

Drexel University JSA Constitution
Most Recent Ratification:

Article I: Identification

Section 1: This organization shall be named the Drexel University Jewish Student Association, henceforth referred to as the JSA

Article II: Purpose

Section 1: Mission Statement

- i. JSA exists to bring the Jewish population together so as to foster a Jewish experience and develop one's own identity via creating a pluralistic community through social, cultural, and religious events.

Section 2: Value Statement

- i. JSA is committed to the creation of a pluralistic, welcoming, and inclusive environment;
- ii. JSA aims to foster student growth and the balance in being distinctively Jewish and universally human;
- iii. JSA is committed to advancing social justice, Jewish learning, and spirituality;
- iv. JSA supports and embraces the existence of the state of Israel and global Jewish peoplehood;

Article III: Affiliations

Section 1: This organization is affiliated with Drexel University as a recognized student organization and as such, agrees to abide by the rules, policies, and procedures of Drexel University

Section 2: The JSA is affiliated with Drexel Hillel which is a program of Hillel of Greater Philadelphia, a constituent agency of the Jewish Federation of Greater Philadelphia affiliated with Hillel: The Foundation for Jewish Campus Life

Section 3: The student board of the JSA is responsible for being aware of guidelines set forth by Hillel of Greater Philadelphia, the Jewish Federation of Greater Philadelphia, Hillel: The Foundation for Jewish Campus Life, and any other applicable external guidelines

Section 4: The entire student board of the JSA is responsible for maintaining a good relationship with all of the groups with which it is externally affiliated

Section 5: Any significant decision not to conform to any guidelines referenced above requires a two-thirds (2/3) majority vote by the executive board to proceed, in addition to a consultation with the faculty advisor

Article IV: Membership

Section 1: Membership of this organization shall consist of any Drexel University undergraduate student interested in Judaism

- Section 2: Membership in this organization shall be open to all undergraduate students regardless of race, religion, national origin, gender, sexual orientation, or ability
- Section 3: Faculty, staff, and alumni may not be considered members of Drexel student organizations, but may be allowed to participate in many events

Article V: Officers

- Section 1: The elected officers of JSA shall be President, Vice President of Finance, Vice President of Communication & Event Coordination, Vice President of Engagement & Social Affairs, Vice President of Religious Affairs, Vice President of Education & Outreach, Shabbat Coordinator, Social Coordinator, Holiday Coordinator, Tzedek Coordinator, Education Coordinator, President Emeritus
- Section 2: All members of JSA shall be eligible to run for officer positions unless otherwise noted within the constitution
- Section 3: No member of JSA shall be eligible for election to office if they are not in good academic standing as provided by the Code of Conduct
- Section 4: All officers shall compose notes for their replacement prior to retiring from office

Article VI: President

- Section 1: The President must be a 2nd year or older and must have previous experience on the board of a recognized university student group
- Section 2: The president shall be responsible for the following:
- i. Acting as a voting member of the Executive Board
 - ii. Primary point of communication between Drexel Hillel staff and JSA
 - iii. Relations between the University administration and JSA
 - iv. Relations between recognized University student organizations and JSA
 - v. Relations between the student body and JSA
 - vi. Advise and convene general and executive board meetings
 - vii. Presiding over general body meetings and events
 - viii. Call for a vote of the Executive Board
 - ix. Serve, ex officio, on the Drexel Hillel Board of Overseers and the Hillel of Greater Philadelphia Board of Overseers

Article VII: Vice President of Finance

- Section 1: The Vice President of Finance must be a 2nd year or older and must have previous experience on the board of a recognized Drexel University student group
- Section 2: The Vice President of Finance shall be responsible for the following:
- i. Assisting the President in the conduct of JSA's business
 - ii. Acting as a voting member of the Executive Board
 - iii. Ensuring that all funding & grant applications are filled out and submitted on time

- iv. Manage all funding allocations
- v. Maintaining a record of all monies received and paid out
- vi. Creating a budget in collaboration with the Drexel Hillel Executive Director
- vii. Assisting chairs in the creation of individual budgets
- viii. Acting as member at large for the executive board, voicing concerns and acting as an advisor to the President

Article VIII: Vice President of Engagement & Social Affairs

Section 1: The Vice President of Engagement & Social Affairs shall be responsible for the following:

- i. Assisting the President in the conduct of JSA's business
- ii. Acting as a voting member of the Executive Board
- iii. Coordinating all outreach activities, including but not limited to overseeing the engagement committee, coordinating tabling and new student days
- iv. Engagement education for all JSA board members
- v. Assisting Hillel staff in the engagement of new & potential students
- vi. Assisting the JSA board in setting and reaching engagement goals

Article IX: Vice President of Communication & Event Coordination

Section 1: The Vice President of Communication & Event Coordination shall be responsible for the following:

