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CHARITY COMMISSION

LAWS
of the
WEST LONDON
SYNAGOGUE
of
BRITISH JEWS

*Revised and adopted at a Special
General Meeting on 11th April, 1961*

33 SEYMOUR PLACE, W.1

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LAWS
of the
WEST LONDON SYNAGOGUE
OF
BRITISH JEWS

Completely Revised and adopted at a
Special General Meeting on 11th April, 1961

CONSTITUTION


1—The West London Synagogue of British Jews is an Association of persons professing the Jewish religion formed for the purpose of maintaining a place of public worship and advancing and furthering religious and charitable objects.

2—The affairs of the Synagogue shall be controlled and managed by means of a council, an executive, three wardens, two treasurers and the members in general meeting in accordance with the laws from time to time in force.

DEFINITIONS

3—In these Laws the following words or expressions shall bear the following meanings where the context so requires or admits :—

“ The Berkeley Group ” means the unincorporated association established by rules and having for its



main purpose the encouragement of Jewish study and stimulating of awareness of Jewish problems.

“ The Charitable Fund ”

means the unincorporated association established by rules and having for its main purpose the co-ordination of the various activities for charitable purposes of the Committees, groups, guilds, Societies, Organisations or Associations of the Synagogue.

“ The Council ”

means the Council constituted in accordance with Law 31.

“ The Executive ”

means the Executive constituted in accordance with Law 47.

“ The Junior Membership ”

means the unincorporated association established by rules and having for its main purpose providing young men

and women with a definite status in the Synagogue.

“ The Ministers ”

mean the Ministers of the Synagogue appointed in accordance with Law 78.

“ The Secretary ”

means the Secretary of the Synagogue appointed in accordance with Law 83.

“ The Synagogue ”

means the West London Synagogue of British Jews.

“ The Treasurers ”

mean the Treasurers of the Synagogue appointed in accordance with Law 64.

“ The Wardens ”

mean the Wardens of the Synagogue elected in accordance with these Laws.

“ The Women's Guild ”

means the unincorporated association established by rules and having for its main purpose the furthering of Community interests among women connected with the Synagogue.

PUBLIC WORSHIP

4—Divine service shall be performed by the ministers or by such other persons in the Synagogue or in such other places as the council or in cases of urgency the Executive may from time to time approve and either with or without musical and/or choral accompaniment. The service shall be performed partly in Hebrew and partly in English, the Hebrew to be pronounced according to the custom of the Sephardim.

5—Unless otherwise from time to time determined by the wardens, sermons shall be delivered at the services. The prayer for the Royal Family and such portions of the service as are or may hereafter be authorised by the council in consultation with the ministers shall be read in English.

6—Divine services shall be performed on Sabbath, Passover, Pentecost, Tabernacles, 8th day of Solemn Assembly, Day of Memorial, Day of Atonement, Feast of Purim, Feast of Dedication. The number of services to be performed on the above-mentioned days shall be regulated from time to time by the council.

7—Special services shall also be performed whenever the wardens shall direct and on special occasions when ordered by Her Majesty in Council.

8—The times at which all services shall commence shall be determined from time to time by the wardens and shall be published by notices exhibited in the Synagogue.

9—Prayers for special occasions may be read by one of the ministers subject to previous agreement with the wardens.

MEMBERS

10—Members of the Synagogue shall consist of (a) Those persons who on 11th April, 1961, had been admitted as members including those persons who at such date had been admitted to family membership under the Laws in force prior to the adoption of these Laws, and (b) such persons, whether male or female, professing the Jewish religion as shall be admitted to membership in accordance with the laws from time to time in force.

11—Persons desirous of becoming members shall make application in such form as the council may from time to time direct.

12—(a) All applications for membership shall be considered in the first instance by the executive.

(b) The executive shall make a report to the council at least 4 times a year, giving the statistics which show the alterations in membership by admissions, deaths, resignations, and non-payment of subscriptions.

(c) If the executive declines to accede to any application, or its decision on any application shall not be unanimous, or the case shall be of exceptional character, such application shall be referred for decision to the council at its next meeting.

13—Members shall on admission pay in advance to the treasurers for the time being the subscription for one year in respect of themselves and those of their family who are included in their applications and are eligible for family membership, and thereafter shall pay the said subscription in advance to the treasurers half-yearly, or annually if they so desire.

14—Subscriptions shall be at such rate or rates as the Council may from time to time determine

PROVIDED THAT (notwithstanding the foregoing) (i) the executive or the council shall have power to admit or continue as a member, on any terms they may think proper, any person resident at a distance or unable to pay the full rate of subscription; (ii) the executive or the council shall have power to enter into such arrangements as they think fit with any member for payment of any arrears for which such member shall be liable (iii) the council shall not vary the rate or rates of subscription without first receiving a recommendation from the executive or submitting the proposal for variation to the executive and giving the executive an opportunity to comment thereon, BUT the council shall not be bound by the recommendation or the comments of the executive.

15.—A member shall be entitled to apply to have admitted to family membership his or her spouse and unmarried children under the age of 21 years, provided always that in each case such spouse or child professes the Jewish religion and resides with the member.

16.—Subject to the provisions of Law 10 hereof, a spouse who is admitted to family membership and is over the age of 21 years shall be entitled (so long as he or she professes the Jewish religion and resides with the member in whose right she was admitted) to all the rights enjoyed by a full member except the right to receive notices and publications. Any other person admitted to and remaining eligible for family membership shall (subject as herein otherwise provided) be entitled to all the rights enjoyed by a full member except the right to apply for family membership for others, the right to receive notices and publications, the right to nominate any person for election to the council or as a warden, and the right to vote at or requisition meetings.

17—Lady members not otherwise ineligible under any express provision in these Laws shall be eligible for the office of member of the council, treasurer, or trustee or such other office (other than the office of warden) as the council may from time to time determine.

18—So far as there are available seats every member shall be entitled to have seats allotted to him or her at the annual subscription applicable to the seat or seats applied for and shall also be entitled to have seats allotted to or for his or her family at reduced rates subject to Law 24.

19—The council shall make the best arrangements practicable, whether by the organisation of overflow services or otherwise, for members for whom there are no seats available.

