

BYLAWS  
WFU Jewish Staff & Faculty Affinity/ Affiliation Resource Group (JARG)  
(Approved 8-24-2022)

**ARTICLE 1 – Name**

The name of this WFU Affinity Resource Group (ARG) shall be the “Jewish Affinity Resource Group”- JARG.

**ARTICLE 2 – Mission and Objectives**

Section 1. The mission of the WFU Jewish Affinity Resource Group (JARG) is to foster a welcoming and inclusive environment at Wake Forest University for individuals identifying as Jewish, and their allies.

The group will serve as a resource to Wake Forest University to positively influence the environment and to assist the University in achieving its diversity, inclusion, and equity vision by creating awareness of our JARG, events, networking opportunities, and innovative ideas.

Section 2: These are the primary objectives of the JARG:

- Educate, raise awareness, and share information about intersectional issues that face the Jewish community, as well as those issues that affect other historically marginalized communities at WFU (since these are often the same, including racial minorities who are Jewish, non-citizens who are Jewish, and racism and homophobia within the Jewish community itself);
- Provide professional development, networking, and cultural appreciation opportunities;
- Improve diversity, equity, inclusion, and belonging;
- Offer a forum in which staff/ faculty/ community concerns can be made known to the University.
- Recruit Jewish faculty and staff who are reflective of the diverse students and communities served by WFU;
- Foster an environment of inclusion for Jewish faculty and staff;
- Enhance the career pathways of Jewish faculty and staff, including to all echelons of the University structure;
- Serve as institutional change advocates who mobilize to provide diverse representation and experiential knowledge, facilitate dialogue, and represent the interests of underrepresented communities to support the mission and core functions of the institution;
- Provide learning, professional development, mentoring, and networking opportunities;
- Offer social and community engagement through programming and volunteerism throughout the university, in Jewish circles, and in the larger community;
- Connect and collaborate with other ARGs and campus stakeholders to act as thought partners, harness knowledge, and share resources to foster intersectional awareness;
- Contribute to equitable and inclusive faculty and staff recruitment and retention efforts;
- Partner with and support causes that enhance students’ lives.

- Build an internal support system for Jewish staff and faculty within the University
  - Reduce isolation
  - Address issues/concerns
- Assist in driving organizational initiatives that maximize the development of Jewish employees
  - Networking
  - Mentoring and coaching
- Support the University's efforts to attract and retain the best Jewish talent
  - Work/Life Balance
  - Recruiting Strategies
  - Retainment Strategies
- Assist the University in creating and sustaining a diverse and inclusive work environment
- Engage Jewish Staff and Faculty of all backgrounds to become members
- Lead other employees toward a better cultural understanding
- Assist the University in fostering an environment of inclusiveness

### **Article III – Participation**

Employees who take part in any leadership role of WFU JARG (such as Chair, Vice Chair, or Secretary) should obtain supervisor approval to hold a leadership role since there is a commitment expectation to work towards stated JARG goals. If an employee does not feel safe discussing their Jewish identity with their supervisor but wants to hold a leadership position in JARG, they should contact WFU Chief Diversity Officer for assistance.

Similarly, employees who take part in JARG as a participant (non-leadership role) during their normally scheduled working time must have supervisor approval. Employees do not need supervisor approval to take part in JARG activities on their own personal time (not normally scheduled working hours).

Membership is open to all faculty, staff, and administrators of the University. This also includes contingent workers of WFU who possess DeaconOne Cards and have a WFU email, such as those employed by Harvest Table Culinary Group, Budd Group, and Hillel International. Members must meet and maintain the following eligibility requirements:

#### **CRITERIA**

- Members must be employed by Wake Forest University or possess a Deacon One card as an affiliate working on the WFU campus
- Membership is open to all University employees interested in supporting and learning more about Judaism.

- Membership is voluntary.
- Attendance at a majority of JARG meetings – as determined by the elected officers, or leadership.
- Support the core values of the University.
- Support Jewish values, including but not limited to Tikkun Olam (Repairing the World), Tzedakah (Charity/ Justice), Chesed (Loving-Kindness), B'Tzelem Elohim (the infinite worth of every human life - created in the image of the Divine), Hospitality, Caring for the Stranger, Lashon HaTov (Holy speech)
- Be an advocate for the University's diversity, inclusion and equity goals.
- Confidentiality where appropriate

## **LEADERSHIP**

- New and replacement leadership members will be determined by members and will serve a 12-month term (unless there is voluntary attrition, or the steering committee recommends a change)

## **CONFIDENTIALITY**

Opinions, experiences and ideas shared by members of the JARG during meetings or related activities and any records thereof, shall be held in confidence and such records shall remain the sole and exclusive property of the University.

