

1 **BYLAWS OF THE HOLY TRINITY GREEK ORTHODOX**
2
3 **CHURCH OF RALEIGH, NORTH CAROLINA**
4

5 **ARTICLE I. NAME**
6

7 This parish shall be known as the Holy Trinity Greek Orthodox Parish of Raleigh, North
8 Carolina and the Church thereof shall be known as the Greek Orthodox Church of the Holy
9 Trinity.
10

11 **ARTICLE II. AIMS AND PURPOSES**
12

13 The aims and purposes of this parish shall be as follows:
14

- 15 1. The aims and purpose of this parish are to keep, practice and proclaim the Orthodox faith.
16
- 17 2. The Archdiocesan Council is the advisory and consultative body to the Archbishop. It interprets and implements
18 the decisions of the Clergy-Laity Congress and these regulations, administers the temporal and financial affairs of the
19 Archdiocese and possesses interim legislative authority between Clergy-Laity Congresses.
20
- 21 3. The Archdiocesan Council shall be comprised of not less than fifty one members, including the Archbishop, the
22 Metropolitans, the Auxiliary Bishops and three members (one from the clergy and two from the laity) from each
23 Metropolis elected by the delegates to the Metropolis Clergy Laity Assembly held before the Clergy Laity Congress,
24 and thirty one members appointed by the Archbishop. Life members appointed prior to July1, 1992 shall be voting
25 members during the tenure of the Archbishop who appointed them. The Presidents of the institutions and
26 organizations of the Archdiocese shall be members.
27

28 **ARTICLE III. ECCLESIASTICAL AUTHORITY**
29

- 30 1. The parish shall unreservedly and irrevocably recognize the ecclesiastical authority of the Greek Archdiocese of
31 America, which canonically and historically is under the supreme jurisdiction of the Ecumenical Patriarchate of
32 Constantinople.
33
- 34 2. The clergy of the parish shall mention in prayer the name of the Metropolitan or the Archbishop of America if
35 there is a vacancy in the Metropolis seat.
36
- 37 3. The parish shall conform to the ecclesiastical decisions of the Clergy-Laity Congresses and of the Archdiocesan
38 Council of the Greek Orthodox Archdiocese.
39
- 40 4. The parish shall be represented at every Biennial Clergy Laity Congress of the Archdiocese and shall enforce the
41 regulations of the Archdiocese in accordance with the decisions of the Clergy Laity Congresses which are obligatory.
42 Each parish shall be represented by three delegates, each having one vote and shall include the Priest, the President,
43 or in his or her absences, the Vice-President, or in his or her absences, any officer of the Parish Council and any
44 member of the Parish Council designated by it.
45
46

1 **ARTICLE IV. MEMBERSHIP**

2
3 **1. TYPES**

4
5 A.) NON-VOTING: Each person baptized in accordance with the rules of the Orthodox Faith, or accepted
6 into the Orthodox Faith through chrismation and abiding by the bylaws of the parish and the Archdiocese may
7 become a member of the Holy Trinity Greek Orthodox parish by applying to the parish Priest or the Parish Council.
8

9 B.) VOTING: A voting member is a member at least 18 years of age who is current in his or her stewardship
10 obligations to the church and in good standing ecclesiastically with the church. A person will be considered in good
11 standings and eligible to vote in the first quarter of the calendar year if he or she has returned a completed
12 stewardship pledge card and has completed his or her previous years pledge. If the vote occurs in the second quarter
13 of the calendar year, he or she must have satisfied 25% of their stewardship pledge. If the vote occurs in the third
14 quarter 50% of their stewardship obligation and if in the fourth quarter 75 % of their stewardship pledge must have
15 been met. A person may be considered in good standings and eligible to vote under special circumstances such as
16 when the individual has pledged but not paid his or her financial commitment for the current year due to financial
17 exigencies beyond his or her control. However, the individual must have demonstrated a past history of spiritual,
18 moral and financial commitment and the parish records indicate such a commitment. Under these special conditions
19 the individual must petition to the Priest and the Executive Committee 7 days prior to a General Assembly meeting.
20

21 C.) No person shall be accepted for membership in a Parish while retaining membership in a non-Christian
22 religion, or in an Orthodox Parish which defies the jurisdiction or the ecclesiastical authority of the Archdiocese, or
23 who deliberately disregards and transgresses the moral law as may be determined by a spiritual court.
24

