

**DIRECT ARCHDIOCESAN DISTRICT
GREEK ORTHODOX ARCHDIOCESE OF AMERICA**

**THE ARCHANGEL MICHAEL GREEK ORTHODOX CHURCH
OF NORTH HEMPSTEAD NY, INC.**

PARISH BYLAWS

HISTORY

The Greek Orthodox Archdiocese of America was granted a new charter by the Holy Eparchial Synod in January 2003. Archdiocese Regulations, revised to conform to the new charter, were adopted by the 37th Clergy – Laity Congress in New York in July 2004 and were ratified by the Ecumenical Patriarchate in January 2005.

The Bylaws contained herein conform to the Uniform Parish Regulations April 2025 currently in force and as they may be amended from time to time. Any future changes in the UPR may require a revision of these Bylaws.

MISSION STATEMENT

The Archangel Michael Greek Orthodox Church of North Hempstead NY, Inc. is dedicated to the continuation of our Lord and Savior Jesus Christ's ministry of salvation through the proclamation and teaching of the Gospel. We are a community of individuals and families who share the traditions and ageless beliefs of our Greek Orthodox Christian Faith.

VISION STATEMENT

Our vision is to provide a loving, caring and welcoming environment where all belong and grow in the Orthodox Christian Faith, through worship, service, witness, education and fellowship.

PREAMBLE

In May 1980, several Greek American families living in northwestern Nassau County came together to form a church organization which they named, The Greek Orthodox Community of the Town of North Hempstead, and soon thereafter, in June 1980, they incorporated as a Type B, Not-For-Profit New York State corporation under Section 2 of the Religious Corporations Law.

Following incorporation, the group sought to affiliate with a canonical, ecclesiastical institution and thus, petitioned to join the Greek Orthodox Archdiocese of America, an eparchy of the Ecumenical Patriarchate. The group received its charter from the Archdiocese in 1981, renamed itself The Archangel Michael Greek Orthodox Church of North Hempstead NY, Inc. and has since been a constituent of the time-honored Greek Orthodox Church.

Governance of the Parish is in accordance with Archdiocese Regulations, a body of rules and regulations developed to govern the Archdiocese, its metropolises, institutions, and parishes. Part Three of the Regulations, entitled, Uniform Parish Regulations (“UPR”), sets forth rules of administrative conduct that Parishes must follow. Part Three also serves as a template and guide for the formulation of Parish Bylaws which are rules and regulations customized by each parish to govern its own affairs and conduct of its members.

The Archdiocese requires each Parish to develop Bylaws with the stipulation that in the event of a conflict between a Parish’s Bylaws or any other Parish document and the UPR, the provisions of these UPR shall govern.

The Bylaws presented herein represent many hours of thoughtful deliberation and review by many individuals. The guiding principle in the development of these Bylaws is that they be neither so specific to require frequent amending, nor so vague to create uncertainty. The intent is to assure that the organizational mechanism is in place to facilitate the anticipated growth and expansion of our parish.

Prior to being submitted for Parish Assembly review, comment and approval, these Bylaws were reviewed and approved by the Clergy of our parish and the Parish Council, on _____, 2025. The Parish Assembly reviewed and approved these Bylaws on _____, 2025. Thereafter, these Bylaws were submitted to the Archdiocese for final approval, and the Archdiocese granted such approval on _____, 2025.

These Bylaws became operative, immediately upon receipt of notification by the Parish Council at its meeting held on _____, 2025.

DEFINITION OF TERMS

DAYS - For purposes of these Bylaws, any reference to “days” is defined as “Calendar Days” and not Business Days.

FINANCIAL OBLIGATION - A Stewardship pledge, or Member assessment duly established by the Parish Assembly, with respect to any calendar year.

PARISH - The Parish referred to herein is The Archangel Michael Greek Orthodox Church of North Hempstead NY, Inc. Its corporate seal shall, unless proscribed by local statute; follow the form for such seals established by the Archdiocese.

PARISHIONER - Any individual, baptized and chrismated according to the rites of the Greek Orthodox Church.

PLEDGE - A Steward’s indication of his/her financial commitment to the Parish for the current year.

STEWARD - (ALSO KNOWN AS) PARISHIONER IN GOOD STANDING
A parishioner, eighteen years of age or older, who applies the tenets of the Orthodox Christian Faith to his/her life and who has an interest in a commitment to the Parish, interest in the Parish’s health and wellbeing, has paid his or her financial obligations for the current year under the “stewardship” system (payment is current), and met all other requirements as set forth in Chapter One Article 2.

