

**BYE-LAWS  
FOR  
MEMBER SYNAGOGUES**

**Adopted by Resolution of the  
US Council on 17 December 2018**

**(as amended by the US Council**

**on 13 December 2021 and 27 March 2023)**

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## 1. DEFINITIONS

In these Bye-Laws, save where the context otherwise dictates: -

- 1.1 words and phrases shall have the same meanings as in the Statutes of the United Synagogue and references to the Statutes of the United Synagogue shall be construed accordingly. In particular, for the avoidance of doubt, the following words and phrases shall have the following meanings:-

"Affiliate Synagogue" shall mean a Synagogue which is a member of the Affiliated Synagogues Scheme of 1962 as amended by Resolutions of the Council of the United Synagogue Council on 4 September 1989 and 9 March 1994;

"Chief Executive" shall mean the person appointed by the US Trustees as Chief Executive of the United Synagogue;

"Electronic Voting Procedures" shall mean the procedures for electronic voting by Members of a Synagogue as shall be adopted by the US Trustees from time to time;

"Founding Act" shall mean the relevant Act of Parliament which founded or established the United Synagogue;

"Member Synagogue" shall mean the Member Synagogues listed in Annexe 1 as amended by vote of Council as new Synagogues are admitted and as existing Member Synagogues are closed;

"Protocol" shall mean any code of conduct for a Local Honorary Officer as established from time to time by the US Trustees for the better conduct of the management of a Synagogue;

"Regulations" shall mean any subordinate rules or regulations made by the United Synagogue in accordance with the Statutes;

"Statutes" shall mean the governing statutes or Constitution of the United Synagogue;

"Synagogue Council Members" shall mean the members of the Synagogue Council from time to time and "Synagogue Council Member" shall mean any one of them;

"Telephone Voting Procedures" shall mean the procedures for telephone voting by Members of a Synagogue as shall be adopted by the US Trustees from time to time;

"the Chief Rabbi" shall mean the Chief Rabbi of the United Hebrew Congregations of the Commonwealth;

"the Local Honorary Officers" shall mean the local Honorary Officers of the Member Synagogue constituted in accordance with these Bye-Laws;

"the Rabbi" shall mean the Senior Rabbi or Minister of the Synagogue appointed pursuant to these Bye-Laws;

"the Synagogue Council" shall mean the Council of the Synagogue constituted in accordance with these Bye-Laws formerly referred to in these Bye-Laws as the Board of Management and which may still be referred to by that title elsewhere;

"the United Synagogue" shall mean the Charity known as the United Synagogue and registered with the Charity Commissioners for England and Wales under Registration number 242552;

"US Trustees" shall mean the charity trustees for the time being of the United Synagogue formerly referred to as Honorary Officers in these Bye-Laws, and who are referred to as the "Honorary Officers" in the Founding Act, Statutes and Regulations);

- 1.2 any words imparting the singular number only shall include the plural number, and vice-versa; and
- 1.3 words imparting the masculine gender shall include the feminine gender.

## **2. OBJECTS**

The Member Synagogue constituted by these Bye-Laws (hereinafter referred to as “the Synagogue”) shall be administered in accordance with these Bye-Laws as a Synagogue forming part of the United Synagogue in accordance with the provisions of the Founding Act and the Statutes and Regulations and is constituted to further the objects of the United Synagogue in such manner as the US Trustees may from time to time determine including the maintenance and conduct of a Synagogue which conforms to the Polish or German ritual for persons of the Jewish religion.

## **3. POWERS**

In furtherance of the foregoing objects but not further or otherwise, the Synagogue may, subject to any contrary or other direction of the US Trustees, do all such lawful things as are necessary for the attainment of the above objects.

## **4. FORM OF WORSHIP**

The form of worship of the Synagogue shall be in accordance with the Polish or German ritual as defined by the Chief Rabbi. Accordingly:-

- 4.1 all religious services and observances at the Synagogue shall be conducted in accordance with the Polish or German Ritual as found in the Authorised Daily Prayer Book of the United Hebrew Congregations of the Commonwealth (save that the Synagogue may permit the holding of a service or services in accordance with other Orthodox Jewish Ritual provided that a service in the Polish or German Ritual is available in the Synagogue) and all such services and religious observances are to be conducted under the supervision and control of the Rabbi of the Synagogue in consultation with the Wardens for the time being of the Synagogue under the ultimate authority of the Chief Rabbi.
- 4.2 all religious services shall be conducted by the Rabbi or may be conducted by any other person employed for that purpose or by any other person on an ad-hoc basis (whether or not for payment) with the consent of the Wardens where the Rabbi is satisfied as to the competence and suitability of the person concerned, under the ultimate authority of the Chief Rabbi.
- 4.3 all Members of the Synagogue shall, in exercising their rights of membership in accordance with these Bye-Laws and when attending any religious services or observances at the Synagogue adhere to the practices of the Jewish Religion as so defined by the Chief Rabbi.

## **5. MEMBERSHIP**

- 5.1 Membership of the Synagogue shall be governed in accordance with these Bye-Laws and shall be open to all persons who are Jewish as defined by the Chief Rabbi.
- 5.2 Every person who wishes to become a member of the Synagogue shall deliver to the Synagogue an application for membership in such form and containing such information as the US Trustees may from time to time require, PROVIDED ALWAYS THAT notwithstanding anything in these Bye-Laws no person may be accepted into membership of the Synagogue if at the time of his or her application the applicant concerned shall be indebted to any other Member or Affiliate Synagogue of the United Synagogue unless either:-
  - 5.2.1 the applicant concerned shall have, before the application is accepted, first discharged the debt due by him to such other Member or Affiliate Synagogue; or

- 5.2.2 the consent in writing of the Local Honorary Officers of the Member or Affiliate Synagogue to which the person is indebted shall have been obtained. In giving any such consent the Local Honorary Officers of the Member or Affiliate Synagogue concerned may provide or make it a condition thereof that any subscription or other sums paid by the applicant to the Synagogue shall be applied firstly in discharging the debt owed by the applicant; in which event any subscriptions or other sums paid by the applicant shall be so used and thereafter any further or other sums paid by the applicant shall be treated as payments made to the Synagogue.
- 5.3 Subject to this Bye-Law every application for membership of the Synagogue shall be accompanied by a payment of such amount as shall be applicable at the time to the membership concerned for the remainder of the membership year as defined in 5.4.2,

PROVIDED THAT the Local Honorary Officers may unless instructed otherwise by the US Trustees:-

- 5.3.1 make arrangements for any such subscription to be paid in instalments and in such manner and at such time as the Local Honorary Officers may determine;
- 5.3.2 waive any such subscription either in whole or in part, PROVIDED THAT where any applicant for membership shall be a member of another Member or Affiliate Synagogue of the United Synagogue and has not moved his residence closer to the Synagogue, the membership subscription payable by that member shall for a period of two years be set at the rate of subscription payable to the Synagogue or the Member or Affiliate Synagogue from which that person shall be transferring, whichever shall be the higher.
- 5.4 Membership of the Synagogue shall:-
- 5.4.1 upon acceptance of any application for membership be effective from the date upon which that application shall have been made;
- 5.4.2 be annual and shall:-
- 5.4.2.1 until 1st January 2013 be renewable each year on such date as shall be determined by the Local Honorary Officers; and
- 5.4.2.2 from 1st January 2013 shall be renewable on 1st January each year.
- 5.5 The Local Honorary Officers shall be entitled for good and substantial reason, if they consider it in the best interests of the Synagogue to do so, reject any application by any individual to become a member of the Synagogue by notice in writing to the person concerned. PROVIDED THAT before rejecting any application for Membership the Local Honorary Officers shall:-
- 5.5.1 first have informed the Chief Executive of their intention to reject the application stating the reasons why they wish to do so, and the Chief Executive has approved such rejection in writing; and
- 5.5.2 inform the person concerned of their intention to reject the application and shall give the person the right to make oral representations and to state any case in writing to them.
- 5.6 The Local Honorary Officers shall be entitled, for good and substantial reason, if they consider it in the best interests of the Synagogue to do so:-
- 5.6.1 suspend or restrict the rights of membership of any member of the Synagogue; or
- 5.6.2 terminate the membership of any member of the Synagogue,

