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**CHARITY
COMMISSION**

THE LIBERAL JEWISH SYNAGOGUE

CONSTITUTION AND RULES

(Adopted 19th June 1980)

REGISTERED CHARITY No. 235668

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CONSTITUTION AND RULES

OF

**THE LIBERAL JEWISH
SYNAGOGUE**

NAME

1. The name of the Synagogue (hereinafter referred to as "the Synagogue") is 'The Liberal Jewish Synagogue'.

OBJECTS

2. (1) The objects for which the Synagogue is established are:-
 - (a) To promote religion by teaching and advancing the beliefs and practices of Liberal Judaism.
 - (b) To provide facilities for religious education and instruction and to provide facilities to enable children to be confirmed.
 - (c) To provide and maintain a place for public religious worship and to provide arrange and conduct religious services.
 - (d) To provide facilities for the solemnisation of marriages and for burials and cremations.
 - (e) To undertake such other religious, educational, recreational and charitable activities as the Council shall from time to time determine.

(2) The Synagogue may do all such other acts and things as shall from time to time be necessary in furthering the aforesaid objects, and in particular, but not so as in any way to limit the generality of the foregoing, employ such staff as shall be necessary for the attainment of the aforesaid objects and raise, borrow and secure the payment of and invest any sum or sums of money and purchase, take on lease or agreement, and hire any land or interest therein, or any property of any kind, and sell, mortgage, charge, grant leases or agreements in respect of and in any other manner deal with or turn to account any land or interest therein, or any other property of any kind belonging to the Synagogue.

MEMBERS

3. The Members of the Synagogue shall be such persons of the Jewish Faith who having applied for membership shall have been approved by the Council and shall be :-

- (a) not less than 16 years of age at the date of their election,
or
 - (b) persons who have been confirmed at the Synagogue or have received what the Council judges to be an equivalent confirmation at any other Synagogue.
4. The Council may from time to time determine different categories of membership and shall from time to time determine what subscription (if any) a Member shall annually pay to the Synagogue and shall if it thinks fit from time to time prescribe a minimum subscription for Members or for differing categories of Members.
5. The Council shall have power to terminate the membership of any member :
- (a) who fails to pay his subscription within three months after the same shall become due,
or
 - (b) if in the opinion of the Council that Member's continued membership shall be considered to be inconsistent with the objects of the Synagogue or be detrimental to the interests of the Synagogue PROVIDED THAT any such Member shall be entitled to be heard by the Council or it's nominees before the decision of the Council has been reached.

PRESIDENT

6. The Members may at the Annual General Meeting of the Synagogue each year elect a person to be President of the Synagogue and the President so elected shall hold office for one year only and shall then be eligible for re-election from year to year. A casual vacancy may be filled by the Members at an Extraordinary General Meeting.
7. The President shall be ex-officio a Member of the Council.

CHAIRMAN

8. The Council shall as occasion requires elect from among the Members of the Council a person to be Chairman of the Council and the person so elected shall hold office for three years only and shall then be eligible for re-election for a further period of three years but shall not be eligible for re-election as Chairman until six years have elapsed from the date when he last ceased to be Chairman.

HONORARY TREASURERS

9. The Council shall as occasion requires elect from among the Members of the Council two persons to be Honorary Treasurers of the Synagogue and the persons so elected shall hold office for one year only and shall then be eligible for re-election for successive periods of one year each.

TRUSTEES

10. The Council shall as occasion requires invite not less than four nor more than seven members of the Synagogue to be Trustees of the Synagogue and their appointment shall be by Deed executed by the surviving or continuing Trustees or Trustee for the time being.

11. All property belonging to the Synagogue shall (unless otherwise directed by the Council) be vested in three or more of the Trustees for the time being to be held by them upon trust for the Synagogue to be dealt with as the Council shall from time to time direct.

12. If at any time a Trustee shall cease to be a Member of the Synagogue or shall give notice in writing to the Secretary of the Synagogue of his desire to resign or retire from his Trusteeship, he shall ipso facto be deemed to desire to be discharged from all the trusts and powers reposed in or conferred on him in relation to his Trusteeship.