20—If any person whose application for membership shall have been granted shall neglect for a period of 30 days after notice to pay the subscription due by him or her on admission as a member, the admission shall become void.

21—Members who shall be in arrear with their subscriptions for the space of two years shall cease to be members, and shall forfeit all their rights and privileges as members, but without prejudice to the right of the treasurers to recover the amount of the arrears. Such members may, however, be re-admitted under proviso (ii) to Law 14.

22—Every full time salaried official of the Synagogue, being a person professing the Jewish religion, shall, so long as he shall retain his office, be deemed a member of the Synagogue, and shall enjoy all the rights of a member, except that he shall not be entitled to vote at, or receive notices of meetings, nor shall he be eligible for election as a member of the council or as a warden.

23—The executive or the council shall have power to allot seats to the spouses and unmarried children under the age of 21 years of the full time salaried officials of the Synagogue, without requiring any payment in respect thereof.

24—Any member may be deprived of membership and all rights and privileges thereof by a resolution passed at a special meeting of the council convened for the purpose, at which not less than 12 members of the council shall be present and not less than three-fourths of those present shall vote in favour of such resolution, provided that such resolution shall require confirmation by a resolution passed at a special general meeting of the members, if such meeting shall be requested by such member within 14 days after notice of such resolution of the council has been sent to him by post.

ELECTION OF MEMBERS OF COUNCIL AND WARDENS

25—At the annual general meeting in each year there shall be elected from persons who shall have been members of the Synagogue for a period of not less than three years immediately preceding their nomination and shall not be in arrear for more than one year in respect of any subscription (i) such a number of ordinary members of the council as shall be sufficient to fill the vacancies then existing in the ordinary membership of the council and the vacancies arising therein at the conclusion of such meeting and (ii) such a number of wardens as shall be sufficient to fill the vacancies then existing in the wardenship and the vacancies arising therein at the conclusion of such meeting.

26—For the purpose last aforesaid there shall be sent out with the notice of each annual general

meeting an invitation to nominate candidates for election as ordinary members of the council and for election to the office of warden. No person shall be eligible for election as an ordinary member of the council or as a warden unless (i) he is of full age at the date of the meeting, (ii) he has been nominated in writing in that behalf by two other members of the Synagogue, (iii) such nomination has been received by the secretary at least 10 clear days before the day fixed for such meeting, and (iv) the nominee has indicated to the secretary before the meeting his willingness to be elected. The secretary shall, as soon as possible after the time limited for receiving nominations has expired, circulate to the members of the Synagogue entitled to notices of general meetings a notice setting forth the names of the persons duly nominated for election as ordinary members of the council and as wardens respectively, and of the persons by whom they are respectively nominated.

27—Where the number of such nominations does not exceed the number of vacancies to be filled, the chairman of the meeting shall declare the persons so nominated duly elected to the respective offices unless prior to the commencement of the meeting notice in writing has been given to the secretary by a member entitled to vote at the meeting of his intention to move thereat a resolution that any one or more of the persons so nominated (who must be named in such notice) shall not be elected. Upon any such resolution (of which such notice has been given) being proposed and seconded a vote shall be taken either by show of hands or by a poll (when every member present and entitled to vote shall have one vote) as the chairman may determine and shall be decided by simple majority. In the event of such a resolution relating to more than one person so nominated a separate vote shall be taken in

relation to each person. A poll shall be conducted in such manner as the chairman shall determine. At the conclusion of the voting or in the event of the resolution not being duly proposed and seconded the chairman shall declare the persons to whom the resolution does not relate and the persons who are not rejected upon the taking of the vote (and the persons specified in the resolution, if the resolution is not duly proposed and seconded) duly elected to their respective offices.

28—Should the number of nominations exceed the number of vacancies the voting shall be by a ballot. Upon the ballot a member entitled to vote shall be entitled to as many votes as there are vacancies, but may not give more than one vote to any candidate. Members voting in such ballot shall mark their voting papers with not less than half the full number of vacancies to be filled. Upon the taking of the ballot the candidate having the largest number of votes shall be deemed elected.

The word 'ballot' in this and the next two following Laws shall mean the marking by members present at the meeting and entitled to vote of a voting paper with their votes in favour of such a number of candidates as there are vacancies to be filled not being less than one half of such vacancies.

29—If any person is nominated for election both as an ordinary member of the Council and as a warden, the vote or ballot (if any) in respect of the election as a warden shall be taken before any vote or ballot in respect of the election of any ordinary members of the Council, and before any declaration as to such last-mentioned election. If such person is declared elected as a warden his nomination for election as an ordinary member of the Council shall be deemed void.

30—If there is an equality of votes between any of the candidates at an election by a ballot or upon a poll, the chairman shall have a second or casting vote.

COUNCIL

31—The council shall consist of 30 ordinary members of the council, the three wardens for the time being, the chairman for the time being of the Women's Guild, one representative of the Berkeley Group, one representative of the Junior Membership and such life members of the council as may have been appointed from time to time.

32—The ordinary members of the council (other than a treasurer) elected at each annual general meeting shall hold office from the conclusion of such meeting until the conclusion of the annual general meeting next but one thereafter, but so that any member of the council retiring at the conclusion of any annual general meeting shall be eligible for re-election thereat. A treasurer whose appointment by the council to that office has been confirmed at a general meeting of members under Law 64 shall continue without further election by the members to be an ordinary member of the council until the conclusion of the annual general meeting next but one after such confirmation.

33—The council shall have power at any time and from time to time to appoint any member of the Synagogue over the age of 21 to fill a casual vacancy among the ordinary members of the council, and so that any person so appointed shall hold office only for the remainder of the period for which the person in whose place he is appointed would have held office, but upon then retiring shall be eligible for re-election.

34—The chairman of the Women's Guild, the representative of the Berkeley Group, and the representative of the Junior Membership shall be elected or appointed in such manner and at such times as the constitutions of the Women's Guild, the Berkeley Group and the Junior Membership shall from time to time respectively provide.

35—The council shall from time to time be entitled to appoint any persons who have served as members of the council for not less than 10 years as life members of the council provided that there shall not be more than four life members of the council at any one time.