PROVIDED THAT before suspending or, as the case may be, terminating the membership of any person the Local Honorary Officers shall:-

- (a) first have informed the Chief Executive of their intention to do so stating the proposed course of action and the reasons for such action, and the Chief Executive has approved such proposed course of action in writing; and
  - (b) give the person concerned the reasons for the suspension, restriction or termination and the right to make oral representations and to state any case in writing to them.
- 5.7 Where in accordance with these Bye-Laws the membership of any individual has been suspended or terminated the individual shall not be entitled to exercise any of the rights and privileges of membership and, in particular, shall not be entitled to attend the Synagogue to participate in the form of worship or other religious observances of the Synagogue or to participate in the educational, social and other activities of the Synagogue, although at the discretion of the US Trustees, participation in the Funeral Expenses Scheme of the United Synagogue may be maintained.
- 5.8 Where, in accordance with these Bye-Laws, any application for membership shall have been rejected or the membership of any individual shall have been suspended or terminated, the applicant or the member concerned shall within fourteen days of the notification of that decision to him be entitled to appeal against the decision to the US Trustees. On any such appeal the US Trustees shall give the individual concerned the right to make oral representations and to state any case in writing to them. Any such appeal shall be dealt with within 30 days. For the purpose of hearing and determining any such appeal the US Trustees shall be entitled to call for such information as they shall determine.
- 5.9 A member may at any time resign from membership of the Synagogue by giving to the Synagogue notice in writing.
- 5.10 Membership shall not be transferable to any other person and shall cease:-
- 5.10.1 on the death of the individual concerned;
  - 5.10.2 subject to any contrary direction of the Local Honorary Officers, if the member's subscription or any other sum due or payable shall be more than twelve months in arrears and such outstanding subscription or other sum is also in breach of such guidelines or protocols as the US Trustees may issue in relation to member retention;
  - 5.10.3 if the member's subscription (or any other sum due or payable) shall be more than two years in arrears unless the US Trustees shall otherwise direct.
- 5.11 If in the written opinion of the London Beth Din a member wrongly refuses to co-operate with the granting or receiving of a Get, the member shall have such privileges of membership, as directed by the London Beth Din, withheld during the period that the Beth Din shall advise. The privileges shall include but shall not be limited to being appointed Shaliach Tzibbur; Ba'al Tekiyah; Ba'al Koreh; Chatan Torah or Bereyshit; receiving an Aliyah when not a Chiyuv; the entitlement to be a US Trustee, or a Local Honorary Officer or a Synagogue Council Member or represent the Synagogue on both local and national organisations, the appointment to positions of responsibility such as taking Children's or Youth Services, as a teacher in the religion classes and/or Synagogue security or protection.
- 5.12 If a member fails to give or receive a Get when directed by the London Beth Din to do so, he or she could forfeit his or her right to membership. Such membership and all the privileges and rights of membership can be terminated by the US Trustees on the written authority of, and for such period as has been determined by, the London Beth Din.

## **6. RIGHTS OF MEMBERSHIP**

Where any person shall be accepted as a member of the Synagogue that person shall, subject to these Bye-Laws, be entitled to the rights and privileges of a member of the Synagogue as set out in Schedule 1 to these Bye-Laws and shall be subject to the obligations of membership as set out in Schedule 2 to these Bye-Laws. A Member of the Synagogue shall in particular be entitled:-

- 6.1 to attend and worship at the Synagogue in accordance with the form of worship of the Synagogue; and
- 6.2 to otherwise participate in the religious observances and ceremonies of the Synagogue; and
- 6.3 to participate in the educational, social and other activities of the Synagogue.
- 6.4 to participate in the Funeral Expenses Scheme of the United Synagogue subject to its rules.

**7. LOCAL HONORARY OFFICERS**

- 7.1 Subject to any contrary or other direction of the US Trustees, the Synagogue shall be administered on a day to day basis by the body of Local Honorary Officers constituted in accordance with these rules.
- 7.2 Subject to Bye-Law 7.6 below, the body of Local Honorary Officers shall consist when complete of not less than three positions or, if (having regard to the effective and proper administration of the Synagogue, and the size of the Synagogue), the Synagogue Council shall determine, of such greater number up to and including nine positions. The determination of the composition of the Local Honorary Officers shall be made by the Synagogue Council at the time specified in Bye-Law 12.1.1. The Local Honorary Officers shall include: -
  - 7.2.1 when comprising three positions, two Wardens and a Financial Representative. (If at any time the number of Local Honorary Officers shall be less than three, the US Trustees will review the situation to establish whether additional assistance may be required to be provided to the Synagogue);
  - 7.2.2 when comprising five positions, a Chairman, a Vice-Chair, two Wardens and a Financial Representative; and
  - 7.2.3 when comprising more than five positions, the positions set out in Bye-Law 7.2.2 together with such other positions as the Synagogue Council may specify.

In addition to the positions on the body of Local Honorary Officers set out above, the Synagogue Council may determine that there should also be a position of Women's Officer (in accordance with the guidelines set out by the Chief Rabbi). The Women's Officer shall always be a person of female gender. If the Synagogue Council decides to appoint a Women's Officer, any such Women's Officer shall be in addition to the positions set out above and shall be a Local Honorary Officer with equal voting rights.

- 7.3 In determining the composition of the body of Local Honorary Officers both male and female persons may be elected as Local Honorary Officers, save that the Wardens shall always be persons of the male gender.
- 7.4 Local Honorary Officers shall hold office:-
  - 7.4.1 in the case of the Financial Representative, for two years from the date of election as Financial Representative until the end of the Annual General Meeting held in the year that his or her term of office expires; and
  - 7.4.2 in the case of every other Local Honorary Officer, for one year from the date of election as Local Honorary Officers until the end of the next Annual General Meeting following their election unless the Synagogue Council determines prior to an Annual General Meeting that the Local Honorary Officers shall be elected for the period until the end of the next but one Annual General Meeting following their election,

PROVIDED ALWAYS THAT, subject to the exceptions as herein provided, no person shall hold office as a Local Honorary Officer for more than six consecutive years; at the end of which period the person concerned shall not be eligible to be elected as a Local Honorary Officer until the

Annual General Meeting next following the Annual General Meeting at which that person shall have ceased to hold office as a Local Honorary Officer. The exceptions are:-

