

**ST. GEORGE GREEK ORTHODOX CHURCH
PARISH BY-LAWS**

PREAMBLE

By virtue of the authority granted in the Uniform Parish Regulations of the Greek Orthodox Archdiocese of America, Part Three, Chapter 1, Article 21, the Parish Assembly of the St. George Greek Orthodox Church, Inc. of New Port Richey, Florida adopts the provisions contained herein, the same having been approved in advance by the Metropolitan of the Metropolis of Atlanta. In so adopting these provisions, the Parish Assembly recognizes that the provisions are to serve as by-laws that address themselves to the requirements of local needs of the community of St. George Greek Orthodox Church, Inc. of New Port Richey, Florida. It is further recognized that by so adopting these provisions they become appended to Uniform Parish Regulations, and nothing contained herein is to be construed in a manner inconsistent with the letter or the spirit of said Regulations.

ARTICLE 1

NAME & PURPOSE

Section 1:

St. George Greek Orthodox Church, Inc. is the official name of the parish of New Port Richey, Florida, a non-profit corporation organized under the laws of the State of Florida (hereinafter referred to as “Parish”).

The Parish recognizes and adopts as its purpose the aims and purposes set forth in Part 1, Article 15 of the Uniform Parish Regulations. In addition, it is the aim and purpose of the Parish to particularize those specific purposes and assume them as goals in fulfilling the lives of its members with the enrichment of the Orthodox Faith. See UPR, Chapter 1: Parish and Parish Organization, Article 15: Parish; Section 8.

For purposes of this document, the word “Church” hereinafter refers to the Eastern Orthodox Church.

ARTICLE 2

PARISHIONERS

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, abides by the Uniform Parish Regulations and these appended by-laws, and fulfills his or her stewardship to the Parish, and cooperates in every way towards the well being of the Parish is a member in good standing of the Parish.

The definition of “fulfilling one’s stewardship and financial obligation to the Parish” is by necessity a flexible one. Generally, for purposes of voting in Parish Assemblies and elections, one is considered to have fulfilled his or her stewardship and financial obligations to the Parish if he or she has pledged and paid an amount certain for the year prior to the current year and has pledged an amount to

the Parish for the current year. However, in the event an individual refuses or neglects to pledge a specific amount, but he or she has committed himself spiritually, morally and financially to the Orthodox faith and the Parish and the records of the Parish so reflect the financial commitment, he or she will be considered to have fulfilled his or her financial and stewardship obligation and be eligible to vote. (Stewardship is recommended to be ten percent (10%) of one's annual income as stated in Holy Scripture to help meet the financial obligations of the Parish, the Metropolis and the Archdiocese.)

New members of the Parish will have met their stewardship obligation to the Parish by merely pledging a sum certain for the current year. The same shall be true of persons not currently members in good standing. See UPR, Chapter 1, Article 18: Parishioners.

ARTICLE 3

PARISH ASSEMBLY

In addition to the guidelines and requirements relative to the conduct of Parish Assemblies specified in Article 31 of the Uniform Regulations, the Parish adopts the following rules and regulations as controlling its local Parish Assemblies.

Section 1:

