

January 26, 2009

To Whom It May Concern:

The following By-Laws were presented and approved by the General Assembly on May 7, 2006. They are the most recent and binding.

In His Service,

Fr. Nicholas Pathenos

Parish Priest

Nicholas Gianaris

Parish Council President



HELLENIC ORTHODOX CHURCH  
OF ST. GEORGE  
BY-LAWS

Presented at the General Assembly on May 7, 2006.

## ARTICLE I - PARISH AND PARISH ORGANIZATION

### Section 1

The Parish shall be known as Hellenic Orthodox Community Church of St. George Bloomfield Hills, Michigan, a.k.a. St. George Greek Orthodox Church.

### Section 2

By accepting a duly appointed Priest of the Archdiocese, the Parish is bound to the Archdiocese 2005 Special and Uniform Parish Regulations and such amendments made thereto, hereinafter referred to as the UPRs.

### Section 3

The aims, purposes, governance, work and ministry of the Parish shall be in accordance with Article 15 of the 2005 UPRs.

## ARTICLE II – Parish Property

### Section 1

Article 16 of the 2005 UPRs shall be incorporated by reference in its entirety.

## ARTICLE III – Clergy

### Section 1

Article 17 of the 2005 UPRs shall be incorporated by reference in its entirety.

## ARTICLE IV – Parish Administration

### Section 1

The Priest is head of the Parish, and by virtue of the ecclesiastical authority vested in him, shall guide and oversee the total Parish. The Priest, together with the Parish Council is responsible to the respective Hierarch for the whole life and activities of his Parish.

## Section 2

The Parish shall be administered by the Priest and Parish Council cooperatively.

## 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 Parish Council shall have the right to refer the matter to the respective Hierarchy.

## Section 4

All business of the Parish shall be conducted in accordance with the SPECIAL REGULATIONS AND UNIFORM PARISH REGULATIONS 2005 OF THE GREEK ORTHODOX ARCHDIOCESE OF AMERICA AND BY THE BY-LAWS OF THE GREEK ORTHODOX CHURCH OF ST. GEORGE, BLOOMFIELD HILLS, MI and the current edition of Roberts Rules of Order.

## ARTICLE V – Parishioners

Article 18, Page 33 UPRs

### Section 1

Any person, eighteen (18) 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 of the Church, who has met his or her stewardship financial obligation to the Parish by signing a stewardship pledge card and abides by the 2005 UPRs and these by-laws is a member in good standing.

### Section 2

A member in good standing under 21 shall not serve on the Parish Council when such service is contrary to local law.

### Section 3

No person shall be accepted for membership in good standing in the Parish while retaining membership:

- a) In an Orthodox Parish which defies the jurisdiction or ecclesiastical authority of the Archdiocese

- b) Or a non Orthodox Church
- c) Or any Christian denomination
- d) Or in a non Christian religion

#### Section 4

A parishioner shall pay such regular Stewardship obligations and special assessments as the Parish may establish.

#### Section 5

The Priest shall judge cases of indigence or other special circumstances justifying waiver of a Parishioners Stewardship financial obligation.

#### Section 6

The rights of a member in good standing are as follows: except as stated in Article V, Section 2:

- To attend all regular or special Parish Assemblies
- To take part in its discussions
- To vote
- To be elected as a member or officer of the Parish Council, member of the Board of Elections or Board of Auditors
- If elected in such positions, to take part in the administration of the Parish and in the direction of its life and activities
- All financial information of the Parish, with the exception of the financial amount of any individual members stewardship contributions and commitments

### ARTICLE VI – Parish Assembly

#### Section 1

Article 31 of the 2005 UPRs shall be incorporated by reference in its entirety.

#### Section 2

The quorum for any Parish Assembly shall be ten (10) percent of the Parish members in good standing.

### ARTICLE VII – Parish Council

Article 24, Page 38, 2005 UPRs

## Section 1

The Parish Council shall consist of the Priest, fifteen (15) elected Parish members in good standing, and are to be elected in accordance with the procedures set forth in the UPRs. The Council Members are responsible to the Parish Assembly and the Diocesan Bishop for conducting all Parish affairs in keeping with the aims and purposes of the faith.

## Section 2

The Officers of the Parish Council shall be President, Vice President, Secretary, Treasurer, and Assistant Treasurer and shall hold office for a term of one (1) year.

## Section 3

All Parish Council members must remain in good standing throughout their term of office.

## Section 4

All Parish records shall be maintained at the Parish.

## Section 5

In the event that the Bishop of the Diocese does not ratify the new elections, then the present Parish Council and its duly elected officers shall continue until such time that the election is ratified and the Parish Priest administers the Oath of Office.

