

Queen's Hillel Constitution

(Amended February 2009)

PREAMBLE

- 'Queen's Hillel: The Foundation for Jewish Campus Life' seeks to provide an organizational focus for the Jewish community on campus through a variety of programs. Hillel provides a vehicle for Jewish students to interact socially; caters to Jewish religious needs; represent Jewish concerns on campus and international issues; and works to ensure that there is a representative Jewish voice at Queen's University. Hillel strives towards the Canadian ideal of multiculturalism; seeks to eradicate anti-Semitism and all other forms of religious and racial intolerance; and works to present the richness of Judaism and Jewish life to the Queens campus community.

Article I: Name

- The name of the club shall be "Queen's Hillel: The Foundation for Jewish Campus Life" hereinafter called *Hillel*.

Article II: Objectives

- To provide a comprehensive centre for Jewish campus life at Queen's University and strengthen Jewish identity
- To combat anti-Semitism
- To strengthen the ties of Jewish students to the State of Israel, to disseminate accurate information about Israel, and to support the right of the State of Israel to exist within secure and defensible borders.
This objective may be delegated to a specific pro-Israel club, such as 'Israel On Campus'.
- To be a prominent Jewish voice at Queen's and to work with other campus organizations, the AMS, and the Queen's Administration to ensure that Jewish students feel comfortable within the university community.
- To provide opportunities for Jewish students to interact socially, to increase their knowledge about Judaism and Jewish culture, and to provide a venue for the expression and practice of Jewish religious and ethical values.
- To work with the Jewish community of Kingston on areas of mutual concern, and to strengthen ties between the larger Jewish community and Jewish Queen's students.
- To carry out the Jewish concept of *Tikkun Olam* – healing the world – through social action projects.

Article III: Membership

- All registered students of Queen's University are eligible to become members of the group. Non-Jewish students with an interest in Judaism, Israel, or Jewish culture in general are encouraged to join.
- Membership is also open to students of RMC, students of St. Lawrence College, Queen's alumni, Kingston residents, and associates of Hillel members.
- Membership in Hillel is granted upon receipt of membership dues as set out by the Hillel Executive.
- Members are entitled to discounts on events, access to Hillel grants, and full voting rights.

Article IV: Affiliation with the AMS

- The constitution of the AMS and the AMS Mission Statement shall be read conjunctively with this constitution. In particular, Hillel adheres to sections 2.01.03, 7.01 and 7.02 of the AMS constitution.

Article V: Government

- Hillel shall be governed by the Executive, with input from any Hillel members and from the Hillel Advisory Board.

Article VI: The Executive

- The Executive will be composed of:
 - President
 - Vice President – Operations
 - Vice President – Finance
 - Social Programming Coordinator (two people)
 - Education, Culture, and Religion Coordinator (two people)
 - Membership, Recruitment, and Fundraising Coordinator (may be two people)
 - Shabbat Coordinator (two people)
 - Communications & Publicity Officer
 - Community Relations Liaison (may be two people)
 - Holocaust Education Week Chairs (two people)
 - Active Programming Coordinator
 - First Year Student Representatives (two people)
 - Grad Student Representative (two people)
 - Frosh Intern (optional)
- The following positions should be held concurrently by other members of the Executive:
 - Secretary
 - Webmaster (preferably held by the Communications & Publicity Officer)
- The VP Operations and VP Finance shall act as Senior Vice Presidents.
- The executive may create additional positions, including members at large, on a yearly basis.

