
Constitution of the Jewish Faculty and Staff Council at IUPUI

Approved by Founding Active Membership on April 26, 2018

PREAMBLE

The Jewish Faculty and Staff Council seeks to represent, connect and support the Jewish faculty and staff on the IUPUI campus. We recognize, as a community, that being Jewish is an active process that is framed by a range of ritual practices and traditions, ethnic and national identities, and cultural connections and backgrounds. Our members are engaged in following a variety of pathways of Jewish living, and we strive to support these journeys by providing an inclusive community to safely negotiate what it means to be Jewish and a faculty or staff member at IUPUI, and to help non-Jews understand the pathways we are on.

ARTICLE I

The name of this organization is the Jewish Faculty and Staff Council or JFSC at Indiana University Purdue University Indianapolis (IUPUI).

ARTICLE II

The Jewish Faculty and Staff Council seeks to serve the Jewish faculty, staff, and students on the IUPUI campus by engaging with the broader IUPUI community, the Jewish community of Indianapolis, and the broader Indianapolis community.

ARTICLE III

The Jewish Faculty and Staff Council specifically aims to:

- Create a welcoming, warm, and supportive Jewish community for faculty and staff on-campus;
- Contribute to the campus diversity by educating our community about Jewish culture, practices, history, traditions, and the Jewish experience;
- Support the Jewish students and the Jewish Student Association and all other Jewish student-serving groups;
- Build bridges with other affinity councils in order to promote the inclusion and equity of all campus members;
- Engage with the broader Indianapolis Jewish and general communities to promote diversity, equity, and inclusion for the good of our campus, our city, our state, our nation, and our world.

ARTICLE IV

This constitution may be amended at any regular meeting of the Council by a majority vote, provided that either (a) the amendment has been submitted in writing at the previous regular meeting, or (b) the scope of the amendment is limited to changes required to conform to university policies.

BYLAWS

Article I – תְּכָרִוּת (Membership)

Section 1.

The qualifications for membership are as follows:

- Membership shall consist of two classes (a) active and (b) honorary;
- The member shall have no annual dues.

Section 2.

- Active membership shall be open to faculty and staff members at the IUPUI campus. Active members shall have all membership privileges, which includes the right to end or hold an office.
- Honorary membership will be awarded to individuals at the discretion of the membership of the Council or the Executive Board. Honorary members will not be eligible to hold office or chair committees. Honorary members must support the organization's mission.

Article II – מְנַהִיגוּת (Leadership)

Section 1.

The officers of the Council shall be the President, Secretary and Treasurer. These officers who serve in the JFSC Executive Board shall perform the duties prescribed by the Constitution of JFSC, the bylaws, and by the parliamentary authority adopted by the Council. All officer positions can be filled by either faculty or staff members.

Section 2.

The President shall preside at all meetings of the Council. The President shall perform such other duties as these bylaws or the Council may prescribe so as to guide the Council to achieve the Council's stated goals.

Section 3.

The Secretary shall attend all meetings of the Council and the Executive Board, for the purpose of keeping a true and complete record of the proceedings of such meetings. The Secretary shall collaborate with the Executive Board and the Council to prepare correspondence to external organizations and shall present the Council and the Executive Board correspondence received from external organizations and shall perform such other duties as the bylaws or the Executive Board may prescribe.

Section 4.

The Treasurer shall maintain an accurate record of all Council funds and shall report on the status of the account(s) at Council meetings. The Treasurer shall receive and submit actual receipts for all expenses incurred by the JFSC sponsored events to the office of Assistant Chancellor for Diversity, Equity and Inclusion (DEI) for JFSC's account keeping. The Treasurer shall prepare an annual report of the current year's budget status as well as expenses proposed by the Council for the next year for submission to the office of DEI.

Section 5.

Nominations for each office shall be made from the floor (open nominations) during the first meeting of the spring semester or by email prior to the first spring semester meeting. Nominees shall provide acceptance of their nomination to the Secretary two weeks prior to the second spring meeting. Election of officers shall be conducted electronically one week prior to the second spring meeting and the announcement of the results at the second spring meeting. The new officers shall take possession of their offices at the end of the second spring meeting. This process may be modified at the discretion of the Council. Majority vote will elect officers.

Section 6.

Officers shall hold office for a term of one year commencing with the election of officers in May until their successors take possession of the office. Officers may serve an additional term, if elected, in the office during the early establishment of the Council.

Article III – פגישות (Meetings)

Section 1.

Regular meetings shall be held once per month during the regular academic year.

Section 2.

Special meetings may be called by the President or by the Executive Board or shall be called upon the written request of three members of the JFSC. The purpose of the meeting shall be stated in the call. Except for cases of emergency, at least five days' notice shall be given.

Section 3.

The members present at any meeting shall constitute a quorum for transaction of business at regular and special meetings of the Council. All business will be completed by a simple majority of members present.

Article IV – ועדות (Committees)

Section 1.

The officers and chairman of the standing committees (see below) shall constitute the Executive Board.

Section 2.

The Executive Board shall fix the hour and place of meetings, make recommendations to the Council, and perform such other duties specified in these bylaws. In an emergency, the Executive Board shall have general supervision of the affairs of the Council between their business meetings, and none of its acts shall conflict with the action taken by the Council.

Section 3.

Executive Board meetings shall be held monthly and when called by any (2) two officers.

Section 4.

A simple majority of the Executive Board shall constitute a quorum.

Section 5.

The Executive Board shall have general supervision of the affairs of the Council between its business meetings, fix the hour and place of meeting, make recommendations to the Council, and perform such other duties specified in these bylaws. The Executive Board shall be subject to the orders of the Council, and none of its acts shall conflict with the action taken by the Council. The Executive Board prepares the Council bylaws; which are then submitted to the Council for a vote.

Section 6.

The standing committees shall include:

- **Programming Committee:** The Programming Committee will plan and coordinate cultural, social, and educational activities provided by JFSC and collaborate with activities initiated by the Jewish Student Association (JSA).
- **Communications and Networking Committee:** The Communication and Networking Committee will lead the development and maintenance of the Council's website and relevant resources. will serve as the liaison between JFSC and other Affinity Councils and maintain connections with the Office of Assistant Chancellor for Diversity, Equity and Inclusion, the Multicultural Center, and other entities that promote cross cultural understanding.
- **Professional Development and Recruitment Committee:** The Professional Development Committee will recommend and implement educational, professional, recruitment and retention activities for the Council to participate in or undertake for Jewish staff and faculty.

Other standing or special committees may be appointed by the Executive Board or the JFSC at-large as necessary.