

The Bayit Constitution

Beit Ephraim Food Co-op

535 West 112th Street

New York, NY 10025

In memory of Ephraim Sherrow

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1. Editor’s Note

This document is based on “Life at 535 West 112th St.: A guide to the Columbia Bayit” which was maintained by Benjamin “Belgium” Muller. The format was created and edited by the current Internal Manager, Barry Rafkind on Sunday, April 30th 2006.

This version contains recently approved amendments including the creation of a Kitchen Manager position and a formalized Storage Closet policy. Certain changes in policy and wording reflect contemporary standards and traditions and may not have been officially approved as amendments. Future maintainers of this constitution should be encouraged to add detail in the appropriate places to further clarify the description and rules surrounding life at the Bayit.

The most updated form of this document shall be posted on the Bayit website for all present, former, and prospective members to review.

In your service,

Barry Rafkind

Internal Manager, Fall 2005 – Spring 2006

Toranut Coordinator, Fall 2004 – Summer 2005

Bayitnik, Summer 2004

2. Foreword

Shalom u'Bracha! Greetings and salutations! It is our pleasure to welcome you to this humble little packet which we hope will serve as a useful guide to living at the Columbia Bayit at 535 West 112th street. The following pages do not necessarily represent the final word regarding life at the Bayit, nor can they answer all of the questions you may have about living at the Bayit. Life at the Bayit changes on a daily basis and is always taking on new shapes and forms of expression. There are frequently new rules and regulations being discussed and voted upon, as well as all sorts of changes being made to improve the entire experience for each and every Bayitnik.

We often encounter people who require a quick summary of the Bayit, an off-the-cuff definition that can provide as accurate a description as possible of what it is like to live here. The following is the gist of our reply: The Beit Ephraim Food Co-op (Bayit) is a unique Jewish communal living experience in a 6-story apartment building for 28 students at Columbia and its affiliated schools. All streams of Judaism are represented at the Bayit. Students from every denomination and from widely different walks of life have made the Bayit their home. Our relationship with one another is founded upon respect and sensitivity towards each other's beliefs, and the desire to create an alternative dormitory experience in a big city. If you are seeking a diverse Jewish living experience and are willing to contribute to communal responsibilities, then the Bayit might very well be a place for you.

We hope the information provided will be useful to you, and thanks for your interest in the Bayit!

B'ahava,

All the Bayitniks

3. History

Accounts differ somewhat as to how exactly the Bayit got started. Some say it was in response to the BSO's (Black Students Organization) decision to found a house of their own. Others claim that a group of Jewish students ended up with unusually bad lottery numbers for housing, and decided to take their own initiative to secure a decent place to live. Another account speaks for the idealism of a group of friends who sought a different experience from living in the University dorms.

Regardless of the motives behind its founding, the Bayit was established in 1972 with the assistance of Rabbi Sheer, the former Columbia Jewish Chaplain, and with help from the Jewish Campus Life Fund, and it has persisted through ups and downs ever since. Its official name is the Beit Ephraim Food Co-op, named for Ephraim Fred Solomon Sherrow, a former doctoral candidate in sociology at the Graduate School of Arts & Sciences who was active in the Jewish campus life. Ephraim Sherrow was one of the founding members of the Bayit, but unfortunately passed away one year before it opened as a dormitory, and thus the house now bears his name.

Previously, the building at 535 West 112th street was originally called the 'Hotel Royale,' a neighborhood fixture known primarily for its shady dealings and ill reputation. Needless to say, this all changed with the arrival of an upstanding, idealistic group of students.

The renowned sociologist Steven Martin was a resident at the Bayit. None other than Rabbi Joseph Telushkin and Dennis Prager lived there as well, in fact one of their most notable collaborative works "Eight Questions People Ask About Judaism" was partly written at the Bayit. The famed author, columnist, and social critic Leon Wieseltier, of The New Republic fame, also took up residence at the Bayit as a student at Columbia. Dore Gold, minister in the Knesset in Israel, was a Bayitnik as well.

It was the best-selling author Herman Wouk's promissory note that saw to the founding and renovation of the Bayit. His son, Joel Wouk, was a prominent Bayitnik in his own right. From the outset, the Bayit proved to be so popular that within a few years, the 'Bayit Sheni' (Second Bayit- refers to the Second Temple)

was founded nearby, at 552 West 112th street. There have been unconfirmed reports of a third Bayit, colloquially referred to as the 'Bayit in Galut' (Bayit in Exodus) that was apparently founded during a renovation at the Columbia residence "The Carleton Arms" when a group of Jewish students were left without housing. However, as of today there is but one Bayit to speak of, the only housing option of its kind that has persisted for more than thirty years.

Since 2001, the Bayit has been going through an extremely positive revival. Each resident always strives to leave the house in a better and more improved condition than when he/she first moved in. The only way to ensure that the Bayit will persist as a residence and Jewish home for future students to enjoy is to invest one's time and effort towards making it a pleasant place for all. Former residents keep in touch and often drop by to visit. If you ever find yourself wondering about what's up at the Bayit, just stop by for a visit and hang out or join us for dinner, we look forward to welcoming you.

4. Kupah Money

All members of the Bayit pay money called Kupah that goes toward food, supplies, magazines, and other expenses as approved by the house or the executive (e-board). Currently, Kupah is \$182.50 per month (divide by 4 to get the weekly amount). Kupah should cover the period from the start of classes to the end of final exams. No Kupah is collected during Winter break.

The total Kupah amount for the semester is typically calculated at the beginning of the semester. Then, half of this total is requested at the first general meeting and the second half is collected at the second general meeting. Checks should be made out to "Beit Ephraim Food Co-op" and given to the financial

manager. As an incentive, the Internal Manager, External Manager, and Kitchen Manager pay half Kupah.

5. Security and Keys

Letting Strangers Inside

Both doors in the entrance must be kept closed at all times. Security and safety is of the utmost importance, and it requires that everyone maintain their awareness at all times. Do NOT let any strangers in. If someone whom you do not recognize shows up at the front door, do not let him or her in. This may seem impolite, even if they are coming to see someone who lives at the Bayit, but they will understand. If they give the name of a resident, call or go look for that person first before letting the guest into the house. Just be polite and friendly, any reasonable person would do the same thing.

Keys

All residents should receive a set of three keys: room key, elevator key, and building key. Please do NOT give your keys to anyone. You alone are responsible for it. Making copies of Bayit keys is strictly prohibited.

6. Facilities

Library

Please note: as of this writing, the library, like the rest of the communal areas on the main floor, is Shomer Shabbat (Shabbat observant). The Library is basically a lounge and study area. It consists of two couches, a carpet and coffee table, two study desks with chairs, large bookcases with a variety of sefarim (holy

books on Jewish religion and spirituality) and secular literature. A piano sits in the corner, and can be used by anyone, just be considerate if there are people in the room who are studying quietly. There generally are also a bunch of board games and a deck of cards under the coffee table.

This is a common area used for studying and hanging out. The Bayit executive board (e-board) meets in the library once a week for an hour. On special occasions, the Library may be reserved for personal use. To do so, you must consult with E-Board regarding details of the event you have planned, and you must post a sign in advance on the door, as well as note that you will be using the room on the guest sign-up sheet in the dining room.

Do not leave your things lying around here, it inconveniences others and is a mark of disrespect to the people you live with. There is also a bathroom connected to this room, please keep it clean.

Mailboxes

Mail is distributed daily by the Social Coordinator. Each resident has his own mail slot in the foyer downstairs. If you receive a package, the Social Coordinator will place a yellow slip in your mailbox. Please return this slip to the Social Coordinator's mailbox when you retrieve your package from down below. If your package is insured, and seems expensive or breakable, you will receive a pink slip, and can retrieve your package from the Social Coordinator's room.

Bulletin Boards

A general bulletin board is located at the right of the mailboxes. It displays the addresses of old Bayit members as well as upcoming communal events,

postcards addressed to everyone in the Bayit, and news articles featuring Bayitniks.

There is another bulletin board to the left of the elevator, for the Executive Board. Important notices are posted here, PLEASE READ THEM ALL. Information about E-Board and Buyer positions are filled here. The Shabbat meals sign-up sheet is posted here as well. Remember to sign up in time if you intend to have dinner on Friday night or Shabbat day!

