

CONSTITUTION AND BY-LAWS  
THE HILLEL FOUNDATION AT PURDUE UNIVERSITY, INC.

ARTICLE I  
NAME AND LOCATION

The name of the organization is The Hillel Foundation at Purdue University, Inc., (hereinafter called "Purdue Hillel".) The principal office of the Purdue Hillel shall be located at 912 West State Street, West Lafayette, IN 47906. Meetings of the Governing Board, however, may be held at such places as designated by the Governing Board.

ARTICLE II  
MISSION, VISION, VALUES, PURPOSES AND OBJECTIVES

Purdue Hillel is a not-for-profit organization with the following mission, values, and inclusion statements:

**2.1 MISSION**

Purdue Hillel enriches Purdue University and the Greater Lafayette community by welcoming, inspiring, and empowering each person to be proud of their connection to meaningful Jewish life and by actively creating, connecting, leading, serving, and celebrating ongoing experiences to help foster a kinder and more empathetic world.

**2.2 VALUES**

Jewish Peoplehood: Sharing experiences, aspirations, values, and purpose while nurturing the balance in being distinctively Jewish and universally human.

*All Jews are responsible for one and other. (Babylonian Talmud, Shevuot 39a)*

Inclusion: Radically intentional about accessibility and belonging, treating every person with the utmost care and respect.

*Do not disparage anyone, and do not shun anything. (Pirkei Avot 4:3)*

Education: Fostering a passion for curiosity and learning and ensuring that the Next Giant Leaps offered at Purdue are mirrored in our Jewish experiences.

*These and those are both the way of God. (Babylonian Talmud, Eruvin 13b)*

Integrity: Open, honest, authentic, and ongoing transparency in how we communicate and gather while empowering one another to always do what is just and right.

*In a place where there is no humanity, strive to be human. (Pirkei Avot 2:5)*

Joyful Judaism: Vibrant and energetic celebration in worship, ritual, culture, history, and marking Jewish milestones together.

*There is no commandment to be joyous, but joy can bring on the greatest mitzvot. (Rabbi Aharon of Karlin)*

**2.3 BELONGING**

Purdue Hillel is a place to explore Judaism and Jewishness and is a safe space where we welcome and affirm every person for their whole self. Inclusion is our superpower. There is no place here for discrimination against any person based on their religion or religious practice, citizenship or nationality, sexual orientation, gender identity or expression, ethnicity, race, age, neurodiversity, appearance, disability or impairment, social class, or any other aspect of what makes them the unique and irreplaceable human being they are.

2.4 The purposes and objectives of this organization are to:

- a. serve as a vital link between Jewish students and Purdue University by providing an array of Jewish activities that include many different opportunities for engagement including social, religious, social action, Israel-oriented, cultural/educational, and cultural arts programming;
- b. maintain a welcoming atmosphere to all members of the community;
- c. serve as the Jewish students' home away from home;
- d. actively engage all members of the campus Jewish community and embrace the value of pluralism as it regards Jewish practice and beliefs.
- e. foster a strong Jewish identity in order to enhance students' commitment to Jewish life that will continue during and beyond their campus years;
- f. maintain a visible and positive Jewish presence on campus and serve as an advocate and valuable partner to the University community.

### ARTICLE III PURDUE HILLEL GOVERNING BOARD

3.1 The Purdue Hillel Governing Board shall be charged with the governance, oversight, and vision of Purdue Hillel.

3.2 The duties of the Purdue Hillel Governing Board shall be:

- a. to govern the affairs of Purdue Hillel and ensure that the organization stays true to the mission;
- b. to approve an annual budget of revenue and expenses and to annual review fiscal policies and procedures;
- c. to partner with the Executive Director in seeking financial resources on behalf of Purdue Hillel;
- d. to annually review its By-Laws and evaluate its own operation;
- e. to determine the Purdue Hillel Executive Director through recruitment, selection and hiring. When the employment of the Director shall be terminated, it shall be in partnership with Hillel: The Foundation for Jewish Campus Life (FJCL), or its successors.
- f. to positively represent Purdue Hillel through each board member's personal spheres of influence, enhancing Purdue Hillel's public image; and to be an important presence on behalf of Purdue Hillel's interests and needs;
- g. to operate in a manner representative of policies established by Hillel International;
- h. to elect the officers of the Purdue Hillel Governing Board as needed and as defined by Article V.

