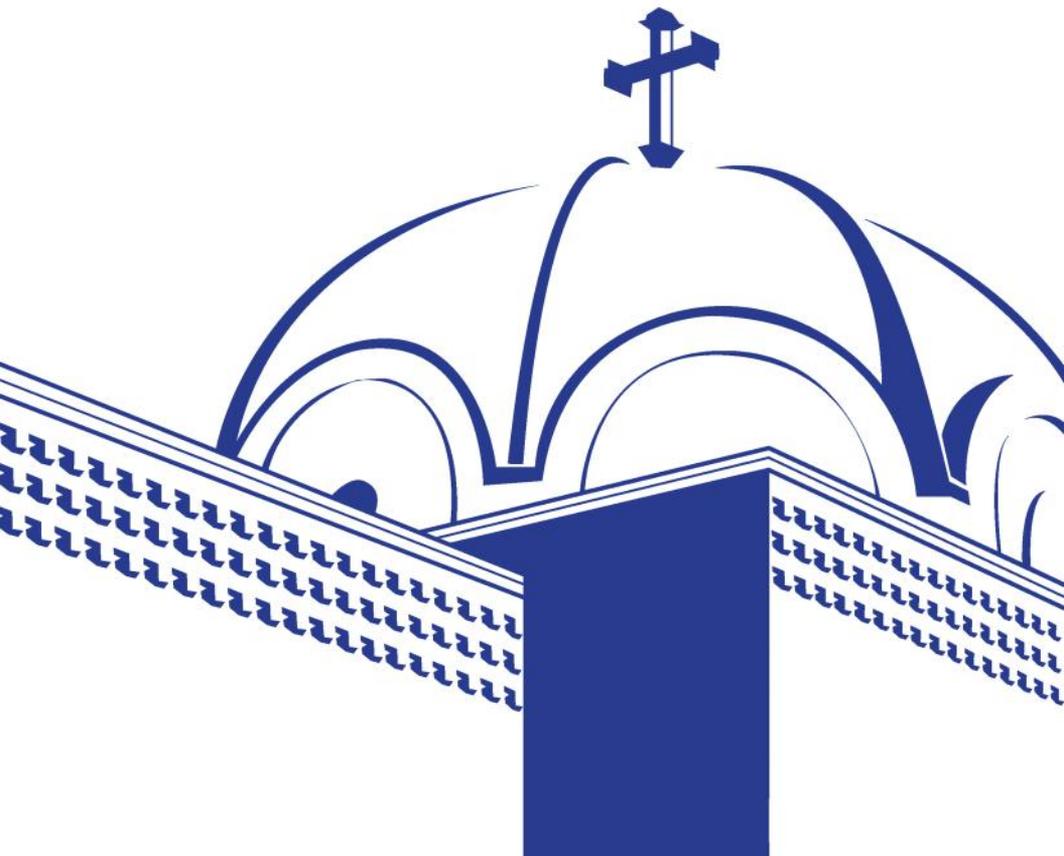


ASSUMPTION

GREEK ORTHODOX CHURCH
OF EAST MOLINE, ILLINOIS

PARISH BYLAWS



ASSUMPTION GREEK ORTHODOX CHURCH OF EAST MOLINE, ILLINOIS

PARISH BYLAWS

PREAMBLE

By virtue of the authority granted in the Uniform Parish Regulations (UPR) of the Greek Orthodox Archdiocese of America, Part Three, Chapter One, Article 21, the Parish Assembly of the Assumption Greek Orthodox Church of East Moline, Illinois adopts the provisions contained herein, same having been approved in advance by the Metropolitan of the Metropolis of Chicago. In so adopting these provisions, the Parish Assembly recognizes that the provisions are to serve as bylaws that address themselves to the requirements of local needs of the community of the Assumption Greek Orthodox Church of East Moline. It is further recognized that by so adopting these provisions, they become appended to the Uniform Parish Regulations, and nothing contained herein is to be construed in a manner inconsistent with the spirit of said Regulations.

ARTICLE I

Name and Purpose

The Assumption Greek Orthodox Church of East Moline, Illinois, is the official name of the parish, a non-profit corporation organized under the laws of the State of Illinois (hereinafter referred to as "Parish").

The Parish affirms the Uniform Parish Regulations (UPR) statement of aims and purposes of the parish: "to keep, practice and proclaim the Orthodox Christian Faith pure and undefiled."

ARTICLE II

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 financial obligation 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 financial obligation to the Parish” is by necessity flexible. Generally, for purposes of participating in Parish Assemblies and elections, one is considered to have fulfilled his or her financial obligation to the Parish if he or she has pledged and paid an amount certain for the year prior to the current year and has no outstanding pledge balances for any year prior. However, in the event an individual neglects to pledge a specific amount for the prior year, but has committed spiritually, morally and financially (at a minimum of 50% of the parish’s prior year average pledge) to the Greek 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 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.) For new members, as stated in the UPR (Article 25, Section 5): “A new parishioner of the parish may vote in the election if he/she has become a member in good standing at least three (3) months prior thereto.”