A large bulletin board hangs in the wall in the dining room. Posted here is the cooking schedule, toranut cleaning schedule, guest room sign-up sheet, list of dietary restrictions, food request sheet, and other policy announcements.

The dining room also has a dry-erase board intended for announcements and doodling. Please return the marker to its proper spot after use.

Cleaning Supplies Closet

This closet should contain all equipment necessary for performing cleaning chores. There are brooms, dust pans, cleaning sprays, and other equipment stored on the shelves in back.

Dining Room

This is the main hangout area of the Bayit and generally requires the most work to keep neat and clean. Entering the room, three couches and two coffee tables are directly in front of you. Newspapers and magazines arrive on a daily basis, please do NOT take them up to your room, they are meant for everyone to enjoy. If you notice that a particular publication is outdated, please toss it in the appropriate recycling bin.

To the right of the entrance from the foyer, there stands a wooden closet that houses open cereal boxes, all types of bread, pitas and wraps, and snacks. You will also find table cloths, and garbage bags in here. Next to the closet is a dairy refrigerator meant for open items such as juices, milk cartons, and condiments. Bread WITHOUT preservatives is stored in the bottom drawer of the fridge. **This particular closet and fridge area is for dairy items only.**

Kitchen

Fully Equipped KOSHER KITCHEN:

Please note: BLUE side and utensils are dairy, RED is meat. Make sure to get a Kashrut orientation before cooking anything.

- a. By the entrance is the pantry room, stocked with all of the disposable items, as well as unopened boxes of cereals, all sorts of pasta, rice, couscous, dried fruits, instant oatmeal and much more.
- b. In the cabinets above the meat area are various cooking items, teas, spices, canned foods and more (the cabinets are labeled).
- c. The walk-in fridge, Mr. Winter, is separated into meat (right), dairy (left), and produce (back). The top shelf on the meat side is for private food, but must be marked with a name and date. The top shelf on the dairy side is the “bulk shelf” – mostly for unopened cartons of juice. *Keep the fridge light off when you are not using the fridge – except on Shabbat.*
- d. Across from the walk-in fridge is a dairy fridge and the bulk freezer. This refrigerator stores UNOPENED milks, cheeses, yogurts, and soy products. Please do not overstuff the freezer. The freezer is separated meat (red) and dairy (blue), please put food in accordingly.

- e. In the back of the kitchen are the gas ovens, two for meat, and one for dairy. The gas stovetops can be used interchangeably for meat and dairy.
- f. Across from the ovens is the Dairy sink and microwave (no metals in the microwave!).
- g. To the right is the back door that leads to the garbage bins under the stairs. Keep this door closed, but if you must go out, it's important to prop the door because it will lock you out if it shuts behind you.
- h. Most importantly, after you cook, you must clean up and wash dishes so we do not get bugs etc. Though it is a particular Toranut job, it is everyone's responsibility to help with garbage disposal.

Food

All private food in the common area should be labeled with a name and date. No non-kosher food should be in the common areas (a list of kosher food symbols is on the dining room bulletin board). Since the food is bought for everyone, try to be respectful of others and take *only* a fair share. Remember you are sharing the food with MANY other people. Remember to seal any food items before putting them away. When you are done eating or cooking, make sure to put all food away properly and leave the area spotless.

Deliveries

When a delivery arrives please DO NOT TOUCH it unless it is urgent, and be sure to speak with one of our bulk unpackers and inform them of what exactly you are taking out (Deliveries should remain in the walk-in fridge if an unpacker cannot immediately unpack). The bulk unpackers must be able to check that we received everything we ordered from Fresh Direct or Your Grocer. This

procedure will avoid problems we've had in the past with food being removed from orders before it was recorded as having been received.

Requests

Although online food buyers shop from a "Staples" list, reasonable requests are welcome both for personal and for communal cooking needs. If you have a request, please check online at www.freshdirect.com or www.yourgrocer.com to see if it is available/kosher. If it is available, add it to the online food buyers' list. If it is NOT, please add your item to the "Miscellaneous" food buyer's list (MOST food items are obtainable online, please remember this when writing your request!).

- a. ***Please include a specific quantity of the item you request!***
- b. If you think your request should be a staple, please speak with a food buyer.
- c. All food buyers shop 2x a week
- d. Online shoppers shop on Sunday and Wednesday – food is delivered on Monday and Thursday.
- e. Miscellaneous buyer shops Sunday morning and Thursday evening.
- f. Please put down any requests by after Shabbat for Sunday/Monday deliveries and Tuesday for Thursday deliveries.

Elevator

The elevator is available at all times including on Shabbat. A key is necessary to call the elevator to and from the basement. If the elevator breaks, let the external manager know, but call the superintendent, Columbia security, the

police, or the fire department in an emergency. The elevator walls are frequently used to post announcements.

Basement / Laundry Room

You can access the basement/laundry room by turning your laundry key in the “B” button in the elevator. Do not leave your key in the slot, you will need it to get back up from the basement.

The basement contains two free washers and dryers for communal use. To activate the washers, just push the coin slot all the way in. Make sure the machine is closed properly. The Bayit provides detergent, bleach and fabric softener. Please remember to keep this room clean, this includes **rinsing out the detergent cup after you use it and wiping off the machines if you spill detergent on them.**

Note: keep in mind that other people need to use the machines, remember to take your clothes out on time. Just the same, if you want to use the machines and someone else’s clothes are in there, be a mensch. Put wet clothes in the dryer, and put dry clothes in a clean garbage bag and leave it on the folding table.

Food and kitchen equipment for Passover are also stored in the back of the basement.

TV Room

The TV Room is equipped with a large screen TV, tv cable, a VHS/DVD player and an Air-conditioner.

- a. To use these appliances, first turn on the cable box, then the TV. If you want to play a DVD push the TV AUX. button to video3.

- b. Do not touch any of the settings or wires of any of the TV room appliances.
Please keep the room neat.
- c. Please keep the volume low so as not to bother the residents in the 6th floor hallway. This is especially important at night when Bayitniks go to sleep.
- d. If you want to reserve a program at a certain time, sign up in advance on the sign-up list posted on the door.
- e. The TV room is a last resort guest room. If a guest is going to sleep in the TV room, s/he must be signed up for it in advance. **Please maintain proper hygiene by provide linens if your guest is going to sleep on the couches.**
- f. This room is currently not *Shomer* Shabbat – it may be used on the Sabbath.

Bathrooms and Hallways

- a. Each floor has a rear and front bathroom. They are cleaned weekly by Columbia, so please do not leave a mess there.
- b. Keep your shower curtain spread out to keep it from molding.
- c. Prevent mildew by keeping the bathroom door propped open at all times that the bathroom is not in use!
- d. Gentlemen: if you are sharing the bathroom with females, leaving the toilet seat down is a gesture that would make your mother proud of you. Please remember to do so. And remember boys, we aim to please. You aim too please! (hamevin yavin)
- e. Hallways should be clear at all times. Do not store your personal items in the hallways.

Hallway Closets

1. Residents in the 01, 02, and 03 rooms have free use of the hallway closet on the same floor. The Internal Manager shall mediate any disputes over use of the hallway closet.
2. At the beginning of each semester, residents in the 01, 02, and 03 rooms should meet to survey and clean out their hallway closet. They should discuss and arrive at a mutually agreeable way to organize and divide the available space.
3. Any other member wishing to use the storage space in a hallway closet must get consent from all three residents in the respective 01, 02, and 03 rooms on the same floor. However, if any of those three residents later decide that the alien member's belongings must be removed, then he or she shall comply with the request *in a timely manner*.
4. The Toranut Coordinator may request residents in the 01, 02, and 03 rooms to clean their hallway closets during Bayit Cleaning Parties.
5. At a convenient time near the end of each semester, all three residents who make use of the closet shall meet to survey the space and throw away any trash or extraneous things that are not labeled and can not be claimed by another member. Effort should be made to identify the owners of all belongings in the closet.
6. If a closet is being cleaned out, then after due notice has been given, unclaimed items with labels may be disposed of or given away after a reasonable period of time. Neither the Bayit nor its members shall be held financially responsible for the loss or damage of anything stored in hallway closets.
7. When a Bayit member moves out, the deposit shall only be returned after he or she has checked for and removed all belongings in hallways closets.

Private Rooms

- a. Common rooms are shared and one must obviously be respectful of others there. Your room is your castle and you can keep it as you please, but still be respectful of your neighbors.