3.3 Composition: The Governing Board shall be composed as follows:

- a. not to exceed twenty-one (21) members, with a minimum of nine (9) members, to be elected in accordance with the provisions of Article VIII of this Constitution and By-Laws;
- b. members of the Board shall be persons knowledgeable and committed to Purdue Hillel with backgrounds reflecting students, alumni, University stakeholders, and community members.
- c. the current Student Board President shall serve as a member of the Governing Board;
- d. the faculty advisor shall serve on the Governing Board;
- e. the Executive Director will make a recommendation to the Governing Board regarding

adding a recent alumnus to the Board.

f. The Hillel Executive Director shall serve as a non-voting participant of the Board except as agenda items regarding personnel issues make this inappropriate;

3.4 Duties: All members of the Board shall serve on at least one committee and shall attend regular meetings of the governing Board.

3.5 Term of Service: A term of office shall begin at the close of the annual meeting. Board members shall remain on the Board if they continue to take on meaningful leadership roles as committee chairs or Board Officers, at which time their terms in those roles reset to zero. A term of service shall be six years and may be renewed.

3.6 Removal: A Board member may be dismissed by a vote of the Governing Board for cause or for three (3) consecutive unexcused absences. Failure to notify an officer of the Board or the Purdue Hillel Executive Director prior to said meeting(s) constitutes an unexcused absence.

3.7 Financial Support: Each Board member will demonstrate their commitment to Purdue Hillel by making meaningful financial gifts.

#### ARTICLE IV MEETINGS OF GOVERNING BOARD

4.1 Regular Meetings: The Governing Board shall hold no fewer than four (4) regular meetings in a calendar year including the annual election meeting in the spring of each year. The date, time, and location shall be set by the Executive Committee and written notice of the meeting shall be given to all members of the Governing Board at least fourteen (14) days in advance of the meeting.

4.2 Special Meetings: Special meetings of the Governing Board may be called by the President, or by any three (3) Board members, with at least seven (7) days written notice. The notice by the President, or at least three (3) Board members, shall include a statement of the purpose of the meeting as well as the date, time, and location of the special meeting. Meetings by telephone or teleconferencing are permitted.

4.3 Quorum: A quorum shall be two-thirds of the members of the Governing Board. An absence of a quorum does not prohibit a regular or special meeting from occurring but does prohibit any votes as defined by Robert's Rules of Order.

#### ARTICLE V OFFICERS AND DUTIES

5.1 Officers: The officers of the Purdue Hillel Governing Board, who also shall be Board members, shall be a President, a Vice President, a Secretary, a Treasurer, and other officers as the Governing Board may elect periodically to carry out the business of Purdue Hillel.

5.2 Term: A term of office shall be for two years and shall begin at the close of the annual election meeting. The President may serve no more than two (2) consecutive full terms, at a time.

5.3 Vacancies: A vacancy shall be filled by a vote of the Governing Board from a list of candidates

presented by the Nominating Committee. The individual elected shall serve for the remainder of the term of the officer replaced. In case of vacancy in the offices of Vice President, Secretary, or Treasurer, a replacement shall be appointed by the President within forty-five (45) days of the date on which the office becomes vacant.