- 7.4.3 in the event of there being no person nominated for election as a Local Honorary Officer at the Synagogue then the Synagogue Council may recommend that the person who prior to that election was a Local Honorary Officer but is ineligible for re-election by reason of the restriction as aforesaid should be deemed elected as a Local Honorary Officer, and subject to the US Trustees so ratifying the recommendation, that person shall be declared a Local Honorary Officer for the ensuing term and, pending ratification, that person may act as a Local Honorary Officer; and
- 7.4.4 in the event that a Local Honorary Officer is appointed to the office of Chairman, such person may hold office as a Local Honorary Officer for more than six consecutive years only whilst serving as Chairman and provided always that such person:-
  - 7.4.4.1 is in office for no longer than six years as Chairman;
  - 7.4.4.2 serves no longer than ten consecutive years as a Local Honorary Officer;
  - 7.4.4.3 ceases to hold office as a Local Honorary Officer once they cease to hold the office of Chairman; and
  - 7.4.4.4 shall not be eligible to be elected as a Local Honorary Officer again until the Annual General Meeting next following the Annual General Meeting at which that person shall have ceased to hold office as a Local Honorary Officer.
- 7.5 Any casual vacancy in the office of a Local Honorary Officer may be filled by resolution of the Synagogue Council, subject to the provisions of Bye-Law 7.3 above, PROVIDED THAT:-
  - 7.5.1 any person appointed to fill a casual vacancy shall hold office only for the remainder of the term of office of the person to which office he is appointed but shall then be eligible to be re-elected as a Local Honorary Officer in accordance with the provisions of these Bye-Laws;
  - 7.5.2 on the occurrence of any casual vacancy the Local Honorary Officers shall within 14 days give notice in writing of that vacancy to the Synagogue Council;
  - 7.5.3 for the purpose of Bye-Law 7.4, any period during which any person shall hold office as a consequence of his having being appointed to fill a casual vacancy shall not be counted in determining the period of office for which that person shall have served as a Local Honorary Officer; and
  - 7.5.4 unless the Synagogue Council shall so determine by a 75% majority, a casual vacancy shall not occur merely by reason of a vacancy in the number of Local Honorary Officers arising from the fact that no person shall have been elected to that Office.
- 7.6 If the Synagogue Council fails to fill a vacancy for a Local Honorary Officer within 28 days of being notified of such a vacancy, then the Local Honorary Officers may themselves fill the vacancy by making the necessary appointment/s:-
  - 7.6.1 provided that the Synagogue Council shall give its approval by a 75% majority, the Local Honorary Officers may at any time co-opt up to 2 additional persons to act as Local Honorary Officers for such period as they shall determine, such period not to extend beyond the period designated for the service of Local Honorary Officers at the Synagogue pursuant to Bye-Law 7.4.2; and
  - 7.6.2 for the purpose of Bye-Law 7.4 any period during which any person shall hold office as a consequence of his having been co-opted pursuant to Bye-Law 7.6.1 shall not be counted in determining the period of office for which that person shall have served as a Local Honorary Officer.

7.7 No Local Honorary Officer shall take office until he or she has entered into an agreement to abide by the Protocols for that office as determined by the US Trustees from time to time.

## **8. POWERS OF THE LOCAL HONORARY OFFICERS**

8.1 Subject to any contrary or other direction of the US Trustees, the Local Honorary Officers shall be responsible for the day to day conduct and management of the Synagogue and may exercise any and all such powers of the Synagogue and do on behalf of the Synagogue all such lawful acts as are necessary or incidental to its conduct and management and the attainment of the objects.

8.2 Without prejudice to the generality of Bye-Law 8.1 hereof, the Local Honorary Officers shall have the following powers and may exercise all or any of the following functions on behalf of the Synagogue:-

8.2.1 to delegate to the Synagogue Council such of the powers and functions of the Local Honorary Officers as the Local Honorary Officers shall from time to time determine, PROVIDED THAT nothing herein or any such determination made by the Local Honorary Officers shall affect the joint and several liability of the Local Honorary Officers for the proper and effective discharge of the objects or the discharge of their powers and functions under these Bye-Laws; or the obligations undertaken by the Financial Representative or any other Local Honorary Officers pursuant to any Protocol from time to time in existence.

8.2.2 to form or constitute such Committees consisting of such Synagogue Council Members or other members of the Synagogue as the Local Honorary Officers think fit and to delegate to any Committee so formed such of the powers or functions of the Local Honorary Officers as they shall from time to time decide, PROVIDED THAT any Committee so formed or constituted shall conform to any and all regulations imposed on it by the Local Honorary Officers and shall only expend funds agreed with the Financial Representative and shall fully and promptly report to the Local Honorary Officers any actions taken or decisions reached in the exercise of any powers or functions delegated to it; and

8.2.3 to appoint (in accordance with such guidelines or directions as may from time to time be determined by the US Trustees) such employees (other than the Rabbi of the Synagogue) as are necessary for the objects. All persons employed at or assisting the Synagogue on a voluntary basis shall be subject to the direction of the Local Honorary Officers or the US Trustees, as the case may be.

## **9. MEETINGS AND PROCEEDINGS OF THE LOCAL HONORARY OFFICERS**

9.1 The Local Honorary Officers shall meet as often as they shall consider it to be necessary for the due and proper discharge of their duties and functions and the discharge of the day to day administration of the Synagogue.

9.2 The Local Honorary Officers may put in place facilities for any or all of the Local Honorary Officers to take part in a meeting by way of video conference or conference telephone or similar equipment designed to allow everybody to take part in the meeting, and taking part in this way will be treated as being present in person at the meeting.

9.3 No business shall be transacted at a meeting of the Local Honorary Officers unless a quorum is present. The quorum shall, when the Local Honorary Officers shall comprise three persons, be two and where the Local Honorary Officers shall comprise four or five persons, be three. Where the number of Local Honorary Officers shall be greater than five, the Synagogue Council shall determine the quorum for meetings of the Local Honorary Officers, which shall not be less than three.

9.4 The Local Honorary Officers shall keep a permanent record of all its decisions which may be in electronic form. All records shall be open to inspection by the United Synagogue or its authorised representative.

9.5 On seven days prior written notice, the Local Honorary Officers shall attend a meeting requested by the US Trustees or by the Chief Executive of the United Synagogue.

## **10. DISQUALIFICATION AND REMOVAL OF LOCAL HONORARY OFFICERS**

No one shall be eligible for office as a Local Honorary Officer and the office of Local Honorary Officer shall be vacated if:-

- 10.1 he ceases to be a Member of the Synagogue;
- 10.2 he becomes bankrupt or makes any arrangement or composition with his creditors generally;
- 10.3 he becomes of unsound mind;
- 10.4 by notice in writing he resigns his office;
- 10.5 he shall at any time be precluded from acting as a charity trustee or suspended in accordance with the provisions set out and contained in the Charities Act 2011 (as amended) from acting as a charity trustee either in connection with the administration of the Synagogue or any other charity or generally or shall otherwise, whether by reason of any Order of the High court or the Charity Commission for England and Wales or otherwise, be precluded or suspended from so acting;
- 10.6 he has in the opinion of the US Trustees been guilty of gross misconduct or gross default in connection with the discharge of his role as Local Honorary Officer; or
- 10.7 he has, in the opinion of the US Trustees, through his actions or omissions, caused (or may in their opinion cause) damage to the reputation of the United Synagogue.

## **11. SYNAGOGUE COUNCIL**

11.1 Each Synagogue shall have a Synagogue Council. The Synagogue Council shall when complete consist of:-

- 11.1.1 the Local Honorary Officers of the Synagogue by virtue of their office; and
- 11.1.2 such other persons not being less than ten and up to a maximum of twenty four as shall, at least eight weeks before the Annual General Meeting at which the next election for the Synagogue Council will take place, be determined by the Synagogue Council then vacating office to be elected by the members of the Synagogue in accordance with these Bye-Laws. One half of the seats to be filled by such election are to be reserved for male members of the Synagogue and one half for female members of the Synagogue. No seat reserved for any persons of the male or, as the case may be, female gender shall be filled by a person of the female or, as the case may be, male gender.

11.2 Synagogue Council Members, other than Local Honorary Officers, shall hold office for one year from the date of their election until the end of the Annual General Meeting next following their election.

After 1st January 2012, no person shall hold office as a Synagogue Council Member for more than six consecutive years; at the end of which period the person concerned shall not be eligible to be elected as a Synagogue Council Member until the Annual General Meeting next following the Annual General Meeting at which that person shall have ceased to hold office as a Synagogue Council Member save in a situation where insufficient Members are standing for election to the Synagogue Council to fill all the places on the Synagogue Council as described by Bye-Law 11.1.2 above.

11.3 Any Synagogue may resolve by a 75% majority vote at an Annual General Meeting to opt out of Bye-Law 11.2 above prohibiting a person from holding office as a Synagogue Council Member for more than six consecutive years.