25 **2. OBLIGATIONS**

26
27 A.) NON-FINANCIAL: The religious, moral and social duties of a parishioner are to apply the tenets of the
28 Orthodox faith to his or her life and activities, to attend the divine liturgy and other services of worship faithfully on
29 Sundays and Holy days, to keep the rules and fasts of the Orthodox tradition, to receive frequently the sacraments of
30 penance and Holy Communion, to train and teach the young according to the faith and spirit of Orthodoxy, to respect
31 the clergy, the ecclesiastical authority, and all governing bodies of the Church, to be obedient in matters of faith and
32 ecclesiastical order, and to cooperate in every way towards the welfare and prosperity of the Parish and the success of
33 its sacred mission.
34

35 B.) FINANCIAL: Each member should pledge his Stewardship to the financial needs of the parish. The
36 Stewardship pledge is determined by the member. It is up to every individual's conscience to contribute accordingly.
37 The Parish Council may at its discretion, recommend the need for a minimum contribution for approval to the
38 General Assembly. Upon approval, this minimum contribution becomes mandatory. The financial obligation should
39 be paid on a weekly or monthly basis, and should be paid in full annually by December 31. It shall be the duty of the
40 Parish Council to distribute Stewardship pledge forms for the upcoming year to all registered members of the parish
41 by November 30. If a minimum contribution is in effect, a member shall be considered delinquent if the minimum
42 continuation is not paid by December 31. To become current, a member must pay his obligation for the current year
43 in full.

1 **3. SACRAMENTAL PRIVILEGES**

2
3 All members are entitled to all sacramental privileges in accordance with the Archdiocese bylaws. All
4 sacramental participants in weddings and baptisms must be current in their stewardship obligations. Fees for the use
5 of church sanctuary by non-members may be set by the Parish Council if approved by the General Assembly and the
6 Parish Priest. This article does not apply to social use of church property.

7 The Priest and Executive Committee shall, upon request, decide exceptions due to hardships or inability to
8 meet financial obligations.

9
10 **ARTICLE V. PRIESTS AND ASSISTING CLERGYMEN**

11
12 1. The Priest of the parish is appointed by the Metropolitan upon receipt of a petition by the Parish Council of the
13 parish.

14
15 2. The assisting Priest or deacon, wherever the need exists, is in like manner appointed by the Metropolitan.

16
17 3. There shall be a written statement entered in the minutes of the Parish Council outlining the remunerative &
18 benefits package of the Priest as provided in the Uniform Parish Regulations Article III Sections 6,7,8 & 9 and the
19 clergy remuneration guidelines of the Archdiocese and as negotiated by the Metropolitan or his representative and the
20 Parish Council. This statement shall be witnessed by the Priest and the president and secretary of the Parish Council
21 prior to his appointment. The statement is in no way to be considered a contract.

22
23 4. The Priest, as head of the Parish, by virtue of the Ecclesiastical authority vested in him shall take part and
24 spiritually guide the Parish Council meetings and Parish Assemblies. He shall have no vote.

25
26 5. The Priest shall have charge of matters of divine worship and the personnel connected therewith, and shall keep the
27 registers of marriages, baptisms, funerals, and other required ecclesiastical documents.

28
29 6. The Priest shall be accountable to the Metropolitan for the fulfillment of his sacred duties in keeping with the faith,
30 worship and discipline of the Greek Orthodox Church, and in compliance with the encyclicals of the Archdiocese and
31 Metropolis.

32
33 7. In every matter and at all times the Priest and the Parish Council shall work cooperatively for the good of the
34 community.

35
36 8. The Priest and the Parish Council shall strive to promote the financial well being of the parish by appropriately
37 imparting to the congregation an awareness of its financial obligations thereto. They shall also take steps to have an
38 annual census taken of all parishioners.

39
40 9. The Priest shall not absent himself from the parish for a single day without expressed permission from the
41 Metropolitan and without notifying the president of the Parish Council in advance.

42
43 10. In the event of illness while in the service of this parish the Priest shall receive full pay during such illness for a
44 period of at least three months. However, a medical statement shall be submitted to the Metropolitan and copy to the
45 Parish Council in the event that said illness exceeds two consecutive Sundays. This statement shall be submitted no
46 later than the third week of said illness. Any illness which exceeds three months shall be reviewed by the
47 Metropolitan in meeting with the Parish Council.

1 11. When transferred, or if dismissed or suspended from a Parish by the Metropolitan, the Priest shall deliver to his
2 successor the sacred vessels and all registers and religious records.

