

ST. GEORGE ANTIOCHIAN ORTHODOX CHURCH

Phoenix, Arizona

THE BY-LAWS

ARTICLE I PURPOSE

- Section 1: The purpose of the Parish Council shall be:
- A. To foster a spirit of harmony and spiritual unity among the members of the Church.
 - B. To encourage the deepening of the Orthodox Faith.
 - C. To lift and strengthen the dignity of the membership.
 - D. To conduct the business of the Church.

ARTICLE II OFFICERS

- Section 1: The officers of the Parish Council shall consist of the President, Vice President, Treasurer, and Secretary.

ARTICLE III PRESIDENT

- Section 1: The President shall be one of ability and fitness for this office, with good character and reputation.
- Section 2: The President shall preside at each regular and every special meeting and shall observe the prescribed rules of order. The President shall endeavor to guide the Parish Council as to duties and responsibilities toward the Church. The President shall have the right to appoint Parish Council standing committees as listed, but shall not be limited to this list:
- A. The Steering Committee: This committee shall draft a program of activities for the year and promote the same.
 - B. Ways and Means Committee: This committee shall draft a program for raising the funds for the Church.
 - C. Facilities Committee: This committee shall see that Church buildings, etc., are kept in good order.
 - D. Any temporary committee may be formed as necessity arises. The member first named for any committee shall become the Chair of said committee.

- Section 3: The President shall not act on any important matter of his or her own accord, or conclude any agreement with the Spiritual leaders of the Church unless authorized by the Parish Council to do so. However, should the occasion demand certain arrangements be made which require immediate action, the President may make these arrangements with those members of the Parish Council who are readily available. At the first Council thereafter, the President shall inform all members and confirm such action in regular form.
- Section 4: The President shall have the right to call a special meeting when circumstances demand.
- Section 5: All expenditures must be approved by the Parish Council.
- Section 6: All organizations shall operate under pre-approved purchasing guidelines with a \$250 per item maximum.
- Section 7: If necessity requires the expenditures of certain funds, at such time as the president is unable to consult with others, the President and Priest shall have the right to spend up to FIVE HUNDRED DOLLARS (\$500) and to give account of same at the first Council meeting thereafter. Council approval is required for all other purchases.
- Section 8: The President shall be an ex officio member of every committee.
- Section 9: The President (or his/her designee) shall sign, together with the Secretary or the Treasurer, all contracts and legal papers and official documents in the name of the Parish Council.

ARTICLE IV VICE PRESIDENT

- Section 1: The Vice President shall be required to possess the same qualifications as the President, and in the absence of the President, shall perform the duties, and be entitled to all the prerogatives.
- Section 2: The Vice President shall be an ex officio member of every committee appointed by the President.

ARTICLE V SECRETARY

- Section 1: The duties of the Secretary shall be to keep the minutes of all Council meetings. The Secretary shall also keep a record of all activities of the organizations, and shall attend to all the correspondence of the Church.

ARTICLE VI TREASURER

- Section 1: The Treasurer shall oversee all income received by the Church. The Treasurer shall insure that all funds are placed in a responsible bank authorized by the Parish Council.

- Section 2: The Treasurer shall keep accurate account of receipts and disbursements and shall give detailed reports to the Parish Council every month, and a full statement at the Annual Meeting of the Parish.
- Section 3: The Treasurer shall under no circumstances spend Church funds except by authority of the Parish Council. The Treasurer shall disperse money only by check, except for petty cash items
- Section 4: The Treasurer, President, Pastor, or other representative duly authorized by the Parish Council may sign checks.
- Section 5: In the event it is deemed necessary by the Parish Council, the Treasurer will be bonded by a bonding company in any amount decided by the Parish Council. The fee is to be paid from the Treasury.

ARTICLE VII REQUIREMENTS FOR PARISH COUNCIL NOMINATION

- Section 1: In accordance with the St. George Antiochian Orthodox Parish Constitution, to be nominated to the Parish Council, nominees must be Voting Members of the Parish, as pursuant to Article III, Section I: A of the Constitution of St. George Antiochian Orthodox Church.