- A.** The presence of forty (40) Parishioners shall constitute a quorum for the transaction of any business. The Parishioners at a regular or special Parish Assembly meeting at which a quorum was present when initially convened may continue until adjournment to validly and properly transact all appropriate business and take any proper actions notwithstanding the fact that such attendance at such meeting may subsequently drop below forty (40) Parishioners; provided that for any action which requires a two-thirds (2/3) vote at a first meeting there must be at least twenty-seven (27) Parishioners present to approve such action. [If a quorum cannot be achieved, no vote can be taken. Within twenty-one (21) days, a Parish Assembly shall be called a second time. At such time, decisions may be taken by the number of parishioners in good standing present, with the exception of matters pertaining to the purchase, sale or encumbering of Parish property which shall require a quorum.]
- B.** Regular meetings of the Parish Assembly shall be held during the first and fourth quarter of each year. Special Parish Assemblies may be convened as set forth in Article 31, Section 4 of the Uniform Parish Regulations.
- C.** At the fourth quarter Parish Assembly, the Parish Council shall submit a proposed Parish budget for the following year, which shall be subject to final approval at the next first quarter Parish Assembly, which shall reflect, at a minimum, the Fair Share Assessment to the Archdiocese.
- D.** At the first quarter Parish Assembly the first order of business shall be a report by the immediate past President or Treasurer of the Parish Council providing the financial statement of the Parish for the immediately preceding year, said report to include a statement of receipts and expenditures derived from all properties owned by Parish.
- E.** At the first quarter Parish Assembly, a vote on the final approval of the proposed budget shall be required, with passage necessitating approval by a majority.

- F. The Parish Council shall publish all documentary material reflecting all reports on the budgets to be submitted at all Parish Assemblies and cause same to be mailed by First-Class Mail to all Parishioners no later than ten (10) days prior to the first and fourth quarter Parish Assemblies.
- G. *Robert's Rules of Order* shall control the order of business when the Parish Assembly is unable to reach a consensus, and to the extent that it is not inconsistent with the Uniform Parish Regulations. Consensus is defined as broad unanimity, but does not require that all agree but rather that the participants can live with and support the decision or position. Consensus, not majority vote, is an expression of Christian fellowship where all actions reflect the positions of everyone.

Section 2:

- A. Notice of a Parish Assembly shall be mailed to all Parishioners in good standing at least ten (10) days prior to 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 at the Parish Assembly.
- B. Proxies shall not be permitted at a Parish Assembly.
- C. Motions made at regular or special Parish Assemblies, shall be translated in the Greek language upon request prior to voting on such motions.

Section 3:

- A. The Chairman of the Parish Assembly shall be elected by the Parishioners in good standing present.
- B. The Secretary of the Parish Assembly shall be appointed by the Chairman and shall record the minutes of the Parish Assembly. The minutes of the Parish Assembly shall be signed by the Priest, the Chairman and the Secretary of the Parish Assembly.
- C. The secretary shall receive the attendance from the Stewardship Record Keeper.
- D. The minutes of the Parish Assemblies shall be kept in a book approved by the Parish Council. Such book to be kept on the Parish premises at all times.

ARTICLE 4

PARISH COUNCIL

- A. **Membership**: The Parish Council shall consist of the Priest, as the head of the Parish and twelve (12) elected lay members. The Priest shall not have a vote. While not a voting member, the Priest has full standing as a member of the Parish Council, in order to cooperatively administer the Parish. A regular Parish Council meeting or a special Parish Council meeting may be held in the Priest's absence, if he is unable to attend and rescheduling is not practical;

such meeting will be deemed proper under these by-laws, and any action taken therein shall have full force and effect.