- b. To use your room phone, you must get a PSC code form Columbia. Go to the Computer Center on Columbia's campus and ask for one. (If you do not know where it is, don't be afraid to ask an experienced Bayitnik!) To make a phone call (outside of Columbia's system) dial 96 [PSC Code], wait eight seconds for a dial tone and dial as you normally would. When dialing within the Columbia system, dial the last five digits of the phone number only (no PSC code). You can use call waiting, by dialing flash then the # key on your phone.
- c. When you move in, check to make sure your room has: 1 bed frame and mattress, 1 dresser, 1 closet, 1 desk, 1 bookcase, 1 chair, 1 window shade and window gate (only for back rooms). If you are missing any of these items, please let an e-board member know.
- d. Smoking is allowed in private rooms. If the smoking bothers other residents, the smoker will have to stop smoking in the room, or find some other solution that will appease the complainant. (opening the window, and putting a wet towel under the door are a few suggestions).
- e. Loud noise past 12:00 am will not be allowed if it disturbs other residents.
- f. No one is allow to enter another Bayit Member's room without his/her explicit permission. In special circumstances, one may enter another Bayit Member's room, accompanied by an e-board member (preferably the External Manager, who has copies of all keys). The door must be locked afterwards, and a note must be left informing the person of that action that has taken place.

7. Dinner, Toranut, Personal Clean-Up

Dinner

Monday through Thursday evenings, residents are assigned singly and in pairs to prepare dinner. This means that before the meal, you:

- a. Request food from the buyers at least 4 days in advance if necessary.
Please be creative!!! Check what we have, because we generally have LOTS of food. Please DO NOT put all of your dinner ingredients on the request list. Check the cupboards, pantry, refrigerators, etc. and try to work with what we have. It is, of course, okay to request a few items (best to do so a week in advance).
- b. Prepare a balanced meal for everyone in the Bayit, including vegetarians, vegans and people with allergies – everyone should have more than one food item that they can eat, and ideally at least three (see the sign on the bulletin board in the dining room for current Bayitniks' dietary restrictions).
- c. Set plates and utensils, juices and a pitcher of water on the table.
- d. Set aside “saves” for people who request them. Use a paper plate, include an ample portion of each food that person can eat, cover with aluminum foil, and label with the name of the person and the date, and put it on the “saves” shelf on the correct side of the big fridge.
- e. NOTE: “Saves” are saved until 5:00pm of the day AFTER the date labeled on the save, at which time the save is available for public consumption.

During the meal:

- a. Present the food within 5 minutes of 7:00 pm.

- b. Prevent people from taking second servings of any food serving that might run out. After 7:30pm, everyone may take second and third helpings.

After the meal:

- a. Cover any leftovers and label them with the date and a description, then put them on the appropriate side of the big fridge.
- b. Clear the table and wipe away any spills or stickiness.
- c. Wash all dirty dishes on counters or stoves and in sinks on both sides of the kitchen, whether you prepared a meat or a dairy meal.
- d. Wipe down all counters, stovetops, and sinks.

Often someone who helped prepare dinner has previously made an evening commitment, and cannot do his/her cleanup right after dinner. Even when this is the case, food must be put away by 9 pm. If neither preparer can do a full clean-up immediately after dinner, then pots, pans, and utensils may be rinsed and stacked in the sink (don't leave them in the sink covered in food), and must be washed by midnight that same night. If the kitchen has not been cleaned promptly, a fine will be imposed without further warning. The two preparers are equally responsible for leaving a clean kitchen for the rest of the Bayit.

If you're worried that other people will mess up your clean kitchen, email the Toranut Coordinator to let him/her know when you've completed the job.

Toranut

If you have a Toranut position you are expected to complete your cleaning job on a weekly basis as outlined on the toranut assignment sheet (posted on the cork board in the common room). *Refer to detailed descriptions of each job when*

doing toranut. Each toran is responsible for fulfilling the entire job, every week. Toranim will not be considered as having completed their toranut unless all tasks specified in the detailed description are complete, *and the date and time are added to the assignment list.* If you have performed the task more than once during the week, write down the time closest to the deadline. Inform the toranut coordinator if you will not be able to complete your toranut by the deadline, then contact the toranut coordinator in advance to get an extension.

Accept fines imposed if you do not complete your toranut in a timely manner. Find a replacement to do toranut if you are going to be away. This is your responsibility to take care of. You should inform the toranut coordinator of any arrangements made.

Since we are all adults, you are expected to accept your toranut as part of your Bayit responsibility. The toranut coordinator should not have to chase you down to get you to complete your toranut.

Personal Clean-Up

Everyone's ongoing responsibility is to clean up after themselves in the kitchen and dining room. This includes:

- a. Washing breakfast, lunch, and dinner dishes immediately after use.
- b. Putting away cereal, chips, drinks, etc after use.
- c. Wrapping up any unused food such as a half a tomato, a bag of shredded cheese, an open bag of chips or cereal, etc.
- d. Leaving the newspapers neatly folded.
- e. Throwing out (recycling) any brown bags from food purchased and placing plastic bags in the baggie holder in the pantry.

- f. Wiping down any surface area that you have dirtied through food preparation or spills.
- g. Throwing out used paper plates, cups, cutlery, etc.
- h. Washing containers if you finish the leftovers. Please do not leave a tiny crumb of food to avoid washing a dish. You will only frustrate the Toranut Coordinator and really piss off other Bayit members.

We are all adults. No one in the house should have to act as your housekeeper and clean up after you. **You are capable of cleaning up after yourself.** The dining room should always be left as clean as you would like to find it. Dishes may be left until you have time to do them, but they should not be left for more than 24 hours – bear in mind that dishes actually become harder to clean over time. The “fine” for leaving a consistently dirty sink is mice and roaches. This is a collective and avoidable punishment for the entire Bayit. It is appropriate for every resident to help implement prompt personal cleanup by gently reminding another resident who has left dirty dishes or food out. Residents should feel welcome to approach the Toranut Coordinator with any problems they have noticed about personal clean-up.

With everyone’s help, the Bayit can remain a clean and pleasant place to live. Rock on.

8. Executive Board Job Descriptions

Internal Manager

- a. The Internal Manager is in charge of making sure that everyone is doing their jobs adequately, organizing and running meetings, coordinating

between officers, mediating conflicts, and sending reminders and announcements when necessary.

- b. The keys to a smooth-running house are good planning and communication. Start planning the semester out at the beginning, taking into consideration the dates of holidays, exams, breaks, and the housing contract periods. Discuss the semester calendar with other officers to see how the schedule will impact each aspect of life.
- c. The Internal Manager schedules and chairs weekly E-board meetings and sends out agenda/past minutes at least 24 hours in advance. The Internal Manager has the prerogative of canceling a maximum of two meetings a month if meetings are unnecessary. Instead, e-board officers should check in by email using the e-board listserve.
- d. Schedules and chairs house meetings that should take place twice a semester. This includes making an agenda and passing it out before the meeting. S/he should also make sure that a secretary takes notes at each meeting and gives minutes to all residents after each meeting. Tentative dates for all meetings should be given out at the beginning of each semester.
- e. The Internal Manager is in charge of monitoring the performance of all E-board positions including the External Manager, Financial Manager, Toranut Coordinator, Religious Coordinator, Recruiter, and Social Coordinator.
- f. The Internal Manager has signing ability on all accounts and may make purchases up to \$100 without a vote for emergencies.

- The Internal Manager should be an authorized signer on the Bayit's bank account, currently held at Citibank. The financial manager should be the other authorized signer.
 - The Bayit maintains a checking account, a savings account, and a 14-day CD all under the name "Beit Ephraim Food Co-op"
- g. The Internal Manager takes over for the External Manager when he/she is temporarily incapacitated due to illness, vacation, etc.
- h. Conflict Mediation :
- Whenever there arises a conflict or dispute between residents, it is the Internal Manager's job to listen to all sides and mediate the situation in a neutral fashion.
 - Serious medical, legal, emotional, financial, or safety issues should be referred to the appropriate authorities.
- i. Notices and Announcements:
- The Internal Manager should review the policy notices posted around the Bayit, especially on the dining room corkboard. These announcements should be kept current and updated regularly to ensure that residents understand important rules and responsibilities.
 - Post the guest room sign-up sheet in the dining room.
 - Post a tv room sign-up sheet on the tv room door.
 - Post a contact sheet near the elevator indicating the name and room number of each officer position. The super intendent and other building supervisors should be included as well with their phone numbers.

