



Student Cabinet

Covenant Hillel International Student Cabinet

Adopted on February 28, 2021

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Article I: Purpose and Mission

Section 1: The Hillel International Student Cabinet (the “Cabinet”) serves as the student voice and leadership body for the greater Hillel movement. The Cabinet generates ideas for how Hillel can better serve students and then works with the Hillel International team to make them happen.

Section 2: Through this Covenant, the Cabinet is empowered to represent, and advocate for, the interests of students on policy and movement-wide issues. The Cabinet is also empowered – with the limitations described below – to partner with the Schusterman International Center (“SIC”) and the Hillel International Board of Directors (“BOD”) to set direction and strategy for the Hillel movement.

Article II: Role with the SIC and the BOD

Section 1: The Cabinet endeavors to represent students served globally by Hillel International and local Hillels. This work includes, but is not limited to, the Cabinet’s partnership with the BOD as a consultative body.

Section 2: Two members of the Cabinet serve on the BOD: the two Co-Chairs.

Section 3: The Cabinet works with the BOD and staff to populate appropriate committees and task forces with student representation.

Section 4: The Cabinet works in partnership with the BOD and the SIC to:

- A. Represent and advocate for the interests of students at the BOD and the SIC senior staff levels;
- B. Provide input on matters of BOD and the SIC policy likely to substantially impact students;
- C. Advise on other matters at the request of the BOD and/or the SIC senior staff.

Article III: Limitations of Authority

Section 1: In all matters, the Cabinet shall be mindful that the Hillel movement is diverse, consisting of Hillels and students that may be different from the representation that exists amongst the Cabinet.

Section 2: When representing and/or advocating for students, Cabinet members shall consult with students through student-comprised focus groups to ensure they are gaining a wide perspective as they represent students.

Article IV: Membership and Structure

Section 1: There are two (2) types of association within the Cabinet.

- A. General Membership shall belong to student representatives appointed by the Selection Committee.
 - a. A “Cabinet Member” shall be defined as an individual belonging to this level of membership.
 - b. The Cabinet shall include no more than 22 Cabinet Members.
- B. Co-Chair Membership shall belong to Cabinet Members appointed by the previous Co-Chairs.
 - a. A “Co-Chair” shall be defined as a Cabinet Member belonging to this level of membership.
 - b. The Cabinet shall include two Co-Chairs.

Section 2: Cabinet Members shall serve for a one (1) year term (see Article VI, Section 3).

Section 3: No member of the Cabinet shall be restricted from holding position or from otherwise participating in activities of the Cabinet, its business, or association on the basis of ability, age, citizenship status, creed, cultural background, ethnicity, family model, gender identity and expression, health status, national origin, political ideology, race, sexual orientation, size, socioeconomic class, or veteran status.

Article V: Member Responsibilities

Section 1: To maintain accountability to their post and to the Cabinet, Cabinet Members shall be required to:

- A. Serve for a full term of office;
 - a. A term of office shall be defined as the fiscal year.
- B. Enrolled at a Hillel-affiliated institution;
- C. Be in good standing with their Hillel; and–
- D. In specific reference to the the Co-Chairs, any candidates for the office must have experience in serving as a Cabinet Member the preceding term year.

Section 2: Cabinet Members shall be vested with the responsibilities of and expected to:

- A. Endeavor to represent the best interests of Jewish college students as their constituents;
- B. Attend all monthly virtual Cabinet meetings;
- C. Participate in committees and portfolios delegated throughout the year;
- D. Be present at all Cabinet functions;
- E. Seek to make recommendations based on the interests of the larger diverse Jewish student population;
- F. Understand and uphold the mission and vision of Hillel International and commit to assist in carrying out its work;
- G. Consistently act responsibly and prudently, both internally and publicly;
- H. Uphold Hillel’s Policies and Procedures as passed by the BOD (and as updated from time to time);

- I. Refrain from speaking, writing, posting or otherwise communicating in a public forum on behalf of Hillel International or this Cabinet unless authorized to do so by Hillel International's Communications Director, its President/CEO, its Chief Experience Officer, or Cabinet Advisor;
- J. Act in the best interest of Hillel International and as its goodwill ambassador;
- K. Stay informed about the activities and current issues at Hillel. Participate in and take responsibility for making decisions on issues, policies, and other matters as as brought to the Cabinet;
- L. May not divulge or make accessible confidential information belonging to or obtained through the Cabinet to any person, other than to persons who have a legitimate need for such information and to whom Hillel has authorized disclosure.
- M. Review and sign the Covenant once selected into office;
- N. Act in accordance with the Covenant;
- O. Draft an End of the Year Report, due at the last virtual meeting, detailing the significant achievements, areas for improvement, and major external and internal concerns of the previous year;
- P. Upload any and all documents relevant to the Cabinet to the official Cabinet Google shared drive;
- Q. Maintain open and continuous communication with the Cabinet during breaks and the entire fiscal year.

Section 3: The additional responsibilities and expectations of Co-Chairs are as follows.

- A. Organize and facilitate monthly meetings with all members of the Cabinet;
- B. Serve on the BOD;
- C. Assign Cabinet Members to Task Forces and committees;
- D. Ensure all members of the Cabinet meet requirements and expectations as agreed to in this Covenant;
- E. Manage Cabinet Members and provide support on all Cabinet initiatives;
- F. Organize the Selection Committee;
- G. Manage the Slack workspace for Hillel Student Leaders.

Article VI: Co-Chair Appointment Process and Procedure

Section 1: All students interested in applying for a Co-Chair position and who meet the eligibility requirements as set forth in Article V Section 1 are required to submit their application before the deadline stipulated in the application.

