**Preamble**

We, the students of Rensselaer Polytechnic Institute (RPI) and Russell Sage College (RSC) affiliated with Hillel: The Foundation for Jewish Campus Life (henceforth Hillel International) do hereby ordain and establish this Constitution for the RPI-Sage Hillel.

**Article I: Name**

The name of this organization shall be: “RPI-Sage Hillel” as recognized as a Hillel Student Organization (HSO) by Hillel International.

**Article II: Aims and Objectives**

Section 2.1: Aims

In recognition of the need to maintain Jewish Identity on American college campuses, RPI-Sage Hillel aims to provide Jewish students with the opportunity to interact with other Jewish students, in a continual effort to uphold Hillel International’s mission to “maximize the number of Jews doing Jewish with other Jews” and to build and maintain a sense of Jewish community and unity on the RPI and RSC campuses.

Section 2.2: Objectives

This HSO dedicates itself to furthering the objectives of Hillel International through:

1) Programs – Hillel will offer programs during which it will present students with social and/or educational activities to teach them about their heritage and afford them opportunities to build friendships and communal bonds with other Jews.

2) Prayer – Prayer (tefilah) is one of the pillars of Jewish life, along with Torah (study) and Gemilot Chasidim (good deeds). Hillel believes that Jewish students should experience the feeling of kinship and power arising from public worship. It will therefore either make available services to students, or direct them to local synagogues that offer the religious worship they are seeking.

3) Study – Knowledge of our Jewish heritage and ideals is essential for a creative Jewish life. Hillel will therefore provide classes on Judaic topics of interest to students.

4) Jewish Community – No Jewish organization is sufficient unto itself: it must share the responsibility of the modern Jewish world. To achieve this end, RPI-Sage Hillel pledges itself to:
   a) Cooperate with other Jewish organizations to achieve common goals.
   b) Participate in affairs of the Jewish Community.
   c) Accept its share of responsibility for philanthropy whenever it is needed.

**Article III: Lifetime / Restrictions of the RPI-Sage Hillel**
The executive board of the RPI-Sage Hillel will reevaluate the validity of this constitution no less frequently than once every four (4) years. If any changes are made to this document, the document must be re-ratified by the Executive and General Board.

**Article IV: Membership**

Section 4.1

Membership in RPI-Sage Hillel is open to all members of the Rensselaer and Russell Sage Student Unions, regardless of religion or other demographic characteristics.

Section 4.2

Non-members of either Union may also be members of RPI-Sage Hillel with approval of the Hillel Executive Board (henceforth referred to as the HEB).

Section 4.3

All Jewish students who are members of either Union are automatically considered members of RPI-Sage Hillel.

Section 4.4

Any student can withdraw their membership at anytime.

Section 4.5

At no time, will RPI-Sage Hillel force members to pay dues to be active, as it represents the Jewish community on campus. However, donations from students and parents may be encouraged.

**Article V: Qualifications and Duties of Executive Board Officers**

Section 5.1: Qualifications of Executive Board Officers

1) All officers shall have been members for a period of not less than one semester preceding their elections.

2) No elected officer shall hold the same office for a period of more than two consecutive elected terms, unless no suitable replacement comes forward to fill the position.

3) Candidates for President and Programming Vice President shall have been an Executive or General Board Officer for a period of not less than one full-year term preceding his/her nomination, unless no such person accepts a nomination.

   a) If no person meeting the requirement in 5.1.3 accepts a nomination, nominations for other candidates may be accepted if they are approved by a 4/6 vote of the HEB.

Section 5.2: Duties of Executive Board Officers
1) The below duties will serve as normal operating procedure for RPI-Sage Hillel. However, the HEB shall be given the power to override these guidelines through a unanimous vote under the following conditions:

   a) The guidelines are ONLY overridden for the period in which every member of the particular HEB is serving.

   b) Each of the below items are delegated to someone.

2) All HEB officers shall attend at least 80% of board meetings, unless prior arrangements are made with the concurrence of 4/6 of the HEB.

3) The President

   a) Shall be vested with the executive power of the organization and shall be its accredited representative.

   b) Shall have the power to call and preside over General Membership and Executive Board Meetings.

   c) Shall attend to the day-to-day functioning of the organization.

   d) Shall see that RPI-Sage Hillel functions do not conflict or violate the religious observance (Kashrut, holidays, Shabbat, etc.) of any participants of the particular function.

   e) Shall delegate individual tasks that are not assigned to an officer and ensure that all duties and tasks are being adequately performed by the delegated party and/or officer(s).