STEWARDSHIP SYSTEM - **It is the method by which the financial obligations of the Parish are met through the pledges and contributions of the Stewards of the Parish.**

CHAPTER ONE

PARISH AND PARISH ORGANIZATION

ARTICLE 1.

DESCRIPTION AND GOVERNANCE OF ORGANIZATION

Description of Organization

The Archangel Michael Greek Orthodox Church of North Hempstead NY, Inc. (formerly known as “The Greek Orthodox Community of the Town of North Hempstead) (“The Archangel Michael Church”) is a membership organization incorporated pursuant to the New York State Religious Corporations law. It operates as a Church, under a Charter granted by the Greek Orthodox Archdiocese of America. It embraces the religious practices, traditions, beliefs, dogma, tenets, and canons of the Orthodox Christian Faith as promulgated by the Greek Orthodox Archdiocese of America.

Uniform Parish Regulations (UPR)

Section 1. Uniform Parish Regulations. The Uniform Parish Regulations (“UPR”) are the governing regulations of the Parish. The UPR and any amendments thereto are incorporated by reference hereto and are attached to this document as an attachment. The Parish Bylaws, hereinafter set forth in accordance with the authority provided in Part Three, Article 21 of the UPR, dated April 2025, shall govern the operating affairs of The Archangel Michael Church.

Section 2. Resolution of Conflict between Bylaws and UPR. Capitalized terms used but not defined herein shall have the meaning ascribed to them and/or be used in a manner consistent with such terms in the UPR. In the event there is ever any conflict or inconsistency between these Bylaws and the UPR, the UPR shall prevail and be controlling.

Section 3. Governance of Parish. The affairs of the parish shall be the shared responsibility of:

A) the Priest who by virtue of his canonical ordination and assignment, heads and administers the Parish and exercises on its behalf his priestly duties (Please note that wherever the word Priest is used herein, it is intended to mean the Presiding Priest, or his designee);

B) the Parish Assembly which is a general meeting of the Stewards and Parishioners and is the general policy making and appropriations body of the Parish; and

C) the Parish Council, which is an administrative body of the Parish, elected by the Stewards, is accountable to the Parish Assembly and to the respective Hierarchy, for conducting all Parish affairs in keeping with the mission, aims and purposes of the Parish.

ARTICLE 2.

MEMBERSHIP REQUIREMENTS

Stewardship

To be a Steward in the Archangel Michael Church requires participation in the Stewardship Program.

Individual and Family stewardship options are available. Family stewardship members include: spouses, dependent children under eighteen years of age and children under the age of twenty-two who are students.

A pledge will be deemed current if the amount paid, at any time, is the number of calendar quarters of the year completed and the denominator of which is 4. (For example, to be current, a Steward should have paid 1/4, 2/4, 3/4 or 4/4 of the pledged amount by the end of March, June, September, and December respectively)

Exception

Steward /Parishioner in Good Standing shall also include an individual who is exempt from the Financial Commitment by action of the Parish Assembly, or by determination of the Parish Council and/or Priest, based on extenuating circumstances.

ARTICLE 3.

RIGHTS AND PRIVILEGES OF MEMBERSHIP

Rights and privileges of membership shall extend only to Stewards enrolled in the Stewardship Program. The Stewardship Committee from time to time may establish the policies by which individuals/families may become Stewards or use the facilities.

The Archangel Michael Church offers many religious, sacramental, educational, social, cultural, and athletic services and programs. A Parishioner may receive or participate in any or all these activities provided that they are a Steward.

Certain services and programs, including but not limited to, sacraments, athletic and educational organizations, are available only to a Steward and their families. Fee assessments may apply in some cases. Information on organizational membership and fee schedules can be obtained from the Church Office.

Only a Steward, shall have the privilege to participate and vote in Parish Assembly affairs, vote in the election of the Parish Council, serve on the Parish Council, and serve on any Parish committees. For purposes of this paragraph, both spouses, within a Family stewardship plan, may vote; however, children within said plan may not vote.

CHAPTER TWO
PARISH ADMINISTRATION
INTRODUCTION

The Parish Assembly is the general policymaking and appropriating body of the Parish. The Parish Council is accountable to the Parish Assembly and to the respective Hierarchy for conducting all Parish affairs in keeping with the mission, aims and purposes of the administrators the business affairs of the Parish whose members are elected by the Parish Stewards in the general election as defined in Article 25 Section 1 of UPR.

PARISH ASSEMBLY

ARTICLE 1.

DESCRIPTION

Section 1. The Parish Assembly is a general meeting of the Stewards.

Section 2. The Parish Assembly shall be the general policy making and appropriations body of the Parish.

ARTICLE 2.

MEETINGS

Section 1. The Parish Council shall convene a Parish Assembly at least twice per calendar year.

