



# St Albans Masorti Synagogue (SAMS) Constitution

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# St Albans Masorti Synagogue (SAMS) Constitution

## 1 Introduction

This purpose of this Constitution is to provide a framework for the manner in which the St Albans Masorti Synagogue (SAMS) conducts its affairs. This Constitution has been adopted under the provisions of the Memorandum and Articles of SAMS. It is intended to be interpreted with common sense and a sense of natural justice, which should prevail in interpreting the contents of these guidelines. These two concepts are intended to form the foundation of any procedures adopted.

Finally, wherever possible the intention is to avoid the use of "legalese" so as to make the guidelines as accessible as possible. However, there are times where the use of legal jargon cannot be avoided; we hope that this will not cause the objective of the document to be in any way diluted or obscured.



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## 2 Membership

### ***2.1 Application for membership***

Any person of the Jewish faith being at least 18 (eighteen) years of age may apply for and be admitted to membership of the St Albans Masorti Synagogue ("the Synagogue").

A person will be considered of the Jewish faith in accordance with accepted Masorti practice and where appropriate under advice from the Synagogue's Rabbi.

Any person wishing to become a Member shall apply to the Membership Officer on the standard form. The contents of that form will be determined by the Board of Trustees.

All applications for membership of the Synagogue will be presented to the Board of Trustees or such group as they shall delegate for that purpose for approval.

If the Board of Trustees rejects an application, the applicant may request the reasons. If the applicant then desires, he or she may apply to the Board of Trustees to be heard in person and to have the application reconsidered.

### ***2.2 Application for Associate Members***

This category of membership relates to grown up children, aged between 21 (twenty one) and 26 (twenty six) inclusive, of existing members. All points in 2.1 above are applicable to this category of membership.



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## 3 Rights of Members

A Member shall have the following rights (subject to payment of the applicable fee/s):

- a. to participate in any services provided by the Synagogue
- b. to attend activities and events organised by the Synagogue
- c. to attend and vote at general meetings and to nominate a candidate for vacancies on the Board of Trustees, Election Official, and for the Board of Deputies Representative post
- d. to obtain burial rights
- e. to propose and/or second resolutions at an Annual General Meeting
- f. to be eligible for membership of the Board of Trustees, any other offices and the Board of Deputies Representative after a period of 2 (two) years of membership of the Synagogue.

In addition, Members must conform to the rules governing eligibility for standing and serving in office for the Board of Deputies Representative defined in Section 6 of the Board of Deputies Constitution. Specifically for the Board of Deputies Representative position, in case of any conflict between SAMS Constitution and the Board of Deputies Constitution in relation to eligibility criteria then the Board of Deputies Constitution shall prevail.

An Associate Member shall:

1. not be eligible to propose and/or second resolutions or vote on resolutions at any general meeting of the Synagogue
2. not be eligible as a candidate in any elections of members of the Trustee Board, Officers, Election Official or Board of Deputies Representative
3. not be eligible to vote in any elections of members of the Trustee Board, Officers, Election Official or Board of Deputies Representative
4. be able to convert to full membership at any time.

### ***3.1 Termination of membership***

A resolution to discontinue any membership on the grounds that it is not in the best interest of the Synagogue may be considered by the Board of Trustees provided that 14 (fourteen) days' notice in writing has been given to the Member. The Member concerned has the right to be present and heard at a meeting so held to consider the matter.

A resolution to terminate membership on the above grounds must be passed by a 75% majority of the Trustee members present.

The Board of Trustees has the power to terminate membership if any membership subscription or other money is overdue for more than 9 (nine) months, provided that reasonable steps have been taken to obtain payment.



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## **4 Subscriptions**

The annual subscriptions payable by Members of the Synagogue will be fixed by the Board of Trustees after recommendations received from the Treasurer and notified in writing, which may be by email, to Members.

Subscriptions for differing categories of membership may vary.

The Treasurer together with the Chair (or Co-Chairs or Vice Chair) have the right to exercise their discretion to commute or waive subscriptions where and for so long as in their opinion the financial circumstances of a Member so justify. The Treasurer together with the Chair (or Co-Chairs or Vice Chair) should not disclose the identity of the Member for whom the discretion is being exercised.

