

SAINT DEMETRIOS GREEK ORTHODOX CHURCH

PARISH BY-LAWS

These Parish By-laws are ratified by and on record with the Diocese (now Metropolis) of Chicago, 1999.

Sections marked by an asterisk () were modified and/or added during the revision of the Parish By-laws in 1998.*

Preamble*

In addition to the Special and Uniform Parish Regulations of the Archdiocese, which are binding on the parish, the following By-Laws have been promulgated to govern and oversee the life of the parish community.

Part A: The Name of the Parish

Article 1

This Parish shall be known as the Saint Demetrios Greek Orthodox Church in Hammond, Indiana. This parish is under the spiritual and administrative jurisdiction of the Archdiocese of America, Metropolis of Chicago, and abides by the Uniform Parish Regulations of the Archdiocese.

Article 2

The Parish shall have a seal bearing the name of the Parish in a form acceptable under the laws of the State of Indiana. Said seal shall be kept in the church office.

Part B: Local Regulations of the Parish Council and Finances of the Parish

Article 1*

The officers of the Parish Council shall be a President, Secretary, Treasurer, Assistant Secretary and Assistant Treasurer. The Parish Council shall be comprised of fifteen (15) lay members, including the Officers. The Officers of the Parish Council shall serve a term of one (1) year and may be re-elected as an Officer during their term as a Parish Council member.

Article 2

The members of the Parish Council are elected for the term not to exceed two years. Parish Council members may be elected to serve a maximum of three (3) consecutive terms, or a total of six (6) years. They shall then be required to retire for a minimum of one (1) year, following which they shall again become eligible for election.

Article 3

The Parish Council shall enforce the Parish By-Laws.

Article 4

The Parish Council shall procure all supplies necessary to the conduct of church services and shall assist the Priest in maintaining decorum.

Article 5*

Any expenditures for items in excess of FIFTEEN THOUSAND AND NO/100 (\$15,000.00) DOLLARS shall require approval by a majority vote of the members present at a regular or special General Parish Assembly.

Article 6

The Parish Council shall prescribe such rules, regulations and rental policies governing the use or occupancy of Parish facilities as will assure safe and decorous conditions.

Article 7*

The Parish Council shall appoint such committees from amongst its members and other parishioners as it deems necessary to facilitate the activities of the Parish Council and enhance its effectiveness. The Parish Council shall annually retain the services of an independent auditing firm to audit all Parish financial records.

Article 8

1. The powers and duties of the President of the Parish Council shall be:

- a) To call meetings of the Parish Council and assemblies of the members of the Parish.
- b) To preside over meetings of the Parish Council.
- c) To present the agenda at Parish Council meetings and the General Assembly.
- d) To rule on motions and preside over debate.
- e) To submit questions to a vote.

- f) To sign the minutes of the Parish Council proceeding and various incoming and outgoing documents together with the Parish Council Secretary and Priest when required.
 - g) To supervise the operations of the church office and its personnel and the conditions of the treasury.
 - h) To exercise all the authority vested in him or her as President of the Parish Council under the law, the regulations of the Archdiocese and these By-laws.
- 2. The Vice President of the Parish Council shall have all powers and duties of the President whenever he or she acts in place of the latter.
- 3. The powers and duties of the Parish Council Secretary shall be:
 - a.) To attend all meetings of the Parish Council and General Parish Assemblies and keep the minutes thereof.
 - b.) To affix his or her signature to incoming and outgoing Parish documents when required, which shall also be signed by the Parish Council President and the Parish Priest.
- 4. The Assistant Secretary of the Parish Council shall assist in the performance of the duties assigned to the Parish Council Secretary and shall act for the same in his or her absence.
- 5. The powers and duties of the Treasurer of the Parish Council shall be:
 - a) To collect Parish funds and deposit same in the name of the Parish with the depositories selected by Parish Council.
 - b) To keep a record of the revenue and expenditures and said records shall be compared and balanced prior to submission of the year-end financial records to the Audit Committee.
 - c) To sign checks jointly with the President of the Parish Council or other authorized Parish Council Officers.
- 6. The Assistant Treasurer of the Parish Council shall assist in the performance of the duties assigned to the Treasurer and shall act for the same in his or her absence.

Article 9

All special monetary bequests, gifts and devises shall be administered by the Parish Council as one or more special funds. Memorial donations shall be used at the discretion of the Parish Council for the use and betterment of the Parish. Where possible, these funds shall be disbursed in consultation with the deceased member's family.

Article 10

In accordance with the Uniform Parish Regulations, the Parish will adhere to the remuneration schedule for the clergy issued by the Archdiocese.

Article 11

The annual budget for the coming year shall be prepared and a copy mailed to each member in good standing at least ten (10) days prior to the regular General Parish Assembly meeting in November, at which time it shall be presented for adoption by the membership of the parish.

Article 12*

1. Members may, upon request to the Priest or to the President of the Parish Council on its behalf, have their financial obligation reduced or waived as circumstances warrant. The Priest and the President of the Parish Council shall consult about such request, respecting the privacy of the member. In accordance with Archdiocesan regulations, the final decision shall be that of the Priest.
2. Persons temporarily leaving the parish, or persons attending school full time (12 credit hours minimum) or those serving in the military, may request a waiver of their financial commitment for the duration of their school term, military service or absence.

