



PARISH BYLAWS
of the
Greek Orthodox Church of the
Annunciation
Rochester, New York

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* – Denotes passages in the text from the Uniform Parish Regulations of the Greek Orthodox Archdiocese of North and South America.

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ARTICLE I – NAME OF CORPORATION AND PRINCIPAL PLACE OF CORPORATION

The name of the Parish shall be the GREEK ORTHODOX CHURCH OF THE ANNUNCIATION, Rochester, New York, a corporation.

The principal place of operation shall be the City of Rochester with jurisdiction over such other areas as assigned by the local Diocese.

ARTICLE II – AIMS AND PURPOSES OF PARISH (UPR Part I, Article II *)

- * Section 1: The aims and purposes of the Parish are to keep and proclaim pure and undefiled the Orthodox Christian Faith and the traditions in conformity with the doctrine, canons, worship, discipline, usages and customs of the Church.
- * Section 2: The diakonia (work and ministry) of the Parish consists of proclaiming the Gospel in accordance with the Orthodox Faith, sanctifying its members through worship, the Divine Liturgy and other sacraments, adding to their numbers by instructing others and admitting them to the Church through baptism and/or chrismation, educating in the Orthodox Faith and in the language of the Church through the establishment of appropriate schools and needed philanthropic institutions and carrying on conscientiously philanthropic activities

ARTICLE III – PARISHIONERS (MEMBERSHIP) (UPR Part I, Article VI *)

- * Section 1: Any person, eighteen years of age or over, who was baptized according to the rites of the Church or was received into the Church through chrismation, who lives according to the faith and canons of the Church, who has met his financial obligation to the Parish and abides by the regulations herein and the by-laws of the Parish, is a member in good standing of the Parish, except that persons under twenty-one shall not serve on the Parish Council when such service is contrary to the local law.
- * Section 2: The obligations of the parishioner are to pay such regular financial obligations and special assessments as the Parish Assembly may establish.
- * Section 3: No person shall be accepted for membership in a Parish while retaining membership in a non-Christian religion or in an Orthodox Parish which defies the jurisdiction or the ecclesiastical authority of the Archdiocese, or who deliberately disregards and transgresses the moral law as may be determined by a spiritual court.
- * Section 4: The Parish register should include the following information concerning each member: baptismal and family name, profession, date of baptism, chrismation and marriage,

complete family record of wife and children, date of entry into the Parish, record of payment of Parish and Archdiocesan financial obligations, and date of death closing the said register record.

- * Section 5: When transferring from one Parish to another, the Parishioner shall present to the Priest of the new Parish a certificate of transfer signed by his or her former Priest, which shall include all of the pertinent information hererinbefore recited in Section 4 of the Article.
- * Section 6: The religious, moral and social duties of a parishioner are to apply the tenets of the Orthodox faith to his or her life and activities, to attend the divine liturgy and other services of worship faithfully on Sundays and holy days, to keep the rules and fasts of the Orthodox tradition, to receive frequently the sacraments of Penance and Holy Communion, to train and teach the young according to the faith and spirit of Orthodoxy, to respect the clergy, the ecclesiastical authority, and all the governing bodies of the Church, to be obedient in matters of faith and ecclesiastical order, and to cooperate in every way toward the welfare and prosperity of the Parish and the success of its sacred mission.
- * Section 7: The Priest and the Parish Council shall judge cases of indigence or other special circumstances justifying the waiver of a parishioner's financial obligations.
- * Section 8: The rights of a parishioner are to attend all regular and special Parish Assemblies, to take part in its discussions and to vote therein, and be elected a member or officer of the Parish Council, and in such position to take part in the administration of the Parish and in the direction of its life and activities.

ARTICLE IV – CLERGY *

- * Section 1: The Priest, by virtue of his canonical ordination and episcopal appointment, heads the local Parish of the Church and exercises in its behalf the priestly function. The ministry of the Priest consists in shepherding the Parish entrusted to his pastoral care, directing its orderly life, preserving its unity, keeping it faithful to its divine purpose, sanctifying his flock through the administration of the sacraments and the performance of all other prescribed services of worship, proclaiming the kerygma of the Apostles and the Dogma of the Fathers, preaching the Word, teaching the commandments of the New Life, imparting a knowledge of the doctrines, traditions, canons and disciplines of the Church, and guiding the growth, progress and enlightenment of the congregation in the Christian life.