- B. Terms of Office:** Parish Council members shall be elected at annual elections as provided herein and shall each serve a three (3) year term or until their successors are elected and qualified. Each Parish Council member's term shall commence upon his or her taking the oath of office. The new Parish Council members shall be given a brief orientation as to their duties and responsibilities by the Priest and senior members of the Parish Council.
- C. Officers:** Annually, at its first meeting following the qualifying and swearing in of the Parish Council, the Parish Council shall elect from its number the following officers: a President, a 1st Vice-President, a 2nd Vice-President, a Recording and Corresponding Secretary, a Treasurer and an Assistant Treasurer. In the event vacancies occur in the office of Vice-Presidents, Secretary or Treasurer, or other such officers as the Parish By-Laws require, the Parish Council shall immediately elect a replacement to serve for the remainder of the term of office. In the event a vacancy occurs in the office of President, the 1st Vice president shall succeed to the Office of President, and the 2nd Vice-President shall succeed to the office of 1st Vice-President and the Parish Council shall immediately select a replacement to serve as 2nd Vice-President for the remainder of the term of that office.
- D. Duties:** It shall be the duty of the Parish Council to coordinate those affairs of the Parish as set out herein, in furtherance of the aim and purposes of the Church and in accordance with the dictates of the Uniform Parish Regulations, specifically Chapter 1, Parish and Parish Organization: Articles 15, 24, 28 and 29 contained therein.
1. The Parish Council shall hold a regular meeting at least once a month, and shall hold special meetings whenever the Priest, the President or a majority of members of the Parish Council shall deem necessary. Notification of a special meeting shall be given by the Corresponding Secretary of the Parish Council at the direction of the President by oral notification or a majority of the Parish Council members in writing.
 2. It shall have the exclusive power to recommend to the Parish Assembly, by majority vote, the purchase, sale or mortgage of Parish-held property, which is thereafter subject to approval of the Parish Assembly, as set out in Article 28, Section 1 of the Uniform Parish Regulations.
 3. It shall have exclusive power to collect the revenues of the Parish against receipts for same and shall pay only by check the salaries of the Parish employees.
 4. It shall cooperate with and assist the Priest in maintaining the supplies necessary for church services.
 5. It shall make a semi-annual inventory of the Parish premises and the real property owned by the Parish for the purposes of preparing and maintaining a physical inventory of all Parish property.
 6. It shall annually determine and publish all fees, dues and charges deemed appropriate for use of any and all facilities owned by the Parish.

E. **Vacancies**: The Parish abides by Article 24, Sections 5 & 6 of the Uniform Parish Regulations relative to vacancies of Parish Council Members. Therefore, in the event a member of the Parish Council is absent without justifiable cause for more than three (3) consecutive meetings, he or she shall be considered relieved of his or her duties upon said third consecutive absence, and the Parish Council shall give written notice to said member, which notice shall be recorded in the minutes of the Parish Council. However, if said member shows justifiable cause for one or more said absences at the next regular meeting of the Parish Council, the Parish Council may elect by majority, secret ballot vote, to maintain said member of the Parish Council. If said member chooses to make no such showing, the Parish Council shall then proceed to fill the vacancy as set out in Article 24, Section 7, of the Uniform Parish Regulations.

F. **Conduct of Business**: The presence of a majority of the members of the Parish Council shall be necessary to constitute a quorum for any meeting. *Robert's Rules of Order*, Newly Revised, shall control the conduct of business, when the Parish Council is unable to reach a consensus, and when not inconsistent with the Uniform Parish Regulations. The business of the Parish Council shall be preceded and ended by a prayer and a reflection from the Priest, if he is present. If the Priest is not present, the President shall delegate an individual and/or individuals to say the opening and closing prayer. The President in consultation with the Priest shall prepare an agenda to include, but not limited to the following.

1. Opening Prayer.
2. Reading and approval of the minutes from the previous meeting.
3. Father's message.
4. Report of the President and/or Vice-Presidents
5. Reports of Corresponding Secretary.
6. Report from the Treasurer.
7. Reports from Committees and/or Ministries.
8. Unfinished business from previous meetings.
9. New Business.
10. Comments and/or suggestions from Parish Council members.
11. Adjournment and closing prayer
12. Organizations of the Parish: The Parish recognizes the existence of those organizations enumerated in Chapter 1, Article 19, Section 3 and Chapter 1, Article 20, Section 1 of the Uniform Parish Regulations. (Ministries: Chanters, a Choir, Acolytes, a Catechetical (Sunday) School, a Greek Language Cultural School; chapters of GOYA, YAL, JOY, HOPE, Philoptochos, and Outreach Ministry. Organizational Committees: Planning Committee, Fund-Raising Committee, Real Estate Committee and Stewardship Committee).

ARTICLE 5

DUTIES OF OFFICERS & MINISTRY LIASONS/COORDINATORS

A. At least two Parish Council officers one from the office of President, and one from the office of Treasurer shall sign all checks made in payment for Parish expenditures. All checks shall be fully filled in and completed before signing.

