
Shabbat Committee Charter

1. Article I: Mission Statement:

a. The Shabbat Committee is responsible for enhancing the Shabbat experience of the Kedma Community (as defined by the Kedma Constitution and By-Laws), and providing them with a meaningful Shabbat environment. The Shabbat Committee will accomplish this goal by creating programming that reflects the Community's desires and needs.

2. Article II: Definitions:

a. The General Shabbat Committee, hereafter the General Committee, is defined as being responsible for the whole of the Shabbat experience.

i. General Committee members are responsible for working with the Committee Chair in all aspects of Shabbat in addition to a specific focus each week as decided by the Committee Chair; see below Article IV.2.

b. A subcommittee is defined as a person or persons who form a committee under the rules set forth by the Executive Board to focus on enhancing a single aspect of the Shabbat experience.

c. Any use of the word vote or voting needs a 2/3 majority vote to pass a resolution unless otherwise specified.

i. Voting eligibility is defined as being a member of the General Committee and being present at the meeting. A General Committee member cannot have another person vote on their behalf, regardless of that person's standing in the Community,

d. Community, spelled with a capital C, refers to the Kedma community.

3. Article III: The General Shabbat Committee (the General Committee)

a. The Shabbat Committee is led by the Committee Chair and the General Shabbat Committee. Membership is governed as follows:

b. Membership and Eligibility

i. Any member of Kedma, as defined in the Constitution and By-Laws, is eligible to be a member of the General Committee.

ii. Members can join via a walk-on application process until the Committee reaches 7 members, excluding the Committee Chair.

iii. Once the Committee has more than 7 members, one must apply to the Committee and then the existing Committee will vote on admittance. A 2/3 majority is needed to add a new member.

iv. Once the Committee reaches 10 members, excluding the Chair, admittance to the General Committee will be closed.

v. General Committee members may resign by sending a formal email to the Committee Chair declaring their intentions at least a week before resigning.

1. Any Committee member who resigns is only allowed to rejoin the Committee via application and the majority voting process.

vi. A General Committee member may be asked to resign by the Committee Chair if he/she is not fulfilling his/her duties, or not acting with the proper conduct.

1. General Committee members will be given two separate written warnings by the Committee Chair that they have unsatisfactory performance in their responsibilities before the Committee votes to ask them to resign.

c. Subcommittees

i. Any Kedma member may form a Subcommittee or subcommittees, as long as they fill out the New Committee Charter Form, as per the Executive Board's decision.

ii. Being on the General Committee does not exclude a member from being on a Subcommittee or any other committee.

iii. Subcommittees will update the Committee Chair on at least a weekly basis (See below Article IV.4) through e-mail, and schedule meetings with the Committee Chair as needed.

4. Article IV: Member Rights and Responsibilities

a. Responsibilities of the General Committee

i. In addition to the general responsibilities of the General Committee enumerated in Article I, the General Committee's additional responsibilities include, but are not limited to:

1. Setting up the Shul prior to Friday night prayers.

2. Finding speakers to give Divrei Torah Friday night and during Seudah Shilishit (between Mincha and Slow Shira)

3. Setting and clearing the chairs before and after Slow Shira, as well as picking the songs and leading Slow Shira.

4. Picking someone to lead Long Havdallah and Short Havdalah.

5. Coordinating with "Shabbat Crew" and Hillel Staff to make sure all is set for Shabbat.

6. Organizing Onegs and Tische for the Community.

7. Plan and coordinate with the Education Committee for Lunch-,n-Learns, and

Scholars-in-Residence.

8. Anything else that will make the Shabbat experience better from a Communal perspective.

b. Committee Chair

i. The Committee Chair's responsibilities include, but are not limited to:

1. Supervising the General Committee and Subcommittees, being the Committee's public representative, and striving towards accomplishing the Committee's goals.

2. Being a liaison to the Executive Board.

3. Creating a rotation of specific tasks that each Committee member is responsible for per Shabbat.

a. These tasks may include, but are not limited to the responsibilities listed above in Article IV.1.1.

c. The General Committee

i. Members of the General Committee are responsible for:

1. Assisting the Committee Chair in every way possible in accomplishing the Committee's goals.

2. Attending weekly meetings.

3. Accomplishing their task(s) for the week in a timely fashion, and reporting to the Committee Chair on the status of completion for their task(s).

d. Subcommittees

i. Subcommittees are required to fill out the Kedma New Committee Charter as per the Executive Board's decision.

1. Prior to submitting the Charter form, the Subcommittee must meet with the Committee Chair so they can write a document detailing operating procedures, deadlines, etc. to be included in their Charter. 2. It is up to the discretion of those making the Subcommittee how they want

their committee to run, but ultimately, it must answer to the General Shabbat Committee Chair. ii. Subcommittees are responsible for accomplishing whatever is written in their

Mission Statements.

iii. The General Committee will assist any and all subcommittees in their Missions.

iv. Subcommittees must update the Committee Chair at least once a week by email or

by face to face conversations followed by an e-mail summarizing the update.

v. In the week leading up to the event or program that the subcommittee is running, they must update the Committee Chair at least twice, and any time a change, issue or something unforeseen arises.

