

**By-Laws of Advisory Board of the  
Yaschik/Arnold Jewish Studies Program  
College of Charleston**

**ARTICLE I--Name**

**Section 1.** This organization shall be named The Advisory Board of the Yaschik/Arnold Jewish Studies Program (JSP), The College of Charleston.

**ARTICLE II--Purpose and Objectives**

**Section 1.** The Advisory Board shall work with the Program Director, faculty, and staff to promote the recognition, welfare and progress of the Yaschik/Arnold Jewish Studies Program at The College of Charleston through the following objectives:

- a. Enhance three major activities: academic programming, Jewish student life, and community outreach.
- b. Develop a strategic plan for program development, fund-raising, and outreach.
- c. Secure major financial gifts through personal contributions and soliciting contributions of others.
- d. Attract outstanding high school graduates to the Program.
- e. Oversee Jewish student life activities at the College.
- f. Develop an alumni outreach program to maintain relationships with JSP, consistent with the policies and procedures of the College.

**ARTICLE III--Membership**

**Section 1.** There shall be three categories of membership on the Board: regular, life, and ex-officio.

**Section 2.** There shall be no more than 31 regular members, serving three year terms, and life members of the Board. Members shall be nominated by the Governance Committee, ratified by the Executive Committee, and then approved by the Advisory Board. Terms shall begin on November 1 and end on October 31, with classes staggered over the three year period to ensure continuity.

**Section 3.** Regular members shall serve no more than two successive terms, unless serving on the Executive Committee, in which case that member's term may be extended with the approval of the Board. Members may be reelected following a one year hiatus.

**Section 4.** Life members are recommended by the Executive Committee for special merit or honor and then approved by the Advisory Board. They shall serve with all privileges and responsibilities of regular members.

**Section 5.** Responsibilities of Advisory Board members are to:

- a. Further the objectives of the JSP.
- b. Assist as needed in soliciting prospective donors.
- c. Attend two Advisory Board meetings a year.
- d. Serve on at least one Board Committee.
- e. Contribute to the financial growth of the JSP.

**Section 6.** Non-voting ex-officio members of the Advisory Board shall include the Dean of the School of Languages, Cultures, and World Affairs, Director of the Yaschik/Arnold JSP, Jewish Community Liaison for the Yaschik/Arnold JSP and College of Charleston, President of the Jewish Student Union/Hillel, and the President of the Jewish Historical Society of South Carolina. Ex-officio members are not required to fulfill Advisory Board responsibilities.

**ARTICLE IV--Officers**

**Section 1.** Board officers are a Chairperson, Chair elect, and Treasurer.

**Section 2.** The Chairperson shall preside at Board and Executive Committee meetings, lead achievement of goals, and may appoint ad hoc committees, as necessary, with Board approval. The Chairperson shall serve a single two year term.

**Section 3.** The Chair elect shall preside and serve in the Chairperson's absence, shall fill the unexpired term upon the death, incapacitation or resignation of the Chairperson, and oversee those standing committees as requested by the Chairperson. The Chair elect shall also serve

as the Vice Chair of the Finance Committee. The Chair elect shall serve a single two year term and then succeed the Chairperson.

**Section 4.** The Treasurer shall assist the Program Director of the Y/A Jewish Studies Program in the development and implementation of the Operating Budget. The Treasurer shall serve a two year term and may serve additional terms.

**Section 5.** Officers shall be nominated by the Governance Committee, elected by the Advisory Board at the Annual Meeting in October and assume office on November 1.

#### **ARTICLE V--Meetings**

**Section 1.** Regular meetings of the Board shall be held at least 2 times per year, on the second Sunday in October, and the last Sunday in February. The October meeting will be considered the Annual Meeting of the Board. Members may participate by teleconference or videoconference but their attendance, at least at the Annual Meeting, is preferred. Meetings shall be held at 1:00 PM in Arnold Hall of the Jewish Studies Center unless otherwise designated by the Chairperson.

