

UConn Hillel
Article I – Name and Affiliation

- i. UConn Hillel**
 - a. The official name of this organization is UConn Hillel.
- ii. Affiliation**
 - a. UConn Hillel is affiliated with the organization Hillel International, a Jewish campus organization.

Article II – Mission Statement

- i. The mission of UConn Hillel, as the center for Jewish life on campus, is to enrich the lives of students through inclusive and meaningful opportunities to explore Judaism and Jewish values on their own terms. We seek to achieve this mission by creating a strong sense of belonging and Jewish identity, providing a space for pluralistic Jewish religious practices, sharing knowledge of cultural and religious aspects of Judaism, serving as advocates for Jewish students on campus and in the broader community, committing to tzedek (justice) and tikkun olam (repairing the world), and providing opportunities for students to form deep and meaningful relationships with fellow Jews.

Article III – Membership

- i. Any Graduate or Undergraduate student at the University of Connecticut is eligible to join UConn Hillel. There are no religious requirements. We expect all members to treat other members and the broader UConn community with respect, and do not tolerate antisemitism or any other form of discrimination.
- ii. An accurate listing of the membership is to be kept on the organization's UConncontact page and regularly submitted by way of the Re-Registration and Roster-Verification forms

Article IV – Officers

- i. Executive Officers**
 - a. PRESIDENT**
 - i. Responsible for ensuring UConn Hillel is operating under and fulfilling its mission statement
 - ii. Acts as the outward face of UConn Hillel to both the UConn and Jewish communities at large
 - iii. Liaises between the UConn Hillel community and the student board
 - iv. Liaises between UConn students and the UConn Hillel staff, Board of Directors, and Hillel International
 - v. Provides organizational structure to the student board by overseeing all other positions, delegating responsibilities when necessary

- vi. Fosters an atmosphere of teamwork, enthusiasm, transparent communication, helpfulness, and constructive criticism on board and fosters a welcoming and inclusive atmosphere for all community members
- vii. Works with the Vice President to solve internal board conflicts and ensure accountability
- viii. Presides over student board meetings and distributes an agenda before each meeting
- ix. Ensures UConn Hillel is up to date and in compliance with all university policies and SOLID requirements
 - x. Attends necessary SOLID trainings
 - xi. Promotes student involvement, an inclusive environment, and models leadership behavior
 - xii. Responsible for attending all board meetings, Shabbats, and programmatic events, including the set up and clean up of Shabbats and events
- xiii. Works with other board members to plan programmatic events in committees of three or more
- xiv. Maintains a GPA of 2.5 on a 4.0 scale

b. VICE-PRESIDENT/SECRETARY

- i. Assumes the responsibilities of President when the president is absent
- ii. Assists the President in conducting the organization's business when necessary
- iii. Holds other board members accountable for fulfilling their duties as outlined and helps to navigate conflicts
- iv. Offers assistance to board members who need help fulfilling their duties
- v. Takes and distributes notes at all board meetings
- vi. Takes attendance of both board members and community members at all meetings, Shabbats, and events
- vii. Oversees organizational aspects such as necessary forms, polls, shared drives and calendars, group messages, and reminders
- viii. Ensures transparent, efficient, and effective communication among board members
- ix. Fosters an atmosphere of teamwork, enthusiasm, transparent communication, helpfulness, and constructive criticism on board and fosters a welcoming and inclusive atmosphere for all community members
- x. Ensures UConn Hillel is up to date and in compliance with all university policies and SOLID requirements
 - xi. Attends necessary SOLID trainings
 - xii. Promotes student involvement, an inclusive environment, and models leadership behavior
 - xiii. Responsible for attending all board meetings, Shabbats, and programmatic events, including the set up and clean up of Shabbats and events

- xiv. Works with other board members to plan programmatic events in committees of three or more
- xv. Maintains a GPA of 2.5 on a 4.0 scale

c. TREASURER

- i. Communicates with Hillel Staff about budgets that can be used for programmatic events
- ii. Coordinates the purchasing of all materials for events and ensures these materials remain under budget
- iii. Manages fundraising efforts aimed at raising money from current UConn students directly for programmatic events (Director of Development staff member fundraises among larger Jewish community)
- iv. Keeps financial records organized, updated, accurate, and shared with President, Vice President, and staff
- v. Applies for funding from USG whenever possible and manages funding requests and payments

