

1 **ST. GEORGE GREEK ORTHODOX CHURCH**
2 **PARISH BY-LAWS**

3
4 **PREAMBLE**

5
6 By virtue of the authority granted in the uniform parish regulations of the Greek
7 Orthodox Archdiocese of America, Part Three, Chapter One, Article 21, the Parish Assembly of
8 the St. George Greek Orthodox Church in Hollywood, Florida, adopts the provisions contained
9 herein, same having been approved in advance by the Metropolitan of the Metropolis of Atlanta.
10 In so adopting these provisions, the Parish Assembly recognizes that the provisions are to serve
11 as bylaws that address themselves to the requirements of local needs of the community of the St.
12 George Greek Orthodox Church in Hollywood. It is further recognized that by so adopting these
13 provisions, they become appended to the Uniform Parish Regulations, and nothing contained
14 herein is to be construed in a manner inconsistent with the spirit of said Regulations.
15

16 ***OFFICIAL COMMENT:** Local By-Laws are a complement to the Uniform Parish Regulations*
17 *(UPR) of the Archdiocese of America as additional provisions as local needs may require*
18 *provided they do not conflict with the UPR and further provided that such local by-laws are*
19 *consistent with the spirit of the UPR. All such local by-laws must be approved in advance by the*
20 *Metropolitan of Atlanta. See **REGULATIONS OF THE ARCHDIOCESE OF AMERICA,***
21 ***PART THREE UNIFORM PARISH REGULATIONS, CHAPTER ONE, ARTICLE 21:***
22 ***ORGANIZATION AND PARISH BY-LAWS.** These Model Parish By-Laws shall be used to*
23 *review and, if necessary, update each parish’s existing by-laws. The provisions of these Model*
24 *Parish By-Laws shall be applied or a rationale for omitting or addressing sections in a different*
25 *fashion submitted to the Metropolitan.*
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27 **ARTICLE I**

28
29 **Name and Purpose**

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31 St. George Greek Orthodox Church of Hollywood, Florida, Incorporated, is the official
32 name of the parish, a non-profit corporation organized under the laws of the State of Florida
33 (hereinafter referred to as “Parish”).
34

35 The Parish recognizes and adopts as its purpose the aims and purposes set forth in Part
36 Three, Chapter One, Article 15 of the Uniform Parish Regulations. In addition it is the aim and
37 purpose of the Parish to particularize those specific purposes and assume them as goals in
38 fulfilling the lives of its members with the enrichment of the Orthodox Christian Faith.
39

40 ***OFFICIAL COMMENT:** Each Parish shall be known as the Greek Orthodox Church of (name*
41 *and locality). See **UPR, CHAPTER ONE: PARISH AND PARISH ORGANIZATION,***
42 ***ARTICLE 15: PARISH; Section 8.***
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1 **ARTICLE II**

2
3 **Parishioners**

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5 Any person, eighteen years of age or over, who was baptized according to the rites of the
6 Church, or was received into the Church through Chrismation, who lives according to the Faith
7 and canons of the Church, abides by the Uniform Parish Regulations and these appended bylaws,
8 and fulfills his or her financial obligation to the Parish, and cooperates in every way towards the
9 well-being of the Parish is a member in good standing of the Parish (each, a “Parishioner”).

10
11 The definition of “fulfilling one’s financial obligation to the Parish” is by necessity a flexible
12 one. Generally, for purposes of voting in Parish Assemblies and elections, one is considered to
13 have fulfilled his or her stewardship and financial obligations to the Parish if he or she has
14 pledged and paid an amount certain for the year prior to the current year and has pledged an
15 amount to the Parish for the current year. However, in the event an individual refuses or neglects
16 to pledge a specific amount, but he or she has committed himself spiritually, morally and
17 financially to the Greek Orthodox Faith and the parish and the records of the parish so reflect the
18 financial commitment, he or she will be considered to have fulfilled his financial obligation and
19 be eligible to vote. (Stewardship is recommended to be ten percent (10%) of one’s annual
20 income as stated in Holy Scripture to help meet the financial obligations of the Parish, the
21 Metropolis and the Archdiocese.)

