

Rules of Newcastle Reform Synagogue

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I. BASIC PRINCIPLES AND DEFINITIONS

1. Application

These rules are binding on all members, friends and persons with official affiliation with the Synagogue.

2. Definitions and specifications

a) Singular/Plural

Except where inconsistent within context words imparting the singular shall include the plural and vice versa.

b) Formatting

Paragraph numbers and headings have been provided to help identify appropriate sections and shall have no legal meaning or definition.

c) Synagogue

The word Synagogue or the acronym NRS may be used to designate Newcastle Reform Synagogue

d) Member

Unless otherwise specified, the term “member” of the Synagogue is used to mean any kind of Member as defined in Section IV, who is up-to-date with his/her subscription.

e) Friend

Unless otherwise specified, the term “friend” of the Synagogue is used to mean any kind of Friend as defined in Section IV, who is up-to-date with his/her subscription.

f) Movement for Reform Judaism

References to the Movement for Reform Judaism or MRJ shall also refer to any organisation that may succeed it.

g) Years

References to periods of office of a year or years shall be regarded as running from one Annual General Meeting to the next Annual General Meeting, unless otherwise stated.

h) The Rabbi

The specific designation of the Rabbi refers to a rabbi employed or contracted with/by NRS to provide rabbinic services for a period of at least six months. Where no rabbi has been employed or contracted with in such a manner, any reference to the Rabbi shall be deemed removed.

3. Suspension and Amendment of the Rules

These Rules or any part of them may be suspended, altered or amended from time to time by Resolution of the Council that is carried by a majority of not less than two thirds of the persons present and voting

4. Notification and Recording of Changes to the Rules

A master set of rules is to be kept by the Secretary and all changes approved are to be incorporated in the master set of rules together with the date at which such change was

approved (where reasonable and practical, dates for individual changes will be noted).

A current set of these rules will be made available on the Synagogue website. Any suspension, alteration or amendment of the rules approved by Council shall be notified to the members of the Synagogue by publication in the Synagogue newsletter or other such publication that is issued generally to the members. A summary (within reason) of all the rule changes made by Council in the year shall be sent out with the notice of the next Annual General Meeting.

At any time, a Synagogue member may request a hard copy of the current rules.

5. Charitable Status

No amendment or suspension of all part of the Rules may be made which could jeopardise the charitable status of the Synagogue.

6. Interpretation of Rules

Council of the Synagogue shall be sole arbiter for the interpretation of the Rules and its decision upon any matter not otherwise provided for by the Rules shall be final and binding. In the event that there is any ambiguity, differences of opinion or disputes of any part or clause in these rules with the Constitution of the Synagogue then the Constitution shall prevail.

II. THE NRS COUNCIL

In line with our Constitution, the affairs of the Synagogue shall be managed on behalf of the Members by a Council.

1. Council Responsibilities and Powers

Voting Members of Council are the Trustees of the Charity and are expected to serve the best interests of the Synagogue and provide good governance:

- Hold the Synagogue in trust for current and future generations
- Ensure integrity of and compliance with the purpose of the Synagogue
- Ensure compliance with the law
- Support and hold to account any paid persons
- Assure efficiency, economy, and effectiveness of the Synagogues activities
- Be accountable to members for resources,

The NRS Council is not only a governing body, but, in the absence of paid professional staff, is also expected to take responsibility for various aspects of Synagogue management.

Council will oversee the implementation and operation of such things as may be determined to be important to the life of the community. They are also expected to attend life-cycle and other Synagogue functions on a regular basis and to represent "the Congregation".

If so requested by Council, any Council member may represent and speak on behalf of Council regarding internal or external events and communications.

The Council may make regulations concerning practices, procedures and fees charged by the Synagogue. Where appropriate these shall conform with the practices of the MRJ.

2. Composition and Roles

Council shall consist of the following.

a) Executive Officers

Four Executive Officers, namely the Chair, the Vice-Chair, the Secretary, and the Treasurer,

Chair - The Chair shall preside over and conduct all Annual General, Special General, Extraordinary, Council, and Executive meetings and in the event of an equal vote on any resolution he/she shall have a second or casting vote.

