

DIRECT ARCHDIOCESAN DISTRICT
GREEK ORTHODOX ARCHDIOCESE OF AMERICA
THE ARCHANGEL MICHAEL GREEK ORTHODOX CHURCH
OF NORTH HEMPSTEAD NY, INC.
PARISH BYLAWS
DRAFT: May 3, 2022

HISTORY

The Greek Orthodox Archdiocese of America was granted a new charter by the Holy and Sacred Synod of the Ecumenical Patriarchate in January 2003. Archdiocese Regulations, revised to conform to the new charter, were adopted by the 37th Clergy – Laity Congress in New York in July 2004 and were ratified by the Ecumenical Patriarchate in January 2005.

The Bylaws contained herein conform to the Uniform Parish Regulations January 2019 currently in force. Any future changes in the UPR may require a revision of these Bylaws.

MISSION STATEMENT

The Archangel Michael Greek Orthodox Church of North Hempstead NY, Inc. is dedicated to the continuation of our Lord and Savior Jesus Christ's ministry of salvation through the proclamation and teaching of the Gospel. We are a community of individuals and families who share the traditions and ageless beliefs of our Greek Orthodox Christian Faith.

VISION STATEMENT

Our vision is to provide a loving, caring and welcoming environment where all belong and grow in the Christian Faith, through worship, service, witness and fellowship.

PREAMBLE

In May 1980, several Greek-American families living in northwestern Nassau County came together to form a church organization which they named, The Greek Orthodox Community of the Town of North Hempstead, and soon thereafter, in June 1980, they incorporated as a Type B, Not-For-Profit New York State corporation under Section 2 of the Religious Corporations Law.

Following incorporation, the group sought to affiliate with a canonical, ecclesiastical institution and thus, petitioned to join the Greek Orthodox Archdiocese of America, an eparchy of the Ecumenical Patriarchate of Constantinople. The group received its charter from the Archdiocese in 1981, renamed itself The Archangel Michael Greek Orthodox Church of North Hempstead NY, Inc. and has since been a constituent of the time-honored Greek Orthodox Church.

Governance of the Parish is in accordance with Archdiocese Regulations, a body of rules and regulations developed to govern the Archdiocese, its metropolises, institutions, and parishes. Part Three of the Regulations, entitled, Uniform Parish Regulations (“UPR”), sets forth generalized rules of administrative conduct that Parishes must follow. Part Three also serves as a template and guide for the formulation of Parish Bylaws which are rules and regulations customized by each parish to govern its own affairs and conduct of its members.

The Archdiocese requires each Parish to develop Bylaws with the only requirement that they be consistent with and not contravene, the UPR. In instances of conflicting rules, the rules of the UPR shall prevail.

The Bylaws presented herein, represent many hours of thoughtful deliberation and review by many individuals. The guiding principle in their development is that the Bylaws be neither so specific to require frequent amending, nor so vague to create uncertainty. The intent is to assure that our parish has the organizational mechanism in place to facilitate the growth and expansion that is anticipated.

These Bylaws have been reviewed and approved by the Clergy of our parish, the parish attorney, and the Parish Council. They are respectfully submitted for Parish Assembly comment, review, and approval. Parish Assembly-approved Bylaws shall be submitted to the Archdiocese for final approval and will become operative immediately upon notification of Archdiocese approval.

[Note for Parish Assembly approval]

These Bylaws were reviewed and approved by the Parish Assembly at its meeting of [future date] and submitted to the Archdiocese for its approval. Archdiocese approval of the Bylaws was granted on [future date] which then became operative, immediately upon receipt of notification by the Parish Council at its meeting of [future date].

DEFINITION OF TERMS

DAYS - For purposes of these Bylaws, any reference to “days” is defined as “Calendar Days” and not Business Days

FINANCIAL OBLIGATION - A Stewardship pledge, or Member assessment duly established by the Parish Assembly, with respect to any calendar year.

PARISH - The Parish referred to herein is The Archangel Michael Greek Orthodox Church of North Hempstead NY, Inc. Its corporate seal shall, unless proscribed by local statute; follow the form for such seals established by the Archdiocese.

PARISHIONER - Any individual, eighteen years of age or older, baptized or chrismated in the Greek Orthodox faith, living in accordance with the canonical provisions of the faith.

PLEDGE - A Steward’s indication of his/her financial commitment to the Parish for the current year.

STEWARD -

(ALSO KNOWN AS) PARISHIONER IN GOOD STANDING

A parishioner, eighteen years of age or older, who has an interest in a commitment to the Parish, interest in the Parish’s health and wellbeing, has paid his or her financial obligations for the current year under the “stewardship” system (payment is current), and met all other requirements as set forth in Chapter One Article 2.

