BYLAWS:

ARTICLE I
Jewish Faculty, Staff and Friends Association – JFSFA

ARTICLE II - PURPOSE
MISSION STATEMENT
Together with effective and empathetic allies, the mission of JFSFA is to develop and support a culture of safety and belonging for Kent State’s Jewish students, faculty, and staff.

ARTICLE III - MEMBERSHIP
SECTION 1. MEMBERSHIP REQUIREMENTS
The executive leadership of the organization initially consists of the President, Vice President, Treasurer, Secretary, and Founding Members. Membership is open to all KSU faculty and staff. Membership must be requested in writing to the organization president. Future membership is approved or disapproved by the existing members. KSU students (undergraduate and graduate) and Community leaders are also welcomed to join but with no voting privileges.

SECTION 2. MEMBERSHIP DUES
There are no membership dues currently.

ARTICLE IV - OFFICERS
SECTION 1. PRESIDENT
JFSFA shall consist of one elected PRESIDENT.
SECTION 2. VICE-PRESIDENT
JFSFA shall consist of one elected VICE PRESIDENT
SECTION 3. SECRETARY
JFSFA shall consist of one elected SECRETARY
SECTION 4. TREASURER
JFSFA shall consist of one elected TREASURER.
SECTION 5. EXECUTIVE CABINET
The JFSFA Executive Cabinet shall consist of President, Vice-President, Secretary and Treasurer who will meet as needed to discuss business items pertinent to JFSFA.
SECTION 6. VACANCIES
Vacancies in any of the Executive Cabinet positions may be filled by nomination and election for the unexpired portion of the term.
SECTION 7. REMOVAL
Any member may be removed from membership by a majority vote of JFSFA members.
SECTION 8. RESIGNATION
Any member may resign with written notice to the Executive Cabinet. Members of the Cabinet are asked to provide one semester notice of resignation.

SECTION 9. TERMS
Members of the Executive Cabinet commit for a term of two years. Other members must renew their membership yearly.

SECTION 10. VOTING PROCESS
Candidates for Executive Cabinet positions can be nominated or self-nominated. Voting will be done in a secret written manner. Voting shall occur during the Spring Semester of the second year term.

ARTICLE V - DUTIES OF THE OFFICERS

SECTION 1. ROLE OF President
   Officially call the meeting.
   Approve the meeting agendas.
   Secure approval of minutes.
   Call the votes.
   Provide leadership for and represent JFSFA at various KSU events.

SECTION 2. ROLE OF Vice President
   Call meeting in the absence of the President.
   Assist President with creating the meeting agenda.
   Oversee the membership process.

SECTION 3. ROLE OF SECRETARY
   Record the minutes of all regular JFSFA meetings and distribute them as appropriate.
   Responsible for JFSFA marketing and public relations events and activities.

SECTION 4. ROLE OF TREASURER
   Membership Administration: maintain a record of JFSFA members and dues collected.
   Maintain a record of JFSFA finances and/or budget.
   Submit a budget report as requested by the President or Vice-President.
   Responsible for fundraising activities.

ARTICLE VI - MEETINGS

SECTION 1. REGULAR MEETINGS
   JFSFA shall hold at least one meeting during the fall and spring semesters on a day that works best for the majority of members.

SECTION 2. VOTING
   Each member of JFSFA has a vote. The President shall serve as a tie breaker as needed.
SECTION 3. QUORUM
A simple majority of voting members of JFSFA in attendance for the vote shall constitute a Quorum. Once a quorum has been confirmed by either the president (or vice-president, if the president is not present), voting can commence.

SECTION 4. PROXY VOTING
Proxy voting by absent members shall be permitted via electronic mail. Members voting via email must be notified of the vote one week prior to the meeting and must respond 24 hours prior to the meeting.

ARTICLE VII - FISCAL POLICIES
The fiscal year for JFSFA shall be August 1 (start) through July 31 (end).

ARTICLE VIII - DISSOLUTION POLICY
In the event of dissolution of JFSFA, any/all the assets of JFSFA will be distributed to the Kent State Hillel Organization.

ARTICLE IX - AMENDMENTS
Amendments to these bylaws may be made by majority, providing that membership has received notification of the proposed change(s) at least 30 days in advance of the meeting

Effective Date: January 22, 2024