

LEHIGH UNIVERSITY HILLEL SOCIETY BYLAWS *Revised, Spring 2026*

PREAMBLE We, the students of the Lehigh University Hillel Society, in order to preserve and encourage growth of a Jewish community at Lehigh University through social, cultural, religious, recreational, and educational activities, establish this constitution and bylaws for the Lehigh University Hillel Society.

ARTICLE 1 - Name The name of this organization shall be the Lehigh University Hillel Society, hereby referred to in this document as "Hillel".

ARTICLE 2 - Purpose Hillel will attempt to perform a prominent role on the campus of Lehigh University. It will be responsible for coordinating Jewish functions on campus in order to provide an atmosphere where Jewish students will feel comfortable congregating and socializing. Through awareness of themselves, Hillel will attempt to project a positive Jewish image on campus. Hillel hopes to inspire students to go on to become leaders in their Jewish communities and its organizations.

Hillel will try to make students aware of current situations and problems in the world today affecting Judaism, with information presented in a non-political atmosphere. Hillel will be responsible for educating the Lehigh community about Jewish culture and values. Internally, Hillel will attempt to be a religious outlet for those who desire it, and a religious instructor for those who request it.

Hillel will contribute to the community at large around campus and in collaboration with other religious and cultural organizations. This includes working together with the campus community on creating an open, inclusive, anti-racist institution .

ARTICLE 3 - Membership Hillel shall have no formal membership, and all events shall be open to the entire Lehigh student body, regardless of factors which include, but are not limited to: race, religion, gender identity, sexual orientation, and class. Hillel values inclusion and strives to ensure that all members of the Lehigh community feel welcome at Hillel functions.

ARTICLE 4 - Duties of the Executive Board (hereby referred to as the "Board")

I. President

- A. Acts as a campus and community representative.
- B. Attends all events.
- C. Oversees all events, board members, etc.
- D. Runs meetings of the Board, including making an agenda for board meetings.
- E. Keeps in constant close contact with the Office of Jewish Student Life.
 1. This includes meeting on a regular basis to be determined with the Director(s) of Jewish Student Life.
- F. Acts as a faculty liaison.

- G. Oversees the enforcement of bylaws.
- H. Mediates and delegates among board members.

II. Vice President

- A. Each of the listed responsibilities can be absorbed by co-presidents if applicable
- B. Assumes the President's responsibilities should the President be unable to.
- C. Coordinates relations with other groups on campus and in the broader community.
- D. Assists with creating meeting agendas
- E. Sets schedule for serving/cleaning up at Shabbat dinners and make sure board members are informed of their assignments

III. Treasurer

- A. Oversees finances of the Hillel, in collaboration with the professional staff of Jewish Student Life.

IV. Secretary

- A. Keeps minutes during the meeting and ensures that they are in the proper folder in the Google Drive.
- B. Responsible for organizing room reservations around campus on 25 Live. This can be done with the office coordinator's assistance if necessary for various events.
- C. Oversees the Hillel email address and calendar

V. Social Programming Chair(s)

- A. Coordinates Hillel social events (bagel brunches, etc)
- B. Oversees outreach to first year students

VI. Cultural Programming Chair(s)

- A. Coordinates Hillel events relating to Jewish culture. This includes but is not limited to Jewish holidays and religious events, guest speakers, and Israel programming.
- B. Coordinates with the Communication Chair to create messaging for the Hillel Instagram related to Jewish culture and events

VII. Community Involvement Chair(s)

- A. Acts as a liaison between Hillel and the Council for Cultural Organizations (C2O)
- B. Coordinates community involvement programs including but not limited to community service (Tikkun Olam) and co-sponsored events with other student groups and organizations.

VIII. Communications Chair

- A. Advertises upcoming events to the student body.
- B. Manages the public Hillel group chat, which may preside in any group messaging program of the Board's choice.
- C. Posts to and updates the Hillel social media accounts in conjunction with the Office of Jewish Student Life.
- D. Updates the Hillel public events calendar in coordination with programming chairs

IX. All Positions

- A. All members of the Board must fulfill these duties, regardless of position.
- B. All members of the Board are expected to attend assigned Shabbat dinners twice per month and Hillel programs.

1. While attendance at Shabbat services is not required, board members who are not participating are expected to welcome and greet students and faculty who arrive at the Jewish Student Center.
 2. Any absences from these events are to be dealt with by the attendance policy, as outlined in Article 6.
- C. Board members should encourage any friends or acquaintances to come to dinners and events.
 - D. Board members must make and keep to a schedule which lays out who will help to clean-up after weekly Shabbat dinners.
 - E. Board members are expected to represent Hillel all around campus, whether at a Hillel event or not. General good conduct is expected from Board members to help keep the image of Hillel.