Article VII: Duties of the Executive Officers

- **President**
 - Officially represent Hillel
 - Is responsible ex-officio for all public relations of Hillel
 - Preside at all Hillel meetings
 - Coordinate all activities of Hillel
 - Delegate Presidential duties as necessary to other Executive officers or general members
 - Organize the year executive
 - Must have served a minimum of one year on executive. If no one fills this criteria then the position is opened to any Hillel member
 - Represent Hillel on relevant university and AMS bodies, such as the Interfaith Council.
 - Maintain relations with related groups, such as Israel on Campus
 - Recommended that one person fill the position, to a maximum of two persons
- **Vice President: Operations**
 - Assist president in overseeing Hillel and the Executive
 - Assist the President in all major decision making
 - Assume the role of the President in his/her absence
 - Assist the President and other officers in coordinating Hillel activities
 - Responsible for operational matters related to Hillel
 - Responsible for booking rooms for Hillel events
 - Responsible for overseeing smooth logistical running of events (set-up, during, and clean-up of events)
 - One person assumes role
- **Vice President: Finance**
 - Assist president in overseeing Hillel and the Executive
 - Assist the President in all major decision making
 - Be the Hillel financial officer
 - Manage Hillel's bank account and cheque book
 - Maintain all financial records and receive all money due to Hillel
 - Maintain contact with Hillel Director and Queen's Hillel Advisory Board with regard to the status of the account
 - Draft budgets proposed before each semester and enforce it throughout year
 - In a report, summarize first semester spending and predict second semester budget for biannual community meeting
 - Organize Hillel fundraising activities, in conjunction with the Membership, Recruitment, and Fundraising Coordinator.
 - Prepare applications for AMS club grants and other funding sources
 - Prepare grant applications from other funding sources
 - Responsible for overseeing money collection and membership dues at front door of Hillel house before each event, in conjunction with the Membership, Recruitment, and Fundraising Coordinator.
 - One person assumes role
- **Social Programming Coordinator**
 - Responsible to suggest ideas for social events, targeting both undergraduate and graduate students

- Responsible for planning and executing social events, including Frosh social, housecrawl, holiday parties and the Bar-Mitzvah Bash
- Coordinate with Vice President of Education that there is a program, event, or table for major Jewish holidays that fall during the academic school year
- Recommended that two people fill the position
- **Education, Culture, and Religion Coordinator**
 - Organize educational programming on areas of Jewish concern, including holidays, as well as matters related to Israel and other Jewish communities
 - Responsible for educating non-Jewish students about Jewish culture & religion
 - Coordinates the education committee to plan and execute educational events, including Holocaust Education Week
 - Coordinate with Social Coordinator that there is a program/event/table for major Jewish holidays that fall during the academic school year
 - Recommended that two people fill the position
- **Membership, Recruitment, and Fundraising Coordinator**
 - Responsible for preparing informational material for advertising throughout Frosh week
 - Responsible for booking table for sidewalk sale, Queen's in the park, and Fall and Winter clubs night
 - Responsible for ensuring material is at the Hillel booth during information events
 - Responsible for entering membership information into database in a reasonable amount of time
 - Responsible for recruiting new members
 - Responsible for collecting money and membership dues at front door of Hillel house before each event
 - Serve as an information channel for people interested in the organization
 - Responsible for planning at least one event during year to entice new members to join Hillel
 - Responsible for updating membership list and ensuring up-to-date list available at each event
 - Shall be involved in promoting Queen's to Jewish students finishing high school.
 - Responsible for fundraising efforts, in conjunction with the VP Finance
 - Recommended that one or two people fill the role
- **Communications and Publicity Director**
 - Responsible for promoting all Hillel events, through means including posters, phoning, mailings, email, and advertisements in the media
 - Produce the Hillel newsletter or other Hillel publications
 - Responsible for drafting and sending weekly general email
 - Responsible for all publicity and press releases
 - Shall serve as Webmaster (if does not have capability may delegate task to a skilled individual – see below)
 - Responsible for checking Hillel e-mails regularly (queenshillel@queenshillel.com and AMS e-mail)

- One person assumes role
- **Community Relations Liaison**
 - Maintain contact with:
 - the Kingston Jewish community (primarily through the two synagogues)
 - the general Queen's community (including other clubs, faculty and administration)
 - other Jewish university student groups
 - Work with other anti-racism advocates to promote multiculturalism
 - Coordinate with the President to represent Hillel on University and AMS committees and councils.
 - Strive to create a comfortable environment for Jewish students within the community
 - Combat defamation of Jews and Judaism
 - Aim to inform other Jewish communities of the Jewish presence at Queen's
 - Member of the Rosen Lecture Series Committee
 - Help plan events that incorporate the Community
 - Plan and execute Hillel's presentation for Queen's multicultural events
 - Recommended that one or two people assume the role
- **Shabbat Dinner Coordinator**
 - Oversee all preparation necessary for Shabbat dinners and holiday meals including:
 - Ordering and preparing food from caterer
 - Purchasing additional food and supplies
 - Exempted for setup & cleanup of other events
 - Recommended two people assume the role
- **Active Programming Coordinator**
 - Responsible for planning physically active programs, including sports, dance, martial arts, fitness, and aerobic.
 - Responsible for coordinating Hillel's participation in BEWIC Sports Days
 - Shall be the captain or co-captain of the Hillel Maccabees
 - Shall assist the Social Programming Coordinator(s)
 - One person assumes the role
- **Holocaust Education Week Chairs**
 - Shall be responsible Holocaust Education Week, including designing and creating a display, finding speakers, planning presentation, publicity, et cetera
 - Shall be assisted by the Education Coordinator
 - Shall chair the Holocaust Education Week committee
 - Recommended two persons assume the role
- **Graduate Student Representative**
 - Responsible for organizing regular and innovative events for Hillel's Graduate student membership (Grad/Med/Law)
 - Relay concerns of Graduate students to the executive
 - One or two people assume role
- **First Year Representatives**
 - Responsible for organizing events for Frosh