- * Section 2: The clergy are assigned or transferred by the Bishop within his Diocese by virtue of the authority of his office and in accordance with the canons, ecclesiastical procedure and the needs of the Diocese. In accordance with the aforementioned canons and ecclesiastical procedure, neither the Parish Council nor the Parish Assembly is authorized to dismiss a Parish Priest. Prior to the assignment or transfer of a Priest by the Parish Council of the respective Parish shall be informed by the Bishop regarding his decision. Clergy entering the Archdiocese from the Holy Cross Theological School or otherwise shall be initially assigned by the Archbishop at the request of the Bishop of the Diocese. Clergy may be transferred between Diocese in accordance with the provisions of Article XX of the Archdiocesan Charter.
- * Section 3: The Priest shall have charge of all matters of divine worship and the personnel connected therewith and he shall keep the registers of marriage, baptism, Chrismation and death.
- * Section 4: When transferred, or if dismissed or suspended from a Parish by the Bishop, the Priest shall deliver to his successor the sacred vessel and all registers and religious records.
- * Section 5: Where there is more than one Priest in a Parish, the head of the Parish clergy is the Proistamenos. The other members of the clergy are his assistants and are directly responsible to him.
- * Section 6: The Archdiocese has established remunerative standards for the Clergy including provisions for annual increments and cost of living increases. The Parish shall also assume the following obligations:
 - 1. To provide a parish home or housing allowance including the payment of all utilities when applicable.
 - 2. To provide a Blue Cross – Blue Shield Family Plan and Major Medical Plan or similar coverage, if such plans are not established and maintained by the Archdiocese. The standards for such plans shall be established by the Archdiocese.
 - 3. To pay at least on-half of the cost of Social Security coverage.
 - 4. To provide travel and automobile allowances.
 - 5. To defray all expenses incurred in attending Clergy-Laity Congresses or Diocese Clergy-Laity Assemblies.
 - 6. To provide for an annual vacation period of fifteen days plus an additional week for each five years of ordained

service to a maximum of five weeks, irrespective of the time served in the Parish, provided he has obtained from the Bishop written permission to absent himself from his Parish.

- * Section 7: A Priest's remuneration may not be withheld or lowered without the consent of the Bishop. Should a Priest become ill while in the service of a Parish, he shall be compensated fully during such illness for a period of at least three months. When a Priest is assigned to a Parish, his moving and travel expenses are assumed by that Parish.
- * Section 8: Following every fifth year of ordination, each Priest shall participate in the ongoing education program of the Archdiocese by attending a three-week seminar at Hellenic College or any other place selected by the Archdiocese.
- * Section 9: It shall be mandatory for each Priest to join and maintain membership in the Archdiocesan Pension Program in accordance with the provisions of said program.

ARTICLE V – PARISH PROPERTY (UPR Part I, Article III *)

- * Section 1: Church edifice and other buildings constituting the Parish property shall be used to serve the religious, educational, recreational and philanthropic needs of the Parish. Parish property shall be held subject to and at all times administered in accordance with the regulations herein, the by-laws of the Parish, and the laws of the state in which the Parish is incorporated.
- * Section 2: The Parish shall hold title to all of its real and personal property in its corporate name and no other. Parish Councils shall administer such property in trust for the Parishes they represent.
- * Section 3: Proprietary interests, secular matters of the Parish shall be vested in the Parish Council. The care, control and management thereof shall be entrusted to the Parish Council.
- * Section 4: All special bequests, gifts, and devises shall be used by the Parish only for the purposes for which they were made.
- * Section 5: The Parish may purchase real property, or sell, or mortgage or otherwise encumber its real property upon approval of two-thirds of the members present at a Parish Assembly (see UPR Chapter II, Part I, Article VII, Section 5) duly called for that purpose upon ten days written notice and the subsequent consent of the Diocesan Council. In the case of the acquisition of realty for the purpose of erecting a church or other structure, or the acquisition of realty

with existing improvements thereon, the request for the consent of the Diocesan Council shall be in writing and include verification of the affirmative decision of the Parish Assembly, a survey of the realty and improvements, if any, a description of the surrounding area and such other information as shall be pertinent or thereafter requested by the Diocesan Council. The Diocesan Council shall render its decision in writing within thirty days of the receipt of the Parish's application for such consent. In the event that no response is received within such a time, the said consent shall be deemed to have been granted.

* Section 6: In order to maintain an Archdiocesan standard for architectural integrity, before a Parish shall proceed to have final plans prepared for the erection of a church structure or other parish buildings, or the decoration, including iconography, of a church structure, it shall submit the preliminary plans therefor to the Bishop who shall forward the same to the Archbishop for approval. All final plans for any such construction, alteration, and/or decoration, shall be submitted to the Bishop in a like manner for approval by the Archbishop before the Parish enters into any contract for the accomplishment of such work.

* Section 7: In the event of heresy, schism, or defection from the Archdiocese, that segment of the Parish which remains loyal to the Church and the Archdiocese shall retain title to the Parish property.