- vi. Ensures UConn Hillel is up to date and in compliance with all university policies and SOLID requirements
- vii. Attends necessary SOLID trainings
- viii. Promotes student involvement, an inclusive environment, and models leadership behavior
- ix. Responsible for attending all board meetings, Shabbats, and programmatic events, including the set up and clean up of Shabbats and events
- x. Works with other board members to plan programmatic events in committees of three or more
- xi. Maintains a GPA of 2.5 on a 4.0 scale

d. VP OF PROGRAMMING

- i. Oversees committees of board members planning events
- ii. Ensures events are planned far enough in advance to allow adequate time for funding and marketing
- iii. Ensures event details such as supplies needed, schedule, and board member involvement are determined far in advance
- iv. Works with Treasurer and VP of Marketing to coordinate funding and marketing of events
- v. Gauges community interest in events through surveys and personal outreach and ensures the wants of community members are taken into account when choosing events

- vi. Promotes student involvement, an inclusive environment, and models leadership behavior
- vii. Responsible for attending all board meetings, Shabbats, and programmatic events, including the set up and clean up of Shabbats and events
- viii. Works with other board members to plan programmatic events in committees of three or more
- ix. Maintains a GPA of 2.5 on a 4.0 scale

e. VP OF MARKETING

- i. Runs all UConn Hillel social media accounts
- ii. Consistently posts to increase social media engagement and following
- iii. Advertises all upcoming events and Hillel initiatives through social media, flyers, emails, the Daily Digest, and more
- iv. Creates graphics to post and for physical flyers
- v. Encourages use of interpersonal and word of mouth marketing
- vi. Responds to all direct messages and maintains professional correspondence
- vii. Promotes student involvement, an inclusive environment, and models leadership behavior
- viii. Responsible for attending all board meetings, Shabbats, and programmatic events, including the set up and clean up of Shabbats and events
- ix. Works with other board members to plan programmatic events in committees of three or more
- x. Maintains a GPA of 2.5 on a 4.0 scale

f. VP OF JEWISH LIFE

- i. Works to ensure pluralistic Jewish education is available to all Jewish students
- ii. Incorporates Jewish education and values in programmatic events in inventive and engaging ways
- iii. Works with staff to host services for Jewish holidays
- iv. Leads or appoints someone to lead Shabbat services and prayers
- v. Serves as point person regarding execution of weekly Shabbats and ensures all supplies needed for Shabbat are available
- vi. Gives or appoints someone to give a Dvar Torah at each Shabbat
- vii. Creates educational material regarding Jewish holidays and customs to post virtually or physically
- viii. Creates unique initiatives to help students explore their Judaism at their own comfort level
- ix. Promotes student involvement, an inclusive environment, and models leadership behavior

- x. Responsible for attending all board meetings, Shabbats, and programmatic events, including the set up and clean up of Shabbats and events
- xi. Works with other board members to plan programmatic events in committees of three or more
- xii. Maintains a GPA of 2.5 on a 4.0 scale

g. VP OF EXTERNAL RELATIONS

- i. Builds strong relationships with other on campus organizations and cultural centers
- ii. Maintains these relationships through personal correspondence
- iii. Creates collaborative events between UConn Hillel and other on campus organizations
- iv. Specifically responsible for arranging coordination between cultural centers, Huskies for Israel, Greek life organizations, other faith-based organizations, and the Judaic Studies department
- v. Mutually works to increase attendance of other clubs' events by Hillel community members and increase attendance of Hillel events by members of other clubs
- vi. Ensures UConn Hillel is a diverse and inclusive community
- vii. Promotes student involvement, an inclusive environment, and models leadership behavior
- viii. Responsible for attending all board meetings, Shabbats, and programmatic events, including the set up and clean up of Shabbats and events
- ix. Works with other board members to plan programmatic events in committees of three or more
- x. Maintains a GPA of 2.5 on a 4.0 scale

