



### 1. Name

- a) The name of the society shall be 'Newcastle Jewish Society', hereafter referred to as 'Newcastle J-Soc' in terms of both the Newcastle University Union Society; and Northumbria Students Union, hereafter referred to as 'The Unions' unless stated otherwise.

### 2. Purpose of Newcastle J-Soc

- a) The aim of Newcastle J-Soc is to provide the Jewish connection for students on campus; we will achieve this through the following objectives:
  1. Newcastle J-Soc is dedicated to educating about the Jewish religion and issues of importance to Jewish Students.
  2. Newcastle J-Soc will run events that bring Jewish students together for religious, social and educational purposes, regardless of religious background or denomination.
  3. Newcastle J-Soc will campaign for Jewish students to ensure that they are properly represented within The Unions.
  4. The Newcastle J-Soc will provide a social forum for Jewish students.
  5. Newcastle J-Soc will work to ensure that Jewish Students have the option of a Jewish life on campus, and non-Jewish students have the opportunity to learn more about the religion and experience Jewish life.
  6. To assist in seeking hospitality for Jewish students within the Newcastle Jewish community, when the Newcastle J-Soc is not running events in relation to religious festivals and the Sabbath.

### 3. Affiliation

- a) Affiliation to any organisation will not prejudice the independence of Newcastle J-Soc.
- b) Newcastle J-Soc will be affiliated to The Unions.
- c) The Newcastle J-Soc where possible will promote to its members the events of the United Hebrew Congregation of Newcastle upon Tyne (henceforth UHC) and the Newcastle Reform Synagogue (henceforth NRS).
- d) Newcastle J-Soc will be affiliated to the Union of Jewish Students (henceforth UJS), and will where possible attend and promote events, which are relevant to our members.
- e) The president or a nominated committee member of Newcastle J-Soc will have a seat on the Representative Council of North East Jewry, and will provide an annual report in relation to events, committee and a brief statement of finances.
- f) The president or a nominated committee member of Newcastle J-Soc will have a seat on the Hillel House committee.
- g) The president or nominated representative of Newcastle J-Soc will have a seat on the Jewish Chaplaincy committee.

#### 4. **Hillel House**

- a) Newcastle J-Soc will use the Hillel House located in Newlands Road, provided and funded by Newcastle Hillel for the following:
  - 1. Providing a central location within Newcastle for Jewish Students to meet.
  - 2. To run social events such as film nights, cocktail evenings, bagel lunches etc.
  - 3. To run religious events such as Friday night / Saturday Lunch Shabbat meals etc.
  - 4. To run education events.

#### 5. **Membership**

- a) Newcastle J-Soc will provide membership to all members of The Unions and young professionals within the Newcastle Jewish Community. Membership can only be denied in exceptional circumstances where an exclusion from joining the society can be justified.
- b) Membership fee:
  - 1. The minimum membership fee for Newcastle J-Soc shall be set by The Unions; this does not apply to young professional membership.
  - 2. The actual membership fee is decided by the Newcastle J-Soc committee.
  - 3. Any increase of the membership fee to either students or young professionals must be passed by two-thirds majority at the annual general meeting (AGM).
  - 4. Membership to the society must be renewed every academic year.

#### 6. **Newcastle J-Soc Committee**

- a) The Newcastle J-Soc committee shall consist of the following positions:
  - 1. Newcastle President
  - 2. Northumbria President
  - 3. Newcastle Secretary
  - 4. Northumbria Secretary
  - 5. Newcastle Treasurer
  - 6. Northumbria Treasurer
  - 7. Friday Night Officer
  - 8. Webmaster / PR
  - 9. Community Liaison Officer
  - 10. UJS Fieldworker
- b) Only members of The Unions of the respective Universities may be elected for the roles of President, Secretary and Treasurer.
- c) The positions of Friday Night Coordinator, Webmasters / PR and Community Liaison Officer are open to members of both Unions.
- d) The role of UJS Fieldworker is appointed by the UJS and has a role of assisting the Newcastle J-Soc (and other Jewish Societies in the Northern Region) in planning events at the start of the year, finding speakers for educational events and obtaining additional funding from the UJS.
- e) All committee with the exception of UJS Fieldworker must be members and therefore pay the annual membership fee at the start of the academic year.
- f) Except in exceptional circumstances no committee member may hold more than one position during each academic year.

- g) Office shall be held from June 1<sup>st</sup> – May 31<sup>st</sup> each academic year.
- h) An outgoing member may be eligible for re-election should they remain a member of the Newcastle J-Soc.
- i) A vote will be taken at the AGM to decide which president will take overall leadership of Newcastle J-Soc. This will be an indicative vote, should this not be conclusive a paper ballot will be conducted. The president who does not gain a majority vote will take the position of Vice President.