Section 8: All funds of the Parish shall be deposited in the name of the Parish with depositories selected by the Parish Council. Withdrawal of funds shall be at the discretion of Parish Council and shall require the signature of at least three (3) Parish Council members and must include the Treasurer and the President, or in their absence, their authorized designee(s) from the Parish Council.

Section 9: The Parish Council shall maintain a revolving Petty Cash Fund not to exceed \$150. This fund shall be available to the Priest, President of the Parish Council and Church Secretary. Each disbursement shall be witnessed by a matching receipt. The Annual Parish Budget shall include provisions for Petty Cash Fund, which cannot be exceeded without the authorization of a Parish Assembly. The amount shall be \$1200 per year.

ARTICLE VI – PARISH ADMINISTRATION (UPR Part I, Article V *)

* Section 1: Each Parish shall be administered by the Priest and a Parish Council cooperatively.

* Section 2: The Priest, as head of the Parish by virtue of the ecclesiastical authority vested in him, shall guide and oversee the total Parish program, and is ultimately responsible with

The Parish Council to the Bishop for the whole life and activities of his Parish.

- * Section 3: If a problem should arise between a Priest and the Parish Council, the matter shall not be brought before the Parish Assembly. The Priest or the Parish Council shall have the right to refer the matter to the Bishop whose decision shall be final.

ARTICLE VII – PARISH COUNCIL (UPR Part I, Article VIII *)

- Section 1: The Parish Council (hereinafter referred to as the Council) shall consist of the Priest and fifteen (15) elected lay persons and shall be responsible to the Parish Assembly for conducting all Parish affairs in maintaining the aims and purposes as hereinbefore set forth. The Priest shall not have a vote. (Adapted from UPR)
- Section 2: Term of each member of the Parish Council shall be a period of three years. (Adapted from UPR)
- Section 3: Five members shall be elected to the Parish Council each year.
- * Section 4: No salaried employee of the Parish may serve on the Parish Council, the Board of Auditors, or the Board of Elections.
- * Section 5: When a member of the Parish Council has been absent without justifiable cause for more than three of its meetings consecutively, he or she may be relieved of his or her duties upon resolution of the Parish Council to that effect.
- * Section 6: A vacancy on the Parish Council shall be considered to exist under any of the following circumstances: the death or resignation of a member, the physical or mental incapacity of a member, the invalidation of the election of a member, the failure of a member to be current in his financial obligations to the Parish, the determination by a Spiritual Court of the Diocese that a member is not or has ceased to be loyal to the doctrines, canons, worships, discipline, constitution, administrative rulings, customs, practices, these regulations and encyclicals of the Archdiocese, or that he or she does not recognize its duly constituted ecclesiastical authority, or the determination by a Spiritual Court of the Diocese that a Parish Council member is guilty of a serious moral transgression or has violated his or her oath of office.
- * Section 7: A vacancy on the parish Council, after the Parish Council Officers have been sworn in, shall be filled by the Parish Council by electing a successor therefor from amongst the members of the Parish in good standing for the unexpired portion of the term of such vacancy.

ARTICLE VIII – DUTIES AND POWERS OF THE PARISH COUNCIL (UPR Part I, Article XIII *)

* Section 1: The Parish Council, under the leadership of the Priest, shall have the following duties:

- a) To attend Divine Services regularly *
- b) To participate in the sacramental life of the Church, thereby setting a good example for the parish. *
- c) To administer the affairs of the Parish in such manner as to aid the Priest in the fulfillment of its aims and purposes. *
- d) To collect the revenue of the Church, issuing receipts thereof. *
- e) To pay, by check, the salaries of the Parish personnel, Parish expenses, budgetary grants-in-aid for the Parish educational and philanthropic organizations and such sums as may be fixed by the Clergy-Laity Congresses, for the support of the Archdiocese. *
- f) To buy, sell, or mortgage Parish property, as hereinbefore provided, to submit to the Bishop at the end of each year a report of its stewardship. *
- g) To submit annually to the Archdiocese and to the Diocese the Parish Budget for the ensuing year, and the audited financial statement for the prior year. *

* Section 2: All Parish personnel, including school teachers, are engaged or discharged by the Parish Council, with the consent of the Priest.

* Section 3: Upon expiration of its term, the Parish Council shall surrender to the succeeding Parish council all Parish records, including membership lists, minute books, bank books, check books, journals, financial records, and all other property of the Parish. Such transfer shall be effected by letter of transmittal, a copy of which shall be sent to the Bishop.

* Section 4: The Parish Council and its officers may exercise all additional authority consonant with the regulations herein, the Parish Bylaws and the limitations imposed by the laws of the state in which the Parish is incorporated (New York State.)