**Section 2.** Special Board meetings may be called by the Chairperson with at least ten days written notice.

#### **ARTICLE VI--Executive Committee**

**Section 1.** The Executive Committee of the JSP Advisory Board shall be responsible for developing and managing short-term and long-term strategic goals. It will meet quarterly [September, December, March, June] to oversee operations, finances, and policies of the JSP, and to determine the agenda for Board meetings and Committee assignments.

**Section 2.** The Executive Committee shall consist of the Chairperson, the Chair-elect, Treasurer, the Immediate Past President, and the chairs of the standing committees. The Program Director and Dean shall serve as *ex-officio* members of the Executive Committee. The Jewish Community Liaison will staff the Executive Committee.

#### **ARTICLE VII--Committees**

**Section 1.** Standing Committees of the Advisory Board shall be Finance, Development, Governance, Community Outreach, Property, Student Life/Recruitment, and University Committee. The University Committee will have a standing sub-committee for Academic Planning. The Board Chair may appoint any ad hoc committees as necessary with Board approval. Committee Chairs will be appointed by the Board Officers.

**Section 2.** Committees will be chaired by Board members, but their members may include both Advisory and non-Advisory Board members.

**Section 3.** Committee Purpose and Responsibilities:

a. The **Finance Committee** will review, on a quarterly basis, the receipt and disbursement of non-University funds received from donations and grants. The Committee shall submit a report to the Advisory Board at its Annual Meeting. The Finance Committee will also review academic and discretionary budgets and expenditures to assure compliance with Jewish Studies Program and College of Charleston priorities and regulations.

b. The **Development Committee** will develop and implement fundraising strategies, in concert with the College of Charleston policies and procedures, to address major giving, annual giving, planned giving, gift societies, and stewardship of donors.

c. The **Governance Committee** will annually review and revise as necessary JSP Bylaws and will evaluate its protocols and procedures. It will make nominations, and monitor nomination and election protocols to assure their compliance with JSP Bylaws. In the absence of any provision to the contrary in the Bylaws, all business meetings of the Advisory Board, the Executive Committee, and Board Committees shall be governed by the parliamentary rules and usages contained in the current edition of Robert's Rules of Order, revised.

d. The **Community Outreach Committee** will assist in planning and executing community outreach activities. It will work with staff to recommend necessary PR and

promotion of events, and will play a role in the annual *A World of Jewish Culture at Piccolo Spoleto Festival* events.

e. The **Property Committee** will oversee operations, policies, management, and capital improvements for the Jewish Studies Building at 96 Wentworth St.

f. The **Student Life Committee** will serve as the de facto board of the JSU/Hillel program and will address the needs and activities of Jewish students residing on campus and participating in JSU/Hillel programs. It will direct recruitment—reviewing recruitment procedures, helping to identify students with an interest in Jewish Studies and/or Jewish student life, and encouraging them to attend the College. The Student Life Committee will also support Jewish student initiatives and events, as well as cultivate Jewish student involvement in community activities. The Parents Council will be an ad hoc committee of Student Life.

g. The **University Committee** will work with staff and faculty to promote the interests of the JSP within the College of Charleston. Its standing sub-committee will address needs and plans for Academic Planning—reviewing the JSP academic mission and offerings, developing the major in Jewish Studies, identifying new offerings, and addressing faculty needs.

h. The **Admissions Committee** acts as an advisory body to the Office of Admissions and their staff in the recruitment of Jewish students to the College of Charleston. The committee acts as strong advocates for the Jewish experience on campus and supports the Office of Admissions in attracting and retaining high achieving Jewish students to the College.

#### **ARTICLE VIII--Amendments**

**Section 1.** Amendments to the Bylaws may be recommended by any member of the Advisory Board to the Governance Committee for review with the Executive Committee and ultimate approval by the Board. A majority vote of the entire membership is required for passage.

#### **ARTICLE IX--Adoption**

Adoption of these Bylaws and Procedures of the Advisory Board of the Jewish Studies Program shall be by majority vote of the entire membership. The Bylaws and Procedures shall take effect immediately upon adoption.

**ADOPTED 12 March, 2017**

**JEWISH STUDIES PROGRAM ADVISORY BOARD**

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**Robert Steinberg, Governance Committee Chair**