Vice-Chair - All rights and duties conferred upon the Chair shall, in his/her absence, devolve upon and be exercised by the Vice-Chair or, in the absence of both, by a member of Council nominated by a simple majority of the Council present and voting.

Secretary - The Secretary shall be the Executive Officer responsible for sending notices of and minuting meetings of the Council, Executive and Annual General Meetings, and for maintaining the Constitution and these Rules.

Treasurer - The Treasurer shall be the Executive Officer responsible for

ensuring the effective day-to-day financial function of the Synagogue and for the control of funds and the custody and records of the monies and account books of the Synagogue.

b) Ordinary Members

Not less than six nor greater than ten Ordinary Members, one of whom shall be the Chair or other member of the Ritual Committee (or equivalent).

Specific responsibilities or roles may change over time, but must include building maintenance and management. Other roles may include, but are not limited to: education, administration, youth outreach, membership development, internal and external communications, visiting elderly/sick members etc.

c) Ex officio Positions

The following are not entitled to vote, but are entitled and expected to attend and participate in Council meetings **ex-officio** and to receive official communications directed to or from the entire Council:

- Honorary Life Presidents
- The immediate past Chair of Council (for a period of one year after the end of his/her term),
- The Rabbi,
- A representative from any affiliated congregation,
- Such persons as shall be invited by invitation by or co-option.

d) Vacancies

Nothing in these rules shall be declared void or voidable solely on the grounds that there are vacancies on Council, or Executive, or in the position of Rabbi.

e) Honorary Positions

The Members in General Meeting may bestow upon individuals an honorary title for life or for some lesser period. Such titles include but are not limited to Honorary Life Presidents. Such title does not confer upon the holder any rights other than the rights accorded to ordinary Members and is bestowed upon such a person as a mark of recognition and respect.

A proposal to nominate a person for honorary title, other than for a period of less than one year, shall be by Council for approval of Members in General Meeting.

3. Terms in Office, Eligibility and Limits

All members of Council are elected annually for a period of one year. If eligible they may stand for re-election. However, the following limits are recommended for periods during which one person may serve in a particular office.

a) Executive

It is highly recommended that the period in office for Executive roles be three years. It is recommended that people not stay in the same position for more than three years. It is also recommended that when people take on a role on the Executive, they be prepared

to remain on the Executive for three years.

Any Member aged 18+ shall be entitled to stand for election as an Executive Officer provided that person has been an ordinary Council Member for at least one year and in the case of Chair the candidate has previously held one of the Executive Offices.

b) Ordinary Member of Council

It is highly recommended that the period in office for a member of Council be three years. It is recommended that people not stay in the same position for more than three years. It is also recommended that when people take a seat on Council, they be prepared to remain on Council for three years.

Any Member aged 18 + shall be entitled to stand for election as an Ordinary member of Council.

c) Election by Members

See section V on General Meetings

d) Removal of a Member of Council

A member of Council or the Executive may be removed from office by a vote of 2/3 of the Council. Such a decision must relate to incapacity or failure of the person to fulfill his or her role over six months.

e) Vacancies

The Council may fill up to a maximum of three vacancies by appointment from the adult Members of the Synagogue and the term in office for such casual vacancy shall continue to the next Annual General Meeting. Any time spent as an appointee shall not be counted for the purpose of re-election.

4. Meetings

a) Frequency of Meetings

The Council shall meet approximately every two months or at such other times as deemed expedient by the Chair.

b) Convening of Normal Meetings

Meetings shall normally be convened upon a minimum of seven days' notice but in the case of an emergency an Executive Officer may summon a Council meeting without a period of notice.

c) Attendance of Council Members

Members of Council and Executive are expected to attend Council meetings regularly.

d) Convening of Special Meetings

A special meeting of the Council may be called within not less than seven, or more than fourteen days, upon request of at least three members of the Council who shall declare to the Secretary the matter or matters they wish to be discussed at such meeting. An isolated innocent and accidental omission to give notice of a Council Meeting to any Member of the Council shall not invalidate any resolution passed at such Meeting.

e) Quorum

The quorum for a meeting of the Council shall be 60% of council members, including

ordinary and executive members, personally present. It is not possible to appoint a proxy for Council meetings.

