

Rutgers University Hillel Constitution

Updated January 17, 2023

Article I: Name of Organization

Section 1: The name of this organization shall be Rutgers Hillel, and shall hereafter be referred to as Rutgers Hillel, RU Hillel, and Hillel.

Article II: Statement of Principles and Purpose

Section 1: Rutgers Hillel has three primary principles. Rutgers Hillel shall work to unify and build a strong foundation for the Jewish community at Rutgers University. Rutgers Hillel shall create a thriving sense of Jewish pride within the Jewish community at Rutgers University. Rutgers Hillel shall provide a positive atmosphere, through service, engagement, religious, educational, cultural, social, and community service programming, where Jewish students can build strong bond with one another and all members of the Rutgers community. Rutgers Hillel will hold events such as Shabbat Dinners and the Jewish Learning Program. Shabbat Dinners bring students of all backgrounds to enjoy a communal meal with Jewish rituals included. The Jewish Learning Program brings students to learn with Hillel staff and guest speakers to enrich their knowledge on specific pertinent topics.

Article III: Membership

Section 1: Membership shall be open to all Rutgers University students and must comply with federal laws prohibiting discrimination on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, and veteran status, and any other category protected by law. This organization shall abide by all applicable laws of the State of New Jersey and the United States. This organization shall abide by all applicable rules and regulations of the University and under the privileges as granted by the Division of Student Affairs and by the rules and regulations of the Board of Governors.

Section 2: A member is any Rutgers University undergraduate who is on the membership list.

Article IV: Organization of Hillel

Section 1: The Hillel Student Board shall be responsible for overseeing the student activities of Rutgers Hillel.

Section 2: The officers of the Student Board shall be elected members of Hillel from any undergraduate college affiliated with Rutgers University who has been a student at Rutgers University for at least one full semester by the day of elections, unless otherwise approved by the Student Board.

Section 3: The minimum number of officers of the Student Board shall be eleven, consisting of: A President, Executive Vice President, Treasurer, Vice President of

Communication, Vice President of Pluralism and Education, Social and Holiday Chair, Shabbat and Social Action Chair, Israel Chair, Reform Community Chair, Conservative Community Chair, and Orthodox Community Chair. More members may be added, upon discussion in a Town Hall Meeting and a 2/3 majority vote by the Student Board. In cases where more than one person shares a role on the Student Board, co-chairs must both attend board meetings and board events as two board members, rather than as halves of one position, unless there are extenuating circumstances.

Section 4: Each Student Board Member is required to schedule a weekly advising meeting with the appropriate Rutgers Hillel staff member.

Section 5: Shabbat is a primary program of Hillel. Thus, the entire Hillel board is responsible for promoting and executing Shabbat dinner program(s). All individual Board members, regardless of status as co-Chair, need to attend half the Shabbat Dinners over the course of a semester. If a board member arrives 15 minutes or more late to a Shabbat dinner, without an approved excuse by the President, they are considered to not be in attendance.

Section 6: All board members are required to attend at least 1 event planned by each other board member per semester. Hillel board members are required to promote Hillel in general and its status as the center for Jewish life on campus.

Section 7: All board members are required to attend at least 1 Rutgers Hillel Fundraising Event per year. These include, but are not limited to, Annual Gala, Fit5K, or Golf Outing. The purpose of attending these events is to strengthen the relationship between students and donors and to allow the students to promote Hillel and its ideals and leadership to the sponsors and generous donors of Rutgers Hillel.

Section 8: All board members are required to attend board meetings. They are allowed to miss two board meetings per semester, excluding extenuating circumstances. Board members are not allowed to miss town hall meetings, except for extenuating circumstances.

If a board member has missed three or more board meetings without any contact with their staff advisor or the student president, then an interim board member will be appointed by the student president and voted into office by the student board during its next meeting. For Co-Chairs please see 1. For the Reform, Conservative, or Orthodox Community Chairs please see 2. After the interim position has been filled, if the original student board member misses two more board meetings then the procedure for filling vacancies will be initiated. This implies a total of five weeks of missed board meetings. The interim board member will have to participate equally in the process of filling a vacancy.