4) The Programming Vice President

   a) Shall have the duty, right, and power of the President during the President’s absence or in the event of the incapacity of the President.

   b) Shall be responsible for the planning, coordinating, and executing of all programming activities for RPI-Sage Hillel.

   c) Shall assist the President in carrying out his/her duties.

   d) Shall assist the Israel Chair in carrying out his/her duties.

5) The Religious and Cultural Vice President

   a) Shall be responsible for all religious aspects of programming at events.

   b) Shall be responsible for leading services and other religious activities.

   c) Shall be responsible for creating and assembling stimulating and pertinent material for religious events.
d) Shall assist the President in carrying out his/her duties.

e) Shall assist the Graduate Representative and Alumni Relations Chair in carrying out his/her duties.

6) The Sage and Membership Vice President

a) Shall be responsible for planning and carrying out Freshman Recruitment.

b) Shall be responsible for planning and carrying out all other recruitment events.

c) Shall handle all relations with the Sage campus.

d) Shall assist the President in carrying out his/her duties.

e) Shall assist the Publicity Chair in carrying out his/her duties.

7) The Treasurer

a) Shall handle all petty cash monies for RPI-Sage Hillel.

b) Shall keep a record of all receipts, financial obligations, and expenditures of the organization.

c) Shall be responsible for the accurate and timely records of membership monies and other collected funds.

d) Shall be responsible for all grant applications and other grant related matters.

e) Shall provide monthly financial reports to the HEB.

f) Shall assist the Office Manager in carrying out his/her duties.

8) The Secretary

a) Shall keep the minutes of all General Membership and Executive Board Meetings.

b) Shall issue all correspondence deemed necessary by the President to keep the HSO in efficient running order.

c) Shall keep accurate and complete demographic records.

d) Shall assist the Webmaster in carrying out his/her duties.

Section 5.3: Communication and Interaction Within the Executive Board

While each board member’s primary responsibilities are those enumerated above, the board must work as a unified entity to achieve the common goal of continuous organizational operation and advancement. Therefore, each board member must maintain open communications with every other
board member, and be able and willing to put forth additional effort when circumstances require it, to ensure smooth and continuous operation of the organization.

Section 5.4: Leaves of Absence

Any board member may request to take a leave of absence for up to sixteen (16) academic weeks if he/she feels it will not be possible for him/her to fulfill his/her duties for a limited time period. The leave must be approved by the HEB. During the duration of the leave, the duties of the board member will be reassigned, but will be given back to the board member upon his/her return from leave.

Article VI: Qualifications and Duties of General Board Members

Section: 6.1 Duties of General Board Members

1) The Israel Chair
   a) Shall be responsible for organizing and executing no less than one Israel focused event per semester.
   b) Shall act as a liaison between RPI-Sage Hillel and Taglit-Birthright Israel.
   c) Shall assist the Publicity Chair in maintaining RPI-Sage Hillel’s bulletin board in the Rensselaer Union by ensuring that Israel related information is included.
   d) Shall assist the Programming Vice President in carrying out his/her duties.

2) The Graduate Representative
   a) Shall add input as to the graduate student view.
   b) Shall recruit graduate students for all events.
   c) Shall assist the Religious and Cultural Vice President in carrying out his/her duties.

3) The Alumni Relations Chair
   a) Shall update the alumni as to the recent happenings of the organization with a newsletter to be mailed out every fall and spring.
   b) Shall keep accurate and complete alumni records and donations.
   c) Shall assist the Religious and Cultural Vice President in carrying out his/her duties.

4) The Publicity Chair
   a) Shall create posters to advertise all events.
   b) Shall head the Publicity Committee.
   c) Shall ensure that all events are publicized and postered for.
d) Shall maintain RPI-Sage Hillel’s bulletin board in the Rensselaer Union with relevant and useful information for the general Jewish student population.

e) Shall assist the Sage and Membership Vice President in carrying out his/her duties.

5) The Office Manager

a) Shall be responsible for the upkeep and organization of the office.

b) Shall be responsible for checking the Hillel mailboxes in the Chaplain’s Office and the Student Government Suite and notifying the appropriate officer if necessary.

c) Shall assist the Treasurer in carrying out his/her duties.

6) The Webmaster

a) Shall maintain and update the website.

b) Shall assist the Secretary in carrying out his/her duties.

**Article VII: Committees**

**Section 7.1: Establishment of Committees**

While this document provides for creation of select committees, additional committees should be established by the HEB for specific functions, projects, or needs.

**Section 7.2: Publicity Committee**

1) Shall report to the Secretary.