STEWARDSHIP SYSTEM -

It is the method by which the financial obligations of the Parish are met through the pledges and contributions of the Stewards of the Parish.

CHAPTER ONE

PARISH AND PARISH ORGANIZATION

ARTICLE 1.

DESCRIPTION AND GOVERNANCE OF ORGANIZATION

Description of Organization

The Archangel Michael Greek Orthodox Church of North Hempstead NY, Inc. (formerly known as “The Greek Orthodox Community of the Town of North Hempstead) is a membership organization incorporated pursuant to the New York State Religious Corporations law. It operates as a Church, under a Charter granted by The Holy Greek Orthodox Archdiocese of America and the Eparchy of the most Holy Apostolic and Patriarchal Ecumenical Throne of Constantinople. It embraces the religious practices, traditions, beliefs, dogma, tenets, and canons of the Greek Orthodox faith as promulgated by the Greek Orthodox Archdiocese of America.

Uniform Parish Regulations (UPR)

Section 1. Uniform Parish Regulations. The Uniform Parish Regulations (“UPR”) are the governing regulations of the Parish. The UPR and any amendments thereto are incorporated by reference hereto and are attached to this document as an attachment. The Parish Bylaws,

hereinafter set forth in accordance with the authority provided in Part Three, Chapter 1 Article 15 of the UPR, dated January 2019, shall govern the operating affairs of The Archangel Michael Greek Orthodox Church of North Hempstead NY, Inc. (“The Archangel Michael Church”)

Section 2. Conflict of Bylaws. Capitalized terms used but not defined herein shall have the meaning ascribed to them and/or be used in a manner consistent with such terms in the UPR. If there is a conflict or inconsistency between these Bylaws and the UPR, the UPR shall prevail.

Section 3. Governance of Parish. The affairs of the parish shall be the shared responsibility of

- A) the Priest who by virtue of his canonical ordination and assignment, heads and administers the Parish and exercises on its behalf his priestly duties;
- B) the Parish Assembly which is a general meeting of the Stewards and Parishioners and is the general policy making and appropriations body of the Parish and
- C) the Parish Council, which is an administrative body, elected by the Stewards that administers the business affairs of the Parish.

ARTICLE 2.

MEMBERSHIP REQUIREMENTS

Stewardship

To be a Steward in the Archangel Michael Church requires participation in the Stewardship Program.

Individual and Family stewardships are available. Family stewardship includes: spouses, dependent children under eighteen years of age and children under the age of twenty-two who are students.

A pledge will be deemed current if the amount paid, at any time, is the number of calendar quarters of the year completed and the denominator of which is 4. (For example, to be current, a

Steward should have paid 1/4, 2/4, 3/4 or 4/4 of the pledged amount by the end of March, June, September, and December respectively.)

Exception

Steward /Parishioner in Good Standing shall also include an individual who is exempt from the Financial Commitment by action of the Parish Assembly or by determination of the Priest based on extenuating circumstances.

ARTICLE 3.

RIGHTS AND PRIVILEGES OF MEMBERSHIP

Rights and privileges of membership shall extend only to Stewards enrolled in the Stewardship Program. Enrollment in the Archangel Michael Church Stewardship Program includes membership in the Greek Orthodox Archdiocese of America. The Stewardship Committee from time to time may establish the policies by which individuals/families may use facilities / be Stewards, to use the facilities.

The Archangel Michael Church offers many religious, sacramental, educational, social, cultural, and athletic services and programs. A Parishioner may receive or participate in many or all these activities with the requirement that they be a Steward.

Certain services and programs, including but not limited to, sacraments, athletic and educational organizations, are available only to a Steward and their families. Please note that fee assessments may apply in some cases. Information on organizational membership and fee schedules can be obtained from the Church Office.

Only a Steward shall have the privilege (subject to certain provisions, cited as herein provided for) to participate and vote in Parish Assembly affairs, vote in the election of the Parish

Council, serve on the Parish Council, and/or serve on Parish Council committees and on other Parish committees.

CHAPTER TWO

PARISH ADMINISTRATION

INTRODUCTION

The Parish Assembly is the governing body of the Parish and the Parish Council.

The Parish Council is the administrative body of the Parish whose members are elected by the Parish Stewards in the general election as defined in Article 25 Section 1 of UPR.

PARISH ASSEMBLY

ARTICLE 1.

