

NOTTINGHAM PROGRESSIVE JEWISH CONGREGATION CONSTITUTION

As amended at the Annual General Meeting 29 April 2012

- NAME** 1. The Congregation is called the *Nottingham Progressive Jewish Congregation*.
- AFFILIATION** 2. The Congregation is affiliated to the *Union of Liberal and Progressive Synagogues* (trading as and hereinafter referred to as *Liberal Judaism*) and accords with its principles and rules.
- OBJECTS** 3. The object of the Congregation is the advancement of liberal and progressive Judaism. In furtherance of this, the Congregation shall have the following obligations:
- a) to provide and maintain a place of worship and spiritual leadership
 - b) to conduct services
 - c) to provide religious education for members and their children
 - d) to provide facilities for the instruction of proselytes under the rules of Liberal Judaism
 - e) to solemnise baby blessings, Bar/Batmitzvah, Kabbalat Torah, marriages, burials and cremations for members
 - f) to perform such other religious, social and charitable activities as the Council shall determine
 - g) to use its best endeavours to play an active role in the life of the Jewish and wider communities
 - h) to be a member of *Liberal Judaism* and to support its aims
- MEMBERS** 4. Members must:
- a) be Jewish as defined by Liberal Judaism
 - b) subscribe to the objects of the Congregation
 - c) have paid or have committed to pay their subscription unless granted honorary or emeritus membership by the Council
 - d) pay subscriptions. Membership subscriptions become due on January 1st, although the Treasurer may grant that payment may be made by regular instalments upon the request of the member (see also clause 9)
 - e) discharge arrears. If a member is three months or more in arrears, and fails to discharge such arrears within four weeks of being given written notice, Council may suspend that member from membership of the Congregation
- The Council may:
- f) from time to time determine different categories of membership
 - g) by unanimous vote and for good reason, terminate the membership of any member: provided that the individual concerned shall have the right to be heard by the Council, accompanied by a friend if desired, before a final decision is made
- FAMILY** 5. The acceptance of a person as a member shall also include the acceptance as members of the person's partner and any children of the family, provided such partners and children are Jewish as defined by *Liberal Judaism*.
- On reaching the age of 18, such offspring shall apply for membership in their own right, unless they are in full-time education, when their inclusion in a family membership will be extended to the age of 23.

- NON MEMBERS**
- 6.** At the discretion of council, non members may participate in activities of the Congregation and may serve on committees that do not make any religious decisions. They may not speak or vote in general meetings or hold executive positions on any committee.
Non-members comprise:
- a) a non-Jewish spouse, partner or parent of a member
 - b) any person attending proselyte classes held under the auspices of the Congregation
 - c) any other Jewish or non-Jewish person
- PROSPECTIVE MEMBERS**
- 7.** Prospective members may be interviewed prior to their application being brought to Council, where their application may be approved at Council's discretion.
- HONORARY OFFICERS**
- 8.** The Congregation shall elect a Chairman or Chairwoman, Honorary Treasurer and Honorary Secretary. The Congregation may elect a Vice-Chairman or Chairwoman. Such elections shall take place only at a General Meeting of the Congregation.
- HONORARY SECRETARY**
- 9.** The Honorary Secretary shall be responsible for ensuring that the decisions of Council are correctly recorded in the Council minutes, for their distribution to members of Council, and other duties as specified in the role description.
- HONORARY TREASURER**
- 10.**
- a) The Honorary Treasurer shall be responsible for the full and proper maintenance of accounting records in accordance with accounting standards and for the preparation of the annual accounts
 - b) The Honorary Treasurer shall be responsible for the safe custody of the Congregation's financial books and records
 - c) All accounts shall be in the name of the Congregation and two signatures shall be required for withdrawals
 - d) All monies received on behalf of the Congregation shall be paid into the banking account of the Congregation at the bank approved by Executive
 - e) All disbursements on behalf of the Congregation shall be made by the Treasurer with the authority of the Council. All monies of the Congregation shall be invested by the Treasurer in the name of the Holding Trustees, subject to paragraph 11q
- LENGTH OF TERM**
- 11.** The Honorary Officers shall serve no more than two consecutive three year terms, after which they may only offer themselves for re-election after at least a one-year break. No more than two Honorary Officers may resign in any one year.
- PRESIDENT AND VICE- PRESIDENT**
- 12.** A President and Vice-President, nominated by Council, shall be elected by the members of the Congregation at an AGM and shall serve a maximum of six consecutive years in any one post.
- LIFE VICE-PRESIDENTS**
- 13.** The Congregation may from time to time create Honorary Life Vice-Presidents on the recommendation of the Council by vote at an Annual General Meeting. Such Honorary Life Vice-Presidents will have no executive powers and will have no authority other than that vested in any ordinary member of the Congregation (unless they hold some other office in the Congregation).

