

**BY-LAWS OF ST. GEORGE GREEK ORTHODOX CHURCH
OF ST. PAUL, MINNESOTA**

These By-Laws were approved at the Parish Assembly Meeting on October 25, 2009. And by Metropolitan Iakovos of the Metropolis of Chicago on May 20, 2011. All previous By-Laws are hereby repealed. These By-Laws shall take effect upon approval by the respective Hierarch, as stipulated in Art. 21, Sec. 2 of the Uniform Parish Regulations (the “UPR”).

ORGANIZATION AND PARISH BY-LAWS

The parish is organized in accordance with the UPR of the Greek Orthodox Archdiocese of America. These By-Laws conform with the Archdiocesan Regulations that take precedence in all instances.

**Article I
PARISH NAME**

The name of this religious corporation, which shall hereinafter in these By-Laws be referred to as the “parish”, is:

St. George Greek Orthodox Church of St. Paul, Minnesota.

**Article II
DEFINITIONS OF PARISHIONER and PARISHIONER IN GOOD STANDING**

1. The definition of a Parishioner in St. George Greek Orthodox Church will be in accordance with Article 18 of the UPR.
2. To be elected or hold office on the Parish Council, to vote in Parish Council elections and/or at Parish Assemblies, a Parishioner must be in financial good standing. Financial good standing requires that a Parishioner do one of the following to fulfill his financial commitment:
 - a. Submit a signed Pledge Card and fulfill this obligation annually
 - b. Give an annual contribution by cash or check
 - c. Make a transfer of stock as an annual contribution

Any of these three contribution types will be recorded by the Parish Council Treasurer as proof of a Parishioner’s financial good standing. Anonymous cash donations that are not recorded, will not satisfy the requirements of a Parishioner’s financial good standing.

3. Any Parishioner shall be permitted to vote at Parish Assembly meetings provided that any such Parishioner shall have been enrolled in the parish register for at least three calendar months prior to the month in which said meeting is held, and provided further that any such Parishioner is in good standing by having his financial support paid in full for the twelve calendar months immediately preceding the month in which said meeting is held.
4. Any Parishioner from another parish who moves into this parish shall be entitled to vote at Parish Assembly meetings, provided that any such Parishioner shall have been enrolled in the parish register of this parish and paid financial support to this parish for at least three calendar months prior to the month in which said meeting is held, and provided further that any such parishioner was a parishioner in good standing in his former parish for at least nine months prior to his moving into this parish and enrolling in the register of this parish.

**Article III
USE AND DISPOSAL OF PROPERTY, FUNDS GIFTS AND BEQUESTS**

The use and sale of parish property, including gifts and bequests, shall be governed by Article 16 of the UPR.

**Article IV
PARISH COUNCIL**

1. The powers and duties of the Parish Council will be in conformance with Articles 24 through 29 of the UPR. On matters for which the UPR is silent, the following provisions of this Article IV will govern.
2. The Parish Council shall consist of the priest, as an ex officio member thereof, and of 12 elected members.
3. The elected term of office for members of the Parish Council shall be two years.
4. The Parish Council shall hold monthly meetings at dates they select, and special meetings whenever the Priest, the President, or a majority of the Parish Council deem necessary. The presence of seven of the total number of elected members shall be required to form a quorum for the transaction of business.
5. Parish Council meetings may be conducted using Robert's Rules of Order, or such other meeting rules as they agree to from time-to-time.
6. Expenditures in cases of emergency (i.e. natural disaster, mechanical failure, structural demise, etc.) where the safety and integrity of the physical plant or people therein is in immediate danger, the Parish Council, the President or the Priest is authorized to expend funds to repair, replace or rescue as needed to effect restoration. Expenditures outside the budget are also allowed with special approval of the Parish Assembly.
7. Where necessary, it shall authorize expenditures in excess of the total annual budget in an amount up to but not exceeding 5% of the original total annual operating budget, but for any larger sums it shall obtain approval at a Parish Assembly.

**Article V
BOARD OF AUDITORS**

The Board of Auditors, consisting of three members, none of whom are members of the Parish Council, will be elected according to Article 33 of the UPR. The Board of Auditors have the following rights and responsibilities:

1. It shall have access to the parish records for the year being audited, upon request.
2. It shall make copies of the annual budget and financial statements and reports and shall deliver the same to the Parish Council for filing with the permanent records of the parish.
3. The Parish Council, with recommendation from the Board of Auditors, shall have the authority to employ an accountant at a cost to be approved by the Parish Council to assist in the execution of its duties.

**Article VI
BOARD OF ELECTIONS**

1. The Board of Elections shall consist of five members who are elected in accordance with Article 32 of the UPR.
2. The Board of Elections shall also seek members in good standing to be nominees to the Parish Council.

**Article VII
ELECTIONS OF THE PARISH COUNCIL**

1. No person shall be elected to the Parish Council for more than 6 consecutive years. This 6-year limit does not include partial terms which fill vacancies on the Parish Council.
2. Nomination for members of the Parish Council shall be accepted by the Board of Elections in writing, signed by one or more members in good standing and countersigned by the nominee. The Board shall also accept a written request from any member in good standing, who desires to nominate himself or herself for election to the Parish Council.
3. Elections shall be held at a place on the 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 at two o'clock in the afternoon of the same day.