f) Minutes

Minutes shall be taken at all Council meetings and circulated to all Council Members within twenty-one days. Generally, approval will be requested at the next Council meeting. Once approved, minutes (minus any private and confidential matters) shall also be made available on the synagogue website.

g) Private and Confidential Matters

All matters relating to the membership (or friend status) of individuals is deemed to be private and confidential and will not be published or made available for inspection. The Council may resolve that matters are of a private and confidential nature and if so the Chair shall decide how the matter be recorded and whether it be made available for inspection. Any such decision must be made at the time of discussion or prior to approval of minutes.

h) Open Meetings

NRS members are welcome to attend Council meetings, but will generally be asked to leave the room when private and confidential matters are discussed.

III.COMMITTEES AND TASKFORCES

1. Committees in General

a) Establishing Committees

The Council may establish and dissolve committees to hold office until the next Annual General Meeting, unless previously dissolved.

b) Extent of Powers

The Council may confer upon or delegate to any committee such powers of Council as the Council shall determine provided that all actions and proceedings of any committee shall be fully and promptly reported to Council. Unless indicated otherwise by Council, once a report has been formally received with an opportunity for comment, Council is deemed to approve of any actions taken by the Committee.

c) Approval of Personnel

Any Committee Chair must be approved as such by the Council. The Committee Chair is responsible for selecting other Committee members and reporting on this to Council. Unless indicated otherwise by Council, once a report has been received, Council is deemed to approve of any appointments to the Committee.

d) Period in Office of Ritual Committee Members

All members of the Ritual Committee shall serve from the time of approval of their appointment by Council until the next AGM.

e) Meetings

The Chair of the Synagogue shall be notified of all meetings to be held by any committee and shall be entitled to attend in person or by proxy nominated by him and vote at such meetings. The Council may, on appointing a committee, request it to keep and produce to Council minutes of its meetings.

2. Ritual Committee of Council

This is a standing Committee of Council.

a) Responsibilities

The Ritual Committee shall be responsible to Council for determining when, how and where religious services shall be held and shall devise, determine and prescribe the format, conduct, execution and performance of all religious activities of and in the control of the Synagogue.

b) Conduct of Religious Practices

The Ritual Committee shall ensure the proper decorous and correct observance and conduct of all religious services, ceremonies, rites and events and shall at all times act in the best interest of the Synagogue and its members.

c) Chair

The Ritual Committee may nominate for Council approval one of their number to succeed as Chair of the committee. Alternatively, in the absence of such nomination

or, should Council not approve the nomination (such approval is not to be unreasonably withheld), Council will assign one of its members or another appropriate person to be the Chair of the Ritual Committee.

d) Chair's Term of Office

The appointment of the Chair of the Ritual Committee shall take effect from the time of appointment by Council, which should take place at the first Council meeting following the AGM. The Term shall continue until the next AGM. The Chair of the Ritual Committee should not under normal circumstances hold this position for more than three consecutive years.

e) Members

This will normally consist of the Rabbi, Chair, Senior Warden, and such other members of the Synagogue as the Chair and Rabbi agree. The Ritual Committee Chair is responsible for selecting other Ritual Committee members and reporting on this to Council. Unless indicated otherwise by Council, once a report has been received (as above), Council is deemed to approve of any appointments to the Ritual Committee.

3. Special Taskforce

Where a particular matter requires investigation or deeper consideration, a Special Taskforce may be appointed by Council at any time or elected by the Members at the Annual General or Special General Meeting. In accordance with the request and at the discretion of the Council/Members so electing them, the Taskforce will be required to consider any such matter(s) and to report there on, in such manner as shall be determined at the date of appointment or by subsequent agreement with the Taskforce.

4. OTHER OFFICIAL ROLES

a) Custodial Trustees

Appointment - The Council may appoint, or remove if necessary, Custodial Trustees from office. Any person so appointed must be a Member of the Synagogue.

Declaration of Trust - Custodial Trustees shall execute Declarations of Trust as necessary to ensure the control thereof by the Synagogue.

Indemnity - Custodial Trustees shall be entitled to a full indemnity out of funds of the Synagogue in respect of all costs, charges and expenses arising directly or indirectly out of their Trusteeship, in so far as it is lawful to do so.

