

Kehillat Hillel Ha'azinu Constitution

Ratified by the KHH Executive Board in the academic year of 2009-2010

Article 1

General Provisions

1.1 Purpose: Kehillat Hillel Ha'azinu (KHH) is a student-run organization, founded in 2002, that exists to fulfill and further the religious, social, and cultural needs of the Orthodox Jewish population at the University of Massachusetts Amherst (UMass). We dedicate ourselves to the principles of Orthodox, Torah-Halachic Judaism.

1.2 Association: KHH was founded for, and is solely controlled by, students of UMass and the Five Colleges. However, KHH is associated as a member group with the UMass Hillel House. In the event of a dispute between the Hillel administration and KHH, KHH will stand by its decisions and opinions.

1.3 Membership: A member is defined as an undergraduate or graduate student who has been to one General Meeting while enrolled at UMass and/or the Five Colleges. This will allow one's name to be added to the membership list. Membership is available to all students, and lasts for his/her UMass and/or Five College career. In the event that a student has not attended a meeting and would like to become a member, a special written request may be submitted to the President. To run for any position in KHH and to vote in KHH elections, one must be a member. Furthermore, inclusion in the KHH mailing list, e-mail or otherwise, does not guarantee KHH membership; above methods must still be followed in order to secure membership.

1.3.1 Active Member: Active members must regularly attend KHH services and events (including public/general meetings and social events).

Article 2

Organization

2.1 Executive Board: KHH shall be overseen by an Executive Board, with five voting members, who shall hold their positions from the beginning of the Spring semester until the end of the following Fall semester (except as noted). It is the responsibility of all board members to look after the general upkeep of KHH and each executive board member's responsibilities are not solely limited to his/her described job position.

2.2 Officers of the Board: Board members must be dedicated to the principles of Orthodox, Torah-Halachic Judaism, as well as to the religious, social, and cultural needs of the Orthodox Jewish population at UMass and the Five Colleges. Briefly defined as someone who can serve as a mashgiach (refer to amendment 8.3.) The Board positions and their duties (unless otherwise noted) shall be as follows:

In addition to the job description below, it is suggested that all Board members have a chevruta with a non-board member

2.2.1 President: The President shall have general charge and supervision of the affairs, business, and property of the organization, unless otherwise provided by the constitution. Responsibilities include the general upkeep of the organization, ensuring the healthy existence of Orthodox life on campus, and presiding at general and executive board meetings. In addition, the President is responsible for keeping the board informed of the

activities relating to KHH and is ultimately responsible that these board members fulfill their duties. The President will also act as a liaison to Hillel, the UMass Administration, KHH alumni, and the parents of current students. The President may form and appoint community members to serve on committees that will assist him/her in accomplishing any and all aforementioned tasks; however the President is ultimately responsible for the accomplishment of said tasks. The President is responsible for oversight of KHH activities and becomes the chairperson of all formed committees. The President is further responsible to make sure board members' committees run well according to their purpose. All activities run under the KHH name must have final clearance from the President.

2.2.2 Vice President: The Vice president will first and foremost serve as the head of off-campus recruitment. He/she will be the liaison to prospective students and their parents, and high school guidance counselors and administrators. All matters concerning Prospective Weekend shall be the responsibility of the Vice President. In closed-door meetings, the Vice President will also serve as the spokesperson for all appointed board positions. The Vice President may form and appoint community members to serve on committees that will assist him/her in accomplishing any and all aforementioned tasks; however the Vice President is ultimately responsible for the accomplishment of said tasks. In the event that the President is temporarily unavailable to perform his/her duties, those responsibilities shall fall to the Vice President or to a third party to be duly appointed by the President and Vice President. Such a third party may be agreed upon in writing in advance of such a circumstance as a contingency plan.

2.2.3 Treasurer/Secretary: The Treasurer/Secretary is responsible for overseeing KHH's financial state, this includes maintaining updated detailed financial records, as well as overseeing bank accounts, investments, and fundraising. The Treasurer is to report directly to the President and is responsible for reporting finances to the Executive Board on a regular basis, *which shall be no less than one time per month*. He/she is in charge of recording the events of meetings, distributing them as need be, writing necessary letters, keeping a database of members and contacts, coordinating elections, and establishing and maintaining a calendar of events.