22
23 New members to the Parish will have met their financial obligation to the Parish by
24 merely pledging a sum certain for the current year.

25
26 **OFFICIAL COMMENT:** *The definitions and rights of Parishioners are fully articulated in the*
27 *UPR. See UPR, CHAPTER ONE, ARTICLE 18: PARISHIONERS.*

28
29 **ARTICLE III**

30
31 **Parish Assembly**

32
33 In addition to the guidelines and requirements relative to the conduct of Parish
34 Assemblies specified in Article 31 of the Uniform Parish Regulations, the Parish adopts the
35 following rules and regulations as controlling its local Parish Assemblies:

- 36
37 A. The presence of thirty (30) Parishioners shall constitute a quorum for the transaction of any
38 business. The Parishioners at a regular or special Parish Assembly meeting at which a
39 quorum was present when initially convened may continue until adjournment to validly and
40 properly transact all appropriate business and take any proper actions notwithstanding the
41 fact that such attendance at such meeting may subsequently drop below thirty (30)
42 Parishioners; provided that for any action which requires a two-thirds (2/3) vote at a first
43 called meeting there must be at least thirty (30) Parishioners present to approve such action.
44 If a quorum cannot be achieved, no vote can be taken. Within twenty-one (21) days, a Parish
45 Assembly shall be called a second time. At such time, decisions may be taken by the number

1 of Parishioners in good standing present, with the exception of matters pertaining to the
2 purchase, sale or encumbering of Parish property which shall require a quorum.

3
4 B. Regular meetings of the Parish Assembly shall be held during the first and fourth quarter of
5 each year. Special Parish Assemblies may be convened as set out in Article 31, Section 7 of
6 the Uniform Parish Regulations.

7
8 1. The regular Parish Assembly shall be convened during the month of March and again
9 during the month of November.

10
11 C. At the fourth quarter Parish Assembly, the Parish Council shall submit a proposed Parish
12 budget for the following year, which shall be subject to final approval at the next first quarter
13 Parish Assembly, which shall reflect, at a minimum, the Fair Share Assessment to the
14 Archdiocese.

15
16 D. At the first quarter Parish Assembly the first order of business shall be a report by the
17 immediate past President or Treasurer of the Parish Council providing a financial statement
18 of the Parish for the immediately preceding year, said report to include a statement of
19 receipts and expenditures derived from all properties owned by the Parish.

20
21 E. At the first quarter Parish Assembly, a vote on the final approval of the proposed budget shall
22 be required, with passage necessitating approval by majority.

23
24 F. The Parish Council shall publish all documentary material reflecting all reports on the
25 budgets to be submitted at all Parish Assemblies and cause same to be mailed to all
26 Parishioners no later than ten (10) days prior to the first and fourth quarter Parish
27 Assemblies.

28
29 G. *Robert's Rules of Order* shall control the order of business only if Parish Assembly is unable
30 to reach consensus, and to the extent that it is not inconsistent with the Uniform Parish
31 Regulations. Consensus is defined as broad unanimity, but does not require that all agree but
32 rather that the participants can live with and support the decision or position. Consensus, not
33 majority vote, is an expression of Christian fellowship where all actions reflect the positions
34 of everyone.

35
36 **OFFICIAL COMMENT:** *The definitions and rights of Parish Assembly are fully articulated in*
37 *the UPR. See UPR, CHAPTER ONE, ARTICLE 31: PARISH ASSEMBLY. Please note that*
38 *Section 4 states the quorum for a Parish Assembly under local By-laws shall be as high as*
39 *possible in such number of Parishioners in good standing as its By-laws may determine.*