36—The members of the council shall from time to time appoint some one of the ordinary or life members of the council to be chairman of the council and president of the Synagogue who shall (provided he continues to be such a member of the council) hold such office for 2 years from the date of his appointment but shall then be eligible for re-appointment to such office. Any casual vacancy occurring in the office of such chairman and president shall be filled by the members of the council in manner aforesaid, but the person appointed to such vacancy shall only hold such office for the unexpired period of the 2 years for which the person whose place is being filled was appointed to such office.

37—One or more vice-presidents may also be appointed by the council from among its ordinary or life members. Each such vice-president shall hold office on terms and conditions similar to those provided for the office of president in Law 36 above.

38—The general control and management of the affairs of the Synagogue shall be entrusted to the council, except in so far as any authority or

power is by these laws vested in the executive, wardens or treasurers, and subject also to the control of the members of the Synagogue in the cases herein provided.

39—For the benefit of the Synagogue the Council may establish and regulate the affairs of any associated institutions or bodies of persons (*whether or not members of the Synagogue*) with such powers, functions and constitutions as the council may determine. At the date of the adoption of these Laws there are established the Women's Guild, the Berkeley Group; the Junior Membership and the Charitable Fund with each of which associations the council shall maintain contact and whose affairs shall be regulated by the council for the benefit of the Synagogue in such manner as their respective constitutions shall provide.

40—The council may annually or from time to time appoint one or more committees or sub-committees for any purposes which it may think fit, and may from time to time regulate the constitution and the appointment of the members of such committees or sub-committees (*which may respectively include persons who are not members of the council*) and may delegate to them such powers as the council think fit. Any special recommendations of any such committee or sub-committee shall be submitted to the next meeting of the executive, but any such committee or sub-committee shall be entitled to report direct to the council.

41—There shall be an education committee appointed annually by the council which shall include at least one member of the council and the senior minister for the time being. Its functions shall be determined by the council from time to time.

42—Each ordinary member of the council is expected to serve in any one or more of the following capacities; that is to say :— as a member of the executive, a member of a committee or sub-committee of the council, the Women's Guild, the Berkeley Group, the Junior Membership or the West London Synagogue Charitable Fund, a member of the Council of the Reform Synagogues of Great Britain, a member of the Council of the Bernhard Baron Settlement, a representative of the Synagogue on the Board of Deputies of British Jews or Board of Guardians and Trustees for the Relief of the Jewish Poor or a member of the Joint Burial Committee.

43—The power of appointing the paid officials and employees of the Synagogue (other than the Ministers) shall (subject as in these Laws otherwise provided) be vested in the council. Such appointments shall (subject as aforesaid) be on such terms in all respects as the council shall from time to time determine.

44—The council shall have power to dismiss any paid official or employee of the Synagogue, except the ministers.

45—The council, on any occasion which in its opinion is of sufficient cause, shall have power to suspend any minister from the performance of his duties for a period not exceeding thirty days and shall, on any such suspension, convene within seven days thereof a special general meeting of the members of the Synagogue for the purpose of taking such suspension into consideration.

46—The council shall have power to make such arrangements as may be necessary to provide a super-annuation fund or other retirement benefits for the ministers and other paid officials and employees of the Synagogue or any of them.

EXECUTIVE

47—The executive shall consist of the wardens, the treasurers, the president and vice-presidents of the Synagogue and three other members of the council who shall be elected annually by the council. The senior warden shall be chairman of the executive and if present shall preside at its meetings; in his absence one of the other wardens or in the absence of a warden one of the council members elected from among those present shall preside. Three members of the executive shall form a quorum. The Senior Minister shall be entitled whenever he so desires to attend at meetings of the executive in an advisory capacity but not to vote.

48—Subject to the control of the council, the executive shall have the general conduct of the affairs of the Synagogue. It shall also exercise such powers as may from time to time be delegated to it by the council and in particular the specific functions mentioned in the laws.

49—The executive shall from time to time recommend to the council the rate or rates of the membership subscription to be fixed as provided in Law 14. Subject to Law 12, the executive shall deal with all applications for membership, resignations, marriages, erection of tombstones and burials and all requests for reductions in subscriptions or fees and postponement of payment thereof.

50—The allocation of unallotted seats at any services shall be within the jurisdiction of the executive.

51—The executive shall have power to order and contract for all works, repairs, service and materials required for the use of the Synagogue, or the cemeteries, or for any activity connected with

the Synagogue, provided however that the amount to be paid in respect of any one such order or contract shall not without the authority of the council exceed five hundred pounds.

52—The executive shall be at liberty to allocate from the general and charitable funds of the Synagogue grants to necessitous persons (not exceeding ten pounds in any one month) and to administer the charitable endowments in the gift of the Synagogue.

53—The executive shall have power from time to time to appoint and dismiss officials of the Synagogue whose annual salary does not exceed a rate of eight hundred pounds or such other sum as may be fixed by the council from time to time, and from time to time to vary their emoluments within this limit.

54—The executive shall also have power to suspend any other paid officials or employees of the Synagogue (except the ministers) on account of misconduct, for a period not exceeding thirty days at any one time, within which period such suspension shall be brought before the council to be dealt with. The executive may appoint temporary substitutes during the period of such suspension.

55—The executive in consultation with the Music Committee shall have general control over the choirmaster, organist and choristers, subject to the provisions of Laws 104 to 110 (inclusive).

WARDENS

56—There shall be three wardens each of whom shall be elected by the members of the Synagogue from among persons qualified and nominated in accordance with Laws 25 and 26.

Each warden shall hold office until the conclusion of the next annual general meeting but two after his election unless removed from office under the provisions of Law 57. A retiring warden shall not be eligible for re-election at the annual general meeting at the conclusion of which his retirement takes effect.

57—A warden may be removed from office at any time during his three years' term of office on a Resolution of the council to that effect which has been passed by two-thirds of those present and voting at the meeting of the council at which such resolution is proposed and which has also been confirmed at a general meeting of members by a majority of members present and voting thereat. Any warden referred to in such resolution shall have the right to attend and address the meetings of the council and of the members at which the said resolution is considered.

58—A father and son, or two brothers, shall not at the same time serve together as wardens.