The Board of Trustees will determine methods and timing of payment of subscriptions.



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## 5 The Board of Trustees

The Board of Trustees is responsible for the general conduct and management of the Synagogue.

The Board of Trustees shall consist of a minimum of 6 (six) people and a maximum of 11 (eleven) with voting rights and will consist of the following positions:

- a. Chair/Co-Chair (not more than 2 (two) people)
- b. Vice Chair (unless a Co-Chair is appointed)
- c. Secretary
- d. Treasurer
- e. up to 6 (six) directly elected Trustee members
- f. up to 2 (two) co-opted members (maximum term for co-opted Trustees is from date of co-option until next Annual General Meeting). Co-option of Trustees is envisaged to cover events such as an elected Trustee resigning during the year and should be used to make sure the Board of Trustees is the ideal size
- g. the Immediate past Chair / the Immediate past Co-Chair but only for a 1 (one)-year term immediately after leaving office. For the avoidance of doubt, a Chair or Co-Chair leaving office mid-term for the reasons set out in paragraph 5.4.1 below may not serve on the Board of Trustees as an immediate past Co-Chair.

The Chair, Co-Chair, Vice Chair, Secretary and Treasurer shall be collectively referred to as the Officers, shall be elected for a 3 (three)-year term and shall be eligible to serve in the same office according to the Schedule of Terms of Office as shown in the Appendix of this document.

The directly elected Trustee Members shall be elected every 3 (three) years on a staggered basis so that at least 2 (two) of them shall be elected each year and shall not serve in that office for more than 9 (nine) years continuously after which point they will be ineligible to serve as directly elected Trustee Members or Co-opted Trustee Members on the Trustee Board or Officers until a period of at least 3 (three) years has elapsed (see the Schedule of Terms of Office as shown in the Appendix of this document).

In addition to the above Trustees there shall be a representative from the Synagogue elected on a triennial basis to attend the meetings of the Board of Deputies of British Jews. The Board of Deputies Representative position is not a part of the Board of Trustees. The Board of Deputies Representative may stand for election and serve for no more than 3 (three) consecutive triennial terms, i.e. 9 (nine) years in accordance with the Board of Deputies constitution. Following this period there must be a break of at least 1 (one) 3 (three) year term before the same candidate can serve again.

### ***5.1 Eligibility to serve on the Trustee Board***

Any Member is eligible to serve as a Trustee (whether an officer or a directly elected Trustee Member) after they have been a Member for at least 2 (two) consecutive years.



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## ***5.2 Election of Trustees, Officers, The Board of Deputies Representative and the Election Official***

### ***5.2.1 Election Official***

An Election Official will be elected to oversee the correct and proper implementation of the rules in SAMS Constitution with respect to the following:

- a. the convening of Annual General meetings and any Extraordinary General meetings of the community
- b. the election of Officers, Trustees and the Board of Deputies Representative
- c. the eligibility of candidates to stand for election
- d. the method by which votes will be cast
- e. the counting of votes
- f. the announcement of results.

The Election Official will:

1. be independent of the Board of Trustees
2. be a Member
3. be elected by the community every 3 (three) years as per the Schedule of Terms of Office as shown in the Appendix of this document
4. not be a paid employee of the Synagogue.

Details:

- A. any Member is eligible to serve as the Election Official after they have been a Member for at least 2 (two) consecutive years
- B. to avoid a conflict of interest the Election Official will not be allowed to vote on any resolution or in any election
- C. the term of the Election Official will be in accordance with the Schedule of Terms of Office as shown in the Appendix of this document
- D. should the Election Official resign or step down then an election of the new Election Official must be arranged as soon as possible but no later than 4 (four) weeks following the event. An Extraordinary General meeting will duly be convened for the purpose
- E. at an Annual General meeting where an Election Official is to be elected the final election to be held will be that of the new Election Official. The current incumbent will oversee the process of electing all the Trustees, Officers and the Board of Deputies Representative. The Secretary will oversee the election of the Election Official.

### ***5.2.2 Trustees (including Officers)***

All Trustees, other than those co-opted, must be elected at the Annual General Meeting or where relevant at an Extraordinary General Meeting.