In instances of financial hardship or of dependent students and/or parents, the Parish Priest may waive or modify the above requirements.

ARTICLE III

Parish Assembly

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

- A. The presence of not less than twenty-five percent (25%) of the Parishioners in good standing shall constitute a quorum for the transaction of any business. 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 spring and fall of each year. Special Parish Assemblies may be convened as set out in Article VI, Section 2 of the Uniform Parish Regulations.
- C. *Robert's Rules of Order* shall control the order of business only if the Parish Assembly is unable to reach 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 is an expression of Christian fellowship where all actions reflect the positions of everyone.
1. The Parish Assembly shall be conducted in the following manner:
 2. The President of the Parish Council, or if unable to attend, the Vice-President shall call the meeting to order and ask the Priest to begin the meeting with a prayer.
 3. Every parishioner in good standing shall be counted by roll call to ascertain if there is a quorum. A written record of those in attendance shall be recorded with the minutes of the meeting.
 4. The Parish Assembly shall elect a Chairperson who shall conduct the meeting.
 5. The minutes of the last Parish Assembly shall be presented for approval. The approved minutes shall be signed by the Priest, the Chairperson and the Secretary.
 6. All the agenda items noted on the meeting notice having been prepared by the Parish Council will be acted upon.
 7. A call for adjournment shall be requested by the Chairperson.
 8. The meeting shall end with a prayer.
- D. At the Fall 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 spring Parish Assembly, which shall reflect, at a minimum, the Total Commitment to the Archdiocese.
- E. At the Spring Parish Assembly the first order of business shall be a report by the immediate past President or Treasurer of the Parish Council providing a 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 the Parish. The financial statements shall be available for review in the Parish office to all parishioners no later than ten (10) days prior to the Spring and Fall Parish Assemblies.

ARTICLE IV

Parish Council

- A. **Membership**: The Parish Council shall consist of the Priest, as the head of the Parish and eight (8) elected lay members.
- B. **Terms Of Office**: Four (4) Parish Council members shall be elected at annual elections as provided herein and shall each serve a two (2) year term until their successors are elected and qualified. Each Parish Council members' term shall commence upon his or her taking the oath of office.
- C. **Officers**: Following the administering of the affirmation of office, the Parish Council shall promptly convene to elect its officers under the chairmanship of the Priest who shall not vote. Election is by a secret ballot: a President, a Vice President, a Secretary, and a Treasurer. The candidates for President must have prior service on the Parish's council. The term of office of the officers is to be one (1) year. In the event vacancies occur in the office of Vice President, Secretary or Treasurer, 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 Vice President shall succeed to the office of President, and the Parish Council shall immediately select a replacement to serve as 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 One: 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 call a

special meeting. Parish Council meetings may not be held without the priest present or his consent to do so.

2. It shall maintain in a conspicuous place in the church, a current list of all members of the Parish currently fulfilling their financial obligation to the Parish, provided that said list does not indicate specific amounts pledged or paid by individual members.
 3. 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 29, Section 1 of the Uniform Parish Regulations.
 4. It shall have the authority to administer the Parish's stewardship program and establish stewardship guidelines to support the Parish.
 5. It shall maintain an inventory of all Parish property, both real and personal; to be updated annually and as property is acquired.
 6. It shall annually determine and publish all charges deemed appropriate for use of any and all facilities owned by the Parish.
- E. Conduct of Business: The presence of a majority (50%+1) of the members of the Parish Council shall be necessary to constitute a quorum for any meeting and for all votes, *Robert's Rules of Order* shall control the conduct of business, only if Parish Council is unable to reach 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, at his discretion, a reflection from the Priest. The President, in consultation with the Priest, shall prepare an agenda to include, but not limited to the following:
1. Approval of the minutes of the previous meeting;
 2. Report from Priest on matters requiring Parish Council action;
 3. Report from the President;
 4. Report from Treasurer;
 5. Committee reports and Ministries reports and status;
 6. Old Business
 7. New business.

ARTICLE V

Duties of Officers & Ministry Liaisons/Coordinators

A. 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 Illinois 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 sign minutes of all meetings together with the Secretary and the Priest.
4. 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 Illinois and the Parish Assembly.
5. To appoint Committees for the purpose of carrying out such duties as may be assigned to each Committee.
6. To supervise the administrative functions of the Parish, including the duties of the office personnel.

B. Vice President

1. To act on any and all matters in the absence of the President.

C. Secretary

1. To oversee the keeping of minutes of meetings of the Parish Council and Parish Assembly.
2. To supervise all Parish correspondence.

D. 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 oversee the Parish accounting system and ensure its availability to the Parish Council upon request.