h. VP OF TZEDEK

- i. Works to incorporate tzedek (justice) and tikkun olam (repairing the world), as well as other Jewish values in events
- ii. Connects Hillel community members with meaningful community service opportunities
- iii. Coordinates the donation of leftover Shabbat food to the Covenant soup kitchen in Willimantic
- iv. With help from committee of board members and VP of Programming, plans the event and campaign surrounding the Good Deeds Day initiative
- v. Takes on the role of, or appoints someone to take the role of, Dancer Representative for HuskyTHON
- vi. Organizes Hillel's HuskyTHON fundraising in collaboration with Treasurer

- vii. Brings issues of inequity on campus to the attention of the board and ensures UConn Hillel is consistently working to better the community around us
- viii. Promotes student involvement, an inclusive environment, and models leadership behavior
- ix. Responsible for attending all board meetings, Shabbats, and programmatic events, including the set up and clean up of Shabbats and events
- x. Works with other board members to plan programmatic events in committees of three or more
- xi. Maintains a GPA of 2.5 on a 4.0 scale

i. VP OF FIRST YEAR STUDENTS OF HILLEL (FYSH)

- i. Organizes and maintains the FYSH mentor program by pairing new students with active community members
- ii. Trains and oversees FYSH mentors
- iii. Creates programming specifically for first year students as well as programming to enhance relationships between FYSH mentors and mentees throughout the whole year
- iv. Reaches out to incoming students prior to the beginning of the semester to welcome them and answers questions of both parents and incoming students
- v. Engages students who are not currently active members of Hillel and encourages their participation and attendance
- vi. Coordinates Hillel involvement in on campus open houses, accepted students' days, etc.
- vii. Helps to organize welcome back events at the beginning of the semester
- viii. Liaises between the student board and Hillel Engagement Interns
- ix. Promotes student involvement, an inclusive environment, and models leadership behavior
- x. Responsible for attending all board meetings, Shabbats, and programmatic events, including the set up and clean up of Shabbats and events
- xi. Works with other board members to plan programmatic events in committees of three or more
- xii. Maintains a GPA of 2.5 on a 4.0 scale

ii. Election of Officers

a. Term of Office

- i. Elections will take place during the Fall Semester.
- ii. Officer terms begin and end on the last Friday before Fall Semester Finals.
- iii. On these days, old board members are released and new board members are confirmed during a "Transition" Shabbat.

- iv. During the time between elections and the end of the semester, the current board is responsible for the training of the incoming board.

b. Election Procedure

- i. Elections should take place during the Fall Semester, with enough time left before the end of the semester for the current board to train the incoming board before the “Transition” Shabbat on the last Friday before finals week.
- ii. To be eligible to run for a position, one must be a full-time (exceptions made due to COVID-19 pandemic) student enrolled at the University of Connecticut, with a GPA of at least 2.5 on a 4.0 scale, who will not be graduating within the term as laid out above.
- iii. Students running must also be active members of UConn Hillel, having attended at least five UConn Hillel events in the past calendar year, including no more than two Shabbats (exceptions made due to COVID-19 pandemic).
- iv. To be eligible to run for President a student must have held at least one prior position on the UConn Hillel student board at any time during their enrollment at UConn. If no one previously on board runs for president, after the election the current board and board-elect will work together to create an application that allows for candidates not previously on board at their discretion.
- v. Election packets should be released by the current board at least 3 weeks before the election date and with a due date of 1 week before the election date, giving students at least 2 weeks to complete them.
- vi. Election packets should be advertised through email, social media posts, and signage in the building and should be available as both printed and digital copies.
- vii. Election packets will ask students for basic personal and contact information, to declare the position(s) they are running for, and to answer several questions regarding their qualifications for the position, ideas, and passion for UConn Hillel.
- viii. Students must meet with the current President, Director of Engagement & Programs, and current holder of the position they are running for and have all parties sign their otherwise completed election packet before turning it in.
- ix. Any student who does not submit a completed and signed election packet at least 1 week before the election date will not be eligible to run.
- x. Packets must be turned in either through the mailboxes in the back office of the Hillel building or as an email to both the current President and Director of Engagement & Programs by the deadline.
- xi. Once the packet is turned in, students must create a one-page platform or information sheet to be shown to all voters during elections and turn this