- Organize a contact sheet for the entire Bayit with each person's name, room number, phone number, position, emergency contact info, and optionally: home address and screen name.
- j. Manage other elected officers
- The IM should regularly contact the other e-board members, and food buyers to check for any problems or questions and to ensure that they plan and prepare for any issues during the semester.
 - Examples include making sure that: the religious coordinator plans for holidays, the toranut coordinator plans for the cooking and cleaning schedules and cleaning parties, the financial manager plans the budget appropriately, etc...
 - The IM should be ready to step in and help out with the responsibilities and tasks of other elected officers in contingency situations. However, if the IM finds him or herself doing this regularly, then it may indicate a problem with the officer requiring assistance and this should be discussed with that person.
- k. Email, listservs, website
- The Bayit listserv is currently maintained and moderated by the Internal Manager, although another member of the house may volunteer to assume this task if it seems mutually agreeable.
 - The Bayit listserv should be used sparingly to notify the house about meetings, events, holidays, policy changes, to take votes and polls, and to disseminate other important information. It may also be used by

residents to make announcements, ask for help with toranut or cooking, and various types of communication.

- The e-board listserv should be used to announce e-board meetings and discuss policy and decisions. Only current e-board members should be subscribed to this listserv.
- Neither listserv should be accessible to non-members.
- Flame-wars, abusive messages, or spam should be prevented and anyone sending this should be reprimanded.
- The Bayit website is currently maintained by the IM, but another member could take this responsibility instead. Although it is not updated regularly, this would be a wise thing to consider in the future and would help promote our community to the public and to our alumni.

I. Relationship to Columbia

- The IM should introduce him or herself to the various contacts at Columbia including the leasing officer at University Apartment Housing (UAH), our maintenance person/janitor, and the super.

m. Position details

- The Internal Manager keeps the officer position unless he or she loses a vote of confidence at a general meeting or is removed from office in another way.
- As an incentive for the position, the internal manager pays half of the normal Kupah. Currently, the only other positions that also have this arrangement are external manager and kitchen manager.

n. The Internal Manager is accountable to the External Manager.

- o. The Internal Manager pays $\frac{1}{2}$ Kupah.

External Manager

- a. Reporting to Columbia and making contact with the University Apartment Housing office and our superintendent. He/she deals with all maintenance issues and reports on maintenance that has been done or needs to be done at meetings.
- b. The External Manager is in charge of new resident orientation. He/she should be here or arrange for someone to greet new residents when they arrive, assign rooms and coordinate contract signing with Housing. He/she should assign keys and keep a duplicate of every key in the house. He/she should give a security lecture and refer the new members to the Religious and Toranut Coordinators for their respective orientations.
- c. The External Manager has signing power on all accounts and may make purchases up to \$100 without a vote for emergencies.
- d. Responsible for room selection lottery one month before the end of the semester.
- e. The External Manager must appoint temporary officers and committee heads if positions are suddenly vacated or not elected and must hold elections for the position within two weeks at a Bayit meeting or by referendum.
- f. Upon appeal, the External Manager has final call over the Internal Manager in all matters.
- g. The External Manager takes over for the Internal Manager when he/she is incapacitated temporarily due to vacation, illness, etc.

- h. The External Manager is accountable to the entire executive board.
- i. The External Manager pays ½ Kupah.

Financial Manager

- a. Monitors and pays bills. The Financial Manager must have records and be prepared to give them over with a 24-hour notice.
- b. **Kupah** - collects Kupah money due on the 15th of the month January - July or the first of the month September - December. Sends notice to the E-board and the delinquent member on the 16th (or 2nd) of the month.
- c. Set and monitor budget for each buyer individually. Keeping a record of how much has been spent and must be prepared to show records with a 24-hour notice.
- d. Monitor receipts of buyers.
- e. Set and monitors budget for people who buy things out of pocket.
- f. Set and monitors budget for committees (i.e. parties, improvements)
- g. Makes contact and has a good relationship with businesses with which we have accounts.
- h. Deposits money into bank account and balances accounts.
- i. Sets up system to reimburse residents (i.e. office hours) and must reimburse members within three days of a request.
- j. Attends weekly executive board meetings, and emails the budget to the Internal Manager, one day before the e-board meeting, so it can be printed on the back of the agenda. At house meetings make a report of financial status including how much buyers are spending, and who has/has not paid Kupah.

- k. Collects all fines including from Toranut Delinquents.
- l. Collects deposits from all new residents and pays back deposit to leaving residents after checking with board that the resident has paid all fines etc.
- m. Gives all new residents an orientation on Kupah and rules on buying things.
- n. The Financial Manager is accountable to the Internal Manager and External Manager.
- o. Responsible for monitoring the payment of guests fees.

Toranut Coordinator

- a. Assigns rotating toranut jobs and posts them weekly.
- b. Makes list of job descriptions. Jobs should take about an hour and the difficulty of each job should be distributed as equally as possible.
- c. Checks that all jobs are done by a deadline.
- d. Organizes a cleaning party at the beginning, and one in the middle of the semester.
- e. Keep a list of delinquents to turn in to the Financial Manager to collect fines. A notice should be sent to the Internal Manager, Financial Manager, and the delinquent member.
- f. Motivates people to work by giving rewards.
- g. Sets up cooking rotation.
- h. Monitors buyers and make sure that they are buying food each week.
- i. Gives all new members and orientation on Toranut and cooking.
- j. Attends weekly executive board meetings
- k. The Toranut Coordinator is accountable to the Internal Manager.

Religious Coordinator

- a. Ensures that all food to be consumed in public areas of the Bayit is strictly kosher. Includes checking all food bought by the buyers.
- b. Determines whether foodstuffs are meat, milk, or parve.
- c. Checks that correct dishes are used in kitchen and treifed dishes are set aside until they are kashered.
- d. Kashers all cooking appliances and equipment. (Suggested every two weeks)
- e. Consults with Campus Rabbi and plans for him to attend at least one meeting a
- f. semester.
- g. Directs removal of chametz and chametz dishes from the house for Pesach (as well as all other matters of Pesach preparation)
- h. Required to organize an observance related to major holidays upon the request of members. An email should be sent to the house explaining the rules and considerations for each observed holiday.
- i. Gives all new residents a tour of the kitchen and an explanation of kashrut and holiday observance rules within a week of their arrival.
- j. Informs all residents of upcoming holidays and rules of observance during those holidays.
- k. Coordinates Shabbat meals including making sure there is enough food for Shabbat, setting up Toranut for Shabbat, and making sure the jobs are done. This includes setting up the Blech and Urn, making sure there are Shabbat candles, posting a Shabbat meal sign-up in advance, and posting

Shabbat times so they are visible.

- l. Coordinates with social coordinator to plan holiday parties.
- m. Attends weekly executive board meetings
- n. The Religious Coordinator is accountable to the Internal Manager.
- o. Serves as religious mediator and overall mediator when requested.

Recruiter

- a. Places ads in campus papers and makes posters to be placed around campus.
- b. Schedules interviews and coordinates interviewers among current residents.
- c. Interviews should consist of giving interviewee an application, show them around and spend about 20-30 minutes to ask them questions and answer their questions. Interviews should be done one at a time in a quiet place.
- d. Inform the interviewee of the Bayit Guide and Constitution and offer him/her copies.
- e. Explain and give written outline of Shabbat and Toranut requirements and practices.
- f. Post a schedule of when all interviews will occur and who perspective members are so that you can receive feedback from current members.
- g. Attend weekly executive board meetings.
- h. Recruiter is accountable to the Internal Manager.
- i. Plans social events with religious coordinator several times in a semester.
- j. Recruiter keeps email listserves updated.
- k. Plans and hosts open-house days and recruitment drives.

Notes:

Interviews for fall and summer semester are conducted between Pesach and finals. Interviews must be completed and applicants notified in time to allow summer residents four weeks' notice. Last minute interviews and notification only harm The Bayit. We have lost good applicants and damaged our reputation in instances where an applicant had to go elsewhere due to our late start. That said, plan accordingly. If you know you're going to have a lot of position to fill, be sure to start recruiting people on time.