COUNCIL

- 14.** a) The Congregation shall be governed by the Council comprising the
- Chairman or Chairwoman
 - Vice Chairman or Chairwoman (if one has been elected)
 - Honorary Secretary
 - Honorary Treasurer
 - President
 - Vice-President
 - a total of four members of the Congregation, who shall be elected by the Congregation to serve for a period of two years. Two such members shall resign each year at the AGM. Elected council members shall serve for a maximum of three consecutive two year terms, after which they may only offer themselves for re-election after at least a one year break
 - Chairmen or Chairwomen of the following Committees
 - Burial
 - Care
 - Communications
 - Education
 - Fund raising
 - Guild
 - Management
 - Rites and Practices
 - Social Actionwho shall be deemed full members of Council with full voting rights
 - The Rabbi will attend Council meetings but will have no voting rights
- b) The above members of Council are expected to attend a minimum of eight Council meetings per year
- c) For the year following retirement, the former Chairman or Chairwoman shall be an ex-officio member of Council without the right to vote unless entitled by virtue of other office
- d) The Council shall meet at least ten times in each year. Seven members of the Council, of which at least two must be Honorary Officers, shall form a quorum
- e) The congregation's elected Deputy to the Board of Deputies will have the right to attend all such Council meetings as they deem necessary; to receive agenda and minutes, and will provide an oral or written report and attend Council at least quarterly
- f) The Council shall have the right to co-opt members of the Congregation to serve on Council as full members, provided that the number of co-opted members shall not exceed three. Such members shall retire at the following AGM
- g) The Council or its delegated representatives shall have power to appoint, dismiss and determine the terms of employment for all employees of the Congregation including the Rabbi
- h) The Council shall have power to make decisions on all matters relating to the practices, administration and affairs of the Congregation
- i) Council must be advised of and approve all investments made on behalf of the Congregation. Council has the right to stop or review its investments, make conditions related to an investment and to set investment policy
- j) In the event of the death or resignation of an Honorary Officer during the year the Council shall elect a member of the Congregation to serve in their place until the next Annual General Meeting
- k) A member of Council shall cease to hold office if they:
- are disqualified from acting as a member of the Council by virtue

of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision).

- become incapable by reason of mental disorder, illness or injury of managing and administering their own affairs.
 - are absent without the permission of the Council from all their meetings held within a period of six months and the Council resolve that their office be vacated; or
 - notify to the Council a wish to resign
- l) Members of the Congregation, having given the Honorary Secretary five days notice of their intention to be present, may attend any Council meeting. Such members may speak at the meeting but not vote. The Chairman or Chairwoman may exclude non-Council members for certain agenda items
- m) The Holding Trustees shall be ex-officio members of Council without the right to vote unless entitled by virtue of other office
- n) All members of Council are Charity Trustees of the Congregation
- o) The Council shall appoint representatives to such bodies as it deems appropriate

COUNCIL VOTE

- 15.** Where a vote taken in Council results in a tie the Chairman or Chairwoman shall have a casting vote.

EXECUTIVE COMMITTEE

- 16.** There shall be an Executive Committee of Council consisting of the Chairman or Chairwoman, Vice-Chairman or Chairwoman (if appointed), Treasurer, Secretary; up to two other members of Council may be appointed by Council to serve for one year. The Executive Committee may invite the President and/or Vice President to any of its meetings. The Executive Committee may also invite other members of the Congregation to attend and contribute to specific items of business. The Executive Committee shall, within guidelines set and reviewed from time to time by Council:
- a) take and act upon decisions relating to the day-to-day business of the Congregation
 - b) formulate ideas and policy to submit to Council
 - c) in exceptional circumstances take decisions other than in a) above which shall be subject to ratification at the following Council meeting. All such actions shall be fully reported at the following meeting of Council
- The Executive Committee shall meet at least ten times per year. Notes of meetings shall be kept.