MINISTERS

13. The Council shall as occasion requires appoint one or more Ministers of the Synagogue at such remuneration and upon such conditions as the Council may think fit and such Ministers shall be entitled to attend meetings of the Council.

SECRETARY

14. The Secretary shall be appointed by the Council for such time, at such remuneration and upon such conditions as they may think fit, and any Secretary so appointed may be removed by them.

COUNCIL OF MANAGEMENT

15. Unless otherwise determined by a General Meeting, the number of the elected Members of the Council shall not be less than ten nor more than nineteen in addition to the President, who shall be ex-officio a Member of the Council.

16. The Council may from time to time and at any time appoint any Member of the Synagogue as a Member of the Council, either to fill a casual vacancy or by way of addition to the Council, provided that the prescribed maximum be not thereby exceeded. Any Member so appointed shall retain his office only until the next Annual General Meeting, but he shall then be eligible for election.

17. Only a person who is a Member of the Synagogue shall be eligible to hold office as an elected or ex-officio Member of the Council.

POWERS OF THE COUNCIL

18. The Council shall, in consultation with the Ministers where religious matters are involved, conduct the business of the Synagogue and shall exercise all such powers of the Synagogue, and do on behalf of the Synagogue all such acts as may be exercised and done by the Synagogue, always excepting such acts by these presents required to be exercised or done by the Members in General Meeting.

19. The Members for the time being of the Council may act notwithstanding any vacancy in their body; provided always that in case the Members of the Council shall at any time be reduced in number to less than the minimum number prescribed by or in accordance with these presents, it shall be lawful for them to act as the Council for the purpose of appointing persons to the Council to make good the deficiency, summoning a General Meeting and admitting persons to membership of the Synagogue but not for any other purpose.

DISQUALIFICATION OF MEMBERS OF THE COUNCIL

20. The office of a Member of the Council shall be vacated:-

- (A) If a receiving order is made against him or he makes any arrangement or composition with his creditors.
- (B) If he becomes of unsound mind.
- (C) If he ceases to be a Member of the Synagogue.
- (D) If by notice in writing to the Secretary of the Synagogue he resigns his office.
- (E) If he is removed from office by a resolution duly passed at a General Meeting of the Synagogue under Rule 26.

ROTATION OF MEMBERS OF THE COUNCIL

21. At the first Annual General Meeting after the passing of these presents and at the Annual General Meeting to be held in every subsequent year, one third of the Members of the Council for the time being, or if their number is not a multiple of three then the number nearest to one-third, shall retire from office.

22. The Members of the Council to retire shall be those who have been longest in office since their last election. As between Members of equal seniority, the members to retire shall in the absence of agreement be selected from among them by lot. The length of time a Member has been in office shall be computed from his last election. A retiring Member of the Council shall be eligible for re-election.

23. The Members may, at the Annual General Meeting at which a Member of the Council retires in manner aforesaid, fill up the vacated office by electing a person thereto, and in default the retiring Member shall, if offering himself for re-election, be deemed to have been re-elected, unless at such meeting it is expressly resolved not to fill such vacated office, or unless a resolution for the re-election of such Member shall have been put to the meeting and lost.

24. A person other than a Member of the Council retiring at the Annual General Meeting shall, unless recommended by the Council for election, be eligible for election to membership of the Council at a General Meeting, only if within not less than 21 days before the day appointed for the meeting there shall have been given to the Secretary nomination in writing, by two Members duly qualified to be present and vote at the meeting for which such nomination is given, of their intention to propose such person for election, and also notice in writing, signed by the person to be nominated, of his willingness to be elected.

25. The Members in General Meeting may from time to time increase or reduce the number of Members of the Council, and determine in what rotation such increased or reduced number shall go out of office, and may make the appointments necessary for effecting any such increase.

26. The Members in General Meeting may by Resolution remove any Member of the Council before the expiration of his period of office, and may by Resolution appoint another Member of the Synagogue in his stead; but any person so appointed shall retain his office only so long as the Member in whose place he is appointed would have held the same if he had not been removed.