We prefer to have a house with about equal numbers of men and women with a diverse range of Jewish perspectives. If you accept mostly people with a certain attribute, e.g. male/female or all religious/irreligious you will not be fined but you will be universally despised for years to come. Good judgment and a keen awareness are necessary when determining whether a potential resident would benefit from living at the Bayit or not.

Kitchen Manager

- a. Organize the cooking schedules (this will no longer be done by the Toranut Coordinator)
- b. Check that the kitchen is cleaned every night by 11pm. A calendar sheet will be posted on which the Kitchen Manager will check off whether or not the kitchen has been cleaned each night. In case the kitchen manager is not available to check the kitchen on a particular night, he or she will arrange for the toranut coordinator or another e-board member to check instead. Checking will be performed every night of the week except Friday.

- c. Maintain an inventory of kitchen supplies. This inventory will be reported to e-board regularly at weekly meetings.
- d. Control a kitchen budget that is set aside for replacing common items that disappear or break each semester. The KM will be in charge of keeping our kitchen well stocked with supplies including glassware, utensils, tupperware, sponges, steel wool, liquid detergent, aluminum foil, plastic wrap, permanent markers, etc.... The KM must report all purchases to E-board at the next meeting.
- e. Organize a kitchen renovation committee as necessary to research large or significant renovations in the kitchen. All purchases by the KRC will be made using Bayit savings and must be pre-approved by 5 of the 7 e-board members by vote at an e-board meeting.
- f. Keep the kitchen organized by placing labels and containers in appropriate places. This includes keeping the dairy refrigerators in the kitchen and dining room, the large freezer, and the bulk fridge organized. This also includes making sure that all kitchen supplies are labelled with the correct color for meat/dairy.
- g. Coordinate with the food unpackers to make sure they understand the kitchen organization.
- h. Cooperate with the Toranut Coordinator and Religious Coordinator on large cleaning projects related to cleaning parties, Pesach cleaning, etc... This may include helping to purchase materials,

- i. Post a sheet downstairs to collect feedback from residents regarding the kitchen. This sheet will be inspected weekly for changes and reported to e-board at meetings.
- j. Will go room to room once each week to gather cups, utensils, and other kitchen items.
- k. The Kitchen Manager will pay half-Kupah and the Toranut Coordinator will pay full Kupah.
- l. The Kitchen Manager's elected term will last for a maximum of two consecutive semesters at which point he or she must be re-elected by a simple majority of the attendees of a general meeting.

9. Buyers / Unpackers / Social Coordinator

Bulk Buyers

Two bulk buyers are elected to be responsible for:

- a. Keep an inventory of food supplies.
- b. Determine eating trends and listen to food requests.
- c. Place two online grocery orders through *Fresh Direct* each week, on Sunday and Wednesday nights. Food should be delivered on Monday and Thursday.
- d. Occasionally, place a large grocery order through *Your Grocer*.
- e. Buyers must immediately transfer all receipts (and receipt emails) to the Financial Manager, so s/he can keep a clear track of the budget.
- f. All purchase by Buyers are to be made with the Bayit credit card. If there is something wrong with the card, they are to buy with their own money and then get reimbursed.

- g. All buyers are accountable to the E-board.

Miscellaneous Buyers

Two misc buyers are elected to be responsible for:

- a. Going to Fairway each week to buy items that can not be ordered online.
Miscellaneous buyers shop Sunday morning and Thursday evening.
- b. One misc buyer will be responsible for purchasing bagels, lox, cream cheese, and desserts/pastries for Sunday morning.
- c. Buying items at the store in emergencies (i.e. for holidays or if a staple runs out).

Social Coordinator

- a. Plans social events for the Bayit.
- b. Plans recruiting oriented social events in conjunction with the Recruiter.
- c. Plans alumni oriented social events in conjunction with the Recruiter.
- d. Plans Holiday oriented social events in conjunction with the Religious Coordinator.
- e. Meet with the financial coordinator and misc. buyers to decide how best to fund the event. Advertise the events via email, word of mouth, and flyering.
- f. Helps to manage email listserves.
- g. Update the NetFlix queue list weekly. Inform individuals when they should expect to receive their disc(s). Periodically send reminders via email on how Netflix runs.
- h. Sorts the mail each day.
- i. Places a yellow slip in the appropriate mailbox if someone receives a

package.

- j. Organizes mail for alumni.
- k. Sets aside mail delivered to the wrong address and returns this to the Postal delivery worker.

10. Religious Life

Kashrut

The dietary laws (as defined by the current Jewish Chaplain at Columbia University) are in effect in all common areas of the Bayit (what you eat in your room is, of course, your prerogative).

These laws cover two important aspects: ingredients and preparation.

If you wish to buy/bring in food for use in the Bayit common areas, the food must either (1) have the certification symbol of a valid agency — list is available on the bulletin board in the common area, (2) have been prepared in a restaurant supervised by one of the above agencies, or approved by the Hillel Rabbi, (3) be fresh unprocessed produce (cut watermelons and peeled garlic are both considered processed), (4) beer and hard liquor are basically fine without certification, as are sodas that do not contain grape flavors. Please do not bring food that you believe to be un-kosher into the common areas of The Bayit even if you do not intend to use it with any of the Bayit cutlery or cooking equipment. When in doubt please ask.

Note: The term “pot” is used generically and can be replaced with pan, plate, or tray, but not knife – knives have special rules.

1. Meat is always separate from dairy.

- a. Do not place dishes on the wrong counters or stoves.

- b. Do not cook parve (food that is neither meat or dairy) food in one type of dish, and serve it in another.
- c. Do not place meat and dairy dishes together on the table.
- d. Use only one type of dish for preparing meals.
- e. There are two separate microwaves, one for dairy and one for meat, as well as two separate sinks. The oven on the far left (the one with the blue tape all over it) is dairy, and the other two ovens are meat. The stovetops can be used for both dairy and meat pots (but please make sure to keep them extra-clean!).
- f. The big refrigerator is split into two sides. Meat food should be kept on the right side, and dairy food should be kept on the left side. Similarly, meat and dairy should not share shelves in the big metal freezer.
- g. The toaster oven is dairy only.

2. All dishes must be labeled (RED = MEAT ... BLUE = DAIRY)

- a. Red always means meat.
- b. Blue always means dairy.
- c. Re-label dishes yourself, if you think it is unclear (there is red and blue nail polish on the shelf, beneath the dishes, in the dining room), or consult the Religious Coordinator.
- d. Parve products (ketchup, vegetables, etc.) can be used with either Meat or Dairy products and equipment — once an item has come in contact with Meat or Dairy it assumes that status though (i.e. rice prepared with chicken becomes “Meat” itself and is no longer Parve).

- e. People often use the word “milchig” to refer to dairy, and “fleishig” to refer to meat.
3. **A Kashrut mix-up is usually only an issue when HOT foods are involved.**
- a. Cold food in a **clean**, cold pot affects neither the food, nor the pot.
However, do not clean a “mixed up” pot in the kitchen sinks.
 - b. If a **cold** liquid spills on the wrong countertop, clean it with a disposable towel.
 - c. Food cooked in the wrong pot may, or may not be kosher, depending on when the pot was last used, and whether or not it was clean. Consult with the Religious Coordinator before taking action.
 - d. If a mix-up occurs, Consult with the Religious Coordinator before deciding on a utensil’s status. Please move it out of public use, and clean the area in which it was found.
4. **Report all Kashrut incidents thoroughly and immediately.**
- a. Indicate which dishes were involved (especially the constitution of the dishes, i.e. plastic/glass, knife/pot, etc.)
 - b. What food was involved.
 - c. How hot the food was.
 - d. The status of the food (meat/dairy/parave – and if parave, on what dishes it was cooked)
5. **Onions and sharp foods (garlic, etc) have special rules (Charif)**
- a. If used with a meat knife, wrap remainder and label as meat (and place it on the meat side of the fridge)