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ARTICLE IV

Parish Council

- A. Membership. The Parish Council shall consist of the Priest, as the head of the Parish and fifteen (15) elected lay members. The Priest shall not have a vote. While not a voting member, the Priest has full standing as a member of the Parish Council, in order to cooperatively administer the Parish. A regular Parish Council meeting or a special Parish Council meeting may be held in the Priest's absence, if he is unable to attend and rescheduling is not practical, and such meeting will be deemed proper under these by-laws, and any action taken therein shall have full force and effect.
- B. Terms of Office. Seven (7) Parish Council members shall be elected at annual elections for terms to begin on odd years, and eight (8) Parish Council members shall be elected at annual elections for terms to begin on even years, as provided herein and shall each serve a two (2) year term or until their successors are elected and qualified. Each Parish Council members' term shall commence upon his or her taking the oath of office. The new Parish Council members shall be given a brief orientation as to their duties and responsibilities by the Priest and senior members of the Parish Council.
- C. Officers. Annually, at its first meeting following the qualifying and swearing in of the Parish Council, the Parish Council shall elect from its number the following officers by a secret ballot: a President, a Vice President, a Secretary, a Treasurer and such other officers as the Parish by-laws require. 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, or other such officers as the Parish by-laws require, 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.
1. The officers of the Parish Council shall also consist of an Assistant Treasurer, who shall assist the Treasurer in the performance of the officer's duties.
- 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. Notification of a special meeting shall be given by the Secretary of the Parish Council at the direction of the President by oral notification or a majority of the Parish Council members in writing.

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 exclusive power to collect the revenues of the Parish against receipts for same and shall pay only by check the salaries of the Parish employees.
5. It shall cooperate with and assist the Priest in maintaining the supplies necessary for church services.
6. It shall make a semi-annual inventory of the church premises and the real property owned by the Parish for the purposes of preparing and maintaining a physical inventory of all Parish property.
7. It shall annually determine and publish all fees, dues and charges deemed appropriate for use of any and all facilities owned by the Parish.

E. Vacancies. The Parish abides by Article 24, Sections 5 & 6 of the Uniform Parish Regulations relative to vacancies of Parish Council Members. Therefore, in the event a member of the Parish Council is absent without justifiable cause for three (3) consecutive meetings, he or she shall be considered relieved of his or her duties upon said third consecutive absence, and the Parish Council shall give written notice to said member, which notice shall be recorded in the minutes of the Parish Council. However, if said member shows justifiable cause for one or more said absences at the next regular meeting of the Parish Council, the Parish Council may elect by majority, secret ballot vote, to maintain said member on the Parish Council. If said member chooses to make no such showing, the Parish Council shall then proceed to fill the vacancy as set out in Article 24, Section 7 of the Uniform Parish Regulations.

F. Conduct of Business. The Presence of a majority of the members of the Parish Council shall be necessary to constitute a quorum for any meeting. *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 reflection from the Priest, if he is present. If the Priest is not present, the President shall delegate an individual and/or individuals to say the opening and closing prayer. The President, in consultation with the Priest, shall prepare an agenda to include, but not limited to the following:

- 1 1. Reading and approval of the minutes of the previous meeting;
- 2
- 3 2. Report from the President;
- 4
- 5 3. Reports from the Vice President;
- 6
- 7 4. Report from Secretary;
- 8
- 9 5. Report from Treasurer;
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- 11 6. Committee reports and Ministries reports and status;
- 12
- 13 7. Report from Priest on matters requiring Parish Council action;
- 14
- 15 8. New business.
- 16

17 G. Organizations of the Parish. The Parish recognizes the existence of those organizations
18 enumerated in Chapter One, Article 19, Section 3 of the Uniform Parish Regulations.

19
20 **OFFICIAL COMMENT:** *For continuity in the life of a parish, it is beneficial to stagger the*
21 *terms of parish council members so that there is not a complete turnover each election. For the*
22 *full rights of the Parish Council, See UPR, CHAPTER TWO: PARISH COUNCIL: ARTICLES*
23 *24, 25, 29 & 30. Each Parish shall be administered by the Priest and Parish Council*
24 *cooperatively. See UPR, CHAPTER THREE, ARTICLE 30: PARISH ADMINISTRATION.*
25