5.4 Duties and Powers: The officers shall perform the duties and exercise the powers prescribed by this Constitution and By-Laws. Those duties and powers shall include, but not be limited to, the following:

- (a) The President shall:
  - a. be the principal officer of the Purdue Hillel;
  - b. preside at all meetings of the Governing Board and Executive Committee;
  - c. work closely with the Executive Director;
  - d. sign legal documents when required;
  - e. create special committees and appoint chairpersons and members as the need arises and appoint chairpersons and fill vacancies on standing committees; and
  - f. represent Purdue Hillel in the community.
  - g. have served at least one (1) full term as an officer prior to assumption of duties. This requirement may be waived by a two-thirds ( $\frac{2}{3}$ ) vote of the entire Governing Board.
  
- (b) The Vice President shall:
  - a. Serve as a primary back-up at all times to the President. Should the President be unable to complete any duty, the Vice President will take up said responsibility;
  - b. Complete all duties and responsibilities delegated by the President;
  - c. Serve as committee chair of at least one (1) standing committee;
  - d. Sign legal documents when required.
  
- (c) The Secretary shall:
  - a. keep an ongoing record of the proceedings of all meeting of the Governing Board and Executive Committee;
  - b. distribute minutes to the Governing Board within one week;
  - c. sign legal documents when required.
  
- (d) The Treasurer shall:
  - a. chair the Finance/Budgeting Committee;
  - b. prepare financial reports with the Director and make financial reports at each meeting of the Governing Board;
  - c. be responsible for overseeing the funds of the Purdue Hillel;
  - d. ensure that policies of the Purdue Hillel are following the best practices of Hillel International in regard to fiscal management and accounting; and,
  - e. whenever possible, the Treasurer shall be a person skilled in accounting.
  - f. sign legal documents when required.

ARTICLE VI  
EXECUTIVE DIRECTOR

6.1 The Executive Director is a full-time, paid employee of Purdue Hillel. The Executive Director shall be responsible to the Governing Board to see that its policies, decisions, and guidelines are carried out and put into effect.

6.2 The Executive Director shall supervise all other employees that may be hired by Purdue Hillel, both paid professionals and student employees or interns.

6.3 The Executive Director shall be responsible to the Governing Board on the administration of all programming and partnerships undertaken.

6.4 The Executive Director shall work with the Governing Board on all fundraising goals and in development of future fundraising opportunities.

6.5 The Executive Director shall be an ex-officio member, without vote, of all standing committees, and of all special committees where appropriate. If the Executive Director is unable to attend a given meeting, they may designate a member of the Hillel staff to represent them.

## ARTICLE VII COMMITTEES

### 7.1 Standing Committees:

- a. The Standing Committees of the Governing Board shall be the following:
  - a. Executive Committee
  - b. Nominating Committee
  - c. Finance/Budgeting Committee
  - d. Personnel Committee
  - e. Development Committee (Formerly Long-Term Planning) \*
  - f. Building Committee
- b. Each Standing Committee shall have a chairperson appointed by the President who shall be a member of the Governing Board.
- c. The Governing Board may from time to time, by a majority vote, delete or establish standing committees.
- d. The Governing Board may from time to time, under extreme circumstances, override the appointments of a chairperson or members of the committee by three-fourths ( $\frac{3}{4}$ ) vote.

### 7.2 Executive Committee:

- a. Membership: The Executive Committee shall consist of the elected officers of the Governing Board.
- b. Duties: The Executive Committee shall act in place of the Governing Board in periods between meetings of the Governing Board. The Executive Committee may not act alone to: (1) amend these By Laws; or (2) hire or fire the Director. It shall coordinate all Board and committee functions and generally be responsible for the development of the Governing Board.
- c. Meetings: Meetings may be called by the President or by any two (2) members of the Committee and three (3) members shall be a quorum.

### 7.3 Nominating Committee:

- a. Membership: Consisting of three (3) members of the Board, the Committee Chair shall be selected by the President, and the Committee Chair will select general members of the committee.
- b. Duties: The Nominating Committee shall continually screen and consider the

qualifications of potential candidates for members of the Governing Board. The committee shall nominate knowledgeable and dedicated persons to the Board. To assure proper screening and consideration of the candidates for the Governing Board, members of the Board should make recommendations to the Nominating Committee at least thirty (30) days prior to the election and there shall be a meeting of the Nominating Committee for the purposes of discussing nominations to the Board. The Nominating Committee shall provide recommendations for the position of Faculty Advisor, in consultation with the Executive Director. The Nominating Committee shall be responsible for the coordination of board training for new board members.