4. Absentee ballots shall be used only for the election of the Parish Council and will only be issued to parishioners who request them. Any member requesting an absentee ballot shall not be allowed to vote in person at the election, irrespective of whether he or she returned the absentee ballot. In order to be counted, absentee ballots must be received by the Saturday prior to the Parish Council election.
5. At least fifteen days before the designated date of election, the Board of Elections shall give notice of the pending elections by posting the notice in a conspicuous place on the church premises, and in addition will mail such notice to all parishioners by mail. Four members of the Parish Council will be elected each year. The notice will provide the names of the candidates for election, the date, time and place of election, and the date, time and place for submitting and returning nominations and ballots to the Board of Elections. The Secretary of the Parish Council will post alongside the election notice a complete list of all eligible voters. The names of the newly elected Parish Council members will be posted on the church premises on the afternoon of the election.
6. No salaried employee of the parish shall be eligible for election to office.

Article VIII

VACANCIES ON THE PARISH COUNCIL

Vacancies on the Parish Council will be filled in accordance with Article 25, Sec. 10-11, of the UPR.

Article IX

POWERS AND DUTIES OF PARISH COUNCIL OFFICERS

President: The powers and duties of the president shall be-

1. At its first meeting following the elections, under the chairmanship of the Priest, the Parish Council shall elect its officers for a term of one year: the President, Vice-President, Secretary, Treasurer, and an Assistant Treasurer. Voting for officers will be by secret ballot, if so requested by one or more members of the council.
2. The powers and duties of the President shall be as follows:
3. To call meetings of the Parish Council and meetings of the members of the parish.
4. To preside over meetings of the Parish Council.
5. To present the agenda.
6. To rule on motions and preside over debate, to give the floor to speakers or refuse to recognize those who speak out of order and to adjourn the meeting.
7. To submit questions to vote.
8. To sign the minutes of the proceedings, various incoming and outgoing documents and to sign checks jointly with the treasurer or, should the treasurer be unavailable, then with one of the other officers of the parish.
9. To supervise the office personnel with the parish Priest.
10. To supervise the operation and condition of the treasury.
11. To exercise all of the authority vested in him as President under the existing law, the UPR and these By-Laws.
12. To appoint committees for the purpose of carrying out such duties as he may assign to them.

Vice President: The powers and duties of the vice president shall be-

1. The Vice President shall have all the powers and duties of the President whenever he or she acts in place of the latter.

Secretary: The powers and duties of the secretary shall be-

1. To attend all meetings of the Parish Council and meetings of the members of the parish and to keep minutes thereof.

2. To affix his signature to documents of the Parish Council and as otherwise appropriate which shall also have to be signed by the President.
3. To turn everything over to his or her successor in good order against receipt for same.
4. To post, or otherwise make available, minutes of all Parish Council and Parish Assembly meetings, to any parishioner upon request.
5. To tabulate and maintain a list of previously passed Parish Assembly motions, keep the Parish Council informed of these motions, and bring these motions up at Parish Assembly meetings whenever the previously passed motions are relevant to, or affect, issues that the current Parish Assembly meeting is addressing.

Treasurer: The powers and duties of the treasurer shall be-

1. To collect and count parish donations with at least one other person, and deposit them in the name of the parish with depositaries selected by the Parish Council.
2. To keep a record of the revenues and pay all duly authorized expenditures of the parish.
3. To sign checks jointly with the President, or, should the President be unavailable, then with any one of the other officers of the parish.
4. To obtain a surety bond for the protection of the parish funds. The premiums for such bond to be paid out of the parish treasury.
5. To turn over everything appertaining to his or her office to his or her successor in good order and against receipt thereof.
6. To maintain a membership roster of the parish, in regard to financial membership.

Assistant Treasurer: The powers and duties of the assistant treasurer shall be-

1. To work at the direction of, with and to assist the Treasurer in the exercise of the duties of the office of the Treasury.
2. To exercise all the powers and duties of the Treasurer whenever he or she acts in the place of the latter.
3. The Assistant Treasurer and Treasurer cannot be the only signatories on any check or checks.

Article X

THE PARISH ASSEMBLY

1. Parish Assembly meetings shall be held at least twice each year, preferably no later than March in the spring and November in the Fall. Nominations for presiding chairman will be entertained from the floor. Exact dates of Parish Assembly meetings will be fixed by the Parish Council.
2. The presence of 40 parishioners in good standing will be required to form a quorum for the transaction of business.

Article XI

PROHIBITION AGAINST DISPENSING LIQUOR

1. The dispensing of any liquor, other than beer and wine, on the church premises, is prohibited.

Article XII

AMENDMENT OF BY-LAWS

1. These By-Laws may be amended, added to or repealed at the Parish Assembly, by the affirmative vote of at least two-thirds of the members present, and entitled to vote. Ratification by the Metropolis is also required. Notice of proposed amendments to these By-Laws shall be given in writing at least thirty (30) days before such meeting.
2. Voting on amendments to the By-Laws will be by secret ballot.