- 11.4 Any Synagogue that has resolved under Bye-Law 11.3 to opt out of Bye-Law 11.2 may resolve by a 75% majority at an Annual General Meeting to readopt the rule.
- 11.5 Any resolution under Bye-Laws 11.3 or 11.4 shall begin to take effect in respect of the elections to the Synagogue Council next following the Annual General Meeting at which the resolution is passed.
- 11.6 Notice of a proposed resolution under Bye-Laws 11.3 or 11.4 shall be given to Members of the Synagogue not less than 7 days prior to the Annual General Meeting.
- 11.7 Any casual vacancy of a Synagogue Council Member may be filled by the Synagogue Council, PROVIDED THAT:-
- 11.7.1 for the purpose of filling any such casual vacancy the Synagogue Council shall, where such vacancy shall occur from amongst the male or, as the case may be, female members of the Synagogue Council appoint a person of the male or, as the case may be, female gender to fill that vacancy;
- 11.7.2 any person appointed to fill a casual vacancy shall hold office only for the remainder of the term of office of the person to which office he is appointed but shall then be eligible to be re-elected as a Synagogue Council Member in accordance with the provisions of these Bye-Laws;
- 11.7.3 for the purpose of Bye-Law 11.2, any period during which any person shall hold office as a consequence of his having been appointed to fill a casual vacancy shall not be counted in determining the period of office for which that person shall have served as a Synagogue Council Member;
- 11.7.4 unless the Synagogue Council shall so determine by a 75% majority, a casual vacancy shall not occur merely by reason of a vacancy in the number of Synagogue Council Members arising from the fact that no person shall have been elected to that office.

## **12. FUNCTIONS OF THE SYNAGOGUE COUNCIL**

- 12.1 The Synagogue Council of the Synagogue shall have the following powers and functions: -
- 12.1.1 to determine the composition of the Local Honorary Officers subject to and in accordance with the provision of Bye-Law 7.2 hereof and to fill any casual vacancies in the offices of the Local Honorary Officers. For the purpose of Bye-Law 7.2 the Synagogue Council shall determine the composition of the Local Honorary Officers in February or March of each year;
- 12.1.2 to determine, in February or March of each year, the composition of the Synagogue Council in accordance with Bye-Law 11.1.2;
- 12.1.3 to act as a forum to discuss the affairs of the Synagogue and the proper discharge of the objects, in particular:-
- 12.1.3.1 to assist the Local Honorary Officers in the discharge of the day to day administration of the Synagogue;
- 12.1.3.2 to receive reports and to make representations and to offer advice and guidance to the Local Honorary Officers in connection with the proper discharge of the objects.
- 12.1.4 to receive and consider the annual budget prepared by the Local Honorary Officers in accordance with these Bye-Laws and to make such representations thereon (if any) as the Synagogue Council shall think fit;

- 12.1.5 to receive and consider the report of any Selection Committee constituted in accordance with the provisions of Bye-Law 16.3.3 for the purpose of assisting in the appointment of a Rabbi of the Synagogue and to determine which candidate for the office of Rabbi should be recommended for appointment to the Members of the Synagogue in accordance with these Bye-Laws; and
- 12.1.6 to carry out such other functions and to discharge such other powers as may from time to time be allocated to the Synagogue Council by the Local Honorary Officers.

### **13. PROCEEDINGS OF THE SYNAGOGUE COUNCIL**

- 13.1 The Synagogue Council Members shall meet together at least four times in each year and may meet together at such further or other times as shall be decided by the Synagogue Council or as otherwise determined herein for the proper discharge of their functions under these Bye-Laws. No business shall be transacted at a Meeting of the Synagogue Council unless a quorum is present. The quorum shall be one third of the members for the time being of the Synagogue Council. If at any time the Synagogue Council shall fail to meet in accordance with these Bye-Laws on Notice as required by Bye-Law 13.5 of these Bye-Laws, such meeting may be convened on requisition of the Local Honorary Officers or on a requisition by at least one-third of the Members for the time being of the Synagogue Council.
- 13.2 The Synagogue Council may put in place facilities for any or all Synagogue Council members to take part in a meeting of the Synagogue Council by way of video conference or conference telephone or similar equipment designed to allow everybody to take part in the meeting, and taking part in this way will be treated as being present in person at the meeting.
- 13.3 The Chairman of meetings of the Synagogue Council shall be the Chairman for the time being of the Local Honorary Officers and in the absence of the Chairman, the meeting shall be chaired by the Vice-Chair. When the Local Honorary Officers shall comprise three people, the Chairman shall be agreed between the three Local Honorary Officers. In default of any of the above being present at a meeting of the Synagogue Council, the Synagogue Council Members present shall choose one of their number present to be Chairman of that meeting before any other business is transacted.
- 13.4 Every matter shall be determined by a majority vote of the Synagogue Council Members present and voting on that matter, PROVIDED THAT in the event of an equality of votes the Chairman of the Meeting shall have a second or casting vote.
- 13.5 Notice of every meeting of the Synagogue Council shall be given on behalf of the Local Honorary Officers to all Synagogue Council Members not less than seven days before the date thereof or such shorter period as the Synagogue Council Members shall in any case have approved.
- 13.6 The Synagogue Council shall cause minutes of all proceedings at its meetings and of sub-committees to be recorded. The minutes shall be held in a form which enables them to be circulated to the Synagogue Council and be open to inspection by the United Synagogue or its authorised representative, all of whom shall have the right to review such minutes. The Chairman of the meeting shall sign as a correct record the minutes of the previous meeting approved by the Synagogue Council.
- 13.7 The US Trustees or their duly authorised representatives shall be entitled to attend and speak at any meeting of the Synagogue Council, having given notice to the Local Honorary Officers of their intention to do so but shall not be entitled to vote thereat. The US Trustees shall for that purpose by notice in writing to the Synagogue Council be entitled to request like notice of such meeting as if they were Synagogue Council Members.
- 13.8 The US Trustees may requisition a meeting of the Synagogue Council on not less than seven days' notice to Synagogue Council Members, save that at the absolute discretion of the US Trustees in exceptional circumstances, shorter notice may be given but in any event there shall not be less than 24 hours' notice.

#### **14. DISQUALIFICATION AND REMOVAL OF THE SYNAGOGUE COUNCIL MEMBERS**

Any Synagogue Council Member shall cease to hold office as a member of that Synagogue Council in the same circumstances as a Local Honorary Officer would cease to hold office as such, as more particularly set out in Bye-Law 10 hereof.

#### **15. LOCAL HONORARY OFFICERS AND SYNAGOGUE COUNCIL MEMBERS NOT TO BE FINANCIALLY INTERESTED**

Save with the permission of the Chief Executive or as provided in these Bye-Laws, no Local Honorary Officer or Synagogue Council Member shall acquire any interest in the property administered by the Synagogue or the United Synagogue (otherwise than as a Local Honorary Officer or Synagogue Council Member) or receive any remuneration or other benefit (whether in money or monies worth) or be interested in any contract entered or be an employee of the Synagogue or the United Synagogue, PROVIDED THAT nothing herein shall prevent any payment in good faith by the Synagogue:-

- 15.1 of any premium in respect of indemnity insurance for the Local Honorary Officers or Synagogue Council Members;
- 15.2 to any Local Honorary Officer or Synagogue Council Member of reasonable and proper out of pocket expenses; and
- 15.3 to reimburse monies expended reasonably and properly on behalf of the Synagogue.