- a) All withdrawals from the Parish Checking Account and Savings Accounts shall require signatures of at least three (3) Parish Council members and must include the Treasurer and the President, or in their absence, their authorized designee(s) from the Parish Council.
- b) The Parish Council may expend for emergency purposes, without prior approval of the Parish Assembly, not more than the total annual sum of three thousand (\$3,000.00) dollars for items not included in the annual budget. A report of such disbursements must be placed on the agenda of the next Parish Assembly.

- c) The Parish Council may establish rules, regulations, and fees with regard to use and rental of the Community Center facilities.

Section 5: The Parish Council shall hold regular meetings at least once monthly and such special meetings as deemed necessary by the Council President, the Parish Priest, or a majority of the Parish Council, with the proper notice given to all members of the Council. A majority of council members shall be present and voting, which constitutes a quorum for the transaction of business and only Parish Council members have the right to vote. The minutes of the meetings of the Parish Council shall be signed by the Priest, the President and the Secretary.

Section 6: The Parish Council shall enforce the Parish Bylaws and have general supervision over all secular matters of the Parish.

Section 7: The Parish Council shall summon Parish Members to the Parish Assemblies by written notice, and shall prepare the agenda for same.

The Council shall prepare a list of all members in good standing who are entitled to vote, and who are eligible to hold an elective office as required by the Board of Elections.

Section 8: The Parish Council shall provide for the publication of the Official Annunciation Parish Bulletin no less than on a quarterly basis. The bulletin shall contain, but not be limited to the following, unless otherwise provided for in these By-Laws:

- a. Messages from the Priest.
- b. Messages from the President.
- c. Church Budget and report of the prior year's financial transactions.
- d. Report of the Board of Auditors.
- e. Report of the Board of Elections and notices for the Parish Council nominations and elections.
- f. The annual Community Calendar and periodic revisions as required.
- g. Annual report of the Church organizations.
- h. Community organizations' announcement.
- i. A report and/or acknowledgement of collections on Church premises conducted by Church organizations, special Parish committees, and community organizations.
- j. Notices and financial reports of special events sponsored by the Parish.

IX – PARISH ASSEMBLY (UPR Part I, Article VII *)

* Section 1: The Parish Assembly is the general meeting of the members of the Parish.

- * Section 2: The regular Parish Assemblies shall be convened by the Parish Council at least twice a year at dates fixed by the Parish Council. Special Parish Assemblies shall be held when the Priest and/or Parish Council deem it necessary, or when ten percent of the members of the Parish submit a written petition therefor to the Parish Council stating the purpose thereon for such meeting.
- * Section 3: The members are summoned to Parish Assemblies by written notice, made at least ten days prior thereto, and listing its agenda thereon. Proxies shall not be permitted at Parish Assemblies.
- * Section 4: A Parish Assembly consists of the members of the Parish who have met their financial obligations to the Parish as of the date of such Parish Assembly. A person whose name appears on the membership rolls but who is in arrears in the payment of his or her financial obligations may take part in the Parish Assembly by meeting such obligations. New members may exercise their vote at Parish Assemblies if they have been members in good standing for at least three months. The Priest shall be a non-voting member of the Parish Assembly.
- Section 5: The quorum for a Parish Assembly is at least fifty (50) members in good standing. If a quorum is not present, the Parish Assembly shall be called a second time within twenty-one days. At such time, decisions may be taken by the number of members present with the exception of matters pertaining to the purchase, sale or encumbering of Parish property in which case a quorum of members shall be required.
- Section 6a: The Chairman of the Parish Assembly shall be elected by the members present.
 - b: The Chairman shall appoint a Parliamentarian. Also, a translator will be appointed as needed.
- Section 7a: The minutes of the Parish Assembly shall be signed by the Priest, the chairman of the Parish Assembly and the Secretary.
 - b: Members of the Parish Assembly must sign the Assembly Roll kept by the Secretary, upon entering the meeting.
 - c: Robert's Rules of Order – Revised shall be observed at Parish Assemblies, unless otherwise provided by UPR and Parish By-Laws.
 - d: The following order of business shall be observed at the Parish Assembly:
 - 1. Prayer.
 - 2. Reading of the minutes of the previous meeting and their approval.
 - 3. Agenda as indicated in the notice of the Parish Assembly.
 - 4. Report of the Parish Council and Standing Committees.
 - 5 a. Priest's message (optional).
 - b. President's message (optional).
 - c. Report of Special Committees

6. Old business.
7. New business for referral to the next Special Parish Assembly or next Regular Parish Assembly.
8. Suggestions for the Good of the Community.
9. Closing Prayer.

ARTICLE X – ELECTIONS OF THE PARISH COUNCIL (UPR Part I, Article IX*)

Section 1: The election of the members of the Parish Council shall be held on the first Sunday of November.

* Section 2: A candidate for the Parish Council must be a member of the Parish for at least one year immediately preceding the date of the election and lives his or her life and activities in accordance with the faith and canons of the Church.

