

# Constitution of Hillel

## Article 1: Hillel

The name of the Jewish Student group shall be called Hillel. Hillel is also associated with B'nai B'rith and is related to the national student Hillel organization

## Article 2: Purpose

The primary aim of Hillel is to provide an environment in which students of the same religious background or interest can grow socially and spiritually within the student body of Texas Tech University.

## Article 3: Membership

Hillel membership is open to any Texas Tech University student. Associate guest membership is open to anyone invited by a member to join. Associate guest members have no vote, may not hold office, and may participate following the guidelines of Texas Tech University, B'nai B'rith, and Hillel.

## Article 4: Officers

Officers include the President, Vice-President, Secretary, and Treasurer. They are elected for an one-year term each April. Nominations are taken at that meeting, and a vote is then taken. Vacancies may be filled at any time by an election at the first meeting after the vacancy arises. The duties of the officers shall be as follows:

The President shall provide the overall vision and sense of direction for the organization; shall be speaker, representative, and external liaison for the organization; and shall schedule and run officer and organization meetings.

The Vice-President shall bear the President's responsibilities during absence of the President; shall supervise and oversee chairs and the work of all committees including the selection of chairs, delegation of appropriate responsibilities to chairs, and maintain project status of committees along with the chair: and shall chair occasional special committees, task forces, and projects. Moreover, the Vice-President shall be responsible for planning, organizing, notifying members, and executing major activities and events along with any events assigned specifically to the Vice-President by the President. The Vice-President shall also oversee the making and posting of advertisements; shall, with the Secretary, insure the maintenance of Hillel's Website; shall oversee fundraising efforts; and shall endeavor to publicize the organization and endeavor to have pictures taken.

The Secretary shall record and distribute, via hardcopy, postal, e-mail, and Tech Announce, all pertinent Information to members. Including meeting minutes and upcoming events and opportunities and shall be responsible for all organizational correspondence. With the help of the Vice-President, insure the maintenance and expansion of Hillel's Website, within the guidelines set forth by Texas Tech and Hillel. The Secretary shall also maintain a current listing of names, addresses, and phone numbers of members while attending Texas Tech University and while on semester breaks; shall maintain thorough records and files owned by the organization; and shall be responsible for mail (postal, e-mail, and Tech Announce).

The Treasurer shall pay all bills and reimbursements: shall deposit and withdraw funds; shall record interest accrued; shall establish annual budgets and ensure that it is strictly followed; shall report

the financial status of the organization to the officers and members at regularly scheduled meetings; and shall manage day to day financial transactions and records.

Any officer who misses two consecutive meetings without valid excuse, validated by majority vote of members, makes his/her office vacant.

Any officer may be impeached by following Robert's Rules of Order Newly Revised.

An advisor may be deposed of by following Robert's Rules of Order Newly Revised.

#### Article 5: Meetings

The scheduling and frequency of the meetings is determined by interest, discussion groups, the availability of speakers, and events but may not occur less than once per month. Hillel will follow Robert's Rules of Order Newly Revised. Only members who are current in dues may vote during meetings.

#### Article 6: Repealed

#### Article 7: Activities

Hillel sponsors lectures and holds informal discussions and social functions. Members who are not current in their dues by mid-term may not participate in Hillel activities except by vote.

#### Article 8: Repealed

#### Article 9: Advisors

Advisors are chosen from among the faculty and staff of Texas Tech University under the guidelines of the SOS, The function of the advisors is outlined in the Advisor's Manual published by the SOS.

#### Article 10: Repealed

#### Article 11: Amendments

This Constitution may be amended by a majority vote of members during any meeting.