#### **16. THE RABBI OF THE SYNAGOGUE**

- 16.1 So far as necessary and affordable for the proper discharge of the objects of the Synagogue there shall be a Rabbi of the Synagogue who shall be an employee of the United Synagogue and who shall be appointed in accordance with the provisions of these Bye-Laws. The Rabbi of the Synagogue shall be the spiritual head of the Synagogue in connection with the furtherance of its objects, but nothing herein shall affect or detract from the responsibilities and rights of the US Trustees, the Local Honorary Officers or the Synagogue Council to duly administer and manage the affairs of the Synagogue in accordance with these Bye-Laws and the Statutes and Regulations of the United Synagogue.
- 16.2 The Rabbi of the Synagogue shall carry out and discharge such duties as shall be specified in his contract of employment with the United Synagogue and shall, in particular, but without prejudice to the terms and conditions of that contract, have the general function and duty to supervise all of the religious services and activities of the Synagogue, including the provision of such educational, social and pastoral and other care to the members for the time being of the Synagogue and their families. All such religious and other activities shall be conducted in accordance with the objects of the Synagogue and the Statutes and Regulations of the United Synagogue and, in particular, no person other than the Rabbi of the Synagogue shall be entitled to officiate or preach at any religious services held at the Synagogue without the consent of the Rabbi under the ultimate authority of the Chief Rabbi.
- 16.3 The Rabbi for the time being of the Synagogue shall be appointed by the United Synagogue in consultation with the Local Honorary Officers, the Synagogue Council and the members for the time being of the Synagogue,

For that purpose: -

- 16.3.1 whenever a vacancy shall occur in the office of Rabbi of the Synagogue the Local Honorary Officers shall notify the United Synagogue of that vacancy and shall, in conjunction with the United Synagogue, prepare a list of candidates from amongst which a short list of candidates for appointment as the Rabbi of the Synagogue shall be prepared by the Selection Committee appointed under Bye-Law 16.3.2;

- 16.3.2 all candidates for appointment as the Rabbi of the Synagogue included on any short list prepared under Bye-Law 16.3.1 shall be interviewed by a Selection Committee appointed for that purpose by the Local Honorary Officers. Unless the Chief Executive agrees otherwise, the maximum number of Members on the Selection Committee shall be twelve. The Selection Committee shall consist of such persons as the Local Honorary Officers shall from time to time determine, and wherever possible at least one-third of them shall be female, PROVIDED THAT the Chairman and Warden shall be members of the Selection Committee and at least two members of any selection Committee so constituted shall be Synagogue Council Members holding office as such in accordance with the provision of Bye-Law 11.1.2. If during the selection process a new Chair or Warden should be elected then they should also be appointed to the Selection Committee. The Selection Committee may co-opt such non-voting advisors to the Selection Committee as they may decide;
- 16.3.3 the Selection Committee shall ensure that all shortlisting meetings are attended by appropriate representatives from the United Synagogue and Office of the Chief Rabbi;
- 16.3.4 the Selection Committee appointed in accordance with these Bye-Laws, shall report to the Synagogue Council following the completion of such interviews and a candidate shall be selected for appointment by a resolution of the Synagogue Council passed by at least 75% of the Synagogue Council Members present and voting on the matter. A minute or copy of such resolution shall be sent to the US Trustees;
- 16.3.5 for the purpose of conducting any poll of the members for the time being of the Synagogue in accordance with the provisions of Bye-Law 16.3.6:-
- 16.3.5.1 any such poll shall be held in person or through Electronic Voting Procedures or a combination of both as the Synagogue Council may determine provided that in whichever case it is not possible for members to ascertain how other members voted and voting in any such poll shall not include any postal or proxy voting; and
- 16.3.5.2 the poll shall be taken on such day as shall be determined by the Local Honorary Officers and shall remain open for at least two hours.
- 16.3.6 any candidate selected for appointment shall be appointed as the Rabbi of the Synagogue must be approved by a 75% majority of the members for the time being of the Synagogue participating in a poll taken for that purpose.

## **16A ASSISTANT RABBI**

The Synagogue may appoint an assistant Rabbi who should be an employee of the United Synagogue appointed in accordance with such recruitment process as the US Trustees shall from time to time prescribe.

## **17. ADMINISTRATION OF THE SYNAGOGUE**

- 17.1 The Local Honorary Officers shall ensure that in administering and managing the day to day affairs of the Synagogue:-
- 17.1.1 the Synagogue shall adhere to and conform to the provisions of the Statutes of the United Synagogue and these Bye-Laws;
- 17.1.2 the Synagogue shall, in the proper discharge of its Objects conform to the stated policies and practices of the United Synagogue as determined by the US Trustees from time to time in writing and notified to all Member Synagogues as such a policy or practice under the Bye-Laws; and
- 17.1.3 there shall be appointed such person as the Local Honorary Officers shall determine as an Administrator of the Synagogue to carry out and discharge such administrative

or other functions of a like nature as the Local Honorary Officers shall from time to time determine.

## **18. ANNUAL GENERAL MEETING**

18.1 At least once in every calendar year at such time and on such date as shall be determined by the Local Honorary Officers (but during such period as shall from time to time be determined by the US Trustees), there shall be held an Annual General Meeting of the Synagogue for the purpose of:-

18.1.1 receiving the report of the Local Honorary Officers and the Synagogue accounts;

18.1.2 the election if relevant of the Local Honorary Officers and a Synagogue Council, in accordance with the election procedures; and

18.1.3 the consideration of any advisory motions appearing on the agenda for the meeting.

18.2 Not less than twenty-eight clear days written notice of the date of the Annual General Meeting shall be given by the Administrator of the Synagogue to all Members of the Synagogue, which notice shall be accompanied by:-

18.2.1 a notice in writing to the Members for the time being of the Synagogue inviting nominations for candidates for election as Local Honorary Officers and Synagogue Council Members; and

18.2.2 the Agenda for that Meeting.

18.3 Local Honorary Officers and the Synagogue Council Members shall be appointed by the Members of the Synagogue in accordance with the Election Procedures Set out in Bye-Law 21.

18.4 The US Trustees having given notice to the Local Honorary Officers of their intention to do so, may send representatives to any Annual or other General Meeting of the Synagogue and any such representatives shall be entitled to both attend and speak but not vote at any such General Meeting.

## **19. SPECIAL GENERAL MEETINGS**

19.1 The Local Honorary Officers (subject to Bye-Law 19.3 below) may, at any time upon fourteen clear days' notice to the members of the Synagogue and shall, on a requisition of the US Trustees or on a requisition signed by not less than one-tenth of the Synagogue Members summon a Special General Meeting of the Synagogue to be held at such place and at such time as is specified in the notice calling the meeting. Any requisition for a Special General Meeting shall specify the purpose for which the meeting is to be held, and any Special General Meeting called as a consequence of any such requisition shall be held not later than six weeks after receipt of the requisition.

19.2 No business other than that specified in the notice summoning a Special General Meeting or, as the case may be, specified in the requisition shall be transacted at a Special General Meeting.

19.3 All resolutions at Special General Meetings shall only be advisory.

19.4 The Local Honorary Officers may decline to call a meeting if the subject matter of the requisition has been discussed at any General Meeting of that Synagogue held within the previous twelve months.

## **20. PROCEEDINGS AT GENERAL MEETINGS**

20.1 If in the opinion of the US Trustees or Local Honorary Officers it is desirable to have a Chairman of the Meeting from outside the Synagogue, any US Trustee may preside at any General Meeting of the Synagogue. Subject to that the Chairman or Vice-Chairman for the time being of the Local

Honorary Officers shall preside at all General Meetings of the Synagogue but if there be no such Chairman or if he or she shall not be present within fifteen minutes after the time appointed for holding the same or shall be unwilling to preside at any such meeting, the members present shall from amongst the members of the Synagogue who are present at the meeting appoint a Chairman for that meeting.

- 20.2 The Synagogue Council may put in place facilities for any or all of the Members of the Synagogue to take part in a meeting by way of video conference or conference telephone or similar equipment designed to allow everybody to take part in and vote at the meeting, and taking part in this way will be treated as being present in person at the meeting.
- 20.3 No business shall be transacted at an Annual General Meeting of the Synagogue unless a quorum of ten Members (or such greater number as shall be determined by the Synagogue Council (with the written consent of the Chief Executive)). No business shall be transacted at any other General Meeting of the Synagogue unless a quorum of ten Members or one twentieth of the members whichever shall be the greater is present save that on any general meeting convened on requisition by Synagogue Members such quorum shall be twenty members or one tenth of the members whichever shall be the greater. If within thirty minutes from the time appointed for the holding of any General Meeting a quorum is not present the meeting shall, if convened on the requisition of the Members, be dissolved. In any other case it shall stand adjourned to the next week, at the same time and place, or at such other place and time as Local Honorary Officers may determine. Any elections conducted in accordance with these Bye-Laws shall not be deemed invalid or improper by reason that a quorum shall not be present at any general meeting provided that the number of Members necessary for a quorum of any general meeting shall have voted in that election.
- 20.4 No business shall be transacted at an adjourned meeting other than business which could have been transacted at the meeting.
- 20.5 At every General Meeting of the Synagogue every member present in person shall have one vote. In the event of a tied vote, the Chairman of the meeting shall have a second or casting vote. The Chairman may in his discretion call for a poll.
- 20.6 Minutes shall be kept of all General Meetings of the Synagogue. Copies shall be made available on request prior to the next following General Meeting to Synagogue Members and shall be submitted to the meeting for approval.