ARTICLE 5 - General Procedure

I. Meetings of the Hillel Board

- A. The Board will meet on a weekly or bi-weekly basis on the day designated by the President.
- B. The President will chair this meeting.
- C. All board members must be notified at least forty-eight (48) hours in advance for a meeting other than regularly scheduled Hillel meetings.
- D. Extra meetings may be added in addition to scheduled Board meetings as needs arise.

II. Interpretation

- A. The President of the Hillel shall have the power to interpret and implement all parts of the Bylaws and Constitution with the council of the other Board members. The interpretation of the President may be overruled by a simple majority of the Hillel Board.

ARTICLE 6 - Attendance

I. Attendance

- A. A member of the Hillel Board is required to attend all scheduled full Hillel meetings and all scheduled meetings for committees of which he/she is a member. Required committee meeting attendance applies to all committees, including Ad-hoc, Retreat, Board, etc.

- II. Board members are also expected to attend two shabbats per month, as assigned. They are certainly encouraged to attend other shabbats in addition.

III. Absences

- A. Board members are required to submit a form of explanation to the President for absences at least 24 hours prior to the absence. This can include a digital message of any kind.

- B. If the reason for absence is considered unsatisfactory by the President, the reason for absence will be presented to the board for determination of whether the absence is excusable.
- C. The President will track unexcused absences of board members.

IV. Consequences of Absences

- A. When a Board member has incurred four or more absences in a semester, the President may bring their attendance issues up as a talking point at the next scheduled Board meeting. The member in question must attend this meeting.
 - 1. If the Board member does not attend this meeting, then their position will be terminated.
- B. At the meeting where a Board member's attendance is being discussed, it is up to the discretion of the Board, along with the Director(s) of Jewish Student Life, what the consequences may be.
 - 1. Some examples, of varying severity, include, but are not limited to: setting up for and cleaning up after Shabbat beyond the agreed schedule, being forbidden from attending a Hillel social event, or termination from the Board.

ARTICLE 7 - Elections and Appointments

I. Officer Elections

- A. Members shall be nominated and elected, or a slate of officers shall be approved by the acting Board, at the beginning of December of each year with the term running from January through December of the following year. The positions to be filled are:
 - 1. President
 - 2. Vice President
 - 3. Treasurer
 - 4. Secretary
 - 5. Social Programming Chair
 - 6. Cultural Programming Chair
 - 7. Community Involvement Chair
 - 8. Communications Chair
- B. Other positions may be created if determined useful by the President and Vice President
 - 1. These positions can include, but are not limited to:
 - a) Religious Life Chair, AEPi Liaison, Chabad Liaison, etc
 - 2. If the need arises, a position for "member at-large" can be created for individuals who do not have a specific job that they want, but would still like to be a part of the Board and share the responsibilities.
- C. Eligibility
 - 1. All students in good standing are eligible to run for office or vote, including those practicing religions other than, or in addition to, Judaism.
 - 2. Candidates must intend to be on campus for the entirety of the calendar year (during regular semesters) that the board will be serving.

3. Any student running for President must have served at least one full year on the student board.

D. Nominations and Declarations

1. The process of being appointed to the Board is as follows:
 - a) The president will present a slate of officers compiled from those who have expressed interest in the position and the slate shall then be approved by all those present at the annual meeting in December.
 - b) The new President and Vice President shall be decided by the acting Board and the Director(s) of Jewish Student Life.

II. *Vacancies in the Board*

- A. If a member of the Board resigns, the vacancy on the Board must be filled within 2 weeks of the start of the vacant seat.
- B. A special, Board-only election will be held for a candidate presented by the President.

Article 8 - Bylaws

I. *Purpose*

- A. These Bylaws are meant to be a guiding factor for the Hillel Board. They are malleable and can be changed year-by-year depending on the various needs of the Board and the Office of Jewish Student Life.

II. *Distribution*

- A. These Bylaws will be distributed to each member of the Board.
- B. These Bylaws will also be available for viewing by the general public on the Hillel website.

III. *Amendments*

- A. Any amendments that are to be made to this document are to be approved by three-quarters of the Board. The posted Bylaws are to be updated after any amendments.

IV. *Upkeep*

- A. The President and Vice President must review these Bylaws during the Spring semester and sign them after making any necessary amendments in an effort to keep them up to date.

These new by-laws were approved in April 2026 (use PDF version)