Section 2. Notice of a Parish Assembly shall be mailed or electronically transmitted to all Stewards at least ten (10) days prior to the date of the Parish 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 by the Parish Assembly. It is recommended that each Notice of a Parish Assembly include Article 31 Section 3 of the UPR.

Section 3. The quorum for the Parish Assembly shall be ten percent (10%) of the Stewards for the prior calendar year. If a quorum cannot be achieved, no vote may be taken, except to adjourn. If a quorum is not present, the Parish Assembly shall be called a second time within twenty-one (21) days. At any such second-called Parish Assembly a quorum shall not be required in order to conduct the business of the Parish and/or take a vote on any matter, with the exception of matters pertaining to the purchase, sale, or encumbering of Parish real property, in which case the quorum set forth in this Section shall be required.

Section 4. The Parish Assembly will elect a Chairperson for each meeting. The Parish Assembly will elect the Secretary of the Parish Assembly, who shall record the minutes of the meeting. The minutes (when approved) shall be signed by the Priest, the Chairperson, and the Secretary.

ARTICLE 3.

DUTIES OF THE PARISH ASSEMBLY

The duties of the Parish Assembly are set forth in the UPR and shall include, inter alia:

- Review and approve the Operating Budget;
- Nominate and elect the Board of Election Committee;
- Review and approve the Board of Election Committee Report to the General Assembly;
- Call for Parish Council Elections;
- Conduct Parish Council nominations;
- Nominate and elect the Board of Auditors;
- Review and approve Board of Auditors report;
- Approve any encumbrance, purchase or sale of Real Property of the Parish;
- Provide a forum for the Priest and Parish Council to present State of the Parish reports;
- Provide a forum for general Parish issues; and
- Appoint Ad Hoc committees, which shall report to the Parish Assembly.

ARTICLE 4.

BOARD OF ELECTIONS

The mission of the Board of Elections is to conduct, in coordination with the Parish Priest, a fair and unbiased election process in accordance with the UPR and these Bylaws. (See, Section 15 below for Election Timeline).

Section 1. The Board of Elections shall consist of six (6) members who meet the restrictions/limitations set forth in the UPR. Members of the Board of Elections shall be elected at the Spring Parish Assembly meeting. At the first Spring Parish Assembly meeting held under these Bylaws, two (2) members shall be elected to a one (1)-year term; two (2) members shall be elected to a two (2)-year term; and two (2) members shall be elected to a three (3)-year term. Thereafter, all members shall be elected to a three (3)-year term. A member shall not serve more than six (6) consecutive years, under these Bylaws, with a minimum of one (1) year leave from the Board of Elections. Notwithstanding any terms to the contrary herein, at the request of the Board of Elections, at the Fall Parish Assembly meeting, a seventh (7th) member may be elected to serve on the Board of Elections for the remainder of that calendar year only.

Section 2. The Board of Elections shall have the authority to establish the election procedures (subject to the review and approval of the Parish Assembly) in accordance with the UPR and must communicate these procedures to the Parish Assembly as provided below.

Section 3. The Church office shall prepare and provide a statement of Stewardship to the Board of Elections, at least sixty (60) days prior to the election to confirm the fiscal eligibility of the voters.

Section 4. The Priest shall certify in writing that the candidates have met all requirements set forth in the UPR (for example, attended required seminars, etc.) and herein to be considered in good standing and eligible to run for the Parish Council.

Section 5. The Board of Elections shall compile biographies, photographs, etc. of the Parish Council candidate and present them to the Parish in advance of the election.

Section 6. The Board of Elections shall confirm that all the candidates have been duly nominated by Stewards prior to the closing of the nominations.

Section 7. These Bylaws shall authorize absentee ballots subject to the following conditions:

(a) to be eligible to vote by absentee ballot, the Parish Member must be a Steward and not be able to cast a ballot in person on the scheduled date of the election; and

(b) such ballots must be in the hands of the Board of Elections not later than the commencement of voting and shall be opened and tabulated with the ballots personally cast.

Section 8. The Board of Elections shall create the election ballot which shall be in alphabetical order (by last name).

Section 9. Parish Council elections shall be conducted by the Board of Elections, even if a nominee(s) is unopposed. Voting shall begin after the conclusion of the Divine Liturgy on election day and shall terminate on the same day at 3:00 pm except that any Parishioner who arrived at the place where the election is being held before 3:00 pm shall be permitted to vote.

Section 10. Write-in-Candidates for Parish Council elections shall not be permitted.

Section 11. Any ballot that votes for less than three (3) candidates shall be deemed disqualified and not counted.

Section 12. A representative of the Parish administrative staff must be present during the elections to address voting eligibility issues.