IV. MEMBERSHIP RIGHTS AND RESPONSIBILITIES

Pursuant to the NRS Constitution, section 4, "any person who is a Jew shall be eligible for membership of the Synagogue. The admission to and continuing membership of the Synagogue shall be subject to such conditions precedent, provisos and requirements and upon payment of such fees, levies and subscriptions as shall be specified in the Rules." Below are set out the categories of membership and conditions for application.

1. Membership Categories

The Council may introduce categories of Membership at such level of subscription as it shall determine. It is noted that the Council may also set different subscriptions fees for different membership categories. The categories of membership approved by the Council are as follows:

- **Full membership** is open to adults (aged 18+);
- **Country membership** Country membership is open to adults , aged 18+, as at 31 Dec of the year prior, who live 50 or more miles from NRS;
- **Student Membership** is open to adults aged 18 to 24 inclusive as at 31 Dec of the year prior. A person who is over the age of 24 and is a full-time student is also eligible to apply for student membership, but must show proof of student status; and,
- **Child membership** is available for those aged up to and including 17, as at 31 Dec of the year prior.

2. Membership Responsibilities and Rights

Members are expected to act in a responsible and considerate manner, not to infringe the rights of other members, and do all that is necessary to ensure that the Synagogue is not brought into disrepute.

Members have the right to attend all communal religious occasions and activities.

Members are entitled to enjoy the personal privileges relating to marriage, Bar/Batmitzvah, burial, rabbinic counselling and any other rights appropriate to membership of the Synagogue in accordance with the circumstances and conditions at the time.

Members are entitled to attend Annual General, Special, or Extraordinary Meetings of the Synagogue. All Members, with the exception of child members are entitled to vote in any vote of the Members.

Members shall normally be entitled to attend meetings of the Council as observers, but not during discussion of private and confidential matters.

3. Friend Status

It is noted that the Synagogue Council recognises that there are certain adults who support the ideals and activities of NRS, but are not Jewish and are not, therefore, eligible for full membership. A category of 'Friends of NRS' has been established for (a) partners of Jewish members and (b) Honorary Friend status can be conferred by Council or the membership on for persons of goodwill who support the values of the Synagogue and whom the Synagogue wishes to honour . Friends can:

- Attend services (including High Holy Days), social functions and educational activities.
- Receive a copy of the synagogue's newsletter
- Know that they are supporting the Synagogue and contributing to its costs.
- Friends of the synagogue may attend and speak at meetings, but do not have voting rights

However, Friends of NRS are not members.

4. Candidate Status

Candidate status is open to those persons who have been accepted as candidates for conversion. Beyond participation in any conversion programme, the general rights and responsibilities of Candidates are the same as those of Friends.

5. Honorary Membership

Any Rabbi of the Synagogue (see Definitions), is deemed to be an Honorary Member during the period of their service to the Synagogue. The Rabbi shall be entitled to receive notice of and to attend but not to vote at General Meetings and to exercise such other rights as the Council may from time to time grant.

6. Membership or Friend Application and Acceptance

Any person over the age of 18 may make application in such form as the Council may direct. An adult parent/guardian may make an application on behalf of his or her child.

Matters of Jewish status shall be defined by the standards and conditions laid down by the Beth Din of MRJ.

No person may be accepted as a Member or Friend until approved by the Council.

7. Termination of Membership or Other Status

a) For Non-Payment

In the case of non-payment of subscription or agreement of a payment structure with the Treasurer by 30 June of the year in question, the person's name will be notified to Council and their membership will be deemed terminated as of 30 June of that year. They have the right to send written representations on the matter to Council prior to 30 June. If membership is terminated, then all rights and entitlements shall cease forthwith and the Treasurer shall confirm the termination in writing. Anyone whose membership has been terminated may apply for membership in the future.

b) For Other Reasons

Membership may be terminated by a Resolution of Council at the discretion of Council Whenever Termination is being considered for reasons other than non-payment, Notice of the intended resolution to terminate membership shall be sent by the Membership Officer to the Member at the last known address not less than 21 days before the Resolution is to be put to Council. Such Notice will inform the Member that he/she has the right to submit written representation to Council prior to the date of the decision on termination.