## Section 6 – Responsibility of Parish Council Officers

### PRESIDENT:

- Call to order both Board and General Assembly meetings
- Present the agenda for the meeting
- Lead the discussions, rule upon motions, call for votes, give the floor to speakers, keep general order of meeting
- Sign meeting minutes, correspondence and documents (along with the Priest)
- To appoint all committees and their Chairman with the advice and consent of the Priest and the Council
- To vote only when required to break a tie in any Council meeting
- Shall be member of all committees with voice, but not able to vote
- Shall jointly sign checks with any other authorized signatory. Two (2) authorized signatures are required

- Shall authorize opening of any bank account and signatories of any committee bank accounts with the advice and consent of the Council

#### VICE PRESIDENT:

- Shall assume the powers and responsibilities of the President whenever acting in the President's place
- May be a member of all committees with voice, but not able to vote
- Shall jointly sign checks with any other authorized signatory. Two (2) authorized signatures are required

#### TREASURER:

- Shall collect and issue receipts and deposit Parish funds
- Shall jointly sign checks with any other authorized signatory. Two (2) authorized signatures are required
- Shall perform as a Comptroller for the Parish, directing or recommending modification when necessary
- Must obtain surety bond prior to assuming office (premiums shall be paid out of the Parish treasury)
- He shall turn over everything pertaining to his (her) office at the conclusion of his (her) term to his (her) successor in good order upon proper receipt of a new surety bond
- The Treasurer will keep all financial information in the Church computer and a back-up of all information shall be updated and current and kept in a fire safe location on site or in a safety deposit box authorized by the Parish Council
- All disbursements shall be made by check

#### ASSISTANT TREASURER:

- Shall aid the Treasurer in completing his (her) duties as detailed above
- Shall jointly sign checks with any other authorized signatory by resolution of the Parish Council. Two (2) authorized signatures are required
- Shall receive and audit reports quarterly from board committees as to financial status of bank accounts

#### SECRETARY:

- Attend all meetings of Parish Council and of the Parish Assembly
- Keep records of official correspondence
- Co-sign with the President and the Priest all documents of the Parish Council
- Shall jointly sign checks with any other authorized signatory by resolution of the Parish Council. Two (2) authorized signatures are required

The members of the Parish Council shall be elected for a period of two (2) years, seven (7) members in odd calendar years, and eight (8) in even calendar years and will be elected by the Parish members in good standing.

#### Section 8

No more than one (1) member of an immediate family household shall serve on the Parish Council concurrently.

#### Section 9

No salaried employee of the Parish may serve on the Parish Council, Board of Auditors, or the Board of Elections.

#### Section 10

A vacancy on the Parish Council shall be considered to exist under any of the following circumstances: death, resignation, physical or mental incapacity, invalidation of an election of a member, or failure to be current in Stewardship obligations.

#### Section 11

When a member of the Council has been absent without justifiable cause for more than three (3) meetings consecutive, a formal letter of notification of intent must be provided prior to a resolution by the Council relieving such member of his/her duties.

### ARTICLE VIII – Election of Parish Council

Article 25, Page 40, 2005 UPRs

#### Section 1

The election of and qualification to become a member of the Parish Council shall be in accordance with Article 25 of the UPRs.

#### Section 2

Elections shall be held at a place on Parish premises previously announced by the Board of Elections and voting shall be by secret ballot. Voting shall begin after the conclusion of the Divine Liturgy and shall terminate on the same date at 3:00 p.m.

#### Section 3

Upon request in writing for an absentee ballot, a member in good standing eligible to vote shall receive two (2) envelopes, one (1) ballot and a number that is designated on the request. Those members in good standing casting their ballot by mail shall insert and seal the ballot in the unmarked inner envelope. The outer envelope shall clearly bear the name and number of the member in good standing. Absentee ballots shall not be opened until the rest of the ballots are cast.

#### Section 4

Balloting shall be done in person or by mail. Absentee ballots cast by mail shall be received by the Board of Elections at the Church office by the Friday prior to the regularly scheduled election.

### ARTICLE IX – Ratification of Election of Parish Council and Oath of Office

Article 26, Page 42, 2005 UPRs

#### Section 1

Ratification of the election of the Parish Council and the Oath of Office shall be in accordance with Article 26 of the UPRs.

### ARTICLE X – Election of Parish Council Officers

#### Section 1

Election of Parish Council Officers shall be in accordance with Article 27 of the UPRs.

#### Section 2

The officers of the Parish Council shall be elected in the following order: (i) President, (ii) Vice President, (iii) Treasurer, (iv) Assistant Treasurer, (v) Secretary.