Section 13. After the elections, in the case of a tie between candidates for the seventh/ last position (if the candidates wish to continue their candidacy), the incoming Parish Council shall hold a special election between the two tied candidates within five (5) days at which two thirds (2/3) of the incoming Parish Council members must be present. This special election shall be conducted by the Election Committee to resolve the tie between the candidates. If the candidates are still tied after this process, the Election Committee shall decide how to resolve the tie vote. Three (3) days after this special election is held, The Priest shall forward the results with a brief explanation of the process to the respective Hierarch. Upon receipt of the election ratification by the respective Hierarch, the election shall be considered final and the affirmation of office shall be administered by the Priest no later than the final Sunday in January.

Section 14. The Board of Elections shall prepare a written report of the election results which shall be presented to the Priest and Parish Council. The presentation of this report shall occur at the meeting to elect the Executive Board following the Parish Council Swearing-In (Affirmation of Office) Ceremony. A motion must be entertained at this meeting to enter the election results in the minutes of the meeting. Additionally, the election results shall be promptly posted after such meeting.

Section 15. The Board of Elections shall present a final report at the first Parish Assembly meeting following the elections. The report shall consist of the election results and any recommendations or issues relative to the election process.

Section 16. Election Timeline. The Board of Elections shall be familiar with the following UPR election timeline: See attached “Election Timeline Addendum” for an illustration of the election procedures/timeline.

ARTICLE 5.

BOARD OF AUDITORS

Section 1. The Board of Auditors shall be elected at the Spring Parish Assembly meeting following the presentation and acceptance of the previous year's audited financial report to a three (3) year term starting from the day of appointment. The Board of Auditors shall consist of at least three (3) parishioners who meet the restrictions/limitations set forth in the UPR.

Section 2. The President shall nominate a candidate for a vacancy on the Board of Auditors to be voted upon by the Parish Council.

Section 3. All Parish financial documents/statements and organizational budgets must be submitted to the Board of Auditors for review and comment.

Section 4. The Board of Auditors report and any findings or recommendations must be presented to the Parish Assembly for ratification and communicated to the Parish Council for implementation upon completion.

CHAPTER THREE

PARISH COUNCIL

ARTICLE 1.

DESCRIPTION OF THE PARISH COUNCIL

Scope of Authority

All appropriations, business and operations of the Parish will be exercised by or under the authority of the Parish Council in cooperation with the presiding Priest, and under the direction of the Parish Assembly.

ARTICLE 2.

COMPOSITION AND ELECTIONS OF THE PARISH COUNCIL

Number and Election

The Parish Council is comprised of twenty-one (21) Stewards elected in accordance with the UPR, plus the Priest.

ARTICLE 3.

TERM OF THE PARISH COUNCIL

Section 1. The term of an elected Parish Council member(s) shall be three (3) years. The term of a Parish Council member selected to fill a vacancy shall expire at the end of the term to which the original Parish Council member was elected. Despite the expiration of the term of the Parish Council member, the Parish Council member will continue to serve until a successor is qualified and elected to office.

Section 2. A member appointed to the Parish Council shall not serve more than two (2) consecutive terms or at most six (6) consecutive years (appointed or elected) without a minimum of one-year leave from the Parish Council. If a Parish Council position is vacated due to this section, then a replacement shall be appointed by the Parish Council in accordance with Article 4 below.

ARTICLE 4.

VACANCIES OF THE PARISH COUNCIL

Section 1. Vacancies. If a vacancy occurs on the Parish Council for any reason other than removal by the Hierarch, or at any time other than during the interim between the day of Parish Council elections and the election of officers, the President shall nominate a Steward to fill the vacancy, subject to the affirmative vote of a majority of all the Parish Council members remaining in office. A vacancy that occurs prospectively may be filled before the vacancy occurs, but the succeeding member may not take office until the vacancy occurs. The replacement shall fulfill the term of the person whose absence caused the vacancy. When a vacancy is created by the respective Hierarch removing an individual or individuals from the Parish Council, the vacancy(ies) created shall be filled through direct appointment by the respective Hierarch, with a recommendation from the Priest and Parish Council, from among the Stewards to fulfill the term of the person removed. When a vacancy occurs during the interim between the day of Parish Council elections and the election of officers, the members of the incoming Parish Council shall elect a new member from among the Stewards to fill the vacancy after the election of officers.

Section 2. Resignation. A Parish Council member may resign at any time by providing written notice of the resignation to the President and Priest to be immediately delivered to the

Parish Council. A resignation is effective when the notice is first received unless the notice specifies a later effective date.

ARTICLE 5.