2.2.4 Social Chair: The Social Chair will oversee all social activities (KHH BBQs, on- and off-campus social events), and publicity for the aforementioned events and all other events as deemed necessary (tisches, onegs, siyyum, speakers, public or general meetings, and other programming). In addition, this person will be in charge of on-campus outreach and will work as a liaison to the UMass Chabad Shaliach, UMass Hillel staff and any other organization that wishes to co-sponsor an event with KHH. The Social Chair may form and appoint community members to serve on committees that will assist him/her in doing said publicity, social events, and outreach; however, the Social Chair is ultimately responsible for the accomplishment of said tasks.

2.2.5 Education Coordinator: The Education Coordinator is responsible for: coordinating with the Jewish Learning Initiative (JLIC) Rabbi, bringing in speakers, and organizing classes. He/she is also responsible for arranging for divrei Torah at KHH events, and all other educational programming, including the Scholar in Residence Shabbaton. He/she is responsible for the purchasing and upkeep of books and other Beit Midrash materials. The Education Coordinator may request that any other community member author the week's dvar Torah.

2.3 Non-Board Positions: Non-board positions are filled by appointment by the President, and confirmed by a majority of the Executive Board, unless otherwise noted below. Non-board position terms will be the same as for the positions of the Executive Board. The Executive Board may vote by majority to discontinue the term of a given officer serving in a non-board position at any point during that person's term, or to do so at the conclusion of a given term for the entirety of the upcoming term, or to reassign only selected responsibilities from the non-board officer to an Executive Board officer. If this is done the responsibilities associated with that position(s) must be reassigned to one or more Executive Board members. Such persons must agree in writing to take on such responsibilities. Those persons thereby become fully responsible for accomplishing said tasks. Similarly, if a given position has been discontinued or canceled for a given term, the Executive Board may vote by majority to re-instate the position for the remainder of the given term.

2.3.1 Gabbai: The Gabbai is responsible for all the needs of the daily, Shabbat, and Yom Tov minyanim, and for arranging kiddush supplies. In addition, he is also responsible for overseeing the set-up and break-down of the shul. The Gabbai is also responsible for assisting the JLIC in investigating all matters of nusach (cantillation) and minhag (customs) that arise in connection to the minyan. The Gabbai is appointed by the previous Gabbai, and is approved by a majority of the KHH board. The position runs from the beginning of the fall semester until the end of the spring semester. If this position is unfulfilled, the responsibilities fall to the Education Coordinator.

2.3.2 Webmaster: The Webmaster is responsible for the design and upkeep of the website, www.umasskhh.org, the set-up and maintenance of the executive board's KHH email addresses, and the mailing list sign-up. It is also the Webmaster's responsibility to promote the image of the community via the website. The webmaster is appointed by the previous Webmaster and the term runs from the beginning of the fall semester until the end of the spring semester.

2.3.3 Rosh Mitbach: The Rosh Mitbach is responsible for overseeing, organizing, and recruiting members for the cooking crews, and is responsible for one cooking crew. He/she is responsible for the credit card and must report all expenses to the treasurer. In addition, he/she is responsible for coordinating all mashgichim (for use by KHH and Hillel). The Rosh Mitbach is also responsible for the general stocking and maintenance of food supplies, cookware, disposable flatware, and other necessary kitchen equipment.

2.3.4 Honorary Member: The honorary member is the Executive Board's "sixth man." The honorary member will be appointed by the Executive Board at the beginning of each semester as a one semester position. They have the same responsibilities and limitations as members of the Executive Board members. The Honorary Member will serve as a helped to the Executive Board members in planning events and helping KHH run smoothly during all of its functions.

