



Northwood & Pinner
Liberal Synagogue

NORTHWOOD & PINNER LIBERAL SYNAGOGUE

CONSTITUTION
March 2010 edition

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Oaklands Gate
Northwood
Middlesex
HA6 3AA

T: 01923 822592
F: 01923 824454
E: admin@npls.org.uk
W: www.npls.org.uk

Senior Rabbi Aaron Goldstein
Assistant Rabbi Hillel Athias-Robles
Emeritus Rabbi Dr Andrew Goldstein

Northwood & Pinner Liberal Synagogue
is a member of Liberal Judaism
Registered Charity No. 243618

CONSTITUTION
of
THE NORTHWOOD & PINNER LIBERAL SYNAGOGUE
as at September 2007

NAME & GENERAL

- 1 The name of the Congregation shall be the Northwood & Pinner Liberal Synagogue. The Congregation shall be affiliated to Liberal Judaism.
- 2 The management and administration of the affairs of the Congregation shall be vested in the Council of the Congregation (hereinafter referred to as "the Council"). The Council may by resolution nominate individuals or officials to sign documents on behalf of the Congregation and the Council.

TRUSTEES

- 3 The Council shall appoint three Full members of the Congregation to act as Trustees of the property of the Congregation and whenever a vacancy shall occur among the Trustees the Council shall appoint a Full member of the Congregation to fill such vacancy. A Trustee who ceases to be a Full member of the Congregation shall thereupon cease to be a Trustee.
- 4 All the real property of the Congregation and such of the personal property of the Congregation as the Council may determine shall be vested in the Trustees who shall hold the same upon trust for the Congregation and shall deal with the same as the Council shall from time to time direct.

OBJECTS

- 5 The objects of the Congregation shall be -
 - (a) The advancement of Liberal Judaism.
 - (b) To provide, maintain and carry on a place of worship and to arrange and conduct religious services.
 - (c) To provide, arrange and conduct religious education.
 - (d) To make provision for the solemnisation of marriage.
 - (e) To make provision for burial and cremation.
 - (f) To perform such other religious rites and charitable duties as the Council shall from time to time determine.
 - (g) To do all such other acts and things as shall be conducive to the aforesaid objects and in particular (but not so as in any way to prejudice the generality of the foregoing part of this sub-clause) to raise, borrow and secure the payment of any sum or sums of money, to enter into guarantees and indemnities, limited and unlimited, and to purchase, take on lease or agreement and hire, either in the name of the Congregation or in the name of the Trustees of the Congregation on its behalf, any land or interest therein, or any property of any kind and to sell, mortgage, charge, grant leases or agreements in respect of and in any other manner deal with and turn to account any land or interest therein, or any property of any kind belonging to the Congregation whether in its own name or in the name of the Trustees of the Congregation on its behalf.

MEMBERSHIP

- 6 Subject to the approval of the Council as hereinafter mentioned, Full membership of the Congregation shall be open to men and women of the Jewish faith of not less than

twenty-one years of age who subscribe to the principles and objects of Liberal Judaism and of the Congregation.

7

- (a) Subject to the approval of the Council as hereinafter mentioned, Full membership of the Congregation shall also be open to young men and women of the Jewish faith who are not less than sixteen years of age and who have been confirmed by the Congregation or by any other Congregation affiliated to Liberal Judaism and who subscribe to the principles and objects of Liberal Judaism and of the Congregation.
- (b) Subject to the approval of the Council as hereinafter mentioned, Junior membership of the Congregation shall be open to young men and women of the Jewish faith who are not less than sixteen years and not more than twenty years of age and who subscribe to the principles and objects of Liberal Judaism and of the Congregation. Junior members shall have no right to vote at General Meetings.

8

- (a) Save as provided by sub-clauses (b) and (c) of this clause, all applicants for Full or Junior membership of the Congregation shall be required to complete a written application in such form as shall be from time to time prescribed by the Council. Such application shall be considered by the Council at its next meeting after the same shall have been received by a member of the Council duly completed and the Council shall in its absolute discretion grant refuse or adjourn consideration of such application and shall cause the applicant to be informed of its decision. An applicant for membership shall become a member of the Congregation upon the granting of his/her application by the Council and payment of the appropriate subscription
- (b) Existing Junior members of the Congregation shall be entitled to become Full members on attaining the age of twenty-one years or on being confirmed by the Congregation.
- (c) Children of Full members of the Congregation shall be entitled to become Junior members of the Congregation without obligation to pay any subscription on attaining the age of sixteen years.