DUTIES OF A PARISH COUNCIL MEMBER

Section 1. A Parish Council member must take and remain faithful to the oath of service administered at the beginning of each year of service. A Parish Council member must actively participate in the orderly and efficient operation of the Parish and in the proper execution of the Parish obligations and responsibilities by serving on Sunday and Holiday Religious Services; to the extent deemed possible by the President shall serve on one or more standing and ad-hoc committees of the Parish Council; serving as Parish Council representative to parish organizations when requested and actively supporting events sponsored by the Parish Council or in the name of the Parish.

Section 2. A member of the Parish Council must maintain his/her status as a Steward of the Parish during his/her term in office in accordance with Chapter 1 Article 2 of these Bylaws so as not to compromise his/her standing as a Parish Council member.

ARTICLE 6.

OFFICERS OF THE PARISH COUNCIL (EXECUTIVE BOARD)

Section 1. Composition. The Officers of the Parish Council (Executive Board) consists of a President, a First Vice President, a Second Vice President, a Treasurer, Assistant Treasurer, Second Assistant Treasurer and a Secretary.

Section 2. Term. The Officers will be elected by the Parish Council for a term of one (1) year. Officers will hold office commencing with the first calendar year meeting of the Parish Council and until their respective successors are duly elected and qualified for office. Each officer has the authority and will perform the duties as set forth in the UPR and these Bylaws or, to the extent consistent with the UPR and these Bylaws, the duties prescribed by the Parish Council or by action authorized by the Parish Assembly.

Section 3. Duality. The same individual may not simultaneously hold more than one office on the Executive Board.

Section 4. Removal of an Executive Board Member. The Parish Council may remove an Officer at any time for failure to perform such duties as prescribed herein by a three-fourths vote with prior notice of the meeting provided to the Officer so that the member may be heard in advance of the vote.

Section 5. Succession plan of Officers. In the event an Officer of the Parish Council other than the President, has resigned or cannot continue serving in his/her capacity for any reason, the vacancy shall be filled in accordance with the UPR.

Section 6. Once the vacancy is confirmed and announced by the President at the next Parish Council meeting, the Parish Council members shall nominate candidates and an election by simple majority shall be held for the remaining term of the vacant office.

ARTICLE 7.

PARISH COUNCIL ELECTION OF OFFICERS

Section 1. The election process for officers of the Parish Council shall be an “open ballot” election if there are unopposed candidates.

Section 2. The election process for officers of the Parish Council shall be a “closed ballot” election when two or more candidates are running for an officer’s position.

Section 3. In the case of a tie vote, the Parish Council, under the chairmanship of the Priest or other individual chairing the meeting, shall conduct up to three (3) subsequent elections for the same position. If the tie remains after each of said elections, the election for this position(s) will be adjourned to another meeting which must be held within seven (7) calendar days. New nominations will be accepted for the office at issue and an election will be conducted. If still tied, the Parish Council will decide how to break the tie and a new election shall be conducted.

Section 4. Results of the Election shall be announced to the community.

ARTICLE 8.

OFFICERS ELIGIBILITY

In order to be eligible for the office of the President and/or Treasurer, candidates must have served on the Archangel Michael Parish Council for one (1) year immediately prior to being nominated.

ARTICLE 9.

DUTIES OF OFFICERS

Section 1. President. The duties of the Office of the President shall include but not be limited to:

Presiding at all meetings and representing the Parish Council to the Parish and to the Community;

Working cooperatively with the Priest and presenting the President’s action plan for the year at the first Parish Council meeting;

Appointing/creating standing committees, including the chairperson and members;

Overseeing and supervising, with the assistance of the Parish Council, each Parish lay organization, including but not limited to any educational or youth organizations, such as a day school, a Greek language school, a pre-School, and any youth camps, etc.;

Appointing Parish Council representatives to each Parish organization;

Representing the Church at the metropolis and national clergy laity conferences;

Appointing a Parliamentarian (who must be ratified by the majority of the Parish Council members) from among the Parish Council membership;

Submitting an operating budget with the cooperation of the Treasurers to the Parish Assembly at the annual Fall Parish Assembly meeting;

Reviewing, commenting on, and implementing the current Parish Assembly budget;

Having a working knowledge of the Parish Bylaws and UPR;

Authorizing discretionary expenditures through approved Parish Council procedures, up to:

- a) \$1,000 per item and/or
- b) \$10,000 for the year without seeking Parish Council approval. However, the explanation and amount(s) of these expenditures shall be disclosed to the Parish Council and recorded in the minutes of its next meeting.