1. For Co-chairs:

If a co-chair has been out of contact for more than three weeks, then the present co-chair can initiate the process of requesting a new interim co-chair.

2. For the Reform, Conservative, or Orthodox Community Chairs:

If the missing board member is a representative of the Reform, Conservative, or Orthodox community, it is the student president's responsibility to meet with the board of the Reform, Conservative, or Orthodox Community to discuss the appointment of the interim board member before they are voted into office by the student board at its next meeting.

Section 9: Some Hillel funded sub-groups may choose to create their own constitutions to govern their internal operations. However, the substance of the other constitutions must comply with all provisions included in this constitution.

Section 10: Meetings

10a. Board Meetings

- 1) The Hillel Student Board shall meet in a forum to discuss questions, comments, concerns, and vision. Any pertinent business may be raised. Meetings are closed, but the President may approve guests.
- 2) The first 15 minutes of board meetings are open to the public community to raise any questions, comments, concerns, and visions.
- 3) The structure of board meetings and frequency of board meetings shall be up to the discretion of the President.
- 4) Each board member (excluding the President) shall have one vote on the board, with the President only voting when there is a tie.
- 5) The minimum number of officers needed for a quorum on the Hillel Student board is two thirds of the board members. No voting may take place without a quorum

10b. The student board shall meet regularly per discretion of the President to discuss progress, problems, and future plans. Meetings shall serve as a forum for discussion of issues and concerns pertinent to the Hillel community. Meetings will be held at least twice a month, as the calendar permits, in person. Additional virtual meetings will happen as necessary.

10c. Town meetings

- 1) Town Meeting shall be held at least once a semester or more as needed. The need for town meetings will be determined by the student board.
- 2) Town Meetings shall be open to all members of the Hillel community.
- 3) Agenda for discussion shall be set by the President in consultation with the Student Board.
- 4) Anyone may raise an issue at these forums, however, the President shall serve as Parliamentarian and "Speaker of the House", responsible for maintaining order and progress of the forum.
- 5) Town Meetings shall include a social element in order to attract attendance and involvement of the greater Hillel community.

10d. Leadership Day

- 1) The board members will meet prior to each semester for training. The president will go over the Constitution to identify each board member's responsibilities.

2) Each board member will create an outline of his or her goals and methods of approach for the future semester and review it with the president at this time. The board member is responsible for meeting with his or her respective staff member to review and finalize this plan and submit it to the president according to a timeline set by the president.

10e. Minutes: The minutes of every Board Meeting and Town Meeting shall be published on the Rutgers Hillel website and made available to the general public, excluding certain conversations held during board meetings that can be designated as off the record.

1) Any board member may request that a specific topic be discussed off the record. If the subject matter is deemed appropriate for off the record conversation by a simple majority vote by positions, the Vice President of Communication is permitted to leave it out of the published minutes. Every vote will be considered off the record.

2) Reasons for exclusion from the published minutes are limited to private information about students, donors, financial information, staff, elections, and/or tentative programming. If the subject matter does not fall under one of these categories, it cannot be deemed appropriate for off the record conversation.

Section 11: Officer Responsibilities of the Hillel Student Board

11a. President

The President shall be responsible for informing the members of the Hillel Student Board about Rutgers University regulations and policies and shall be responsible for all student board functions. The President shall be responsible for organizing and running all meetings of the Hillel Student Board. The President shall be responsible for overseeing and advising the Student Board, making sure that each Student Board member carries out their assigned duties in a timely fashion. The President, in coordination with the Treasurer, is responsible for re-registering Hillel as a Rutgers student organization.