Not less than 28 (twenty eight) days before the Annual General Meeting, the Secretary shall invite written nominations from Members for such Trustee posts as are vacant or will fall vacant at the time of the Annual General Meeting.



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Where there is no person nominated for a post after the close of nominations, then the Secretary shall invite further nominations for that post up to 10pm on the night before the start of the Annual General Meeting or Extraordinary General Meeting.

Where no nomination for a position is received by the time of the Annual or Extraordinary General Meeting then the Board of Trustees shall be empowered to co-opt a Member to fill such a vacancy until the next Annual General Meeting. A Member cannot be co-opted onto the Trustee Board to fill any such vacancy for consecutive years.

The Election process for Trustees is defined in Section 6.6 below.

## ***5.2.3 Board of Deputies Representative***

- a. The number of Board of Deputies Representatives for the Synagogue shall be determined in accordance with the rules and procedures defined in the Board of Deputies Constitution.
- b. The Board of Deputies Representative shall be elected for a triennial term at the Annual General Meeting, or where necessary to ensure a Board of Deputies Representative is elected for the commencement of the new triennial session of the Board of Deputies, at a General Meeting of the Synagogue.
- c. Where the Board of Deputies Representative role is contested then there will be an election by secret ballot, which will be conducted by a ballot of the whole community in advance of the General Meeting.
- d. The attendance record of the elected Board of Deputies Representative at official meetings of the Board of Deputies will be published by the Trustees of the Synagogue to all Members and as a minimum will be notified to all Members prior to the nomination and election of candidates for the new triennium of the Board of Deputies.
- e. The election process for the Board of Deputies Representative will be in accordance with the Board of Deputies Constitution and specific procedures documented by the Board of Deputies and where possible will be incorporated within the same procedures and notice periods as per paragraph 5.2.2 above.
- f. A Board of Deputies Election Return Form will be completed by the Secretary of the Synagogue and approved by both a Co-Chair and the Secretary.
- g. The Synagogue's Board of Trustees shall approve payment of the Board of Deputies Representation annual fee (per Representative) as determined by the Board of Deputies and this shall be paid and submitted, by method decided by the Treasurer, alongside the Election Return form to the Board of Deputies.

## ***5.2.4 Elected Officer Positions becoming vacant mid-term***

Should an elected Officer resign or be removed from office, as per paragraph 5.4.1 below mid-term then the Election Official will call an Extraordinary General Meeting to take place for the election of a new Officer for a new triennial period. The 3 (three) year period will commence from the date of the next Annual General Meeting. For the avoidance of doubt responsibility for this new officer role will commence immediately after election at the Extraordinary General Meeting. The Election Official will arrange for the formal notices to be sent out via the Secretary, or if the Officer resignation is the Secretary then via one of the remaining Officers (to include nomination forms) to the Members, in relation to the open Officer position or positions and the forthcoming Extraordinary General Meeting.



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## ***5.2.5 Directly elected Trustee positions becoming vacant mid-term or upon becoming an Officer***

Should a directly elected Trustee resign or be removed from office mid-term, as per paragraph 5.4.1 below or become an Officer following nomination and successful election at the Annual General Meeting, then the following conditions and processes will apply:

- a. the unexpired portion of his or her 3 (three) year term shall remain absolute, meaning that nominations and elections for that Trustee position will be sought for the unexpired period of office only
- b. in the case of an existing Trustee being elected as an Officer at the Annual General meeting through nomination and election it is only at that time that it becomes known that there are further directly elected Trustee(s) positions available
- c. it is not possible for elections for the vacated position(s) to take place at the Annual General meeting since insufficient notice will have been given to the Members for nomination and elections
- d. in this situation the Election Official will call an Extraordinary General Meeting to take place no later than 4 (four) weeks from the date of the Annual General Meeting and arrange for the formal notices to be sent out via the Secretary (to include nomination forms) to the Members, in relation to the open Trustee position or positions and the forthcoming Extraordinary General Meeting. The respective remaining terms of the vacant Trustee positions will also be communicated.
- e. The Election process is as per Section 6.6 below.