B. President:

1. To be responsible for the proper administration of the Parish as prescribed by the Uniform Parish Regulations, these by-laws, the laws of the State of Florida and the Parish Assembly.
2. To preside at all meetings of the Parish Council and the Parish Assembly in the absence of an elected chairman, as provided for in the Uniform Parish Regulations.
3. To call special meetings of the Parish Council.
4. To sign minutes of all meetings together with the Secretary and Priest.
5. To execute on behalf of the Parish any contracts, mortgages, notes or other documents entered into within the authorities prescribed by the Uniform Parish Regulations, these by-laws, the State of Florida and the Parish Assembly.
6. To appoint Committees for the purpose of carrying out such duties as may be assigned to each Committee.
7. To supervise the administrative functions of the Parish, including the duties of office personnel.
8. The President shall vote only in the event of a tied vote.

C. Vice-Presidents:

1. To act on any and all matters in the absence of the President.
2. In the absence of the President and 1st Vice-President, the 2nd Vice-President shall act on any and all matters.

D. Recording Secretary:

1. Shall keep a record of the proceedings of all Parish Council meetings in a numbered and bound book. Such book to be kept on Parish property at all times.
2. Shall take the attendance of members at all regular and special meetings of the Parish Council. Shall keep a list of motions made at regular and/or special meetings of the Parish Council.
3. Shall be responsible for obtaining all motions from the secretary appointed for the Parish Assembly meetings.
4. Shall sign or countersign any necessary documents in conjunction with the Parish Priest or President, when called upon to do so.

5. Shall notify all Parish Council members, either by written or oral notice, of all Parish Council meetings.

E. Corresponding Secretary:

1. Shall be responsible for the correspondence of the Parish Council both incoming and outgoing to be filed in the Parish Office.

F. Treasurer:

1. To supervise collection of Parish funds and to deposit same with depositories selected by the Parish Council, in the name of the Parish.
2. To see that adequate records of Parish revenues and expenditures are properly and promptly recorded and to submit a balance sheet and a statement of receipts and expenditures monthly to the Parish Council together with such additional financial information the Parish Council may request.
3. To oversee the Parish accounting system and ensure its availability to the Parish Council upon request.
4. To call a meeting with the Board of Auditors quarterly, with the inclusion of prior and newly elected Board of Auditors, prior to the end of each year to discuss the review of the accounting records of the Parish .
5. To countersign all checks issued by him or her with the President or Vice-President.
6. To receive an accounting from all other organizations within the Parish, excluding the Philoptochos.
7. To provide an inventory during the fourth quarter of each calendar year to include but not limited to all documents, contracts and insurance policies.

G. Assistant Treasurer:

The Assistant Treasurer shall assist the Treasurer when requested and shall assume the duties of the Treasurer in his/her absence.

ARTICLE 6

ELECTIONS TO THE PARISH COUNCIL

Section 1: A candidate for the Parish Council must be a member in good standing, as outlined in these by-laws, for at least one (1) year immediately preceding the date of election and has lived his/her life and activities in accordance with the Faith and Canons of the Church.

Section 2: Immediate family members shall not serve, nor be appointed to or run for the Parish Council at the same time while living in the same domicile. Immediate family member is defined as being a husband, wife, mother, father, brother, sister, son or daughter.

Section 3: Each prospective candidate for the Parish Council who has not been nominated at the last Parish Assembly preceding the election, shall submit a nomination petition signed by him/her and two members in good standing in the Parish to the Board of Elections. Nomination papers are to be filled out in full, by all candidates, as per the instruction of the Board of Elections. No member of the Board of Elections shall sign a nomination petition.

