

## **Constitution and Bylaws of the Hillel Foundation at Purdue University**

### Article 1: Name

The name of this organization shall be The Hillel Foundation at Purdue University, herein referred to as Hillel Foundation or Hillel.

### Article 2: Purpose

The purpose of this Hillel Foundation shall be to maximize the number of students engaging in Jewish holidays, Jewish learning experiences, and activities with a Jewish purpose.

### Article 3: Membership

- A) Any student, who so desires, may be a member of the Hillel Foundation. Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity, disability, or status as disabled or a veteran. Any advisors to Hillel are non-student members, with all rights and privileges therein, except for the right to vote or hold office.
- B) A member may become an affiliate member by paying an affiliation fee as set by the Hillel Student Board.
- C) The rights and uses of Hillel, except that of voting and others deemed necessary by the Student Board, shall be available to all members.
- D) Affiliation fees may be paid at any time of the year.

### Article 4: Hillel Student Board

- A) The governing body of Hillel shall be the Hillel Student Board, also referred to as Student Board or HSB.
- B) HSB shall consist of all those affiliate members who hold a position of the Board.
- C) The duties of HSB shall be to determine student affairs of the Purdue Hillel, to manage and administer these affairs, and to hold regular meetings, in accordance with the policy of the Hillel Foundation.
- D) Any active HSB member has voting privileges. In addition, any Hillel student also has voting privileges if considered active.
  - a. An active Hillel or HSB member is one who has not missed three consecutive HSB meetings without being previously excused from the missed board meeting by the president or secretary.
- E) If at a regularly declared HSB meeting, a quorum is not present, the acting president may declare that an Extraordinary Quorum is president. Any motion passed during such a meeting, unless appealed at the next HSB meeting, shall be valid, with the exception of amendments to this Hillel Foundation constitution.

### Article 5: Officers

- A) The Hillel Student Board shall consist of the following positions: President, Vice-President, Treasurer, Secretary, Religious Chair, FYSH (First Year Students at Hillel), Social, Annual Event Chair, and Tzedek Chair.

- B) Any interested active Hillel Member shall be eligible for a position on the HSB if the member is able to complete a full term of office.
  - 1) President and Treasurer requires a full term of office defined as consecutive Fall and Spring semester, except when approved for a limited term by a quorum.
  - 2) Vice-President and Secretary, as well as Religious, FYSH, Social, Annual Event and Tzedek Chairs can be either consecutive Fall and Spring semesters or have the option of a single semester term. This option must be stated in their petition prior to the election.
- C) The Hillel Student Board shall be chosen by secret ballot of active Hillel members on a day well publicized and officially proclaimed by the Student Board as Election Day.
  - 1) Election Day for full year terms shall be held in the month of April.
  - 2) Election Day for the positions needing to be filled for Spring Semester shall be held in the month of November.
- D) To become a candidate for a position on Election Day, a Hillel member shall send the president a petition stating the reasons the person desires to hold the office. These will be available for all members to see before the Election Day. The person to receive the largest number of ballots cast for a given office will assume that position for the term of office, to begin at the next HSB meeting.
  - 1) If a position is not filled during Election Day, this position may remain open until an interested candidate arises. At this point, the candidate must submit a petition to the president. The board will then discuss the petition and vote. This vote requires majority approval.
  - 2) FYSH, Social, Tzedek, and Annual can be Co-Chairs. This means the position is shared between two people. Each must be elected during Election Day or the previous method if Election Day has passed.
  - 3) HSB has the right to not fill positions when deemed necessary.
- E) The president has the right, upon a majority vote by the Student Board, to have additional positions when deemed necessary. The position must be filled by the methods stated above.
- F) There shall be two (2) advisors for the Hillel Foundation at Purdue University.
  - 1) One advisor shall be the Director of the Hillel Foundation at Purdue University.
  - 2) The other advisor shall be chosen by the Student Board on Election Day. This advisor shall be a Purdue University faculty or administrative staff member who expressed interest in the purpose of Hillel as expressed in Article 2. The advisor's term shall be the same as the HSB: approximately one calendar year.

#### Article 6: Duties of Officers

- A) President
  - 1) This position shall be advised by someone who was on the previous board. It is recommended that it be the previous Vice-President.
  - 2) President presides over all Student Board meetings and ensures that all positions are well executed.

- 3) Act as a liaison between the students and the Student Board, and the Governing Board and Director.
  - 4) Only vote in the case of a tie.
- B) Vice-President
- 1) Serve as a non-binding president elect and assist in carrying out the president's duties, when needed.
  - 2) Ensure that an updated schedule is maintained for all general members of Hillel.
  - 3) Plan the schedule for the following semester, working with the university calendar, the Director of Hillel, Alpha Epsilon Pi, Sigma Delta Tau, Israel Council at Purdue, Graduate and Professionals at Purdue, as well as any other Jewish related student organizations.
- C) Treasurer
- 1) Work with people planning events to come up with a budget for the following semester.
  - 2) Pay bills and carry out the current budget.
  - 3) Keep accounts, deposit the organization's funds, and make expenditures in a manner approved by the Business Office for Student Organizations.
  - 4) Work with the appropriate people to apply for grants that may be available.
- D) Secretary
- 1) Take minutes at Student Board meetings and either email them out or post them on the website.
  - 2) Complete correspondence with external contacts (including thank you notes).
  - 3) Work with the director on things such as publicity, posters, flyers, newsletters, advertisements, emails, and the website.
  - 4) Keep a record of minutes, flyers, brochures, events, etc.
- E) Religious Chair
- 1) Ensure that there is a leader for Shabbat Services and the Havdalah service.
  - 2) Engage students in religious activities and holiday programs throughout the year.
- F) FYSH Chair
- 1) Find and bring in first year students and ensure that first year students feel welcome and comfortable in the building and with current Hillel students.
  - 2) Ensure that Hillel is being represented at the Activity Bonanza, Boiler Gold Rush, and other such activity fairs.
  - 3) Plan and execute programming specially designed for first year students.
- G) Social Chair
- 1) Plan and execute events on a monthly basis.
  - 2) Promote a welcoming and comfortable environment.
  - 3) Schedule events for the following semester.

H) Annual Event Chair

- 1) Plan and execute charitable events.
- 2) Use a committee to share jobs and encourage people to participate in planning.
- 3) Events such as for Chanukah, Purim, and formal.

I) Tzedek Chair

- 1) Work with the director and board to establish a community service program for Hillel.
- 2) Plan and execute charitable events.

Article 7: Amendments

This constitution may be amended in the following ways:

- A) An amendment may be proposed to the Student Board by an affiliate member. It may be approved by a majority vote of all active Hillel Student Board members and ratified by a majority vote of all affiliate members present and the following announced general meeting.
  - B) All amendments to this constitution are subject to the approval of the Office of the Dean of Students at Purdue University.
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Date of Adoption

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President's signature (electronic)

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Date of Recognition

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Treasurer's signature (electronic)

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Student Activities & Organizations

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Advisor's signature