
The Liberal Synagogue Elstree

Constitution of the Synagogue



**This constitution was approved at the
Annual General Meeting of the Synagogue on
13th April 2005**

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Constitution

1. Name

The name of the Synagogue shall be The Liberal Synagogue Elstree and in this Constitution shall be referred to as “the Synagogue”. The Synagogue shall be affiliated to the Union of Liberal and Progressive Synagogues, (ULPS).

2. Administration

Subject to the matters set out below the Synagogue and its property shall be administered and managed in accordance with this constitution by the Officers of the Council, constituted by the clause entitled “Council” in section 8.

3. Objects

The objects of the Synagogue (“the objects”) are:

The advancement of Liberal Judaism for the public benefit.

4. Powers

In furtherance of the objects but not otherwise the Council may exercise the following powers:

- a) power to provide and maintain a place of worship and to arrange and conduct religious services;
- b) power to provide, arrange and conduct religious education;
- c) power to solemnise marriages;
- d) power to make provision for burial and cremation;
- e) power to perform such other religious rites and charitable duties as the Council shall from time to time determine;
- f) power to raise funds and to invite and receive contributions provided that in raising funds the Council shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- g) power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;

- h) power, subject to any consents required by law, to sell, lease or dispose of all or any part of the property of the Synagogue;
- i) power, subject to any consents required by law, to borrow money and to charge all or any part of the property of the Synagogue with repayment of the money so borrowed;
- j) power to employ such staff as are necessary for the proper pursuit of the objects, and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants, as defined in the appropriate particulars of employment for each member of staff. (Note that staff shall not normally be Officers of the Council, except as described in the section “Personal Interests of Officers of the Council” in section 11);
- k) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- l) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- m) power to appoint and constitute such advisory committees as the Council may think fit;
- n) power to determine and decide all questions relating to the religious practices and services of the Synagogue and to the religious education of the children of members;
- o) power to determine and decide all questions relating to membership of the Synagogue within the requirements laid down by this constitution;
- p) power to determine and decide all questions which may arise concerning the administration of the Synagogue and its affairs and the furtherance of its declared objects, including the delegation of such of its powers as it sees fit, in pursuance of such objects;
- q) power to do all such other lawful acts and things as shall be conducive to the achievement of the aforesaid objects.

5. Membership

There are three categories of membership available, and these are defined below. Where stated interpretation of the phrase “of the Jewish Faith” shall be according to the rules of the Rabbinic Conference of the ULPS and its decision shall be final.

Full Member

Someone over 18 years of age, of the Jewish Faith and who subscribes to the principles and objects of Liberal Judaism and of the Synagogue.

Associate Member

Someone over 18 years of age and of the Jewish Faith who, because of a commitment to another Synagogue, does not wish to become a full member of the Synagogue.

Friend

Someone over 18 years of age who is the non-Jewish spouse or long term partner of a Full or Associate Member. Someone over 18 years of age with no connection of this nature to the Synagogue can also become a Friend if they have an interest in Judaism.

Rights of the Various Categories of Membership

The table below shows the various rights available to each category of membership:

	<i>Full</i>	<i>Associate</i>	<i>Friend</i>
<i>Voting rights at an AGM or EGM</i>	Yes	No	No
<i>Included in the burial and funeral schemes</i>	Yes*	No	No
<i>Can conduct services</i>	Yes	Yes	No
<i>Can attend services</i>	Yes	Yes	Yes
<i>Can become a Council member or Honorary officer</i>	Yes	No	No
<i>Can attend committee meetings</i>	Yes	Yes	Yes
<i>Can hold executive positions on committees</i>	Yes	No	No

*Note: Any child or person in the legal custody of a Full Member brought up or of the Jewish faith, up to the age of 21 years and normally residing at the same address as their parent or guardian shall be included in the burial and funeral schemes.

Application for Membership

- 1) Applications for membership of the Synagogue in any category shall be made to the Membership Officer in a form prescribed by the Council from time to time. Such application shall be considered by the Council in private at its next meeting. The Council may require the Membership Officer to arrange for the interview of all or any prospective members in such cases as they consider necessary, or as a matter of policy. An applicant for membership shall become a member of the Synagogue upon the acceptance of the application by the Council and after payment of the appropriate subscription. A full year's subscription is payable on joining. This will be paid in one sum, unless agreed otherwise by the Honorary Treasurer or Membership Officer.
- 2) An application for membership in any category may be refused by the Council without any requirement for them to assign any reason.