DESCRIPTION

Section 1. The Parish Assembly is a general meeting of the Stewards and Parishioners of the Parish, but only Stewards have a right to vote.

Section 2. The Parish Assembly shall be the general policy making and appropriations body of the Parish.

ARTICLE 2.

MEETINGS

Section 1. The Parish Council shall convene a Parish Assembly at least twice per calendar year.

Section 2. Notice of a Parish Assembly shall be mailed or electronically transmitted to all Stewards at least ten (10) days prior to the date of the Parish Assembly and shall include the agenda. The agenda shall be prepared by the Priest and the Parish Council and shall include all

items to be discussed by the Parish Assembly. It is recommended that each Notice of a Parish Assembly include Article 31 Section 3 of the UPR.

Section 3. The quorum for the Parish Assembly will be 10% (ten percent) of the Stewards. If a quorum cannot be achieved, no vote may be taken, except to adjourn. If a quorum is not present, the Parish Assembly shall be called a second time within twenty-one (21) days. At this second Parish Assembly, all decisions may be made by the majority of the Stewards present, with the exception of matters pertaining to the purchase, sale, or encumbering of Parish property, in which case the quorum set forth in this Section of Stewards shall be required.

Section 4. The Parish Assembly will elect a Chairperson for each meeting. The Parish Assembly will elect the Secretary of the Parish Assembly, who shall record the minutes of the meeting. The minutes shall be signed by the Priest, the Chairperson, and the Secretary.

ARTICLE 3.

DUTIES OF THE PARISH ASSEMBLY

Establish the overall Parish fiscal policies which shall include:

- Operating Budget approval
- Nominate and Elect the Board of Election Committee
- Review and approve the Board of Election Committee Report to the General Assembly
- Call for Parish Council Elections
- Conduct Parish Council nominations
- Nominate and Elect the Board of Auditors
- Review and Approve Board of Auditors report
- Approve any encumbrance of Real Property of the Parish
- Provide a forum for the Priest, the Parish President and Treasurer to present state of the Parish reports
- Provide a forum for general Parish issues
- Appoint Ad Hoc committees.
- All appointed Ad Hoc Parish Assembly committees should report to the Parish Assembly.

ARTICLE 4.

BOARD OF ELECTIONS

The mission of the Board of Elections is to conduct a fair and unbiased election process in accordance with the UPR and these Bylaws. (See, Section 15 below for Election Timeline)

Section 1. The Board of Elections shall consist of six (6) members. Members of the Board of Elections shall be elected at the Spring Parish Assembly meeting. At the first Spring Parish Assembly meeting held under these Bylaws, two members shall be elected to a one-year term; two members shall be elected to a two-year term; and two members shall be elected to a three-year term. Thereafter, all members shall be elected to a three-year term. A member shall not serve more than six (6) consecutive years, under these Bylaws, with a minimum of one (1) year leave from the Board of Elections. Notwithstanding any terms to the contrary herein, at the request of the Board of Elections, at the Fall Parish Assembly meeting, a seventh (7th) member may be elected to serve on the Board of Elections for the remainder of that calendar year only.

Section 2. The Board of Elections shall have the authority to establish the election procedures in accordance with the UPR and must communicate these procedures to the Parish Assembly as provided below.

Section 3. The Church office shall prepare and provide a statement of account to the Board of Elections, at least sixty (60) days prior to the election to confirm the eligibility of the voters.

Section 4. The Priest shall certify in writing that the candidates have met the Canonical requirements, Stewardship requirements and have fulfilled the Archdiocesan requirements (for example, attended required seminars, etc.) to be considered in good standing and eligible to run for the Parish Council.

Section 5. The Board of Elections shall compile biographies, photographs, etc. of the Parish Council candidate and present them to the Parish in advance of the election.

Section 6. The Board of Elections shall confirm that all the candidates have been nominated by Stewards prior to the closing of the nominations.

Section 7. These Bylaws shall authorize absentee ballots subject to the following conditions:

(a) to be eligible to vote by absentee ballot the Parish Member must be a Steward and not be able to cast a ballot in person on the scheduled date of the election; and

(b) the Steward must arrange for delivery of his/her completed absentee ballot to a member of the Board of Elections by the end of the Divine Liturgy on the day of the Elections.

Section 8. The Board of Elections shall create the election ballot which shall be in alphabetical order (by last name).

Section 9. Parish Council elections shall be conducted by the Board of Elections, even if a nominee is unopposed and shall terminate on the same day at 3pm.

Section 10. Write-in-Candidates for Parish Council elections shall not be permitted.

Section 11. A representative of the Parish administrative staff must be present during the elections to address voting eligibility issues.