#### Section 3

A member of the Parish Council shall be duly elected as a Parish Council Officer when he/she has received a majority vote of the Parish Council members present at the meeting to elect its officers

#### Section 4

If more than one ballot is required in this election, the balloting, after the first ballot, shall be limited to three candidates receiving the highest number of votes on the first ballot; and after the second ballot, the balloting, if necessary, shall be limited to the two candidates receiving the highest number of votes.

## ARTICLE XI – Meeting of Parish Council

Article 28, Page 44, 2005 UPRs

### Section 1

Meetings of the Parish Council shall be in accordance with Article 28 of the UPRs

## ARTICLE XII – Duties of Parish Council

### Section 1

The duties of the Parish Council shall be in accordance with Article 29 of the UPRs.

### Section 2

Parish Council shall determine the procedure by which authority is granted to prepare checks.

### Section 3

An Administrative Procedures manual shall be maintained by the Council.

## ARTICLE XIII – Board of Elections

Article 32, Page 47, 2005 UPRs

### Section 1

The Board of Election shall consist of five (5) Parish members in good standing and shall be elected at a regular meeting of the Parish Assembly preceding an election in even years, from among those who are not a candidate for election to the Parish Council. The term of office shall be two (2) years and the members shall remain in good standing throughout their term of office.

### Section 2

The Board of Elections shall, in cooperation with the Priest and the Parish Council, check the list of candidates, notify all eligible members concerning the elections, supervise the elections and tabulate and report the results.

### Section 3

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

The Board of Elections shall be provided with (a) a current copy of the Parish Register showing all Parish members enrolled in same; and (b) a current list of Parishioners who have signed a Stewardship pledge card.

## ARTICLE XIV – Board of Auditors

Article 33, Page 47, 2005 UPRs

### Section 1

The Board of Auditors shall consist of at least three (3) Parish members in good standing and shall be elected at a regular meeting of the Parish Assembly in even years for a two (2) year term of office and the members shall remain in good standing throughout their term of office. No member can be elected who served on the Parish Council for the year being audited.

### Section 2

The Board of Auditors shall audit and prepare a report for presentation to the Parish Assembly in accordance with Article 33 of the UPRs. The president of the Parish Council shall be responsible to call the Board of Auditors to perform an audit and submit its report.

### Section 3

A vacancy on the Board of Auditors shall be filled in accordance with Article 33 of the UPRs.

## ARTICLE XV – Fiscal Year, Financial Reports and Budget

Article 34, Page 48, 2005 UPRs

### 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.

#### Section 2

The budget for the ensuing year shall be submitted for approval at the last regular Parish Assembly of the year.

#### Section 3

The 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. All reasonable expenses for registration, lodging and travel to the Archdiocese Clergy-Laity Congress attended by the Priest and the President of the Parish Council shall be reimbursed.

### ARTICLE XVI – Parish Ministries and Organization

Article 19, Page 34, 2005 UPRs

#### Section 1

All Parish Ministries and Organizations shall be in accordance with Article 19 of the 2005 UPRs.

### ARTICLE XVII – Funds and Endowments

#### Section 1

Temporary funds and permanent endowments may be established for specific purposes upon the consent of the Parish Council and the affirmative vote of the Parish Assembly and shall be made only in the name of the Parish and for the benefit of the Parish.

#### Section 2

Income and principal of a temporary fund is to be distributed only to the Parish Treasury to be used only for the purposes stated in the incorporation of the fund when established.

### Section 3

Annual income from the permanent fund is to be distributed only to the Parish Treasury at intervals agreed upon by the Parish Council and the Trustees of the fund. Annual income not distributed during a calendar year will become part of the permanent fund.

### Section 4

The Trustees of a permanent fund shall report the financial status of the fund to the Parish Council and the Parish Assembly at least once a year.

### Section 5

The By-Laws of the Parish, the 2005 UPRs and any applicable civil law shall govern the management of these funds.

## ARTICLE XVIII – Fiscal Responsibility

### Section 1

The Parish Council shall prepare a total annual budget and shall not exceed it. These budget restraints do not include any emergency repairs to Church building and/or grounds. The Parish Council has the authority to approve these emergency repairs and disclose the costs at the next general assembly.

## ARTICLE XIX – Amendments

### Section 1

These By-Laws may be amended by an affirmative two-thirds (2/3) vote of the Parish members in good standing present and voting at a regular, or special Parish Assembly, provided written notice of such intention to amend these By-Laws has been given to the membership in good standing at least twenty-one (21) days prior to the Parish Assembly.