## **21. ELECTION PROCEDURES**

- 21.1 The following rules and procedures shall apply for the purpose of electing Local Honorary Officers and the Synagogue Council Members.
- 21.2 All candidates for election as Local Honorary Officers or the Synagogue Council Members shall:-
- 21.2.1 have been members of the Synagogue for at least twelve consecutive months prior to the date of their nomination and shall not be more than twelve months in arrears in connection with any subscription due to the Synagogue or the United Synagogue, or any other Synagogue which has become a Member Synagogue PROVIDED ALWAYS THAT for the purpose of determining membership of the Synagogue or for the purpose of determining whether the individual concerned is in arrears in the payment of any such subscriptions due to the Synagogue, membership of any Member or Affiliate Synagogue or any other Synagogue which has become a Member Synagogue shall constitute membership of the Synagogue and arrears shall include any arrears due to any such other Member or Affiliate Synagogue or any other Synagogue which has become a Member Synagogue; and
- 21.2.2 be not less than eighteen years of age.
- 21.3 No person shall be eligible for election as a Local Honorary Officer or for election as a Synagogue Council Member unless no later than 3.00 p.m. fourteen days before the day

appointed for the Annual General Meeting there shall have been given to the Administrator of the Synagogue notice in writing:-

21.3.1 by at least three Members duly qualified to be present and vote at the meeting for which such notice is given, of the intention to propose such person for election (such notice may be provided in writing and signed by the members or in electronic form and authenticated by the members in such manner as the Local Honorary Officers may specify); and

21.3.2 by the person to be proposed, of his or her willingness:-

21.3.2.1 to stand for election to that office; and

21.3.2.2 to act in accordance with and to adhere to the Statutes and Regulations of the United Synagogue and the Bye-Laws for Member Synagogues;

(such notice may be provided in writing and signed by the person to be proposed or in electronic form and authenticated by the person to be proposed in such manner as the Local Honorary Officers may specify)

Where a person to be proposed has nominated him or herself (together with at least two other duly qualified members) in accordance with Bye-Law 21.3.1, then the receipt of such notice duly signed or authorised by the person proposed shall be deemed to be confirmation that such person is willing to stand for election to that office and to act as set out in Bye-Law 21.3.2.2, without that person needing to provide a separate notice pursuant to Bye-Law 21.3.2.

21.4 For the better conduct of any election held under the terms of the Bye-Laws:-

21.4.1 upon receipt of all nominations for the election of candidates as Local Honorary Officers or Synagogue Council Members, the Administrator of the Synagogue shall draw up a Nomination list showing the names of all duly nominated candidates and the offices for which such candidates have been nominated and shall for not less than 7 days prior to the meeting circulate such nomination list to the members for the time being of the Synagogue;

21.4.2 unless otherwise agreed by a 75% vote of the Synagogue Council and noted on the nomination form, no person nominated for election as a Local Honorary Officer or Synagogue Council Member shall be entitled to stand for election to more than one office. In the event that any person shall have been nominated for more than one office, the Administrator of the Synagogue shall invite the candidate concerned to state in writing that office to which he would wish to stand to be elected and the candidate concerned shall accordingly stand for election to that office. Any notice to the Administrator under this Bye-Law shall be returned to the Administrator not less than ten days prior to the meeting, PROVIDED THAT:-

21.4.2.1 nothing in this Bye-Law shall prevent any person standing for election as both a Local Honorary Officer and a Synagogue Council Member; and

21.4.2.2 in the event that any person stands for and is elected as both a Local Honorary Officer and a Synagogue Council Member, that person shall be deemed to be elected as a Local Honorary Officer. As regards such person's election as a Synagogue Council Member the candidate with the next highest number of votes shall be deemed to be elected thereto;

21.4.3 prior to the casting of votes pursuant to Bye-Law 21.4.4, the Local Honorary Officers in consultation with all the candidates for Local Honorary Officers shall appoint:-

21.4.3.1 a Presiding Officer (who may not be a candidate for election, whether or not such position is being contested) for the purpose of presiding over and properly organising any elections;

- 21.4.3.2 such scrutineers as are reasonable and necessary for the purpose of counting any votes; and
- 21.4.3.3 such other persons as may be necessary and reasonable for the proper conduct of any election held, PROVIDED ALWAYS THAT any persons appointed in accordance with this Bye-Law shall not be a candidate for election.

In the event that agreement is not reached between the candidates for Local Honorary Officers as to who shall be the Presiding Officer, the US Trustees shall appoint the Presiding Officer.

- 21.4.4 all voting at any election shall be by secret ballot using either:-
  - 21.4.4.1 Electronic Voting Procedures ; or
  - 21.4.4.2 Telephone Voting Procedures;
  - 21.4.4.3 on ballot papers prepared for that purpose in such form as shall from time to time be prescribed by the US Trustees and shall not, save as specified above, include any postal or proxy voting.
- 21.4.5 prior to circulating the list of nominations to Members, the Synagogue Council shall determine whether voting will be allowed by Electronic Voting Procedures, Telephone Voting Procedures or in person prior to and on the day of the Annual General Meeting or a combination of one or more procedures. The dates and times for which each such voting procedure will be permitted will be notified clearly to all Members. In determining the manner of voting at each such election, the Local Honorary Officers will ensure that any Electronic Voting Procedures take place first, any Telephone Voting Procedures shall only begin after the Electronic Voting Procedures have closed and the ballot boxes will only be open once the Telephone Voting Procedures have closed. The Local Honorary Officers will ensure that only one method of voting can be used at any one time and will ensure that robust procedures are in place to ensure that members cannot cast their votes more than once. The Presiding Officer will ensure that such procedures are followed.
- 21.4.6 For the purpose of collecting ballot papers in hard copy, ballot boxes sealed by the scrutineers shall be maintained for the purpose of the election which ballot boxes shall only be opened by the scrutineers for the purpose of counting any votes cast. The Election Poll shall remain open for at least five hours and not more than twelve hours at such dates and times as the Synagogue Council shall approve. Such opening times for the casting of paper ballots need not be consecutive but the opening times must be made clear to all members of the Synagogue. The Presiding Officer shall declare when the Election Poll shall close.
- 21.4.7 Electronic Voting Procedures may be adopted by the Synagogue Council but must be agreed at least one month prior to the election and the Local Honorary Officers must ensure that sufficient testing is undertaken to ensure that the electronic voting system is robust and secure;
- 21.4.8 a Member of the Synagogue shall only be eligible to vote in any election if:-
  - 21.4.8.1 he or she shall have been a member of the Synagogue for at least twelve months prior to the date of the election concerned and shall not be more than twelve months in arrears in connection with any subscriptions due to the Synagogue or the United Synagogue, PROVIDED ALWAYS THAT for the purpose of determining membership or for the purpose of determining whether the individual concerned is in arrears of any such subscriptions membership of any Member or Affiliate Synagogue or any other Synagogue which should become a Member Synagogue shall constitute membership of

the Synagogue and arrears shall include any arrears due to any such other Member or Affiliate Synagogue or any other Synagogue which should become a Member Synagogue

For the purposes of Bye-Laws 21.2.1, 21.3.1 and 21.4.8.1 a member shall not be deemed to be in arrears if he or she has entered into and strictly adhered to a repayment arrangement which has been approved by the Financial Representative of the Synagogue or by one of the Treasurers of the United Synagogue.