Register of Members

The Honorary Secretary shall cause to be kept a permanent register of all members of the Synagogue and of all children of such members.

Termination of Membership

The Council may, by the 75% majority of those present and entitled to vote, and for good reason, terminate the membership of any individual, provided that the individual concerned shall have:

- a) received at least 14 days written notice of a motion proposing the termination of their membership from the Synagogue; and
- b) the right to be heard by the Council, accompanied by a person of their choosing, before a final decision is made.

Prior to the vote by the Council being taken, the individual concerned and their associate shall be required to leave the meeting.

6. Subscriptions

- 1) The annual membership subscription (including any burial, cremation or funeral scheme fees) shall be determined from time to time by the Council which may impose different rates of subscription for different classes or age groups of members. The Council may also determine discounts to be offered to members who pay their whole annual subscription in advance and in a timely manner, or who sign a deed of covenant or gift aid form, or who are not liable to pay income tax. Similarly discounts may be offered to those who pay by direct debit or standing order.
- 2) Every member shall be liable to pay such annual subscription in advance on the 1st day of January in every year and at the option of the member may be paid in two equal half-yearly instalments on the 1st day of January and the 1st day of July in each year, or any such arrangements as may be agreed by the member with the Honorary Treasurer, provided that the subscription is completely paid by the end of the financial year.
- 3) If a member has not paid the current subscription or any part thereof after three months from the due date and subsequent to notification from the Treasurer fails after one month to bring their subscription up to date or to provide a satisfactory explanation, their membership shall then cease, along with all other rights including funeral and burial rights.
- 4) The Honorary Treasurer shall have the authority to reduce the subscription of any person unable to pay the full amount in force at that time. At the discretion of the Honorary Treasurer, any such reduction may be treated as a deferment to be paid as a debt either:
 - a) From the estate of the member following their death; or
 - b) upon demand, should the member's circumstances be deemed by the Honorary Treasurer to have improved.

Following the death of the member, the Honorary Treasurer shall have the discretion to further defer the repayment until the death of the member's partner, if applicable.

7. Honorary Officers

- 1) There shall be 4 Honorary Officers of the Synagogue:
 - a Chairman;
 - a Vice Chairman;
 - a Secretary;
 - a Treasurer.
- 2) There may be a Co-Chairman in place of the Vice Chairman
- 3) The Honorary Officers must be Full Members of the Synagogue, who have served at least one full year as Ordinary Officers of the Council at any time in the past.
- 4) The Honorary Officers are the Executive Officers of the Council.

8. Council

- 1) The Council immediately following all business at the Annual General Meeting shall consist of not less than 10 Officers nor more than 14 Officers being:
 - a) The Honorary Officers specified in the preceding clause;
 - b) Not less than 6 and not more than 10 Ordinary Officers elected at a General Meeting.
- 2) Only Full Members of the Synagogue are eligible to be Officers of the Council.
- 3) The Minister of the Congregation, the representative to the Board of Deputies of British Jews, the Honorary President and the representative to the ULPS Council shall all be entitled to attend meetings of the Council as Observers without voting rights.
- 4) The Council may in addition co-opt up to 3 Full Members of the Synagogue on to the Council in any one year, provided that:
 - a) The number of co-opted Officers does not exceed more than one third of the total number of elected and serving Officers of the Council.
 - b) The appointment is made following a vote at an ordinary or special Council meeting, becoming effective at the end of that meeting or, if the appointment is to fill a place which has not then been vacated, the appointment shall run from the date when the post becomes vacant.
- 5) A co-opted Officer of the Council shall have voting rights.
- 6) Where in any year the number of elected Officers of the Council is reduced below 10, the Council may, if in its opinion such reduction in its strength prevents it from acting efficiently and in the best interests of the Synagogue, convene an Extraordinary General Meeting of the Synagogue for the purpose of electing an Officer or Officers to fill the relevant vacancies.

- 7) The proceedings of the Council shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
- 8) No person shall be entitled to act as a member of the Council whether on a first or on any subsequent entry into office until after signing the “Declaration of Acceptance of Office”, a sample of which is appended to this document. The signed notice shall be kept in the minute book of the Council.