## ***5.2.6 Directly elected Board of Deputies Representative position becoming vacant mid-term***

Should an elected Board of Deputies Representative resign or be removed from office, as per paragraph 5.4.2 below, mid-term then the following conditions and processes will apply:

- a. The unexpired portion of his or her 3 (three) year term shall remain absolute, meaning that nominations and elections for the Board of Deputies Representative position will be sought for the unexpired period of office only
- b. an election for the vacant Board of Deputies Representative position will be held at a General Meeting of the Synagogue.

## ***5.3 Proceedings of the Trustee Board***

The Trustee Board shall act by a simple majority of those Trustees physically or virtually present at the meetings of the Trustee Board. A majority can be achieved by a vote or a consensus of opinion.

The Trustee Board is responsible for strategic issues and oversight of the management of the community including major operational issues and changes. The Trustee Board shall have authorisation to create committees as appropriate that include, but are not restricted to, Finance, Personnel and Operations and structure these committees as it thinks fit. Terms of reference, frequency of meetings and membership of each committee are to be communicated to the Trustee Board. The make-up and terms of reference of the committees must be reviewed and approved by the Trustee Board on an annual basis.

The date and time of each Trustee Board meeting for the forthcoming year will be decided by the Officers as soon as possible, but not later than 2 (two) weeks, after the Annual General Meeting and circulated to the Trustee Board members.

There shall be at least 6 (six) Trustee Board meetings each year. Members of the community may attend to observe a meeting but may not vote. They may speak at the discretion of the Chair of the meeting.



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The Officers may deal with urgent matters that may arise between Trustee Board meetings and may call an additional Trustee Board meeting if they consider it appropriate.

In the event of the Officers taking an urgent decision between Trustee Board meetings, the decision or action must be communicated to the Trustee Board as soon as is practicable and must be minuted at the next Trustee Board meeting.

In the event of an additional meeting being required, as much notice as possible will be given by the Officers to the other Trustee Board members. It must be shown that all reasonable attempts have been made to contact all Trustee Board members.

The date of any Trustee Board meeting can be changed if necessary.

Each Trustee Board meeting requires a quorum of 6 (six) members to be physically present.

If, at any meeting, none of the Chair or Co-Chair or Vice Chair is present within a reasonable time after the time appointed for holding the meeting, the members of the Trustee Board present may choose one of their members to chair the entire meeting.

In the case of an equality of votes on any resolution the Chair of the meeting shall have a casting vote.

All matters to be voted upon at the meeting of the Trustee Board shall be proposed and seconded.

No Member of the Trustee Board may vote by proxy.

In the event that a Trustee is unable to attend a meeting that Trustee may ask the Chair to adjourn the discussion of a particular item. The Chair may agree to such a request. However a resolution may only be delayed for 1 (one) meeting.

The Trustee Board shall make provision for the minutes of its meetings to be recorded and kept for inspection by any Member.

In the event that it is necessary for the Trustee Board to make a decision by email then this action should be ratified at and shown in the minutes of the next Trustee Board meeting.

## ***5.4 Retirement of the Officers, Members of the Trustee Board and the Board of Deputies Representative***

### ***5.4.1 Officers & Members of the Trustee Board***

Membership of the Trustee Board including Officers shall terminate either by:

- a. reaching the conclusion of a term of office
- b. resignation in writing in which case Clauses 5.2.4 above will become effective
- c. absence from 3 (three) consecutive Trustee Board meetings without reasonable cause in the judgement of the majority of the other Trustees in which case Clause 5.2.4 above will become effective
- d. a resolution passed by a 75% majority at an Extraordinary General Meeting in which case Clause 5.2.4 above will become effective.



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### ***5.4.2 Board of Deputies Representative***

The Board of Deputies Representative position will become vacant either by:

- a. reaching the conclusion of a term of office
- b. resignation in writing in which case Clause 5.2.6 above will apply
- c. absence from 3 (three) consecutive meetings of the Board of Deputies of British Jews without reasonable cause in which case Clause 5.2.6 above will apply
- d. resolution passed by a 75% majority at an Extraordinary General Meeting in which case Clause 5.2.6 above will apply.



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## 6 Procedures at General Meetings

### ***6.1 Annual General Meetings of the Synagogue and Elections to the Trustee Board***

An Annual General Meeting of the Members will be held in May or June each year.