Section 4: Eligibility

- a. The Priest with the assistance of the Stewardship Record Keeper shall determine the eligibility of candidates in good standing, and shall present a copy of said list to the Board of Elections.
- b. A list of resumes shall be posted in the foyer of the community hall showing the Name, Occupation, Marital Status, Baptismal/Confirmation with date and Church, Place of marriage with dates, along with any other qualifications or requirement as per the Uniform Parish Regulations. Said resumes shall also include a photo, OF THE CANDIDATE ONLY, no larger than 4" X 6". The Priest may request copies of certificates to verify information supplied.
- c. Candidates to the Parish Council MUST submit to the committee (consisting of the Priest, Parish Council President and the Chairperson of the Board of Elections) an essay, in their own words, of twenty-five (25) words or less typed or printed legibly in English as to why they are planning to run for the Parish Council and as to goals they feel they can accomplish if elected. Essay must be filed by the date of application as per instruction of the Election Board.

Section 5: Voting

- a. Voting shall begin at the conclusion of the Divine Liturgy and shall terminate at 3 o'clock in the afternoon of the same day.
- b. Voting shall be done by secret ballot. Names and instructions on ballots shall be in both the English and Greek languages.
- c. An absentee ballot will be allowed. Such ballots are to be completed in full and returned to the Board of Elections as per instructions.
- d. Proxy votes shall not be permitted.

Section 6: Ballot Counting

- a. At the close of voting, all the ballots shall be counted by the Board of Elections under the direction and supervision of the Parish Priest or in his absence a Metropolitane designated representative.
- b. A candidate or their representative shall be allowed to witness the ballot counting without a voice or vote.
- c. Absentee ballots shall be counted after the cast ballots as per the instructions in Section 6, Paragraph a. above.

Section 7: Tied Vote

- a. In case of two (2) or more individuals with the same vote tally, their names shall be placed in an appropriate container and then procedure drawn for placement on the list of Parish Council members.
- b. Said drawing to take place in the presence of the candidates, Parish Priest, the present Parish President and the Board of Elections.

Section 8: The Board of Elections shall post a list of the elected members to the Parish Council in the foyer of the community hall with a total vote tally of each member.

ARTICLE 7

**RATIFICATION OF ELECTIONS OF THE PARISH COUNCIL
& AFFIRMATION OF OFFICE**

Section 1: No earlier than five (5) and not later than eight (8) days after the election is held, the Priest shall forward the results to the respective Hierarch. The Priest shall at the same time verify in writing that all candidates were qualified and that the election was conducted in accordance with the Parish By-Laws. It shall be confirmed that the Parish has met its financial obligations to the Archdiocese including the total Commitment and the Archdiocese Benefits Program Assessment.

Section 2: The election will not be considered final until receipt of ratification by the respective Hierarch, following the process described in Section 1 above. The affirmation of office shall not be administered until such ratification is received. The existing Parish Council shall continue to fulfill its function until the election of the new Parish Council is ratified and members have taken the affirmation of office.

Section 3: After ratification of the election has been received from the respective Hierarch, a special ceremony shall be held at the close of the Divine Liturgy in which all the members of the Parish Council shall take the affirmation of office jointly. In the event that a member elected to the Parish Council is not present for the affirmation of office, the Priest shall administer the affirmation to such member at the first Parish Council meeting, prior to the election of officers. The affirmation shall be administered by the Priest and shall be repeated by all the members of the Parish Council. The affirmation of office shall be administered no later than the second Sunday in January. Until such time, the prior Parish Council shall continue to fulfill the responsibilities of the Parish Council.

Section 4: Each member or member-elect of the Parish Council is obliged, without exception, to take the affirmation of office and hereafter subscribe his/her name thereto. Refer to Article 26, Section 4, Paragraphs A & B of the Uniform Parish Regulations.

