

Constitution of the Hillel of Christopher Newport University

Ratified 1-31-09

JB
2/9/09

Article I: Name of Organization

Section 1: The name of this organization shall be Hillel of Christopher Newport University (Hillel CNU), affiliated with the international organization, Hillel.

Article II: Purpose

Section 1: The purpose of the chapter is to enrich the lives of Jewish students so that they may in turn enrich the Jewish people and the world.

Section 2: To provide a place for Jewish students to meet and have religious, educational, and social gatherings. It is also to spread the awareness of Jewish culture and issues at Christopher Newport University and in the community.

Article III: Membership

Section 1: Non-discrimination and Fair Treatment Clause

The Hillel of Christopher Newport University shall not haze any prospective or current member for the purpose of admission into or affiliation with the organization. Members of Hillel CNU are free to leave or dissociate without fear of retribution or harassment. Hillel CNU shall not discriminate based on race, creed, color, sex, age, national origin, disability and sexual orientation.

✓
✓

Section 2: Membership status and Qualifications

Membership in Hillel CNU shall be open to any interested student. There shall be active, non-active, and honorary members of Hillel CNU. Active and non-active members must be enrolled in CNU. Members shall be considered active if they have paid their dues and if they participate in chapter events and meetings. Members shall be considered non-active if they have paid their dues in full, but do not participate regularly in chapter events. Any honorary person, including but not limited to chapter alumni who were active, members of the faculty, and community members, shall be nominated by the President and Executive Vice President. For honorary membership the nominee shall be confirmed by a majority vote of the active membership. Past Presidents shall be given automatic honorary membership status. Advisor(s) and Communities Liaisons(s) shall not be included as honorary members.

Section 3: Voting Privileges

Active members shall have full voting privileges. Non-active members shall only be able to vote in the Executive Board and Advisor elections. Honorary members shall have limited voting privileges for event dates, event details, and on major purchases that will be \$100.00 or more.

Section 4: Removal

All members are subject for removal from the organization for just cause through the removal process. Officers must be impeached before they can be removed.

The removal process shall proceed as follows:

1. The removal process shall begin with an active member handing a signed letter to the President that fully explains the reasons for another member to be removed.
2. During the next general meeting the letter of removal must be addressed and read. The accused may defend his or her case before the chapter.
3. At the following general meeting there shall be a secret vote for removal by the active membership of the organization. Removal of a member shall require a $\frac{3}{4}$ vote from the active membership and the guidance of the advisor.
4. If the removal is voted for, it shall take effect immediately.

Article IV: Meetings

Section 1: There shall be Executive Board meetings and General meetings. Executive Board meetings shall be held weekly unless a majority vote by the Executive Board decides that the next week's meeting is postponed or cancelled. Executive Board meetings are comprised of the officers, the Advisor(s), Community Liaison(s), and any other people that the Executive Board invites by a majority vote. General meetings shall be held no less than two times a month unless a majority vote by the active membership decides that the next meeting is postponed or cancelled. General meetings shall be open to the entire membership of the chapter.

Section 2: It is mandatory that all officers attend all meetings unless they submit a formal letter of absence at least 12 hours before the next meeting to the President and the Secretary. If the President is the one who will be absent he/she must include the Executive Vice President. If the Secretary is absent he/she shall include the Executive Vice President in the letter and the Executive Vice President shall record minutes. The absence must be approved by the aforementioned officers in order for it to be considered excused. In the case of an emergency absence the officer shall notify the President as soon as possible. It is also mandatory for officers to give reports at both Executive Board and General meetings when they have been assigned tasks.

Section 3: Business shall be conducted according to Roberts Rules of Order.

Section 4: Quorum for Executive Board meetings shall be four officers. Quorum for General meetings shall be seven active members. As the chapter grows, these values will need to be amended to reflect a ratio of the officers and active membership. Quorum shall be evaluated at the beginning of each fall semester by the Executive Board.

Section 5: A majority shall be constituted by a vote larger than but not equal to 50% of the voting membership.

Article V: Dues

Section 1: Chapter dues shall be set yearly at the first Executive Board meeting of the academic year. The Treasurer shall make a proposal to the executive board as to what the dues should be set at. A majority vote by the Executive Board shall determine the amount for dues.

Section 2: The Treasurer shall collect dues within the first six meetings of the beginning of each academic semester. The President and Executive Vice President shall review dues collection on a monthly basis.

Article VI: Officers

Section 1: Officers and Chain of Command

The officers for Hillel CNU shall consist of the following positions in this chain of command: President, Executive Vice President, Vice President of Social and Education programming, Vice President of Religion and Social Action Programming, Treasurer, and Secretary.

Section 2: Officer Qualifications

Only full-time degree seeking CNU students may serve as officers. Candidates for President and Executive Vice President must have been active members of Hillel CNU for at least one year and candidates for all other positions must have been active members of Hillel CNU for one semester. Candidates must have also paid their dues.