* Section 3: Candidates for election to the Parish Council shall be nominated at the last Parish Assembly preceding the election.

- a. Nominations may be made by a nominating committee and/or by members of the Parish in good standing.
- b. The list of candidates shall be prepared by nomination from the floor at the last Parish Assembly held before the elections. Each candidate on this list, to be eligible for election, must consent to his nomination in writing, at least fifteen (15) days prior to elections. Such a list shall remain open until fifteen (15) days prior to elections, up to which time any two members in good standing may submit, in writing, the nomination of a third member in good standing, provided that such nominee has indicated his consent thereto by countersigning same.

* Section 4: Voter Eligibility

a. If a member in good standing has met his/her minimum obligation as of December 31 of the previous year, and either pledged minimum for the current year or has paid 50% of the minimum obligation, he/she shall be eligible to vote.

* b. A new member of the Parish may vote in the election if he/she has been enrolled at least 3 months thereto.

c. A person who becomes eligible (18 years) to vote at the time of election and who was a member through a family membership must anticipate his/her financial obligation 3 months prior to voting, unless that individual is an enrolled student who, as such, can vote as a member by virtue of his/her family membership. However, the student must anticipate age eligibility 3 months prior to the elections and enroll.

* d. A member duly enrolled in the Parish register but delinquent in his or her Parish financial obligations may vote in the election by meeting his or her financial obligations at any time prior to balloting.

- e. Senior Citizens
Financial obligation is optional. Senior citizens 65 years of age and over who have fulfilled the requirements of Section 4b. shall be considered eligible to vote.

* Section 5: Balloting

- a. Elections shall be held at a place on Parish premises previously announced by the Board of Elections and voting shall be secret ballot. Voting shall begin after the conclusion of the Divine Liturgy and shall terminate at five o'clock in the afternoon of the same day.
- b. Parish Council Responsibility
 - 1. The Parish Council shall be available while the Polling Place is open to clarify and resolve all questions on eligibility.
 - 2. Modifications to Voting Register
On election day, additions or deletions to the finalized Voting Register must be approved in writing by the Treasurer and the Parish Priest or a second Parish Council member. Upon receipt of this written approval, the Board of Elections shall immediately amend the Voting Register.

Section 6: Absentee Ballots

- a. A parishioner is eligible to receive an Absentee Ballot provided he/she:
 - 1. Meets the eligibility criteria to vote as stated.
 - 2. Completes an application form requesting an Absentee Ballot from the Board of Elections (application forms for Absentee Ballots are available prior to 14 days before the election.)
- b. If a parishioner is not eligible, he/she shall be informed by the Board of Elections, and shall be provided a copy of the eligibility requirements.
- c. The application form for an Absentee Ballot shall contain the following information:
 - 1. Name of eligible member
 - 2. Signature and date
 - 3. Address to where Absentee Ballot is to be sent
- d. The Board of Elections shall mail the Absentee Ballot when it becomes available (no later than 10 days prior to election) provided that:
 - 1. An application form was returned to the Board of Elections no later than 14 days prior to election.
 - 2. The parishioner is on the list of eligible members as specified.
 - 3. If, for any reason, the application form is not valid, the applicant shall be so advised by the Board of Elections.

e. The Triple Envelope System shall be used to implement the Absentee Ballot as follows:

1. Outside envelope (legal size #10) addressed to parishioner containing enclosures.
2. Middle Size Envelope (#9 envelope) with return address to the Board of Elections.**
3. 3 x 5 Envelope to enclose ballot.

Absentee Ballots are to be returned in envelopes provided.

**Return envelope (provides signature space in the lower left-hand corner) must be signed by the eligible voter who applied for the ballot.

f. Return of Absentee Ballots

1. All Absentee Ballots shall be returned in the pre-addressed #9 envelope to the attention of the Board of Elections, c/o of a Post Office Box. The key(s) to the Post Office Box shall be in the possession of the Board of Elections at all times.
2. All Absentee Ballots must be postmarked no later than the day prior to the day of election.
3. Absentee ballots shall be picked up prior to the day of election by 2 members of the Board of Elections and shall be kept separate.
4. All Absentee Ballots shall be kept sealed and separate from the Ballot Box and shall be counted after tabulation of ballots cast at the polls.

Section 7: Tabulation

- a. Ballot tabulation shall commence immediately upon closing of the polls.
- b. Only ballots containing one vote for each position shall be counted.
- c. Counting of ballots shall be open to all parishioners.
- d. At the close of the polls, the Board of Elections shall count the ballots and check against the total number voted and upon agreement tabulate the vote.