- in through an email to both the current President and Director of Engagement & Programs at least 24 hours before elections.
- xii. The positions will be listed sequentially on the election packet and students may choose to “drop down” and run for another, lower position if they do not win the first race.
 - xiii. Elections take place as an event at the UConn Hillel building (or an online space during the COVID-19 pandemic) during which candidates give speeches, leave the room while questions are collected from the audience, and then return to answer these questions. The order in which candidates for the same position give speeches and answer questions should be randomized.
 - xiv. Accommodations can be made for students currently abroad who would like to run for a position.
 - xv. The President candidates will be given three minutes each to give a speech and will then all be asked to leave the room. During this time three questions will be collected from the audience. Questions will be read anonymously by the chairperson leading the election. Candidates will take turns answering each question in no more than one minute.
 - xvi. All other candidates will be given two minutes each to give a speech and will answer two audience questions in the same fashion.
 - xvii. A person who drops down to run for a second position will only be allowed one minute to give a speech about this second position, but must still answer the two questions regarding this second position.
 - xviii. Votes must be cast and counted between each position so that those who lose can subsequently take part in the race for their “drop down” position.
 - xix. Votes must be cast secretly and counted by the chairperson and a Hillel Staff member.
 - xx. In order to be elected, a candidate must receive a simple majority of votes cast (one half plus one). If no candidate receives a simple majority, a run-off between the two candidates that received the most votes occurs. Votes are cast and counted again, with only these two candidates as options. If a tie occurs again, the current Vice President’s vote is the tie-breaker.
 - xxi. If a candidate is running unopposed, speeches and voting must still occur. Voters can either vote for the candidate or vote NO. The candidate will need a simple majority of votes in order to be elected.
 - xxii. The elections should be presided over by the current President if they are not running for a future position or an appointed chairperson if they are.
 - xxiii. In order to vote in the election, one must attend the election event, be a currently enrolled student at UConn, and be an active member of UConn Hillel having attended at least two events in the past calendar year.
 - xxiv. Voters must be present for the speeches and questions of all candidates for a position in order to vote for that position. E.g., If a voter leaves before hearing the second candidate for president speak, they may not vote for

president. When the voter returns, they can continue voting for other positions.

- xxv. All who are present are not required to vote for every position. To abstain, simply do not vote for a candidate for that race.

c. Resignation of Officers

- i. If an officer wishes to resign, they must submit a formal letter of resignation to both the President and the Director of Engagement & Programs.
- ii. The officer must ask the President to place their resignation on the agenda for the next board meeting, during which the officer must announce their resignation to the rest of the board.
- iii. As little or as much information as the officer feels comfortable with regarding the decision will be shared with the whole board.
- iv. A President wishing to resign must submit their letter of resignation to both the Vice President and the Director of Engagement & Programs.

d. Removal of Officers

- i. Officers may be removed from office for neglecting to fulfill their duties as laid out in the constitution or engaging in inappropriate behavior as determined by the board.
- ii. Petitions for removal may be submitted by any board member and must state the complete reasons for the petition. The petitioner must meet with the President and Vice President to review the legitimacy of the petition.
- iii. If the petition is to remove either the President or Vice President, a Hillel staff member may be substituted in their place.
- iv. If the petition is deemed accurate and legitimate by the President, Vice President, and staff member (unless one of them is the officer in question), the officer in question will be informed of the petition and its contents before the upcoming board meeting.
- v. At the next board meeting, the petitioner will state the petition, and the officer in question will have the opportunity to speak in their own defense.
- vi. The petition for removal is granted if two thirds of the student board votes to remove the officer in question.

e. Appointment of Officers

- i. If the position of President becomes vacant during the term, the Vice President shall assume the duties of President and the board should seek to fill the Vice Presidency.
- ii. If any other board position becomes vacant during the term, an application created by the student board will be released and advertised through emails, social media, and signage in the building. The application will be available digitally and in print.
- iii. Candidates must fit the same eligibility criteria as laid out in the election process.