26 **BEST PRACTICES:** *It is not realistic to think that any parish can be effectively administered by*
27 *the Parish Council at one monthly meeting. There may be a need for an Executive Committee,*
28 *consisting of the Officers and Clergy, to meet as frequently as required to effectively administer*
29 *the Parish between regularly scheduled Parish Council meetings. Some items of the Parish*
30 *Council agenda may be handled prior to the meeting via such means as e-mail.*
31

32 **ARTICLE V**

33 **Duties of Officers, Ministry Liaisons/Coordinators & Committees**

34 A. At least 2 Parish Council officers authorized by the Parish Council shall sign all checks made
35 in payment for Parish expenditures. All checks shall be fully filled in and completed before
36 signing.
37

38 B. President:
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- 40 1. To be responsible for the proper administration of the Parish as prescribed by the
41 Uniform Parish Regulations, these by-laws, the laws of the State of Florida and the
42 Parish Assembly.
- 43 2. To preside at all meetings of the Parish Council and the Parish Assembly in the
44 absence of an elected chairman, as provided for in the Uniform Parish Regulations.
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- 2 3. To call special meetings of the Parish Council.
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- 4 4. To sign minutes of all meetings together with the Secretary and the Priest.
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- 6 5. To execute on behalf of the Parish any contracts, mortgages, notes or other
- 7 documents entered into within the authorities prescribed by the Uniform Parish
- 8 Regulations, these by-laws, the State of Florida and the Parish Assembly.
- 9
- 10 6. To appoint Committees for the purpose of carrying out such duties as may be
- 11 assigned to each Committee.
- 12
- 13 7. To supervise the administrative functions of the Parish, including the duties of the
- 14 office personnel.
- 15
- 16 8. To co-sign all checks and drafts for the Parish.
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18 C. Vice President

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- 20 1. To act on any and all matters in the absence of the President, including co-signing all
- 21 checks and drafts whenever the President is absent.
- 22

23 D. Secretary

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- 25 1. To oversee the keeping of minutes of meetings of the Parish Council and Parish
- 26 Assembly.
- 27
- 28 2. To supervise all Parish correspondence.
- 29
- 30 3. To ensure availability of the Parish Seal within the custody of the Priest.
- 31

32 E. Treasurer and Assistant Treasurer

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- 34 1. To supervise collection of Parish funds and to deposit same with depositories selected
- 35 by the Parish Council, in the name of the Parish.
- 36
- 37 2. To see that adequate records of Parish revenues and expenditures are properly and
- 38 promptly recorded and to submit a balance sheet and a statement of 'receipts and
- 39 expenditures monthly to the Parish Council together with such additional financial
- 40 information the Parish Council may request.
- 41
- 42 3. To oversee the Parish accounting system and ensure its availability to the Parish
- 43 Council upon request.
- 44 4. To call a meeting with the Board of Auditors prior to the end of each year to discuss
- 45 the review of the accounting records of the Parish.

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- 2 5. To co-sign all checks and drafts for the Parish.
- 3
- 4 6. To prepare and read the Treasurer's Report at the General Assembly.
- 5
- 6 7. The Treasurer and/or the Assistant Treasurer shall deposit all church revenues as soon
- 7 as possible. The Assistant Treasurer shall co-sign all checks and drafts whenever the
- 8 Treasurer is absent.
- 9

10 F. Ministries – The following Ministries shall be assigned for liaison and coordination by the

11 members of the Parish Council.

- 12 1. Religious Education
- 13 2. Ladies Philoptochos Society
- 14 3. Lending Library & Bookstore
- 15 4. GOYA/Youth
- 16 5. Adult Religious Education
- 17 6. Greek School
- 18 7. Dance Group
- 19 8. Senior Citizens
- 20 9. Chanters
- 21 10. Acolytes
- 22 11. Outreach and Evangelism Ministry

23

24 G. Committees – The following standing committees, falling under the jurisdiction of the Priest

25 and Parish Council cooperatively, shall report to the Parish Council at each meeting and have

26 at least one Parish Council member.