Section 8: Procedure for Counting Absentee Ballots

- a. Unsigned outer envelopes are void and shall be destroyed, unopened.
- b. Outer signature shall be checked against the signature on the original application form.
- c. The voting list shall be checked to ensure that no duplicate ballot was cast in person. In the event that a vote was personally cast, the Absentee Ballot shall be marked void and remain sealed, and destroyed intact.
- d. Upon matching signatures, the outer envelope shall be removed and saved.
- e. Absentee Ballots in the unmarked, sealed inner envelopes shall be placed in an empty box and randomly opened and tabulated by the Board of Elections.

***Section 9: Election Results**

The election results shall be entered in the minute book of the parish, showing the number of votes cast for each candidate, and shall be signed by each member of the Board of Elections. The candidates receiving the greatest number of votes shall be declared elected for the ensuing term.

In the case of a tie, a majority vote ballot by the other members of the incoming Parish Council at its first meeting will be necessary to determine the winner. The tied candidates if otherwise found to be qualified shall be provisionally approved by the Bishop when he ratifies the election results and the winner shall, upon his or her selection, take and subscribe to the prescribed oath of office and participate in the election of officers.

***Section 10: Protesting Election**

Any member of the Parish questioning the validity of any election may within five days after such election lodge a written protest with the Bishop through Parish Priest. Such protest shall be signed by the questioning member and at least four other Parish members. The decision of the Bishop thereon shall be final.

***Section 11: Vacancy of Parish Council Member-Elect**

In case of the resignation of any member-elect of the incoming Parish Council, or vacancy for any other reason, in the interim between the day of the elections-and the election of officers the members of the incoming Council shall, after the election of officers, elect a new member from among the eligible parish members to fill the vacancy.

***Section 12:** In the event that an insufficient number of candidates shall be nominated for election to the Parish Council, the election of those nominated shall take place in accordance with the election procedures established by the Archdiocese. The Parish Council after the certification and the taking of office of any new members shall proceed to fill any vacancies on the Council from among the eligible parish members. Those chosen by the Council shall, in such order, be determined by the Council, and following certification by the Bishop, serve the term that a member duly elected by the Parish would have served.

ARTICLE XI -- RATIFICATION OF ELECTION OF PARISH COUNCIL AND OATH OF OFFICE (UPR Part I, Article X*)

*** Section 1:** Within six days after the election, the Priest shall forward the results to the Bishop for review and ratification. The Bishop shall ratify the election after it shall be confirmed by the Archdiocese that the Parish has met its financial

obligations to the Archdiocese. The Priest shall, at the same time, verify in writing that all candidates were qualified and that the election was conducted in accordance with these regulations and the Parish by-laws.

*Section 2: The election will be considered ratified upon receipt of the verification hereinbefore provided for in the absence of the filing of any protest thereto. In the event that a protest is filed and such protest is upheld, the Bishop will declare the protested election void and a new election will be ordered.

*Section 3: On the last Sunday in December and after ratification of the election has been received from the Bishop, a special ceremony shall be held at the close of the Divine Liturgy in which all members of the Parish Council shall take the oath of office jointly. The oath shall be administered by the Priest and shall be repeated by all the members of the Parish Council.

*Section 4: Each member or member-elect of the Parish Council is obliged, without exception, to take the following oath of office and thereafter subscribe his or her name thereto:
"I do solemnly swear that I will uphold the dogma, teaching, traditions, holy canons, worship and moral principles of the Greek Orthodox Church, as well as the constitutional charter, discipline, and regulations of the Greek Orthodox Archdiocese of North and South America, and that I will fulfill faithfully and sincerely the duties and obligations required of a member of the Parish Council. So help me God."

A person refusing to take the oath and subscribe to same shall not assume duties as a member of the Council or be elected as an officer of the Parish Council.

ARTICLE XII -- ELECTION OF PARISH COUNCIL OFFICERS (UPR Part I, Article XI)

Section 1: *Following the administering of the oath of office, the Parish Council shall convene immediately to elect its officers under the chairmanship of the Priest who shall not vote.
*a. Only Parish Council members present have a right to vote.
b. With the exception of resolving tie votes for Parish Council, the election of officers by secret ballot shall be the only order of business at this meeting.

*Section 2: The office of the President may not be held by the same person for more than six (6) consecutive years, except by special permission of the Diocesan Council.

*Section 3: In the event that the office of the President of the Parish Council shall become vacant by the demise, permanent incapacitation or resignation of the President, the Vice President or if more than one, the First Vice President, shall assume the office of the president.

Section 4: a. Parish Council Officers shall consist of a President, Vice President, Secretary, and Treasurer.
c. No officer shall hold more than one office at the same time.

ARTICLE XIII -- BOARD OF ELECTIONS (UPR Part I, Article XIV)

Section 1: The Board of Elections, consisting of five members, shall be elected annually, at the first Parish Assembly of the year, no later than May 1st.