2) Shall be headed by the Publicity Chair.

3) Shall consist of up to five members.

4) Shall be responsible for publicizing and posterizing for events.

**Article VIII: Nomination and Election of Officers and Voting Procedures**

**Section 8.1: Establishment of Election Date**

The date on which elections will be held must be set by the HEB and advertised to the membership at least three (3) weeks in advance of the date in question.

**Section 8.2: Procedure for Nominations for Executive and General Board Positions**

1) Nomination forms must be posted by the Secretary on Hillel’s bulletin board in the Rensselaer Union no less than 3 weeks prior to the date on which elections will be held.
2) Nominations consist of a name written on the nomination form at least four (4) days before elections by a member.

    a) In the event that there are two fully qualified members wishing to share an office, they can run together with a single nomination. This is only in the event that neither member can fulfill the duties of the office due to time constraints from other commitments. If elected, all duties and responsibilities of the office must be shared between the two officers.

3) The member in question must accept or decline the nomination at least 3 days before elections by signing next to their name on the nomination form. If the nomination form is not signed by the required date the nomination is considered declined.

    a) Nomination acceptances are to be reviewed and approved by the Secretary in order to ensure that the member meets the qualifications for an officer in this Constitution.

4) The membership shall be notified of all nominees and their status two (2) days before elections. The voters shall also receive the formal statement of the qualifications and responsibilities for each officer 2 weeks before elections and these statements must be made publicly available upon request as well as publicly available at elections.

5) The nomination deadline must be publicized for at least 2 weeks before the deadline.

Section 8.3: Elections

1) Elections shall be done by secret ballot.

2) Elections must be publicized for three (3) weeks before elections take place.

3) The senior-most graduating officer shall be responsible for printing nomination forms. Nomination forms must consist of the offices for which elections are being held and the requirements for each office.

4) The senior-most graduating officer shall print ballots containing the offices for which elections are being held. The Secretary shall collect the ballots after voting is completed. The Secretary and the President shall count the votes together.

Section 8.5: Installations

A transitional period shall begin on the date of the election, which will last until either the end of the academic year, semester, or for fourteen (14) days, whichever is shorter. During this period, the incumbent officers will train the new officer as to how to perform the duties of their new position. Training of new officers shall include familiarization with this constitution. Installation will automatically occur at the end of the transitional period.

Article IX: Vacancies

Section 9.1: Vacancies in the Office of the President
In the event that there shall be vacancy in the office of the President, the Programming Vice President shall automatically assume the duties of the President. In the event that this is not possible, the next ranking officer shall fill the position. The ranking of the officers shall be: Programming Vice President, Religious and Cultural Vice President, Sage and Membership Vice President, Treasurer, Secretary.

Section 9.2: Other Vacancies in the HEB

In the event that a vacancy occurs in any office of the HEB other than the President, the President shall appoint an eligible person from the membership to fill the vacancy, with the concurrence of the rest of the HEB. This includes a vacancy created by an officer succeeding to the office of President via Section 9.1.

Section 9.3: Vacancies in the General Board

In the event that a vacancy occurs in any office of the General Board the President shall appoint a willing member to the office in question, with the concurrence of the rest of the HEB.

Article X: Impeachment of Officers

Section 10.1: Grounds for Impeachment

Failure to execute satisfactorily the duties of office or behavior unbecoming of an officer, including but not limited to performing an action that is against the policy of the Rensselaer Union or its Executive Board.

Section 10.2: Procedure

1) Impeachment proceedings against any RPI-Sage Hillel officer may be initiated by written charges submitted by any RPI-Sage Hillel member.

2) These charges shall be submitted to the Secretary, or, in the event that the Secretary is the officer in question, to the President. The Secretary shall forward these charges to the person in question, who shall be granted a right to reply.

3) An Executive Board Meeting for the purpose of the impeachment shall be held within three weeks of the filing of the charges.

4) A 4/6 vote of the HEB shall be required to unseat an officer.

   a) Proxy ballots shall be acceptable when deciding an impeachment.

Article XI: Amendments

An amendment to this constitution may be proposed to the HEB by any member communicated to the President. To be approved, the proposed amendment requires a 5/6 vote of the HEB.

Article XII Appeals

Section 12.1: Hierarchy
Any decision of the President may be appealed to the HEB. Such decisions may be reversed by a 4/6 vote of the HEB.

Section 12.2: Deadlines

Decisions must be appealed within one month from the date they are first made public, or are effected, whichever is later.

Article XIII: Ratification

This constitution shall become operative immediately upon unanimous ratification by the Executive and General Boards.