9. Election and Length of Service of Officers

- 1) Subject to any limitations in the paragraphs that follow, all Officers are elected for a period of two years, and are free to stand for re-election at the next Annual General Meeting.
- 2) A person who has either been co-opted onto the Council during the year or elected onto the Council at an Extraordinary General Meeting, shall resign from the Council at the next Annual General Meeting, and is then free to stand for re-election.
- 3) A person standing for election may choose to stand for a period of one year if they wish, or may be required to stand for a period of only one year if a two year term would cause them to serve more than 10 years of continuous service.
- 4) In any year where six or more Ordinary Officers of the Council are elected at an Annual General Meeting for a two year term of Office, then those Officers so elected shall immediately draw lots to decide which of their number shall serve on the Council for one year and which shall serve on the Council for two years, such that only a maximum of five of them shall serve for two years.
- 5) Under no circumstances may any person remain as an Officer of the Council in any capacity for a period of more than 10 consecutive years, starting from their first election at an Annual General Meeting.
- 6) The following limitations shall apply during a period of 10 consecutive years of service as an Officer of the Council:
 - a) Not more than 6 years can be served as an Ordinary Officer of the Council;
 - b) Not more than 8 years can be served as an Executive Officer of the Council;
 - c) Not more than 6 consecutive years can be served as an Executive Officer of the Council. Having served 6 consecutive years as an Executive Officer, a period of one year must elapse before a person becomes eligible to serve as an Executive Officer again;
 - d) Not more than 4 years can be served as an Executive Officer of the Council in any one role as described in the section “Honorary Officers” in section 7. For the avoidance of doubt, the role of Chairman and Co-chairman shall be considered the same role.
- 7) An Officer of the Council who retires having served 10 years of continuous service, may not be elected or co-opted onto the Council for a period of one year.
- 8) If a person is co-opted onto the Council within one year of their retirement from the Council for any reason, their term of Office is deemed to have been unbroken and the limitations of clause 6 shall

apply. At the next Annual General Meeting, they will be required to stand for election as defined in clause 2 above, but subject to not having served 10 years of consecutive service.

10. Determination of Membership of Council

- 1) An Officer of the Council shall cease to hold office if he or she:
 - a) is 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);
 - b) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
 - c) is absent without the permission of the Council from four regular and consecutive meetings, and the Council resolve that his or her office be vacated; or
 - d) notifies the Council of a wish to resign as an Officer of the Council (but only if at least a total of any six members of the Council will remain in office when the notice of resignation is to take effect).
- 2) The Council may, by the 75% majority of those present and entitled to vote, and for good reason, relieve an Officer of the Council of Office, provided that the individual concerned shall have:
 - a) received at least 14 days written notice of a motion proposing their removal from Office; and
 - b) the right to be heard by the Council, accompanied by a person of their choosing, before a final decision is made.

Prior to the vote being taken, the individual concerned and their associate shall be required to leave the meeting.

11. Personal Interests of Officers of the Council

- 1) Subject to the clauses that follow no Officer or former Officer of the Council (with or without voting rights) , or Holding Trustee, (with or without voting rights), their spouse, a partner of the same or different sex, blood relations, relatives by marriage, step children or children outside of marriage or people normally living at the same address may:
 - a) receive any benefit in money or kind directly or indirectly from the Synagogue; or
 - b) have a financial interest in the supply of goods or services to the Synagogue; or
 - c) be an employee of the Synagogue; or
 - d) acquire or hold any interest in the property of the Synagogue, except in order to hold it as a trustee of the Synagogue.
- 2) Exceptions to the clause above are:
 - a) At the request of the Council and subject to the explicit and prior written approval of the Charity Commission, an Officer or former Officer of the Council or related party as defined in 1) above may receive benefits as described in a) to d) above provided that:
 - the Officer of the Council shall withdraw from any meeting at which his or her own instruction, contract or

remuneration is under discussion, or that of a related party as defined in 1) above;

- at no time shall the majority of the Council benefit under this provision;
 - in the case of the provision of goods or services, it must be demonstrated to the satisfaction of the Council that the provision of those goods or services are provided at a commercially competitive rate, and of suitable quality.
 - in the case of an employee, it must be demonstrated to the Council that the remuneration, including benefits, is at a commercial or advantageous rate for the job.
- 3) In all cases the relevant matter must be discussed at a meeting of the Council before the engagement commences, and the reason to any agreement documented in the minutes of the meeting.
 - 4) In the case of the provision of goods or services, the justification for continuing that arrangement must be reviewed at least once every three years, and at any intervening time should the supplier indicate that they require an additional rate of remuneration or reward.
 - 5) For the avoidance of doubt, under no circumstances shall any Officer of the Council receive any form of remuneration purely by virtue of their serving in Office.
 - 6) For the avoidance of doubt, none of the above shall apply with respect to the repayment of reasonable out-of-pocket expenses incurred by an Officer of the Council. "Expenses" are refunds of amounts a trustee has needed to meet personally, or which have been met on his or her behalf, in order to carry out work on behalf of the Synagogue. Expenses must be supported by bills or receipts from third parties.