3. 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.
 4. To call a meeting with the Board of Auditors prior to the end of each year to discuss the review of the accounting records of the Parish.
- E. Ministries: The By-Laws shall contain a description of the ministries to be assigned for liaison and coordination by the members of the Parish Council. The ministry committees include the following:
1. Buildings and Grounds
 2. Evangelism/Outreach
 3. Fellowship
 4. Fundraising
 5. Stewardship/Finance

ARTICLE VI

Parish Finance

- A. At least 2 Parish Council officers authorized by the Parish Council shall sign all checks made in payment for Parish expenditures. All checks shall be fully filled in and completed before signing.
- B. All special bequests, gifts, and devises shall be used by the Parish only for the purposes for which they were made. It will be the responsibility of the Church Office to update, maintain and record an ongoing record of all such bequests, gifts, devices and donations. Disbursements from restricted funds, as held within the Memorial Fund, cannot be made without the Parish Priest's express approval.
- C. The Parish Council must submit for approval to the Parish Assembly any non-budgetary expenditure exceeding ten thousand dollars (\$10,000.00).
- D. All expenditures and collections must be accounted for: expenditures must be supported by invoices, sales receipts, etc. and collections must be receipted and promptly deposited in the bank.

- E. No Parish Council member, parishioner of the Parish, or the Priest, shall make any expenditure and/or commitment greater than five hundred dollars (\$500) unless presented and preapproved by the Parish Council except those expenditures and/or commitments as set forth in Section 1 of the UPR Article 29.
- F. The treasurer shall make payment of Parish expenses already approved in the Annual Church Budget when due without approval of the Parish Council. Each payment without approval shall be reviewed at the following Parish Council meeting as part of the financial report.

ARTICLE VII

Board of Auditors

The Board of Auditors, consisting of at least three (3) parishioners, none of whom are members of the Parish Council, elected for a term of one (1) year, shall have the following powers and duties:

1. It shall audit annually the accounting records of the Parish, prepare a report of such audit, and present same to a meeting of the members of the Parish.
2. It shall have access to the Parish records, including inventory, at all times. However, the Board of Auditors is not empowered to remove the Parish records from the business office of the Church.

ARTICLE VIII

Board of Elections

- A. Board of Elections: The Board of Elections shall be composed of at least three (3) members, 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 last Parish Assembly meeting, and it shall be the duty of the Board of Elections to conduct and supervise the annual election.
- B. 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.

- C. Vacancies: 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.
- D. Nominations: Nominations for the Parish Council will be administered by the Board of Elections as outlined below:
1. Nomination forms will be made available to eligible nominees and other parishioners in good standing wishing to make nominations by the Board of Elections at the Fall Parish Assembly.
 2. Nominations will close 7 days following the Fall Parish Assembly.
- E. Notice: The parishioners in good standing of the Parish are summoned to the election of the Parish Council by written notice, made at least ten (10) days prior to the day of elections.
- F. Ballots: Voting shall begin after the conclusion of the Divine Liturgy and after the opening by the Chairperson of the Board of Elections, and shall terminate sixty (60) minutes later. All ballots must be cast in person. Elections by voice vote are specifically prohibited.

Absentee ballots may be issued by the Priest for good cause (member is out of town, working or ill). Absentee ballots will be issued in person up to 14 days prior and may be returned up to 7 days prior to the election.

- G. The procedure for the election of the Parish Council shall be:
1. The elections shall be opened by the Chairperson of the Board of Elections.
 2. Ballots shall be distributed individually upon verification of being an eligible voter by the Board of Elections. For purposes of voting, a husband and wife that are on one stewardship card and are in good standing will each receive a ballot.
 3. At the conclusion of voting the ballots will be tabulated and posted by the Board of Election.
 4. Winning candidates will be notified by the Chairperson of the Board of Elections.

ARTICLE IX

Usage of Facility

- A. Contract: Usage of the Assumption Church Fellowship hall is governed by the “Church Hall Rental Rules and Regulations Including Contract.”
- B. Requests: The Church Hall may be requested for use via the “Church Hall Request Form” which outlines Terms and Conditions and adherence to the Contract. The request form must be submitted by members only and must include the proper rental fees.
- C. Sacraments: Use of the Church Temple for sacramental services is limited to members in good standing. Non-members are subject to facility usage and custodial fees as determined by the Parish Council.

ARTICLE X

Amendments

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 proper notice is given. Notice shall include copies of the proposed amendments.

The preceding bylaws are according to the Archdiocesan Uniform Parish Regulations (UPR). The UPR always takes precedence over these bylaws [UPR Art. 21, Sect. 1]

For the full rights, duties, scope of selection and responsibilities of the Parish Council, Board of Auditors and Board of Elections, see the UPR.

Accepted at the Parish General Assembly on August 12, 2012

Ratified by the Metropolis of Chicago on August 21, 2012

Implemented at the Parish General Assembly on November 4, 2012