7.4 Finance/Budgeting Committee:

a. Membership: Consisting of three (3) members of the Board, the Committee Chair shall be the Treasurer, and the Committee Chair will select general members of the committee. Whenever possible, committee members shall be persons with expertise in accounting or in business.

b. Duties: The Finance/Budgeting Committee shall partner with the Executive Director in cash flow projections and the annual budget, to be presented for approval to the Governing Board. The committee shall annually evaluate fiscal policy and procedure.

7.5 Personnel Committee:

a. Membership: Consisting of three (3) members of the Board, the Committee Chair shall be selected by the President, and the Committee Chair will select general members of the committee.

b. Duties: The Personnel Committee shall serve in an advisory capacity to the Governing Board in matters relating to hiring, evaluation, employee benefits, and dismissal of staff. It shall also undertake the periodic annual review of professional job descriptions and personnel policies to ensure their continued viability. Whenever possible, the Personnel Committee shall have members who are attorneys who are knowledgeable in employment law issues. The Personnel Committee shall evaluate the performance of the Hillel Director as per Hillel International best practices. The committee shall provide appropriate supervision and support opportunities for the Director's professional growth. The committee shall ensure the conditions of employment are equitable, clearly stated in a written personnel code, and fairly administered.

7.6 Development (formerly Long-Term Planning)

a. Membership: Consisting of five (5) members of the Board, the Committee Chair shall be selected by the President, and the Committee Chair will select general members of the committee.

b. Duties: The Development Committee shall develop and help implement a plan for annual fundraising, including major gift solicitation and endowments. It shall engage with the Governing Board, staff and Student Board in strategic planning, goal setting and self-evaluation to determine Hillel's financial resources.

7.7 Building Committee

a. Membership: Consisting of three (3) members of the Board, the Committee Chair shall be selected by the President, and the Committee Chair will select general members of the committee.

b. Duties: The Building Committee shall coordinate with the Executive Director on Capital

Projects and maintenance of Purdue Hillel property, conduct an annual survey of Purdue Hillel property, and submit to the board a report outlining anticipated short and long-term capital expenses, coordinate with the Executive Director on security issues including facility security and staff training.

ARTICLE VIII  
NOMINATIONS AND ELECTIONS

8.1 Nominations: The Governing Board shall instruct the Nominating Committee as to the vacancies to be filled for the following year. The Nominating Committee after obtaining the consent of each candidate shall distribute to each Board member, at least thirty (30) days before the election meeting, those nominated to become Officers and Members of the Governing Board. An objection to a nominee must be submitted by any Governing Board Member to the President and Nominating Committee Chair within seven (7) days of receipt of the nominated slate.

8.2 Election: The Board shall elect each nominee by majority vote (50% +1). If a nominee does not receive a majority (50% +1) of the votes, then their nomination shall be sent back to the Nominating Committee for further consideration.

ARTICLE IX  
REMOVAL FROM OFFICE/IMPEACHMENT

Any Officer or Board member may be removed by two-thirds (2/3) majority vote of the Governing Board, determining that this is in the best interest of Purdue Hillel.

ARTICLE X  
PARLIAMENTARY AUTHORITY

Robert's Rules of Order, newly revised, shall be the parliamentary authority for all matters or procedures not specifically covered by these By-Laws or by the Articles of Incorporation.

ARTICLE XI  
AMENDMENTS

This Constitution and By-Laws may be amended by a two-thirds (2/3) vote of the total Governing Board at any regular meeting provided that the amendment has been submitted to the Governing Board in writing at the previous regular meeting. The foregoing Constitution and By-Laws of the Corporation were duly adopted by the Governing Board of the Corporation on the 30th day of March, 2022.