- b. If used with a dairy knife, wrap remainder and label as dairy (and place on the dairy side of the fridge).
 - c. If cooked in the wrong dish, the food may *not* be considered kosher.
6. **Knives have complicated rules**
- a. Keep them where they belong, always.
 - b. Put them aside if a problem arises, even involving cold food.
7. **Drinking glasses cannot become treif.**
- a. Make a concerted effort not to repeat your mistake.
 - b. Just clean it very well.
8. **Dish towels**
- a. Towels should **never** be used for both meat and dairy.
 - b. There will be towels set aside for each side of the kitchen.
9. **Heksherim/Kashrut Symbols**
- a. Ingredients: certain ingredients may not be used in kosher food-non kosher animals such as pork, incorrectly slaughtered kosher animals, wine that is not properly handled, certain types of cheese, various oils, and even grease that may be on the machinery used to process foods that would be entirely fine, in and of themselves. Thus all food bought by Bayit buyers is checked against approved product/certification lists.
- Occasionally doubts arise about certain products- this should be immediately reported to the Religious Coordinator who will consult with the Hillel Rabbi (unless he/she happens to know the answer offhand ;-)
- Notwithstanding this, all food bought by the buyers should be considered kosher and of the highest standard. Products will generally be labeled

- Dairy, Meat, or Parve (neither Dairy nor Meat). Please check products you are going to use carefully, and if you have any doubts about which category the product falls into, ask before you use it.
- b. We accept the following labels, among others:
 - c. O-U, O-K, Star-K, Chof-K, Triangle-K, Square-K (there is a comprehensive list of accepted symbols on the corkboard in the common room. When in doubt, ask.)
 - d. We DO NOT accept “K”, half-moon K, Hebrew National, Shofar
 - e. Speak to the Religious Coordinator before buying *fresh fish*. Whole fish (that is kosher) can be bought anywhere. Cut fish requires special conditions.
 - f. **Not all alcohol is kosher.** Plain beer and hard liquor is usually okay. Flavored beer and cocktails can be a problem.
 - g. When in doubt, **we do NOT accept it.**

10. INSECTS

- a. Despite their appeal, **they're not kosher.**
 - b. Even if YOU don't care, please have respect for others.
 - c. **Wash ALL vegetables.** Use a salt-water solution for greens, and check the water for bugs. Be careful, bugs are often green.
 - d. **Sift rice BEFORE rinsing**, usually on a countertop or in the pot.
 - e. **Flour** stays in the fridge, it may be a good idea to sift it.
 - f. Insects do not affect pots.
11. **Eggs with Blood spots are not kosher.**
12. **Respect the authority.**

- a. The Religious Coordinator decides on all matters.
- b. The Religious Coordinator is not a rabbinic authority. If the Religious Coordinator cannot answer a question, the Hillel Rabbi will be consulted.

13. Outside Food

- a. This can be a touchy issue for everyone involved. The Bayit cannot endorse any particular individual's kashrut. Therefore, **we do not accept food that was not prepared in the Bayit**, or in a recognized establishment, like The Kosher Marketplace. If you do serve outside food (kosher only) at a meal, against Bayit Policy, inform the others that you are doing so, and do not use our dishes, counters, or sinks.
- b. **On the same account, do not bring OUR dishes outside the Bayit. Other Bayit policies are in effect on this rule.** In addition, any guest preparing food in our kitchen should be informed of the Bayit regulations on Kashrut.

14. Questions and Answers

Q: Can I bring my own personal food into the Bayit?

A: If the food is for use in your private space, bring whatever you like, however if it is for use/eating in common space it must be certifiably kosher. Thus products (even bagels and potato chips) must have one of the approved kosher certifications (check board in dining room) or come from a restaurant/caterer that has been approved by one of these certifications or by Rabbi Shaffer, please see the Religious Coordinator for more info.

Q: Can I eat Dairy at the same table as someone who is eating Meat?

A: As long as one of you uses some sort of placemat/tablecloth/newspaper to indicate that their food is of a different category it is fine to eat at the same table (i.e. if Ben is having Pizza and Karen is eating deli meat Karen would put a newspaper or tablecloth underneath her food and Ben would eat on the table, as per usual.)

Q: I have a Bayit glass, can I use it with both Meat and Dairy or do I have to choose?

A: As long as you keep your glass clean, it is not a problem to use the same glass for both Dairy and Meat.

Please do your best to keep everything in the Bayit according to the aforementioned dietary standards because it is a fairly serious issue for many of our residents. Please ask about anything that you are unsure of. Don't worry if you made a mistake — it happens to everyone sometime or other 😊 —just please let the Religious Coordinator know so he/she can rectify it. It can be hard to balance the need to make sure that the Bayit stays kosher with the needs of all residents to feel comfortable in their home. **Please give your input so everything can be BOTH kosher and happy :-)**

Shabbat

The Sabbath and traditional Jewish holidays are observed here at the Bayit according to a standard in line with the Modern Orthodox/Traditional Conservative moments. The basis of these standards is the Biblical commandment “Thou shalt keep the Sabbath day holy, and do no work on it”. Thus according to the interpretation used at the Bayit, turning lights on or off, as well as any other active use of electricity (including phones, air-conditioners, and computers) is prohibited — thus electrical items can be neither turned on/off or adjusted. Kindling and cooking are also both prohibited according to this standard.

The Bayit’s Sabbath policy is only in effect in the **common areas** generally used by Sabbath observers. Therefore, the Sabbath is observed in all common areas on the first floor including the dining room, library, and kitchen. The microwaves, however, are usable on Shabbat. The Sabbath policy is not in effect in the TV room (606), the elevator, the basement, and the bathrooms when the door is closed (i.e. please close the door if you plan to use an electric shaver, hairdryer, or take a hot shower... in fact, please keep the bathroom door closed, period, if you are taking a hot shower any day of the week). Whatever you wish to do (as long as it falls within the limits of the US Constitution) in these areas, and of course in your private rooms, are your business so feel free to party 😊.

In the summer of 2005, the Bayit community voted in favor of codifying the issue of Shabbat observance at the Bayit. Thus, until a Bayitnik wishes to raise the issue for discussion at any future general meetings, the status quo regarding

Shabbat observance (outlined above) will remain permanently in effect, and will not require a vote at general meetings.

One small note: Please don't turn the bathroom lights off on Shabbat! It's kinda hard to do your business in the dark...

Shabbat Questions and Answers

Q: So if no cooking is allowed, I can't make myself a sandwich!?

A: As long as you don't cook/toast your sandwich, or any of it's ingredients, you are welcome to do as you please, as a general rule the preparation of cold, uncooked foods (salads and the like) is permitted. When in doubt ask someone.

Q: Well I've noticed that we do have hot food on the Sabbath....

A: Yes (woo hoo!), food that was prepared and fully (or even mostly) cooked before the Sabbath is permissible to be eaten.

Q: But how do we heat it if we can't use the stove?

A: We use a device called a "Blech" to solve this problem. A Blech is basically a metal sheet that allows us to have yummy warm food on Shabbat (the Blech we have here at The Bayit is a cool kind that can be filled with water... see the sheet posted in the kitchen, near the stove, for more info). If the stove-top is turned on before the Sabbath and the Blech is on top of it, food may be placed on top and removed (with certain restrictions) and we get to eat hot food!

Q: Can I make myself a cup of tea?

A: At the Bayit we have an electric kettle that will keep water at a continuous boil throughout the Sabbath, if you wish to use it set up is as follows (**at least an hour before Shabbat!**):

- (1) Fill the kettle with cold water from the sink.
- (2) Seal the cover and plug the kettle in – make sure that you have done this with at least an hour before the Sabbath starts b/c the water must be boiled beforehand.
- (3) pour the water into a cup when you want to use it.

To make a hot beverage:

In order **not** to cook the tea leaves/herbal seasonings

- (1) pour the water from the kettle into an empty cup
- (2) pour the water from this cup into another empty cup
- (3) place a teabag and the appropriate sugar/honey into the second cup to make a nutritious and delicious cup of tea ☺

Q: Does the no cooking prohibition mean that I don't have to do dishes?

wink

A: There are varying opinions on the circumstances and appropriateness of washing dishes on the Sabbath. Generally it is permitted in cases where cleanliness/quality of living space are concerned, and definitely if the particular dishes will be needed again before the Sabbath is over. If one does clean dishes they should not:

- (1) use a sponge – use one of the little scrubber things that don't absorb water instead (they say either MEAT or DAIRY on them).