- iv. Applications should be open for at least 2 weeks.
- v. Once the application period closes, candidates will interview with the board.
- vi. In order to be confirmed to the position, candidates must receive a 2/3 vote from the current board.
- vii. A student may only hold one Hillel position at a time, including any paid positions or internships created by Hillel staff.
- viii. Any current officer may appoint a chairperson or committee to aid in completion of tasks, this officer presides over said appointee(s)

Article V – Operating Procedure

i. Meetings

- a. Weekly board meetings will include planning for future events, creating initiatives, and updating board members on current business and responsibilities. These will be mandatory for all board members. Community members may attend any board meeting by asking the President before it begins.
- b. Shabbat services and dinner should be made available for all students every week during the semester.
- c. Services or events regarding Rosh Hashanah, Yom Kippur, Sukkot, Passover, and Purim must occur. Services or events for other holidays are up to the discretion of the current board.
- d. Programmatic events, those other than Shabbat or Holiday services, will occur at least once a month throughout the semester, preferably more. These events may include religious topics, Jewish cultural topics, social events that allow for bonding among fellow Jewish students, and more. These events should provide a good mix of educational and fun aspects, while still fitting the wants of community members.
- e. These programmatic events should be planned by committees of 3-4 board members who are responsible for not only planning and running the events, but also for communicating with the treasurer about funding the event and VP of Marketing about marketing the event. These committees are overseen by the VP of Programming.
- f. Community members should be encouraged to give input on what events they would like to see in the future and voice criticism on previous events.
- g. Once a year, during the fall semester, a survey should be released to see if community members would like a Townhall meeting to be held and to allow them to submit feedback anonymously if preferred

ii. Decision-Making Process

- a. Board members may make decisions regarding matters under their outlined responsibilities.
- b. The 3-4 board members assigned to plan an event may make decisions regarding their events.

- c. However, disagreements or large matters should be brought to the board and/or the community at large and settled by two-thirds majority vote.
- d. Large decisions should be proposed to the board by the President and/or Vice President and settled by two-thirds majority vote. The President's vote is the tie-breaker. Appropriate time should be given to discuss these decisions as long as the discussion is productive and not cyclical.

iii. Amending the Constitution and Bylaws

- a. Amendments to this document may be made at any point in which the board feels necessary and must be approved by two-thirds vote.
- b. In order to propose an amendment, board members should approach the President and ask for the matter to be put on the agenda for an upcoming board meeting.

Article VI – ADVISORS

i. Requirements of the Faculty/Staff Advisor

- a. The advisor must be a faculty/staff member on the Storrs Campus.
- b. The advisor may also be a Graduate Student as long as they also serve as a Graduate Assistant (GA) or Teaching Assistant (TA).
- c. In the case of UConn Hillel, the advisor should be a UConn Hillel staff member, preferably the Director of Engagement & Programs.

ii. Duties of the Faculty/Staff Advisor

- a. Guides students to ensure Hillel is operating under its mission statement
- b. Mentors students when they need advice or assistance
- c. Liaises between UConn Hillel staff and student board
- d. Supports students in achieving their goals, ideas, and initiatives
- e. Always operates with students' best interest in mind
- f. Attends weekly student board meetings
- g. Welcomes and engages all students
- h. Advisors do not have voting rights.

Article VII – Financial Statement

i. Dues

- a. There are no dues required to be a member and programmatic events should be free to attend whenever possible.

ii. Funding

- a. Funding for UConn Hillel is garnered through a mix of donations, gifts, grants, and contributions from Hillel International.

