

Westfield State College Jewish Student Organization

Purpose

The purpose of this organization is to join together to experience the Jewish culture as a group and to spread awareness of important Jewish issues to the Westfield State College community.

Article 1: Name

This organization shall be known as the Westfield State College Jewish Student Organization.

Article 2: Membership

The membership of the Jewish Student Organization shall be open to all full or part time students at Westfield State College who have paid their student activities fee for the current semester.

Article 3: Officers and Duties

Section 1: The officers of the club shall be known as the President, Vice President, Treasurer and Secretary.

Section 2: The officers shall be elected by club members at the second to last meeting of the academic year.

Section 3: All elected officers shall assume their office at the first meeting of the academic year and remain in office for the duration of the academic year.

Section 4: Duties of the President

- a. Shall preside over the Executive Board and club meetings.
- b. Shall call special meetings and appoint committees and chairpersons as needed with the support of the Executive Board.
- c. Shall run all board meetings.
- d. Shall approve all monetary transactions and sign when necessary.
- e. Shall provide a President's report at each Board meeting.
- f. Shall hold one (1) vote on the Board only in the event of a tie.
- g. Shall act as an official liaison of the club.

Section 5: Duties of the Vice President

- a. Shall assist the President with all duties.
- b. In the absence of the President, the Vice President shall assume his/her duties.
- c. May be appointed by the President to head special committees as needed.
- d. Shall hold one (1) vote on the Board.
- e. Shall be responsible for informing the advisors of what was said at the previous meeting if they were absent.

Section 6: Duties of the Treasurer

- a. Shall be responsible for appropriate upkeep of financial matters including fund-raising and productions in conjunction with the President and Advisor.

- b. Shall be responsible for processing all contracts, purchase orders, authorizations to pay and any other financial paperwork per College procedures.
- c. Responsible for oversight of all purchases
- d. Shall provide a Treasurer's report at every meeting.
- e. May be appointed by the President to head special committees as needed.
- f. Shall hold one (1) vote on the Board.

Section 7: Duties of the Secretary

- a. Shall maintain accurate and up to date records of all meetings and activities.
- b. Shall keep accurate attendance records for all members.
- c. Shall assist the president in correspondence including letters, invitations, etc.
- d. Shall keep the Constitution on file.
- e. May be appointed by the President to head special committees as needed.
- f. Shall post and distribute all minutes from meetings.
- g. Shall hold (1) vote on the Board.

Section 8: The steps of authority following the President shall be the Vice President, Treasurer and Secretary

Article 4: Advisors

Section 1: The advisor(s) shall be appointed annually by a majority vote of the club members present.

Section 2: The advisor(s) shall be consulted when planning group activities.

Section 3: The number of advisors shall not be limited.

Article 5: Meetings

Section 1: The number and schedule of meetings shall be determined by members in consultation with the Executive Board.

Section 2: The voting membership shall include all general members and the Executive Board members (except for the President, who would only vote in the case of a tie.)

Section 3: The criteria for membership shall include:

- a. Attendance at three (3) consecutive scheduled meetings will gain voting privileges for club decisions at the current meeting.
- b. Loss of voting privileges will occur when voting member misses two (2) consecutive meetings without being excused.

Section 4: The secretary shall take attendance prior to each meeting to determine the number of voting club members present.

Section 5: Members will be allowed to bring non-voting members to group meetings.

Article 6: Amendments

Section 1: The constitution may be amended by a minimum two thirds (2/3) vote of the voting members of the club and approved by the Rules and Regulations Committee of the Student Government Association.

Article 7: Removal and Replacement of Board Members

Section 1: If an officer is not performing his/her duties, he/she may be removed by a two thirds (2/3) vote of the club members. The replacement will be decided at the following meeting and the election will follow normal procedures.

Section 2: If an advisor is not performing his/her duties, he/she may be removed by two thirds (2/3) vote of the club members. The replacement, if needed, will be chosen at the next full meeting.

BYLAWS

Article 1: Nomination and Election Process

Section 1: Members may nominate themselves and others as long as they have a second nomination by another member of the group. Nominations and seconds shall be done verbally. Voting will be cast anonymously. Ballots will be tallied by the President and at least one advisor providing that the President is not running for the position. In said case, ballots will be tallied by the next executive officer and at least one advisor. The nominee with the majority of votes will be elected.

Section 2: No election will be held if fifty (50) percent or more of the club members are not present including the President and executive board members.

Section 3: If the election vote ends in a tie a silent vote shall be held by the executive board through a run off election process.

Original constitution submitted on November 19, 2008 by Keith Winer '10, Jacob Seldin '10, Amanda Johnson '12 and Brendan Mehu '12

Revisions November 25, 2008 by Bryan Fink '12 and Kathi Bradford, Advisor

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