Section 12. After the elections, in the case of a tie between candidates for the seventh/ last position (if the candidates wish to continue with the election), the incoming Parish Council shall hold a special election between the two tied candidates within five (5) days at which two thirds (2/3) of the incoming Parish Council members must be present. This special election shall be conducted by the Election Committee to resolve the tie between the candidates. If the candidates are still tied after this process, the Election Committee shall decide how to resolve the tie vote. Three (3) days after this special election is held, The Priest shall forward the results with a brief

explanation of the process to the respective Hierarch. Upon receipt of the election ratification by the respective Hierarch, the election shall be considered final and the affirmation of office shall be administered by the Priest no later than the third Sunday in January.

Section 13. The Board of Elections shall prepare a written report of the election results which shall be presented to the Priest and Parish Council. The presentation of this report will be the first order of business at the meeting to elect the Executive Board following the Parish Council Swearing-In (Affirmation of Office) Ceremony. A motion must be entertained at this meeting to enter the election results in the minutes of the meeting which shall be posted immediately after the Parish Council approves the election minutes.

Section 14. The Board of Elections shall present a final report at the first Parish Assembly meeting following the elections. The report shall consist of the election results and any recommendations or issues relative to the election process.

Section 15. Election Timeline.

The Board of Elections shall be familiar with the following UPR election timeline: See attached “Election Timeline Addendum” for an illustration of the election procedures/timeline.

ARTICLE 5.

BOARD OF AUDITORS

Section 1. The Board of Auditors shall be elected at the Spring Parish Assembly meeting following the presentation and acceptance of the previous year’s audited financial report to a three (3) year term starting from the day of appointment.

Section 2. The President shall nominate a candidate for a vacancy on the Board of Auditors to be voted upon by the Parish Council.

Section 3. All Parish financial documents/statements and organizational budgets must be submitted to the Board of Auditors for review and comment.

Section 4. The Board of Auditors report and its recommendations must be presented to the Parish Assembly for ratification and communicated to the Parish Council for implementation upon completion.

CHAPTER THREE

PARISH COUNCIL

ARTICLE 1.

DESCRIPTION OF THE PARISH COUNCIL

Scope of Authority

All appropriate, business and operations of the Parish will be exercised by or under the authority of the Parish Council in cooperation with the presiding Priest, and under the direction of the Parish Assembly.

ARTICLE 2.

COMPOSITION AND ELECTIONS OF THE PARISH COUNCIL

Number and Election

The Parish Council is comprised of the Priest and twenty-one (21) Stewards elected in accordance with the UPR.

ARTICLE 3.

TERM OF THE PARISH COUNCIL

Section 1. The term of an elected Parish Council Member(s) shall be three (3) years. The term of a Parish Council member selected to fill a vacancy will expire at the end of the term in which the original Parish Council member was elected. Despite the expiration of the term of the Parish Council member, the Parish Council member will continue to serve until a successor is qualified and elected to office.

Section 2. The Term limits of a Parish Council member whether appointed or elected to the Parish Council shall not exceed more than two (2) consecutive terms with a minimum of one (1) year leave from the Parish Council. A member appointed to the Parish Council shall not serve more than two (2) terms or six (6) consecutive years (appointed or elected) with a minimum of one-year leave from the Parish Council.

ARTICLE 4.

VACANCIES OF THE PARISH COUNCIL

Section 1. Vacancies. If a vacancy occurs on the Parish Council, The President shall nominate a Steward to fill the vacancy, subject to the affirmative vote of a majority of all the members remaining in office. A vacancy that occurs prospectively may be filled before the vacancy occurs, but the succeeding member may not take office until the vacancy occurs.

Section 2. Resignation. A Parish Council member may resign at any time by providing written notice of the resignation to the President and Priest to be immediately delivered to the Parish Council. A resignation is effective when the notice is first received unless the notice specifies a later effective date.

Section 3. Removal of a Parish Council member. The Parish Council may hold a meeting and vote to remove a member at any time for failure to perform such duties as prescribed herein. The member must be provided with prior notice of the meeting so that the member may be

heard in advance of the vote. A three- fourths vote of the meeting in favor of removal is required for removal of the Parish Council member

ARTICLE 5.

DUTIES OF A PARISH COUNCIL MEMBER

Section 1. A Parish Council member must take and remain faithful to the oath of service administered at the beginning of each year of service. A Parish Council member must actively participate in the orderly and efficient operation of the Parish and in the proper execution of the Parish obligations and responsibilities by serving on Sunday and Holiday Religious Services; serving on one or more standing and ad-hoc committees of the Parish Council; serving as Parish Council representative to parish organizations when requested and actively supporting all events sponsored by the Parish Council or in the name of the Parish.

