



Constitution:

- I. **Mission Statement:** The mission of the Coalition of Hopkins Advocates for Israel is to provide the greater student body with awareness and information about the State of Israel; this is accomplished through weekly group meetings at which a committed group of students engage in discussion and organize events.

Positions and Responsibilities:

President:

- Decide on a weekly meeting time for the group
- Email the entire group each week with an announcement of that week's meeting
- Prepare agendas prior to each meeting
- Direct all PR and marketing for group's events
- Oversee all decisions made on behalf of the group

Co-Presidents:

- Responsible for dividing the responsibilities listed of the President in an organized and equal manner.

Vice President:

- Assist in president's responsibilities with meeting preparations
- Presides over meetings if President is absent
- Make any reservations needed and work out logistics for events that are required such as rooms, equipment, speakers, etc.
- Email group with meeting and event reminders
- Assist treasurer in application for grants
- Assist in marketing for events

Treasurer:

- Keep records and receipts of all monetary transactions
- Allocates funds with approval of President
- Keep a balance of the group's funds, grants, donations, etc.
- Have group's balance available at the start of each meeting
- Apply for grants when needed
- Represent CHAI at any SAC meetings if needed
- Prepares expected annual budget

Secretary:

- Attend each meeting and take detailed notes of what is discussed and decided during those meetings.
- Keep and update records with contact information for group members
- Email out the notes for each meeting to all members in a timely fashion.

- Write any letters that are needed: invitation, thank you letters, etc.
- Assist in writing materials for marketing

Position of Co-Presidents:

- CHAI will allow co-presidents to serve as long as at least $2/3$ of the members vote in favor for both parties to serve as co-presidents.
- Co-Presidents may serve for either one or two semesters. In the case of the co-presidents serving for one semester, one of the presidents may continue to act as president during the second semester without an election. A new president will only be elected for the second semester based on a $2/3$ vote of the group.

Amendments:

- Amendments to the constitution may be made based on a $2/3$ vote of the members present at the time of the vote after the executive board has reviewed and approved of the amendment.

Impeachments:

- During the course of the academic year, any member holding a board position may be impeached.
- An impeachment may result from a person not performing his/her assigned duties in the group or lack of involvement/attendance in meetings along with events and programs.
- An impeachment can only occur based on a $2/3$ vote of the members.