5. Article V: Elections

a. Applications to the General to Committee are open during the University of Maryland academic year, i.e not during winter or summer breaks.

i. Applications to the General Committee may be closed if membership exceeds 10 people, as noted above in Article III.2.

b. Election of the Committee Chair will be towards the end of the fall semester, following the week that Executive Board elections are held.

c. Only the Committee Chair or an active member of General Committee, who has been a member for at least a semester, may run for Committee Chair.

d. Election Process:

i. If the current Committee Chair chooses to not run, then he/she will be the election officer.

1. If the Committee Chair chooses to run, the Current VP, and soon to be President of the Executive Board will serve as election official.

a. A person can only be Committee Chair for two terms.

ii. During Election week, there will be at least 2 meetings: One on Sunday, and another not before Wednesday.

1. At the Sunday meeting, all members running for Chair must formally declare their intentions to run.

2. At the second meeting, each candidate will be given 2-3 minutes to say why he/she feels they are the best choice for the Chair. No other forms of campaigning are allowed. iii. The night following this meeting, an online submission form will go out to all General Committee members, in which they can vote for 1 candidate.

1. Only the election official will be able to access the information from this online form.

2. The election official will contact all candidates prior to e-mailing the Committee with the election results.

iv. The new Committee Chair officially takes office when the Executive Board switches office.

v. The old Committee Chair has the option of staying on the Committee, even if admittance is due to maximum membership. This allows the new Committee Chair to assume office with a Committee that will still be at maximum membership.

6. Article VI: Amendments

a. Amendments must be proposed at a General Committee meeting and voted upon by 2/3 of the present Committee.

b. All amendments must be documented in chronological order below.

7. Article VII: The Shabbat Subcommittees

a. In recognition of the time and devotion that previous Subcommittees have given to the Kedma Community, they are to be documented and acknowledged below after their formation:

8. Article VIII/Amendment 1: Merger of Eruv Committee and Shabbat Committee

The Eruv Committee shall become a part of Shabbat Committee, with rights and responsibilities as follows:

- The head(s) of the Eruv Committee will run the Eruv Committee as they see fit. All matters regarding the checking and maintaining of the Eruv will be dealt solely by the Eruv Committee and/or whomever the head(s) deem acceptable to check and maintain the Eruv.
 - The head(s) of the Eruv Committee will be chosen internally by the Eruv Committee.
 - Members of the Eruv Committee will not be responsible for any Shabbat Committee related jobs.
 - General members of Shabbat Committee will not be responsible for anything Eruv related.
 - Any funds required by the Eruv Committee will either be supplied or reimbursed by Kedma. The Shabbat Committee Chair will act as a liaison between the Eruv Committee and the Kedma Board. To this end, the head(s) of the Eruv Committee will inform the Shabbat Committee Chair of the Eruv's status every week, so that the Kedma Board may better inform the Kedma community of the Eruv's status. The Shabbat Committee Chair will also act as a go-between for the Eruv Committee and the Kedma Board should any disputes or issues arise.
 - The JLIC Rabbi will have the final say in all halachic issues pertaining to the Eruv.
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9. Article IX: The General Committee:

a. In recognition of the time and devotion that previous Shabbat Committee members have given to the Kedma Community, they are to be documented and acknowledged below after their inauguration:

i. January 2012-

1. Committee Chair: Zach Felder

2. General Committee:

- a. Benjy Levi
- b. Binyamin Besser
- c. Jacob (George) Schulman
- d. Jacob Sacks
- e. Jonathan Margulis
- f. Josh Nehrer
- g. Nathan Lauer

ii. September 2012-

1. Committee Chair: Jonathan Margulis

2. General Committee:

- a. Binyamin Besser
- b. Jacob Sacks
- c. Nathan Lauer
- d. Leo Traub
- e. Yeshaya Clair
- f. Esther Nehrer
- g. Aaron Steppa
- h. Shimon Epstein

iii. January 2013-

1. Committee Chair: Jonathan Margulis

2. General Committee:

- a. Binyamin Besser
- b. Yeshaya Clair

- c. Joey Eleff
- d. Shimon Epstein
- e. Esther Nehrer
- f. Nathan Lauer
- g. Jacob Sacks
- h. Aaron Steppa (Slow Shira Chair)
- i. Leo Traub

iv. September 2013-

- 1. Committee Chair: Shimon Epstein
- 2. General Committee:
 - a. Yeshaya Clair
 - b. Joey Eleff
 - c. Justin Kelman
 - d. Jonathan Rosenberg
 - e. Jacob Sacks
 - f. Aaron Steppa (Slow Shira Chair)
 - g. Carol Teitelbaum
 - h. Leo Traub
 - i. Jeremy Trubnick