Appointing the Parish's legal counsel or multiple legal counsels, as necessary, after receiving ratification by the Parish Council;

Supervising the daily operations of the Parish, which shall include but not be limited to the supervising, hiring and terminating of any and all employees and independent contractors, with the approval of the Parish Council and in consultation with and under the guidance of the Parish Priest;

Ensuring all Parish organizations operate in accordance with their Bylaws, these Bylaws and the UPR;

Possessing the authority to sign contracts on behalf of the community, subject to review of the Parish legal counsel and ratification by the appropriate authority granted by these By Laws, the Parish Council, and the Parish Assembly as the case may be.

Being an authorized signatory on all Parish financial accounts;

Having access to all financial statements of the Parish;

Upholding the UPR, these Bylaws and all previously adopted Parish Council motions; and

Performing such duties and having such powers in addition to the foregoing, as the Parish Council may designate.

The Parish President should not vote on motions before the Parish Council except to break a tie.

Section 2. First Vice President. The duties of the Office of the First Vice President shall include but not be limited to:

Presiding at meetings, functions and events in the absence of the President;

Representing the community in the absence of the President; Assisting the President in coordinating the activities of the various committees;

Succeeding to the Office of the President should the elected President not be able to fulfill his/her duties for whatever reason; and

Performing such other duties delegated by the President or authorized by the Parish Council.

Section 3. Second Vice President. The duties of the Office of the Second Vice President shall include but not be limited to:

Presiding at meetings, functions and events in the absence of the President and First Vice President;

Representing the community in the absence of the President and First Vice President;

Assisting the President and First Vice President in coordinating the activities of the various committees;

Succeeding to the Office of the President should the elected President and First Vice President not be able to fulfill his/her duties for whatever reason; and

Performing such other duties delegated by the President or authorized by the Parish Council.

Section 4. Treasurer. The duties of the Office of the Treasurer shall include but not be limited to:

Having general charge of the financial affairs of the Parish and keeping accurate books and records;

Administering financial accounts, stewardship records, the custody of all funds, securities, and valuable documents of the Parish, except as the Parish Council may otherwise provide;

Delegating the duties of the Treasurer's office to the Assistant Treasurer(s) at his/her discretion;

Performing such duties and having such powers additional to the foregoing, as the Parish Council may designate;

Submitting and obtaining approval from the Parish Council for the Parish budget;

Submitting the approved Parish budget to the Fall Parish Assembly meeting;

Reviewing and obtaining ratification from the Parish Council for all organizational budgets. The budgets must be finalized timely to be included in the Parish Assembly budget;

Being a member of each major fundraising committee (including but not limited to 5K run, Name Day dance, Festival, Golf Outing, etc.);

Cooperating and presenting all necessary statements and reports to the Board of Auditors for review;

Preparing and presenting all necessary statements and reports to the Parish accountant for regulatory filings;

Reporting and submitting a monthly profit and loss statement as well as monthly statements for all Parish accounts with cash balances to the Parish Council; and

Being an authorized signatory on all Parish financial accounts.

Section 5. Assistant Treasurer(s). The duties of the office of the Assistant Treasurer(s) shall include but not be limited to:

Presenting reports at meetings in the absence of or in conjunction with the Treasurer;

Assisting the Treasurer in preparing various community financial reports;

Succeeding to the office of the Treasurer should the elected Treasurer not be able to fulfill his/her duties for whatever reason;

Performing such other duties delegated by the President or authorized by the Parish Council;

Assisting the Treasurer in presenting all necessary statements and reports to the Board of Auditors;

Assisting the Treasurer in presenting all necessary statements and reports to the Parish Accountant for regulatory filings; and

Being an authorized signatory on all Parish financial accounts.

Section 6. Secretary. The duties of the office of the Secretary shall include but not be limited to:

Responsibility for maintaining, transcribing, preparing and distributing the minutes of the Parish Council meetings (and if elected, the Parish Assembly meetings);

Drafting, issuing and maintaining Parish correspondence;

Authenticating the records of the Parish;

Executing bank and other official documents of the Parish, as necessary;

Reviewing all electronic communication regarding Parish Council business;

At the discretion of the President or Secretary, presenting Parish correspondence at Parish Council or General Assembly meetings;

Performing such duties and have such powers additional to the foregoing as the Parish Council may designate; and

Oversight authority and final approval of the Parish literature and the Community Calendar. The church office shall maintain this calendar.

ARTICLE 10.

DUTIES OF THE EXECUTIVE BOARD.

The Executive Board Officers duly elected, shall guide the Parish Council in executing its responsibilities. The above-noted Parish Council Officers shall constitute the Executive Board.