(2) don't use hot water. If you feel that this is too complicated, a bad way to wash dishes, feel strongly that you don't want to rely on leniencies, or just would rather leave the dishes until after the Sabbath ;-)) that is totally cool – **as long as you do come back AFTER the Sabbath, and wash any dishes that your friends have not taken care of.**

Shabbat Meals: A pot-luck Friday night dinner and Saturday lunch are served at the Bayit each week. A sign-up sheet will be posted on the bulletin board by the elevator by the middle of each week. If you wish to participate in one or both meals, you can sign yourself and your guests up. Each person who attends a meal must cook at least one dish. Refer to the guest policy if you are having friends. Please do not prepare a salad every week. Try to cook a main dish or something more substantial on the weeks that you have more time.

Shabbat meals rotate between meat and dairy. Both Friday night and Saturday lunch fall into the same classification, each week. Three weeks of meat meals are followed by one week that is “potentially dairy.” If you wish for the fourth Shabbat to be dairy, you must indicate so on the sign-up sheet by the deadline that the Religious Coordinator sets (usually Thursday afternoon). If even *one person* wants a Dairy Shabbat, it becomes Dairy. If no one indicates a Dairy preference, the Shabbat meals will be meat. If a Shabbat is Dairy, the next Shabbat is automatically meat, and the cycle continues. If a Shabbat is meat, because nobody requested for it to be dairy, then the next Shabbat is again, “potentially Dairy.” This pushing off of the Dairy Shabbat continues until there *is*

a Dairy Shabbat. Then, the meat cycle continues. If this is too confusing, please consult the Religious Coordinator.

Sabbath laws are complicated and personal. Please be respectful of others, and the validity of whatever practice they have chosen — so that no one, observant or non-observant, is made uncomfortable during the Sabbath. If we respect the religious diversity of the Bayit, no one will feel uncomfortable with their chosen standard of observance.

Holidays

Most Sabbath policy will generally apply on Holidays (however, cooking laws are different during holidays). Before any given holiday look for an informational posting with times, laws, and background on the e-board bulletin board.

Major Jewish Holidays during the year may include (but are not limited to ;-)

- a. Rosh Hashana
- b. Fast of Gedalia
- c. Yom Kippur
- d. Succot
- e. Shemini Atzeret/Simchat Torah
- f. Chanukah
- g. Purim
- h. Pesach
- i. Shavuot

11. Meetings

House Meetings

- a. The Internal Manager is in charge of organizing and advertising the mandatory general meetings. Everyone is required to attend unless a reasonable excuse is given. Meetings are held downstairs in the dining room.
- b. Two mandatory house meetings shall be held each semester. The first should occur close to the beginning while the second should be called near mid-semester.
- c. Choose a date and set the meeting time in the evening (9pm)
- d. Advertise the meeting using flyers around the Bayit (i.e. front door, front hallway, elevator, dining room)
- e. Plan the agenda at least one week in advance, get input from e-board and the house, ask residents for suggestions on the agenda and proposals to vote on. All requested agenda items should be matters of *general concern*, specific concerns should go to the Internal Manager and need not be discussed at a meeting necessarily.
- f. Plan to make announcements about Kupah, move in/out procedures, cleaning parties, major renovations, holidays, etc...
- g. Plan the voting procedures : constitutional amendments require 2/3 majority of the house (= 19 people) while elections and other votes should take just a simple majority of the members present at the meeting
- h. At the meeting : either print the agenda on paper to distribute at the meeting or write it on the marker board for all to see

- i. Lead the meeting according to the agenda and ask for additional comments at the end. Try to limit tangential conversation and extraneous comments from the audience unless you want the meeting to run forever.

E-board Meetings

- a. The Internal Manager is in charge of organizing and running weekly executive board meetings.
- b. Figure out the meeting time by consensus
- c. Organize the agenda
- d. Lead the meetings and take notes
- e. Send email reminders about the meetings using the e-board listserv
- f. After the meetings, follow-up with officers about action items
- g. Reprimand officers for lateness, absences – can impose small fines

Buyers Meetings

- a. A Buyers' meeting will be held at the beginning of each semester. Internal Manager, Financial Manager and all four Buyers must attend (other e-board members, and Bayitniks are welcome to attend). Issues to be discussed include:
 - Permanent, required buying (staples) lists.
 - Alternative food supplier options.
 - Expectations from Buyers, etc.
- b. An organized price check by buyers should be conducted each semester to make sure we are getting the most for our money.

Orientation Meetings

- a. All new residents must receive an orientation from the External Manager, Religious, Toranut and Financial Coordinators within a week of moving in.
- b. Recruiter is responsible of informing new residents of this requirement prior to move in.

Housing Lottery Meeting

The Housing Lottery shall take place 15 days after the announced deadline by which everyone must tell the recruiter whether they will stay for the following semester. The meeting is officiated by the External Manager and the Recruiter.

1. Anybody living in a room can keep that room (with the exception of new summer residents).
2. Every person is in a seniority bracket.
3. Within each bracket, the order is randomly selected.
4. All new members will be housed according to the date their security deposit was received.
5. If a new resident moves in after the move-in date, they will be in a separate bracket from those who moved in by the move in date. After their 1st incomplete semester in The Bayit, they will be placed in a bracket with everyone else.
6. School-year semesters earn a resident 1 point of seniority, summer semester is worth ½ point. The summer ½ point is only granted to a resident who has lived in the Bayit for all 3 summer months, on contract with Columbia. A summer resident who leaves his/her deposit for the entire school year will gain ½ seniority for the next summer.

7. Lottery assignment for a fall room does *not* mean that the resident automatically gets the same room for the summer.
8. Bayit members will have the option of leaving their security deposits in the Bayit upon moving out, in order to facilitate their moving back in at any point in the future, should they so desire. In such a case, Bayit members will also have the option to preserve their seniority (for participation in housing lottery when they return) for a period of no longer than four semesters (this includes summer semesters) without actually living in the Bayit. This is done in order to encourage former residents in good standing to return to the Bayit, for example after a period of study-abroad etc. In order to avoid complications and to ensure fairness and honesty overall, any Bayit member who wishes to take advantage of this policy must write a letter of intent regarding this matter, and must sign it along with the External Manager and the Recruiter. All three parties will preserve copies of this letter for future use.

12. Guest Policy

Overnight Guests

- a. The Bayit welcomes guests to stay here overnight. Hosts should try to accommodate their guests in their own room.
- b. If guests can not be accommodated in the host's room, a second option is to sign your guest up on the Guest Sign-Up sheet on the dining room bulletin board for the guest room (**room 203**). Although the mattress and bed frame are provided, hosts are responsible for making sure that the guest's have sheets and bedding. Please be considerate and only use the

- guest room sparingly since the guest room is a privilege shared by the whole house.
- c. As a last resort, the guest may stay in the tv room or library by signing up on the guest sheet in the appropriate row. Hosts must provide their guests with sheets to sleep on the couches in the tv room and library.

Guest Fees

- a. Guests who stay 2 or more consecutive nights at the Bayit and eat food here will require the host to pay \$5 per night per guest starting with the first night. The fee money can be given to the Financial Manager in a labeled envelope.
- b. Hosts may pay \$3 per meal for guests who do not sleep here.
- c. Guest Fee money is meant to compensate the Bayit for food eaten by the guests. It is not meant as a punishment for bringing guests here.

13. Deposits / Contracts / Moving

Deposits

- a. The current amount of the Bayit deposit is \$300.
- b. New residents must send their deposit to the financial manager to secure their place at the Bayit.
- c. Unpaid fines and fees may be withheld from the deposit.
- d. Deposits are only returned to leaving members if they satisfy all move-out procedures.

Contracts and Rent

- a. Since our building is owned and managed by Columbia University, each resident is required to sign a contract with the University Apartment Housing (UAH) Office. Our current leasing officer there is Ruth Gardner.
- b. The External Manager will coordinate with UAH to set up opportunities for each member to sign his contract.
- c. In addition to the contract, each resident must pay Columbia rent. The rent for Fall 2005 (08/16/05-12/27/05) was \$3,106. For Spring 2006 (12/28/05-05/31/06) rent was \$3,593.

Move In/Out Procedures

- a. The External manager and/or the Recruiter must be at the Bayit to help new residents move in.
- b. Recruiter is responsible for scheduling move in times for new residents.
- c. The External Manager will provide the new resident with all keys after the deposit has been received.
- d. Each new resident should survey their room to take account of the state of the room and what types of furniture are present or missing.
- e. When moving out, a resident must:
 1. Fill out move-out forms for the Bayit and any required by Columbia.
 2. Fill out an official change-of-address form for the Post Office. Also, leave forwarding and contact information for the Social Coordinator.
 3. Go over their room with the internal, external, or Toranut Coordinator (or another e-board member), who will also sign the move-out form.