PROCEEDINGS OF THE COUNCIL

27. The Council shall meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit, and determine the quorum necessary for the transaction of business. Unless otherwise determined, eight shall be a quorum. Questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes the Chairman shall have a second or casting vote.

28. Any three Members of the Council may, and on the request of three Members of the Council the Secretary shall, at any time, summon a meeting of the Council by notice served upon the several Members of the Council.

29. The Chairman shall be entitled to preside at all meetings of the Council at which he shall be present, and if at any meeting the Chairman be not present within five minutes after the time appointed for holding the meeting the Members of the Council present shall choose one of their number to be Chairman of that meeting.

30. The Council may delegate any of their powers to committees consisting of such Member or Members of the Synagogue as they think fit, and any committee so formed shall, in the exercise of the powers so delegated, conform to any directions given to it by the Council. The meetings and proceedings of any such committee shall be governed by the provisions of these presents for regulating the

meetings and proceedings of the Council so far as applicable and so far as the same shall not be superseded by any directions given by the Council.

31. All acts bona fide done by any meeting of the Council or of any committee of the Council, or by any person acting as a Member of the Council shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such Member or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a Member of the Council.

32. The Council shall cause proper minutes to be made of all appointments of officers made by the Council and of the proceedings of all meetings of the Synagogue and of the Council and of committees of the Council, and all business transacted at such meetings and such minutes shall be produced at the next succeeding meeting. Any such minutes of any meeting having been approved at the next succeeding meeting shall, if purporting to be signed by the Chairman of such meeting, or by the Chairman of the next succeeding meeting, be conclusive evidence as to the truth of the facts stated in the record.

33. A resolution in writing signed by all the Members for the time being of the Council or of any committee of the Council who are entitled to receive notice of a meeting of the Council or of such committee shall be as valid and effectual as if it had been passed at a meeting of the Council or of such committee duly convened and constituted.

GENERAL MEETINGS

34. The Synagogue shall hold a General Meeting in every calendar year as its Annual General Meeting at such time and place as may be determined by the Council, and shall specify the meeting as such in the notices calling it, provided that every Annual General Meeting shall be held not more than fifteen months after the holding of the last preceding Annual General Meeting.

35. All General Meetings, other than Annual General Meetings, shall be called Extraordinary General Meetings.

36. The Council may whenever they think fit and shall at the request in writing of not less than 20 Members of the Synagogue convene an Extraordinary General Meeting.

37. Twenty-one days' notice in writing at the least of every Annual General Meeting and of every other General Meeting (exclusive in every case both of the day on which it is served or deemed to be served and of the day for which it is given) specifying the place, the day and the hour of meeting, and in the case of special business the general nature of that business, shall be given in manner hereinafter mentioned to such persons as are under these presents entitled to receive such notices from the Synagogue and no business shall be transacted at a General Meeting other than business specified in the notice of the meeting.

38. Every Member shall be entitled to receive notice of General Meetings but the accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed, or proceedings had, at any meeting.

PROCEEDINGS AT GENERAL MEETINGS

39. No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Save as herein otherwise provided twenty Members personally present shall be a quorum.

40. If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present, the meeting, if convened on the requisition of Members, shall be dissolved. In any other case it shall stand adjourned to the same day in the next week, at the same time and place, or at such other time and place as the Council may determine and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting the Members present shall be a quorum.

41. The President or if he be not present the Chairman (if any) of the Council shall preside as Chairman at every General Meeting, but if the President or the Chairman of the Council shall not be present within fifteen minutes after the time appointed for holding the same, or shall be unwilling to preside the Members present shall choose some Member of the Council, or if no such Member be present, or if all the Members of the Council present decline to take the chair, they shall choose some Member of the Synagogue who shall be present to preside.

42. The Chairman of the General Meeting may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time, and from place to place, but no business shall be transacted at any adjourned meeting other than business which might have been transacted at the meeting from which the adjournment took place. Whenever a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given in the same manner as of an original meeting. Save as aforesaid, the Members shall not be entitled to any notice of an adjournment, or of the business to be transacted at an adjourned meeting.

