

CONSTITUTION OF HILLEL MILWAUKEE STUDENT BOARD

Article I: Name, Affiliation and Mission

Section 1: The name of this organization shall be the Hillel Milwaukee Student Board. The Hillel Milwaukee Student Board shall be under the jurisdiction of Hillel Milwaukee.

Section 2: The Hillel Milwaukee Student Board seeks to support and uplift the mission of Hillel Milwaukee, in which we strive to create a dynamic, warm and celebratory Jewish environment for Milwaukee's university students and young adults (ages 18-32) where they can explore and express their Jewish identities and gain a sense of belonging within the Jewish community. We offer holiday and cultural programs, Shabbat dinners, leadership opportunities, social action projects, Israel programs, outdoor activities, and social gatherings. We welcome Jewish young adults from all backgrounds, including religious, secular and interfaith. We are also open to all local students who have a sincere desire to learn more about Judaism.

Section 3: Student Board Mission Statement

Article II: Purpose and Objectives

Section 1: The purpose of Hillel Milwaukee shall be to serve the Jewish community on the campuses under Hillel Milwaukee's jurisdiction and to provide functions and services to further Jewish life on each campus.

Section 2: The Student Board shall be empowered to interpret this constitution. See Article XIV about Amendments and Revisions.

Article III: Jurisdiction

Section 1: Hillel Milwaukee serves 12 Milwaukee-area colleges and universities, including:

1. Alverno College
2. Cardinal Stritch University
3. Carroll University
4. Concordia University
5. Marquette University (MU)
6. Medical College of Wisconsin (MCW)
7. Milwaukee Area Technical College (MATC)
8. Milwaukee Institute of Art and Design (MIAD)
9. Milwaukee School of Engineering (MSOE)
10. Mount Mary University

11. University of Wisconsin - Milwaukee (UWM)
12. Waukesha County Technical College (WCTC)

Article IV: Membership

Section 1: Membership in Hillel shall be open to all members of the aforementioned colleges and universities who are interested in furthering Hillel's purpose.

Section 2: Each undergraduate member of Hillel shall be eligible to hold a position on the Student Board and the Jewish Student Leader Caucus. Some Jewish Student Leader Caucus positions are specific for graduate students and young adults.

Section 3: No dues are required to obtain membership.

Article V: Statement of Position on Israel

Section 1: Hillel Milwaukee promotes a multi-faceted and proactive approach to Israel programming on our campuses. Hillel is committed to Israel's right to exist and flourish as a Jewish State within secure and recognized boundaries.

Section 2: Hillel International provides support for our efforts in engagement and empowerment of students to find their own personal connection to Israel through leadership training, advocacy, peer-to-peer networking activities, educational, and cultural programming that is both proactive and innovative.

Section 3: Hillel shall promote a safe and intimidation-free environment on campus for students to learn about, celebrate, and advocate on Israel's behalf. Hillel shall actively promote travel to Israel, study, and training experience through Taglit Birthright Israel, Hillel trips, specialized Israel experiences and study abroad opportunities. Hillel student leaders shall assist all students in promoting an array of Israel activities and opinions consistent with the above policy and priorities.

Section 4: Hillel Milwaukee's Israel Fellow and the Israel Chair are responsible for upholding the Student Board and organization's commitment to this position.

Article VI: Meetings and Procedures

Section 1: Frequency

The Student Board shall meet at least twice a month during the academic year. During the summer, there shall be communication between the Student Board and Hillel staff. All Board Members shall attend all meetings unless excused by the President (or, in the event the President must miss a meeting, by Hillel staff). Three unexcused absences in

a semester will result in the expulsion of the board member. An excused absence is an absence that has been approved by the President or Hillel staff.

Section 2: Procedure

Board meetings will be led by the President, or the Executive Vice President in the absence of the President. The Marketing/Social Media Chair will be responsible for taking and distributing action items following the meeting. Any Board Member is invited to submit agenda items to the President at least 48 hours prior to the meeting. The President will send out an agenda ahead of Student Board meetings at least 24 hours in advance. Action items shall be sent no later than 48 hours after the meeting.

Section 3: Quorum

A quorum is required for the Student Board to conduct any business. For the Student Board, a quorum is defined as a simple majority of the members (fifty percent plus one).