- i. Assisting the President in the conduct of JSA's business
- ii. Acting as a voting member of the Executive Board
- iii. Act as the liaison to Drexel University Event Services & Drexel University Student Technicians
- iv. Taking meeting minutes at all Executive Board meetings
- v. Maintaining all JSA-related calendars as necessary
- vi. Maintaining all social media pages
- vii. Serve as a resource to all member groups and JSA board members in publicizing their events

Article X: Vice President of Religious Affairs

Section 1: The Vice President of Religious Affairs shall be responsible for the following:

- i. Assisting the President in the conduct of JSA's business
- ii. Acting as a voting member of the Executive Board
- iii. Ensuring that all JSA board members are educated on Halakhic law
- iv. Coordinating the Religious Board and overseeing all meetings
- v. Advocating for the needs of the various religious communicates

- vi. Coordinating the logistics of any religious services as needed by any religious community within JSA. This includes but is not limited to the reservation of necessary space
- vii. Helping to connect any member of any religious community with the proper JSA board member, should the need arise

Article XI: Vice President of Education & Outreach

Section 1: The Vice President of Education & Outreach shall be responsible for the following:

- i. Assisting the President in the conduct of JSA's business
- ii. Acting as a voting member of the Executive Board
- iii. Coordinating the Education Board, and acting as a resource to all members
- iv. Acting as the liaison to any other religious group(s) on campus, should the need arise, at the discretion of the President

Article XII: Shabbat Coordinator

Section 1: The Shabbat chair shall be responsible for the following:

- i. Acting as a voting member of the JSA student board
- ii. Ensuring that all logistical preparations are made for each and every Shabbat meal, including but not limited to food ordering, dry goods, and space reservations
- iii. Ensuring that the meal will be set up and cleaned up in a timely and kosher manner
- iv. Communicating with the proper Hillel staff member to ensure that all supplies are stocked to the necessary levels

Article XIII: Holiday Coordinator

Section 1: The Holiday Chair shall be responsible for the following:

- i. Acting as a voting member of the JSA student board
- ii. Staying up-to-date on all upcoming Jewish holidays
- iii. Working with the Vice President of Religious Affairs to determine how to appropriately celebrate each holiday
- iv. Maintaining Hillel traditions where applicable
- v. Ensuring that all logistical preparations are made for each and every holiday, including but not limited to food ordering, the procurement of dry goods, and space reservations
- vi. Ensuring that the meal will be set up and cleaned up in a timely and kosher manner
- vii. Communicating with the proper Hillel staff member to ensure that all supplies are stocked to the necessary levels

Article XIV: Social Coordinator

Section 1: The Social Chair shall be responsible for the following:

- i. Acting as a voting member of the JSA student board
- ii. Engaging the community through non-religious activities

- iii. Ensuring that all logistical preparations are made for each and every social event, including but not limited to food ordering, dry goods, and space reservations
- iv. Working with other JSA board members when necessary

Article XV: Education Coordinator

- Section 1: The Education Liaison shall be responsible for the following:
- i. Acting as a voting member of the JSA student board
 - ii. Engaging the community through educational programming
 - iii. Working with the Education Board to ensure that all logistical preparations are made for each and every educational event, including but not limited to food ordering, dry goods, and space reservations
 - iv. Ensure that all Educational events are adequately shared with the student body

Article XVI: Tzedek Coordinator

- Section 1: The Tzedek Liaison shall be responsible for the following:
- i. Acting as a voting member of the JSA student board
 - ii. Appointing one coordinator per non-profit that JSA plans to work with over the coming year
 - iii. Act as the liaison between the Tzedek committee and the JSA Board
 - iv. Ensure that all Tzedek events are adequately shared with the student body
 - v. Coordinating with other groups regarding joint community service projects

Article XVII: President Emeritus

- Section 1: The President Emeritus shall have no voting power
- Section 2: The President Emeritus position shall be an honorary position, only to be filled by the immediate past president if possible, and will otherwise be left unfilled

Article XVIII: Faculty Advisor

- Section 1: The faculty advisor shall advise JSA on issues concerning the Drexel community. As such, the faculty advisor must be a faculty/staff member of Drexel University, and must be a staff member of Drexel Hillel, or approved by a Drexel staff member.
- Section 2: The Faculty Advisor shall have no voting power in any matters concerning JSA
- Section 3: The Faculty Advisor shall be responsible for:
- i. Acting as a liaison between the university and JSA
 - ii. Acting as a liaison between JSA, Hillel of Greater Philadelphia, and Hillel International

- iii. Aid in all decisions concerning new projects, financial decisions, and the state of the organization