- Shall promote Hillel to first year students
- Shall be elected by First Year student
- Two persons assume role, elected by their peers.
- **Frosh Intern (optional)**
 - Shall have rotating responsibilities throughout the year, directed by the President, with the goal of obtaining new skills in Jewish leadership and furthering her or his understanding of Hillel
 - One person assumes the role
- **Secretary**
 - Keep minutes of all Hillel executive meetings
 - Keep a record of all Hillel members
 - Carry and file all correspondence
 - Check mailbox in AMS office regularly
 - Assist other executive members in their duties
 - Position should be held by one member of the Executive, in conjunction with another position
- **Webmaster**
 - Shall maintain and upkeep the website and Facebook group
 - Position should be held by one member of the Executive, in conjunction with another position, preferably the Communications and Publicity Officer

Article VIII: Duties of the Executive

- The executive shall carry on all business of Hillel within the framework of this constitution and the AMS constitution.
- The Executive shall regularly seek the input of Hillel members and always strive to faithfully and responsibly represent Hillel membership.
- Executive members are responsible for attending all Hillel meetings and events.
- Executive members should be available to members and people interested in the organization
- All Executives shall be involved in the regular operations of Hillel, including set-up, clean-up, and serving.

Article IX: Past Presidents

- Shall be the President from previous years' Executives.
- The Past President is encouraged to be present at some executive meetings at her or his discretion if still a Queen's student.
- The immediate Past President should be available for advice to the current executive
- Past President may act as a member of the Executive at her or his discretion

Article X: Israel

- The Land of Israel is the rightful and historic homeland of the Jewish people.
- Queen's Hillel stands by the State of Israel's right to exist as a Jewish state within secure and defensible borders.

- Hillel is pro-Israel, but does not generally engage in advocacy. Israel activism at Queen's shall be delegated to an Israel-specific club, such as Israel on Campus.
 - Hillel should involve itself in Israel activism only if no such club exists.

Article XI: Elections and Transitions

- Elections for President, VP Operations, and VP Finance shall be held before the end of the academic year, usually in February or March, for the following academic year.
- Unopposed candidates must submit to a vote of confidence.
- Vote shall be by secret ballot and may be held electronically.
- The outgoing President shall oversee the election. If the President is running for re-election, or Vice President, a trusted replacement shall oversee the election.
- All members of Hillel who have paid their dues are eligible to vote and run for office. Candidates for President must meet the restrictions listed above.
- The First-Year and Graduate Student Representatives shall be elected by the members in September.
- The President, in consultation with the VP Operations and VP Finance, shall appoint the Frosh Intern in September.
- All other positions shall be selected after a thorough application and interview process by the Executive Selection Group
 - The Executive Selection Group shall be composed of the incoming and outgoing President, VP Operations, and VP Finance.
- Outgoing Executive officers shall meet with their successors in order to explain the duties of their office and shall seek to ease the transition.

Article XII: Terms of Office

- Executive officers shall serve for one calendar year beginning May 1st.
- An executive officer may be impeached by a minimum two-thirds majority vote of the Executive at a meeting specially convened for that purpose. Vote requires 50% + 1 for quorum.
- In the event of an officer's impeachment, the Executive shall appoint a replacement.
- The replacement shall be nominated by the President and approved by a minimum two-thirds majority vote of the Executive.

Article XIII: Authority

- The AMS General Assembly constitutes the ultimate source of authority in Hillel.

Article XIV: Constitutional Amendments

- This constitution shall be reviewed annually by the Executive.
- Any amendments to the constitution shall require the four-fifths consent of the Executive.
- Any amendments shall be presented to the AMS Assembly for approval at the earliest possible opportunity.