ARTICLE VIII RIGHTS AND DUTIES OF THE PARISH COUNCIL

- Section 1: Every member of the Parish Council shall attend the meetings at the time designated and shall continue to maintain a status that qualifies the individual as a Voting Member.
- Section 2: If an elected member of the Parish Council fails to maintain a status that qualifies the individual as a Voting Member, the President of the Parish Council shall ascertain the reason, in writing or by personal contact, and warn the said member. If the member fails to heed this warning, the member's place on the Parish Council shall be vacated.
- Section 3: A vacancy on the Parish Council shall be declared when:
- A. An elected member of the Parish Council resigns.
 - B. An elected member of the Parish Council misses three consecutive Parish Council meetings without an excused absence. Excused absences will not be considered in the determination of a vacancy.

C. An elected member of the Parish Council establishes a primary residence outside the State of Arizona.

Section 4: In the case of a vacancy in the elected membership of the Parish Council, the Parish Council shall take action under Article 6, Section 4 of the Constitution of St. George Antiochian Orthodox Church.

Section 5: The members shall be called to meet at a time specified by the President of the Parish Council.

Section 6: Seven elected members of the Parish Council shall constitute a quorum to open the meeting.

Section 7: The Parish Council shall have power by vote of the majority to suspend or expel any member of the Parish Council for conduct prejudicial in its judgment to the good name or welfare of the Parish Council or the Parish. Ten days notice shall be given in writing to the member against whom charges are made, specifying the same and giving time and place at which the Parish Council is to meet to consider said charges.

Section 8: The Parish Council shall have power to interpret these By-Laws and any rules and regulations that it may promulgate at any time, and its decisions must be final.

Section 9: The most current edition of Robert's Rules of Order shall serve as basis for conducting business.

ARTICLE IX USE OF CHURCH FACILITIES

Section 1: Voting Members may be permitted to use Church facilities and equipment as deemed appropriate by the Pastor or President of the Parish Council.

Section 2: General Members may be permitted to use Church facilities and equipment as deemed appropriate by the Pastor and President of the Parish Council.

Section 3: Non-members may be permitted to use Church facilities and equipment as deemed necessary by the Pastor and Parish Council.

Section 4: The Parish Council shall establish fees and other conditions for the use of Church facilities and equipment.

ARTICLE X SPIRITUAL BOUQUETS AND MONETARY GIFTS

Section 1: All Spiritual bouquets and monetary gifts received by the Church become the sole possession of the Church and automatically revert to the general

treasury, unless the Spiritual bouquets and monetary gifts are earmarked for specific use. Their use is at the discretion of the Parish Council and Pastor, regulated by the guidelines of the Parish Constitution.

ARTICLE XI VOTING MEMBERSHIP ELIGIBILITY

Section 1: A Voting Member of St. George Antiochian Orthodox Church, as defined in Article III, Section I of the Parish Constitution is eligible to vote at a general or special meeting only if the following requirements are met prior to the start of that general or special meeting:

- A. Declaration to become a voting member of the parish through the completion of the Declaration of Parish Membership; and
- B. Contributing to the annual fiscal maintenance of St. George Antiochian Orthodox Church by making an annual financial pledge to the church and fulfillment of the Archdiocese Annual Dues; and
- C. Completing and signing the necessary annual documents to effect such an annual financial pledge; and
- D. Prior to start of any general or special meetings, we ask that all financial pledges be current.

Section 2: At any time, the Parish Priest and one or more Church members appointed by the Parish Council President may review and confirm the status of any Declaration of Membership of any Voting or General (Non-Voting) Member of the parish.

ARTICLE XII FISCAL YEAR

Section 1: The fiscal year for the Church shall commence on January 1 and end on December 31.

ARTICLE XIII AMENDMENTS

Section 1: The By-Laws of St. George Antiochian Orthodox Church may be amended by a two-thirds vote of the members of the Parish Council.

ARTICLE XIV ADOPTION

Section 1: Upon adoption, these By-Laws and any amendment thereto shall be kept in the files of the Parish Council, and to be binding, must be approved and accepted by the Parish Council of the Church.