- 27 1. Buildings, Grounds & Maintenance
- 28 2. Stewardship & Endowment
- 29 3. Icon & Sanctuary
- 30 4. Festival
- 31 5. Scholarship
- 32 6. Communications & Information Technology (IT)
- 33 7. Strategic & Long Term Planning
- 34 8. Education & Cultural Events

35

36 ***OFFICIAL COMMENT:*** *A Parish Council may have additional officers, with specified duties*

37 *as is beneficial for that Parish. For example, some Parishes have more than one Vice President,*

38 *or break up duties into those of Vice President(s) of Administration and Vice President(s) of*

39 *Activities. For the full rights and duties of Parish Councils of see UPR, CHAPTER TWO,*

1 **ARTICLE 24: PARISH COUNCIL, ARTICLE 27: ELECTION OF PARISH COUNCIL**
2 **OFFICERS, ARTICLE 28: MEETINGS OF PARISH COUNCIL, ARTICLE 29: DUTIES**
3 **OF PARISH COUNCIL and CHAPTER THREE: PARISH ADMINISTRATION AND**
4 **FINANCE, ARTICLE 30: PARISH ADMINISTRATION, and ARTICLE 34: PARISH**
5 **FINANCES AND ARCHDIOCESAN TOTAL COMMITMENT.**

6
7 **ARTICLE VI**

8
9 **Board of Auditors**

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

- 14
15 A. It shall audit quarterly the accounting records of the Parish, prepare a report of such audit,
16 and present same to a meeting of the members of the Parish.
17
18 B. It shall have access to the Parish records at all times. However, the Board of Auditors is not
19 empowered to remove the Parish records from the business office of the Church.
20
21 C. After the licensed auditor prepares the annual reports of the revenues and expenditures of the
22 Parish, the Board of Auditors for the term covered by the annual audit shall sign their
23 approval of the report prior to submission to the members of the Parish.
24
25 D. A physical count of all Church property shall be made during the last two weeks of
26 December each year. In addition, an inventory of all documents and insurance policies shall
27 be checked.
28

29 **OFFICIAL COMMENT:** *For the full scope of selection, responsibilities of the Board of*
30 *Auditors see UPR, CHAPTER THREE, ARTICLE 33: BOARD OF AUDITORS.*

31
32 **ARTICLE VII**

33
34 **Board of Elections**

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36 A. **Board of Elections.** The Board of Elections shall be composed of at least three (3) members,
37 from those who are not a current Parish Council member nor candidates for election to the
38 Parish Council, to be elected by the Parish Assembly at the last Parish Assembly meeting of
39 the year, and it shall be the duty of the Board of Elections to conduct and supervise the
40 annual election.
41
42 B. **Procedure.** The Board of Elections shall check with the Priest to ensure that candidates are
43 eligible to stand for election by being ecclesiastically and fiscally members-in-good-standing,
44 notify all eligible members concerning the elections, and supervise the elections and tabulate
45 and report the results.

1
2 C. A vacancy on the Board of Elections shall be filled by the Parish Council by electing a
3 successor therefor from amongst the members of the Parish in good standing.
4

5 **OFFICIAL COMMENT:** *For the full scope of selection, responsibilities of the Board of*
6 *Elections see UPR, CHAPTER THREE, ARTICLE 32: BOARD OF ELECTIONS. See also*
7 *UPR CHAPTER TWO, ARTICLE 25: ELECTION OF PARISH COUNCIL.*
8

9 **ARTICLE VIII**

10 **Amendments**

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13 A. These Parish by-laws may be amended by a two-thirds (2/3) vote of voting members present
14 and voting at a special or regular meeting of the Parish Assembly, provided that notice of
15 said meeting is given at least fourteen (14) days prior to same. Notice shall be given by mail
16 to all Parishioners on the church roll and copies of the proposed amendments are to be sent
17 along with said notice.
18
19 B. A By-Laws Committee consisting of three (3) Stewards in good standing shall be elected by
20 the General Assembly every two (2) years on even numbered years for the purposed of
21 reviewing and updating the Parish By-Laws.
22
23