The duties of The Executive Board shall include:

- 1) Preparing the monthly Parish Council meeting agenda;
- 2) Preparing the agenda for the Parish Assembly meetings, which must be presented and approved by the Parish Council;
- 3) Assisting the President in his/her administrative duties as they relate to communication with and coordination of the Parish Council; and
- 4) Attending Executive Board meetings.

ARTICLE 11.

PARISH COUNCIL MEETINGS

Section 1. Regular Meetings. Regular meetings of the Parish Council will be held at least once each month and at such times and venues as are from time to time scheduled by the Parish Council. The President, or a majority of the Parish Council members, may convene a meeting and proceed to reconvene the meeting in the future (after proper notice to all members) at a date and time certain.

Section 2. A parliamentarian may be appointed at the regular meetings of the Parish Council by the President. The parliamentarian's main function shall be to provide advice on parliamentary procedure/questions to the President and address issues relating to the UPR and these Bylaws.

Section 3. Notice of Meetings.

- A. Notice shall be in writing. Notice by electronic transmission shall be deemed written notice for all purposes hereunder.
- B. Written notice may be delivered, by mail or by electronic transmission and not by social media or text.
- C. Notice by electronic transmission is effective a) if by e-mail, when directed to an e-mail address furnished by the Parish Council member b) if by facsimile, when directed to a number furnished by the Parish Council member.

Section 4. Special Meetings. Special meetings of the Parish Council may be called by the President, by a majority of the Parish Council members, or by the Priest. Notification of special meetings of the Parish Council must be made with at least three (3) days' prior notice and must include the date, time, and place of the meeting unless there is an imperative reason for the Special Meeting that warrants less notice. The notice need not be specific in nature but shall describe the general purpose of the special meeting. All notices to Parish Council members will conform to the requirements of Section 3 above.

Section 5. Quorum. A quorum consists of eleven (11) Parish Council members being present for a Parish Council meeting.

Section 6. Action at Meeting. A Parish Council member who is present at a meeting of the Parish Council or a committee of the Parish Council when action is taken is considered to have assented to the action taken unless specifically noted in the respective minutes.

Section 7. Action Without Meeting. Any action required or permitted to be taken by the Parish Council may be taken without a physical or virtual meeting if the meeting is held with the consent of three quarters of the Members of the Parish Council. In order for the approval to be effective, the action without a physical meeting must be evidenced by the three-quarters consent of the Members of the Parish Council describing the action taken, via e-mail with a reply to all Members. Action taken under this section is effective when the last Member necessary to reach the minimum delivers his/her consent, unless the request or motion specifies a different effective

date. A consent signed or delivered under this section has the effect of a vote at a meeting and may be described as such in any document. The results must be entered in the minutes of the next Parish Council meeting.

ARTICLE 12.

PARISH COUNCIL COMMITTEES

Section 1. Committees. All committees including standing and ad-hoc committees shall be formed only with the consent of the Parish Council or unless specifically set forth in these Bylaws.

Section 2. Duties of Committees. Committees are formed to accomplish a specific goal/mission/task. Their duty is to faithfully pursue and achieve their goal/task and report their findings/results to the Parish Council as the authority that appointed the committee. All actions taken by committees shall be only to extent that such authority was granted by the Parish Council and/or the President and shall conform to these Bylaws and the UPR.

Section 3. Appointments. Each committee shall be comprised of Stewards of the Parish appointed by the President, one of whom shall be a Parish Council member. The President shall appoint the Chairperson of each committee. The President and the Chairperson (with approval of the President) may appoint Stewards as members of both the Ad Hoc and Standing Committees.

Section 4. Ad Hoc Committees. An Ad Hoc Committee is formed to accomplish a specific goal/mission/task and once the purpose is deemed accomplished, the committee is considered disbanded.

Section 5. Standing Committees. Standing Committees are long term Parish committees by which the affairs of the community are conducted. The following committees shall be deemed initially as Standing Committees:

- Stewardship / Membership.
- Planning (functions)
- Bylaws
- Maintenance
- Finance
- Education
- Youth
- Communications
- Fundraising
- Human Resources

Notwithstanding anything to the contrary, the President and Parish Council shall determine in their discretion which committees shall be necessary from time to time.

ARTICLE 13.

STANDARD OF CONDUCT FOR PARISH COUNCIL MEMBERS

Section 1. Uphold the Oath of Office. Each member of the Parish Council shall be sworn in by the Priest and uphold the Oath of Office as dictated by the UPR or the Archdiocese recited at the time of the swearing in ceremony.

Section 2. Compensation. The Parish Council members shall serve without compensation.

