minutes.

§1: At least one set of these records shall be kept electronically, and made available for review by members.

(D) The Secretary shall ensure that emails have gone out to the Coordination Council for help with the running of events.

(E) The Secretary shall serve as the liaison to one (1) of the committees.

The Treasurer shall:

(A) 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.

(B) The Treasurer will be the primary designee to have access to review Clark Hillel funds.

(C) The Treasurer shall seek signing rights from CUSC for Hillel and shall represent Hillel if necessary, to the Clark Undergraduate Student Council on all financial matters.

(D) The Treasurer shall maintain records of all funds. A report will be issued every month and upon request to the Executive Board.

(E) The Treasurer shall prepare a proposed budget to be approved by both the Executive Board and Coordination Council before submission to Clark Undergraduate Student Council.

(F) The Treasurer is responsible for proposing to the Executive Board committee in a timely manner committee programming budgets and any requests for additional funds.

(G) The Treasurer shall coordinate with the Director on all financial matters.

(H) The Treasurer shall serve as the liaison to one (1) of the committees.

The Member-Engagement Representative shall:

(A) The Member-Engagement Representative shall not be elected, unlike other Executive Board positions, and shall be appointed by a majority vote of the Coordination Council. This person must be in good standing with Hillel and the greater Clark community, have been a member of the Coordination Council for at least one (1) semester, and submit a written statement on why they believe they would be best for the position.

(B) The Member-Engagement Representative between Hillel members, and be responsible for the organization's Hillel Engagement and Relationship Tracker.

(C) The Member-Engagement Representative will utilize our attendance system to gauge students' involvement with all relevant social activities/high-impact events/Jewish learning/other categories.

(D) The Member-Engagement Representative shall check-in with the President and the Director at least once every two weeks to discuss member engagement.

Article V - Selection of Officers

Section 1: Eligibility to Vote

(A) A voting member is defined as anyone who has met the prerequisites of the general membership.

(B) A voting member must be registered with Hillel on Clark Engage to vote in the election. All students enrolled with the University should have access to Engage.

Section 2: Nomination Process

(A) Nominations must be received in writing at least three days prior to the election.

(B) Each nominated candidate for a position may submit a written statement of a maximum one-page length to be distributed to all eligible voters.

Section 3: Election Process

(A) Elections shall be either by using secret paper ballots or electronically.

(B) Write-in votes for eligible candidates are permitted.

(C) The election is by plurality vote.

(D) In addition, the membership list including names and email addresses where we have them shall be made available to all nominated candidates for use in voter outreach.

(E) Voting will be permitted for one day for at least five hours that day at a convenient, publicly accessible location or online.

(F) Hillel staff shall assist with Executive Board elections.

(G) During elections, a position is vacant if no candidate for that position receives at least five votes.

(H) 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.

(I) 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.

Section 4: Term of Office

(A) The Executive Board term begins on January 1st and ends on December 31st.

(B) Officers may be re-elected for a second term.

Article VI - Officer Vacancies

Section 1: Removal of Officers

(A) 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

(B) 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.

(C) Before the vote, anyone who is opposed to the removal will be free to speak about the reasons why they feel that the 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.

Section 2: Resignation of Officers

(A) In the event of the resignation of any officer, a letter must be submitted to the Executive Board and the Director at least seven (7) days prior to their exit. They must also meet with the Executive Board during the next meeting, or within the next seven (7) days, whichever is closer.

(B) The resigning officer must return any and all sensitive documents and items that are owned by Hillel within ten (10) days.

Section 3: Filling Vacant Officer Positions

(A) In the event of a vacancy on the Executive Board, the Hillel membership shall be notified by email prior to the filling of the vacancy. Any 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.

(B) 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.

Article VII - Meetings

Section 1: Rules and Regulations for the Executive Board

(A) 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, and meeting minutes, shall be open. and time and place should be made available unless a vote of unanimity to hold a closed meeting should pass.

Section 2: Rules and Regulations for the Coordination Council

(A) 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.

(B) 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.

(C) Unless otherwise stated a simple majority, fifty percent plus one, is needed for a vote to pass at a Coordination Council Meeting.

Article VIII - Director

Section 1: Director Responsibilities

(A) The Director shall be responsible for overseeing the strategic vision, financial management, fundraising, staff, operations, and quality programming for Hillel. They shall help the Executive Board in their duties and advise them.

(B) The Director does not have any voting rights within Hillel.

(C) The Director may not spend organization funds without the explicit approval from Hillel.

Section 2: Nomination and Role

(A) Hillel has a five-year renewable contract with the President of the University to have a Director instead of a faculty advisor. The Director is appointed by the Jewish Federation of Central Massachusetts after a vote from the Hillel Advisory Board. The final candidate is also approved by the CEO of Hillel International.

Section 3: Removal or Replacement

(A) The Director may be removed at any time at the discretion of the Jewish Federation of Central Massachusetts for any reason. Termination must first come from the Hillel Advisory Board after a consultation with Jewish Federation of Central Massachusetts' HR attorney.

Article IX - Amendments

Section 1: Judiciary Committee

(A) The Clark University Undergraduate Student Council Judiciary Committee must receive an updated charter anytime changes or amendments are made to this charter.

(B) 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.

Section 2: Access to Charter

(A) A current copy of the Hillel charter shall be kept in the Hillel office, made available to members, posted on Engage, 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 Hillel.

LAST UPDATED: 1/27/2022