Section 2. A member of the Parish Council must maintain his/her status as a Steward of the Parish during his/her term in office in accordance with Chapter 1 Article 2 of these Bylaws so as not to compromise his/her standing.as a Parish Council member.

ARTICLE 6.

OFFICERS OF THE PARISH COUNCIL (EXECUTIVE BOARD)

Section 1. Composition. The Officers of the Parish Council (Executive Board) consists of a President, a First Vice President, a Second Vice President, a Treasurer, Assistant Treasurer, Second Assistant Treasurer and a Secretary.

Section 2. Term. The Officers will be elected by the Parish Council for a term of one year. Officers will hold office commencing with the first calendar year meeting of the Parish Council and until their respective successors are duly elected and qualified for office. Each officer has the authority and will perform the duties as set forth in these Bylaws or, to the extent consistent with

these Bylaws, the duties prescribed by the Parish Council or by action authorized by the Parish Assembly, or the UPR.

Section 3. Duality. The same individual may not simultaneously hold more than one office on the Executive Board.

Section 4. Removal of an Executive Board Member. The Parish Council may remove an Officer at any time for failure to perform such duties as prescribed herein by a three-fourths vote with prior notice of the meeting provided to the Officer so that the member may be heard in advance of the vote.

Section 5. Succession plan of Officers. In the event an Officer of the Parish Council other than the President, has resigned or cannot continue serving in his/her capacity for any reason, the vacancy shall be filled in accordance with the UPR

Section 6. Once the vacancy is confirmed and announced by the President at the next Parish Council meeting, the Parish Council members shall nominate candidates and an election by simple majority shall be held for the remaining term of the vacant office.

ARTICLE 7.

PARISH COUNCIL ELECTION OF OFFICERS

Section 1. The election process for officers of the Parish Council shall be an “open ballot” election if there are unopposed candidates.

Section 2. The election process for officers of the Parish Council shall be a “closed ballot” election when two or more candidates are running for an officer’s position.

Section 3. In the case of a tie vote, the Priest or the Chairperson of the General Assembly Election Committee may permit up to three subsequent elections for the same position. If the tie remains after each of said elections, the election for this position(s) will be adjourned to another meeting which must be held within seven (7) calendar days. New nominations will be accepted

for the office at issue and an election will be conducted. If still tied, the Parish Council will decide how to break the tie and a new election shall be conducted.

Section 4. Results of the Election shall be announced to the community.

ARTICLE 8.

OFFICERS ELIGIBILITY

In order to be eligible for the office of the President and/or Treasurer, candidates must have served on the Archangel Michael Parish Council for one (1) year immediately prior to being nominated.

ARTICLE 9.

DUTIES OF OFFICERS

Section 1. President. The duties of the Office of the President shall include but not be limited to:

Presiding at all meetings and representing the Parish Council to the Parish and to the Community;

Performing such duties and having such powers in addition to the foregoing, as the Parish Council may designate;

Working cooperatively with the Priest and presenting his action plan for the year at the first Parish Council meeting;

Appointing/creating standing committees, including the chairperson and staff;

Appointing Parish Council representatives to each Parish organization;

Representing the Church at the metropolis and national clergy laity conference;

Appointing a Parliamentarian (who must be ratified by the majority of the Parish Council members) from among the Parish Council membership;

Submitting an operating budget with the cooperation of the Treasurer to the Parish Assembly at the annual Fall Parish Assembly meeting;

Reviewing, commenting and implementing the current Parish Assembly budget;

Having a working knowledge of the Parish Bylaws and UPR prior to his/her first meeting;

Authorizing discretionary expenditures, up to:

- a) \$1,000 per item and/or
- b) \$10,000 for the year without seeking Parish Council approval. However, the explanation and amount(s) of these expenditures shall be recorded in the minutes of the next meeting.
- c) An emergency Parish Council e-mail distribution with a majority vote required to approve the expenditure may also be obtained.

Appointing the Parish's legal counsel, after receiving ratification by the Parish Council;

Supervising the daily operations of the Parish, which shall include but not be limited to the supervising, hiring and terminating of any and all employees and independent contractors, with the approval of the Parish Council and in consultation with and under the guidance of the Parish Priest;

Ensuring all Parish organizations operate in accordance with their Bylaws, these Bylaws and the UPR;

Possessing the authority to sign contracts on behalf of the community, subject to review of the Parish legal counsel and ratification by the appropriate authority granted by these By Laws, the Parish Council, and the Parish Assembly as the case may be.