4. A written survey of the room should include the state of the room and which furniture is there, what's been left behind by the exiting resident, and what furniture appears to be missing.

14. Accountability and Procedures

Accountability and Consequences

1. The general body of the Bayit is the ultimate arbiter over all affairs.
 - a. Any purchase that the E-board wishes to make, for more than \$100 must be voted on by the entire Bayit.
 - b. The executive board exists only to facilitate a better quality of life for all Bayit residents.
2. The general body of the Bayit has power to overrule the executive board by a majority vote.
3. The E-board shall meet once a week. E-board members who miss, or are late to a meeting (without contacting the Internal Manager beforehand) will first be warned. If s/he misses again, or comes late during that semester, s/he will be fined. If only 4 members are in attendance, it is up to the Internal Manager to either reschedule the meeting, or run it nevertheless.
4. The Internal Manager shall report on the progress of and quality of each of the officers in upholding their respective responsibilities. The meeting shall not be concluded until and unless each position is reviewed and the officer has reported back.
5. Should an officer be deemed delinquent in upholding the responsibilities of the office, by determination of an E-board member, or a Bayit member, the

E-board shall review that officer's job performance and determine by a majority vote whether the officer is, indeed, delinquent.

6. Vote of Confidence: This vote shall take place at each General Meeting.
 - a. A preliminary poll of the members present will be taken to see if anyone wishes to pursue a vote of confidence. If any member raises his or her hand, then the vote shall proceed.
 - b. To continue, the internal manager will request that everyone else closes their eyes. Each elected position will be called in turn with the name of the current office holder. After each elected position is called, all voting members raise their hands if they approve of the officer's performance.
 - c. If a position-holder does not receive the majority of votes (out of present voters) there will be a new election for that position. This election will take place at the same general meeting.
7. The board shall warn and reprimand the officer deemed delinquent and propose a means for "atonement" in a manner deemed appropriate by the board and, perhaps in addition, the officer. The proposed compensation measure shall be enacted in 2-3 weeks of the warning.
8. Should the alleged delinquency be determined outstanding beyond the aforementioned steps, the board shall propose that the officer be removed from office, presenting that proposal to the Bayit members at a meeting of the Bayit. The officer may be removed by a vote of a majority of those in attendance. The officer shall be excused.
9. At any time, the Bayit members may remove members of the Executive Board, by a petition signed by 2/3 of the Bayit members, or by a 2/3

majority vote of the entire house at a scheduled meeting. However, in the case of a petition, one officer of the Executive Board must remain in office so as to receive and confirm the validity of the petition. This officer shall be the External Manager, or the Internal Manager, unless both are being removed.

10. The Internal Manager is the direct representative of the Bayit members. If a request is made of the Executive Board, endorsed by signature of at least eight Bayit members and presented to the Internal Manager, then the Internal Manager shall represent this request at a meeting of the Executive Board. The Internal Manager shall then report back to the Bayit member or members who raised it.
11. The Toranut Coordinator, Religious Coordinator or Financial Manager may not be removed from office unless an alternative candidate contests the position. Such a candidate may be elected in place of the officer at the next Bayit meeting, or at the one in which the incumbent is deposed.

Fines

- a. Fines should be paid in cash or check by the delinquent member.
Requiring the member to pay the money adds an element of shame and immediate punishment. However, any unpaid fines by the end of the semester will be subtracted from the member's deposit. If the deposit is not refilled, the member will not be allowed to continue to stay at the Bayit.
- b. **Toranut** : \$10 after 24 hour grace period, increases \$5 per day until a maximum of \$50. This amount doubles if not paid within 1 week after reaching the maximum and then it will be withheld from the security

- deposit. NOTE: Fines do NOT equal an exemption from toranut. Fines are imposed in addition to completion of unfulfilled toranut.
- c. **E-board** : An e-board member who misses one meeting without being excused by the Internal Manager shall receive an email warning. A second unexcused absence will result in a \$5 to be collected by the Financial Manager. The Internal Manager should follow up with the Financial Manager to make sure that fines are paid and noted in the financial records.
 - d. **Dinner** : A Bayitnik who neglects to provide an adequate dinner on their assigned cooking day will be responsible for ordering 6 large pies of Kosher pizza for the Bayit. A pair of residents who should have cooked together but did not shall split the cost of the pizza. The cost is typically \$110 with tip from Café Viva.

Elections

Elections are very important. Those who are elected to permanent positions frequently have control over the money in the Bayit account, and handle many of the administrative duties such as toranut, bill payments, day-to-day enforcement, structural upkeep, kupah, recruitment, etc. For these reasons, it is important that the membership of the house elect people for permanent positions who are honest, competent, easy to deal with and hold themselves to high level of responsibility. Elections give all members the chance to have their say regarding who is or is not appropriate for a position. While the Internal Manager and Executive Board are responsible for seeing that all officers perform their jobs

properly, it is ultimately the responsibility of the individual members to ensure that competent people are placed in these positions via an election.

1. All positions should be up for election each semester. All current position holders have the opportunity to run for reelection.
2. Positions up for elections should be clearly noted on the agenda that will be passed out well in advance of the meeting.
3. Full descriptions of each position must be made available and must be read by all candidates.
4. At the meeting:
 - a. A description of each position is read. These should be kept brief and informative for the general membership.
 - b. There will be a call for nominations.
 - c. If only one nominee runs for a position then a motion may be made for a vote of acclamation. This means: All in favor raise their hands. Then, all opposed raise their hands. If no one opposes, then the nominee is confirmed.
 - d. Each nominee will be given an opportunity to give a brief speech explaining why s/he best fills the shoes of that position.
 - e. All Nominees will leave the room and close the door. The chairman will facilitate a discussion about the appropriateness of the nominees for the position.
 - f. Nominees will be brought back in the room for any concluding questions.
 - g. A secret ballot will be taken. A nominee must get more than 50% of the vote to be elected.

5. All members elected into position must be given an orientation into their position, including a complete description and any materials that are handed down from previous position holders.

Expulsions

In extreme circumstances, a resident of the Bayit may be subject to expulsion proceedings, according to the following strict guidelines:

1. The expulsion of a resident shall in all circumstances be raised at a meeting of the Executive Board. A board member may suggest expelling a Bayit resident, either on his or her own initiative, or representing the complaints of Bayit members.
2. If the grounds for expulsion do not involve violation of Bayit rules, contract or constitution (i.e. attempts to murder fellow Bayitniks without fair warning or justification), then any Board member alone may bring the matter up for a vote by the Executive Board. Alternatively, such grounds may be determined directly by petition of at least half the Bayit residents. In such a case, the Board shall not vote on the matter, but move directly to expulsion proceedings (steps outlined in 5-6 below).
3. If the grounds for expulsion do involve failure to perform certain Bayit obligations, such as Toranut, cooking, Kashrut or Shabbat, they shall be reviewed by the Bayit Officer in charge of the relevant obligations (i.e. Toranut coordinator). If and only if that officer determines that the Bayit resident has indeed been delinquent, to the extent designated sufficient for expulsion (see Toranut rules), then the board shall vote.

4. Should the Executive Board decide, by a majority vote, that a Bayit resident has indeed failed to perform his or her obligations to an extent worthy of expulsion, the Board shall move on to expulsion proceedings. The Board shall then decide on a condition, or possible conditions, by which the Bayit resident may nevertheless escape the expulsion process.
5. The Executive Board shall approach the Bayit Member up for expulsion, and inform him or her of the decision. The E-Board shall then seek to resolve the matter directly with the Bayit resident, considering alternatives to expulsion, including any proposed by the resident.
6. If the Executive Board has not resolved the matter within two weeks of informing the Bayit member, then the Board shall propose the expulsion to a meeting of the Bayit, which shall end with a vote. However, the resident under consideration must be invited and given the opportunity to speak in his or her own defense in front of the Bayit before a vote is taken. In order for expulsion to take effect, there must be a two-thirds majority in favor of expulsion. The resident must not be present during the vote.

Amendments

This constitution shall be amended by a 2/3 majority of the house (19 members). Amendments shall be posted for review in public spaces including the front hallway where all members can read the proposal. House votes can be conducted either at general meetings or by using a sign-up sheet posted downstairs.