Article 13*

The obligations of the parishioner are to pay such regular financial obligations and special assessments as the Parish may establish, or to make an annual stewardship pledge as adopted by this Parish.

Part C: Elections of the Parish Council

Article 1*

1. Elections for the Parish Council shall be held according to the Uniform Parish Regulations of the Archdiocese and the special regulations of the Parish listed below.
2. Elections of the members of the Parish Council shall be held on the third Sunday of November each year when possible.
3. To be eligible to vote in an election, members of the Parish must be current in their financial obligation to the Parish for the current calendar year and the previous year when applicable. "Current" shall mean for the May Assembly, that the parishioner shall be paid through the past calendar year; and for the November Assembly, that the parishioner shall be paid through October pursuant to that parishioner's individual

stewardship pledge plan. The Board of Elections shall post thirty (30) days prior to the General Assembly a current list of those parishioners currently eligible to vote.

4. The Board of Elections shall cause to be posted in a conspicuous location immediately following liturgical services on the first Sunday of October, a notice stating the date, location, and hours during which election shall be held and the requisite qualification of candidates, the number of vacancies to be filled, together with a list on which candidates may affix their signatures.

5. Candidates for election may affix their signatures on the posted list until 1:00 p.m. of the last Sunday of October, provided their current Parish financial commitment is paid on or before this date, and they have met all other qualifications. At this time the list shall be removed by the chairperson of the Board of Elections.

6. The list of candidates shall then be checked by the Board of Elections and the Parish Priest for eligibility of each candidate and a revised list of all qualified candidates names, in English alphabetical order, with Greek names along side, shall be prepared by the Board of Elections.

7. The list of qualified candidates shall be posted by the Board of Elections in a conspicuous location not less than one (1) week prior to the elections. A notice stating the time and place of the elections shall be mailed not less than two (2) weeks before the elections to all those entitled to vote.

8. The Board of Elections shall prepare ballots listing the candidate names according to English alphabetical order with Greek names along side, and given instructions regarding the maximum number of candidates names to be marked.

9. The Board of Elections shall open the polls, apply the check-in policy approved by the Parish Council, supervise the elections, tabulate, report and post the results in a conspicuous location immediately following the closing of the polls.

10. Absentee balloting shall be permitted. Absentee ballots may be cast in the Church office between 9:00 a.m. and 4:30 p.m. on Wednesday, Thursday, and Friday of the week preceding the election. In the event of a parishioner's illness, and upon request, an official ballot shall be personally delivered to him or her during the week preceding the election by a member of the board of elections or, if necessary, the parish office secretary who shall return the completed and sealed ballot for deposit in the ballot box.

11. Members appearing and found qualified to vote at the election shall have their names entered in the register of voters, receive and mark their ballots and deposit them in a sealed box.

Article 2

1. The Board of Elections of the Parish shall consist of five (5) members. No salaried employee of the Parish shall be permitted to serve on the Board of Elections.

2. Immediately following their elections, the Board of Elections shall meet and designate the chairperson from amongst their membership.

Part D: Board of Auditors

Article 1*

Three (3) members of the Board of Auditors shall be selected and shall perform the duties assigned it by the UPR. In addition, said Board of Auditors shall cooperate with the annually selected independent auditing firm in making available any and all Parish financial records.

Part E: General Parish Assemblies

Article 1

1. Regular Parish Assemblies shall be held twice each year, namely, during the months of May and November.
2. The names of all those attending the Parish Assembly shall have their names entered in the register after their identity and qualifications have been checked.
3. The presence of ten percent (10%) of current members in good standing shall be required to form a quorum for the transaction of business.
4. In addition to the procedure contained within the regulations of the Archdiocese, the following procedures will be followed at the Parish Assembly:
 - a) The Assembly shall be called to order by the President of the Parish Council and opened with a prayer.
 - b) The Secretary of the Parish Council shall state the number of members in good standing who have registered. The President shall declare the presence or absence of a quorum and the number of votes that shall constitute a majority for the transaction of business.
 - c) After the election of the chairman, the Parish Council Secretary shall read the minutes which shall be approved as read or as corrected.
 - d) Subsequent to the election of parish representative to the biennial Archdiocesan Clergy-Laity Congress by the Parish Assembly, if a vacancy shall arise, the Parish Council shall fill such vacancies.
 - e) The Parish Assembly shall take up old business left pending from the previous Parish Assembly and dispose of same.

Part F: Amendment and Effective Date of Parish By-Laws

Article 1

These Parish By-Laws may be amended by two-thirds (2/3) vote of the members present and voting at a regular or special Parish Assembly following written notice mailed to each member in good standing at least ten (10) days prior to the assembly date, setting forth the article(s) which are proposed to be amended. Only those articles which are set forth in the assembly notice may be amended at the respective Parish Assembly.

Article 2

These By-Laws shall become effective following their adoption by a duly constituted Parish Assembly and approval of the Diocese and shall remain in full force and effect until amended as set forth in Part F, Article 1.

Article 3

Whenever a question arises as to the construction or interpretation of any provision of the Parish By-Laws, the decision of the Diocese thereon shall be final.