

## **Hillel Student Organization**

### **1. Name of Organization:**

The formal name of the group is Hillel Student Organization. The group may use the name Hillel for certain business activities and is hereby referred to as UCONN Hillel.

### **2. Mission Statement:**

UCONN Hillel is the center for Jewish Life on Campus at the University of Connecticut. With committed students, we aim to provide both unique and meaningful opportunities for Jewish students on campus as well as in the greater community. Hillel's mission is to enrich the lives of all Jewish undergraduate and graduate students with meaningful Jewish experiences so that they may enrich the Jewish people and the world.

### **3. Membership Composition:**

Hillel is open to any University of Connecticut student.

#### **1. Officers:**

The Student Board will be comprised of 10 Executives and 3 Officers. As the needs of Hillel may change, there may be additional officers added, with an amendment to the constitution. These additional officer positions will be created shortly before the election period so that they can be appointed at such time.

- Executives
  - President (CEO)
    - Presides over executive board meetings
      - Runs the External meetings
    - Represents Hillel to outside community
    - Attends COO Solid Workshop
    - Ensures the Hillel Executive Board is up to date and in compliance with university policies, specifically from USG (Undergraduate Student Government)
    - Oversees duties of the Vice President and Coordinators (External Relations)
    - Liaison between the staff and the student body
    - Meets with Hillel staff member at least once a week
    - Acts as liaison to outside organizations
    - Promotes interest, student involvement, and models leadership behavior at Hillel
    - Responsible for attending weekly board meetings, Shabbat, and programmatic events.
    - Maintains a GPA of 2.5 on a 4.0 scale
  - Vice President (Secretary) (COO)
    - Keeps accurate history and records of organization's activities and meetings.
    - Writes and distributes meeting minutes for each meeting.
    - Keeps records of communications and correspondences.
    - Attends Secretary SOLID Workshop.
    - Assumes responsibilities of President when the President is absent.
    - Meets and works with other Vice Presidents in order to ensure good communication with an emphasis on programming.
    - Assists the President in conducting the organization's business.
    - Takes the minutes in Executive Board Meetings
    - Meets with Director of Student Jewish Life at least once a week.

- Promotes interest, student involvement, and models leadership behavior at UConn Hillel.
  - Responsible for attending weekly board meetings, Shabbat, and programmatic events.
  - Maintains a GPA of 2.5 on a 4.0 scale.
- VP Finance (CFO)
  - Reports to Vice President
  - Keeps financial records organized, updated, accurate, and shared with President and Vice President
  - Attends CFO workshop
  - Manages fundraising efforts and organizes at least one fundraiser per semester
    - Collaborates with VP Programming
    - Creates programming budget with assistance from the Jewish Student Life Coordinator
    - Manages and requests USG Funding
    - Meets with Co-Officers to relay personal budgets
    - Promotes interest, student involvement, and models leadership behavior at Uconn Hillel
    - Responsible for attending weekly board meetings, Shabbat, and programmatic events.
    - Maintains a GPA of 2.5 on a 4.0 scale
- VP Programming
  - Reports to Vice President
  - Oversees all programming that is done by the students
  - In charge of putting on all events sponsored by student board
    - May elect chair positions to assist with specific events
    - Encourages students to get involved in programming on both the planning and participating side
  - Assist other positions when they have a programmatic opportunity
  - Reports back to the Executive Board when programs are upcoming, how the board can be of assistance at programs, and fill out program evaluations as an unbiased witness
  - Coordinates with other members of internal board to effectively promote and put on programs
  - Promotes interest, student involvement, and models leadership behavior at Uconn Hillel
  - Responsible for attending weekly board meetings, Shabbat, and programmatic events.
  - Maintains a GPA of 2.5 on a 4.0 scale
- VP of Marketing
  - Oversees all marketing for programmatic board
  - Includes social media and print advertising
  - Maintains all Hillel related social media as well as print advertising
  - Coordinates tabling
  - Coordinates with Treasurer for merchandise
  - Coordinates with other officers for marketing purposes
  - Oversees Photographer/Videographer and meets with them on an as needed basis

