



CONSTITUTION

Scottish Charitable Incorporated Organisation
no. SC 029 438

Incorporated on 1 December 2011

1. Title and constitution

- a. The Scottish Council of Jewish Communities ("the Council") shall be constituted by the Glasgow Jewish Representative Council, the Edinburgh Jewish community, the Aberdeen Hebrew Congregation, the Tayside and Fife Jewish Community, and such other Jewish communities as may from time to time exist in Scotland.
- b. The Council shall be a Scottish Charitable Incorporated Organisation, and shall be regulated by the Office of the Scottish Charity Regulator as provided by the Charities and Trustee Investment (Scotland) Act 2005. In particular it shall ensure that its SCIO number appears in legible characters on all documents issued or signed by or on behalf of the Council.

2. Objects and powers

- a. The objects of the Council are
 - i. to advance the education of the general public about the Jewish religion and the Jewish Community of Scotland;
 - ii. to advance the welfare of the Jewish community of Scotland and to promote its participation in the civic life of Scotland;
 - iii. to promote racial harmony and good relations between the Jewish Community and other religious, ethnic, and racial groups.
- b. In furtherance thereof, it may cooperate with other organisations that promote good relations and understanding between people of different religious, ethnic, and racial groups, and provide information, advice and assistance to educational, welfare and other organisations.
- c. The income and property of the Council shall be applied solely towards the promotion of the objects of the Council, and no payment shall be made to any members or office-bearers of the Council save in return for goods or services provided to it.
- d. The Council may employ staff and appoint such Officials as it may from time to time consider appropriate for the furtherance of its objects. Such Officials may be paid or unpaid, and shall report to the Executive.
- e. The Council may receive, hold, and expend funds, commission, produce, and distribute materials, and provide assistance of whatever kind, for the furtherance of the above aims and for the benefit of charities.
- f. The Council may do such lawful acts as may be necessary or desirable to the attainment of the primary objects of the Association, whether in collaboration with any person, body, institution, authority or otherwise.
- g. Nothing herein shall prejudice the right of the individual constituents to act on their own behalf in any regard.

3. Membership

- a. The membership of the Council shall be:
 - i. the President and two other members of the Management Committee of the Glasgow Jewish Representative Council, and two other persons representative of the Jewish community in Glasgow and west central Scotland;

- ii. the Chairman of the Board of Management of the Edinburgh Hebrew Congregation and two other persons representative of the Jewish community in Edinburgh and the Lothians;
 - iii. one representative of each of the Jewish communities of Aberdeen, Tayside and Fife, and such other Jewish communities in Scotland as may from time to time be formally constituted;
 - iv. one representative member of each of the other organisations or groups of Jewish people in Scotland listed in Schedule A.
 - v. no more than eight other members of the Jewish Community of Scotland co-opted in accordance with (c) below.
- b. The representatives of each constituent community shall be appointed, and may be removed or replaced, by that community according to its own procedures.
- c. In addition, the immediate past Chair of the Council, and any member of the Jewish Community of Scotland who holds office as Chair, Vice-Chair, Secretary or Treasurer (whatever their title) of any body to which the Council is affiliated, shall be invited to attend meetings of the Council as an observer for the duration of that office. Such persons may participate in discussion but, unless entitled to do so in some other capacity, shall not be permitted to vote on any matter.
- d. Any proposal to co-opt an additional member under (a)(v) above, or to renew such a cooption, shall be circulated in the name of its proposer with the notice of the meeting at which it is to be decided. The motion shall name the person nominated and state the reason for the proposal, and shall require the support of two thirds of those present and voting to be effective. Any such cooption shall be for a maximum period of one year in the first instance, and may be renewed annually. Any person so co-opted shall have the same rights as any other member, save that he or she shall not vote on any motion to co-opt or to renew a co-option.

4. Meetings

- a. The Council shall meet at least twice per annum, of which at least two weeks' notice shall be given by the Hon Secretary to each of the constituent bodies. The agenda of each meeting shall include reports from the individual Communities on current matters.
- b. Any person may, with the agreement of the Council, be invited to attend a specified meeting for a specified purpose but shall not propose motions nor vote on any matter.
- c. Any official of the Council shall normally be in attendance but shall not have a vote nor participate in any discussion relating to his or her employment.
- d. Members shall declare any conflict of interest, and be prepared to withdraw if necessary from discussion of the topic concerned.
- e. The Hon Secretary shall be responsible for ensuring that Minutes are kept of the proceedings of the Council, and any member of the Council shall be entitled to see such Minutes on request.
- f. An Annual General Meeting shall be held normally in June for the purpose of approving the accounts and electing an Executive.
- g. Any vote shall be by secret ballot of the members present at any meeting. In the event of a tie, the Chair shall have a second or casting vote, failing which the status quo shall prevail.
- h. Meetings of the Executive, Council, General Meetings, or any sub-committee, may be held using such technology as may be appropriate, and shall count for all purposes as meetings of that body.
- i. The quorum for any meeting shall be one-third of the membership entitled to attend.