3
4 12. A newly appointed Priest shall receive from the treasury of Holy Trinity Greek Orthodox Church his moving and
5 traveling expenses thereto. In the event of transfer the Priest is entitled to receive his salary up to the last day of
6 service in the parish.

7
8 13. The Parish Clergy are entitled to annual vacation based on the Uniform Parish Regulations, Article III, Section 7
9 #6.

10 14. In the event of any disagreement between the senior Priest and his assisting clergy and/or the Parish Council, such
11 matters shall be referred in writing to the Metropolitan or to the Acting Administrator of the Metropolis with copies to
12 all dissenting and interested parties.

13
14 15. The Priest shall be readily available to the church secretary for all matters of pastoral nature.

15
16 **ARTICLE VI. GENERAL ASSEMBLIES OF THE MEMBERS OF THE PARISH.**

17
18 1. A regular General Assembly of the parish shall be held twice (2) each year at dates fixed by the Parish Council.
19 Special General Assemblies may be held when considered necessary by the parish Priest or by 50% of the Parish
20 Council, or requested by 20% of the voting members of the parish upon written petition to the president of the Parish
21 Council.

22
23 2. A General Assembly shall consist of the members of the parish. Only voting members shall have the right to vote
24 and to participate in discussions. Regular members of the community who are already enrolled in the parish register
25 but who have neglected to pay their financial obligation may pay the same up to the day of the General assembly and
26 thus participate therein.

27
28 3. General Assemblies of the parish shall usually be called during the months of May and November.

29
30 4. The members will be summoned to the General Assemblies by a written notice thereof which shall include the
31 agenda, and which shall be mailed fourteen (14) days before the General Assembly.

32
33 5. The responsibilities and duties of the General Assembly are as follows:

34
35 a. It shall keep an attendance register, which all those present shall sign after their identity and qualifications
36 have been checked prior to the commencement of the General Assembly.

37
38 b. It shall keep a record of the minutes signed by the Priest, the chairman of the Parish Assembly and the
39 Secretary.

40
41 c. It shall have a quorum when forty (50) voting members of the parish are present. In the event a quorum is
42 not present, a new General Assembly will be called in accordance with Article VI, Section 4 at least within
43 three (3) weeks, which will be deemed as having a quorum regardless of the number of voting members
44 present. In all voting, a quorum shall constitute a legal voting body.

45
46 d. The President of the Parish Council shall serve as chairperson of Parish Assembly and the Secretary serve
47 as Secretary.

1 e. The secretary and treasurer shall determine the number of voting members in attendance at the beginning
2 of the assembly. Fifty percent (50%) of those present adjusted to the next higher whole number shall
3 constitute the majority by which decisions may be legally adopted.
4

5 f. The secretary shall read the minutes of the previous meeting which shall be approved as read or as
6 corrected followed by the treasurer's report. A copy of the previous meetings minutes can be mailed to
7 parishioners to read prior to the meeting, which can eliminate the need for the secretary to read minutes
8 aloud.
9

10 g. It shall take up and dispose of any old business, which had not been disposed of at the previous meeting if
11 it is on the agenda.
12

13 **ARTICLE VII. USE, ACQUISITION AND DISPOSAL OF PROPERTY, FUNDS, GIFTS, BEQUESTS, AND**
14 **DEVICES**
15

16 I. The parish shall have absolute title to and control of all its real and personal property. Such property shall be held
17 subject to, and shall be administered at all times in accordance with the Uniform Parish Regulations, the Parish
18 Bylaws and the laws of the State of North Carolina.
19

20 2. The Parish Council shall have no power to purchase, mortgage, sell, assign real property or otherwise encumber
21 without the consent of two-thirds (2/3) of forty percent (40%) of the entire parish voting membership and the
22 subsequent consent of the Metropolis Council. The members of the parish must be notified by mail at least fourteen
23 (14) days prior to such General Assembly of the agenda, date, time and place of such meetings; a copy of the said
24 notice shall be posted in a conspicuous place in the church entrance at least fourteen (14) days prior to said meeting.
25 Should a quorum not be available at this meeting, a new meeting will be called within twenty-one (21) days at which
26 a two-thirds (2/3) majority of voting members present will carry the agenda.
27

28 3. Title on all property, real or personal or of any nature whatever, shall be used only to serve the needs and purposes
29 of the Parish.
30

31 4. The presiding officer of the Metropolis Clergy-Laity Assembly shall be the Metropolitan or his appointed
32 representative. The Secretariat shall be appointed by the Chair.
33