- Promotes interest, student involvement, and models leadership behavior at Uconn Hillel
  - Responsible for attending weekly board meetings, Shabbat, and programmatic events.
  - Maintains a GPA of 2.5 on a 4.0 scale
- VP External Relations
  - Reports to Vice President
  - Responsible for contacting outside clubs/organizations for partnerships and invitation to events
  - Oversees HFI Coordinator and JIGL Coordinator through biweekly meetings and/or on an as needed basis
  - Promotes interest, student involvement, and models leadership behavior at UConn Hillel
  - Responsible for attending weekly board meetings, Shabbat, and programmatic events.
  - Maintains a GPA of 2.5 on a 4.0 scale
- VP First Year Students of Hillel (FYSH)
  - Reports to Vice President
  - If needed, organizes welcoming committees for events such as Open House, Parents Weekend, Accepted Students Day
  - Assists students who are not on board in joining community
  - Coordinates tabling and other outreach methods
  - Organizes a first year mentorship program for incoming Jewish first year students at UConn
  - Coordinates and creates events for FYSH during Fall and Spring semesters
  - Is a guide to FYSH mentors
  - Matches new students with mentors
  - Promotes interest, student involvement, and models leadership behavior at UConn Hillel
  - Responsible for attending weekly board meetings, Shabbat, and programmatic events.
  - Maintains a GPA of 2.5 on a 4.0 scale with verification through submission of unofficial transcript
- VP Tzedek
  - Engages with community, specifically looking into what community service opportunities that the Jewish community wants to engage in community service and/or social justice efforts
  - Appoints and assists HuskyTHON chair in the Fall
  - Creates Social Justice Program
  - Collaborates with other community service groups either on campus or off
  - Collaborates with other social justice groups
  - Promotes interest, student involvement, and models leadership behavior at Uconn Hillel
  - Responsible for attending weekly board meetings, Shabbat, and programmatic events.
  - Maintains a GPA of 2.5 on a 4.0 scale

- VP of Jewish Education
  - Reports to Vice President
  - Coordinates with the President to promote open communication within ARC, and CT community as a whole
  - Point person for all Judaic related questions
  - Coordinates with VP Programming to create meaningful Jewish experiences
  - In charge of finding someone to give dvar on the parsha weekly
  - Works with Executive Board to incorporate Jewish themes in events and programming
  - Collaborates and creates Jewish programming
  - Works on making Jewish Education accessible to all Jewish students, no matter what level
  - Promotes interest, student involvement, and models leadership behavior at Uconn Hillel
  - Responsible for attending weekly board meetings, Shabbat, and programmatic events.
  - Maintains a GPA of 2.5 on a 4.0 scale
- VP Shabbat and Holidays
  - Reports to Vice President
  - Collaborates with VP Jewish Education
  - Oversees all aspects for Shabbat
    - Committee or chair positions can be created for specific tasks
  - Oversees Jewish Holidays
    - Committee or chair positions can be created for specific tasks
  - Promotes interest, student involvement, and models leadership behavior at Uconn Hillel
  - Responsible for attending weekly board meetings, Shabbat, and programmatic events.
  - Maintains a GPA of 2.5 on a 4.0 scale

#### External Board

- HFI Coordinator
  - Liaison between the Hillel community and Huskies for Israel
  - Promotes open communication about Israel
  - Meets every other week with external board to brief executive board about Huskies for Israel
  - Reports to and meets with VP External Relations on an as needed basis
  - Attends 75% of Shabbat and programmatic events (must attend all events related to their position)
  - Uses this time to ask for help from programmatic board, or helps with Israel related events
  - Keeps Huskies for Israel up to date with Student Board
  - Promotes interest, student involvement, and models leadership behavior at Uconn Hillel
  - Maintains a GPA of 2.5 on a 4.0 scale
- JIGL Coordinator
  - Liaison between the Greek community and the Hillel community

- Create committee with a representation of as many greek community members as possible
- Collaborates with different positions, especially programming, when necessary to enhance both communities
- Engage with the community and look into what needs the JIGL community can fill
- Meets with VP External Relations on a biweekly and/or as needed basis
- Must be a member of a Greek Life organization
- Attends 75% of Shabbat and programmatic events (must attend all events related to their position)
- Promotes interest, student involvement, and models leadership behavior at Uconn Hillel
- Maintains a GPA of 2.5 on a 4.0 scale
- Photographer/Videographer
  - Responsible for documenting all events (excluding Shabbat and applicable holidays) by taking high quality pictures and videos
  - Responsible for organizing pictures and videos in online folders to be shared with VP Marketing
  - Promotes interest, student involvement, and models leadership behavior at UConn Hillel
  - Attends 75% of Shabbat and all programmatic events
  - Maintains a GPA of 2.5 on a 4.0 scale

Each student board member has the opportunity to appoint chair positions to help assist them with their work

Each student board member has the opportunity to create a committee

#### 4. **Decision-making model**

The Hillel Executive Board will discuss and collaboratively make decisions, using a majority vote (a two thirds majority) if/when needed. In the event of a tie, the President has a tiebreaker vote. Any member of Hillel is welcome to attend board meetings (unless the President calls for a private executive meeting in advance) and add his/her input.