Article VII : Executive Officers and Duties

Section 1: The Student Board of Hillel shall have the following officers: the President, Secretary/Treasurer, the Marketing and Social Media Chair, the Israel Chair, the Jewish Life and Learning Chair, and the Tikkun Olam/Social Justice Chair.

Section 2: In accordance with Hillel Milwaukee Guidelines, officers of the Student Board must be current undergraduate students at any of the aforementioned colleges and universities.

Section 3: Qualifications for President

To be eligible for the position of President, a candidate is required to have at least one full year of experience on the Student Board or as a Jewish Student Leaders Caucus representative. Candidates will also be considered eligible if they have been actively involved in the Hillel Milwaukee community, even if not a direct part of the Student Board, provided that they have worked in close contact and in conjunction with the Student Board. The incumbent President and Hillel staff, in consultation with the Student Board, will be responsible for determining whether a candidate is eligible to serve under these guidelines.

Section 4: Term Length

Student Board members' terms shall begin at the start of the Spring Semester through the end of the following Fall Semester. Any Student Board member is eligible to run for another term of any Student Board position, so long as the student adequately performed their duties in their last position held.

Section 5: In addition to all of the role specific responsibilities, all Student Board Members must:

- Be present at bi-monthly Student Board meetings
- Frequently attend Hillel Milwaukee events, especially those you help plan
- Lead a spiritual element of a Shabbat once a semester
- Engage with at least 3 different people each month via text, phone call, FaceTime, tea/coffee, etc.
- Be accessible for Board communication
- Sign an accountability agreement committing to Student Board responsibilities
- Fulfill all other Board responsibilities as they arise and are applicable

Section 4: Student Board Responsibilities

The duties of the President shall be the following:

- Manage responsibilities for the Hillel Student Board and Jewish Student Leaders Caucus
- Act as a liaison between students and staff
- Oversee the operations of the Hillel Student Board and Jewish Student Leader Caucus
- Schedule and run Board and Jewish Student Leader Caucus meetings
- Manage Hillel calendar and conduct annual calendar planning, in consultation with Hillel staff and Student Board Chairs
- Be in communication with Hillel staff, especially Assistant Director
- Meet bi-monthly with Hillel staff
- Frequently attend events
- Represent Hillel Milwaukee community
- Serve as a representative on the Adult Board of Directors*
- **The President will serve as a representative on the Adult Board of Directors, unless served the year prior. If the President is not eligible to be this representative, the role will be filled by the Executive Vice President.*

The duties of the Secretary/Treasurer shall be the following:

- Manage Hillel calendar and conduct annual calendar planning, in consultation with Hillel staff and President
- Responsible for overseeing the financials of Hillel Student Board
- Manage budgets and anticipate costs for programs and events
- Help the President brainstorm big picture concepts
- Oversee planning of all events, make sure all details are taken care of
- Meet with event lead(s) and Chairs on a regular basis to facilitate programming
- Develop checklist of logistical items to review for each event

- Communicate between the staff and the board
- Represent the community in the variety of events and programs planned
- Fill in President role when President not available
- Serve as Jewish Student Services Representative at UW-Milwaukee*
- Frequently attend events
- **If the Executive Vice President is not a UW-Milwaukee student, the Jewish Student Services Representative role goes to the President. If the President is not a UW-Milwaukee student, the role goes to the Outreach Chair.*

The duties of the Marketing/Social Media Chair shall be the following:

- Work with Hillel staff, event lead(s) and Chairs to brainstorm and develop a full marketing and branding package for events, including
 - Facebook event and cover photo, Instagram Stories, TikToks, Flyer for Newsletter and Print, Social Media posts leading up to the event
- Use Canva to create graphics
- Develop creative and interactive social media concepts
- Work with Hillel staff to manage content for Newsletter, including scheduling students for blurbs
- Manage outreach and marketing to students, liaison to Hillel Milwaukee opportunities and events
- Communicate between staff and the community at large
- Be present at events to take photos (if applicable)
- Invite people to all events on Facebook
- Ensure Student Board Members invite their friends to events and provide content for them to share on their social media prior to the event
- Be a resource for upcoming events
- Engage incoming, new and transfer students to attend events
- Record and distribute action items following Board Meetings
- Maintain a record of attendance at meetings

The duties of the Israel Chair shall be the following:

