**Hillel of WWU - Constitution & Bylaws**

Updated 2/17/22

**Name:**

Hillel of WWU

**Mission Statement:**

Historically, Jewish students and allies on Western’s campus have been underrepresented - Hillel aims to fix this lack of representation by bringing cultural Jewish experiences to the students of WWU. Hillel provides events throughout the year including but not limited to educational and social action events, holiday observances, and social events such as hikes, dinners, and bagel brunches. Hillel of WWU is open to all students at Western Washington University, regardless of ethnicity, religion, or affiliation. Hillel is dedicated to serving the wider Jewish community, such as high school students and students at Whatcom Community College, but membership is restricted to Western students. We seek to provide a Jewish home to both Jews and friends/allies on campus, and to educate everyone about Judaism in an open and friendly environment. We are dedicated to creating safe spaces for all those with intersectional identities and are committed to celebrating diversity in all forms.

**Officers, current for 2021-2022:**

Elena Buri - Program Coordinator

Lyric Crane - President

Leah Berkowitz - Student Outreach Coordinator

Delaney Jarvis - Budget Coordinator

**Student Board Positions & Responsibilities:**

President - The President of Hillel is responsible for updating WIN with events and documents. They are also responsible for attending AS Training and Information sessions on behalf of Hillel. Finally, they are responsible for re-registering Hillel with the AS and coordinating collaborative events with the AS.

Budget Coordinator - Responsible for managing the budget of Hillel of WWU. They must take the AS Budget Coordinator Training during their first quarter in this role. They are also responsible for managing any student fundraising done by Hillel.

Student Outreach Coordinator - This is a paid position and must be applied to with a resume and cover letter. The Student Outreach Coordinator is responsible for directly communicating with students about upcoming events. This can be done through social media and direct outreach. They are also responsible for conducting research and hosting specific events, such as Rosh Chodesh.

Additional Board Members - There is also space for an additional two board members. These positions are not required to be filled, but can be filled if there are members of Hillel who are interested. Additional board members have a broad range of responsibilities. These responsibilities also apply to the President, the Budget Coordinator, and the Student Outreach Coordinator. All board members are required to plan club events, attend club events regularly, and set up/take down things necessary for events. They are also required to attend board meetings regularly to ensure that the board is planning events that reflect the desires of club members. Additionally, all board members have permission to make decisions for the club, including voting and representation on speciality issues.

**Election Process for Student Board Officers:**

Students interested in becoming board members must make their interest known ahead of time by a minimum of one week. They must send an email to the Hillel email, clearly stating the position they are seeking to fill, as well as their second choice if they were not to receive their top choice. It is in their best interest to prepare a short speech or statement about their interest in becoming a member, why they want to be on board, what they will provide to Hillel/the student board, etc. The statement should be between 2 - 5 min long.

Elections will be held at the end of the current school year to determine who will make up the student board for the upcoming school year. A specific meeting will be held in which all current board members, all potential board member applicants, and all club members who are interested in voting will attend. Elections will operate in this order: President, Budget Coordinator, and then each additional board member.

For a position, each student interested in that specific position will be given 2-5 minutes to make a statement about their desire to be on board. Even if the position is uncontested, the interested student should still make a statement. The students applying for the position will then leave the room while a vote is held. All students in favor should raise their hands. A unanimous vote is the goal. However, any dissenters will be taken seriously and will be given the space they need to explain why they feel a particular student is not suited for the job. After they have had the chance to explain their feelings, another vote will be held. Majority rules. The students are then brought back in and told the result.

If a student does not receive the board position they were applying for, they can still attempt to apply for their second choice position during the same meeting. The election process will work the same way. If they don’t receive that position either, they will not be on the student board for the upcoming school year. The one exception is if there is a board position with no applicants. In that case, any attendees to the meeting may apply for that position even if they did not express interest in the position ahead of time.

If a student board member leaves in the middle of the academic year and their position is vacant, there must be a vote in order to fill that position.

Student Outreach Coordinator:This is a paid position that must be applied for with a cover letter and resume. The community board, Hillel coordinator and Hillel president will look over applications and determine who should receive the job. This should occur before elections.

**Voting for the Removal of Board Members:**

All new board members will be expected to sign a contract that clearly lays out their responsibilities for the upcoming school year, which will include attending all board meetings, assisting in the planning/execution of club events, attending all/most events, etc. This contract will lay out exactly how many of these events students may miss (for a justified reason) and all other rules they must follow to remain a member of the student board.

If a board member breaks this contract in any way, such as missing too many board meetings/events without providing an explanation, a vote may be held to determine if they should still maintain their position on the student board. All board members should be in attendance at this meeting, including the student whose position is being voted on. The president and/or Hillel Coordinator should clearly explain to everyone present why the vote is being held. The student should be told exactly what parts of their contract they violated. This student will then be given the opportunity to explain themselves, or to respectfully argue against termination. After everyone has had a chance to speak, the vote will be held. Everyone except the student whose position is being voted on may vote.

If the results of the vote are not unanimous, any dissenters may speak and explain their perspective. After they have been given the chance to share, another vote will be held. Majority rules.

If the vote results in the student maintaining their spot on the Student Board, they will continue to be required to fulfill the obligations of their contract for the rest of the school year. Another violation from the individual will result in immediate termination, no vote will be held. If the student is voted off of the board, they will lose their position effective immediately. It is then up to the remaining student board to fill that position. This may mean one of the additional board members adopts the empty position.

If a board member chooses to quit/leave their position, we will reach out to all Hillel members in search of a new person to fill the role. If someone demonstrates interest, we will hold an impromptu election for the position. If no club member expresses desire to fill the role, one or more of our additional board members will take over the responsibilities of the empty position.

**Making Amendments to Charge/Charter:**

Any member of Hillel may submit a proposal for a change to our club constitution/bylaws. These proposals can be given in person, via email, etc. The student board will take all proposals into serious consideration and a vote will be held on whether the change should be made. Only board members will participate in the vote. Majority rules. If the proposal is approved, the change will be made immediately.

**Membership:**

All members of the WWU community are eligible for membership.

**Finances:**

No membership dues are required to participate in Hillel of WWU.

Funds may be raised through fundraising events throughout the year aimed both at campus and the wider community.

**Meetings and Events:**

The Student Board meets as needed to plan upcoming events and at times available for each member. These meetings are open to but not usually attended by other members of the club.

Events are held between one and four times a month during the school year, depending on the academic schedule, the Jewish calendar, and the availability and interest of club members. Members are notified of these events via the Hillel of WWU Facebook Page, the Hillel of WWU Instagram Page, text message reminders, and emails. These events are also posted to the Hillel WIN page.

**Advisors:**

Hillel of WWU is advised by a Community Board, whose membership is from the Bellingham Jewish community. Community Board Positions are voluntary, and are open to those interested in providing guidance and assistance to Hillel of WWU.

**Affiliations:**

Hillel of WWU is affiliated with Hillel International, whose mission is: “Enriching the lives of Jewish students so that they may enrich the Jewish people and the world.” (http://www.hillel.org/about)

Hillel of WWU occasionally communicates/works with Congregation Beth Israel, Chabad of Bellingham, and other local, regional and national Jewish organizations.