The following items must be considered:

- a. election of Officers and members of the Trustee Board to specific posts in accordance with the rules at Section 5 above
- b. election of the Board of Deputies Representative for a triennial period (in accordance with the Board of Deputies constitution), if appropriate for the year in question
- c. election of the Election Official, if appropriate for the year in question
- d. annual report by the Officers, other Trustee Board members and duly constituted committees
- e. presentation of annual accounts
- f. any resolutions or business of a general nature of which proper notice has been given.

### ***6.2 Notice of an Annual General Meeting***

No fewer than 28 (twenty eight) days' notice in writing (which may be distributed by email) of the Annual General Meeting shall be given to the Members with appropriate details. The notice shall be accompanied by a nomination paper for appointment of Trustees, Officers, Board of Deputies Representative and the Election Official as set out in Section 5 above as appropriate for the year in question.

Short notice of the meeting can be validated by the members attending voting by simple majority.

### ***6.3 Extraordinary General Meetings of the Synagogue***

An Extraordinary General Meeting can be called by any one of:

- a. the Trustee Board unanimously considering it to be necessary
- b. the Trustee Board or the Secretary, following a written request, from whichever is the lower of 10% of Members at the date of the request or 30 Members
- c. the Election Official if the circumstances set out in paragraph 5.2.4 above and / or 5.2.5 above and / or 5.2.6 above occur.

A minimum of 28 (twenty eight) clear days' notice in writing must be given to the Members. Such notice shall specify the time and place of the meeting and the issues to be raised.

### ***6.4 Resolutions***

All resolutions proposed and seconded must be received by the Secretary no fewer than 10 (ten) days before the date of the Annual General Meeting.

A final list of resolutions will be notified to all members at least 7 (seven) days before the meeting.

Members shall be entitled to vote in person or by post or e-mail on any resolution in advance of, or when present at, the Annual General Meeting or Extraordinary General Meeting. A resolution may not be amended once notified to Members before the meeting.



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## ***6.5 Proceedings at General Meetings of the Synagogue***

A quorum of 10% of Members of the Synagogue with full voting rights is required at any General Meeting.

If, at any General Meeting the Chair shall not be present within a reasonable time after the time appointed for holding the meeting, the members present may choose another Officer or if none are present any other Trustee Board Member to chair the meeting.

Every resolution, except for the election of Trustee Board members, Officers, the Board of Deputies Representative and the Election Official, submitted to a General Meeting after having been proposed and seconded, shall be decided by a 75% majority of votes cast whether received in advance by post, by email or in person or by voting at the meeting itself.

A vote by secret ballot may be requested but it must be supported by at least ten of the Members present. This request must be made prior to any voting on a resolution taking place, save those votes cast prior to the start of the meeting. Those votes cast in advance will be kept confidential. The Election Official will oversee the conduct of the secret ballot.

In the case of an equality of votes, the Chair of the meeting shall have a second or casting vote.

The accidental omission to give notice of a General Meeting to, or the non-receipt of a notice of a General Meeting by, a Member or Members shall not invalidate the proceedings.

## ***6.6 Proceedings for Elections at General Meetings of the Synagogue***

Nominations will close 14 (fourteen) days prior to an Annual General Meeting or an Extraordinary General Meeting.

Where there is only 1 (one) person nominated for a specific Trustee, Officer, Board of Deputies Representative and the Election Official position after the close of nominations, that person shall be declared elected at the Annual General Meeting or Extraordinary General Meeting.

Where more than 1 (one) nomination is received by the closing date, then there shall be an election using the procedure outlined below.

For all contested positions a ballot paper shall be sent to every Member by email or by post not less than 7 (seven) days before the Annual or Extraordinary General Meeting. Members should return ballot papers to the Election Official by email, by post or in person. A Member may vote only once for each contested position.

Ballot papers may be returned to the Election Official up to 10pm on the night before the Annual General Meeting or Extraordinary General Meeting.

Every candidate in such an election may (but is not required to) prepare the text of a statement to accompany the ballot paper. Such a statement may be of no more 3,000 characters including spaces and will be distributed with the ballot papers.

The Election Official shall act as returning officer for all elections and shall, with the assistance of the Secretary, count the ballot papers at the Annual General Meeting or Extraordinary General Meeting. The winner of the election will be the person who gets the most votes. In the event of a tie lots will be drawn, i.e. the Election Official will place and mix ballot papers, each marked with a vote for each 1 (one) of the candidates with the same number of votes, into a container and draw 1 (one) ballot from the container. This person will be declared the winner.



