

The Constitution of Graduate Hillel

December 2017

Article I: Purpose

The purpose of Graduate Hillel is to serve as the graduate student Jewish community on the campus of the Massachusetts Institute of Technology (MIT), and to provide functions and services for the betterment of Jewish graduate student life at MIT.

Article II: Membership

- 1) Any member of the MIT community is eligible to become a member of this organization. One is considered a member of this organization at any given time if the individual is a member of the official organization mailing list, has attended at least one club activity in the past year, and is a member in good standing according to the Graduate Hillel board.
- 2) All members have voting rights at general body meetings.
- 3) The organization's membership will at all times consist of at least five MIT students and be more than half MIT students.
- 4) This organization will not discriminate based on any characteristic listed in MIT's Nondiscrimination Statement and shall not collect membership dues.

Article III: Officers

- 1) All officers are members of what is known as the Graduate Hillel Board, and have equal voting rights at board meetings they attend.
- 2) This organization shall have, at a minimum, two officers:
 - a) President
 - i) The president shall be the official representative of the group to any other organization and to MIT.
 - ii) The president will preside over all meetings.
 - iii) The president is responsible for determining when meetings are held and publicizing this to the officers.
 - b) Treasurer
 - i) The treasurer shall be responsible for the finances of the group.
 - ii) The treasurer must approve all disbursements from the group's accounts, including reimbursements to members.
- 3) The President and Treasurer must be distinct, current MIT students.
- 4) Other officer positions, which need not be filled, may include:
 - a) Programming Vice President
 - i) The programming vice president shall run 1-2 programs per semester.

- ii) There should be at least one programming vice president.
- b) Shabbat Chair
 - i) The Shabbat chair shall run approximately 1 Shabbat meal each month.
 - ii) There should be 1-2 Shabbat chairs.
- c) Publicity Chair
 - i) The publicity chair collects and compiles information from the rest of the board for the Graduate Hillel newsletter and sends out the newsletter approximately every 2 weeks during the fall and spring semesters.
 - ii) The publicity chair creates general and event-specific promotional materials (such as posters) as necessary.
 - iii) The publicity chair manages the Graduate Hillel Facebook page and any other active public-facing platforms
- 5) Additional officer positions may be established by a majority vote of the board.
- 6) Elections:
 - a) Elections for President shall occur each year in December.
 - b) Any MIT student member of this organization is eligible to run for any office. Any member who is not an MIT student is eligible to run for any officer position other than President or Treasurer.
 - c) Any member may be nominated for any position in which the member is eligible to serve. The nomination process and period shall be agreed upon and announced by the Board no less than 2 weeks prior to the election.
 - d) For elections for President that take place in person at a general body meeting:
 - i) A nominee is elected upon receiving a majority of votes cast by members present at the meeting.
 - ii) If more than two nominees are running and no majority is won, then the nominee with the fewest votes is dropped from the ballot and votes are recast.
 - iii) Two individuals, either independent outgoing board members or MIT Hillel staff members will count the votes and, if multiple people are running for President, attest to the membership for each ballot.
 - iv) If there is a tie between two people running for President, the current President casts the deciding vote.
 - e) If the board decides by a two-thirds vote to not have a general body meeting in December, then elections may take place online using these rules:
 - i) A non-anonymous polling form is sent out to the official organization email list to be voted on by all members. The form is non-anonymous for the purposes of ensuring that all votes are from distinct members.
 - ii) Quorum for online elections is ten members filling out the polling form.
 - iii) If more than two people are running, then a ranked points system can be used such that the winner of the election is the member who has received the most points.
 - f) The term of office runs from January 1 through December 31 of a given calendar year.

- g) The rest of the officers will be chosen from the pool of applicants for Graduate Hillel board and will be decided on by majority vote by the newly elected President as well as the outgoing board members. This process will take place in December shortly after the new President has been elected and before the new term begins.
 - i) In the case of a tie vote, the vote will be split by the incoming President.
- 7) Removal: Officers may be removed by a two-thirds vote of the other board members.
- 8) Adding additional officers: The board can choose to add additional officers based on a majority vote by the board throughout the course of the year if they feel that the board would benefit from additional members.

Article IV: Meetings

- 1) General body meetings open to all Graduate Hillel members shall be held at least once a year unless the board votes with a 2/3 majority to not meet.
- 2) Graduate Hillel board meetings shall be open to officers and shall be held approximately monthly.
- 3) Both general body and officer meetings shall be presided over by the president, unless they are absent, in which case the treasurer shall preside.
- 4) All decisions for general body and/or meetings not already otherwise specified shall be made by a majority vote of all members present. In the case where a decision must be made and there is a tie, the president will break the tie.
- 5) Quorum for a general body meeting shall be ten members attending a general body meeting that is announced through the official organization email list at least ten days in advance.

Article V: Amendments

- 1) Amendments may be presented for consideration by any member of the organization at a general body or board meeting.
- 2) Amendments may be passed by either of two methods:
 - a) A two-thirds vote of the members present at a general body meeting.
 - b) A two-thirds vote of board members at a board meeting and the approval of the executive director of MIT Hillel.

Article VI: ASA Governance Clause

Graduate Hillel agrees to abide by the rules and regulations of the Association of Student Activities, and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the ASA Executive Board to ensure that they are in accordance with the aforementioned rules and regulations.