**CONSTITUTION**

**OF**

**HILLEL**

**AT**

**THE UNIVERSITY OF TENNESSEE, KNOXVILLE**

Hillel at the University of Tennessee is established to provide facilities, guidance, and organization, both on campus and within the Jewish community, for religious, cultural, social, educational and good welfare of the Jewish students at this University. Hillel at UTK will work to maintain similar goals and objectives of the Knoxville Jewish Alliance and other supporting organizations.

This constitution is established to maintain the above ideals and to facilitate the growth and order of this organization.

Article I - Mission:

Hillel at UTK’s mission is to inspire students to explore, embrace, and celebrate their Jewish life. Hillel at UTK vision is for students to develop identities that encompass Jewish life, learning, and values that they may follow throughout their lives. We will create the opportunity for Jewish culture, spirituality, and initiatives that emphasize our core Jewish values of tikkun olam (repair the world), hakhnasat orchim (hospitality), kehillah (community), manhigut (leadership), and simcha (joy).

Hillel at UTK is a pluralistic organization who accepts all expressions of religious backgrounds and cultures with the desire that all students feel welcomed. Students of Hillel at UTK will not engage in any violation of the University codes of conduct and will not advocate for cruelty, discrimination, or the use of any ‘isms’. Students will nurture diversity through our core values.

Article II - Membership:

Section A. Every Jewish student enrolled at the university of Tennessee shall be eligible for regular membership in Hillel.

Section B. Membership is open to all students, and faculty/staff members

where appropriate, regardless of race, color, national origin,

religion, sex, pregnancy, marital status, sexual orientation, gender

identity, age, physical or mental disability, or covered veteran

status

Section C. There will be no dues to participate in Hillel.

Section D. Every member of Hillel shall have the right to participate in all Hillel activities.

Section E. Every member shall sign up as a member on VolLink and be registered with Hillel International. Failure to register shall not deprive any student of the right to participate in Hillel activities. However, the right to vote and hold office is extended only to those students who are members. Likewise, those who are members will be given the opportunity to participate first in events with higher financial obligations from the organization.

Section F. All members must be in good standing with the University of Tennessee’s code of conduct.

Article III - The Hillel at UTK Executive Board:

Section A. The Hillel at UTK Executive Board shall be the students’ representative governing body of Hillel.

Section B. The Hillel at UTK Executive Board shall be composed of all officers, committee chairpersons and members-at-large appointed in accordance with this Constitution.

Section C. The term of office of the council members shall be one calendar year, beginning one week after the annual election and continuing until one week after the following year’s elections. However, there is no limit on consecutive years served on council.

Section D. Each member of the Executive Board, regardless of number of positions held, shall be entitled to only one vote at Executive Board meetings.

Section E. Hillel at UTK Executive Board shall meet at least twice a month during the school year, or as seen fit by the President and Director. Council shall also be in contact with each other throughout the summer for both recruitment and preparation for the following semester/year.

Article IV - The Hillel at UTK Director:

Section A. There shall be a Hillel Director to advise members, facilitate

communication between Hillel at UTK and Hillel International and to work in conjunction with Knoxville Jewish Alliance and other community funders and supporters.

Section B. Such Director may be selected by the local Jewish Federation, in consultation with local student and community leaders.

Section C. The Hillel at UTK Director shall serve to assist the Hillel at UTK Executive Board and maintain a working relationship with the President. The Director shall also be the communicative liaison between campus leadership, including administration, faculty, and staff and the Hillel students.

Section D. The Hillel at UTK Director shall serve on the Campus Ministers Council for the University of Tennessee. This body represents the religious student organizations at the University of Tennessee. The Council meets monthly, and the Hillel Director is expected to attend unless the Council Chair is notified ahead of time.

Article V - Executive Offices & Elections:

Section A. The student officers shall be (title according to the UTK Center for Student Engagement): President (President), Vice President of Shabbat and Holidays (Vice President), Vice President of Tzedek (Public Relations), Vice President of Campus Life (Treasurer), Vice President of First Year Students of Hillel (Member), Vice President of Social Media (Secretary), Immediate Past President and committee chairpersons (as elected by governing officer).

Section B. The appointment or election of officers shall be held at a time designated by the current Hillel President in collaboration with the Hillel Director.

Section C. All members shall be notified of the upcoming application process or election at least two weeks in advance, in order to provide the members with ample time to complete the application.

Section D. Election process of officers shall be performed by the soon to be Immediate Past President. If they, however, decide to apply for reelection, all election procedures will be conducted by the Director.

Section E. All members of Hillel shall be eligible to hold office. The Presidential and Vice Presidential positions shall be filled by individuals who have been members of Hillel for at least ½ year, and the President should have been a past member of the Hillel at UTK Executive Board for a full term. If no people fulfilling these criteria wish to be elected, then any member shall be eligible to become President and Vice President with the approval of the Director.

Section F. Two people may apply for a single office together, excluding the president. If appointed or elected, they shall be responsible for fulfilling their duties by dividing the duties in a manner to be determined by them.