ARTICLE 8

ORGANIZATIONS – COMMITTEES – MINISTRIES

Section 1. ORGANIZATIONS OF THE PARISH:

1. The Parish recognizes the existence of those organizations enumerated in Article 19, Section 3 of the Uniform Parish Regulations.
2. With the approval of the Parish Council, the Parish Council President shall establish and appoint members, as needed, to each of the committees/ministries from among the members in good standing of the Parish provided, however, that at least one (1) member of the Parish Council shall be appointed to act as Chairman or Vice-Chairman of each committee. Vacancies on any committee/ministry shall be filled by the President with the approval of the Parish Council.
3. The Chairman and/or Vice-Chairman with the members of the committee/ministry shall serve solely at the pleasure of the Parish Council.

Section 2. COMMITTEE DUTIES:

1. Have the power to investigate the facts of each situation which is within its jurisdiction, make recommendations to the Parish Council with respect thereto, and act upon authorization of the Parish Council.
2. Make a report to the Parish Council on its activities at each regularly scheduled meeting.
3. Elect a secretary from among its members who shall keep the minutes of its meetings.
4. Be responsible for formulating its own procedures, but shall submit all such procedures to the Parish Council for approval.
5. Maintain clear records of its own activities and programs which are in progress. Such records should be in such form as to permit successors to continue such activities and programs which are in progress. Such records or a copy thereof shall be maintained on the Parish premises.
6. A copy of these duties shall be given to each Chairman or Vice-Chairman in order to be properly informed.

Section 3. COMMITTEE/MINISTRIES:

A. Stewardship Committee:

1. It shall be the duty of this committee to maintain statistical yearly records of the Parish Stewardship which can be used by this committee in formulating its programs, and by the Parish Council for the determination of expected income from further enrollments.
2. This committee shall develop and present to the Parish Council plans for the purpose of attracting new members to the Parish within the Parish district.

B. Planning and Development Committee:

1. It shall be the duty of this committee to develop an overall plan which will encompass the needs of the Parish. This plan should identify the existing facilities, their current use and any projected changes in their use. In addition, the overall plan should identify future objectives, if any, which will indicate the need for additional facilities and their intended use.
2. This Committee shall assist in all phases of real property acquisitions and assist in preparing all the necessary presentations for submission to the Parish Council and subsequently to the Parish Assembly for final approval.

C. By-Laws Committee:

1. It shall be the duty of this committee to prepare and recommend to the Parish Council any revisions of the existing By-Laws and Articles of Incorporation of the Parish, as it may deem advisable and for the best interest of the Parish.
2. In selecting its members, consideration should be given to the Parish Council to the appointment, if available, of at least one (1) member who is an attorney-at-law.

D. Budget & Finance Committee:

1. This committee, together with the Parish Council Treasurer, shall monitor the financial condition of the Parish on a continuing basis.
2. Along with the Parish Council Treasurer, prepare a balanced budget of estimated revenues and expenditures for the ensuing year. This budget is to be approved by the Parish Council and mailed to the Parishioners pursuant to Article 3, Section 1 of the Uniform Parish Regulations.
3. Make recommendation as to the proper investment of Parish funds, if available.

E. Fund Raising Committee:

This committee shall formulate and implement plans for the raising of funds with Parish Council approval.

F. Social Events Committee:

1. This committee shall formulate and recommend to the Parish Council plans for dinners, dances and other social events for the Parish and make arrangements for such events as approved and authorized by the Parish Council.
2. Coordinate all functions of the Parish with other Orthodox Communities so as not to conflict whenever possible.

3. All Parish organizations' functions must be coordinated by the Parish Office Manager and then to the Parish Council for final approval.

G. Public and Community Relations Committee:

1. This committee shall ensure the efficient dissemination of information to all Parishioners.
2. Assure that the mailing list shall not be used for private or commercial purposes.
3. Formulate and maintain a program of coordination, interaction and communication with other community organizations, including local religious, civic and legislative representatives along with federal, state, city and other local agencies and officials.

H. General Counsel:

1. The Parish Council shall appoint General Counsel to act on behalf of the Parish in all legal matters.
2. The General Counsel must be a qualified attorney-at-law, but need not be a member of the Parish.