59—If any vacancy shall occur in the office of warden during the currency of any year such vacancy may be filled by the council for the remainder of such year. For the purposes of these Laws the senior warden shall be the warden who has been longest in office since the date of his last election; as between wardens last elected on the same date seniority shall be determined by the council.

60—The wardens in consultation with the ministers shall have the general control of and supervision over all services conducted in or in

connection with the Synagogue and shall be responsible for the performance of the services in conformity with the approved ritual.

61—The wardens shall officiate, during divine service, in the ceremonies of opening and closing the Ark and carrying the Law. In the absence of the wardens, any past warden or any past or present member of the council, or them failing, any member of the Synagogue, may perform such duties.

62—No marriage or memorial service shall be performed without the prior written authority signed by a warden after consultation with a minister. No funeral shall be performed without compliance with the Burial Acts, or the Cremation Acts, and without reporting the same to the executive. No ceremony of confirmation or barmitzvah shall be performed without the approval of the executive.

63—The wardens shall prepare and deliver to a meeting of the council preceding the annual general meeting of members, a report on the affairs of the Congregation during the preceding year ending on the 31st January, including a report of the increase or decrease in the number of members of the Synagogue, of the marriages and deaths which have taken place among the members and burials of non-members during such year, and generally of all such matters as affect the affairs of the Congregation. Such report shall be submitted to the annual general meeting and a printed copy thereof shall be sent to each member of the Synagogue entitled to notices with the notice of such general meeting.

TREASURERS

64—There shall be two treasurers of the Synagogue to be appointed by the council from time to time from among the ordinary or life members for the time being of the council from time to time, provided that such appointment shall be subject to confirmation at the next general meeting of the members of the Synagogue held after such appointment, but that the treasurers may act pending such confirmation. The treasurers shall respectively hold office for two years from the date of their appointment or until they cease to be members of the council (whichever shall be the shorter period) and (if then ordinary or life members of the council) shall then be eligible for re-appointment.

65—A father and son, or two brothers, shall not at the same time serve together as treasurers.

66—The treasurers shall have the custody of all the un-invested moneys of the Synagogue other than moneys authorised by the council to be held for special purposes and shall keep the banking account or accounts of the Synagogue at such bank or banks as may be sanctioned by the council.

67—The treasurers shall be at liberty to inspect all members' accounts before the same are issued and they shall receive payment of all sums of money due to the Synagogue by members or others.

68—The treasurer shall not pay any sum of money exceeding £100 without the authority of the executive except the fixed salaries, rents, rates, taxes, insurances and other usual routine expenditure and the grants passed by the council or by a general meeting of members.

69—The treasurers shall prepare and deliver to a meeting of the council preceding the annual general meeting a report on the financial affairs of the Congregation during the preceding year ending on the 31st January, including therein an account of the receipts and disbursements of that year, and such report shall also contain an estimate of the probable income and expenditure of the year then current, and be submitted to the annual general meeting and a printed copy thereof shall be sent to each member of the Synagogue prior to such general meeting.

70—The executive shall appoint a Finance and Estates' Committee consisting of the two treasurers, the senior warden and two other members of the council appointed annually from among their members with power for such Committee to co-opt other persons (whether or not members of the executive) to serve thereon. The treasurer who shall have been longest in office shall, if present, take the chair at meetings which shall be held not less than twice yearly. The Finance and Estates Committee shall be competent to consider general policy affecting the finances, property and investments of the Synagogue and shall report to the executive.

71—The accounts of the Synagogue for each financial year shall be audited by a duly qualified auditor appointed at the annual general meeting next before the commencement of such year, at such remuneration as shall be fixed by such meeting; and an abstract of the accounts, when audited, together with the wardens' and treasurers' reports to be submitted to the annual general meeting, shall be printed and a copy sent to each member of the Synagogue entitled to notices with the notice of such meeting.

TRUSTEES

72—Each and every fund and all property of the Synagogue except such funds as the council may authorise to be held for special purposes and except the moneys standing to the credit of the treasurer's banking account or accounts pursuant to Law 66 or otherwise held for special purposes shall be vested in or so as to be under the control — of four trustees, who shall be appointed from time to time by the council.

73—In case of the death, resignation, incapacity, bankruptcy, or residence abroad for a period exceeding 12 months of any trustee, a new trustee shall be appointed by resolution of the council in the place of such trustee.

74—The trustees shall invest the moneys and funds of the Synagogue except such funds as the council may authorise to be held for special purposes and except the moneys standing to the credit of the treasurers' banking account or accounts pursuant to Law 66 or otherwise held for special purposes as the council shall direct in their names or under their control in the purchase of land of any tenure in any part of the world or

- (a) in any investments authorised by the general law for the investment of trust moneys
- (b) in Government securities of the United States of America or of Canada
- (c) in the debentures, obligations, shares or marketable securities of any class of any company incorporated in the United Kingdom or in Canada under any general or special Act of Parliament or by Royal Charter or of any corporation established in the United Kingdom or in Canada for public purposes by or

under any Act of Parliament or incorporated under the laws of the United States of America or any state thereof

Provided always as follows:—

- (i) No money shall be invested in any investment authorised by sub-paragraph (b) or (c) hereof which is not dealt in or quoted upon a recognised Stock Exchange in the United Kingdom or in Canada or in the City of New York.
- (ii) No money shall be invested in any manner not authorised by the general law for the investment of trust money if the making of such investment would cause the value of the investments made under sub-paragraphs (b) and (c) to exceed in value three-fourths of the aggregate value of the investments made under sub-paragraphs (a) (b) and (c) hereof.
- (iii) No moneys shall be invested in any partly paid shares or stock.
- (iv) No moneys shall be invested in the ordinary or deferred shares or stock of any company unless at the time of investment such company shall have a paid up capital of £500,000 at least or its equivalent at the rate of exchange current at the date of investment and so that in the case of a company having shares of no par value such paid up capital shall be deemed to include the capital sum (other than capital surplus) appearing in the company's published account in respect of such shares; but this prohibition shall not prevent an application for and payment in respect of shares offered for subscription to the public

if the full subscription for such shares would cause the paid up capital of the company concerned to amount to £500,000 at least.