12. Meetings and Proceedings of the Council

- 1) The Council shall hold at least ten ordinary meetings each year. A special meeting may be called at any time by the Chairman or either Co-Chairman, or by any four Officers of the Council upon not less than 14 days' notice being given to the other Officers of the Council. Such notice to include details of the matters to be discussed.
- 2) The Chairman of the Council shall act as chairman at meetings of the Council. When there are two Co-Chairmen present, they shall agree between themselves beforehand as to which one should chair that particular meeting. If no Chairman is present at any meeting, the Vice Chairman, Honorary Secretary or Honorary Treasurer in that order shall take the chair for that meeting. If the meeting remains without a chairman, the remaining Officers of the Council shall choose one of their number to be chairman of the meeting before any other business is transacted.
- 3) There shall be a quorum when at least eight Officers of the Council who are entitled to vote are present at a meeting. This number is to include at least one Executive Officer.
- 4) Every matter shall be determined by a majority of votes of the Officers of the Council present and voting and entitled to vote on the question in hand, unless as prescribed otherwise elsewhere in this constitution. In the case of equality of votes the chairman of the meeting shall have a second and casting vote.

- 5) The Council shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Council and any sub-committee.
- 6) At every meeting of the Council and of Committees, the Minutes of the preceding meeting shall be read or taken as read and, if they have been correctly recorded, shall be confirmed. Upon the motion to confirm such Minutes being put forward from the Chair, no discussion shall be allowed thereon except as to their correctness.
- 7) The Council may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
- 8) The Council may appoint one or more sub-committees for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Council would be more conveniently undertaken or carried out by a sub-committee provided that:
 - a) the chairman of such committees shall be appointed with the approval of the Council;
 - b) all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Council.
- 9) All matters discussed at meetings of the Council and sub-committees shall be regarded as private and confidential and shall be disclosed only when the Council so authorises.

13. Honorary Presidents

- 1) The voting members at a General Meeting, as defined in the section "Procedures at General Meetings" in section 22, may, as they see fit, elect an Honorary Life President and/or an Honorary Life Vice President in recognition of distinguished service to the Synagogue and community. Such office shall be held for life, but shall not carry any voting or other rights in the administration of the affairs of the Synagogue.
- 2) There shall be no more than one Honorary Life President at any one time, and no more than one Honorary Life Vice President at any one time.
- 3) The voting members at a General Meeting may, as they see fit, elect an Honorary President and Vice Presidents in recognition of distinguished service to the Synagogue and community. Such office shall be held for a period of one year and upon re-election for a maximum of three consecutive terms but shall not carry any voting or other rights in the administration of the affairs of the Synagogue.
- 4) There shall be no more than one Honorary President at any one time.

14. ULPS Representation

- 1) The Council shall appoint the number of representatives to the Council of the Union of Liberal and Progressive Synagogues to which it may from time to time be entitled.
- 2) Members so appointed may be removed and substituted at the discretion of the Council, subject to the rules of the Council of the Union of Liberal and Progressive Synagogues.

15. Receipts and Expenditure

- 1) The funds of the Synagogue, including all donations contributions and bequests, shall be paid into an account or accounts operated by the Council in the name of the Synagogue, at such bank as the Council shall decide from time to time.
- 2) All money and other property held by any subsidiary or associate body or group of the Synagogue shall be the property of the Synagogue 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 and to deliver to the Honorary Treasurer or as the Council shall direct all money and other property held by it.
- 3) All Committees and other subsidiary and associate bodies and groups of the Synagogue shall prepare such accounts as the Council shall require for each financial year of the Synagogue, (as defined in the section "Accounts" in section 17), and shall deliver the same to the Honorary Treasurer not later than one month following the end of the financial year and shall make available to the Honorary Treasurer and to the Examiner all books of account and other documents reasonably required in connection therewith.
- 4) All cheques drawn on any Synagogue bank or similar account must be signed by at least two people, one of whom must be on the Executive, and also signed in line with the procedures and directions of the Council as prescribed from time to time. No rule may be made which is inconsistent with this constitution.
- 5) The funds belonging to the Synagogue shall be applied only in furthering the objects.