Article XIX: Member Groups of JSA

- Section 1: A Member Group of JSA must be consistent with the goals and purposes of JSA as stated within this constitution and accompanying by-laws.
- Section 2: Recognition of a Member Group shall be based on a simple majority vote of the Executive Board upon successful completion of the application Process
- Section 3: Application Process:
 - i. Leaders of a potential Member Group shall submit a letter of intent via email to the president, stating their intent to create a member group of JSA and requesting permission to attend an Executive Board meeting at least one (1) week prior to the intended date
 - ii. A mission statement and plan of leadership succession must be provided to the JSA Executive board at least one day (24 hours) prior to attending the Executive Board Meeting
- Section 4: Appeals
 - i. Appeals to the Executive Board's Decision can only be made by following the above stated procedure. Therefore, the club's leaders must email the President at least one (1) week prior to the date upon which they plan to attend an Executive Board meeting to appeal.
 - ii. If the Executive Board's denial of membership is due to the club's mission statement & plan of succession, then a no vote will be taken until a revised edition is presented
- Section 5: All member groups existing prior to the initial ratification of this constitution shall be exempt from this process unless otherwise decided by the Executive Board
- Section 6: A Member Group of JSA may simultaneously be an independently recognized student group by Drexel University while also being affiliated with JSA

Article XX: Hazing

- Section 1: JSA shall provide its members with an experience that is positive, informative and consistent with federal, state, and local laws, and the policies and procedures of Drexel University. Activities which detract from the goal of fostering personal and intellectual development have no place in this organization. Hazing will not be tolerated by or of any member. It is the responsibility of the organization, its leadership and members to report hazing of any kind by members to the proper authority.

Article XXI: Rule of Order

- Section 1: "Robert's Rules of Order, Revised" shall be the parliamentary authority for all matters of procedure not specifically covered by the constitution or by-laws

Article XXII: Ratification of Constitution

- Section 1: A majority vote (51%) of the current JSA Student Board members is required in order to ratify this constitution
- Section 2: A majority vote (51%) of the Executive Board must ratify this constitution annually

Article XXIII: Amendments

- Section 1: Any changes to the constitution must be passed in the form of an amendment
- Section 2: An amendment to the constitution may be proposed by any member of the Executive Board at any Executive Board meeting
- Section 3: A vote of at least three-fourths (75%) of the Executive Board is required in order for any proposed amendment to be adopted to the constitution

Article XXIV: Dissolution

- Section 1: Before taking any action for dissolution, the entire JSA board will conduct a thorough poll of current students
- Section 2: After conducting the above stated poll, if less than two (2) members of the JSA Executive Board vote that the organization should not dissolve, the organization will continue to section 3
- Section 3: JSA's Executive Board will meet with the faculty advisor and discuss the dissolution of the organization. If the faculty advisor agrees, then JSA will proceed to section 4. It is noted that the faculty advisor cannot vote in any JSA matter, including dissolution; they simply play an advisory role.
- Section 4: JSA will write a formal letter to the Student Life Office with a detailed explanation of the dissolution and withdrawal from the Drexel community.

Date Ratified:

Date Revised:

Drexel University Jewish Student Association
By-Laws

Article I: Membership

Section 1. JSA Members

- i. Any Drexel student shall be considered an active member of the JSA if they have attended any programming hosted by the JSA or a JSA member group at least once per term while they are within reasonable commuting distance of campus
- ii. Membership may be forfeited in the event that a member does not adhere to the Code of Conduct

Section 2. JSA Board Members

- i. A JSA member elected through the guidelines outlined in Article II

Article II: Officers

Section 1. Elections

- i. The Board shall be elected no later than two (2) weeks prior to the spring term break
- ii. The President shall determine the date of the voting meeting, and ensure that the general body is made of aware of the date
- iii. The list of candidates shall be made public at least 48 hours prior to the voting meeting
- iv. Board Members will be voted into office by all active JSA member in attendance at the voting meeting
- v. Any member unable to attend the voting meeting may submit their vote in written form or via email to the faculty advisor *at least* 24 hours prior to the beginning of the voting meeting
- vi. Board Member elections will be determined by a simple majority of all submitted votes
- vii. Elections shall be run by the outgoing President
- viii. If outgoing President is running for a position in following year, faculty advisor must elect an individual to run the elections
- ix. Votes shall be collected and tallied by the faculty advisor, or an unbiased senior JSA member appointed and acting on behalf of the faculty advisor
- x. Members interested in running for a board position should ensure that they have met and will be able to continue to meet all parts of the code of conduct

Article III: Meetings

Section 1. General Board

- i. The General Board shall meet on a monthly basis, or at least twice per quarter

- ii. The President shall preside over all General Board meetings, and shall set the agenda of each meeting
- iii. The President shall determine the date and time of each General Board Meeting
- iv. Thorough minutes shall be taken in order to document all decision making processes, and shall be made available to all JSA board members
- v. All members of the JSA board shall be expected to attend all General Board meetings unless they have been given prior approval by the President to do otherwise

