

The Constitution of the Jewish Association of Cultural Societies

July 2005

Index

1. Name, Objects and Formation of Constituent Societies
2. The Council
3. The National Executive
4. Records and Voting
5. Accounts
6. Constituent Societies
7. Amendment of this Constitution
8. Attachments

1. NAME, OBJECTS AND FORMATION OF CONSTITUENT SOCIETIES

- (a) The Association shall be known as "The Jewish Association of Cultural Societies" herein after called "JACS".
- (b) The objects and aims of JACS (including its Constituent Societies) are to establish and organise facilities for retired and partially retired persons to promote and enable them to continue their joint and several interests in educational, cultural, social and charitable activities.
- (c) Jewish persons residing in the United Kingdom may apply to the National Executive to establish a Constituent Society of JACS in their local area. The National Executive shall, after consultation with the Council, have absolute discretion as to whether or not to accept the application. Once established a Constituent Society shall conform to the provisions of this constitution as from time to time amended.
- (d) No group or society not accepted under the previous clause shall be recognised as a Constituent Society of JACS.

2. THE COUNCIL

- (a) The Council shall consist of the National Executive and the Chairmen of all Constituent Societies and the President appointed under paragraph 2(g). A Chairman who is unable to attend a meeting of the Council may nominate a representative who shall have the same rights as the Chairman.
- (b) The Council shall hold an annual general meeting within six months of the end of the calendar year under review.
- (c) In addition to the annual general meeting, the National Chairman or a National Vice Chairman, in the absence of the National Chairman, may call a

meeting of the Council. Meetings of the Council shall be chaired by the National Chairman or, in his or her absence, by a National Vice Chairman. A meeting of the Council shall also be held if requested by at least seven Chairmen of Constituent Societies. The request shall be sent to the National Chairman or, in his or her absence, to a National Vice Chairman. The meeting shall be held within twenty eight days of the receipt of the request.

- (d) Unless the National Executive otherwise directs, only members of Council or their representatives nominated under clause 2(a) may attend Council meetings.
- (e) The National Secretary or, in the absence of the National Secretary, any other member of the National Executive, shall give to the members of the Council at least fourteen days prior notice of a meeting. The notice shall include the agenda for the meeting.
- (f) The quorum for all Council meetings shall be fifteen members.
- (g) The Council may from time to time appoint a President who shall be a member of Council. The term of office of the President shall last until he or she resigns or is terminated by resolution of the Council. This clause shall not affect the term of office of the President in post at the date of commencement of this constitution.
- (h) The Council may from time to time appoint such committees, as it thinks appropriate. The appointment shall include the terms of reference and membership of the Committee.
- (i) Attached to this constitution is Appendix 'A'. It is a chart showing how the management of JACS is organised.

3. NATIONAL EXECUTIVE

- (a) At the annual general meeting of Council, the Council shall elect a National Executive which shall consist of a National Chairman, one or more National Vice Chairmen, a National Treasurer, a National Secretary and such other persons as the Council shall deem necessary. The term of office of members of the National Executive shall cease at the next following annual general meeting of Council. Should any vacancy occur in the National Executive between annual general meetings, the National Executive shall make an appointment to the vacant post. No member of the National Executive shall be eligible for re-election to a post with the same duties if he or she has been a member with those duties for five consecutive years. The Council shall also elect an auditor, a legal adviser and two Chairmen of Constituent Societies to act as "Watchdogs". These Watchdogs shall be entitled to attend and take part in meetings of the National Executive but not vote.
- (b) Council shall determine the procedure for the election of the National Executive.
- (c) The National Executive shall be responsible for the management and administration of JACS.
- (d) Members of the National Executive shall not be eligible to be a member of a Committee of a Constituent Society.

4. RECORDS AND VOTING

- (a) The Council, its Committees, the National Executive and the Committees of Constituent Societies shall cause to be taken minutes of their proceedings; such minutes to be signed by the Chairman of the next following meeting.

- (b) Decisions at all meetings of Council, its Committees, the National Executive and Constituent Societies (including their Committees) shall be taken by a simple majority of the votes of those present at the meeting. The Chairman of a meeting shall have a second or casting vote.

5. ACCOUNTS

- (a) The National Treasurer shall keep proper accounts of monies received from the Constituent Societies and any other monies received or expended on behalf of Council, its Committees and the National Executive. He or she shall maintain a bank account in the name of JACS. The mandate for that account shall specify that a minimum of two signatures of members of and named by the National Executive shall be required to authorise any transaction. At each annual general meeting, he or she shall place before the Council for its approval audited accounts for the preceding calendar year.