If membership is terminated, then all rights and entitlements shall cease forthwith and the Membership Officer shall confirm the termination in writing. Anyone whose membership has been terminated may apply for membership in the future.

V. GENERAL MEETINGS

1. Classes of General Meetings

There shall be three types of General Meetings of Members of the Synagogue:

- Annual General Meetings
- Special General Meetings
- Extraordinary General Meetings

2. Notice of Meetings

The Secretary shall give Notice of the AGM to all Members, and such Notice shall be dispatched not less than 21 days before the meeting by electronic mail (or by ordinary post where members have indicated the need to receive the documents in this manner) to the last known address of all Members.

Accidental Omission to Give Notice

An isolated innocent and accidental omission to give notice of an Annual General Meeting, a Special General Meeting, or an Extraordinary General Meeting to any person entitled to receive such notice shall not invalidate any resolution passed or appointments made at such Meeting.

3. Quorum

The quorum for all Annual General, Special General, or Extraordinary General Meetings shall be 15 Members or 10% of the total voting membership whichever is greater. It is not possible to appoint a proxy for a General Meeting

4. Voting & Passing of Resolutions

Resolutions shall be deemed to have been carried by a show of hands by a simple majority of Members present, entitled and voting at the Meeting. Members' abstention votes will be excluded from calculation of a majority. Members present may call upon the Meeting to have specific resolutions determined by ballot.

Ballots

Where a ballot is requested and agreed upon, then the Meeting shall appoint two persons (not themselves candidates or having a vested interest) to conduct the ballot and present the results, but not the votes cast, for the Chair to announce. Members' abstention votes will be excluded from calculation of a majority. The number of votes cast shall be available to the Meeting upon request.

5. Annual General Meeting

The Annual General Meeting shall be held within 6 months of the end of the year (December 31st) in each year or as soon after the year end as is possible and in any event no later than 15 months from the previous Annual General Meeting to transact the following business:

- To receive and consider **Reports from Council** on the affairs of the Synagogue.
- To receive the accounts, together with the Auditor's Report on the previous year.
- To elect firstly **Executive Officers** and secondly up to ten ordinary **Members of**

Council for the ensuing year.

- To transact such **Other Business** of which notice shall have been given.

a) Members Proposal to Include an Item on the AGM Agenda

A Resolution proposed by a Member may be included on the Agenda provided that it is submitted not less than 14 days before the date of the AGM, and it is seconded by a minimum of 10 paid up Members or 10% of the total membership whichever is greater

Any members considering such a proposal are encouraged to discuss the matter with Council in advance in order to work toward effective discussion and resolution.

b) Election of Council at Annual General Meeting

The election of Executive Officers and Ordinary Members of Council at the Annual General Meeting shall be conducted as follows:

Nomination by Members

Any two Members may nominate in writing another Member of the congregation for election to Council or Executive Office. Nominations must be received at least seven days before the date of the meeting. Nominations will only progress if the nominee consents.

Announcement of Nominees.

The Chair shall announce to the Meeting the names of the persons nominated, eligible and willing to serve as Executive Officers or as Ordinary Members of Council.

Nomination for Executive: Excess Number

In the event of more than one nomination for an Executive Office having been received an election shall take place by secret ballot.

Nomination for Executive: Correct Number

In the event that only one nomination is received for an Executive Office then the person nominated shall be elected.

Nomination for Executive: Shortage

In the event of no nomination for an Executive Office having been received for vacancies on Council, the Chair has the discretion to accept nominations from the Meeting itself and in the event that a vacant position remains thereafter, the Council elected at the Annual General Meeting shall have the power to appoint any Member of the Synagogue to fill the vacant position.

Nomination for Council: Excess Number

In the event of the number of persons nominated to serve on the Council exceeding the number permitted under this rule, an election shall take place by secret ballot.

Nomination for Council: Correct Number.

In the event that the number of nominations for Council is equal to or less than the number of vacancies, those persons nominated shall be deemed elected.

Nomination for Council: Shortage.

In the event of insufficient nominations having been received for vacancies on Council (other than for Executive Office) the Chair has the discretion to accept nominations

from the meeting itself and in the event that there are vacant positions thereafter, Council shall have the power subsequently to fill up to three positions and to appoint any Member of the Synagogue to fill them.