*a No salaried employee of the Parish may serve on the Board of Elections. (Article VIII, Section 5 UPR)

*b A member of the Parish Council cannot serve on the Board of Elections.

c. The Term of Office of the Board of Elections shall be from the time of their election to the time of official ratification of the Parish Council elections by the Bishop. In case of tie votes, the Board of Elections shall continue until the tie is resolved.

d. Should a member of the Board of Elections desire to become a candidate for Parish Council, he/she, upon nomination and acceptance, must resign from the Board of Elections.

*e. In case of a vacancy in the Board of Elections, the Parish Council shall appoint replacement from the eligible members of the Parish.

Section 2: Responsibilities of the Board of Elections

a. Secure the voter eligibility list from Church offices and Treasurer. Post by June 1 prior to elections in the community center. Update monthly up to the date of election. This list becomes finalized for use as the voting register on election day.

b. Ensure communication in the Official Church Bulletin to Parishioners on posting voter eligibility and election procedures.

c. Originate all correspondence regarding elections.

d. Assemble, post, and distribute uniform candidate profiles prior to elections. Profiles shall include name, education, occupation, marital status, children, (names and ages), previous positions held and organization memberships. (Include photograph.)

- e. The Board of Elections may appoint election inspectors to assist the Board of Elections in controlling the elections during the polling hours as deemed necessary. The appointees must be members in good standing, cannot be candidates nor salaried employees of the Parish.
- f. Preparation of ballots shall be under the direct supervision of the Board of Elections. The candidates shall be listed in random order. All official ballots shall be in the possession of the Board of Elections at all times.
- g. Prepare the ballot box which shall be in the complete control of the Board of Elections.
- h. Set up the polling area the day before elections.
- i. At the close of the polls, the Board of Elections shall count the ballots and check against the total number voted and upon agreement tabulate the vote.
- j. Tabulate Absentee Ballots.
- k. All documents regarding the election shall be kept by the Board of Elections until the election is approved by the Archdiocese. After approval, the documents will become part of the Church records except the ballots which may be destroyed at this time.
- l. The Board of Elections shall report the unofficial tally to the Parish Council and the candidates no later than 48 hours after the election.
- m. The Board of Elections shall complete the required Diocesan election forms.

XIV -- BOARD OF AUDITORS (UPR Part I, Article XV)

- *Section 1: The Board of Auditors shall consist of at least three members elected at the last Parish Assembly preceding an election from among those who have not served on the Parish Council for the year being audited and who are not candidates for election to the Parish Council.
- Section 2: The Board of Auditors shall audit a minimum of twice annually the accounting records of the Parish and prepare a report of such audit for presentation to the Parish Assembly, copies of which shall be transmitted to the Bishop and the Arch-diocese by the Parish Council.
 - a. The Board of Auditors shall have the right to audit the Accounting Systems of the Parish at any time the majority of the Board of Auditors deem it advisable.
 - b. The Board of Auditors shall make note of any expenditures by the Parish Council in excess of twenty-five percent (25%) of any budgeted items, without prior approval by the Parish Assembly, and shall report said increased expenditures to the Parish members at the next Assembly.

- c. The Board of Auditors shall make such recommendations to the Parish Assembly and the Parish Council as they feel are advisable.
- d. The Board of Auditors shall provide a report to be included in a regular or special edition of the official Church bulletin at a minimum of twice a year.

Section 3: A vacancy on the Board of Auditors shall be filled by the Parish Council by electing a successor therefor from amongst the members of the Parish in good standing for the unexpired portion of the term of such vacancy.

ARTICLE XV -- PARISH COUNCIL OFFICERS (DUTIES & POWERS)

Section 1: The President

- a. Shall preside at all meetings of the Parish Council.
- b. Shall call special meetings of the Parish Council.
- c. Shall appoint, with the advice and consent of the Parish Council, committees, and also define duties and authority of such committees.
- d. Shall appoint a parliamentarian where needed.
- e. Shall countersign all checks.
- f. Shall be ex-officio member of all committees.

Section 2: The Vice President

- a. Shall assume powers and duties of the President, in the absence of the President.

Section 3: The Secretary

- a. Shall keep minutes of all Parish Council and Parish Assembly Meetings.
- b. Shall conduct correspondence delegated to her/him.
- c. Shall post the latest approved minutes of the Parish Council meetings for a period no less than one month on the Community Center bulletin board.
- d. Shall have custody of the Parish Seal and affix same to all official communications thereof.
- e. Shall sign, with the Priest and the President, appropriate documents and official Parish correspondence.
- f. Shall turn over to successor, in good order, all records in her/his custody.
- g. May appoint an assistant secretary from the Parish Council.