6. CONSTITUENT SOCIETIES

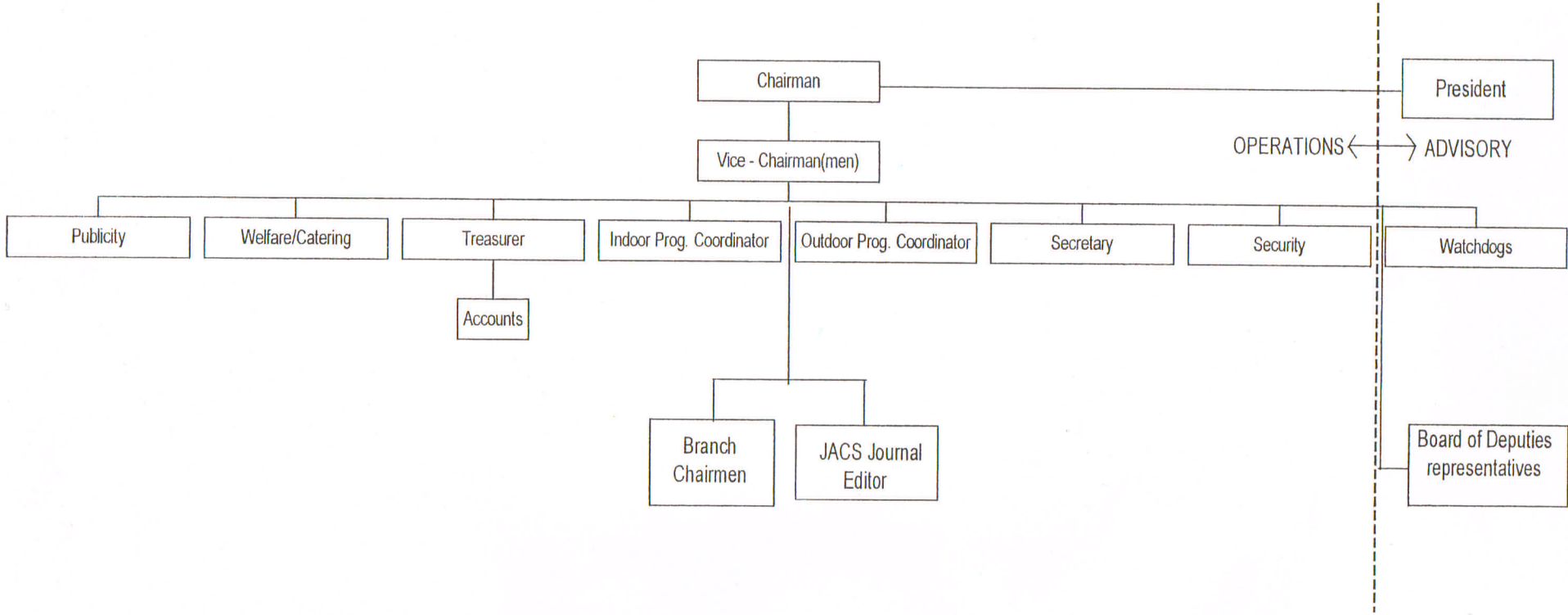
- (a) Each Constituent Society shall each year hold an annual general meeting on a day specified by the National Executive. At that meeting it shall elect a committee consisting of a Chairman, Vice Chairman, Treasurer, Secretary and such other members as the Society may decide. It shall also appoint an auditor. The arrangements for the election of the Committee shall be as specified by the National Executive. The term of office of members of the Committee shall cease at the next following annual general meeting of the Society. Should any vacancy occur in the Committee between annual general meetings, it may fill the vacancy.
- (b) Except with the agreement of the National Executive, no member of the Committee shall be eligible for re-election to a post with the same duties if he or she had held that post for five consecutive years.

- (c) Within one month after each annual general meeting, the minutes thereof and the names and addresses of the Committee and the other members of the Constituent Society shall be sent to the National Secretary.
- (d) Within twenty eight days of the receipt by the Chairman or, in his or her absence, the Vice Chairman of a Constituent Society, of a notice requesting an extraordinary general meeting such a meeting shall be held. The notice shall be signed by at least fifteen members of the Society and shall specify the matters to be decided at the meeting. The recipient of the notice shall fix the date of the meeting. Members of the Society shall be informed of the date of the meeting at no less than two weekly meetings of the Society, the earlier of the two being at least fourteen days before the date of the meeting. The National Secretary shall also be informed of the date of the meeting at least fourteen days before the meeting.
- (e) Subject to the next following clause, the Committee of each Constituent Society shall, in its absolute discretion, have the right to refuse membership of the Society and to terminate membership of the Society. If the membership of a member is terminated, he or she shall not be entitled to a refund of his or her annual subscription. An application by a member of another Constituent Society shall be refused.
- (f) If a member is aggrieved at the termination of his or her membership by a Committee of a Constituent Society, he or she may, within 28 days of receiving the decision, appeal to the National Executive by letter sent to the National Secretary. The decision of the National Executive shall be final and binding.
- (g) Each member shall pay the Constituent Society of which he or she is a member annually a subscription of such amount as may from time to time be fixed by the Council. The member shall also pay an entrance fee of such

amount as may from time to time be fixed by the Committee of the Society. Subject to the next following sentence, a member of any Constituent Society shall be entitled to attend a meeting of another such Society on payment of the same entrance fee as members of that Society. A Constituent Society may, in its discretion, require the production of a current membership card to prove membership of another Constituent Society.

- (h) The Treasurer of the Constituent Society shall keep proper accounts of monies received or expended by the Society in such form as may be prescribed by the National Treasurer. He or she shall maintain a bank account in the name of the Society. The mandate for that account shall specify that a minimum of two signatures of members of and named by the Committee of the Society shall be required to authorise any transaction. At each annual general meeting, he or she shall place before the meeting for its approval audited accounts for the preceding calendar year. Within fourteen days after the meeting, the Treasurer shall send a copy of those accounts to the National Treasurer.
- (i) Not later than 30th June in every year, the Treasurer of a Constituent Society shall send to the National Treasurer such proportion of the annual subscriptions received in the previous year by the Constituent Society as may be from time to time be fixed by the Council.
- (j) Except with the prior agreement of the National Executive, each Constituent Society shall meet weekly on the same day every week except when that day is a Holyday or a public holiday. No meetings shall take place on a Sabbath. In providing refreshments Kashrut shall be observed
- (k) No activity shall be organised and/or funded by a Constituent Society or Societies other than for its or their own members. No Constituent Society shall organise or take part in an excursion involving one or more overnight

Organisation Chart of the Jewish Association of Cultural Societies (JACS)



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