16. Property

- 1) Subject to the provisions that follow this clause, the Council shall cause the title to:
 - a) all land held by or in trust for the Synagogue which is not vested in the Official Custodian for Charities; and
 - b) all investments held by or on behalf of the Synagogue; and
 - c) all the real and personal property of the Synagogue as the Council may determine

to be vested either in a corporation entitled to act as custodian trustee or in not less than four individuals appointed by them as holding trustees. Holding trustees may be removed by the Council at their discretion and shall act in accordance with the lawful directions of the Council. Provided they act only in accordance with the lawful directions of the Council, the holding trustees shall not be liable for the acts and defaults of its members.

- 2) If a corporation entitled to act as custodian trustee has not been appointed to hold the property of the Synagogue, the Council may permit any investments held by or in trust for the charity to be held in the name of a clearing bank, trust corporation or any stock broking company which is a member of the International Stock Exchange (or any subsidiary of any such stock broking company) as nominee for the Council, and may pay such a nominee reasonable and proper remuneration for acting as such.

17. Accounts

- 1) The financial year of the Synagogue and of all committees of the Synagogue shall end on the 31st day of December in each year and the accounts of the Synagogue shall be drawn up to coincide with that date.
- 2) The Council shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:
 - a) the keeping of accounting records for the Synagogue;
 - b) the preparation of annual statements of account for the Synagogue;
 - c) the auditing or independent examination of the statements of account of the Synagogue; and
 - d) the transmission of the statements of account of the Synagogue to the Commission.

18. Annual Report

The Council shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Charity Commission.

19. Annual Return

The Council shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Charity Commission.

20. Annual General Meeting

- 1) There shall be an Annual General Meeting of the Synagogue which shall be held in the month of April in each year or as soon as practicable thereafter.
- 2) Every Annual General Meeting shall be called by the Council. The Honorary Secretary shall give at least 21 days' notice of the Annual General Meeting to all the members of the Synagogue. The notice must state the business to be discussed which shall include:
 - a) The Minutes of the previous Meeting.
 - b) Matters arising thereon.
 - c) To receive a report from the Chairman or Co-Chairman.
 - d) To receive a report from the Minister.
 - e) To receive a report from the Honorary Treasurer (including the annual accounts) and to confirm the subscriptions for the current year.
 - f) To receive and debate any alterations to the Constitution duly submitted in accordance with the section "Changes to the Constitution" on page 15.
 - g) The election of the Executive Officers of the Council.

- h) The election of the Ordinary Members of the Council.
- i) The election of Honorary President and Vice Presidents.
- j) The election of representatives to the Board of Deputies of British Jews.
- k) To appoint an independent person to examine the accounts as required by law.
- l) Any other matters as required by the Council.
- m) Any other matters as raised in accordance with the procedures defined in the section "Procedures at General Meetings" in section 22.

21. Special General Meetings

The Council may call a Special General Meeting of the Synagogue at any time. If at least fifteen Full Members of the Synagogue, (those members not being more than three calendar months in arrears with any payment due to the Synagogue), request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

22. Procedures at General Meetings

- 1) All members of the Synagogue shall be entitled to attend the meeting.
- 2) Only Full Members of the synagogue not being more than three calendar months in arrears with any payment due to the Synagogue shall be entitled to vote at a General Meeting.
- 3) There shall be a quorum when at least 20 members who are entitled to vote are present.
- 4) The chairman of the meeting may adjourn the meeting for up to 21 days if there is no quorum, but is not obliged to do so.
- 5) Any member desiring to move any resolution at any General Meeting shall forward a seconded copy of such resolution to the Honorary Secretary within ten days from the despatch of the notice for the meeting.
- 6) Nominations for election to the Council as an Ordinary Officer of the Council or as an Executive Officer of Council, or for the Honorary President or Vice Presidents must be made by members of the Synagogue in writing, and must be in the possession of the Honorary Secretary before the start of the meeting. Such nominations must be seconded.
- 7) Any new Officers elected to the Council at a General Meeting shall hold office from the conclusion of that meeting.
- 8) The notice for the meeting shall as far as possible state the matters for consideration. Other matters not on the notice may be dealt with at the meeting providing:
 - a) the omission was by way of error; or
 - b) the Honorary Secretary had received a seconded resolution after the despatch of the notice, as defined above; or
 - c) the majority of those entitled to vote give consent.
- 9) The voting shall be by show of hands, but should the chairman of the meeting, or one tenth of the members entitled to vote, their number

being not less than 5, demand a ballot, the voting shall be taken by ballot.