34 5. All the funds of the Parish shall be deposited in one or more accounts in the name of the
35 Parish in one or more banks chosen by the Parish Council, and may be drawn there from by
36 checks, drafts, or warrants upon any two (2) signatures of any two (2) officers authorized by the
37 Parish Council.
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1 **ARTICLE VIII. RESPONSIBILITIES AND DUTIES OF THE PARISH COUNCIL**

2
3 1. The Parish Council shall consist of the Priest(s) and fifteen (15) members elected the second Sunday in December
4 for a term of two (2) calendar years commencing January 1. A member may be elected to serve on the Parish Council
5 for two consecutive two-year terms and then must wait a full year before submitting his or her name for election. To
6 maintain continuity in the conduct of the affairs of the Parish, 8 of the Parish Council shall be elected on alternate
7 years.

8
9 2. It shall be the duty of the Priest and in cooperation with the Parish Council to conduct the affairs of the parish
10 fulfilling the aims and purposes of the church in accordance with the constitution, holy canons, disciplines and
11 regulations of the Greek Orthodox Archdiocese of America, and in accordance with these Bylaws.

12
13 3. The Parish Council will summon the General Assembly of the voting members of the Parish at their discretion or
14 requested by the Priest or the written request of 20% of the voting members of the Parish.

15
16 4. The Parish Council will convene regularly at least once a month and hold special meetings whenever the Priest or
17 the President deem such special meetings necessary. The presence of more than one-half (1/2) of the members of the
18 Parish Council during the duration of the entire meeting will constitute a quorum for the transaction of business.

19
20 5. The president, with the guidance of the Priest and the Parish Council, shall appoint special committees and ministry
21 teams from the membership of the Parish. These committees shall be concerned with educational and other matters
22 and fulfill duties designated by the Priest and the Parish Council.

23
24 6. The Parish Council shall collect the revenues of the church issuing receipts for same and shall pay by check the
25 salaries of the Priest and employees of the Parish, all Parish expenses within the limitations imposed by the budget.

26
27 7. The Parish Council, with the guidance of the Priest, handles all matters of the parish in accordance with the bylaws
28 as stated therein. All legal documents must be signed by the president and secretary to be valid.

29
30 8. The Parish, with the guidance of the Priest, shall determine all Parish matters within its jurisdiction. The Parish
31 Council shall supervise the regular fulfillment of all the financial obligations of the Parish toward the Archdiocese,
32 toward the Priest and personnel of the Parish and toward such other parties with whom the Parish transacts necessary
33 business of any nature.

34
35 9. With the guidance of the Priest, the Parish Council shall acquire the necessary holy vessels and materials for divine
36 services and shall be responsible for order during those services. It will be the responsibility of the Priest to inform
37 the Parish Council of any needs in this area.

38
39 10. The Parish Council members shall attend the divine services regularly thereby setting the example of devout
40 fulfillment of one's religious duties.

41
42 11. Upon expiration of its term, the Parish Council members shall surrender to the succeeding Parish Council
43 members all Parish records including membership lists, minute books, bank books, check books, journals, all records
44 of financial data of the Parish, all keys, and any other church property.

1 12. The Parish Council shall obtain a surety bond on all the officers for the protection of all parish funds, the premium
2 of which shall be paid out of the parish treasury.

3 13. A Parish Council member may be removed from office by the following three steps:
4
5

- 6 A. 20% of the voting members have petitioned in writing for his or her removal.
- 7 B. The calling of a General Assembly to vote on the removal of the Council member.
- 8 C. Upon a two-third (2/3) vote of those assembled, his or her position will be vacant.
9

10 14. The parish Council shall publish documentary material reflecting all reports in the budget to be submitted at all
11 Parish Assemblies and cause same to be mailed to all parishioners no later than ten (10) days prior to the Spring and
12 Fall Parish Assembly.
13

14 15. It shall make an annual inventory of the church premises and the real property owned by the Parish Council for
15 the purpose of preparing and maintaining a physical inventory of all Parish property.
16

17 16. The Parish Council may form an Executive Committee consisting of the officers and clergy to meet as needed to
18 carry out the business of the Parish Council. The Executive Committee shall act in the absence of the Parish Council
19 when it is imperative and a called Parish Council meeting is not feasible. Minutes shall be kept and presented to the
20 Parish Council.
21