Be an authorized signatory on all Parish financial accounts;

Having access to all financial statements of the Parish; and

Upholding the UPR, these Bylaws and all previously adopted Parish Council motions.

The Parish President should not vote on motions before the Parish Council except to break a tie.

Section 2. First Vice President. The duties of the Office of the First Vice President shall include but not be limited to:

Presiding at meetings, functions and events in the absence of the President;

Representing the community in the absence of the President; Assisting the President in coordinating the activities of the various committees;

Succeeding to the Office of the President should the elected President not be able to fulfill his/her duties for whatever reason; and

Performing such other duties delegated by the President or authorized by the Parish Council.

Section 3. Second Vice President. The duties of the Office of the Second Vice President shall include but not be limited to:

Presiding at meetings, functions and events in the absence of the President and First Vice President;

Representing the community in the absence of the President and First Vice President;

Assisting the President and First Vice President in coordinating the activities of the various committees;

Succeeding to the Office of the President should the elected President and First Vice President not be able to fulfill his/her duties for whatever reason; and

Performing such other duties delegated by the President or authorized by the Parish Council.

Section 4. Treasurer. The duties of the Office of the Treasurer shall include but not be limited to:

Being subject to the direction of the Parish Council;

Having general charge of the financial affairs of the Parish and keeping accurate books and records;

Administering financial accounts, stewardship records, the custody of all funds, securities, and valuable documents of the Parish, except as the Parish Council may otherwise provide;

Delegating the duties of the Treasurer's office to the Assistant Treasurer(s) at his/her discretion;

Performing such duties and having such powers additional to the foregoing, as the Parish Council may designate;

Submitting and obtaining approval from the Parish Council for the Parish budget;

Submitting the approved Parish budget to the Fall Parish Assembly meeting;

Reviewing and obtaining ratification from the Parish Council for all organizational budgets. The budgets must be finalized timely to be included in the Parish Assembly budget;

Being a member of each major fundraising committee (including but not limited to 5K run, NAMEDAY dance, Festival, Golf Outing, etc.);

Cooperating and presenting all necessary statements and reports to the Board of Auditors for review;

Preparing and presenting all necessary statements and reports to the Parish accountant for regulatory filings; and

Reporting and submitting a monthly profit and loss statement as well as monthly statements for all Parish accounts with cash balances to the Parish Council and being an authorized signatory on all Parish financial accounts.

Section 5. Assistant Treasurer(s). The duties of the office of the Assistant Treasurer(s) shall include but not be limited to:

Presenting reports at meetings in the absence of or in conjunction with the Treasurer;

Assisting the Treasurer in preparing various community financial reports;

Succeeding to the office of the Treasurer should the elected Treasurer not be able to fulfill his/her duties for whatever reason;

Performing such other duties delegated by the President or authorized by the Parish Council;

Assisting the Treasurer in presenting all necessary statements and reports to the Board of Auditors; and

Assisting the Treasurer in presenting all necessary statements and reports to the Parish Accountant for regulatory filings.

Section 6. Secretary. The duties of the office of the Secretary shall include but not be limited to:

Responsibility for maintaining, transcribing, preparing and distributing the minutes of the Parish Council meetings (and if elected, the Parish Assembly meetings);

Drafting, issuing and maintaining Parish correspondence;

Authenticating the records of the Parish;

Executing bank and other official documents of the Parish, as necessary;

Reviewing all electronic communication regarding Parish Council business;

At the discretion of the President or Secretary, presenting Parish correspondence at Parish Council or General Assembly meetings;

Performing such duties and have such powers additional to the foregoing as the Parish Council may designate; and

Oversight authority and final approval of the Parish literature and the Community Calendar. The church office shall maintain this calendar.

ARTICLE 10.

DUTIES OF THE EXECUTIVE BOARD.

The Executive Board Officers duly elected, shall guide the Parish Council in executing its responsibilities

The above- noted Parish Council Officers shall constitute the Executive Board.

The duties of The Executive Board shall include:

- 1) Preparing the monthly Parish Council meeting agenda.
- 2) Preparing the agenda for the Parish Assembly meetings presented and approved by the Parish Council.
- 3) Assisting the President in his/her administrative duties as they relate to communication with and coordination of the Parish Council.

- 4) Attending all Executive Board meetings.

ARTICLE 11.