2.4 Limits: No one may hold more than one Executive Board or non-Board position at a time. Both appointed and elected board members may not be on academic probation during their time as a board member. Any student wishing to become a board member must be an active KHH member (see above for details). All Board members must be able to fulfill the entire duration of their term. If this is not feasible, then he/she must forfeit his/her position immediately. The Vice Presidential position is limited to active members who have spent at least two semesters enrolled at one of the Five Colleges. The

Presidential position is limited to active members who have spent at least one complete term as a Board. A removed Board member can never again hold a Board position without the consent of seventy-five percent of the general members.

2.4.1 Tzni'ut: Members of the elected board and the Gabbai must follow traditional practices of tzni'ut, including appropriate dress, language, and demeanor/conduct. Male board members must wear head-coverings at all times.

2.5 Voting: Unless otherwise noted, and barring any external limitations, all votes of the KHH Board shall be carried by a majority of the entire Board, and within the KHH community, by a majority of those attending a meeting. All major procedural and financial issues shall be voted on by the Board.

2.5.1 In the event that the Board cannot reach a decision on any given issue they may vote to open the issue up to a general vote, in which case the issue must be brought to a vote at the next KHH general meeting.

Article 3

Elections

3.1 Elections: Elections will be open to all members of KHH. Elections will be held every year near the end of the fall semester when as many members of KHH can attend as possible, as determined by the Board. The Secretary will be the Election Commissioner, or will appoint someone to do that job if he/she is running for a position. The Election Commissioner will arrange for the submission and posting of platforms and for the counting of votes. (Candidates may personally contact individuals to solicit votes, but public campaigning is not permitted.) There will be a presidential debate, whose format will be determined by the Election Commissioner, followed by a candidate open house where KHH members are invited to meet the candidates for all positions. The person with the most votes among the candidates for a position is the winner. In a case of a tie, a runoff will be held.

3.1.1 Pre-Nominations: Prior to nominations in the fall, a general meeting should be held where board positions and responsibilities are read aloud from the constitution.

3.1.2 Nominations: Nominations can be submitted to the Election Commissioner by any KHH member, including the nominee. The KHH executive board members who are not running for board reserve the right to review all nominations before elections and to dismiss any inappropriate nominees. All inappropriate nominees can only be dismissed by a unanimous vote.

3.1.3 Voting: There must be two opportunities for voting, as overseen by the Election Commissioner. Absentee ballots must be submitted to the Election Commissioner prior to the day of voting. Only students who are physically unable to attend voting will be allowed absentee ballots. Inconvenience alone is not an acceptable excuse.

3.2 Terms: Terms will begin at the conclusion of elections at the end of the fall semester will be held until the end of the next fall. The responsibilities of the outgoing KHH Board shall not be complete until all transfer of authority to the new Board is finished. For the overlap time the incoming board shall attend all outgoing board meetings.

3.3 Temporary Officers: In case of resignation or impeachment, officers may be temporarily replaced by the President according to his/her discretion, until such time as a general election can be called to elect a replacement. This election must be called as soon

as possible. If the President resigns or is impeached, the Vice President shall assume the duties of the President until an election can be called.

3.4 Impeachment: Impeachment charges may be brought against a KHH officer or position holder who fails to uphold his/her duties as stated by the constitution, or who has done damage to the organization. Detailed charges must be brought in writing to the President, or to the Secretary in the event that the charges are brought against the President. A Board meeting will be held within two weeks at which point an officer or appointee may be relieved of his/her duties by a three-fourths majority of the remaining Board. The entire Executive Board, the person who brings the charges, and the person in question (unless he/she waives the right to attend) must be present for such a meeting to occur. The parties may invite relevant witnesses to speak at the meeting.

3.5 Unfulfilled Positions: Any elected position left unfulfilled after an election has passed may be filled by the President with someone not currently on Board, with the approval of a majority of the new Board.

Article 4

Beit Midrash

4.1 Beit Midrash: KHH, in addition to its other responsibilities, maintains the Beit Midrash. We welcome all members of the UMass and Five College community to use and enjoy the Beit Midrash.

KHH retains sole jurisdiction over maintenance, upkeep, content, and all other decisions regarding its use. The property of the Beit Midrash is for use by the entire community and may not be removed from the Beit Midrash.