The President shall be also responsible for upholding the Hillel Student Board Constitution as Parliamentarian. The President is also responsible for distribution of the Hillel constitution. The President will act as "Speaker of the House" at meetings and consult with the assigned administrative advisor in regards to constitutional issues. The President shall be the official Rutgers University representative of Rutgers Hillel and shall act as the liaison to fellow student organizations, with the support of the Executive Vice President. The President will be responsible for forming coalitions between Hillel and other organizations on campus. The President serves as the liaison between the Hillel Foundation board and the Hillel Student Board as well as between the Hillel staff and the Hillel Student Board. The President oversees all committees to ensure that committee members are fulfilling their duties, that the committee is in communication frequently, and that the committee heads are delegating responsibilities.

The President shall be responsible for attending meetings of the Board of Directors of the Hillel Foundation to inform the Foundation of student activities as well as be informed of the Foundation's activities. The President shall be responsible for meeting with a staff member of Hillel on a regular basis. The President shall consult and coordinate with the Hillel Staff about student use of the Hillel Building. The President shall have a sense of the programming calendar and work in conjunction with the Executive Vice President to

ensure that all activities, events, and rooms are planned and used well. The President works with the Board to plan and execute all leadership training sessions as well as pre-semester activities. The President is responsible for creating, maintaining, and managing the Shabbat Dinner greeters and announcement rotations.

The President shall work closely with the Executive Vice President to assess the state of Jewish life at Rutgers and to work on a broad vision for the Jewish community.

11b. Executive Vice President

The Executive Vice President oversees special projects, such as new initiatives within Hillel. In that role, the Executive Vice President can plan programming directly or assist other students who would like to plan programs. The Executive Vice President should put forward a mechanism, of their choosing, each semester that allows all students, specifically non-board students to send event ideas and request money for their events. The Executive Vice President will be responsible for overseeing these initiatives and events, alongside their staff supervisor. The Executive Vice President is required to plan at least one co-sponsored event per semester for the religious communities as a collective task and shared financial obligations. The Executive Vice President works closely with the President, as they both have executive roles.

The Executive Vice President is also in charge of outreach. Through this role, the Executive Vice President will work closely with the Student Board to ensure that people are being brought into Hillel through a variety of sources. Additionally, the Executive Vice President will be given a budget to take students out for coffee to continue fostering an outreach initiative.

The Executive Vice President shall work closely with the President to assess the state of Jewish life at Rutgers and to work on a broad vision for the Jewish community.

11c. Treasurer-

The Treasurer is a role primarily operating behind the scenes, focusing on ensuring an efficient logistical and financial organization. The Treasurer allocates and processes the Student Board's budgets while overseeing financial relations with RUSA. The Treasurer is responsible for coordinating a system of allocations of funds for programming. In doing so, the Treasurer is the primary person responsible for setting budgets and reevaluating allocations throughout the semester in consultation with the President and Hillel staff. Events should be funded based on merit, with the ultimate goal of finding the best use for all of Hillel's resources. The Treasurer is responsible for requesting budgets from RUSA before each semester and making an appeal each semester for additional funds. The Treasurer is responsible for creating and defending the yearly budget.

The Treasurer will be responsible for presenting and auditing the budget as deemed necessary during board meetings. The Treasurer is a member of the executive board and is allowed to attend Hillel Board of Directors meeting along with the President. The Treasurer is allowed to, although not required to, run events throughout the semester. The Treasurer should, within reason and assuming no unforeseen delays, make an effort to

return reimbursement requests in a timely effort. The Treasurer should be kept aware of, and if not regularly inquire about, the financial happenings of each and every position on Hillel board as well as any possible co-sponsored events.

11d. Vice President of Communication -

The Vice President of Communication is responsible for keeping minutes at meetings and fostering PR and various “engagement” tools for Hillel programming. The Vice President of Communication is responsible for advertising for Hillel through, for example, the weekly email, Hillel happenings, and other tools deemed necessary. The Vice President of Communication is also responsible for taking inventory of student supplies and purchasing overhead supplies as necessary.