22 **ARTICLE IX. CALENDAR YEAR, FINANCIAL RECORDS AND BUDGETS**

23

24 1. The fiscal year shall commence on January 1 and end on December 31.
25

26 2. In early fall the Parish Council shall prepare a financial statement for the current fiscal
27 year and a budget for the coming fiscal year shall be submitted for approval to the Fall General Assembly and, upon
28 approval, become binding to the incoming Parish Council. These should be mailed to the parishioners ten (10) days
29 prior to the General Assembly. Upon acceptance by the General Assembly, this budget shall be binding to the
30 incoming Parish Council.
31

32 3. Each Parish shall remit monthly to the Archdiocese the portion of its total commitment allocation for Archdiocesan
33 and Metropolis needs as determined by the Clergy-Laity Congresses.
34

35 4. The budget should identify any fundraising project with proceeds intended for the general fund or special fund.
36 Projects not approved by the General Assembly cannot be supported from the general fund. It is the duty of the Parish
37 Council not to exceed the approved budget without approval of a General Assembly. Emergency maintenance is
38 exempted from this rule. *
39

40 *DISCRETIONARY (Miscellaneous) AMOUNT PERMITTED TO BE SPENT ON UNFORESEEN ITEMS AT
41 THE DISCRETION OF THE PARISH COUNCIL UP TO 1.5% OF THE TOTAL BUDGET.
42

43 5. A board of auditors shall be elected at the General Assembly after the election of the Parish Council and shall
44 report the results of its audit directly to the Parish Council. The board of auditors shall consist of at least three (3)
45 voting members who are not on the Parish Council. The board of auditors shall audit the financial records of the
46 parish and prepare a report for presentation to the next General Assembly.

1 **ARTICLE X. PARISH COUNCIL ELECTIONS**

2
3 **A. BOARD OF ELECTIONS**

4
5 1. The Board of Elections shall consist of no less than three members elected at the last Parish
6 Assembly preceding an election from among those who are not candidates for election to the
7 Parish Council.

8
9 2. The board of elections, in cooperation with the Priest and the Parish Council shall check the list of candidates, shall
10 notify all eligible members to vote in the elections for the members of the Parish Council and the board of auditors,
11 and shall supervise the elections.

12
13 3. The board of elections will be responsible for preparing all necessary material according to the voting and election
14 procedures in Article 10 Section D.

15
16 **B. ELECTIONS FOR THE PARISH COUNCIL**

17
18 1. The election day for the Parish Council of the parish must fall on or before the second Sunday of December.

19
20 2. The list of candidates shall be prepared and announced at the Fall General Assembly.

21
22 3. Any voting member for the prior year and who has maintained a contribution level defined on page 2, line 9,
23 section B, for the current year prior to his December candidacy may become a candidate for the Parish Council.

24
25 **C. VOTING AND ELIGIBILITY**

26
27 1. A regular member of the community who is considered in good standing as defined on Page 2, Article IV, Sect B.

28
29 2. A new member of the Parish may vote in the election if he or she has been enrolled at least three months prior
30 thereto and has completed a stewardship pledge card and fulfilled the equivalent stewardship obligation. In addition,
31 he or she must be a member in good standing morally and ecclesiastically.

32
33 3. A salaried employee of a Parish cannot serve as a member of the Parish Council, the board of auditors, the board of
34 elections or any other committee. A salaried Orthodox employee in good standing has voting rights.

35
36 4. In order for a current member to vote, he or she must have met his or her financial obligation for the year, and be in
37 good standing morally and ecclesiastically.

38
39 5. A candidate for the Parish Council must be a member in good standing of the Parish morally, financially, and
40 ecclesiastically for at least one year preceding the date of election and has lived his or her life and activities in
41 accordance with the faith and canons of the church.

42
43 6. All candidates that are nominated for the parish council should be in attendance at the general assembly meeting in
44 which nomination are made.

1 7. In addition, all candidates *must* attend a seminar conducted by the Priest immediately following the Fall General
2 Assembly. The purpose of the seminar will be for the Priest to explain the Uniform Parish Regulations and Oath of
3 Office. At the conclusion of the seminar all candidates will acknowledge their attendance by signing the Parish
4 Council Candidate Pledge and agreeing to abide by them if elected. If extenuating circumstances do not permit a
5 parish candidate to attend this seminar the Priest will arrange another time for this explanation and signing of the
6 Parish Council Candidate Pledge.

7
8 D. PROCEDURE

9
10 I. The elections shall be held at a place specified in advance by the board of elections and shall be executed by secret
11 ballot. The ballots will be deposited in a sealed box.