#### 5. **Meetings**

- The Executive Board shall meet on a weekly basis to discuss progress, problems, and future plans as determined by the President and/or Vice President with advice from the Executive Board. The President may adjust the number of meetings as needed. All meetings shall follow an agenda set by the President. These meetings are open to Executive Board members, as well as officers if they so choose. Staff shall be present as requested by the board.
- The Executive Board will also meet every other week with the Coordinators to regroup and debrief on biweekly matters as determined by the President and/or Vice President. The President may adjust the number of meetings as needed. All meetings shall follow an agenda set by the President. These meetings are open to Executive Board members, as well as officers if they so choose. Staff shall be present as requested by the board.
- The board is required to have an open Town Hall meeting once every semester.

#### 6. **Elections**

- - Elections are to take place mid Fall semester.

- The Hillel staff advisor will preside over elections with the assistance of a chairperson selected by the executive board in advance. The chairperson will sacrifice his/her vote, except in the instance of a tiebreaker.
- In order to be officially considered as running for a position, the candidate must sign a letter of intent to be submitted to the current board regarding his/her intentions to run at least a week prior to elections. He/she can drop out of the election right up until voting. In order to be eligible for election, the candidate must have a meeting with and talk to the current position holder about the responsibilities of the position. After this meeting, the current board members, along with a staff member, will sign the letter of intent, and the candidate will be eligible for election.
- Nominations are allowed from the floor.
- Each position will be expected to give a speech. Candidates have a maximum of two minutes to speak. Any candidate running for the same position will leave the room for the other candidate's speech.
- Each candidate will be asked three questions at elections from the crowd. Each candidate for that position will be asked the same set of questions. Any candidate running for the same position will leave the room for the other candidate's questions and return for the vote.
- The positions will be elected in the order listed in the constitution.
- In the event a candidate loses, he/she may choose to drop down to any other position and may also accept a nomination for any other one position. Drop downs and nominations have the opportunity to speak for one minute about the new position for which they are running.
- Voting for Executive Board members shall be done by secret ballot.
- Candidates must receive simple majority (on half plus one) of the votes to be elected. In the event of no simple majority, a new vote shall be taken. During this ballot, only the two candidates with the highest number of votes will be considered.
- The chairperson and one Hillel staff or faculty advisor shall count the ballots.
- Eligibility to run
  - Eligible candidates must be full time students at the University of Connecticut who are not on probation and who have been an active member of the Uconn Hillel during the semester in which elections take place. An active member is defined as having attended a minimum of two Uconn Hillel events during the current calendar year.
  - In order to be eligible to run for the President, the candidate must have previously held at least one prior position as an executive or an officer on the student board.
  - In the event that a student wishes to run for President but has not served on the previous student board, he/she may submit a one-page personal statement addressing why he/she believes he/she is qualified to run. In addition to this, the applicant will be granted an interview with the current executive board. After the interview takes place, the current executive board will vote on the applicant. It will take a 2/3 majority by the executive board to accept the eligibility of this candidate for President.
    - The interview, as well as vote, will be done the week of the election. If any executive board member has announced their candidacy for President, they will forfeit their vote.

- Eligibility to vote
  - Active members of Uconn Hillel are eligible to vote in elections. Active membership is defined as having attended two Hillel events in the current calendar year.
  - In the event that more than 40% of the voting members are active members of the same organization, that organization will hold a special election for the person being voted on. The ballots will be counted for each candidate and only 2/3 of votes, to the closest integer, for each candidate will be counted in the general election.

## 7. Position Appointment

- The coordinators will have open applications starting at the beginning of the months of the election.
- Applications for the officer positions can be acquired from any Hillel staff or student leader. Any active Hillel student may apply to be an officer.
- The executive board will be voted on by the Hillel membership on Election Night. Following elections, on the same night, the newly elected executives, along with staff advisor and current President and Vice President will deliberate and select the coordinators in order that they are listed in the constitution. Each executive will have one vote, and the current President and Vice President will also hold a combined vote.
- In the case where the number of applicants is larger than 2, the applicant pool will be deliberated upon and narrowed down to the two strongest candidates. This will be done through a scoring system for which a rubric will be devised. The two strongest candidates that come out of the scoring round will then be deliberated and voted upon.
- **A person may only hold one Hillel position at a time.** This means that if any applicant was elected to the Executive Board, or holds an internship or other Hillel employment of some sort, their application is thrown out of the running. The only exception to this rule is the FYSH overlap. It also means that applicants must put their top officer choice first. If the applicant does not receive their top officer choice, they are allowed to drop to their second choice officership. **This drop down, like elections, can only be to a spot listed lower in the constitution. A person is only allowed to apply for two officer positions.**