The Vice President of Communication is also responsible for making flyers for events. While flyers are not mandatory for each event, the student board members will have the option to ask the Vice President of Communication for assistance in creating flyers for events. The turnaround time and deadlines for flyers will be determined by the Vice President of Communication.

11e. Vice President of Outreach and Education -

Vice President of Outreach and Education - The Vice President of Outreach and Education shall be responsible for coordinating programs that will enhance the community’s Jewish educational experience. This includes interfaith programming both inside and outside of Hillel as well as helping coordinate interactive programs between the religious communities with the Reform Community Chair(s), Conservative Community Chair(s), and Orthodox Community Chair(s). The Vice President of Outreach and Education shall work to foster a welcoming learning environment, in which all the varied needs of Hillel’s membership can be met.

The Vice President of Outreach and Education should also work to create Holocaust Programming throughout the year, including, but not limited to, Kristallnacht and Yom Hashoah both for the Hillel community and the greater Rutgers community. Additionally, The Vice President of Outreach and Education should be responsible for Hillel relations with other religious groups on campus and should work on creating educational programs with other religious groups.

11f. Social and Holiday Programming Chair -

The Social and Holiday Programming Chair shall be responsible for overseeing the running of social programming at Rutgers Hillel. The Social and Holiday Programming Chair shall be responsible for a minimum of three social programs per semester, such as, but not limited to, Midnight Breakfast, Kosher Fat Sandwich Night, Ice Skating, etc.

The Social and Holiday Programming Chair shall also be responsible for overseeing various holiday programming at Rutgers Hillel to promote interaction among all Jewish students at Rutgers. The Social and Holiday Programming Chair shall be responsible for coordinating various large and small-scale holiday programs such as Sukkot Event,

Hanukkah Ball, Tu B'Shvat, and a Purim celebration, among other events.

The Social and Holiday Programming Chair is also responsible for organizing Sukkot decorations for all of Hillel's various sukkot as well as organizing Passover meals during the intermediate days of the holiday.

The Social and Holiday Programming chair will also, when available, work with the religious communities in order to assist with the creation and execution of social events and initiatives as requested by the religious communities.

11g. Shabbat and Social Action Chair -

The Shabbat and Social Action Chair is responsible for organizing Shabbat activities. These include, but are not limited to, organizing Oneg parties throughout the semester, community wide lunches, Challah Baking, etc. The Shabbat and Social Action Chair is responsible for organizing at least one Shabbat activity per month. The Shabbat and Social Action Chair is responsible for coordinating Shabbat Dinner servers and someone to lead Kiddush.

The Shabbat and Social Action chair shall also be responsible for fostering community service programs in which Rutgers University students can volunteer their time. The Shabbat and Social Action Chair shall lead the Hillel community-based social action programs. The Shabbat and Social Action Chair shall be the liaison to other social action organizations on campus. The Shabbat and Social Action Chair shall be responsible for coordinating various large and small scale programs for various events, such as Good Deeds Day, Chicken Soup for Stein Hospice (as needed), Mishloach Manot packaging, etc. The Shabbat and Social Action Chair shall also be responsible for coordinating at least 1 drive (food, clothes, blood drive, etc.) per semester.

11h. Israel Chair

The Israel Chair shall be responsible for overseeing programming, in accordance with the Hillel International Israel policy. It states: "Hillel is committed to Israel's right to exist and flourish as a Jewish and Democratic state within secure and recognized boundaries. Hillel welcomes, partners with, and aids the efforts of organizations, groups, and speakers from diverse perspectives in support of Israel as a Jewish and democratic state. Hillel will not partner with, house, or host organizations, groups, or speakers that as a matter of policy or practice:

- Deny the right of Israel to exist as a Jewish and democratic state with secure and recognized borders;
- Delegitimize, demonize, or apply a double standard to Israel;
- Support boycott of, divestment from, or sanctions against the State of Israel;
- Exhibit a pattern of disruptive behavior towards campus events or guest speakers or foster an atmosphere of incivility."