21.4.8.2 he or she is not less than eighteen years of age.

- 21.4.9 If following the issue of a notice of a Meeting of the Synagogue at which an election of Local Honorary Officers or the Synagogue Council Members is to take place, any Member of the Synagogue believes that there is a matter relating to the conduct of the election which requires immediate investigation that member shall inform the Chief Executive of the United Synagogue. The Chief Executive shall investigate the matter and if necessary shall refer the matter to the US Trustees who shall have absolute discretion to determine the matter and to make such directions as they deem necessary so as to ensure that the election is carried out in accordance with these Bye-Laws.
- 21.4.10 If following the completion of any election held in accordance with these Bye-Laws any member of the Synagogue shall consider that such election shall not have been properly held or conducted in accordance with these Bye-Laws, the member concerned may within three days appeal against that election to the Chief Executive of the United Synagogue. In the event of any such appeal the US Trustees shall investigate the matter complained of and may take such steps (if any) as are necessary to ensure that the provisions of these Bye-Laws are adhered to.
- 21.4.11 Any nomination form (whether in hard copy or online) proposing any person for election as a Local Honorary Officer or Synagogue Council Member shall be substantially in such format as shall from time to time be determined by the US Trustees.
- 21.4.12 The results of any election held in accordance with these Bye-Laws shall be announced by the Local Honorary Officers, who shall announce the number of votes cast for each candidate and any candidates who have been elected unopposed. In the event that the result of any election shall be tied the Presiding Officer of the meeting may determine the matter by exercising his casting vote.
- 21.4.13 All election results shall be notified in writing to the United Synagogue within fourteen days.

## **22. SYNAGOGUE INCOME AND EXPENDITURE**

- 22.1 The Local Honorary Officers shall, subject to any contrary or other direction of the US Trustees, be responsible for the administration and management, including the application, of all of the property of the Synagogue being property of and not separate from the United Synagogue.
- 22.2 For the purposes of ensuring the due and proper application of any income and property held by the Synagogue, the Financial Representative shall, in each year, prepare and submit to the United Synagogue a budget in such form and containing such information as the US Trustees shall from time to time direct by Protocol or otherwise setting out the anticipated income and expenditure of the Synagogue for the next year. The budget prepared in accordance with these Bye-Laws shall be submitted to the United Synagogue at such time as the US Trustees shall from time to time direct.
- 22.3 The Local Honorary Officers shall, subject to any contrary direction of the US Trustees, be responsible for the day to day administration and management of the Synagogue buildings and,

in consultation with the United Synagogue, for keeping such buildings maintained to a proper standard. The buildings are the property of the United Synagogue and the Local Honorary Officers shall inform the US Trustees as soon as is practicable on any matters which come to their attention which materially affect the value, condition or status of the property.

- 22.4 The Synagogue shall not have the power to arrange for structural alterations, significant improvements or repairs to the Synagogue buildings without the approval of the United Synagogue and the appointment of any professional advisor in connection with such works shall be made only by the United Synagogue in consultation with the Local Honorary Officers. Minor repairs up to a limit of expenditure which shall be notified in writing by the Chief Executive from time to time, may be carried out at the discretion of the Local Honorary Officers.

### **23. SYNAGOGUE CONTRIBUTIONS**

- 23.1 The Synagogue shall contribute at such rate as set out in the budget of the United Synagogue in relation to the Synagogue to the costs of the United Synagogue.
- 23.2 Without prejudice to the provisions of Bye-Law 23.1 the US Trustees may from time to time by notice in writing to the Local Honorary Officers require all the Synagogues to contribute such further or additional contributions to the United Synagogue in relation to the operating costs of the United Synagogue as the US Trustees shall from time to time determine.
- 23.3 The Synagogue may, in addition to such contributions as provided for in these Bye-Laws, make such further or other contributions to the United Synagogue as the Local Honorary officers may from time to time decide.

### **24. SYNAGOGUE ACCOUNTS**

- 24.1 The Local Honorary Officers shall cause to be kept proper books or records of accounts (including member accounts) in such form and entering such information as the US Trustees shall from time to time require using the system in such form as required by the United Synagogue unless otherwise mandated by the US Trustees.
- 24.2 If a Synagogue maintains Books and Records of Accounts which are not on the United Synagogue's system then the Local Honorary Officers shall make available to the United Synagogue on request:-
- 24.2.1 an Income and Expenditure account consolidating all the activities of the Synagogue; and
- 24.2.2 accounts showing the asset and liabilities of the Synagogue.
- 24.3 All Books and Records of Accounts kept and maintained by the Synagogue in accordance with the Bye-Laws should fully comply with all of the relevant and other statutory requirements from time to time imposed by law.

### **25. REGULATORY POWERS OF THE UNITED SYNAGOGUE IN RELATION TO THE SYNAGOGUE**

- 25.1 It shall form part of these Bye-Laws that the Synagogue, the Local Honorary Officers, the Synagogue Council, Synagogue Members and all other officers, agents or servants for the time being of the Synagogue shall be subject to the provisions set out and contained within the Statutes of the United Synagogue and any Regulations made thereunder and that the United Synagogue may, as therein provided, exercise all and any of the powers and provisions therein contained in respect of the Regulations of Synagogues.
- 25.2 The Local Honorary Officers, the Synagogue Council and all Members of the Synagogue shall, in relation to the exercise of any such powers conform to the provisions set out in the Statutes of the United Synagogue and to any Regulations made thereunder.

**26. COMPLIANCE WITH BYE-LAWS AND CONFLICTS OF RULES**

- 26.1 The Local Honorary Officers shall ensure that all persons employed by the Synagogue or acting for the Synagogue (or purporting to act for the Synagogue) whether on a voluntary or paid basis comply with these Synagogue Bye-Laws and the Statutes of the United Synagogue and any Regulations made thereunder.
- 26.2 In the event of a conflict between these Synagogue Bye-Laws and the Statutes or Regulations of the United Synagogue, the Statutes or Regulations of the United Synagogue shall prevail.

**27. NOTICE**

Any notice required to be or to be given under or pursuant to these Bye-Laws may be sent by hand, post, registered post, the recorded delivery service or transmitted by facsimile transmission or other means of electronic communication including email resulting in the receipt of a written communication in permanent form and if so sent or transmitted to the recipient of any such notice at his usual address shall be deemed effectively given on the day when in the ordinary course of this means of transmission it would be received by the addressee in normal business hours.

**SCHEDULE 1**  
**THE RIGHTS AND PRIVILEGES OF MEMBERSHIP**

Every Member of the Synagogue shall, subject to the provisions of these Bye-Laws, be entitled to the following rights and privileges:-