Section 2. Executive Board

- i. The Executive Board shall meet on a weekly basis
- ii. The President shall preside over all Executive Board meetings, and shall set the agenda of each meeting
- iii. The President shall determine the date and time of each Executive Board meeting
- iv. Thorough minutes shall be taken in order to document all decision processes, and shall be made available to all JSA board members
- v. All JSA Executive Board members shall be expected to attend all Executive Board meetings unless they have been given prior approval by the President to do otherwise

Section 3. Committees

- i. The frequency with which each committee meets is at the discretion of the associated Vice President
- ii. The associated Vice President of each committee shall set the agenda, date and time for each committee meeting
- iii. All committee members shall be expected to attend their committee's meeting
- iv. Committees should meet a sufficient number of times in order to ensure seamless communication amongst the committee members and flawless execution of programming
- v. All board members of the JSA have the ability to attend any and all committee meetings with prior approval of the associated Vice President

Article IV: Board Powers

Section 1. General Board

- i. Once the Vice President of Finance has composed an initial budget, the General Board shall vote to accept or reject it. If a two-thirds (2/3) vote is not reached, the Vice President of Finance shall resubmit a new budget
- ii. The Vice President of Finance must maintain a rolling budget in order to keep accurate finances throughout the year

Section 2. Executive Board

- i. Prior to creating any partnerships or joint programming, the executive board must vote in favor of the action with a two-thirds (2/3) vote. If the vote does not pass, any executive board member may choose to call for a General Board vote

Article V: Code of Conduct

Section 1. As a member of the Jewish Student Association, one must oblige to the following Codes of Conduct:

- i. Members shall exhibit “responsible conduct” at all times, since personal actions reflect not only on individuals, but upon the entire community as well. “Irresponsible conduct” is defined as behavior that would reflect poorly upon the Drexel Jewish community.
- ii. Members shall respect the dignity of all persons and, therefore, will not physically, mentally, psychologically, emotionally, or sexually abuse or haze any human being
- iii. Members shall respect any and all individuals of other spiritual and religious communities, including but not limited to all Drexel University student organizations
- iv. Members shall respect the property of the JSA, Drexel University, and Drexel Hillel and, therefore, will not abuse or tolerate the abuse of property
- v. Members shall be responsible for the actions of any guests from outside of the Drexel University community

Section 2. As a board member of the Jewish Student Association, one must oblige to the following Codes of Board Conduct, in addition to the Code of Conduct listed above:

- i. All board members shall fulfill all duties related to their position as outlined in the JSA Constitution to the best of their ability throughout their entire term on board
- ii. All board members shall attend as many JSA events as their academic schedule allows, if not all events
- iii. All board members shall ensure that interpersonal differences and outside conflicts will not affect the manner in which they conduct themselves and interact with other members while representing JSA
- iv. All board members shall maintain a minimum of 2.5 GPA
- v. Any prospective board member planning on studying or co-oping abroad should ensure that a qualified alternate is available for the entirety of their absence from office *prior* to being elected or appointed. It is the board member’s responsibility to ensure a smooth transition, and to ensure that

the replacement is fully aware of all responsibilities prior to the transition. The executive board must vote in favor of the appointed proxy with a two-thirds (2/3) vote

- vi. All Executive Board members are expected to remain within a reasonable commuting distance of Philadelphia for the entirety of their term in office

Article VI: Misconduct Policy

Section 1. Member

- i. In the event of a breach of the Code of Conduct by a member of the JSA, the Executive Board must meet with the faculty advisor to determine if further actions should be taken

Section 2. Board Member

- i. In the event of a breach of the Code of Board Conduct by a board member of the JSA, the board may choose to impeach said board member
- ii. A formal submission detailing how the Code of Board Conduct was breached must be made to a member of the executive board by a member of the JSA board
- iii. The board member accused of a breach of the Code of Board Conduct and the faculty advisor must be notified 7 days prior to a vote on impeachment.
- iv. In order for an impeachment to occur, all voting executive board members must be in attendance
- v. 75% of the general board members must be in attendance for the impeachment process
- vi. A representative of the executive board shall read the formal submission to the board members in attendance
- vii. The submission may remain anonymous per the request of the initial submitter
- viii. Individual up for impeachment is allowed to make an appeal before vote is made and then must leave the room in order to allow board members in attendance to discuss and vote on impeachment
- ix. A vote of 75% of the board members in attendance is needed in order to proceed with the impeachment

Article VII: General Provisions

Section 1. Any change to the bylaws must be passed in the form of an amendment

- i. An amendment to the bylaws may be proposed by any member of the General JSA Board at any board meeting

- ii. A vote of two-thirds (2/3) of the general board is required in order to adopt any amendment following a 7 day review period

These bylaws were adopted on August 30, 2015 and most recently revised on [date]