The Israel Chair is responsible to oversee programs that can involve, but are not limited to, aspects of Israeli culture, education and politics. The Israel Chair is responsible for building pro Israel coalitions in the greater Rutgers community and for other Israel needs

that arise throughout the semester.

11i. Reform Community Chair(s) -

The Reform Community Chair(s) will be responsible for religious services geared towards their community. The Reform Community Chair(s) can also plan social and educational events, as necessary, to strengthen their community. The Reform Community Chair(s) shall be the liaison between their religious community and the rest of the Hillel Student Board.

Community Chair(s) positions do require much effort as it consists of managing the community on a daily basis with numerous events each week. Community Chair(s) also arrange for services within their community.

11j. Conservative Community Chairs(s) -

The Conservative Community Chair(s) will be responsible for religious services geared towards their community. The Conservative Community Chair(s) can also plan social and educational events, as necessary, to strengthen their community. The Conservative Community Chair(s) shall be the liaison between their religious community and the rest of the Hillel Student Board.

Community Chair(s) positions do require much effort as it consists of managing the community on a daily basis with numerous events each week. Community Chair(s) also arrange for services within their community.

11k. Orthodox Community Chair(s) -

The Orthodox Community Chair(s) will be responsible for religious services geared towards their community. The Orthodox Community Chair(s) can also plan social and educational events, as necessary, to strengthen their community. The Orthodox Community Chair(s) shall be the liaison between their religious community and the rest of the Hillel Student Board. The Orthodox Community Chair(s) must have served previously on the Orthodox community's board. If The Orthodox Community Chair(s) has not previously served on the Orthodox community's board, an appeal must be made to the Orthodox community board before the candidate applies for the position.

Community Chair(s) positions do require much effort as it consists of managing the community on a daily basis with numerous events each week. Community Chair(s) also arrange for services within their community.

Article V: Elections

Section 1: The Election Committee shall be nominated by the president and approved by the rest of the Student Board. In case that the President, who is by default the elections committee chair, is eligible to run again for student board, the President will need to sign a letter committing not to run for student board. If the President chooses to run for student board, the Executive Vice President will nominate the election committee and will also be expected to sign a letter committing not to run for student board. In the case

that both are eligible for re-election, the entire student board will nominate people for the committee, and the nominated committee will internally elect a chair at their first meeting.

1a. The President can forfeit their position as chair of the Election Committee. In cases when the president forfeits, the Election Committee will internally elect a chair at their first meeting.

1b. The election committee will be formed by the second week of the spring semester. It will have no more than 10 members, including the chair.

1c. All members of the Election Committee will be expected to sign a letter committing to not run in the Student Board Election.

Section 2: The Election Committee shall be responsible for election policies, procedures and the operation of the Candidates Forum.

2a. Prior to elections, a "Candidates Forum" shall be held at a location accessible to the majority of membership, providing a forum so that the candidates and membership may debate the qualifications of the candidates.

2b. The Elections Committee is responsible for creating an "Elections Guidelines" handbook to be published on the Hillel website at least two weeks prior to the first Candidates Information Session. The handbook will include all electoral campaigning rules and regulations and will be updated each year, as seen fit by the new committee.

Section 3: The Election Committee shall be responsible for informing the membership and the general public about the upcoming elections prior to elections.

Section 4: The Election Committee shall be responsible for monitoring the election and making sure that each voter is on the membership list. Members must be on the membership list by noon of the day after elections go live.

4a. The membership list is defined as follows: A student who signed in at any Rutgers Hillel event, or at the Hillel building by noon of the day after elections go live, is also on the membership list.

Section 5: Elections for the Student Board shall be held annually during the Spring semester and will be monitored by the Election Committee.

Section 6: Elections shall be held in a timely manner so that there will be one month of transition between the previously elected student board and the newly elected student board.

Section 7: To be eligible for elections as President a member has had to have completed a term of no less than 3 months on the Hillel Student Board. Completing a term is defined

as serving the full length of the elected term, without being impeached or resigning.