6. Special General Meeting

A Special General Meeting may be summoned at any time by Council.

Any Special General Meeting shall be held not earlier than fourteen days after the date of being summoned.

7. Extraordinary General Meeting

An Extraordinary General Meeting shall be summoned by Council within fourteen days of the receipt of a written request signed by not less than 15 Members or 10% of the total membership whichever is greater.

The requesting members and Council are encouraged to work together to seek effective resolution of any matters.

An Extraordinary General Meeting shall be held not earlier than twenty-eight days, and not later than fifty-six days after the date of being summoned.

VI.PUBLIC WORSHIP

The ritual to be used for services shall be agreed by the Council in conjunction with the Rabbi, and in general conformity with the practices of the Movement for Reform Judaism.

VII.RABBI

1. Appointment and Recruitment

A resolution passed by a 2/3rds majority shall be required by Council to seek recruits for the position of Rabbi, or to dismiss a Rabbi in situ.

The Council shall, under normal circumstances, appoint a sub-committee to seek recruits for the position of Rabbi, and, if so empowered shall deal with all manner of matters relating to the appointment thereof, including matters related to Contract of Employment.

2. Terms and Contract of Employment

The Rabbi shall be appointed to carry out such responsibilities as the Council may decide and should be qualified in such a manner as to be acceptable for full membership of the MRJ Assembly of Rabbis

The terms of employment of the Rabbi shall be approved by the Executive Officers using guidelines determined by Council. Such guidelines will follow, but will not be bound by, MRJ policy as expressed through the Assembly of Rabbis.

The Rabbi shall be issued with a contract of employment, which shall be signed by the Rabbi and two Executive Officers at the date of commencement. The terms of the contract shall comply with best employment practices and governed by English employment law.

The actions of the Rabbi shall normally be accountable to the Chair of the Synagogue or to the persons so nominated by Council to deal with such matters on their behalf from time to time.

The Rabbi is required to perform his/her duties to the best of his/her abilities and within the guidelines laid down by Council from time to time. The special nature of the position requires that he/she shall not do anything that will bring the Synagogue, its Members, or himself/herself into disrepute.

Council has at all times power to dismiss a Rabbi for bringing the Synagogue, or its members or himself into disrepute or for failure to perform his/her duties properly and reasonably, or for gross professional misconduct.

3. Attendance at Meetings

The Rabbi shall normally be invited to attend meetings of the Council or Executive Officers, but shall not be entitled to vote thereat.

4. Religious Activities

The Rabbi shall, in conjunction with the Senior Warden, be responsible for the religious activities of the Synagogue and shall at all times work within the guidelines laid down from time to time by the Executive, acting under the instructions and wishes of the Council.

5. Control of the Bimah

The use of the Bimah shall be under the control of the Chair of the Ritual Committee. In the event of any disagreement regarding control, the matter shall be determined by Council or by such person as the Council co-opts from time to time for such purpose.

VIII. OTHER EMPLOYEES

a) Appointment and Dismissal of Paid Staff

The Council may appoint and dismiss staff and specify terms and conditions of employment except that the appointment or dismissal of a Rabbi shall be in accordance with the relevant provisions of the rules relating to a Rabbi.

b) Position Re. Elected Office

A paid employee of the Synagogue cannot stand for election to Council or Executive Office but may be co-opted in a non-voting capacity provided they shall not take part in or remain present during any discussion regarding their terms of employment.

IX. FINANCE AND ACCOUNTING MATTERS

1. Personal or Pecuniary Interests

Any Council Member who has a pecuniary or other personal interest direct or indirect in any matter which is the subject of consideration by the Council, shall declare their interest and shall not take part in or remain present (unless invited to stay) during such consideration, and shall not vote on any questions with respect to that matter.

2. General Funding

The Synagogue may accept, borrow or raise money for the purpose of furthering its objects by means of grants-in-aid, donations, legacies, subscriptions, levies, fund-raising events, or loans from public or private sources, members, other persons or sources provided that the Synagogue shall not undertake any permanent trading activities in raising funds for its objects, nor do anything similar that may prejudice its legal or charitable position or status.