- (v) The council may sanction the retention in the state of investment in which the same is received of any property given or left to the Synagogue, whether or not the moneys of the Synagogue could properly be invested in the purchase of such property.
- (vi) The trustees shall if so authorised or directed by a general meeting of members of the Synagogue and if the council shall so approve, lay out such or any part of such moneys and funds as the meeting shall direct in the purchase of freehold or leasehold property and the erection equipment and furnishing of buildings thereon for the use of any synagogue or congregation of the Jewish faith or by making loans with or without interest and with or without security to or for the benefit of the trustees of any synagogue or congregation of the Jewish faith as such general meeting shall direct.
- (vii) Any property purchased in pursuance of the last foregoing paragraph shall be vested in the trustees who shall execute a declaration of trust thereof in favour of the Synagogue. Such property shall be held by the trustees on trust for sale as and when a general meeting shall direct. Subject to the said restriction on selling, the trustees shall have the rights of private owners in respect of the said property, but they shall not mortgage or charge it or any part of it without the express authority of a general meeting, nor exercise any rights in respect thereof except in accordance with the directions of the council.

- (viii) Notwithstanding the above loans not exceeding £2,000 in any individual case may be made with the approval of the council to any minister or salaried employee of the Synagogue to assist in the acquisition of a residence to be occupied by such minister or employee. Such loans to be with or without security as the council may decide.
- (ix) The trustees may purchase property for the occupation by any minister or official of the Synagogue or lay out moneys in erecting a residence for any minister or official.

75—The trustees shall have power to vary or transpose the investments of the Synagogue for or into others of a like nature.

76—Subject to Law 74 the trustees shall hold the funds and property of the Synagogue in trust, and shall dispose of the same for the purposes of the Synagogue, as they may be authorised and directed by a resolution passed by two-thirds of those present and entitled to vote at a general meeting of the members of the Synagogue specially convened for the purpose PROVIDED that the trustees may dispose for the benefit of the Synagogue of any of the funds and property of the Synagogue not specifically given for or devoted to religious worship or educational purposes as they may be authorised and directed by the council.

MINISTERS

77—There shall be one or more ministers of the Synagogue with such duties as shall be prescribed by the council from time to time. They shall be appointed and their salaries on appointment shall be fixed by the members of the Synagogue at a general meeting. The council may from time to time review the salaries of the ministers

and vary them as it thinks fit. Every minister shall retire on attaining the age of 65, but may be invited by the members to continue in the same or some other office for a further period or periods.

78—The appointment of a minister shall be made as follows:—

- (a) A committee shall be constituted as follows :
The council shall nominate five of its number (other than the chairman of the council) to be members of such committee, and the council shall thereupon convene a general meeting of the members of the Synagogue which shall appoint a further five persons (other than members of the council) as members of the committee. The chairman of the council shall be an additional member and the chairman of the committee, and as such chairman shall in the event of an equality of voting by the committee have a second or casting vote in addition to his ordinary vote.
- (b) The committee shall thereupon invite and consider applications from candidates for the post of minister and shall report to the council.
- (c) A general meeting of the members of the Synagogue shall thereupon be called by the council for the purpose of appointing the candidate or one of the candidates recommended by such committee. At such meeting the quorum shall be 25 persons personally present, but if such quorum is not present the meeting shall be adjourned, and at such adjourned meeting the members then present, not being less than 10, shall be a quorum.

79—Every minister on appointment shall declare in writing to the council his adherence to the ritual, laws and regulations of the Synagogue, and shall pledge himself not to deviate from them.

80—A minister may be dismissed from his office by the affirmative vote (to be taken by poll) of not less than two-thirds of the members present and voting at a special general meeting convened for the purpose, of which at least 21 days' notice shall have been given, and at which not less than 50 members of the Synagogue shall be present.

81A—The ministers shall not accept any fees for the performance of their official duties.

81B—The Senior Minister shall have power, after consultation with the Executive, to invite persons whom he considers suitable to assist the ministers in the conduct of the services, including the delivery of the sermon.

82—The ministers shall not take part in any religious service in any other congregation, nor accept any appointment, except with the consent of the wardens or chairman of the council.

SECRETARY

83—There shall be a secretary of the Synagogue, who shall from time to time be appointed for such period and at such salary as shall be fixed by the council.

84—He shall not practise any profession, accept any appointment, or follow any business or trade, without the sanction of the wardens or of the council.

85—He shall keep the registers of births, deaths and burials in the Congregation in the respective books furnished for those purposes.

86—He shall perform, in relation to the registration of marriages, the duties mentioned in the Marriage Act, 1949, or any modification or re-enactment thereof but he shall not certify, in pursuance of that Act, without the previous

authority of the council, any person to be the secretary of a synagogue connected with or affiliated to the Synagogue.

87—Unless the wardens shall exempt him from attendance, he shall attend all general meetings of the members of the Synagogue and all meetings of the council and executive, and also such meetings of the standing and other committees and sub-committees as the executive shall from time to time determine.

88—He shall keep copies of all letters written in the course of his official duties. He shall keep all the accounts and books of the Synagogue, and shall take charge of, and be answerable for all books, vouchers, papers, deeds and documents of the Synagogue.

89—He shall keep a correct record of the names and addresses of all the members of the Synagogue, and lists of all the seats in the Synagogue and of the subscriptions and other payments due to the Synagogue from members and others.

90—He shall prepare and send out at least once a year all accounts due by members and others to the Synagogue.

91—He shall collect and receive all moneys owing in respect of such accounts, or otherwise due to the Synagogue, and shall immediately pay the same into the bank account of the Synagogue.

92—He shall obtain from the ministers a correct list of the hours of divine service, and of the portions of the Law and Prophets appointed to be read, and shall take steps to make the same known to members of the Congregation.

93—He shall at all times, when requested, assist the wardens and the treasurers, and shall perform all the duties of the office of secretary, whether herein set forth or otherwise, and he shall conform to all the Laws and regulations for the time being of the Synagogue.

94—In the event of any vacancy occurring in the office of secretary, or if he shall be suspended by the council from his office, or if in the opinion of the council he shall be incapable of discharging his duties, the council shall have power to appoint some person temporarily to discharge the duties of such office and to cause such person to be certified as secretary of the Synagogue under the Marriage Act, 1949, or any modification or re-enactment thereof.