Section 3: Duties of the Officers

1. President – Provides leadership, management, and overall direction for the chapter. Runs and sets the agenda for all meetings. Prepares and maintains a calendar of scheduled events. Oversees all of the other officers and committees. Calls special Executive Board and General meetings as needed. Makes the chapter aware of all pertaining issues happening at CNU and gives guidance as to appropriate actions to take. Is the point of contact for regional and state Hillels and for all other organizations at CNU. Must ensure that this constitution is being followed and if it is not must correct the situation. Performs all other relevant duties as assigned by the Executive Board.
2. Executive Vice President – Assists in the management of chapter affairs and fills in for all of the President's duties in the President's absence. In charge of membership responsibilities and submits a proposal to the Executive board on the membership status for each member no less than two times per semester. Performs all other relevant duties as assigned by the Executive Board.
3. Vice President of Social and Education Programming – In charge of planning, organizing, and advertising for all social and education programs. Ensures that there are an adequate number of programs per semester. Makes sure that there are social and education aspects in most of the events and meetings for Hillel CNU. Perform all other relevant duties as assigned by the Executive Board.

4. Vice President of Religion and Social Action Programming – In charge of planning, organizing, and advertising for all religion and social action programs, including Shabbat dinners. Ensures that there are an adequate number of programs per semester. Makes sure there are religious and social action aspects in most programs and meetings. Makes the chapter aware of important issues pertaining to Israel and suggests programs if necessary. Performs all other relevant duties as assigned by the Executive Board
5. Treasurer – Manages all financial affairs of the chapter. Receives and disburses funds, upon the decisions the Executive Board and chapter. Provides a recommendation to the Executive Board as to what the yearly dues should be set at. Keeps up to date and accurate account records for all accounts. Presents the account records at each Executive Board meeting in a Treasurer's report. Meets with the CNU fiscal technician as needed. Creates an annual end of the year financial report for Hillel CNU. Performs all other relevant duties as assigned by the Executive Board.
6. Secretary – Records all meeting minutes and attendance. Maintains membership records and creates membership directories. Submits formal minutes to the chapter website and sends out a report after each general meeting to the chapter members in a timely manner. Is the contact person for members of Hillel CNU. In charge of all formal letter writing, such as thank-you notes, for the chapter. Manages the Hillel CNU E-mail account and notifies appropriate Executive Board officers of E-mails pertaining to them. Keeps and maintains all records for the chapter and creates an annual photo album presented at the last meeting of the term. Performs all other relevant duties as assigned by the Executive Board.

Section 4: Election Process

All active members who meet the qualifications listed in section 2 may run for office in the following process. The Election Process shall begin within the last two weeks of March and end within the first two weeks of April. Each step of the Election process shall occur during a General meeting. The Election Process and ballot counting shall be run by the highest ranking officer who is a graduating senior and assisted by the Advisor. Officers shall serve a year long term starting in the last week of the academic school year.

The Election Process shall proceed as follows:

1. In the first week of the Election Process active members may nominate any qualifying active member to a position. That candidate must then be seconded by another active member. Candidates may either nominate or second themselves but may not do both. The candidate may then accept or deny the nomination.
2. In the second week of the Election Process each candidate shall give a short speech about what he/she will do in their positions if elected.
3. In the third week of the Election Process, at a well publicized General meeting active and non-active members shall vote on a written ballot for one candidate per position. A majority vote for each position shall determine the winner. In the case of a tie a special run-off election shall

be held at the next General meeting between the tying candidates. The winners of the election shall be announced at the following meeting.

Section 5: Impeachment

Officers can be recommended for impeachment through the Impeachment Process for just cause, which includes but is not limited to, if he/she fails to meet membership qualifications, fail to execute the duties of office, fail to satisfactorily attend meetings without excuse as noted in Article IV Section 2, or violate this constitution.

The Impeachment Process proceeds as follows:

1. A typed and signed formal letter must be submitted to the President by an active member explaining, in full, why the officer should be impeached, unless it is the President who is being suggested for impeachment in which case the letter shall be handed to the Executive Vice President.
2. At the following General meeting the letter shall be read and the person being charged may provide a self-defense.
3. After the impeachment charges are debated a 2/3 vote of the active membership will be needed for the officer to be impeached.
4. The officer shall be removed from office immediately if impeachment is approved.

Section 6: Vacancies

In the case of a vacancy of the President, the Executive Vice President shall assume the Presidency immediately. In the case of a vacancy in any other position a special election shall be held. All officers' qualifications shall apply for special elections. A current officer may run for another position and if that officer wins his/her former position will need to be filled as well. Special elections shall take place no later than two weeks after the vacancy occurs. If the vacancy occurs within the last two months of the academic year the President shall nominate a qualifying active member for that position and confirmed by a majority vote by the active and non-active membership.