12
13 2. At the Fall General Assembly the eligible candidates for nomination will be presented. In addition, nominations
14 will be accepted from the floor during the General Assembly. A list of the nominees for the Parish Council will be
15 posted on the **Church bulletin board after nominations close at the conclusion of the General Assembly.**

16
17 3. A sample ballot with a photograph and biographical sketch of each candidate will be mailed to all parishioners in
18 good standing, with a letter, within 14 days prior to the election, which will also advise them of the availability of
19 absentee ballots for those parishioners requiring them.

20
21 4. Elections shall be on the first Sunday of December immediately following the Divine Liturgy in the Fellowship
22 Hall or Sunday School wing and will end at 2:00 PM. Ballots will be distributed as follows: All eligible voting
23 members (having been determined as such previously by the Secretary and the Treasurer) shall receive their ballot
24 personally by signing the statement that they have received their unnumbered ballot bearing the Church Seal.

25
26 5. At the conclusion of voting at 2:00 PM, the ballots will be counted and recorded. If the number of ballots received
27 differ from the number of ballots distributed, then the above procedure shall be repeated until no discrepancy exists.

28
29 6. Upon verification of the number of ballots, the Election Committee shall begin tabulation with the Priest(s) present.
30 Only the Election Committee members and the Priest(s) should be present where the votes are being tabulated. The
31 results of the election will be posted immediately on the bulletin board and published in the January monthly bulletin.

32
33 7. The election will be considered officially ratified upon receipt of verification from the Metropolitan.

34
35 VOTING BY ABSENTEE BALLOT

36
37 1. Those members wishing to vote, but unable to come to the Fellowship Hall or Sunday School to vote, must request
38 his or her Absentee Ballot from the Church Office, during regular office hours, in person or by personal phone call.
39 One Absentee Ballot, bearing the Church Seal, shall be mailed to the voting member only. The Chairman of the
40 Board of Elections can waive this requirement, if the voting member is incapacitated or elderly, by dispensing the
41 ballot to the appointed member of the family.

42
43 2. The Church Office shall keep a written log of the number of Absentee Ballots dispensed and the names of the
44 requesters. Absentee ballots with the Church Seal will be dispensed by the Church Secretary in accordance with the
45 prescribed procedures stated above by the Chairman of the election Committee. The Absentee Ballot requested shall
46 be dispensed with two (2) envelopes.

1 The packet mailed will include:

- 2 1. One plain, unmarked envelope containing the ballot.
- 3 2. One outer envelope self-addressed to the church and stamped with required postage. The voter's name
- 4 will be printed in the upper left hand corner of this envelope. The voting parishioner must personally sign his or her
- 5 name below his or her printed name. If the outer envelope used to mail back the Absentee Ballot is unsigned, the
- 6 ballot will be voided.

7 After the Absentee Ballot is properly marked with crosses next to the name of candidates (not to exceed seven (7) or

8 eight (8) candidates on alternating years), it must be hand delivered or mailed to:

9

10 Election Committee

11 Holy Trinity Greek Orthodox Church

12 5000 Lead Mine Road

13 Raleigh, NC 27612-3434

14

15 **ABSENTEE BALLOTS MUST BE RECEIVED NOT LATER THAN 1:00 PM, ON THE**

16 **SATURDAY BEFORE THE ELECTION. ANY RECEIVED AFTER THE ABOVE**

17 **DEADLINE WILL BE VOIDED. THEREFORE, WE SUGGEST YOU REQUEST YOUR**

18 **ABSENTEE BALLOT AT LEAST SIX (6) TO SEVEN (7) DAYS PRIOR TO ELECTION**

19 **DAY, AND MAIL TO THE CHURCH NO LATER THAN THURSDAY PRIOR TO**

20 **ELECTION DAY.**

21

22 Protesting or Questioning Validity of Parish Council Elections

23

24 Any member in good standing of the Holy Trinity Greek Orthodox Parish questioning the validity of the election may

25 do so, within five (5) days after such election, by means of a written protest directed the Metropolitan, through the

26 Priest. Such protest must be signed by the protesting member and at least four (4) other members in good standing.

27 The decision of Metropolitan shall be final.

28

29 **ARTICLE XI. RATIFICATION, OATH OF OFFICE AND ELECTION OF PARISH COUNCIL OFFICERS**

30

31 1. On the first Sunday of January, a special ceremony will be held immediately after the Divine Liturgy at which the

32 newly elected and all Parish Council members will take the oath of office before the entire congregation of the parish.