I. Church /Liturgical Committee:

This committee in conjunction with the Parish Priest shall ensure that sufficient help shall be available during church services for the Narthex, ushering, communion, and tray collection as well as maintaining order during services.

J. Liaison Committee:

This committee will be comprised of members of the Parish Council, appointed by the Parish Council President, who will represent the organizations affiliated with the Parish. They may attend meetings and shall present any suggestions and/or problems, the various groups may have, to the Parish Council.

1. Catechetical School
2. Choir
3. G.O.Y.A. and/or other youth organizations
4. Philoptochos
5. Dance Group
6. Greek School
7. Any other Parish affiliated organizations

K. Hall Rental Committee:

1. This committee shall formulate and implement the necessary contracts for the hall rental with the approval of the Parish Council.
2. It will be the responsibility of this committee to ensure that the hall rental activities are not in conflict with the moral and spiritual standards of the Church and such rental is not detrimental to the Parish.

3. This committee shall instruct office personnel and/or other persons as to the appropriate manner in filling out contracts by the rental committee.
4. This committee will coordinate with the Planning & Development Committee when necessary to ensure any special needs are attended to and that kitchen use, decorations, special effects, etc., are in compliance with local, state, and federal code enforcement.

L. Maintenance Committee:

This committee shall be responsible for the maintenance of the church building, school, community center, administration offices and any other buildings and/or land owned or leased by the Parish. It shall be responsible in conjunction with the Social Committee to make sure functions held on Parish property are in compliance with safety codes (fire, electrical, building, etc.) and that premises are properly maintained.

ARTICLE 9

BOARD OF ELECTIONS

Section 1: Board of Elections:

The Board Elections shall be composed of at least five (5) members and two (2) alternates from those who are not a current Parish Council member nor candidates for election to the Parish Council, to be elected by the Parish Assembly at the last Parish Assembly meeting, and it shall be the duty of the Board of Elections to conduct and supervise the annual election.

Section 2: Procedure:

The Board of Elections shall check with the Priest to ensure that candidates are eligible to stand for election by being ecclesiastically and fiscally members-in-good-standing, notify all eligible members concerning the elections, and supervise the elections and tabulate and report the results according to the procedures of the Metropolis of Atlanta.

Section 3: Vacancy:

A vacancy on the Board of Elections shall be filled by the Parish Council by, electing a successor therefore from amongst the members of the Parish in good standing.

Section 4: Duties:

The duties of the Board of Elections shall cease upon the approval of the election results by the Metropolis of Atlanta.

ARTICLE 10

BOARDS OF AUDITORS

- Section 1:** The Board of Auditors shall consist of at least three (3) Parishioners and two (2) alternates none of whom are members of the Parish Council. The Board of Auditors shall be 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. The Board of Auditors shall have the financial competency to properly execute its responsibilities.
- Section 2:** The Board of Auditors shall audit financial reports of the prior year and prepare a report of such audit for presentation to the Parish Assembly. After review by the Parish Assembly, the Parish Council shall transmit copies of the final audit to the respective Hierarch and the Archdiocese.
- Section 3:** A vacancy on the Board of Auditors shall be filled by the Parish Council by electing a successor from amongst the Parishioners of the Parish in good standing, for the unexpired portion of the term of such vacancy.
- Section 4:** The Board of Auditors shall have access to the Parish records at all times, however, the Board of Auditors is not empowered to remove the Parish records from the business office of the Parish.

ARTICLE 11

FISCAL YEAR, FINANCIAL REPORTS & BUDGET

- Section 1: Parish Finances and Archdiocesan Total Commitment**
- a. As per Article 34, Sections 1-9 of the Uniform Parish Regulations
 - b. Proposed budgets and/or financial reports, after approval by the Parish Council, shall be mailed to the Parishioners in good standing with the Parish Assembly notices.
 - c. Written financial report of events (social, etc.) shall be delivered to the Parish Council within one (1) month from the date of such events.