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### ***6.6.1 Procedure for Co-option of a Trustee***

The name of the candidate should be presented to the Board of Trustees who will need to record a formal vote. Ideally the vote should be taken at the start of the next Trustee Board meeting following the identification of the candidate. However, it may also take place electronically. A majority of the Trustee Board must vote in favour of the co-option of the candidate.



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## 7 Financial Control

### ***7.1 Treasurer***

The receipt by the Treasurer or Secretary shall be sufficient discharge for all monies paid to the Synagogue.

Each cheque or electronic online payment transaction shall be signed / approved by any 2 (two) Officers. Where a payment for expense reimbursement is being made to one of the approved Officer cheque signatories or electronic online payment transaction approvers, then that Officer cannot sign / approve the specific cheque or electronic online payment transaction. Cheques and electronic online payment transactions may not be signed or approved by 2 (two) Officers who are in a defined relationship (e.g. husband and wife, parent and child, siblings).

### ***7.2 Budget***

The financial year for the Synagogue runs from 1<sup>st</sup> April to 31<sup>st</sup> March.

The Treasurer is responsible for producing an operational budget for each new financial year that must be approved by the Board of Trustees in advance of the commencement of the financial year. The approval of the budget must be recorded in the minutes of the relevant Board Meeting.

The Treasurer is responsible for the production of regular financial reports. This should include, but is not limited to, a balance sheet, operational expenditure and cash flow in relation to the agreed operational budget with an explanation and recovery plan, where required, for significant variances. The reports will be reviewed as an agenda item at Trustee Board Meetings. The detail of these reports and the frequency of their production will be determined by the Board of Trustees. However, any Member may request to the Treasurer or any Officer, at any time, visibility of the statement of accounts, including income and expenditure and balance sheet.

### ***7.3 Spending Limits and approval of expenditure***

From time to time, the Treasurer may make recommendations to the Board of Trustees for specific individuals within the Membership or employees of the Community to have responsibility for a departmental budget such as the Cheder operational budget or, for example, the budget for a major project such as the fitting out of the Shul building.

The Treasurer's recommendations will detail the approved budget within the context of SAMS' operational budget for the specific financial year in question and in the case of a major project the approved budget over the relevant number of years for the project. The Board of Trustees will approve the Budget Holder as recorded in the minutes of the relevant Board Meeting. The Budget Holder will therefore be a named individual approved by the Board. The Budget Holder will be responsible to the Treasurer and the Board and will produce regular financial reports, the frequency of which will be agreed at the time of appointment of the Budget Holder by the Board, that will detail actual expenditure in relation to the budget and a forecast to the end of the financial year and / or the end of the major project as appropriate.



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A Separation of Duties (SOD) framework will be implemented as part of the Budget Holder expenditure approval process. The Separation of Duties is designed to ensure that no single individual (including the Budget Holder, Officers and Trustees) can propose expenditure and approve that expenditure, place the orders, sign cheques in settlement or authorise an electronic online payment transaction in settlement or any combination of these financial activities.

Expenditure limits and authorisation levels are treated differently depending on any relevant prior budget approvals. The schedules on the following page outline the authorisation limits and necessary extent of approval required.

### FOR EXPENDITURE THAT FALLS WITHIN AN APPROVED BUDGET

| Level | Action                    | By whom                            | Authorisation Limit            | Notes/<br>Limitations                    |
|-------|---------------------------|------------------------------------|--------------------------------|--|
| 1     | Proposal to buy something | Any Member or employee of SAMS     | None                           | No commitment to spend can be given.     |
| 2     | Approve expenditure       | Project Manager                    | Expenditure<br>£0 - £1,000     | Must be within agreed project or budget. |
| 3     | Approve expenditure       | Treasurer                          | Expenditure<br>£1,000 - £2,000 | Must be within agreed project or budget. |
| 4     | Approve expenditure       | Two Co-Chairs and Treasurer        | Expenditure<br>£2,000 - £5,000 | Must be within agreed project or budget. |
| 5     | Approve expenditure       | Majority Vote of The Trustee Board | Expenditure<br>£5,000 +        | Must be within agreed project or budget. |