This job will be overseen by the Education Coordinator.

Article 5

Advisor

5.1 Orthodox Advisor: The Hillel Foundation, OU, and Torah M'Tzion provide KHH with an Advisor, the Jewish Learning Initiative on Campus (JLIC) selected with KHH's guidance. The Advisor is responsible for assisting KHH in religious matters and relations with Hillel.

5.2 Removal: If a petition signed by over thirty percent of the KHH member list requests the removal of the Advisor, then a meeting will be called at which a three-fourths vote may remove the Advisor's authority. At such point, the Gabbai and President are responsible for locating a temporary halachic authority for KHH.

5.3 Responsibilities: To bring learning, consistency, and continuity to the UMass Orthodox Jewish community. The JLIC is responsible for education, including running shiurim, giving divrei Torah, and organizing classes and other learning opportunities. Other responsibilities include organizing social events (such as guest speakers), being a Posek, and promoting a Torah-observant lifestyle. The JLIC will not be allowed to attend closed-door meetings, unless otherwise noted, and is not a voting member of the KHH executive board.

Article 6

Rules and Regulations

6.1 Halacha: All matters of halacha or minhag will be addressed to the JLIC.

6.2 Meetings: Formal meetings of the Executive Board must be held at least twice a month, and there must be a general meeting at least twice a semester. All board members are allowed to call meetings. A specific request for a general meeting from a member to the president must be met within three weeks, unless deemed frivolous by the Board. All public meetings must be adequately publicized by the Social Chair. Board meetings will be limited to the members of the Executive Board, unless otherwise specified by the Secretary or President. At all open Board meetings there will be a designated period for an open forum; at which time any member of KHH may raise issues before the Executive Board. S/he may also request to place an item on the meeting's agenda. Executive board members may not be excluded from closed-door meetings.

6.3 Attendance: Board members are expected to have good attendance at KHH events. In addition, minimally, all board members are expected to attend Shabbat minyanim regularly and daily minyan often.

6.4 Alcohol Policy: No alcoholic beverages will be brought into the UMass Hillel House during KHH events or services, with the exception of kiddush wine for Shabbat and holidays. (Note: We are required by the UMass Hillel House to have this clause.)

6.5 Financials: Only the President and Treasurer have the authority to control the finances of KHH and only they may delegate that authority. KHH is not responsible for purchases made without explicit or implicit clearance from the President or the Treasurer; the President and Treasurer reserve the right to withhold reimbursement of any non-pre-approved purchases to KHH. All financial transactions involving the use of transfer of over \$500 at one time must be cleared by a majority vote of the Board. KHH funds, including donations and any other appropriations are solely controlled by KHH and are solely for KHH purposes. They may not be controlled or used by any outside individual or organization.

6.6 KHH List: The member and other lists may not be given to any non-Board member or appointee without the consent of the President, Vice-President, or the Secretary-Treasurer, who will review the purpose of the request. Under no circumstance may this list be sold or used for any commercial purpose.

Article 7

Constitution

7.1 Ratification: The constitution must be ratified by two-thirds of the KHH membership present at a general meeting. It will go into effect at the beginning of the next semester, replacing the previous constitution in accordance with the process of amendments specified there. Copies will be made available for any member who requests one.

7.2 Amendments: Amendments must be proposed at a general meeting, and ratified by two-thirds of the KHH membership present.

7.3 Discrimination: KHH does not discriminate against members on the basis of sex, race, gender, religion, sexual preference, graduating class, age, nationality, or physical disability.

Article 8

Amendments

8.1 Transfer of Power: The outgoing Board will appoint one of its members who will not be serving on the incoming board as a Liaison between outgoing board and incoming

board. In addition, the Board Advisor will serve to assist the President in interactions with UMass Hillel, UMass Administration, KHH Alumni and Parents.

8.2 Proposed Amendments: Amendments shall be proposed to the President and Secretary no fewer than three days in advance of a general meeting.

8.3 Definition of Mashgiach: A person is a kosher mashgiach if they are strictly Shomer Shabbat and Shomer Kashrut by definition of the Springfield Va'ad.