43. At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is, before or upon the declaration of the result of the show of hands, demanded by the Chairman of the meeting or by at least three Members present in person, and unless a poll be so demanded a declaration by the Chairman of the meeting that a resolution has been carried, or carried unanimously or by a particular majority, or lost, or not carried by a particular majority, and an entry to that effect in the minute book of the Synagogue shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

44. If a poll be demanded in manner aforesaid, it shall be taken at such time and place, and in such manner, as the Chairman of the meeting shall direct, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

45. No Poll shall be demanded on the election of a Chairman of a meeting, or on any question of adjournment.

46. In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the meeting shall be entitled to a second or casting vote.

47. The demand of a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded.

VOTES OF MEMBERS

48. Save as hereinafter provided, every Member shall have one vote.

49. Save as herein expressly provided, no Member other than a Member duly registered, who shall have paid every subscription and other sum (if any) which shall be due and payable to the Synagogue in respect of his membership, shall be entitled to vote on any question at any General Meeting and votes shall be given on a poll personally and not by proxy.

EXECUTION OF DOCUMENTS

50. Any instrument for giving effect to a transaction to which the Synagogue is a party shall (unless it involves property vested in the name of some or all of the Trustees when it shall be executed by those Trustees) with the authority of a resolution of the Council, be signed by two Members of the Council pursuant to Section 34 of the Charities Act 1960.

ACCOUNTS

51. The Honorary Treasurers shall cause proper books of account to be kept with respect to :-

- (A) all sums of money received and expended by the Synagogue and the matters in respect of which such receipts and expenditure take place;
- (B) all sales and purchases of goods by the Synagogue; and
- (C) the assets and liabilities of the Synagogue.

Proper books shall not be deemed to be kept if there are not kept such books of account as are necessary to give a true and fair view of the state of the affairs of the Synagogue and to explain its transactions.

52. The books of account shall be kept at the office, or, at such other place or places as the Council shall think fit, and shall always be open to inspection by Members of the Council.

53. The Council shall from time to time determine whether and to what extent and at what time and places and under what conditions or regulations the accounts and books of the Synagogue or any of them shall be open to the inspection of Members of the Synagogue not being Members of the Council and no Member (not being a Member of the Council) shall have any right of inspecting any account or book or document of the Synagogue except as conferred by statute or authorised by the Council or by the Members in General Meeting.

54. At the Annual General Meeting in every year the Honorary Treasurers shall lay before the Members an audited income and expenditure account for the period since the last preceding account together with an audited balance sheet. Every such balance sheet shall be accompanied by reports of the Honorary Treasurers and the Auditors, and copies of such account, balance sheet and reports shall be sent to all persons entitled to receive notices of General Meetings in the manner in which notices are hereinafter directed to be served.

AUDIT

55. Once at least in every year the accounts of the Synagogue shall be examined and the correctness of the income and expenditure accounts and balance sheet ascertained by one or more properly qualified Auditor or Auditors who shall certify the accounts to that effect.

56. Auditors shall be appointed at the Annual General Meeting in each year and their remuneration regulated by the Council from time to time.

NOTICES

57. A notice may be served by the Synagogue upon any Member, either personally or by sending it through the post in a prepaid letter, addressed to such Member at his registered address as appearing in the register of Members.

58. Any Member described in the register of Members by an address not within the United Kingdom, who shall from time to time give the Synagogue an address within the United Kingdom at which notices may be served upon him, shall be entitled to have notices served upon him at such address, but, save as aforesaid only those Members who are described in the register of Members by an address within the United Kingdom shall be entitled to receive notices from the Synagogue.

59. Any notice, if served by post, shall be deemed to have been served three days following that on which the letter containing the same is put into the post, and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed and posted as a first class prepaid letter.

DISSOLUTION

60. If upon winding up or dissolution of the Synagogue there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Synagogue but shall be given or transferred to some other charitable institution or institutions having having objects similar to the objects of the Synagogue.

AMENDMENT OF RULES

61. These rules and all new or amended rules may be amended, replaced or revoked by the Members provided that the decision to make such alteration is carried by a majority of not less than two thirds of those Members present and that no such amendment replacement or revocation shall cause the Synagogue to cease in law to be a Charity.