1. to attend and worship at the Synagogue in accordance with the form of Worship of the Synagogue and to attend educational and social activities organised by the Synagogue making any supplementary payment as required by the Local Honorary Officers;
2. to otherwise participate in the religious observances governance and ceremonies of the Synagogue in accordance with these Bye-Laws, including in particular:-
  - 2.1 the right for male members be called to the reading of the law;
  - 2.2 to be married at or under the auspices of the Synagogue in accordance with the provisions set out in Schedule 3 to these Bye-Laws, PROVIDED THAT the Synagogue shall be duly authorised by the Board of British Deputies;
  - 2.3 to arrange for the celebration of the Barmitzvah of his or her son at or under the auspices of the Synagogue, in accordance with such arrangements as shall from time to time be agreed between the member and the Synagogue, Subject to and in accordance with the provisions set out in Schedule 4 hereto;
  - 2.4 to arrange for the celebration of the Batmitzvah of his or her daughter in a manner to be approved by the Rabbi of the Synagogue;
  - 2.5 to participate in the governance of the Synagogue in accordance with the Bye-Laws;
  - 2.6 to be awarded such religious or other honours as the Local Honorary Officers and the Rabbi may from time to time determine;
  - 2.7 the right for the Rabbi of the Synagogue or a duly qualified Officiant appointed by the United Synagogue to attend at the funeral and tombstone setting of any member or at any funeral and tombstone setting of any unmarried children under the age of 21 of any member, PROVIDED THAT the funeral or tombstone setting takes place at a cemetery of the United Synagogue;
3. for the purpose of these Bye-Laws and the exercise of the rights of membership, members of the Synagogue shall subject as herein provided be entitled to exercise their rights in accordance with their seniority as members of the Synagogue, PROVIDED THAT for the purpose of determining the seniority of individuals as members of the Synagogue, such seniority shall be calculated by reference to the continuous membership of the person concerned from the date on which that person first became a member of the Synagogue, or any other Member or Affiliated Synagogue or any other Synagogue which should become a Member Synagogue of the United Synagogue.
4. the order of precedence on being called to the reading of the law on a Shabbat morning shall be as follows; namely:-
  - (i) a bridegroom on the Shabbat prior to his marriage held in or under the auspices of a synagogue which is under the religious authority of or is otherwise approved by the Chief Rabbi;
  - (ii) a boy on becoming Barmitzvah;
  - (iii) a husband on his wife's giving thanks after childbirth;
  - (iv) the father or nearest male relative of a new born baby girl wishing to name the new born baby girl;

- (v) a person (this includes the representative of a female member) on the day of commemoration of a Yahrzeit for a parent or child;
- (vi) the father of a male child on the Shabbat before the child's circumcision
- (vii) a sandik on the day when he so officiates;
- (viii) a person giving thanks on his recovery from serious illness or escaping danger or returning from a hazardous journey;
- (ix) the father or nearest male relative of a Barmitzvah boy or Batmitzvah girl.
- (x) a person or that person's representative on the Shabbat preceding the day of commemoration of a Yahrzeit for a parent or a child,

PROVIDED ALWAYS THAT for the purpose of ensuring the practical and necessary administration of the Synagogue the calling of any person or persons to the reading of the law shall be a matter within the absolute discretion of the Wardens for the time being of the Synagogue;

5. in exercising any of the foregoing rights of membership the availability of the Rabbi of the Synagogue to attend at religious services, observances and celebrations shall be subject to his contract of employment and shall be exercised in consultation with the Local Honorary Officers and such rights shall be construed and take effect accordingly.

**SCHEDULE 2**  
**THE OBLIGATIONS AND DUTIES OF MEMBERSHIP**

Every Member of the Synagogue shall, subject to the provisions of these Bye-Laws, be subject to the following obligations and duties; namely:-

1. to pay any and all membership subscriptions or other sums due and payable to the Synagogue in a prompt and timely manner;
2. to observe and duly comply with the Bye-Laws of the Synagogue, the Statutes of the United Synagogue and any subordinate regulations of the United Synagogue.

**SCHEDULE 3**  
**REGULATIONS RELATING TO MARRIAGES**

1. At the time of the marriage ceremony the bridegroom shall be a member of the Synagogue whose Secretary for Marriages will be registering the marriage regardless of where the ceremony will take place.
2. No marriage ceremony shall take place under the auspices of the said Synagogue without the written authorisation of the Chief Rabbi. Notwithstanding the provisions of Clause 4.2 of the Bye-Laws for Member Synagogues concerning ad-hoc services, no person shall conduct a ceremony of marriage at or under the auspices of this Synagogue unless he holds an authorisation of the Chief Rabbi to perform the marriage ceremony.
3. The Local Honorary Officers shall appoint a Secretary for Marriages (and if necessary an additional Secretary for Marriages) at the Synagogue. Prior to such appointment, his name shall be forwarded to the Board of Deputies of British Jews for certification by the Registrar General in accordance with the Marriage Act 1949 (or any statutory modification thereof). The Secretary for Marriages and any additional Secretary for Marriages shall be an employee or member of the Synagogue.
4. A Secretary for Marriages shall be present at every marriage under the auspices of the Synagogue and shall register all such marriages as are required by the Marriage Act 1949 in the books provided by the Registrar General.
5. At least seven days prior to the marriage ceremony, all documents required by the Marriage Act 1949 together with the Chief Rabbi's authorisation for the marriage shall be delivered to the Secretary for Marriages at the Synagogue.
6. All fees and charges relating to the marriage shall be paid in full to the Administrator of the Synagogue at least seven days prior to the ceremony.
7. Prior to the ceremony, the Ketubah (Hebrew marriage contract), in a form approved by the Chief Rabbi shall be prepared by or on behalf of the Rabbi. No marriage shall take place under the auspices of the Synagogue unless the Rabbi or a person acting under his authority is satisfied as to the accuracy of the Ketubah.
8. Immediately prior to the marriage ceremony the Ketubah, and a duplicate copy for the Synagogue records, shall be signed in the presence of the bridegroom by two male persons who shall be approved by the Rabbi. Immediately after the conclusion of the ceremony the Ketubah, and the duplicate copy, shall be signed by the bride in her previous name and then (except where a civil marriage has already taken place) the bridegroom and bride shall sign the entry in the Register of Marriages and the duplicate thereof and their signatories shall be attested by two witnesses.

**SCHEDULE 4**  
**REGULATIONS RELATING TO BARMITZVAHS**

1. Permission shall be granted to the son of a member who wishes to read a Parashah on the occasion of his becoming Barmitzvah: PROVIDED THAT he has complied with the requirements prescribed by the United Synagogue and shall have satisfied the Rabbi of the Synagogue of his competence to read the Parashah. The son of a member who wishes to read the Maphtir and Haphtorah at the Synagogue on the occasion of his Barmitzvah shall comply with the requirements for reading a Parashah and any additional requirements of the United Synagogue and the Rabbi relating to attendance at religious study programmes and the attainment of religious knowledge.
2. Not more than 36 months and not less than 18 months' notice shall be given to the Administrator of the Synagogue of the date of the Shabbat on which the son of a member of the Synagogue wishes to celebrate his Barmitzvah together with an indication of the Parashah or Parashiot which the Barmitzvah wishes to read and whether or not it is intended that he should read the Maphtir and Haphtorah. Shorter notice may be accepted at the discretion of the Local Honorary Officers provided that any priority afforded by length of membership as set out in Schedule 1 of these regulations shall be forfeited.
3. In order to establish priority, if a member wishes his or her son, on becoming Barmitzvah, to read the Maphtir and Haphtorah on a particular Shabbat, notice of that request shall be given in writing to the Administrator of the Synagogue not more than 36 months and not less than 18 months before that Shabbat. The Administrator shall then make a provisional reservation in the Synagogue records and shall notify the member that such a booking has been made and that it is conditional on the member's claim to that date having precedence over the same claim by another member and the boy obtaining the requisite qualifications prescribed in these Bye-Laws. If 18 months before the Shabbat provisionally booked, there is only one booking for a Barmitzvah on that date, then the Administrator of the Synagogue shall confirm to the member that his or her son will be permitted to read the Maphtir and Haphtorah on that date provided that his son shall obtain the requisite qualifications prescribed in these Bye-Laws.
4. Where the same date shall have been provisionally booked by more than one member, then 18 months before the date, the Secretary shall confirm to the member having precedence as laid down in Schedule 1 paragraph 3 of these regulations that his or her son will be permitted to read the Maphtir and Haphtorah provided that his or her son shall obtain the requisite qualifications prescribed by these Bye-Laws. The Secretary shall, at the same time, notify the other members who have so applied that the honour of reading Maphtir and Haphtorah has been granted to the son of a member having precedence under these Bye-Laws.
5. The priority of a member who wishes his or her son to read the Maphtir and Haphtorah on the Shabbat immediately after his thirteenth Hebrew birthday supersedes the priority granted by Schedule 1 paragraph 3 if the Barmitzvah of the son of the other claimant or claimants to the date is being delayed beyond the Shabbat immediately after his thirteenth Hebrew birthday for whatever reason.