3. Financial Management

a) Approval of Spending

The Treasurer shall not pay any monies, other than those which are regularly and routinely paid on behalf of the Synagogue, without express approval of Council. Where any proposed commitment for goods or services is for a value greater than £5,000, two quotations shall be obtained unless Council shall decide that it is not necessary or appropriate so to do.

b) Investment of Surplus Funds

The funds of the Synagogue not required for immediate application may be invested in such manner as the Council approves.

c) Control and Accounting for Funds

The Treasurer shall keep such records and accounts as are necessary to record and control the finances of the Synagogue, and shall produce account books, invoices, receipts, papers and other documents to the Council whenever so required to do by the Council or by the Chair and he/she shall produce for presentation to the A.G.M. accounts in accordance with good practice and any current legal or charitable requirements.

d) Funds relating to Minor Activities

Funds relating to minor activities associated with the Synagogue may be held by members who shall be accountable to the Council for their recording and safe-keeping. Those members having had custody or control of funds during the year shall produce account books, invoices, receipts, papers and other documents to the Council whenever so required to do by the Council or by the Chair and shall produce for presentation to the A.G.M accounts in accordance with good practice and any legal or charitable requirements.

e) Bank Accounts

The Bank Accounts of the Synagogue shall be kept at a Bank of England Clearing Bank or Building Society to be decided by the Executive Officers and shall be in the name of the Synagogue. The Treasurer, Chair, Vice-Chair and Secretary shall be signatories to such accounts. It is also possible to appoint former or ex-officio Council and Executive members to serve as signatories. All mandates shall require not less than two signatories in respect of all transactions and the two signatories of any one mandate must not be close relatives (spouses, parent/child, siblings).

f) Financial Year End

The Financial Year End of the Synagogue shall be 31st December and Accounts of the Synagogue shall be prepared in accordance with current legal and charitable requirements and shall be examined by a Chartered, Certified, or other suitably qualified Accountant who must not be a member of the Council, nor of any committee which handles Synagogue funds.

g) Purchase or Sale of Property

A resolution passed at an Annual or Special General Meeting shall be required for the purchase or sale of any freehold or leasehold property or land.

h) Holding Long Term Investments

All long term investments including freehold and leasehold property shall be vested in not less than two Custodial Trustees. These Trustees must be chosen for their integrity and the number of Trustees should be chosen to give both balance and security given the nature of the Trust. The Trustees must not be close relatives (spouses, parent/child, siblings).

i) Security for Loans Against Property

The Members at Annual and Special General Meetings may authorise the Council on behalf of the Synagogue to offer as security the property of the Synagogue to secure the repayment of money borrowed and the payment of interest thereon for a sum and rate of interest determined and sanctioned by the Members at that meeting.

4. Subscriptions

The Council shall from time to time fix scales of subscriptions for membership of the Synagogue. The Honorary Treasurer may arrange to accept from any Member a subscription other than on the normal scale, in which event such variation shall be reviewed at least once each year by the Chair or another member of the Executive.

a) Due Date

Subscriptions to the Synagogue are due on 1st January of the year in question and payable by 31st January or such date as stated on the relevant invoice submitted. It is noted that the dates by which payment must be made are different for the NRS Funeral

Scheme. Membership in the NRS Funeral Scheme is deemed to be terminated if payment of the annual fee is not received on or by 31 January for that calendar year.

b) Method of Payment

The Treasurer may, at his/her own discretion, enter into arrangements with members for payment of subscriptions by installments, provided that where such arrangements are made, the whole of the subscription shall be paid during the relevant subscription year.

c) New Members

Membership and the privileges attached commence once payment of the appropriate subscription has been made.

d) Non-Payment

Following the issuing of the subscription invoice, where needed, the Treasurer will issue a reminder to any Member and inform the member of the following:

- that alternate payment arrangements are possible in cases of financial hardship;
- that membership rights will lapse as of 30 June should no payment be received or alternate agreement be made; and,
- that the Member may submit written representations to Council on the subject prior to 30 June.
- The Treasurer will advise Council.

See section IV above regarding termination of membership. It is noted that the rules for termination of membership in the Synagogue are not the same as those relating to the NRS Funeral Scheme.