- b. The Hillel Board of Directors and Staff oversee the majority of funding, specifically regarding staff salaries, building management, bill payment, and management of the endowment.
- c. The Director of Development is responsible for most fundraising efforts and donor relations.
- d. The student board will be responsible for maintaining a budget for programs as set out by the staff.
- e. The student board should apply for USG funding whenever possible, with an emphasis on events in which speakers or performers are brought in and the purchasing of long-term supplies or equipment.

iii. Beneficiary Addendum

- a. Should UConn Hillel cease to exist, all of our funds will be donated to the University of Connecticut Hillel Fund, found at:
<https://www.wptest.foundation.uconn.edu/fund/uconn-hillel-fund/>

Article VIII – Non-Hazing Compliance Statement

- i. UConn Hillel maintains a strong commitment to not engaging in any activities that could be considered or construed as hazing by any legal party or the University of Connecticut Office of Community Standards
 - ii. Hazing is defined as any activity without reasonable or legitimate educational value expected of someone for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization that humiliates, degrades or risks emotional, psychological, and/or physical harm, regardless of a person’s willingness to participate.
 - iii. In cases of individual violators, appropriate disciplinary action may be imposed as outlined in *The Responsibilities of Community Life: The Student Code*. In cases where the entire organization has authorized such conduct; loss of privileges, temporary suspension of registration, or rescission or termination of registration may be imposed.
 - iv. Such penalties shall be in addition to any penalties pursuant to penal law (Public Act No. 88-328) which violator or RSO may be subject
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Article IX – Enabling Clause

- i. This Constitution was reviewed and ratified by the Executive Board on October 14th, 2020 at a regular body meeting.
- ii. The entire membership and Executive Board were in agreement with this document.

Article X – UConn Hillel Building Kosher Policy

Our kitchen must remain completely Kosher.

- Every food item brought into the upstairs kitchen must be certified Kosher.
- Food should be kept on the appropriate side of the fridge and appropriate table

depending on if it is meat or dairy. Parve food may be placed in either section (parve = neither meat nor dairy).

-Food must be cooked/warmed in the appropriate appliances. Dairy food may only be placed in the dairy oven, toaster, microwave, and warmer. Meat food may only be placed in the meat oven, toaster, microwave, and warmer. Parve food may be placed in either.

-All utensils must be stored in their appropriate places depending on whether they are meat or dairy and only used with their respective appropriate foods. Utensils must only be washed in the appropriate dishwasher. Any utensil may be used with food that is parve.

-Dishes and food must be washed in their appropriate sinks.

-The freezer located in the storage space below the Kosher Kitchen must be kept Kosher.

Community members may bring their own, non-Kosher food into any room in the building other than the Kosher Kitchen.

-The tables in the MPR do not have to remain Kosher. We will instead add table cloths when it is necessary.

-Placemats should always be available so that those who wish to eat on a Kosher surface are able to.

-During holidays such as Passover, Rosh Hashanah, Yom Kippur, and other holidays, the MPR and all upstairs areas must be kept Kosher according to the requirements of that holiday. All non-Kosher foods must be kept and eaten in the basement during these times. These temporary changes will be posted in the building.

Food at Hillel events and provided by Hillel should at least be Kosher style.

-At Hillel events, the food provided must be Kosher style (vegetarian) or if there is meat it must be certified Kosher and not served with any dairy.

-This is the case no matter where an event takes place.

-Other groups that use our space may bring in non-Kosher food as long as they are respectful of our space (i.e. nothing goes in the kitchen, etc.) and it has been approved by Hillel staff in advance.

The basement does not have to be kept Kosher.

-Community members may bring and eat non-Kosher food in the basement.

-The fridge, microwave, sink, and other appliances in the basement are not kept Kosher. Both meat and dairy may be cooked, washed, and stored in them.

-The utensils in the basement are not kept Kosher and may be used with any food.

This policy will be posted throughout the building.

Signatures/Dates


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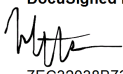
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Vice President/Secretary:

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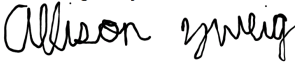
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Treasurer:

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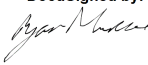
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VP of Marketing:

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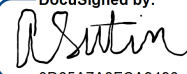
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VP of Programming:

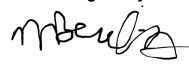
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VP of Jewish Life:

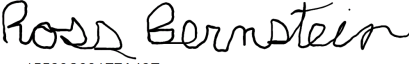
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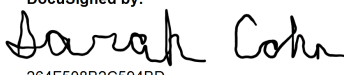
VP of Tzedek:

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VP of First Year Students of Hillel:

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