ARTICLE 12

SCHOOLS

- Section 1: Personnel**
- a. All Parish personnel, including school teachers, or engaged or discharged by the Parish Council with the consent of the Priest. Article 29, Section 2 of the Uniform Parish Regulations.
 - b. The Sunday School Director shall inform the Parish Council and Parish Priest when in need of teaching materials and supplies.

Section 2: Other Schools

- a. The Greek School and any other school shall be under the supervision and direction of the Parish Council and Parish Priest.

ARTICLE 13

OTHER PROVISIONS

Section 1: Official Text: The English text of these By-Laws shall be deemed for all purposes the final and official text, though oral translation in Greek may be provided upon request as a courtesy.

Section 2: Conduct of Meetings: Meetings of the Parish Assembly, Parish Council and any committees thereof shall be conducted in accordance with the current edition of *Robert's Rules of Order, Newly Revised*, in all cases not covered by these By-Laws, the Uniform Parish Regulations, or any special rules of order the Parish Assembly or Parish Council may adopt.

Section 3: Supportive Personnel: The Parish Council with consent of the Priest shall have the authority to hire Church personnel as permitted by the budget.

Section 4: Salaried Employees: No salaried employees of the Parish may serve on any elected boards of the Parish.

Section 5: Access to Parish Buildings: The Executive Board of the Parish Council and the Parish Priest shall determine who shall have access to the Parish facilities. Security codes and keys shall be under the supervision of a designated person, selected by the President and approved by the Parish Council.

Section 6: Repairs:

- a. Repairs over five hundred (\$500.00) dollars shall require a minimum of three (3) estimates for the same services and equipment.
- b. Emergency conditions as outlined in Section 7, Paragraph C will not require three (3) estimates.

Section 7: Parish Council Expenditures:

- a. The Parish Council shall have the authority to spend up to five thousand (\$5,000.00) dollars for emergency expenditures, and two (\$2,000.00) thousand dollars for non-emergency reasons.
- b. Any amount in excess of these amounts must be approved by the Parish Assembly called for that purpose.
- c. Emergency conditions shall exist whenever bodily harm may occur, continuing damage to the Parish property may occur or any other condition continuing if immediate action is not taken.

Section 8: Petty Cash:

- a. A petty cash fund of two hundred (\$200.00) dollars may be used for incidental expenses with a receipt showing such expenditures.
- b. This petty cash fund shall be maintained by the office manager.

Section 9: Solicitation: No person and/or entity not affiliated with the Parish shall sell any objects, solicit, nor place posters or fliers in or around the property of the Parish without the express written permission of the Parish Council or Parish Council Executive Board.

ARTICLE 14

GIFTS

Section 1: All special gifts, bequests and devices shall be administered by the Parish Priest and Parish Council according to the intent and purpose of the donor or testator.

Section 2:

- a. No article or object shall be purchased in or about the Parish property without the approval of the Parish Council, subject to the Ecclesiastical judgment of the Parish Priest, which shall be final.
- b. Persons wishing to donate articles to the Parish must first secure the approval of the Parish Priest and Parish Council.

ARTICLE 15

BY-LAW AMENDMENTS AND REVISIONS

Section 1: These Parish By-Laws may be amended by a two-thirds (2/3) vote of voting members present and voting at a special or regular meeting of the Parish Assembly, provided that notice of said meeting is given at least fourteen (14) days prior to same. Notice shall be given by mail to all Parishioners on the Parish roll and copies of the proposed amendments are to be sent along with said notice.

Section 2: These amendments to, or revisions of, the By-Laws shall become effective when ratified by the Metropolis of Atlanta as per the Uniform Parish Regulations, Part 3, Article 1, Section 1.

Section 3: In the event of a conflicting interpretation of any section within any Article herein adopted, the Uniform Parish Regulations shall be first consulted to determine the correct interpretation of such section.

Section 4: In instances where the Parish By-Laws are silent, it is intended that reference is to be made to the Uniform Parish Regulations.