- Collaborate with the Israel Fellow to lead Israel-related programs and events
- Plan and host at least three (3) Israel-centric events per semester
- Help recruit for Taglit-Birthright Israel trips as well as Side by Side and other missions
- Coordinate events with other student cultural groups
- Attend a majority of Israel-related events
- Ensure that events represent a variety of political viewpoints and the Hillel Milwaukee community
- Work with Marketing/Social Media Chair to develop marketing strategies for programs and events

The duties of the Jewish Life and Learning Chair shall be the following:

- Develop the Shabbat calendar, including scheduling Student Board members and other Student Leaders to lead spiritual elements of the service
- Coordinate Shabbat Services according to the Torah portion and recruit and oversee song/prayer selection and song/prayer leaders
- Collaborate with the Ezra Springboard Fellow to lead Shabbat, Holiday and Jewish Learning programs
- Plan themes and menus for Shabbats in coordination with Hillel Staff
- Responsible for overseeing and planning all “specialty” Shabbats - i.e. Welcome Back Shabbat, Birthright Reunion Shabbat, We Bear Witness Shabbat, Avi Schaefer Shabbat, etc.
- Work with Marketing/Social Media Chair to remind students to RSVP ahead of the deadline
- Continue the efforts to make Shabbat services and dinner a welcoming atmosphere
- When Jewish holidays coincide with the academic calendar, ensure there is at least one appropriate event and ensure the celebration of the holiday
- Coordinate events with other student religious groups
- Attend a majority of Shabbat, Holiday and Jewish Learning events

The duties of the Tikkun Olam/Social Justice Chair shall be the following:

- Work with Hillel Staff to brainstorm and execute interactive Tikkun Olam/Social Justice program and event ideas
- Plan and host at least two (2) Tzedakah or Tikkun Olam community service events per semester
- Plan and host at two (2) mental health focused events per semester
- Attend majority of Tikkun Olam/Social Justice events
- Serve as the Hillel Milwaukee liaison to the Tikkun Ha-Ir Board and the community at-large
- Collaborate with AEPi and Challah for Hunger to plan partnership programs
- Reach out to local community organizations to partner with - i.e. Jewish Community Food Pantry, Ovation Jewish Home, Jewish Family Services, etc.
- Track data from community service projects - i.e. amount of food collected, # of letters written, etc.
- Work with Marketing/Social Media Chair to develop marketing strategies for programs and events

Article VIII: Jewish Student Leader Caucus

Section 1: The Jewish Student Leader Caucus representatives will be invited to join by the Student Board and will be selected by the Student Board.

Section 2: The Jewish Student Leader Caucus positions are subject to change based on needs determined by the Student Board and Hillel Milwaukee staff.

Section 3: Suggested positions for the Jewish Student Leader Caucus include:

- Hillel Milwaukee Event Intern*
- AEPi Representative
- Challah for Hunger Representative
- MSOE Representative
- MIAD Representative
- Marquette Representative
- First Year Student Representative
- HiYA Representative
- RSJ Intern*
- West Side Representative
- Serve the Moment Intern*
- JLF Intern*

**Some positions are subject to separate applications and specific requirements.*

Article IX: Staff and Board of Directors

Section 1: The professional staff of Hillel shall assist the Student Board in running the daily operations of Hillel, in planning and executing programming, and in raising funds for Hillel.

Section 2: The Board of Directors of Hillel shall guide the organization in its long term development, assist in its raising of funds, and arrangements for the professional staff.

Section 3: The President of the Student Board shall serve on the Hillel Milwaukee Adult Board of Directors. Additionally, one additional undergraduate student Hillel member shall serve on the Board of Directors. The additional undergraduate representative shall be annually selected by the Student Board at the start of the Board of Directors term for one year of service beginning at that time. The student members of the Board of Directors shall attend its regular meetings and represent student viewpoints there. **The President will serve as a representative on the Adult Board of Directors, unless served the year prior. If the President is not eligible to be this representative, the role will be filled by the Executive Vice President.*

Article X: Nomination of Officers

Section 1: Nominations shall be opened four weeks prior to the date of elections. Nominations shall be closed by a Hillel Staff Member prior to the election.

Section 2: A Hillel Staff Member shall inform the Membership of Hillel of the opening of nominations and provide a description of each position as stated in Article VII.