7a. A student who would like to run for President and has not previously served on the Hillel Student Board may gain approval from the elections committee to run for President. All appeals must be approved one (1) week prior to the deadline for submission of letters of intent to the elections committee.

7b. In the event that no Board member is running for the office of the President, the position will be open to any Rutgers Hillel member.

Section 8: The method of self-nomination shall be used to nominate all candidates, for both elected and appointed positions. Each candidate must submit a Letter of Intent, following the guidelines set by the election committee. Once a candidate submits a letter and the deadline for applying for board has passed, the candidate can appeal to the elections committee to make a change to the letter.

The only positions that allow co-chairs are Social and Holiday Chair, Shabbat and Social Action Chair, Reform Community Chair, Conservative Community Chair, and Orthodox Community Chair. The two people wishing to run must submit a Joint Letter of Intent.

In the event that 2 people would like to run for a position together, that is not stated to allow co-chairs, they may submit an appeal to the elections committee by a date determined by the elections committee. Reasons to appeal are: studying abroad, early graduation, internship/co-op, and others. All reasons are subject to the discretion of the elections committee.

8a. In the event that a board member, who is in a position that allows co-chairs, who does not already have a co-chair, would like to take on a co-chair mid-term, the same procedure for vacancies applies, as detailed in Article V Section 4.

Section 9: The Voting Process

9a. Ballots shall be online, made prior to elections.

9b. The letters of intent for board positions shall be part of the online ballot.

9c. Each ballot will have the option of “I do not wish to vote for this position” and “I have no confidence in any candidate(s)” for each position in addition to the names of the candidates. Votes of “I do not wish to vote for this position” do not count towards total number of votes cast.

9d. Voting shall be carried out by procedures determined by the Election Committee, but will take place online in the span of no longer than one week, except in extenuating circumstances, as stipulated by the elections committee.

9e. All ballots cast will be checked against Hillel’s membership list so that only the ballots

of members will be valid.

9f. The winners of the Student Board will be announced through Hillel's email system.

Section 10: Victory and Ties

10a. Elections are won when a candidate has the most votes cast.

10b. In the event of a tie, the Election Committee will organize a run-off between the top two candidates.

10c. If there were only two candidates running for the original election, the Election Committee, in a closed session, shall meet to elect the candidate. The following procedures shall be followed.

- i. The Candidates shall caucus before the sitting Committee.
- ii. The Committee shall hold a closed vote to decide the winner

10d. The Hillel Student Board-elect does not take office until installed by the outgoing President.

Article VI: Resignation, Impeachment, and Vacancies.

Section 1: Resignation: The procedure for resignation shall be as follows.

1a. An officer wishing to resign must submit to the President a letter of resignation announcing his/her intentions.

1b. If the President wishes to resign, he or she must submit a letter of resignation announcing his/her intentions to the next ranking officer of the Board.

Section 2: Impeachment: The procedure for impeachment shall be as follows.

2a. A board member may be impeached from office for neglecting his/her duties, not attending meetings, or inappropriate behavior of the position.

2b. Petitions for impeachment must state the complete reasons for the petition and must be signed by at least three board members.

- 1) The petition must be delivered to the President and then the President must inform the Student Board in one week's time.
- 2) If the President is the board member in question, then the petition must be delivered to the Vice President and then presented to the Student Board minus the President.

Section 3: Removal: The procedure for removal shall be as follows.

3a. The board member in question will have an opportunity to defend themselves from the charges of impeachment at a board meeting. If the board member in question so

chooses the board member may submit a letter of resignation to the President.

3b. The Hillel Student Board, excluding the board member in question, shall then vote on the question of impeachment.

3c. Removal shall occur if a majority of the board membership agrees.

Section 4: Vacancies: When one or more vacancies of elected board positions occur due to resignation or removal of said board member(s) the vacancy(s) shall be filled by the according procedures:

4a. When there is a vacancy in a board member position, the President is required to announce the resignation/removal to the Student Board and general membership in one week's time. If the board member in question is the President then the next ranking officer shall handle this responsibility. The following procedure shall be used to fill a vacancy in a position.