## 7. Newcastle J-Soc Committee Responsibilities

- a) President (Duties shared between President and Vice President):
  - Represent the society and ensure that it runs in accordance with the constitution, the Union's regulations and adhering to advice set down by the UJS.
  - Manage the committee members of the Newcastle J-Soc and ensure that they are fulfilling the requirements of their roles.
  - Be the main contact for the UJS, Representative Council, Hillel Council UHC and NRS.
  - Call the AGM and advertise the available positions.
  - Create an event plan with the rest of the Newcastle J-Soc committee.
- b) Treasurer (Non Union duties shared between both Treasurers):
  - Manage the day-to-day financial requirements of the Newcastle J-Soc.
  - Each treasure of their relevant Union is responsible for managing the funds of the Newcastle J-Soc at that instiution.
  - Applying for grants from the Unions, UJS and other relevant organisations.
  - Managing membership money and online payments for our events.
  - Only the treasure can authorise cheques from the Newcastle J-Soc account at the Unions.
- c) Secretary (Non Union duties shared between both Secretaries):
  - Take minutes during committee meetings and the AGM.
  - Assist in the running of events.
  - Ensure distribution of relevant documents and literature.
  - Create emails to promote Newcastle J-Soc events.
- d) Friday Night Officer:
  - Responsible for the planning of Friday night meals.
  - Organising a team to assist in the cooking and preparation of food.
  - Ensure distribution of relevant documents and literature.
  - Checking Hillel House has the relevant equipment and paperware for meals.
  - Procure the food and drinks from the approved sources.
- e) Webmaster / PR:
  - Run and manage the Newcastle J-Soc website ([newcastlejsoc.com](http://newcastlejsoc.com)).
  - Manage the email system run on Google Apps.
  - Promote the Newcastle J-Soc through the Jewish Chronicle, Jewish Telegraph, Recorder, Union newspapers and other relevant publications.

- f) Community Liaison Officer:
  - Ensure good relations with the Newcastle Jewish Community.
  - Assist in finding hospitality for students when required with members of the Jewish Community.
  - Be an additional contact with the community to find out information about upcoming events that can be promoted to our members.
  
- g) UJS Fieldworker:
  - The UJS fieldworker will follow the responsibilities and requirements set down by the UJS.

## 8. Events

- a) Newcastle J-Soc acknowledges it has a duty of care to its members and will follow health and safety advice provided by the Unions, UJS and the Community Security Trust (hereafter CST).
- b) Event plans will be created at the start of the academic year and approved by the committee.
- c) All events will be promoted to members through our email lists, social networks and website.
- d) Newcastle J-Soc will make every reasonable effort to ensure that its events are accessible to everyone.

## 9. Annual General Meeting (AGM)

- a) There shall be an AGM every academic year within the spring term. The exact date, venue and time are at the discretion of the Newcastle J-Soc committee.
- b) The AGM will be governed by the relevant policies of the Unions, however the specific Newcastle J-Soc policies regarding an AGM are as follows:
  - An agenda giving notice of the AGM must be circulated to our members at least 14 days in advance.
  - Committee positions must be advertised at the same time as the notice of the AGM; nominations must be received before commencement of the AGM.
  - The quorum for an AGM will be 25% of the Newcastle J-Soc membership. If this limit is not reached, the meeting should be rescheduled to take place as soon as possible.
  - The President of the Newcastle J-Soc will chair the AGM. In the absence of the President, the Vice President will take the role chairing the meeting.
  - During the AGM the committee members must present a brief report on their activities throughout the year.
  - Only members of the society and students of the Unions may vote on the President, Secretary and Treasurer positions. All members may vote on non-union positions.
  - In the event a position is not filled, or in the event of a resignation, the President will undertake the duties of that role until such as time as the post is filled.
  - The committee shall be elected by a paper ballot conducted during the AGM
  - A list of committee members should be submitted to the Unions societies office and Representative Council prior to the start of the next academic year.
  - All Committee Members / Positions can be removed by a vote during AGM/EGM.

#### **10. Extraordinary General Meeting (EGM)**

- a) The Newcastle J-Soc committee may call an EGM of the society at any time.
- b) If at least 15% of the society membership of 10 members, whichever is less, request such a meeting in writing to the President, stating the business to be considered, the President will then call such a meeting.
- c) At least 10 days notice must be given.
- d) Quorum for such a meeting shall be the same as the AGM.
- e) Any references in this document to procedures, which can occur at an AGM, can also be enacted upon during an EGM.

#### **11. Finances**

- a) The treasure is responsible for all financial affairs of the Newcastle J-Soc.
- b) The society will hold an account with the Unions, which will be administered in accordance with their policies.
- c) The Newcastle J-Soc will have the signatories of the Treasurer and President and will be used for UJS grants, Representative Council donations, online payments and donations from other Newcastle Jewish community organisations only.
- d) The treasurers will present the accounts of the Newcastle J-Soc at the AGM.

#### **12. The Constitution**

- a) The constitution shall only be altered by the consent of a two-thirds majority of the members present at an AGM / EGM.
- b) In the event of a change to existing Unions policy, or when a new policy is created by the Unions, which will have a direct and immediate effect on the Newcastle J-Soc, there will be a four-week transition period before these changes are applied to the running of Newcastle J-Soc. This enables Newcastle J-Soc to prepare for the policy changes or to dispute the changes. If a policy is disputed, a reasonable effort must be made by the society and the relevant union to rectify this within the transition period.
- c) This constitution is binding on the Newcastle J-Soc committee

#### **13. Agreement**

- a) This constitution has been approved and accepted as the constitution for the Newcastle Jewish Society.

Signed: