

**PARISH BYLAWS**  
**OF**  
**ST. JOHN GREEK ORTHODOX CHURCH**  
**CHARLESTON, WEST VIRGINIA**

**AS APPROVED BY PARISH ASSEMBLY**  
**ON \_\_\_\_\_, 2016**

**AND AS APPROVED BY HIS EMINENCE METROPOLITAN SAVAS**  
**ON \_\_\_\_\_**

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His Eminence Metropolitan Savas

# PARISH BYLAWS

## ARTICLE 1

### Parish Name and Location

Section 1.01. The legal name of this Parish is St. John Greek Orthodox Church. The Parish is located in Charleston, West Virginia.

## ARTICLE 2

### Archdiocese Special Regulations and Uniform Parish Regulations

Section 2.01. The Archdiocese Uniform Parish Regulations and any other applicable regulations (all of said regulations, as the same may be hereafter amended, being collectively called the "UPR" herein) are hereby incorporated herein by reference and made a part hereof as if fully set forth herein. These Parish Bylaws are intended only to supplement the UPR. In case of any specific variation between the provisions of the UPR and the provisions hereof, the provisions of the UPR shall govern.

## ARTICLE 3

### Definitions

Section 3.01. Words or terms used in these Parish Bylaws which are defined in the UPR shall have the same meanings in these Parish Bylaws as defined in the UPR unless the context hereof clearly otherwise requires.

## ARTICLE 4

### Aims and Purposes

Section 4.01. The aims and purposes of the Parish shall be as provided in the UPR and the Articles of Incorporation of the Parish. In addition, the Parish may adopt a Mission Statement from time to time.

## ARTICLE 5

### Revenue of the Parish

Section 5.01. The revenue of the Parish shall be obtained through:

- (a) The annual contributions of its members;
- (b) Other gifts, bequests and devises made by its members or others;
- (c) Proceeds of social functions;

(d) Funds raised by other means consistent with the aims and purposes of the Parish as set forth in the Parish Mission Statement, these Parish Bylaws and the UPR.

## ARTICLE 6

### Parishioners

Section 6.01 A member of the Parish who is eighteen years of age or older shall be deemed in good standing as long as he or she: (a) shall annually pledge, by signing and delivering to the Parish a pledge card therefor, an amount which he or she believes to be consistent with his or her income and obligations; and (b) is free of any other spiritual or administrative impediments to membership in good standing as set forth in the UPR. A married couple may jointly submit a pledge card. The pledge may be fulfilled through weekly payments or in such other installments as the pledger may elect to make. The pledge of each member shall remain a secret except from the Priest, the Stewardship Committee Chairman, the Treasurer and a designated data entry individual selected by the Parish Council. However, no one shall disclose by a report or in any other manner the pledge of any member of the Parish. Any member signing and delivering the aforesaid pledge card shall be considered a member in good standing of the Parish, whether or not such member is able to fulfill his or her pledge.

## ARTICLE 7

### General Assembly

Section 7.01. There shall be two regular General Assemblies (referred to as "Parish Assemblies" in the UPR) each year.

Section 7.02. The dates of, and order of business for, the General Assemblies shall be as follows:

(A) Spring General Assembly. The first Assembly of each year shall be held prior to April 1 or, in the case of a scheduling conflict, as soon as possible thereafter. The order of business for the Spring General Assembly shall be as follows:

- (1) Opening prayer;
- (2) Election of a Chairman of the Assembly;
- (3) Reading of the Minutes of the previous Assembly;
- (4) The Priest' s Report;
- (5) The financial statement for the year ended;
- (6) A report by the President of the Parish Council;
- (7) Election of the Audit Committee;
- (8) Election of the Board of Elections (in election years only);
- (9) Election of lay delegates to the Clergy-Laity Congress;

- (10) Such other matters as may be included in the agenda by the Parish Council;
- (11) Old Business; and
- (12) New Business.

(B) Fall General Assembly: The second Assembly of each year shall be held after September 1. The order of business for the Fall Assembly shall be as follows:

- (1) Opening Prayer;
- (2) Election of a Chairman of the Assembly;
- (3) Reading of Minutes of the previous Assembly;
- (4) The Priest's Report;
- (5) A report by the President of the Parish Council;
- (6) The Audit Committee Report;
- (7) The budget recommended by the Parish Council;
- (8) Nominations for candidates for election to the Parish Council (in election years only);
- (9) Such other matters as may be included in the agenda by the Parish Council;
- (10) Old business; and
- (11) New business.

(C) Special Assemblies. Special Assemblies may be called in accordance with the UPR. Each Special Assembly shall be opened with a prayer and the election of the Chairman of the Assembly, and shall consider only such matters as are included on the agenda.

Section 7.03. The following rules shall govern the proceedings of all General Assemblies:

(A) A member must be in good standing in order to be eligible to vote on any parish business or to be counted as part of a quorum for any General Assembly.

(B) A quorum of fifteen (15) members of the Parish must be present at all times to transact the business of the Parish. Attending members shall sign their names in an attendance register circulated by the Parish Council Secretary (or in the Secretary's absence, someone designated by the Chairman of the Assembly).

(C) The Parish Council Secretary (or in the Secretary's absence, someone designated by the Chairman of the Assembly) shall be the Secretary of the General Assemblies, and shall keep the minutes thereof.

(D) The minutes of each General Assembly shall be signed by the Chairman of the Assembly, the Secretary and the Priest.

(E) The General Assembly shall be conducted according to *Robert's Rules of Order*.

(F) Notice of the Parish Assembly shall be mailed by the Secretary of the Parish Council to all Parishioners in good standing at least ten (10) calendar days prior to the Assembly and shall include the agenda. The agenda shall be prepared by the Priest and the Parish Council and shall include all items to be discussed at the Assembly.

## ARTICLE 8

### Parish Council

Section 8.01. The Parish Council shall consist of the Priest, as an *ex-officio* member thereof, and twelve (12) members elected from the Parish membership for terms of two years each. Parish Council members shall hold office until their successors have been elected and installed as defined in the UPR.

Section 8.02. The Parish Council shall hold a regular meeting once a month (unless the UPR require meetings more often) on such date as shall be set by it, and may hold special meetings as provided in the UPR. Except as otherwise provided herein, in the UPR or by the laws of the State of West Virginia, resolutions and actions shall be adopted and taken upon the majority vote of the Parish Council members present at a meeting at which a quorum is present throughout.

Section 8.03. Members of the Parish Council must attend Parish Council meetings. No proxies are permitted. The Parish Council shall keep attendance and any member who misses (3) consecutive meetings will be required to justify those absences. The council will then vote to retain or relieve the member by a majority vote taken by secret ballot.

Section 8.04. The Parish Council shall have such powers and duties as are set forth in the UPR and, in addition, shall have the powers and duties hereafter provided.

Section 8.05. The Parish Council shall have the authority to make expenditures which are materially consistent with the approved budget. For purposes of these Bylaws, an expenditure shall be deemed materially consistent with the approved budget provided that the expenditure does not cause the overall total budget to be exceeded by \$15,000.00 (which amount shall be adjusted by one percent each year beginning with 2018). Expenditures which are not materially consistent with the approved budget shall be subject to approval by the Parish Assembly. However, in the case of an emergency requiring expenditures which are not materially consistent with the approved budget and where there is not sufficient time to convene a General Assembly to seek approval of such emergency expenditures, the Parish Council shall have the unrestricted authority to expend whatever amount may be required to address such emergencies as long as the emergency expenditures are approved by two-thirds (2/3) vote of the Parish Council members present at a meeting at which a quorum is present throughout.

Section 8.06. In the event of shortfalls in income which do not permit the Parish Council to timely pay expenditures set forth in the approved budget or in the event of emergency expenditures discussed above, the Parish Council may use a Rainy Day Fund of the Parish (as designated by the Parish Council on the monthly financial statements of the Parish) to satisfy such expenditures as long as the use of reserved funds are approved by two-thirds (2/3) vote of the Parish Council members present at a meeting at which a quorum is present throughout. The members of the Parish shall be immediately notified of any expenditure of more than \$10,000.00 from the Rainy Day Fund in any calendar year. Other than as authorized herein, the use of the Rainy Day Fund shall require approval at a Parish Assembly.

Section 8.07. The Parish Council shall have the power to purchase, sell, mortgage, lease or otherwise encumber its real or personal property upon following the procedures as set forth in the UPR.

Section 8.08. The Parish Council shall prohibit all parish organizations from sponsoring gambling events on or off the premises of the Parish.

Section 8.09. Parish Council members shall recuse themselves from voting on matters in which they have a financial interest.

## ARTICLE 9

### Elections of the Parish Council

Section 9.01. The date for annual Parish Council elections shall be set in accordance with the UPR.

Section 9.02. On or before the October meeting of the Parish Council each year, the Nominating Committee established pursuant to Section 9.08 hereof shall solicit a sufficient number of candidates for election to the Parish Council to fill the upcoming vacancies. A written nomination form signed by the nominators and the candidate must be submitted for each candidate prior to the Fall General Assembly. At the Fall General Assembly, the Chairman of the Nominating Committee shall place in nomination the members of the Nominating Committee's list. In addition to the nominees selected by the Nominating Committee, other candidates for election to the Parish Council may be nominated from the floor at that General Assembly in accordance with the standard UPR procedure. If not enough nominees exist at the time of the General Assembly, the Nominating Committee may secure additional nominees prior to the election.

Section 9.03. In the event that an insufficient number of individuals have been elected to fill the Parish Council, the procedures set forth in the UPR shall be followed to seat the existing nominees and appoint the additional Parish Council members needed.

Section 9.04. For Parish Council members seated after January 1, 2017, if a member of the Parish Council has served five (5) consecutive terms of two years each (totaling ten consecutive years of service on the Parish Council), they shall not be eligible for election to the Parish Council for a sixth consecutive term. Service on the Parish Council prior to January 1, 2017 shall not be counted for this purpose.

Section 9.05. No member of the Parish shall be eligible for election to the Parish Council if he holds office in another Parish. No member of the Parish shall be eligible for election to the Parish Council until after they have been a member in good standing of the Parish for at least one (1) year as indicated by a signed Stewardship Pledge Card dated at least one (1) year prior to the date of nomination. As indicated in the UPR, no employee of the Parish shall be eligible for election or appointment to the Parish Council.

Section 9.06. The Board of Elections shall, in cooperation with the Parish Priest, verify the eligibility of the list of candidates, notify all eligible Parishioners concerning the elections, supervise the elections and tabulate and report the results. The listing of names on the Ballot

shall be alphabetical.

Section 9.07. At least ten days prior to the date of the elections, the members of the Parish shall be notified in writing by the Board of Elections and Priest of the time and place of the elections and shall be furnished with a copy of the list of candidates.

Section 9.08. There is hereby established a Nominating Committee which shall be responsible for nominating candidates for election to the Parish Council during each election year, as set forth herein above. The Nominating Committee shall consist of three members who shall be appointed for a one year term by the Parish Council. The Parish Council may direct that the same persons elected to serve on the Board of Elections shall constitute the Nominating Committee.

## ARTICLE 10

### Officers of the Parish Council

Section 10.01. The officers of the Parish Council shall be the President, Vice President, Secretary and Treasurer, and must be elected by the Parish Council at a meeting where at least two-thirds of the Parish Council members are present. Such officers shall hold office for a term of one year; provided, however, that as of January 1, 2017, such officers shall hold office for a term of two years.

Section 10.02. The officers of the Parish Council shall constitute the Executive Committee of the Parish Council, together with the Priest, who shall not vote. All checks drawn on accounts under the purview of the Parish Council shall be signed by such signatories as the Parish Council may from time to time authorize.

Section 10.03. The office of the President or Treasurer shall not be held by the same person for more than (6) consecutive Years, except by special permission of the respective Hierarch.

Section 10.04. The powers and duties of the President of the Parish Council shall be as follows:

- (A) call meetings of the Parish Council;
- (B) preside over said meetings;
- (C) cooperate with the Priest in the supervision and operation of the office personnel;
- (D) maintain a constant check on the condition of the treasury; and
- (E) exercise such other powers and perform all such other duties as are customarily exercised and performed by such office or as are prescribed by the Parish Council.

Section 10.05. In the absence of the President, the Vice President shall have all of the powers and duties of the President. The Vice President shall exercise all such other powers and perform all such other duties as are customarily exercised and performed by such office or as are prescribed by the Parish Council.

Section 10.06. The powers and duties of the Secretary shall be as follows:

- (A) record and maintain the minutes of the meetings of the Parish Council and the General Assembly;
- (B) coordinate with the Parish office staff to keep the parish books and records (except the books of account) in a safe place in the Parish office; and
- (C) exercise such other powers and perform all such other duties as are customarily exercised and performed by such office or as are prescribed by the Parish Council.

Section 10.07. The powers and duties of the Treasurer shall be as follows:

- (A) receive the Parish funds and deposit the same in the name of the Parish with the depositories designated by the Parish Council;
- (B) coordinate with the Parish office staff to make all disbursements of Parish funds and maintain the financial records of the Parish; and
- (C) exercise such other powers and perform all such other duties as are customarily exercised and performed by such office or as are prescribed by the Parish Council.

Section 10.08. In the absence of the President and Vice-President, the Secretary shall have all powers and duties of the President. In the absence of the President, Vice-President and Secretary, the Treasurer shall have all powers and duties of the President.

## ARTICLE 11

### Committees of the Parish Council

Section 11.01. The committees of the Parish Council shall include, but not be limited to, the following:

1. Stewardship;
2. Festivals/Hellenic Night;
3. Building Maintenance and Décor;
4. Finance;
5. Welcome and Hospitality;
6. Outreach and Vision;
7. Nominating; and
8. Bylaws.

The Parish Council may from time to time establish and disband the above-listed and other committees as it deems appropriate.

Section 11.02. The President of the Parish Council, in consultation with the Priest and the Executive Committee, shall appoint the members of the committees of the Parish Council. The Chairman or Parish Council liaison of each committee shall be a member of the Parish Council; other committee members shall be drawn from the list of Parish members in good standing.

Section 11.03. All committees of the Parish Council shall serve at the pleasure of the Parish Council and shall be advisory to the Parish Council.

## ARTICLE 12

### Board of Elections

Section 12.01. The Board of Elections shall consist of no fewer than three (3) members of the Parish who shall be selected by the General Assembly within the same year as the election from among those who are not candidates for election to the Parish Council. Immediate family members of candidates and incumbent Parish Council members are not eligible to serve on the Board of Elections.

Section 12.02. The Board of Elections shall, in cooperation with the Parish Priest, verify the eligibility of the list of candidates, notify all eligible Parishioners concerning the elections, supervise the elections and tabulate and report the results.

## ARTICLE 13

### Audit Committee

Section 13.01 The Audit Committee shall consist of at least three members who shall be elected as provided in, and shall have the powers and duties specified in, the UPR. The audit reports required by the UPR shall be made annually.

Section 13.02. The Audit Committee or the Parish Council may commission an audit of the parish by an independent public accountant. The audit shall be submitted to the next General Assembly.

## ARTICLE 14

### Outreach and Vision Committee

Section 14.01. The Parish Council may appoint an Outreach and Vision Committee which shall be responsible for executing and furthering the Parish Mission Statement and working with the Priest, the Parish Council and the various organizations of the Parish in order to achieve the goals of the Parish Mission Statement. In addition, it shall be charged with developing and presenting such programs as may be consistent with the terms of the said Mission Statement for consideration by the Parish Council and the General Assembly, and for carrying out any directives of the Parish Council and the General Assembly in that regard.

## ARTICLE 15

### Authorized Parish Organizations

Section 15.01. The following organizations, which shall operate in conformity with the UPR as approved by the Archdiocese of America, shall be authorized Parish organizations:

- (A) Ladies Philoptochos Society;

(B) Greek Orthodox Youth of America (GOYA);  
(C) Junior Orthodox Youth (JOY);  
(D) HOPE;  
(E) Choir;  
(F) Young Adult Ministry (YAM);  
(G) Seniors Ministry;  
(H) Greek Language & Culture School; and  
(I) Other ministries and organizations as shall meet the spiritual, social and cultural needs of the Parish.

Section 15.02. All authorized Parish organizations shall furnish annual financial statements and social calendars to the Parish Council.

## ARTICLE 16

### Bylaws Committee

Section 16.01. A Bylaws Committee is hereby established to review these Parish Bylaws from time to time and propose amendments hereto when necessary or appropriate, including without limitation, when amendments to the UPR necessitate amendments hereto.

Section 16.02. The Bylaws Committee shall consist of those individuals appointed from time to time by the Parish Council.

## ARTICLE 17

### Parish Seal and Registry Books

Section 17.01. The Parish may have a seal bearing the name of the Parish in a form acceptable under the laws of the State of West Virginia, which seal shall be kept in the Parish office.

Section 17.02. The Parish Sacramental Registry books shall be kept in the Parish office in a fireproof safe.

## ARTICLE 18

### Amendment of the Parish Bylaws

Section 18.01. The provisions hereof may be amended by majority vote of the General Assembly, upon motion made by the Bylaws Committee with prior approval from the Parish Council.

Section 18.02. Any member of the Parish may request an amendment to these Bylaws by submitting the proposed amendment in writing to the Bylaws Committee not later than ninety days preceding the next General Assembly at which the amendment is to be considered. Any such amendment, after review by the Bylaws Committee and prior approval from the Parish

Council, may be approved for motion at the General Assembly or rejected; provided, however, that the Bylaws Committee and Parish Council shall submit to the Parish for consideration at the General Assembly any proposed amendment accompanied by a petition endorsing such amendment and signed by twenty (20) members of the Parish in good standing.

Section 18.03. Amendments to these Parish Bylaws shall not conflict with, or violate the spirit of, the UPR.

Section 18.04. All amendments must be approved in writing by the Hierarch after being adopted by the General Assembly and shall not be effective until so approved.

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