33 The oath will be given by the Priest and will be repeated by the Parish Council members as follows:

34

35 "I, _____, solemnly swear that I shall uphold the dogma, teachings, traditions, holy

36 canons, worship and moral principles of the Greek Orthodox Church, as well as the constitutional charter, discipline

37 and Regulations of the Greek Orthodox Archdiocese of America, and that I will faithfully and sincerely fulfill the

38 duties and obligations required of a member of the Parish Council. So help me God."

39

40 2. No elected member of the Parish Council will be ratified by the Metropolitan or acting Administrator of the

41 Metropolis in the event that it can be proven that they are not in good standing. In such an eventuality, the election of

42 this member is void and this vacancy will be filled in accordance with Article XII.

43

44 3. No oath taking ceremony shall be considered binding until the elections are ratified by the Metropolitan.

45 4. At the conclusion of the Divine Liturgy, the Parish Council shall convene again under the chairmanship of the

46 priest in order to elect its officers by secret ballot: that is, the president, the vice-president, the treasurer, the secretary

1 and such other officers as may be required. The duties of the Parish Council begin as soon as the members have taken
2 the oath.

3
4 **ARTICLE XII. VACANCIES ON THE PARISH COUNCIL AND BOARD OF AUDITORS**
5

6 I. A vacancy on the Parish Council or on the board of auditors shall exist following the concurrence of the
7 Metropolis.

- 8
9 a. When a member thereof resigns.
10
11 b. When the election of a member thereof has been declared invalid.
12
13 c. When it has been found that a member thereof is not or has ceased to be attached or devoted to the
14 doctrine, constitution, canons, administrative rulings, discipline, worship, ritual, customs and
15 practices, regulations and encyclicals of the Archdiocese, or that he or she does not recognize the
16 duly constituted ecclesiastical authorities.
17
18 d. When a member thereof is physically or mentally incapacitated.
19
20 e. When a member thereof has been proven guilty of a serious moral transgression.

21
22 2. In the event a member of the Parish Council is absent without justifiable cause for more than three (3) consecutive
23 meetings, he or she shall be considered relieved of his or her duties upon said third consecutive absence, and the
24 Parish Council shall give written notice to said member, which notice shall be recorded in the minutes of the Parish
25 Council. However, if said member shows justifiable cause for one or more said absences at the next regular meeting
26 of the Parish Council, the Parish Council may elect by majority, secret ballot vote, to maintain said member on the
27 Parish Council. If said member chooses to make no such showing, the Parish Council shall then proceed to fill the
28 vacancy.
29

30 3. A vacancy on the Parish Council shall be considered to exist under any of the following circumstances: the death or
31 resignation of a member, the physical or mental incapacity of a member, the invalidation of the election of a member,
32 the failure of a member to be current in his or her stewardship financial obligations to the Parish, the determination by
33 a spiritual Court of the Metropolis that a member is not or has ceased to be loyal to the doctrines, canons, worship,
34 discipline, constitution, administrative rulings, customs, practices, these Regulations and encyclicals of the
35 Archdiocese, or that he or she does not recognize its duty constituted ecclesiastical authority, or the determination by
36 a Spiritual Court of the Metropolis that a Parish Council member is guilty of a serious moral transgression or has
37 violated his or her oath of office.
38

39 4. A vacancy on the Parish Council before the Oath of Office has been administered shall be filled by the next elected
40 candidate in order of votes received. Once the Oath of Office has taken place and the new Parish Council officers
41 have been elected, a vacancy on the Parish Council shall be filled by the Parish Council by electing a successor
42 therefore from amongst the members of the Parish in good standing for the unexpired portion of the term of such
43 vacancy.
44

45 5. The election result shall be entered in the minute book of the Parish, showing the number of votes cast for each
46 candidate, and shall be signed by each member of the Board of Elections. The Candidate receiving the greatest
47 number of votes shall be declared elected for the ensuing term. In the case of a tie, a majority vote ballot by the other
members of the incoming Parish Council at its first meeting will be necessary to determine the winner. The tied

1 candidate if otherwise found to be qualified shall be provisionally approved by the Metropolitan when he ratifies the
2 election results and the winner shall, upon his or her selection, take and subscribe to the prescribed oath of office and
3 participate in the election of officers.

4 6. Any member in good standing of the Parish questioning the validity of any election may, within five days after
5 such election, lodge a written protest with the Metropolitan through the Parish Priest. Such protest shall be signed by
6 the questioning member and at least four other Parish members. The decision of the Metropolitan thereon shall be
7 final.