Article VII: Advisor

Section 1: Advisor(s) Qualifications

A current faculty/staff member shall be eligible to be the chapter advisor(s).

Section 2: Advisor(s) Duties

The advisor(s) shall give general guidance to the chapter when needed. Provide assistance with any task as needed by the chapter. Shall provide motivation for the chapter when needed. The Advisor(s) shall also inform the President if the chapter is violating this constitution and provide guidance to the President on how to have the chapter operate within the bounds of this constitution.

Section 3: Advisor(s) Responsibilities

The Advisor shall work closely with the organization in coordinating activities to insure that they are conducted in compliance with Christopher Newport University policies and

the laws of the United States of America, the Commonwealth of Virginia, and the City of Newport News.

Section 4: Advisor(s) Election

The Advisor shall be recommended by a majority vote by the Executive Board to the chapter membership and shall be elected by a majority vote of the active and non-active members after an interview at a General meeting.

Section 5: Advisor(s) Removal

The Advisor may be removed for just cause, which includes violation of this constitution, through the following process:

1. The Executive Board shall first meet with the Advisor at a special meeting to discuss the chapter's concerns.
2. If the problem persists, a formal letter of removal shall be drafted by the Executive Board. The Executive Board also needs to have preliminary ideas for another Advisor before a vote of removal may proceed.
3. At the next General meeting, after debate, a 2/3 vote by the active membership shall decide if the Advisor shall be removed. If removal is voted for it shall take effect immediately.

Article VIII: Community Liaison and Advisory Board

Section 1: Community Liaison Qualifications

The Community Liaison shall be a Jewish resident of the surrounding Christopher Newport University community. The Community Liaison must be familiar with the surrounding Jewish community and with Hillel CNU.

Section 2: Community Liaison Duties

The Community Liaison shall be responsible for establishing links between Hillel CNU and the greater community. The Community Liaison shall also make the chapter aware of community events and shall organize community events as necessary. The Community Liaison shall assist with any other relevant tasks that the chapter requests.

Section 3: Community Liaison Election

The position of Community Liaison only needs to be filled when the chapter finds it necessary. When the chapter chooses to elect a person for the position of Community Liaison they must meet the qualifications listed in section 1 and be elected in the following manner. First, the candidate must be recommended to the chapter membership, after an interview, by a majority vote by the Executive Board. After that, the candidate shall be elected by a majority vote of the active membership during a General meeting.

Section 4: Community Liaison Removal

The Community Liaison may be removed for just cause, which includes violation of this constitution, through the following process:

1. The Executive Board shall first meet with the Community Liaison at a special meeting to discuss the chapter's concerns.
2. If the problem persists, a formal letter of removal shall be drafted by the Executive Board.
3. At the next General meeting, after debate, a 2/3 vote by the active membership shall decide if the Community Liaison shall be removed. If removal is voted for it shall take effect immediately.

Section 5: Advisory Board

The Advisory Board shall be formed when the chapter approves of it with a majority vote by the active membership. The Advisory Board shall assist Hillel CNU with anything that the chapter may need. It shall also help support Jewish causes on campus. All Advisory Board members must be approved by a majority vote of the Executive Board. All Executive Board members, the Advisor, and the Community Liaison shall be reserved a voting seat on the Advisory Board. The Advisory Board shall determine who its own chair shall be. A 2/3 vote by active membership shall dissolve the Advisory Board for just cause.

Article IX: Committees

Section 1: Committee Qualifications

Committees shall be created by the chapter as necessary. Committees shall be open to all members. A committee shall be dissolved once its work is completed.

Section 2: Committee Chair(s)

The Committee Chair(s) shall be an officer from the Executive Board. An active member may also be nominated by the President and confirmed by a majority vote of the Executive Board to be a Committee Chair. Committee Chairs' are responsible for running the committee and delegating tasks to committee members. Committee Chair(s) or a committee member as designated by the chair shall make a report on the committee at each General meeting and at the request of the President and/or Executive Vice President at Executive Board meetings.

Article X: Responsibilities

Section 1: The organization will adhere to University policies and all local, state and federal laws.

Article XI: Amendments

Section 1: Proposed amendments to the constitution of the Christopher Newport University Hillel must be brought forth in a typed and signed letter to an Executive Board meeting by an active member. The Executive Board shall discuss the proposed amendment and by a majority vote decide to address the proposal at the next General meeting. All active members must be notified by E-mail of the proposed amendment by the Secretary before the vote. A 2/3 vote by the active membership after debate with

quorum members at the next General meeting will be required for adoption. If the amendment is adopted it shall take effect immediately.

Section 2: Any revisions to the constitution and/or by-laws must be reviewed by the Office of Student Activities.