9 Except as hereinafter provided, every Full member of the Congregation and every Junior member of the Congregation who is not the child of a Full member of the Congregation shall be liable to pay such annual subscription to the Congregation as shall be determined from time to time by the Council. The Council shall have power in its absolute discretion to remit payment in whole or in part of any membership subscription.

10 The Council may terminate the membership of any member if it shall deem it to be in the interest of the Congregation to do so; provided that any resolution calling for the termination of the membership of a member under this Clause shall require to be passed by a two-thirds majority of those members of the Council present at the meeting at which such resolution is considered and voting on the said resolution; and provided further that no such resolution shall be considered at any meeting of the Council unless written notice of intention to propose such resolution shall have been given to every member of the Council and to the member of the Congregation concerned not less than seven days before the date of such meeting.

11

- (a) If a member shall be six months or more in arrear in payment of his/her membership subscription and shall fail to discharge such arrears within two

weeks after being given written notice requiring him/her to do so and setting out the provisions of this Clause his/her membership shall forthwith cease.

- (b) If a person whose membership shall have ceased under the provision of sub-clause (a) hereof shall apply to be reinstated as a member his/ her application shall be dealt with under Clause 8 hereof and s/he shall not be entitled to retain any rights which s/he may formerly have had as a member but which s/he would not have had had s/he not previously been a member.

12 The Council shall cause to be kept a permanent register of members of the Synagogue.

COUNCIL

13 Subject as hereinafter mentioned the Council shall consist of thirteen Full members of the Congregation who shall be elected to the Council at the Annual General Meeting of the Congregation.

14 At each Annual General Meeting of the Congregation not less than half of the members of the Council for the time being shall retire from office. The members of the Council to retire in each year shall (unless agreed among themselves) be those who have been longest in office since their last election, but as between persons who became members of the Council on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.

15 Retiring members of the Council shall be eligible for re-election.

16 The Minister/s of the Congregation and the President shall be members of the Council ex-officio and without power to vote. The Council shall have power to co-opt not more than three members in any one year. Such co-opted members shall have no power to vote.

17

- (a) Each year (so far as practical and if possible before the end of December) the Council shall select the persons who are to be considered for appointment as Chairman, Treasurer, Honorary Secretary (and such other prospective officers as it may think fit) after the next Annual General Meeting of the Congregation. Persons so selected should be invited to meetings of the Synagogue Council but should not have the right to vote unless they are already members of the Council.
- (b) The Council shall hold a meeting not later than fourteen days after every Annual General Meeting of the Congregation and shall thereat either appoint from its number as Chairman, Treasurer, Honorary Secretary and other officers those individuals previously selected in accordance with sub-clause (a) hereof, or elect from its number some other person or persons to one or more of such offices. Such persons shall hold office until the first meeting of the Council after the Annual General Meeting of the Congregation next following. The Council shall at such meeting or at its next subsequent meeting also appoint the number of representatives to the Council of Liberal Judaism to which the Congregation may be from time to time entitled.

18 No person shall be eligible for election as Chairman of the Council who shall have held that office for an immediately preceding period of five consecutive years. No person shall be eligible for election as Treasurer of the Congregation who shall have held that office for an immediately preceding period of five consecutive years.

19 The Council shall hold a minimum of ten meetings in each congregational year. Minutes shall be taken of all meetings of the Council.

- 20 Notice shall be given to all members of the Council and to all other persons entitled to attend the same of the time and place of each meeting of the Council. Such notice shall be of not less than fourteen days duration unless, in the opinion of the Chairman of the Council, or any other officer of the Council in the absence of the Chairman or if the Chairman shall be unable for any reasons to act, there shall be a matter requiring the urgent attention of the Council.
- 21 Seven members of the Council shall constitute a quorum at meetings of the Council.
- 22 Subsidiary groups of the Congregation which are recognised as such by the Council shall have the right to nominate a representative who shall be entitled to attend meetings of the Council but who shall have no power to vote.
- 23 The Council shall have power to appoint such committees as it may think fit. The Chairman of every Committee, if not already a member of the Council, shall be a member of the Council ex-officio and without power to vote.
- 24 A member of the Council who shall fail to attend six consecutive meetings of the Council of which s/he shall have received due notice shall cease to be a member of the Council. Clause 14 of this Constitution shall be deemed to be qualified accordingly.
- 25 If the membership of the Council shall at any time fall to a lower number than ten the Council shall forthwith convene an Extraordinary General Meeting of the Congregation, which shall have the power to elect so many members to the Council as shall be required to fill all vacancies then existing.