- 1) The Student Board is called to nominate candidates for the vacancy.
- 2) All of the candidates for that position from the most recent election are notified personally by the President. General members may also submit nominations.
- 3) The President takes the list compiled by the Student Board (including candidates who have lost in the previous election) and the general members and notifies the nominees. If a nominee accepts, the nominee shall submit a letter of intent.
- 4) The voting procedure will be as follows:
 - i) Ballots, prepared prior to the meeting, will be passed out. The Ballots will include names of the candidates and an option of "No Confidence".
 - ii) A closed vote takes place.
 - iii) Ballots will be collected and counted by the President.
 - iii) A Candidate wins election to the Student Board if they win the majority of the votes cast.
- 5) In the case that no candidate wins a majority, a run off of the candidates will occur. The procedure for a run off shall be as follows.
 - i) Ballots will be passed out to the Student Board. The candidate gaining the least amount of votes, from the previous ballot, will be eliminated from the ballot.
 - ii) A caucus, without the candidates, will be held to discuss the qualifications of the remaining candidates. The President will run this caucus.
 - iii) The Student Board will vote on the remaining candidates. Ballots will be collected and counted by the President. The candidate with a majority of the votes will win the runoff. If a candidate does not win a majority of votes cast, the procedure shall be repeated.

6) The President Votes may vote to either break a tie or to prevent a candidate from achieving a majority. In the event that no candidate wins a majority of votes, repeat the procedure for a run off.

7) The President informs the winner of the outcome of the election. The incoming board member officially takes office after the President notifies him/her of the decision.

8) The incoming board member shall meet with the outgoing board member in order to discuss issues of transitioning.

4b. If the President resigns or is removed the Vice President must then inform the Student Board in one week's time. The Vice President has the option of filling the office and resigning from the Vice-Presidency, thereby causing a vacancy in that office to be handled by the same feature as above. If the Vice President chooses not to accept the offer, other board members may submit letters of intent to run. If another board member is selected as President, his/her previous board seat shall be filled through the vacancy process above. If no other board members choose to run, the procedure to fill the vacancy in the office of President shall be the same as the procedure as above.

4c. If any chair position becomes vacant, it should be filled through this procedure, unless there is no acceptable candidate.

4d. In the event that there is a vacancy for a position and the only acceptable candidates who are qualified to take on the position would like to run as co-chair, an exception can be made for the positions that do not allow co-chairs, as per discretion of the student board.

Article VII: Constitutional Amendments

Section 1: Petitions for Amendments shall be handled by the following procedure.

1a. Any student from the Hillel membership may submit a petition for amendment.

1b. The format for an amendment is as follows:

- i. The previous language from the constitution is presented.
- ii. The proposed change is presented.
- iii. The reason for the change can be articulated on the same page.

1c. Copies of the petition shall be distributed to the Student Board, and the student who proposed the amendment shall be invited to the beginning of the meeting, at which point his/her amendment will be discussed.

1d. Amendments that might significantly change how Hillel functions shall be brought to a Town Meeting for discussion prior to a vote by the student board.

1e. The members of the Student Board shall vote upon whether to approve the amendment. A 2/3 majority of the officers present need to approve the amendment before

it becomes a part of the constitution. The constitution must be approved by the Division of Student Affairs, at their discretion.

Section 2: The most updated version of this document shall be open to all Rutgers University Students and shall be located on file at the Student Activities Center of Rutgers University, in hardcopy in the Rutgers Hillel building, on the CollegiateLink Rutgers student organization directory, and on the Rutgers Hillel Website.

2a. Any committee that receives funding from Hillel through RUSA allocations, including the religious communities, that has an active constitution or will draft one in the future, must have the most updated copy of their constitution available on the Hillel website as well as a hard copy in the student office of the Hillel building.

Section 3: This constitution shall take effect upon a vote of approval by a majority of the membership.