- 10) In the case of a contested election, voting shall be taken by ballot.
- 11) Except as described elsewhere in this Constitution, the decision of the majority shall be binding on the minority.
- 12) The secretary or other person specially appointed by the Council shall keep a full record of proceedings at every General Meeting of the Synagogue.

23. Notices

- 1) Any notice required to be served on any member of the Synagogue shall be in writing and shall be served by the secretary or the Council on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address. Any letter so sent shall be deemed to have been received within 5 days of posting.
- 2) An accidental omission to send a notice of any meeting to any member of the Synagogue shall not invalidate the proceedings at such a meeting.

24. Interpretation

- 1) In the construction of this Constitution masculine shall include feminine and singular shall include plural and vice versa.
- 2) The Council of the Synagogue shall be the sole authority for the interpretation of this Constitution and its decision upon any matter not provided for by this Constitution shall be final and binding.

25. Alterations to the Constitution

- 1) Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and entitled to vote at a General Meeting. The notice of the General Meeting must include notice of the resolution, setting out the terms of alteration proposed.
- 2) No amendment may be made to the following clauses:
 - a) "Name" in section 1
 - b) "Objects" in section 3
 - c) "Personal Interests of Officers of the Council" in section 11
 - d) This Clausewithout the prior consent in writing of the Charity Commissioners.
- 3) No amendment may be made which would have the effect of making the Synagogue cease to be a charity at law.
- 4) The Council should promptly send the Charity Commission a copy of any amendment made under this clause.

26. Dissolution

If the Council decides that it is necessary or advisable to dissolve the Synagogue, it shall call a meeting of all members of the Synagogue, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those Full Members present and entitled to vote the Council shall have power to realise any assets held by or on behalf of the Synagogue. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Synagogue as the members of the Synagogue may determine, or failing that, shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Synagogue must be sent to the Charity Commission.

Notes

These notes do not form part of the constitution, but serve as additional reference material:

Changes to the Constitution

Following any changes to the constitution, the Council has the responsibility to send the Charity Commission a copy of the new constitution, and should make clear all changes that are proposed.

The Charity Commission has the power to invalidate any change to the constitution, if it considers that change to be unlawful.

Changes as defined in the section “Alterations to the Constitution” in section 25 cannot take effect without the prior written consent of the Charity Commission. In such cases, the changes as voted upon in an AGM, for example, are only provisional until such consent is received.

Reference Materials

In preparing this constitution, extensive use of the Charity Commission web site was used. The model constitution, on which this document was based, can be found at:

<http://www.charity-commission.gov.uk/registration/mgds.asp>

The summary of responsibilities of charity trustees can be found at:

<http://www.charity-commission.gov.uk/publications/cc3a.asp>

In the section entitled “Membership” on page 2, reference is made to the principals and objects of Liberal Judaism, and the definition of “of the Jewish faith”. Additional material can be found on the Liberal Judaism web site.

See: <http://www.liberaljudaism.org>

Document History

<i>Date</i>	<i>Revision</i>	<i>Author</i>	<i>Comments</i>
2 nd April 2003	V2.0-01	Paul Miller	Approved at the Annual General Meeting of the Synagogue
2 nd March 2004	V2.1-00	Paul Miller	Updated to reflect the changes requested by the Charity Commission (24 th June 2003)
5 th March 2004	V2.1-01	Paul Miller	Changes after review with MB and GW
20 th May 2004	V2.1-02	Paul Miller	Document changed to reflect change of name to The Liberal Synagogue Elstree. Objects of the Synagogue changed in line with requirements of the Charity Commission, and items previously under “objects” moved to the section entitled “Powers”. References (hyperlinks) to ULPS web site changed to reflect new Liberal Judaism address.
30 th July 2004	V2.2	Mike Beral	Approved at the EGM of the Synagogue
13 th April 2005	V2.3	Mike Beral	Approved at the AGM of the Synagogue



Elstree High Street
Elstree Herts WD6 3EY
T: 020 8953 8889
E: tlse@tlse.org.uk
W: www.tlse.org.uk
Rabbi: Rabbi Pete Tobias

Declaration of Acceptance of Office

I _____ having been elected as an Officer of the Council of the Synagogue declare that I take that Office upon myself, and will duly and faithfully act in the trust of the Synagogue and fulfil the duties of Office according to the best of my judgment and ability.

I understand the responsibilities of a charity trustee, and I have read and understand the Constitution of the Synagogue.

Signed: _____

Date: _____

This declaration was made and signed before me, _____

Signed: _____