

THE NORWICH HEBREW CONGREGATION

MANAGEMENT COMMITTEE RULES

INTRODUCTORY NOTES

The NHC is a Charitable Incorporated Organisation (CIO). Management of NHC affairs are governed by a detailed Constitution based on the Charity Commission's model form together with additional Rules made by the Committee.

The Constitution is published on the Charity Commission's website. A copy is available from the Secretary on request.

Issues covered by the Constitution include:-

The **Management Committee** is set up by the members of the CIO to manage the affairs of the CIO (Constitution cl 12.1)

There must be at least five members of the Committee (Constitution cl 12.3)

The meeting quorum is five (Constitution cl 17.3.1)

The full Management Committee terms of reference are set out in Constitution cl 12 to 24

The **President** cannot be appointed for more than 3 consecutive terms (Constitution cl 13.4)

There must be an **Annual General Meeting** (AGM) of the members of the CIO at intervals of not more than 15 months and it is the duty of the Committee to call the Meeting (Constitution cl 11.1 and 11.2).

Detailed reference should always be made to the authoritative wording of the published Constitution. A guide to the contents of the Constitution is included.

Further Rules can be made by the Management Committee under Constitution cl 24 providing that they are not inconsistent with any provision of the Constitution.

This document contains Rules adopted by the Committee on 11 October 2022.

A Guide to the CIO Constitution of the Norwich Hebrew Congregation

- 1 Name
- 2 National location of principal office
- 3 Objects
- 4 Powers - *including borrowing money, leases and employment*
- 5 Application of income and property
- 6 Benefit and payment to committee members and connected persons
- 7 Conflicts of interest and conflicts of loyalty
- 8 Liability of members to contribute to the assets of the CIO if it is wound up
- 9 Membership of the CIO
- 10 Members' decisions *Voting and written procedures*
- 11 General meetings
- 12 Committee members
- 13 Appointment of committee members *Including election of President, Treasurer, Secretary and Board of Deputies representative. President can hold office for only three consecutive years.*
- 14 Retirement and removal of committee members
- 15 Taking of decisions by committee members
- 16 Delegation by committee member
- 17 Meeting and proceedings of committee members *Committee meeting quorum is five*
- 18 Saving provision - *Refers to improper involvement in voting*
- 19 Execution of documents
- 20 Use of electronic communication
- 21 Keeping of registers *refers to records of membership and committee members*
- 22 Minutes
- 23 Accounting records, accounts, annual reports and returns, register maintenance.
- 24 Rules *The ability of the committee to make additional rules or bye-laws*
- 25 Disputes
- 26 Amendment of the constitution
- 27 Voluntary winding up or dissolution
- 28 Interpretations *Defining various terms within the CIO document*

MANAGEMENT COMMITTEE RULES

1 CONDUCT OF SERVICES AND DUTIES OF THE MINISTER

- 1.1 The form of prayers in the Norwich Synagogue shall be in accordance with the form and customs of the United Synagogue of London. No service other than Burial, Cremation, Yahrzeit, Shiva or Brit Milah shall be held otherwise than within the Synagogue precincts without the consent of the Committee.
- 1.2 The times of Services shall be determined by the Committee.
- 1.3 A candidate for ministerial office or for a vacancy as Reader shall be appointed to that office by the Committee. Termination of an appointment as Minister or Reader shall be by the Committee.
- 1.4 The duties of the Minister or Reader shall be outlined by written agreement concluded when the position is formally offered and formally accepted.
- 1.5 The engagement, termination of engagement and variation of duties of other staff or provider of services shall be determined by the Committee.
- 1.6 The President shall allocate all Mitzvot during Synagogue Services. In the absence of the President, a Committee member shall stand in their stead.
- 1.7 The Chatan Torah and the Chatan Bereshit shall be invited, subject to their willingness to accept these honours, by the Committee at least two weeks before Rosh Hashanah.
- 1.8 All Orthodox marriages shall take place in conformity with the directions of the Chief Rabbi of Great Britain complying with all legislation and statutes regulating marriage in England and Wales.
- 1.9 A marriage secretary shall be appointed by the Committee whenever a vacancy occurs. The Committee may also allow a visiting marriage secretary authorised under any other Jewish tradition recognized by membership of the Board of Deputies of British Jews to deal with the necessary formalities for any marriage conducted in the Synagogue under such tradition.
- 1.10 Notwithstanding Rules 1.1, 1.6, 1.8 and 2, egalitarian services may be held monthly, and services in the Synagogue may occasionally be held in accordance with a Jewish tradition recognised by membership of the Board of Deputies of British Jews.

All applications to use the Synagogue premises should be made to the Secretary.

2 SEATING

2.1 Each member is entitled to a seat in the Synagogue.

2.2 The Committee may at its discretion allocate/ and or reallocate separate areas of the Synagogue for seating men and women separately and /or together.

2.3 The Committee may, at its discretion allocate and /or reallocate reserved seats to members or delegate that responsibility as it sees fit.

3 MEMBERSHIP

3.1 Applications for Membership shall be made in writing submitted to the Secretary.

3.2 Minimum subscription rates shall from time to time be determined by the President, Treasurer and one other Committee member. In any individual case, the Treasurer shall have discretion to reduce the minimum subscription payable to take account of special factors including, but not limited to, personal financial circumstances, ill health, or residence distant from the Synagogue.

3.3 Friends of the congregation are those accepted by the Committee and who subscribe at an annual rate not less than the minimum friends rate.

3.4 Friends are invited to attend services and the Congregation's social events

4 CHEVRA KADISHA

Members as defined in Constitution cl 9.1.1 and a member's dependent children who are Jewish or are brought up as Jewish shall be entitled to membership of the Chevrah Kadishah Burial Society and its services. Burial charges are made. The Chevrah Kadishah is administered by its President, and officers chosen in General Meeting and responsible for Chevrah Kadishah funds, administration and an annual report to a General Meeting.

5 ROLE OF TREASURER

The Treasurer shall receive all monies due to the Congregation and pay out only such sums as the Committee authorizes, save for payment of regular liabilities in the nature of wages, salaries and outgoings in respect of the Synagogue. All monies received by the Treasurer on behalf of the Congregation shall be paid into the Congregation's bank. The Treasurer shall keep all necessary records and accounts to the satisfaction of the Congregation's external examiners or auditors. Bank accounts shall be in the name of Norwich Hebrew Congregation. Notifications to the bank of a change of the Trustees for the time being and of Treasurer shall be signed by such committee members as the bank may require.

6 **AUTHORITY TO ACT**

No person or member of the Congregation (except the Treasurer and Secretary on current business matters) shall be authorized or permitted to communicate with any person or authority or act in the name of the Congregation without sanction from the President or Committee.