PARISH COUNCIL MEETINGS

Section 1. Regular Meetings. Regular meetings of the Parish Council will be held at such times and venues as are from time to time scheduled by the Parish Council. The President, or a majority of the Parish Council members may convene a meeting and proceed to reconvene the meeting in the future (after proper notice to all members) at a date and time certain.

Section 2. A parliamentarian may be appointed at the regular meetings of the Parish Council by the President. The parliamentarian's main function shall be to provide advice on parliamentary procedure/questions to the President and address issues relating to the UPR and these Bylaws.

Section 3. Notice of Meetings.

- A. Notice shall be in writing. Notice by electronic transmission is deemed written notice for all purposes hereunder.
- B. Written notice may be delivered, by mail or by electronic transmission and not by social media or text.
- C. Notice by electronic transmission is effective a) if by e-mail, when directed to an e-mail address furnished by the Member b) if by facsimile, when directed to a number furnished by the Member.

Section 4. Special Meetings. Special meetings of the Parish Council may be called by the President, by a majority of the Parish Council members, or by the Priest. Notification of special meetings of the Parish Council must be made with at least three (3) days' prior notice and must include the date, time, and place of the meeting unless there is an imperative reason for the Special

Meeting that warrants less notice. The notice need not be specific in nature but shall describe the general purpose of the special meeting. All notices to Members will conform to the requirements of Section 3 above.

Section 5. Quorum. A quorum consists of eleven (11) Parish Council members being present for a Parish Council meeting.

Section 6. Action at Meeting. A Parish Council Member who is present at a meeting of the Parish Council or a committee of the Parish Council when action is taken is considered to have assented to the action taken unless specifically noted in the respective minutes.

Section 7. Action Without Meeting. Any action required or permitted to be taken by the Parish Council may be taken without a physical or virtual meeting if the meeting is held with the consent of three quarters of the Members of the Parish Council. In order for the approval to be effective, the action without a physical meeting must be evidenced by the three-quarters consent of the Members of the Parish Council describing the action taken, via e-mail with a reply to all Members. Action taken under this section is effective when the last Member delivers its consent unless the consent specifies a different effective date. A consent signed or delivered under this section has the effect of a vote at a meeting and may be described as such in any document. The results must be entered in the minutes of the next Parish Council meeting.

ARTICLE 12.

PARISH COUNCIL COMMITTEES

Section 1. Committees. All committees including standing and ad-hoc committees shall be formed only with the consent of the Parish Council or unless specifically set forth in these Bylaws.

Section 2. Duties of Committees. Committees are formed to accomplish a specific goal/mission/task. Their duty is to faithfully pursue and achieve their goal/task and report their

findings/results to the authority which appointed the committee. All actions taken by committees shall conform to these Bylaws and the UPR.

Section 3. Each committee shall be comprised of Members appointed by the President, one of whom shall be a Parish Council Member.

Section 4. Ad Hoc Committees. An Ad Hoc Committee is formed to accomplish a specific goal/mission/task and once the purpose is deemed accomplished, the committee is considered disbanded.

Section 5. Standing Committees. Standing Committees are long term Parish committees by which the affairs of the community are conducted. The following committees shall be deemed initially as Standing Committees:

- Stewardship / Membership.
- Planning (functions)
- Bylaws
- Maintenance
- Finance
- Education/ School
- Youth
- Public Relations
- Fundraising
- Human Resources

Section 6. Appointments. The President of the Parish shall appoint the Chair who shall be a member of the Parish Council. The Chair shall appoint Stewards as members of both the Ad Hoc and Standing Committees.

ARTICLE 13.

STANDARD OF CONDUCT FOR PARISH COUNCIL MEMBERS

Section 1. Uphold the Oath of Office. Each Member of the Parish Council shall be sworn in by the Priest and uphold the Oath of Office as dictated by the UPR or the Archdiocese recited at the time of the swearing in ceremony.

Section 2. Compensation. The Parish Council Members shall serve without compensation.

Section 3. Conflict of Interest. A conflict of interest is a circumstance or set of circumstances which create a risk where the obligation or duty of the Parish Council Member to act for the benefit of the Parish may be called into question and which the Parish Council Member may exploit for his/her personal benefit. A conflict of interest may be waived by the Parish Council if the material facts of the situation and the Parish Member's personal interests are disclosed and if the Member recuses him/herself from any vote pertaining to the potential conflict to the Parish Council.

Section 4. Who May Not Serve on the Parish Council.