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## FOR EXPENDITURE THAT DOES NOT FALL WITHIN AN APPROVED BUDGET

| Level | Action                    | By whom                            | Authorisation Limit         | Notes/<br>Limitations   |
|-------|---------------------------|------------------------------------|-----------------------------|---|
| 1     | Proposal to buy something | Any Member or employee of SAMS     | None                        | No commitment to spend can be given.  |
| 2     | Approve expenditure       | Treasurer                          | Expenditure £0 - £1,000     | Where expenditure is outside of the budget or where the budget will be exceeded.  |
| 3     | Approve expenditure       | Two Co-Chairs and Treasurer        | Expenditure £1,000 - £2,000 | Where expenditure is outside of the budget or where the budget will be exceeded.  |
| 4     | Approve expenditure       | Majority Vote of The Trustee Board | Expenditure £2,000 +        | Where expenditure is outside of the budget or where the budget will be exceeded. Approval recorded in minutes of Trustee Board Meeting. |

Note: where the level 1 (one) person is one of the roles listed at levels 2 (two) to 5 (five) then the next level of authorisation automatically applies. For example if the Project Manager proposes an expenditure item, then approval for this must be the Treasurer.

### **7.4 Auditors**

Auditors will be appointed by the Board of Trustees in accordance with current charities legislation.



# St Albans Masorti Synagogue (SAMS) Constitution

## **8 Other Matters**

### ***8.1 Religious Matters***

The Trustee Board shall consult with the Rabbi of the St Albans Masorti Synagogue on all matters on which they require any assistance and which involve the interpretation or application of Jewish law and practice. In all matters of interpretation or application of Jewish law and practice, the ruling of the Rabbi shall be final.

### ***8.2 Notices to Members***

Any notice to be given to any person shall be in writing and may be served either personally or by e-mail or by sending it by post to the last known address and shall be deemed to have been served on the day after it was posted.

Joint notices may be sent to Members paying joint subscriptions.



# **St Albans Masorti Synagogue (SAMS) Constitution**

## **9 Amendments to the Constitution**

This Constitution may be amended or altered by a 75% majority of Members present and voting at a General Meeting duly convened for that purpose.

This version of the Constitution was adopted on: 24<sup>th</sup> April 2014



# St Albans Masorti Synagogue (SAMS) Constitution

## 10 Appendix - Schedule of Terms of Office

For ease of reference, the following table provides the schedule of terms of various offices as noted above.

| <b>Role</b>              | <b>Term</b>                           | <b>Repeat</b>   | <b>Notes</b>   |
|--------------------------|---------------------------------------|---|--|
| <b>Trustee</b>           | 3 (three) years                       | Up to 2 (two) times (making maximum term of 9 consecutive years)        | May stand again but only after a 3 (three) year break. |
| <b>Election Official</b> | 3 (three) years                       | Up to 2 (two) times (making maximum term of 9 (nine) consecutive years) | May stand again but only after a 3 (three) year break. |
| <b>Co-Chairs</b>         | 3 (three) years                       | Consecutive terms are not allowed.                                      | May stand again but only after a 2 (two) year break.   |
| <b>Secretary</b>         | 3 (three) years                       | Consecutive terms are not allowed.                                      | May stand again but only after a 2 (two) year break.   |
| <b>Treasurer</b>         | 3 (three) years                       | Consecutive terms are not allowed.                                      | May stand again but only after a 2 (two) year break.   |
| <b>Chair</b>             | 3 (three) years                       | Consecutive terms are not allowed.                                      | May stand again but only after a 2 (two) year break.   |
| <b>Vice-Chair</b>        | 3 (three) years                       | Consecutive terms are not allowed.                                      | May stand again but only after a 2 (two) year break.   |
| <b>Past Co-Chair</b>     | 1 (one) year                          | Only as a consequence of serving a second term as Co-Chair.             |  |
| <b>Past Chair</b>        | 1 (one) year                          | Only as a consequence of serving a second term as Co-Chair.             |  |
| <b>Co-opted Trustee</b>  | From date of co-option until next AGM | Unable to co-opt for consecutive terms.                                 | May be co-opted again.                                 |