BEADLES

95—There shall be a head beadle of the Synagogue, who shall from time to time be appointed by the council, at such salary as it shall determine. He shall be appointed for a period of one year and thereafter may be confirmed in his office on a yearly basis subject to 6 months' notice. He shall also be entitled to such fees in addition to his fixed salary as shall from time to time be authorised by the wardens.

96—He shall make arrangements to open and close the Synagogue building and other adjoining property and, except as the wardens may otherwise authorise, attend there at all times during the performance of all services.

97—He shall have charge of the Synagogue and, if the executive so decide, any premises used

in connection therewith, and shall reside either on the premises or in the immediate neighbourhood, as may be directed by the executive.

98—He or an assistant shall be in attendance on the occasion of all meetings of the council and members of the Synagogue, and at marriages and burials, and also, when required, at the houses of members, when a minister is in attendance.

99—He shall superintend the arrangements for and at funerals.

100—He shall not claim any fees for the performance of his duties, except with the consent of the wardens nor receive any commission in respect of any work done on behalf of the Synagogue.

101—He shall comply with the orders and directions of the council, the executive, the ministers, the wardens, the treasurers and the secretary of the Synagogue and he shall perform such other duties not herein specified, as the executive shall from time to time decide.

102—If he shall, in the opinion of the wardens, transgress the regulations of the Synagogue, or conduct himself in a manner unbecoming his office, the wardens may suspend him from the performance of his duties and appoint a temporary substitute, until the question of his conduct be submitted to a meeting of the council.

103—The council shall have power to appoint one or more assistant beadles on such terms in all respects and to perform such duties as the council shall determine and so that the provisions of Laws 100, 101 and 102 shall apply (*mutatis mutandis*) to any such assistant.

CHOIRMASTER, CHOIR AND ORGANIST

104—There shall be a choir and an organist, and there may be a choirmaster, to assist in the performance of divine service.

105—The organist and the choirmaster (if any) shall be appointed by the council for such period and on such terms in all respects as the council shall determine.

106—The salaries of the choristers shall be fixed by the wardens.

107—There shall be a music committee appointed from time to time by the council. Such committee shall advise the wardens on the musical arrangements, and any proposed changes therein. The committee shall include at least one minister.

108—The organist and the choirmaster shall jointly select the choristers but no engagement shall be entered into with a chorister without the approval of the wardens, who shall exercise a general supervision over the choir and the musical services of the Synagogue.

109—No chorister shall be dismissed without the previous approval of the wardens.

110—A copy of all music composed or arranged for the Synagogue shall be kept by the secretary.

MEETINGS

111—All meetings of the council shall be convened by the wardens, after consultation, where practicable, with the chairman of the council.

112—General meetings of the members and meetings of the council shall be convened by notice, in which shall be stated the general nature of the business to be transacted thereat. Notice may be given to any member either personally or by sending it by post to him or to his last address in the United Kingdom in the books of the Synagogue. It shall not be necessary to send a notice to a member who has not provided to the secretary an address in the United Kingdom. Where a notice is sent by post, service shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice and to have been effected at the expiration of 24 hours after the letter containing the same is posted.

113—The notice convening the annual general meeting (together with the invitation to nominate persons for election to the council and as wardens, the annual report and the statement of accounts as required by Laws 26, 63 and 71) shall be sent out 21 clear days before the day appointed for the meeting. The notice convening other general meetings and meetings of the council shall, except in cases of emergency, be sent out at least 7 clear days before the meeting.

114—Meetings of the council shall be held not less than 4 times in each year and one of such meetings shall be held within four weeks preceding the annual general meeting.

115—The annual general meeting of the members of the Synagogue shall be held as soon as possible after the 31st January in each year on a date to be fixed by the wardens, but such date shall not be later than the 31st July next following.

116—Special meetings of the council shall be summoned by the wardens when they shall deem it expedient or upon a requisition, served on the secretary and signed by not less than seven members of the council, who shall, in such requisition, state the object for which such meeting is to be convened; and every such meeting shall be held within 14 days from the receipt by the secretary of such requisition.

117—Special general meetings of the members of the Synagogue shall be summoned by the council or the executive, when they shall deem it expedient, or upon a requisition served on the secretary and signed by not less than 100 members, who shall, in such requisition, state the object for which such meeting is to be convened; and every such meeting shall be held within 21 days from the receipt by the secretary of such requisition.

118—The executive shall, previously to summoning a special general meeting of the members of the Synagogue, convene a preliminary meeting of the council for consideration of the business for which such special general meeting is to be convened.

119—At all general meetings of the members of the Synagogue, the chairman of the council and president of the Synagogue shall take the chair, and in his absence the member of the council nominated in that behalf by the executive shall take the chair and failing the presence of the chairman and such nomination the meeting shall elect a chairman from among the members of the council present at the meeting or if none present from among the members of the Synagogue before proceeding to business.

120—Subject to Laws 78 and 122, at general meetings of the members other than requisitioned meetings, 20 members present and entitled to vote shall constitute a quorum; at general meetings convened upon requisition 75 members present and entitled to vote shall constitute a quorum.

121—At meetings of the council, 7 members of the council shall constitute a quorum, but no expenditure exceeding £500 shall be authorised at any meeting of the council unless 10 members of the council be present and previous notice of such expenditure shall have been given.

122—If no quorum is present at a meeting, whether of the council or of members of the Synagogue, the meeting shall stand adjourned to the same day in the next week at the same time and place or on such other date and at such other time and place as the executive shall determine and at such adjourned meeting the members present shall be a quorum. It shall not be necessary to give any notice of an adjourned meeting when it is adjourned to the same day in the next week at the same time and place.

123—Subject to Laws 27 and 28, at all meetings, whether of the council or of members of the Synagogue, voting shall take place by show of hands, but any meeting may, on the decision of the chairman or by resolution, take the voting by poll or by ballot as the circumstances require. In case of an equality of votes, the chairman shall have a second or casting vote in addition to his ordinary vote.

124—At the annual general meeting, the audited financial statement prepared by the treasurers together with wardens' and treasurers' reports shall be submitted.