Section 2: The application shall consist of a written portion and an interview with the outgoing Co-Chairs, Cabinet Advisor, and Chief Experience Officer.

Section 3: Co-Chairs shall be selected by the outgoing Co-Chairs, Cabinet Advisor, and Chief Experience Officer.

Section 4: The Co-Chairs must be selected prior to the release of the Cabinet Member application.

Article VII: Cabinet Member Appointment Process and Procedure

Section 1: All students interested in applying for a Cabinet position and who meet the eligibility requirements as set forth in Article V Section 1 are required to submit their application before the deadline stipulated in the application.

Section 2: To serve a second term, a current Cabinet member must apply for re-appointment in the same manner as all other applicants. They shall be considered in the same pool as all other applicants.

Section 3: Co-Chairs shall establish a Selection Committee.

- A. The Selection Committee shall be comprised of the outgoing Co-Chairs, Cabinet Advisor, Chief Experience Officer, and two graduating Cabinet Members.
 - a. Upon being selected, the incoming Co-Chairs shall join the Selection Committee.
- B. The Selection Committee is tasked with setting the timeline for recruitment and selection, creating the application, and conducting interviews.

Section 4: The application shall consist of written questions, a reference, and an interview.

- A. The Selection Committee has the discretion to decide whether all applicants qualify for an interview.
- B. A Cabinet Member may not interview an applicant with whom they have affiliation prior to the recruitment process.

Section 5: With advisement from the Selection Committee, the incoming Co-Chairs shall make their recommendations to SIC for vetting. Considerations shall include, but not be limited to:

- A. A commitment to diversity of ability, gender identity, institution location and size, Jewish background, race, and sexual orientation;
- B. A holding of at least two spots for students outside of North America.

Section 6: The Cabinet may fill vacancies through this same process as outlined in Article VI Sections 3–5.

Article VIII: Meetings of the Cabinet

Section 1: The Cabinet shall strive to meet monthly during the academic year with at least one in-person meeting in the Fall and one in-person meeting in the Spring, as well as a Leadership Summit with the BOD and Directors Cabinet.

Section 2: Special meetings of the Cabinet must be called by the Co-Chairs upon request of no fewer than half of the members of the Cabinet.

Article IX: Initiative and Recall

Section 1: Students shall have the power of initiative.

- A. This power may apply to any matters pertaining to the organization of the Cabinet.
- B. All students may propose initiatives for review or action by the Co-Chairs or SIC.

Section 2: Students shall have the power of recall.

- A. This power shall be used for the following reasons:
 - a. If, at any time, a student believes a Cabinet Member is not representing the greater interests of students;
 - i. Note that in this case a Cabinet Member may only be recalled for failing to represent the interests of students generally, not the specific interests of one specific student.
 - b. If a Cabinet Member is absent from more than two (2) meetings of the Cabinet.
 - c. If, at any time, a Cabinet Member is found to be in violation of duties or guidelines as written in the Covenant.
 - d. If a Cabinet Member commits gross misconduct. Gross misconduct includes but is not limited to:
 - i. Excessive absenteeism;
 - ii. Insubordination;
 - iii. Sexual and other forms of harassment.
- B. Recall procedures for Cabinet Members shall be followed as outlined below:
 - a. A student shall submit a written statement to the Co-Chairs and Cabinet Advisor detailing how a Cabinet Member's actions fall into the criteria outlined in Article VIII, Section 2A.
 - b. The Co-Chairs and Cabinet Advisor shall inform Hillel International Senior Leadership of the submitted statement.
 - c. The Co-Chairs and Cabinet Advisor shall consult the Executive Director at the local Hillel of the Cabinet Member.
 - d. The Co-Chairs and Cabinet Advisor shall meet with the Cabinet Member to review the statement of facts.
 - e. The Co-Chairs shall submit a written statement to Hillel International Senior Leadership, signed by the Cabinet Advisor, reflecting the content of the meeting and the recommended course of action.
 - f. Based on advisement from Hillel International Senior Leadership, Co-Chairs shall report a final decision to Cabinet Member and Complainant.
- C. Recall procedures for Co-Chairs shall be followed as outlined below:
 - a. A student shall submit a written statement to the Cabinet Advisor detailing how a Co-Chair's actions fall into the criteria outlined in Article VIII, Section 2A.
 - b. The Cabinet Advisor shall consult the Executive Director at the local Hillel of the Co-Chair.
 - c. The Cabinet Advisor shall meet with the Co-Chair to review the statement of facts.

- d. The Cabinet Advisor shall submit a written statement to Hillel International Senior Leadership reflecting the content of the meeting and the recommended course of action.
- e. Based on advisement from Hillel International Chief Experience Officer, Cabinet Advisor shall report a final decision to Co-Chair and Complainant.

Article X: Initial Adoption and Amendments to the Covenant

Section 1: Initial adoption of this Covenant shall require a supermajority two-thirds ($\frac{2}{3}$) vote of a quorum of the presiding Cabinet. Said vote may be conducted in person or electronically.

Section 2: Changes to this Covenant may be amended at a regular meeting of the Cabinet, or a special meeting called by the Co-Chairs, at which a quorum of the Cabinet is present. The Covenant may be amended by a supermajority two-thirds ($\frac{2}{3}$) vote. In order to be voted upon at a meeting, the proposed amendment(s) must have been submitted to the Co-Chairs in writing, and a copy of the proposed amendment(s) must have been sent to the Cabinet Members no less than twenty-one (21) days prior to said meeting.