Section G. The term of office for all officers shall be one complete calendar year.

Section H. All vacancies in offices shall be filled for the remainder of the unexpired term by appointment or election of the Executive Board, with the exception of the President. A vacancy in the Presidency will automatically be filled by the Vice President of Shabbat and Holidays.

Section I. Removal of any officers for sufficient cause may be done by both the President and Director following discussion with the officer.

Section J. All members holding office must be currently enrolled full-time at the University. No officers may be serving while studying abroad.

Section K. The appointment or election for Hillel at UTK Executive Board will be completed through an application process. As stated previously, they will be conducted by the current serving President, unless interested in re-election. The application will consist of:

1. General information: Name, Email, GPA (must be over a 2.5), Major, Academic Year, Position(s) applying for
2. Why do you want to apply for Hillel Council and what made you choose the position(s) above?
3. What other commitments do you have that may conflict?
4. What past leadership roles have you held?
5. What ideas do you have for the position(s) you are applying for or for Hillel at UTK?

Article VI - Duties of Officers:

Section A. All officers will be expected to:

1. Be the student faces of Hillel at UTK.
2. Register with Hillel International and VOLink.
3. Attend all Hillel Council meetings with guidelines of absence found in the Hillel at UTK Executive Board guidelines.
4. At the beginning of every semester, each member of Hillel at UTK Executive Board will submit goal(s) for their term to the President and Director and an evaluation meeting with the President and/or Director will occur monthly throughout the semester.
5. Attend and help set up and tear down all events unless a valid excuse has been shared with the President and Director.
6. Be aware of all campus events within and affecting the Jewish community and be willing to help those events succeed.
7. Review and understand the Hillel at UTK Constitution.
8. Ensure that Hillel at UTK programs are both diverse in content and accessible to all.
9. Sign a binding contract and state at inductions:
   1. “I do solemnly promise to uphold all values that the Knoxville Jewish Community and Hillel International uphold. I promise to abide by all the rules of the Hillel at UTK Constitution and complete my term to the best of my abilities. I will respect the members of the Volunteer community and address any and all community concerns with the whole Hillel Council. In respect for these terms and Hillel at UTK, I promise that if I fail to uphold these duties, I will respect any decision made by both the President and Director.”
      1. This is the only requirement of inductions. The outgoing and incoming Presidents can complete inductions however they see fit.

Section B. The duties of the President shall be:

• Serves as point of contact for all Executive Board members

• Serve as the point of contact for the Center for Student Engagement

• Schedule and run Executive Board meetings monthly

• Meets with Director monthly to review calendar, accomplishments/challenges, and future programming requests

• Schedule and coordinate annual Leadership Retreat/Training in conjunction with the Director

• Manage the Hillel at UTK calendar and conduct annual calendar planning, in consultation with Director

• Represent Hillel at UTK on the Hillel International President’s Council

• Serve as a representative to the KJA Hillel Advisory Board

• Represent Hillel at University functions when deemed appropriate

• Attend the annual training with the Center of Student Engagement

• Have an understanding of the Hillel at UTK Constitution and the UTK Student Organization regulations

• Oversee the operations of the Executive Committee

• Attend a majority of events

Section C. The duties of the Vice President of Shabbat and Holidays (Vice President) shall be to:

• Serve as stand-in for President if necessary or appropriate

• Coordinate and oversee the Shabbat Committee and report updates monthly to the Executive Committee

• Coordinate and oversee the Holiday Committee and report updates monthly to the Executive Committee

• Attend the annual SOCK training with the Center of Student Engagement

• Meet, at the least, monthly with Shabbat and Holiday Chairs monthly to plan and prepare programming

• Coordinate and/or assist with Shabbat Services (Friday night or Saturday), including recruiting blessing and setup/cleanup volunteers

• Prepare and deliver a d’var Torah and/or short service for all Shabbat gatherings -or- recruit volunteers to lead for Shabbat/Holidays

• Create Canva designs for social media/GroupMe posts

• Create RSVP Google forms for all Shabbat and Holiday events

• Plan themes and menus for Shabbats with approval of Executive Committee and Director

* Plan one Israel themed Shabbat in the Fall in coordination with Taglit-Birthright Israel
* Plan one multicultural themed Shabbat in the Spring with an invitation to the Office of Multicultural Student Life, International House, and/or the Office of Diversity and Engagement

• Attend Shabbats and at least one other event per semester

Section D. The duties of the Vice President of First Year Students of Hillel (Member) officer shall be to:

• Serve as the liaison for Hillel at UTK with Student Life, the Center for Student Organizations, All Campus Events (ACE), and other religious organizations at UTK

• Serve as the host for newly admitted students and prospective students and their families

• Oversee outreach to freshmen and transfer Jewish students each semester

• Report monthly to the Executive Committee

• Create Canva designs for social media/GroupMe posts

• Create RSVP Google forms for all Social programming

• Plan and host at least (2) two engagement events per semester

• Maintain accurate record keeping of all students engaged individually and in groups