8
9 7. In the case of the resignation of any member-elect of the incoming Parish Council, or vacancy for any other reason,
10 in the interim between the day of elections and the election of officers, the members of the incoming Council shall,
11 after the election of officers, elect a new member from the eligible parish members to fill the vacancy.

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

19
20 **XIII. RESPONSIBILITIES AND DUTIES OF THE PARISH COUNCIL OFFICERS. SECTION A. THE**

21 **PRESIDENT**

22 The president shall call and preside at and set the agenda for all meetings of the Parish Council.
23 He or she shall appoint all committees and be an ex-officio member of those committees. He or she shall
24 supervise the work of all committees, other officers, and church personnel. He or she shall call all
25 General Assembly meetings to order and preside over the meeting. Salaried employees of the Parish shall not be
26 eligible to serve on any committees.

27
28 **SECTION B. THE VICE-PRESIDENT**

29
30 The vice-president shall have all the responsibilities and duties of the president whenever he or she acts in his or her
31 place and stead.

32
33 **SECTION C. THE SECRETARY**

34
35 1. To attend all meetings of the Parish Council and of the General Assembly and to keep the minutes of all such
36 meetings.

37
38 2. To keep the official correspondence and the records of the parish.

39
40 3. To co-sign with the president and priest all documents of the parish.

41
42 **SECTION D. THE TREASURER**

43
44 1. The treasurer shall collect parish funds and deposit the same in the name of the parish with depositories selected by
45 the Parish Council.

1 2. He or she shall keep a separate record of the revenue and expenses of the parish.

2
3 3. He or she shall turn over everything pertaining to his or her office at the conclusion of this term to his or her
4 successor in good order.

5
6 4. He or she shall not hold office concurrently with any related church organization in the capacity of Treasurer which
7 would result in any conflict of interests.

8
9 **SECTION E. THE ASSISTANT TREASURER**

10
11 1. In the absence of the treasurer, the assistant treasurer will assume the duties of the treasurer.

12
13 2. The assistant treasurer should perform any duties the treasurer so designates.

14
15 **ARTICLE XIV. THE PARISH SEAL**

16
17 The Parish shall have a seal with the icon of the patron saint of the church in the center thereof and the name of the
18 parish on the periphery. This seal shall be kept in the office of the parish priest.

19
20 **ARTICLE XV. DISSOLUTION OF THE PARISH**

21
22 When it is determined by the Parish Council that the parish is incapable of supporting itself and wishes to be
23 dissolved, a General Assembly of the members of the parish shall be called. If three-fourths (3/4) of the existing
24 members in good standing favor such dissolution, the Archbishop shall have the power to declare the Parish dissolved
25 and its properties shall devolve to the Archdiocese.

26
27 **ARTICLE XVI. REVISION AND INTERPRETATION OF PARISH BYLAWS**

28
29 1. Articles pertaining to the discipline and rights of the clergy can be revised only by the Metropolitan or
30 Administrator of the Metropolis. Other articles may be revised by the General Assembly of the parish by a
31 two-thirds (2/3) majority vote of voting members present and voting at a special or regular meeting of the
32 Parish Assembly, provided that notice of said meeting is given at least fourteen (14) days prior by mail to all
33 Parishioners on the church roll and copies of the proposed amendments are to be sent along with said notice.

34
35 2. All parish ministries and organizations shall be under the spiritual guidance and supervision of the Priest.

36
37 3. Any adult communicant of the Church desiring to participate in any Parish ministry or organization shall be
38 required first to become a member in good standing of the Parish. A communicant under 18 years of age
39 may be a member of any parish Youth Organization, irrespective of whether his or her parents are members
40 of the parish, upon approval of the Priest.

41
42 4. Each Parish shall endeavor to have the following ministries and organizations: Sunday (Catechetical)
43 School, Chanter, Choir, Acolytes, a chapter of the Greek Orthodox Youth of America (GOYA), a chapter of
44 the Young Adult League (Y.A.L.), a Junior Orthodox Youth (JOY), (HOPE) program, a Greek Language
45 School, as well as a chapter of the Ladies Philoptochos Society, a Parent Teachers Organization (P.T.O.) and
46 such other ministries and organizations as shall meet the spiritual and cultural needs of the Parish.

47 5. The local by-laws of such organizations shall comply with the Uniform Parish Regulations of the
48 Archdiocese and shall be subject to the approval of the Parish Council and of the Archdiocese.