GENERAL MEETINGS

- 26 The Congregation shall hold its Annual General Meeting before the end of June of each year to transact the following business:
 - (a) To receive reports covering the period since the previous Annual General Meeting from the Council, the Minister/s and the subsidiary groups of the Congregation.
 - (b) To receive the audited accounts of the Congregation for its financial year ended last before the date of the Meeting, together with a balance sheet as at the end of such financial year.
 - (c) To elect members to fill all vacancies then existing on the Council.
 - (d) To elect an auditor.
 - (e) To transact any other business of which notice shall have been given not less than fourteen days (or in the case of a proposal to repeal alter or add to the Constitution not less than twenty-one days) prior to the date of the meeting to the officer of the Congregation by whom notice of the meeting shall have been given.
- 27 The Council may at any time convene an Extraordinary General Meeting. The Council shall be bound forthwith to convene an Extraordinary General Meeting at the written request of not less than fifteen members of the Congregation stating the business which such members require to be transacted thereat.
- 28 Not less than twenty-eight days notice of every General Meeting of the Congregation shall be given in writing to every member of the Congregation and to the auditor of the Congregation. Such notice in the case of an Extraordinary General Meeting shall state the purpose for which such meeting has been convened and in the case of an Annual General Meeting shall give details of any business proposed by the Council to be transacted other than the business specified in sub-clauses (a) to (d) of Clause 26

hereof. The accidental failure to give notice of any General Meeting to any member or the late receipt by any member of notice of any General Meeting shall not invalidate the proceedings thereat.

- 29 Every notice of an Annual General Meeting given to a Full member of the Congregation shall be accompanied by a form for the nomination of members for election to the Council. It shall be a condition precedent to the election of a member to the Council that s/he shall have been nominated for election by the delivery not less than seven days prior to the date of the relevant Annual General Meeting to the Officer of the Congregation who shall have convened the same of such a form duly completed with the name of the nominee and signed by the nominee and by two other Full members of the Congregation.
- 30 The Congregation may at General Meetings upon the recommendation of the Council elect persons of distinction to the offices of President and Vice President of the Congregation in recognition of their services to the Congregation. The President and Vice President of the Congregation shall hold office for five years or until they shall earlier retire and the President shall not be eligible for re-election to the office of President. There shall not at any time be more than one President nor more than three Vice Presidents of the Congregation.
- 31 The Chairman of the Council shall act as Chairman at General Meetings of the Congregation. In the absence of the Chairman, the members of the Council present shall appoint one of their number to act as Chairman.
- 32 Thirty Full members of the Congregation shall constitute a quorum at General Meetings of the Congregation.
- 33 Voting at General Meetings of the Congregation on the election of members to the Council shall be by poll. Voting on any other matter shall be by show of hands unless a poll shall be demanded by not less than one third of the members present at the meeting. Voting by proxy shall not be permitted.

FINANCE

- 34 The Council shall cause to be kept proper books of account recording all receipts and payments and income and expenditure of by and on behalf of the Congregation.
- 35 The Financial year of the Congregation shall end on 31st December in each year and the accounts of the Congregation shall be balanced to that date.
- 36 At each Annual General Meeting of the Congregation an auditor (who may be but need not be a member of the Congregation) shall be elected to audit the accounts of the Congregation for the financial year during which such meeting is held. No person who shall be or shall have been a member of the Council during any part of the financial year in respect of which an auditor is to be appointed shall be eligible for election as auditor. All books of account and other documents reasonably required by the auditor shall be made available to the auditor on request.
- 37 All money or other property held by any subsidiary or associate body or group of the Congregation (with the exception of any Youth Group associated with the Congregation) shall be the property of the Congregation and the Council shall have the power at any time to require any such body or group to deliver to the Council a statement of its current financial position or to deliver to the Trustees or the Treasurer or as the Council shall otherwise direct all money and other property held by it.

- 38 All subsidiary and associate bodies and groups of the Congregation (with the exception of any Youth Group associated with the Congregation) shall prepare such accounts as the Council shall require for each financial year of the Congregation and shall deliver the same to the Council not later than 31st January in every year and shall make available to the Council and to the auditor all books of accounts and other documents reasonably required in connection therewith.
- 39 Every Youth Group associated with the Congregation shall be required to prepare an annual income and expenditure account together with a balance sheet and shall deliver a copy thereof to the Council and shall cause its books of account to be audited by an independent auditor. The Council shall have the power at any time to require any such Youth Group to deliver to the Council a statement of its current financial position.

AMENDMENT OF CONSTITUTION

- 40 This Constitution may be repealed altered or added to from time to time by a resolution passed by a two thirds majority of those present and voting at a General Meeting of the Congregation; provided that notice of such proposed resolution specifying the terms thereof shall be required to be given to every member of the Congregation not less than fourteen days prior to the General Meeting at which the same is to be proposed.