Section 3: A Hillel Staff Member shall be in charge of receiving nominations, notifying members when they have been nominated and tracking pending nominations.

Article XI: Elections

Section 1: Any undergraduate student at any of the aforementioned colleges and universities shall be eligible to vote in the General Election, so long as they have had at least one (1) interaction with Hillel Milwaukee.

Section 2: The General Election shall be held through an online ballot.

Section 3: Of the candidates for the Executive Committee, the one who commands the plurality of votes shall be elected.

Section 4: Upon election or appointment for a position on the Student Board, each Board member shall read through and sign a copy of the Constitution.

Section 5: Special Elections are defined as an election to fill a vacancy in the Executive Board. See Article XII about Resignation, Impeachment, and Vacancies.

Section 6: Reelections

Any Student Board member is eligible to run for another term of any Student Board position, so long as the student adequately performed their duties in their last position held.

Section 7: Special Elections

Special Elections will be held if there is a vacancy in any Executive Committee position at least 4 weeks prior to the General Election. Nominations will only be accepted for one week after the announcement of the Special Election, and normal Election procedures will continue accordingly.

Article XII: Resignation, Impeachment, and Vacancies

Section 1: Resignation

The procedure for resignation shall be as follows:

- a. An officer wishing to resign must submit to the President a letter of resignation announcing their intentions.

- b. If the President wishes to resign, they must submit a letter of resignation announcing their intentions to the next ranking officer of the Board.
- c. Any Student Board member that plans to study abroad during a Fall or Spring semester should notify the President at the earliest opportunity, and at least 4 weeks prior to their departure.

Section 2: Impeachment

The procedure for impeachment shall be as follows:

- a. A board member may be impeached from office for neglecting their duties, not attending meetings, or inappropriate behavior of the position.
- b. Petitions for impeachment must state the complete reasons for the petition and must be signed by at least three Board Members.
- c. The petition must be delivered to the President and then the President must inform the Student Board and Hillel staff in one week's time.
- d. If the President is the Board Member in question, then the petition must be delivered to the Executive Vice President and then presented to the Student Board minus the President.

Section 3: Removal

The procedure for removal shall be as follows:

- a. 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, they may submit a letter of resignation to the President (or to the Executive Vice President).
- b. The Hillel Student Board, excluding the Board Member in question, shall then vote on the question of impeachment
- c. Removal shall occur if a simple majority of the Student Board 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 of Special Elections outlined in Article XI. The Executive Committee, along with Hillel staff, will plan for a Special Election so long as the resignation comes 4 weeks before a General Election.

Article XIII: Complaints and Code of Conduct

Section 1: Any formal complaints against members of the Student Board may be filed to the Executive Committee or Hillel Staff. Any formal complaints submitted in writing will be treated seriously and may result in removal of the individual from their position. The Executive Committee or Hillel Staff will correspond with the Board of Directors on behalf of the student filing the complaint.

Section 2: Affiliation and participation in and with Hillel is contingent upon appropriate behavior. Aggressive, intimidating, harassing, and confrontational behavior as well as language that is perceived as threatening will not be tolerated. Should such language or behavior be observed by any individual and reported to the Executive Committee or Hillel Staff the incident will be documented, and the following consequences instated:

- On the first offense, the individual will receive a warning from Hillel Staff. The student will have an opportunity to redirect their behavior.
- On the second offense, the individual will meet with Hillel Staff to discuss the intolerable behavior. In the event of extenuating circumstances, University procedure will be followed at any point in the complaint process.

Article XIV: Amendments and Revisions

Section 1: Amendments to this Constitution may be proposed either by the Student Board, members of the Jewish Student Leaders Caucus or by petition of three Hillel members.

Section 2: Amendments may be proposed at least 2 weeks prior to the Student Board Meetings.

Section 3: At least one week before the meeting, the President shall send to each Hillel member the following: a copy of the proposed amendment, an explanation of the reasons for the amendment, a copy of this article of the Constitution, and an announcement of the Student Board Meeting at which the amendment is to be considered.

Section 4: At a Student Board Meeting where amendment proposals are processed, the following qualifications shall apply:

- At that Student Board Meeting, amendments may be modified by proposals approved by a majority vote.
- The final form of the amendment must be applicable to the original proposal.
- New amendment proposals may not be brought up at Student Board Meetings, but must instead be transacted through the procedure outlined in this article.