- A) A current Parish Council Member's spouse may not serve on the Parish Council the Election Committee or the Audit Committee during the term of said Parish Council member.
- B) Employees or independent contractors of the Parish may not serve on the Parish Council.
- C) If a spouse of a Parish Council member is an employee or has a pecuniary interest with any organization/aspect of the community, the Parish Council member must recuse him/herself from voting/deciding upon all matters relating to that organization/aspect of the community.
- D) Convicted Felons may not serve on the Parish Council.

ARTICLE 14.

PARISH RECORDS

Section 1. Record Keeping.

The Executive Board Secretary will keep as permanent records, minutes of all meetings of the Parish Council. The Secretary will maintain its records in written form or in another form capable of conversion into written form within a reasonable time.

The Executive Board Secretary or his/her designee will keep a copy of the following records at the Parish office:

- (i) the Parish's Articles of Organization and all amendments thereto;
- (ii) the Parish's Bylaws and all amendments thereto;
- (iii) the minutes of all Parish Assembly meetings;
- (iv) all written communications to the Parish Assembly and the Parish Council;
- (v) the minutes of all the Parish Council meetings and
- (vi) a list of the names and contact information of the current Parish Council.

Section 2. Inspection of Records by Members.

A Steward may review Parish records, during regular office hours. The Parish Council Secretary must be given written notice within 10 (ten) business days before the date in which the Steward wishes to inspect. Any records which in the opinion of the Clergy, Parish Council and/or the Parish legal counsel are confidential or involve privacy issues, shall not be reviewed without the prior written approval of the Parish Council and the Clergy.

ARTICLE 15.

INSURANCE

Section 1. The President may appoint a Parish Council member as the “Insurance Administrator” overseeing all aspects of Insurance for the Parish.

Section 2. The Insurance Administrator shall report at least once a year to the Parish Council on insurance issues; including but not limited to the types and monetary limits of coverage, premiums and claims. All proposed new coverage, renewals of coverage and or changes to coverage must be shared with the Parish Council in advance of any decision that needs to be made.

Section 3. All insurance notices including but not limited to claims, insurance company inspections, requests for event coverage etc. received by the Church office, Clergy, or other Community representatives, must be sent to the Insurance Administrator upon receipt for review and response and he/she must be notified by the Church Office of all insurance inspections.

Section 4. All claim, waiver and consent forms utilized by all Parish organizations for off premises travel, off premises functions, and participation in youth activities (for example, athletics, dance) must be signed and returned to the Church office for filing.

Section 5. All “Additional Named Insured” endorsement forms must be submitted and reviewed by the Insurance Administrator and submitted to the church office for filing.

ARTICLE 16.

FISCAL YEAR

The fiscal year of the Parish will be on a calendar year basis.

ARTICLE 17.

AMENDMENTS

Section 1. The power to make, amend or repeal these Bylaws shall remain with the Parish Assembly, subject to the review and approval of the Archdiocese.

Section 2. A Steward may propose an Amendment to the Bylaws in writing to the Bylaws Committee or at a Parish Assembly meeting. If approved by The Bylaws Committee, the Committee will prepare a proposed Amendment for review and must be ratified by a two-thirds (2/3) vote of the Parish Council. If ratified by the Parish Council, the proposed Amendment will be presented at the next Parish Assembly meeting requiring a two thirds (2/3) vote for approval. If the Parish Assembly does not approve the proposed Amendment as presented, the proposed Amendment shall be either rejected or remanded back to the Bylaws Committee/Parish Council for reconsideration and possible reintroduction.

Section 3. Manner of Notice to the General Assembly to Amend the Bylaws. - All notices under these Bylaws shall conform to the following requirements:

A) Notice shall be in writing. Notice by mail, e-mail or electronic transmission is deemed written notice for all purposes hereunder. Notice by electronic transmission is effective a) if by e-mail, when directed to an e-mail address furnished by the Member b) if by text, when directed to a cell number furnished by the Member.

ARTICLE 18.

DISPUTE RESOLUTION PROCEDURES

YOUTH PROTECTION POLICIES

REVISION OF REGULATIONS

The Parish shall follow the Uniform Parish Regulations PART FOUR Article 35 Dispute Resolution Procedure, PART FOUR (A) Youth Protection Policies and PART FIVE Revision of Regulations Article 36 which are incorporated herein by reference.

Submitted by the Bylaws Committee on May ____, 2022.

By: _____
Nicholas Papain-Chairperson

By: _____
Nicholas Kokinakis

By: _____
Peter Takvorian

By: _____
Constantine Rogdakis

By: _____
Emanuel Katsoulis

By: _____
Chris Neocleous

ADOPTED by the Parish General Assembly On:

By: _____
Chairperson of the Parish Assembly

By: _____
Priest