Section 4: The Treasurer

- a. Shall collect Parish funds and deposit in the name of the Parish in a depository selected by the Parish Council.
- b. Shall keep a separate record of the revenue and expenses of the Parish, and maintain adequate records on all financial transactions of the Parish.

1. Shall keep and maintain adequate records on all pledges and contributions made by parishioners.
2. Shall keep and maintain a list of members (up-to-date) eligible to vote in Parish Elections and participate in Parish Assemblies.
- c. Shall serve as chairman of the budget committee.
- d. Shall dispense parish funds by check only upon the approval of the Parish Council or Parish Assembly.
- e. Shall submit his or her records to the Auditing Committee for audit semi-annually.
- f. Shall obtain Surety Bonds for the Parish Council Members, Parish Employees, and Parish Priest.
- g. May appoint an assistant treasurer from members of the Parish Council.
- h. Upon expiration of his/her term of office, the Treasurer shall surrender to the new Treasurer, in good order, all records pertaining to this office and shall obtain a proper receipt.

ARTICLE XVI -- FISCAL YEAR, FINANCIAL REPORTS, BUDGET (UPR Part I, Article XVI)

- *Section 1: The Parish fiscal year shall be the calendar year. At the first Parish Assembly of each year the Parish Council shall present a financial report covering all income and expenses. for the preceding year and assets/liabilities of the Parish.
- *Section 2: The budget for the ensuing year shall likewise be submitted for approval by the first regular Parish Assembly of the year.
- *Section 3: Each Parish shall remit monthly to the Archdiocese, the portion of its total commitment allocation for Archdiocesan and Diocesan needs as determined by the Clergy-Laity Congresses.
- *Section 4: The Parish budget shall include appropriations for its representatives to the Clergy-Laity Congresses and Diocesan Assemblies.

ARTICLE XVII -- PARISH ORGANIZATIONS AND COMMITTEES (UPR Part I, Article XVII*)

- *Section 1: All Parish organizations shall be under the supervision of the Priest.
- *Section 2: Any adult communicant of the Church desiring to join any Parish organization shall be required first to become a member of the Parish. A communicant under 18 years of age may be a member of any Parish Youth Organization, irrespective of whether his or her parents are members of the Parish,

upon approval of the Priest.

*Section 3: It shall be the concern of each Parish to have a Greek Orthodox Ladies Philoptochos Society, a Parent Teachers Organization (P.T.O.), a chapter of the Greek Orthodox Youth of America (G.O.Y.A.), a chapter of the Young Adult League (Y.A.L.), a Chanter, a Choir, a Greek Language School, a Sunday School, and such other organizations as shall meet the spiritual and cultural needs of the Parish.

a. The Secretary of the Parish Council, in conjunction with the Parish Priest, shall have the responsibility of coordinating and publishing the annual community calendar. The Presidents of the various Church organizations and other groups shall submit their dates to the Parish Council for review.

b. It shall be the responsibility of the Parish Priest, in conjunction with the Parish Council, to establish a Laity Group for the promotion of stewardship and to assist the Priest and Parish Council in the following areas:

Youth

Membership

Social Activities

Fund raising for the needs of the Church.

Furthermore, it shall be the purpose of the Laity Group, being aware of the needs of the various groups, to stimulate stewardship and an interest in community activities and thus lead to a more active participation by the members of the Parish in the religious, social, economic and cultural life of the Parish. All members of the Parish shall have a responsibility to support and/or participate in the undertaking of the Laity Group.

Section 4: The local by-laws of Church organizations shall comply with the Uniform Parish Regulations of the said organizations as approved by the Archdiocese.

Section 5: The Parish Council may, by resolution or resolutions passed by a majority of the whole Parish Council or the President, designate and appoint such a committee or committees on any subject within the powers of the Council, such committees to have such powers to exercise such duties to perform such services as may be prescribed, from time to time, by resolution adopted by the Parish Council. Each Committee shall keep regular minutes of their proceedings and report the same to the Parish Council when required.

ARTICLE XVIII -- ARTICLE AMENDMENTS

Section 1: Approval and/or Amendment of the By-Laws

The By-Laws may be amended by the Parish Assembly upon written notice to the membership setting forth the provision or provisions to be amended and the proposed amendment or amendments.

Adoption shall be two-thirds (2/3) vote of the members present at said meeting.

Amendments may be proposed by: (1) Parish Council, or (2) at least seven (7) members submitting a proposed amendment in writing to the Secretary thirty (30) days or more before the next regular or special General Assembly.

Section 2: Diocesan Approval

Parish By-Laws and any amendments shall take effect immediately following approval of the Diocese.

ARTICLE XIX -- RULES OF ORDER

In the event any controversy arises regarding the manner, method or procedure for the conduct of meetings, the provision of Roberts Rules of Order shall determine all such disputes or controversies.