• Recruit and plan summer engagement for UTK Summer Orientations and Hillel International College Fairs

• Attend all FYSH programming and at least three Shabbats per month

Section E. The duties of the Vice President of Social Media (Secretary) officer shall be to:

• Gain a thorough knowledge of the Hillel at UTK Constitution and the Center for Student Organizations

• Record and distribute minutes of Executive Committee meetings

• Maintain current and accurate Hillel Google Drive (meeting notes, agenda, calendar)

• Reserve meeting spaces or create Zoom

• Create an interactive social media presence and maintain an updated social media calendar

• Collaborate with the President to maintain the constitution and bylaws

• Attend at least three Shabbats and at least one other program per month

Section F. The duties of the Vice President of Tzedek (Public Relations) officer shall be to:

• Serve as the liaison for Hillel at UTK with the Clay and Debbie Jones Center for Leadership and Service, VOLServe events, other campus connections, and Knoxville Jewish Alliance

• Oversee outreach and set goals to encourage Jewish students to track service hours through the Student Serve and Volunteer Hour Tracking

• Report monthly to the Executive Committee

• Plan and prepare at least (1) Tikkun VOLam event per semester

• Assist the Director in identifying Alternative Break trips and promoting the opportunities to Jewish students

• Create Canva designs for social media/GroupMe posts

• Create RSVP Google forms for all Social programming

• Attend all Tzedek engagements and at least three Shabbats per month

Section G: The duties of the Vice President of Campus Life (Treasurer) officer shall be to:

• Serve as the liaison for Hillel at UTK within Student Life, the Center for Student Organizations, and All Campus Events (ACE)

• Oversee outreach to ALL Jewish students with goals set each semester

• Create Canva designs for social media/GroupMe posts for Hillel and campus connected events

• Create RSVP Google forms and/or Volunteer Forms for all Social programming

• Assist Director in maintaining accurate financial documentation for programming

• Coordinate and participate in student organization fairs, virtually or in-person

• Coordinate volunteers for CMC campus events (United at the Rock, United at the Table)

• Plan and host at least one (1) social event per year with campus-wide appeal

• Plan and host at least one (1) Jewish student/Jewish faculty event per year

• Attend Hillel’s Campus Life events and at least three Shabbats per month

Section H. The duties of the Immediate Past President is to serve as a listening ear and helping hand in all matters Hillel. The Immediate Past President must facilitate transitions of the new Hillel at UTK Executive Board, and be prepared to represent the organization if the President and Vice-President fails to do so.

Section H. Any officers have the option to find another member to fulfill their tasks if they are not able to do them (short term only), with the approval of the Director.

Article VII - Committees:

Section A. The Hillel at UTK Executive Board officers have the right to create committees based on need as the organization grows and evolves.

Section B. A Constitutional Review Committee, headed by the President, shall be organized once a year by the Hillel at UTK Executive Board to review this Constitution and prepare amendments if necessary.

Section C. Common Committees Include but are not limited to: Challah For Hunger Committee, Fundraising Committee, Programming Committee.

Article VIII - Members-at-Large:

Section A. All members are welcome to attend Hillel at UTK Executive Board meetings. Any members who attend three Hillel at UTK Executive Board meetings shall become a Member-at-Large at the beginning of the third meeting attended.

Section B. Members-at-Large shall retain their office until one week after the next general election and shall not be removed from the Executive Board earlier as long as they remain members in good standing of Hillel.

Section C. All officers and committee chairpersons who are removed or resign from their positions shall become Members-at-Large if they have attended two Executive Board meetings and are members of good standing.

Section D. The past President shall automatically become a Member-at-Large if remaining a member in good standing.

Section E. Members who hold positions on the Hillel at UTK Executive Board immediately before elections shall become temporary Members-at-Large for the first council meeting of the next Executive Board. They afterward will be eligible for Member-at-Large status according to the guidelines of the Constitution.

Section F. Members expressing a desire to become Members-at-Large shall be notified about Executive Board meetings by the President.

Article IX - Meetings:

Section A. The Hillel at UTK Executive Board shall meet the first week of the school year. Meetings shall be called thereafter on a regular basis by the President or by agreement of the Executive Board.

Section B. The quorum for meetings of the Executive Board shall be ½ of the Executive Board membership plus one.

Section C. It shall require 2/3 votes at the Executive Board meeting in order to repeal a motion previously adopted by the Executive Board.

Article X - Financials:

Section A. Funding for Hillel at UTK is provided through the following:

1. Knoxville Jewish Alliance

2. Other Tennessee Jewish Federations

3. Grants

4. Private Donors

5. Fundraising

Section B. Should Hillel at UTK dissolve or become inactive, the

organization wishes to designate funds to the Knoxville Jewish

Alliance.

Article XI - Amendments:

Section A. Amendments to this Constitution must be approved by a 2/3 vote of Hillel at UTK Executive Board members and be presented to the students of the organization for feedback before being implemented.

Section B. Notice of proposed amendments shall be given at least one week prior to the council meeting at which they are to be voted upon.