OTHER COMMITTEES

- 17.**
- a) Council shall appoint committees to manage specific aspects of the congregation's business. Standing committees will include Rites and Practices, Management and Education. Council shall further appoint such other committees as are in the interests of the congregation.
 - b) Only members of the congregation may serve as officers of such committees, and their appointment must be approved by Council
 - c) all committee officers shall serve for two years, after which they shall retire but may be re-appointed. After serving six years, an officer may only be re-appointed after a one-year break
 - d) all acts and proceedings of such committees shall be reported to Council at the first opportunity, and at least quarterly in writing

AGM

- 18.** The Annual General Meeting shall normally be held within four months of the end of the Congregation's financial year, at a time and place decided by the Council. The meeting, which shall be chaired by the Chairman or Chairwoman of the Congregation, shall undertake the following:
- a) adoption of annual reports from the Chairman or Chairwoman, Treasurer, committee chairmen or chairwomen, Rabbi and others as appropriate
 - b) adoption of the Annual Accounts and Report of the Charity Trustees
 - c) election of the appropriate Honorary Officers
 - d) election of not more than two members of the Congregation to the Council
 - e) election of (as required), a Deputy or Deputies to the Board of Deputies of British Jews
 - f) appointment of Independent Reviewers

Annual General Meeting process

- g) minutes of the previous Annual General Meeting to be confirmed
- h) presentation and adoption of the Balance Sheet and Statement of Accounts from the preceding financial year
- i) reports from the Chairman or Chairwoman and any other officers or members with relevant responsibilities to be accepted
- j) discussion of any motions or resolutions

Annual General Meeting procedure

- k) the quorum at Annual General Meetings shall be thirty members. If an AGM is inquorate a further AGM shall be convened within 12 weeks
- l) at each Annual General Meeting no more than two Honorary Officers shall resign/retire
- m) where there are more candidates than vacancies, the election of Council members shall be by secret ballot and every member of the Congregation present shall be entitled to vote for as many candidates as there are vacancies to be filled. The decision of the Chairman or Chairwoman as to whether any candidate has been duly elected shall be final
- n) at the Annual General Meeting and all General Meetings of the Congregation, only full members over the age of 18 who are not in subscription arrears shall be entitled to speak and to cast one vote for each question. Non-members shall not be entitled to speak or vote nor take any active part in the Annual General Meeting. A simple majority of a quorate meeting shall determine any votes at the Annual General Meeting and other General Meetings; where there is a tie, the Chairman or Chairwoman shall have the casting vote

AGM TIMETABLE

19. 2 months before meeting (no later than)

Notice of AGM given to all members by the Honorary Secretary placing a notice in the Congregation's newsletter.

30 days before meeting (no later than)

Any resolutions for meeting to be received by Honorary Secretary.

21 days before meeting (no later than)

Members to receive:

- agenda (one per household)
- minutes of previous meeting (one set per household)
- nomination forms for Honorary Officers (as appropriate)
- nomination forms for elected members to Council
- note of resolutions proposed (if any)

accounts to be available to members on request

7 days before meeting (no later than)

Nominations to be with the Honorary Secretary.

SPECIAL GENERAL MEETINGS

- 20.** The Council may at any time for any special purpose call a Special General Meeting and it shall do so immediately upon the request, in writing, from any twenty members stating the purposes for which the meeting is required. No fewer than 14 days' notice shall be given of any such meeting.

The Chairman or Chairwoman or Vice Chairman or Chairwoman or in their absence a member selected by the Council shall act as chairman or chairwoman. The quorum shall be twenty-five members.

RABBINIC APPOINTMENT

- 21.** The appointment of a rabbi shall be made by a Rabbinic Appointment Committee consisting of:

- (a) the Chairman or Chairwoman or Chairwoman of the Congregation (who shall be Chairman or Chairwoman of the Committee)
- (b) the Chairman or Chairwoman of the Rites and Practices Committee
- (c) a representative of the Cheder
- (d) five members elected by the Congregation in a postal ballot or at a general meeting of the congregation, the process to be determined by Council according to the circumstances prevailing at the time

The renewal and termination of the Rabbi's appointment shall be a matter for the Council.

HOLDING TRUSTEES

- 22.** The Council shall appoint three members of the Congregation to act as Holding Trustees of the property of the Congregation; whenever a vacancy shall occur among the Holding Trustees, the Council shall appoint a member of the Congregation to fill such a vacancy. A Holding Trustee who ceases to be a member of the Congregation shall thereupon cease to be a Holding Trustee.

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 Holding 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.

Such Holding Trustees shall be indemnified against risk and expense out of the property of the Congregation.

SUBSCRIPTIONS

- 23.** The rates of subscription shall be determined by Council in the event that they propose no more than a 5% annual increase. Any greater increase will need the approval of the AGM. The Council shall have the power to remit such part of any subscription as it shall in its discretion see fit and may delegate such power to the Treasurer.

FINANCIAL YEAR

- 24.** The financial year of the Congregation is from 1st January to 31st December inclusive.