## **ARTICLE 4 –Meetings**

Section 1. Annual Meeting - The WFU Jewish Affinity Group (JARG) will hold an annual meeting to conduct elections of officers. The meeting will be announced at least two weeks in advance.

Section 2. Regular Meetings - The Jewish Staff and Faculty Association must meet twice a year (once a term in Spring and Fall) at a time and date that is set in advance by the JARG's leadership. Meetings will occur at times that increase the likelihood that all faculty and staff members can attend. All official meetings should be announced at least seven days in advance. Members include people who self-identify as a Jewish person or as an Ally. All people present at meetings can vote.

Section 3. Meeting Minutes – The secretary of the JARG will document all formal business that occurs at the meeting. Meeting minutes must be sent to all members within a week.

All JARG meetings and/or teleconferences will be managed in the following manner:

- Attendance
- Old business
- Items discussed
- Decisions made
- Action items
- New business

- Next meeting date and agenda

Section 4: Protocol - All JARG meetings and/or teleconferences shall be conducted in accordance with the following inclusive behaviors:

- Share freely of member's experiences
- Encourage others to share freely
- Allow one conversation at a time
- Respect unique/different points of view
- Agree to disagree
- Confine comments to the issue at hand
- Be sensitive to everyone's time
- Be considerate of the feelings of others
- Provide a timekeeper as needed
- Maintain the confidentiality of internal issues
- Be creative and encourage creativity in others
- Be an active communicator and listener
- Think about the greater good of the organization as a whole

## **ARTICLE 5 – Officers**

Section 1. Leadership. The JARG shall have a Chair, Vice Chair, and Secretary. Each Officer must be a member of the JARG. No individual can serve more than three consecutive one-year terms in the Office of Chair or as Vice Chair. All Officers must be in good standing at the time of election.

Section 2. Chair. The Chair shall preside over JARG meetings and serves as the official liaison between the JARG and the Office of Diversity and Inclusion. The Chair shall appoint all leaders of special committees with the approval of the membership. The Chair also represents the JARG at public meetings and events, university programs, and other authorized occasions. The Chairship should rotate between faculty and staff, with neither group serving more than three consecutive terms.

Section 2. Vice Chair. The Vice Chair shall support the Chair in presiding over JARG meetings and serves as a representative between the JARG and the Office of Diversity and Inclusion in the absence of the Chair. The Vice Chair is responsible for the collection and distribution of all monies as well as keeping accurate financial accounting of all JARG monies and resources. The Vice Chair also assumes the duties of the secretary in their absence.

Section 3. Secretary. The Secretary will record, maintain, and distribute minutes for each meeting with the membership. The Secretary is also responsible for handling, receiving, and retaining any administrative paperwork between the JARG and the University, including both formal and informal correspondence. The Secretary serves in the absence of the Vice Chair when not present.

Section 5. Participation. Officers are responsible for attending JARG monthly meetings. All Officers are members of the executive board. The executive board has the authority to carry out the provisions of these bylaws and to expend funds in line with the wishes of the membership. An officer who is absent from three (3) consecutive meetings without approval from the Chair must vacate their role. Officers may be removed by a  $\frac{3}{4}$  vote of the active membership.

## **ARTICLE 6 –Membership and Elections**

Section 1. Membership in the JARG is open to all individuals of any identity who have a commitment to issues facing Jewish faculty, staff, and students. Anyone who self-identifies as Jewish or as a Jewish Ally, can become a member. There are no applications - just verbal or written confirmation.

Section 2. Elections. All self-identified members can vote in elections. Votes are affected by a simple majority vote of active members. The bylaws can only be changed with a vote from at least two-thirds of the active membership.

## **Article 7 – Adoption and Amendments**

This charter shall take effect immediately upon being put in final format and approved by the 2/3 vote of the JARG membership and the ODI.

Any member of the JARG, the executive committee and/or the ODI may propose amendments. Adoption of amendments shall be subject to the same approval process as that of the founding charter. Approved amendments will be incorporated into the charter and shall take effect immediately, or as described in the amendment.

This charter is created as a framework around which the JARG will carry out its mission. It is not intended to be a contract and may change as business needs change.

JARG Bylaws drafted by Malika Roman-Isler (WFU ODI) & Gail Bretan (Jewish Life) on 1-18-2022, and shared with individuals for feedback throughout the Spring 2022 semester.  
Reviewed by Group #1 on 5/11/2022. (see notes)  
Reviewed by Group # 2 on 5-26-2022  
Reviewed by all Jewish Faculty & Staff between 6-9-2022 to 6-29-2022  
Election for adoption of bylaws occurred. August 2022.  
Bylaws approved by unanimous vote on 8-25-2022.