Section 3. Conflict of Interest. A conflict of interest is a circumstance or set of circumstances which create a risk where the obligation or duty of the Parish Council member to act for the benefit of the Parish may be called into question and which the Parish Council member may exploit for his/her personal benefit. Conflicts of Interest shall be dealt with pursuant to the

UPR and if a potential or actual conflict shall exist, the Parish Council member shall recuse him/herself from any vote pertaining to the conflict.

Section 4. Who May Not Serve on the Parish Council.

- A) A current Parish Council member's spouse may not serve on the Parish Council, the Election Committee, or the Audit Committee during the term of said Parish Council member.
- B) Employees or independent contractors of the Parish may not serve on the Parish Council.
- C) If a spouse of a Parish Council member is an employee or has a pecuniary interest with any organization/aspect of the community, the Parish Council member must recuse him/herself from voting/deciding upon all matters relating to that organization/aspect of the community.

ARTICLE 14.

PARISH RECORDS

Section 1. Record Keeping.

The Parish Council's Secretary will keep as permanent records, minutes of all meetings of the Parish Council. The Secretary will maintain Parish Council records in written form or in another form capable of conversion into written form within a reasonable time.

The Secretary or his/her designee will keep a copy of the following records at the Parish office:

- (i) the Parish's Articles of Organization and all amendments thereto;
- (ii) the Parish's Bylaws and all amendments thereto;
- (iii) the minutes of all Parish Assembly meetings;
- (iv) all written communications to the Parish Assembly and the Parish Council;
- (v) the minutes of all the Parish Council meetings and

- (vi) a list of the names and contact information of the current Parish Council.

Section 2. Inspection of Records by Stewards.

A Steward may review Parish records, during regular office hours. The Parish Council Secretary must be given written notice at least ten (10) business days before the date in which the Steward wishes to inspect. Any records, which in the opinion of the Priest, Parish Council and/or the Parish legal counsel, are confidential or involve privacy issues, shall not be reviewed without the prior written approval of the Parish Council and Priest.

ARTICLE 15.

INSURANCE

Section 1. The President may appoint a Parish Council member as the “Insurance Administrator” overseeing all aspects of insurance for the Parish.

Section 2. The Insurance Administrator shall report at least once each year to the Parish Council on insurance issues, including but not limited to the types and monetary limits of coverage, premiums and claims. All proposed new coverage, renewals of coverage and/or changes to coverage must be shared with the Parish Council in advance of any decision that needs to be made.

Section 3. All insurance notices, including but not limited to claims, insurance company inspections, requests for event coverage etc. received by the Church office, Priest, or other Community representatives, must be sent to the Insurance Administrator upon receipt for review and response, and the Insurance Administrator must be notified by the Church Office of all insurance inspections.

Section 4. All claim, waiver and consent forms utilized by all Parish organizations for off premises travel, off premises functions, and participation in youth activities (for example, athletics, dance) must be signed by any participants and returned to the Church office for filing.

Section 5. All “Additional Named Insured” endorsement forms must be submitted and reviewed by the Insurance Administrator and submitted to the church office for filing.

ARTICLE 16.

FISCAL YEAR

The fiscal year of the Parish will be on a calendar year basis.

ARTICLE 17.

AMENDMENTS

Section 1. The power to make, amend or repeal these Bylaws shall remain with the Parish Assembly, subject to the review and approval of the Archdiocese.

Section 2. A Steward may propose an Amendment to the Bylaws in writing to the Bylaws Committee or at a Parish Assembly meeting. If approved by the Bylaws Committee, the Bylaws Committee will prepare a proposed Amendment for review and ratification by a two-thirds (2/3) vote of the Parish Council. If ratified by the Parish Council, the proposed Amendment will be presented at the next Parish Assembly meeting requiring a two thirds (2/3) vote for approval. If the Parish Assembly does not approve the proposed Amendment as presented, the proposed Amendment shall be either rejected or remanded back to the Bylaws Committee/Parish Council for reconsideration and possible reintroduction.

Section 3. Manner of Notice to the General Assembly to Amend the Bylaws. - All notices under these Bylaws shall conform to the following requirements:

- A. Notice shall be in writing. Notice by mail, e-mail or electronic transmission is deemed written notice for all purposes hereunder. Notice by electronic transmission is effective a) if by e-mail, when directed to an e-mail address furnished by the Steward, or b) if by text, when directed to a cell number furnished by the Steward.

ARTICLE 18.

DISPUTE RESOLUTION PROCEDURES

YOUTH PROTECTION POLICIES

REVISION OF REGULATIONS

The Parish shall follow the Uniform Parish Regulations PART FOUR Article 35 Dispute Resolution Procedure, PART FOUR (A) Youth Protection Policies and PART FIVE Revision of Regulations Article 36, as may be amended from time to time by the Archdiocese, which are incorporated herein by reference.