DONATIONS

125—Donations may be made and received for the West London Synagogue Charitable Fund established by Rules dated 29th October, 1959, or otherwise in aid of the general and charitable funds of the Synagogue or for such other general or special purposes as the council may from time to time determine.

LEGACIES

126—All legacies and sums of money or property exceeding £100 in value which shall be bequeathed to or for the benefit of the Synagogue shall unless the terms of the bequest otherwise provide be invested in the names of the trustees in manner hereinbefore authorised, and the income only of such investments shall form part of the general income of the Synagogue.

MARRIAGES

127—Unless the wardens in special circumstances shall otherwise authorise, at least three weeks previously to the day proposed for the solemnisation of any marriage at or in connection with the Synagogue, the intended husband (who must be a member of the Synagogue) shall give notice in writing to the wardens, stating his own name, address and description, and those of his intended wife, being a person professing the Jewish religion, and if either be a minor, the name and address also of the parents or guardians of such minor. Such notice shall also state the time and place proposed for the solemnisation of the marriage and such other information as the wardens shall from time to time require.

128—No marriage shall be solemnised at or in connection with the Synagogue without the

previous authority of a warden given on the usual printed form, in addition to the certificate or licence of the superintendent registrar.

129—When a marriage shall be performed at or in connection with the Synagogue the intended husband shall pay such marriage fee as shall from time to time be fixed and if the attendance of the organist, with or without the choir, is desired, a sum to be fixed by the wardens shall be charged in addition to the marriage fee.

130—Any of the ministers may, after consulting a warden, perform a religious service of the Synagogue in the case of persons both being persons professing the Jewish religion who have been legally married under the civil law in the United Kingdom or abroad.

131—The wardens shall not authorise such religious service as last aforesaid unless they have reason to be satisfied that the parties desiring it have been legally married and documentary evidence of the marriage shall have been previously furnished to them.

132—The secretary shall keep a record of the solemnisation of such religious service.

BIRTHS

133—Any member of the Synagogue may arrange to have his child named according to Jewish custom, and in the case of a male child a certificate of circumcision is desired to be furnished to the secretary. Unless the child shall have been born overseas, no birth shall be registered in the register of the Synagogue until the secretary has been furnished with the certificate of the district registrar.

DEATHS

134—The certificate of the district registrar of the due registration of the death of any person shall be delivered to the secretary previous to the burial.

BURIAL GROUNDS

135—There shall be a keeper of each burial ground who shall be appointed and whose salary shall, from time to time, be fixed by the council. His term of office shall not exceed one year upon his first appointment, but thereafter he may be continued in office subject to determination by three months' notice.

136—A keeper shall not claim or be entitled to any fees nor have any lodgers in the house nor act as watcher.

137—The duties of each keeper shall be as follows :—

- (a) To reside in the house provided at the burial ground.
- (b) To keep the hall and premises throughout in a proper condition, attend at all interments in a decent suit of mourning, keep the ground, gravel walks and lavatories in a fit and orderly condition, and periodically examine the state of the tombstones, *and report thereon to the wardens in writing.*
- (c) To carry on no business of any kind whatever in the house or elsewhere, without the written permission of a warden.
- (d) To allow no person to perform any duties on the grounds (such as digging, etc.) without the written permission of the wardens.

- (e) To permit no grave to be dug, interment to take place, ashes to be deposited or scattered, nor tombstone to be erected otherwise than in accordance with the written authority of a warden.
- (f) To ensure correct measurements of such graves and that all necessary steps be taken accordingly.
- (g) To take charge of, keep and be responsible for, all utensils connected with interments, and the books containing the form of prayer.
- (h) To lock the gates and doors at closing time, previously ascertaining that no unauthorised persons remain on the ground or premises.
- (i) To keep a register (to be furnished by the secretary) of all burials, deposit or scattering of ashes that shall take place, stating the dates thereof in Hebrew and English, the names in full of the persons interred, their age, late place of residence, number of grave and row or place in the columbarium and the name of the minister who officiated. A copy of each entry shall be furnished by him to the secretary.
- (j) To perform all such other duties not herein set forth as may be consistent with the office of burial ground keeper, and on all occasions to conform strictly to the before-mentioned laws, and to all such directions as the wardens may from time to time give.

138—In case of the suspension of a keeper from the performance of his duties, or of his inability to discharge them, or of any vacancy in the office, the executive shall have power to appoint some person temporarily to perform the duties.

GRAVES

139—Each burial ground shall be laid out in regular rows, and each portion allotted for graves shall be numbered.

140—A columbarium may be provided for the deposit of ashes.

141—Reserved graves may be granted where required.

142—Interments shall be made in regular succession except where graves have been reserved.

143—A plan of each burial ground shall be kept by the keeper of the ground.

RIGHT OF BURIAL

144. (a) Every full member of the Synagogue who at the date of his or her death shall have been a member for at least six months and who if admitted to membership after 1st July, 1961, was at date of admission under the age of fifty years shall be entitled to the right for himself or herself of burial in a burial ground of the Synagogue or to interment of ashes in such burial ground as may be required and every such member of the Synagogue shall be entitled to a similar right for his or her spouse and unmarried children dying under the age of twenty-one provided that such spouse or child was eligible for family membership at the time of his or her death.

(b) If any full member who was admitted to such membership after the 1st July, 1961, or the spouse or unmarried child under the age of twenty-one of such a member (being a spouse or child then eligible for family membership) dies within 6 months of the admission of the full member to membership, there shall be paid on his or her burial

or interment in such burial ground as aforesaid a sum of twenty-five guineas or such other sum as may be approved by the Executive (provided that (i) not more than one such sum shall be payable under the foregoing provisions of this sub-paragraph on the deaths of a full member and such spouse and children or any of them; and (ii) the sum payable as aforesaid shall be in addition to any sum payable under sub-paragraph (c) hereof).