## 8. Executive Board Membership

- - The term of the Student Board is by calendar year, with each position beginning its term in January with the spring semester and concluding the December of the fall semester. EXCEPTION: The only exception to this rule is for the FYSH officer. Although elected in the Fall semester, the newly elected FYSH officer is required to shadow the existing position holder until May, at which point he/she takes over the role until the following May.
  - After elections take place in mid Fall semester, the newly elected board may begin to have meetings to plan for the upcoming year. During this time, they are responsible for creating board contracts and planning the upcoming semester. Mentorship meetings will be set up between the newly elected and appointed members and the current members as the transition begins. These will be weekly/biweekly meetings set up at the discretion of the current member. The President and vice President will sit at

the board meetings of the newly elected board following election, as invited by the newly elected board, but will not have a vote in the newly elected board room. These sit ins will cease at the end of the current board's tenure.

- Each officer is charged with having an active committee, and hold committee meetings on a weekly/biweekly basis, as seen fit. If this does not occur, funding can be frozen from the officer, under majority vote of the Executive Board. The CFO will hold the tiebreaker vote in this decision.
- Impeachment of Executive Board members
  - A member may be impeached from the Executive Board for neglecting his/her duties, not attending Executive Board or other meetings relevant to his/her duties, or inappropriate behavior as defined by the Executive Board.
  - Petitions for impeachment may be submitted by any active Hillel member, and must state the complete reasons for the petition, and the petition-maker must meet with the President and Vice President to review the legitimacy of the petition. If the petition is for either the President or Vice President, a Hillel staff member may be substituted in their place.
  - If the petition is deemed accurate and legitimate by the President, Vice President, and staff advisor (unless one of them is being impeached), the person under impeachment will be informed of the petition and its contents before the upcoming board meeting.
  - At the Executive Board meeting, the petitioner will state the petition, and the person being impeached will have the opportunity to speak as well.
  - To be removed from the Executive Board, two thirds (2/3) of the student board (including officers) must vote to remove the individual from his/her position.
    - An officer can be dismissed by the same process. Until the vacancy is filled, the executive member overseeing the dismissed will assume their responsibilities.
- Resignations
  - Any student board member wishing to resign must submit to the President a letter of resignation announcing his or her intentions.
  - If the President wishes to resign, he or she must submit a letter of resignation announcing his or her intentions to the next ranking board member and/or advisor.
- Vacancies
  - If the Executive Board position of President becomes vacant, the Executive Vice President shall assume the duties of President.
  - If any Executive Board position becomes vacant or is unfilled after the election, an application created by the student board will be posted for any active member of Hillel for two weeks. After two weeks, the names of candidates will be posted. The candidates will then meet with the student board for an interview. The student board will then vote on the candidates. A 2/3 vote is required to fill the vacant position.
    - In the case of an officer vacancy, the overseeing coordinator will assume their responsibilities, and the application process will take place. Filling the position will only require a majority vote by the executive board. In the event of a tie, the overseeing coordinator for that vacant position will have a tiebreaker vote.

## 9. Decision Making Model:

The Hillel Executive Board will discuss and collaboratively make decisions, using a majority vote if/when needed. In the event of a tie, the President has a tiebreaker vote. Any member of Hillel is welcome to attend board meetings (unless the President calls for a private executive meeting in advance) and add his/her input.

**10. Advisors:**

Our advising structure will consist of one faculty/administration UCONN advisor (currently Jeffrey Shoulson) and a Hillel staff member (the current Director of Jewish Student Life).

**11. Funding:**

Our organization will seek funding from the Undergraduate Student Senate. UConn Hillel also receives funding from private donations. The staff and the student leadership will hold a minimum of one fundraiser **per** semester to bring in additional funding. Funding can be frozen **only** by the Executive board, **only** if an officer is seen as not adhering to their terms of membership and neglecting their duty. For this to occur, a majority vote will be called by both the President and the CFO to freeze funding until requirements are met. In this vote, the CFO will have a deciding tie breaker vote, if necessary.

**12. Constitutional Amendments:**

The constitution may be amended by the student board and general membership with a 2/3 vote.

**13. Beneficiary Addendum:**

Should this organization cease to exist, our funds will be donated to the University of Connecticut Hillel Fund.

**14. Enabling Clause:**

The constitution was voted on September 16<sup>th</sup>, 2015 and went into effect immediately.

**Signed by:**

**President:**

**Vice President:**

**Treasurer:**

**Secretary:**