- j. Urgent matters may be decided by the Executive without the necessity of a meeting, provided that an attempt shall have been made to consult each of the constituent bodies. In the event of a disagreement, each such body shall have as many votes as it is entitled to representatives under (3a) above.
- k. It shall be competent for the Council to establish subcommittees for specific purposes, provided always that no public statement shall be made by any member of such a subcommittee without the authority of the Council. The Executive shall be members ex officio of any subcommittee.
- l. The Council shall also hold at least one public meeting annually for the purpose of informing and consulting the Community at large about its activities.

5. Office-Bearers and Administration.

- a. The Council shall elect annually from its own number at the Annual General Meeting a Chair, a Vice-Chair, an Hon Treasurer and an Hon Secretary. The same individual may hold no more than two offices. Any vacancy that arises shall be filled at the next meeting of the Council.
- b. A retiring office-bearer shall be eligible for re-election, provided that he or she shall not serve more than four years in the same post save that the Hon Treasurer may serve a maximum of six years in that post but that period may be extended provided the outgoing Treasurer obtains two thirds of the votes cast or is unopposed.
- c. The Office-Bearers listed in (5)(a) above, together with the President of the Glasgow Jewish Representative Council and the Chairman of the Board of Management of the Edinburgh Hebrew Congregation ex officio, one member elected from the representatives of the other constituent communities listed in (1) above, the immediate past Chair, and the senior Official, shall be the Trustees of the Council, and shall constitute the Executive and be responsible for the day-to-day management of the Council's affairs. For meetings of the Executive and for the purposes of 4(f) above, each ex officio member may nominate an alternate representative of his or her respective organisation.
- d. In the event that any Office-Bearer or Official is temporarily unavailable or incapacitated, his or her duties may, with the approval of the Executive, be undertaken by any other.
- e. Any Office-Bearer or Official may be removed from office by a motion of the Council at a meeting called for that purpose, of which at least fourteen days notice shall have been given. Such motion shall require the support of at least two thirds of the membership of the Council to be effective.
- f. On receipt of a request from the Board of Deputies of British Jews, or in the event of a vacancy, an election shall be held for a Deputy or Deputies. The notice of the first meeting of the Council following shall include a call for nominations to be submitted in writing to the Honorary Secretary no later than the day before the meeting, and an election shall be held thereat if required.
- g. If the Council resolves to employ staff in any capacity, an Appointment Committee shall be established including at least one non-member with relevant experience, and the post shall be publicly advertised. The Committee shall interview suitable candidates and make a recommendation to the Council for its decision.
- h. The Hon Secretary shall be responsible for maintaining registers of the members and of the Trustees of the Council who have held office during the preceding five years, and shall make these available for inspection on request.
- i. The Council shall maintain offices in both Glasgow and Edinburgh within the premises of its constituent organisations, which shall have the right to charge for any staffing or other costs.

6. Finance.

- a. All monies raised by or on behalf of the Council shall be applied to further the objects of the Council and for no other purpose, provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Council and fees to professional and technical advisers.
- b. The Honorary Treasurer shall keep proper accounts of the income and expenditure of the Council, receive all monies due to the Council, disburse in accordance with such instructions as the Council may from time to time formulate, and present to the Council a Statement of Accounts made up to 31st December in each year, duly examined by an Independent Financial Examiner who is a qualified Accountant and whose report shall accompany the Statement of Accounts.
- c. Any expenditure shall require prior approval in accordance with such protocols as Council may from time approve, and the party incurring the expense shall be reimbursed by the constituent bodies in such proportion as shall from time to time be deemed equitable.
- d. The Council shall maintain such bank accounts as may from time to time be agreed, which shall be operated by the signatures of any two Trustees. Such signatures shall also be sufficient for the validity of any bill, receipt, or other instrument.

7. Amendments and Dissolution.

- a. This Constitution shall not be altered or repealed, save at a meeting, the notice of which shall contain the text of the proposed amendment. A proposal to amend a proposed amendment that does not materially alter its sense may be voted upon without such notice. In either event, the proposal shall require the support of two thirds of those present and voting in order to be carried.
- b. The Council may, in accordance with the preceding provision, resolve to apply to the Office of the Scottish Charity Regulator to be struck off the Scottish Charity Register, subject to satisfying the Regulator that it has no outstanding liabilities, and publicising its intended dissolution and allowing objections to be lodged.
- c. In the event of the Dissolution of the Council, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Council, but shall be given or transferred to a recognised charitable body or bodies having objects similar to those of the Council.
- d. In the event that it is not practicable to convene a meeting for any of these purposes the unanimous agreement of all the members of the Council shall have like effect. In that case the effective date of the decision shall be that on which the final member indicated his or her assent.

Schedule A:

The following organisations or groups of Jewish people in Scotland shall each be entitled to appoint one voting representative of Council:

- Jewish Student Chaplaincy Scotland;
- Scottish Jewish Archives Centre;
- Jewish students studying at an institution of higher education in Scotland;
- the Jewish network of the Highlands and Islands;
- Jewish people of Israeli origin or citizenship living in Scotland.

Notwithstanding (7a) above, this list may be amended by a simple majority of Council.