(c) If any full member who was admitted to such membership after the 1st July, 1961, and at the date of such admission has attained the age of fifty years or the spouse or unmarried child under the age of twenty-one of such a member (being a spouse or child then eligible for family membership) dies, there shall be paid on his or her burial or interment in such burial ground as aforesaid the following additional sum, namely:—

If full member's age at admission is between 50 and 54 (both in- clusive) the sum of	£5 5 0
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If full member's age at admission is between 55 and 59 (both in- clusive) the sum of	£10 10 0
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If full member's age at admission is between 60 and 64 (both in- clusive) the sum of	£15 15 0
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If full member's age at admission is between 65 and 69 (both in- clusive) the sum of	£21 0 0
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If full member's age at admission is 70 or more the sum of	£31 10 0
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(d) Every such full member as described in sub-paragraphs (b) and (c) or either of them shall be entitled to the right of burial or interment in such burial ground as aforesaid for his or her

spouse and unmarried children dying under the age of twenty-one, provided that such spouse or child was eligible for family membership at the time of his or her death and provided also that the respective sums mentioned above shall be payable on the burial or interment of whichever individual included in the family membership of such member is the first to require burial or interment.

(e) The Executive is authorised at its discretion to reduce or (subject to confirmation by the council) increase the above-mentioned sums.

(f) The expressions "burial" and "interment" where used above do not cover the cost of the funeral, i.e., undertaker's charges or crematorium or other incidental funeral expenses, the use of a niche in the columbarium or the erection of a tombstone.

145—Any member of the Synagogue desirous of retaining for a person or persons entitled to the right of burial under the preceding law, a reserved grave or graves, may make written application (stating the names of such person or persons) to the wardens, who shall be empowered to allot the same, on such member paying such a sum of not less than ten guineas for each grave as the executive may from time to time decide.

146—All right of burial in reserved graves shall determine if the person or persons entitled thereto ceases before the death to be a member of the Synagogue, and all moneys paid in respect of such reserved graves shall be forfeited.

147—Any person who, at the time of his or her death, shall not have been a member of the Synagogue, but shall have been a person professing the Jewish religion, may be buried in a burial ground of the Synagogue or may have his

or her ashes scattered or deposited in the columbarium, on application in writing to the wardens, who shall be empowered, if they think fit, to give permission for the burial of such deceased person or the scattering or deposit of such ashes on payment of a sum of not more than one hundred and fifty guineas, nor less than fifty guineas. Should it, however, appear to the wardens that the circumstances of the parties desirous of obtaining such burial or scattering or deposit of ashes render them unable to pay the latter sum, the wardens shall be at liberty to reduce the charge.

148—The wardens, on the application of a relative or friend of any deceased person who has been a member of the Synagogue and who has died in indigent circumstances, shall be empowered to grant gratuitous burial or deposit or scattering of ashes.

149—On the decease of any member of the Synagogue, notice shall be given without delay to the secretary.

150—Should any member of the Synagogue desire to have prayers read at his or her house during the week of mourning, application shall be made to the secretary.

FUNERALS

151—There shall be an undertaker to the Synagogue to be appointed from time to time by the wardens, who shall carry out funerals at a rate of charges to be approved by the wardens from time to time. The relatives of any persons to be buried in the burial ground of the Synagogue may, if they think fit, give orders through the secretary for the funeral to be carried out by any

other undertaker, and the Synagogue shall be entitled to a charge to be fixed by the wardens from time to time in respect of all funerals thus performed.

152—In addition to the undertaker's charge, a fee fixed from time to time by the council shall be payable to the Synagogue in respect of each funeral.

153—A tombstone tax on a scale from time to time fixed by the council shall be charged by the Synagogue when a tombstone is erected in any burial ground.

ALTERATION OF LAWS

154—These laws may be repealed, altered or added to, from time to time, by the members of the Synagogue in general meeting; but no such repeal, alteration or addition, and no alteration of the established ritual or forms of worship shall take effect unless sanctioned and adopted by a resolution passed by not less than three-fourths of such members as, being entitled to do so, vote at a special general meeting of the members of the Synagogue convened for the purpose and of which not less than fourteen days' previous notice shall have been given. Provided that, notwithstanding anything in this law contained, it shall be within the discretion of the council to make such minor alterations and adjustments in the ritual as may be certified in writing by the ministers to be in consonance with the established ritual and forms of worship and recommended by them for adoption.

Burial Ground Preservation Funds

The Balls Pond Burial Ground Preservation Fund was formally constituted in 1882 when funds were transferred to trustees to hold with any subsequent additions upon trust (inter alia) to apply the income in or towards repairing, renovating and keeping in order the tombs then or thereafter in the burial ground and in or towards supplying the graves with shrubs or otherwise embellishing or ornamenting the same as might be thought fit and proper.

On the said burial ground being filled or closed any surplus income, after answering the above purposes, is to be applied in or towards the general preservation, ornamentation and repair of the burial ground and the payment of the salary of any keeper, gardener or other officials whom the trustees might think proper to employ, but subject thereto, the trusts are to continue in favour of any new burial ground.

The income is applied by the wardens for the time being, the council of the Synagogue from time to time framing the necessary rules and regulations for both the fund and the income.

A similar fund was set up for like purposes for the burial ground at Golders Green.

APPENDIX No. 2

West London Synagogue of British Jews

A constituent of the Reform Synagogues of Great Britain

UPPER BERKELEY STREET, W.1.

PADddington 4404

(Offices: 33 Seymour Place, W.1.)

APPLICATION FOR MEMBERSHIP

Name (in full).....

Address (home).....

.....Tel. No.....

Address (business).....

.....Tel. No.....

Date of birth..... Occupation.....

Married or Single.....

Name of Wife/Husband.....

Names of Children (if any)..... Age.....

..... Age.....

..... Age.....

..... Age.....

Name and Address of Proposer.....

.....

I, being a member of the Jewish faith, beg to apply for membership of the West London Synagogue of British Jews and upon admission as a member I undertake to pay the annual membership subscription from time to time determined by the Executive, in accordance with the laws for the time being in force.

Signature.....

Date.....

Membership Rate.....

Covenant Form Signed/Given/To Forward.

APPENDIX No. 3

Form of Legacy

I give and bequeath to the treasurer or
treasurers, for the time being, of the WEST
LONDON SYNAGOGUE OF BRITISH JEWS,
the sum of
to be applied by him or them to the general
purposes of the said Synagogue.