

Holy Trinity St. Nicholas Greek Orthodox Church Parish By-Laws

The following Parish By-Laws are referenced to and follow the GOAA Regulations (formerly known as the UPR) as established in 2007. These Parish By-Laws have been consolidated from past amendments and revisions and include all known amendments and revisions which have been approved in the past. They have been approved by the Spring 2012 General Assembly on 2-26-12.

Parishioners- Part Three –Chapter One-Article 18

Section 1—A parishioner in good standing is defined as any person, eighteen (18) years of age or over, who was either Baptized by the rites of the Church or was received by Chrismation into the Orthodox Church, who lives according to the faith and Canons of the Church, and is current with his or her stewardship financial obligation.

Section 5- The definition of “a parishioner in good standing” and eligibility requirements for voting at a General Assembly and running for Parish Council will be distributed to the Church Community at large within the notices of the General Assembly meetings.

Parish Assembly- Part Three –Chapter Three-Article 31

Section 1 - Regular Parish Assemblies shall be convened in Spring and Fall. The agenda of the Fall General Assembly shall include nominations of the candidates for Parish Council for the following year. Written notice of the Parish Assemblies shall be published. The minimum fifteen (15) day’s notice will commence the day after the notices are published.

Section 2 - The agenda of each Parish Assembly must include topics submitted by any parish member. These topics must be submitted 10 days in advance of the Assembly meeting.

Section 3 – A Parish Assembly consists of members of the Parish who have met their stewardship financial obligations to the Parish prior to the call of order of such Parish Assembly. For the Spring General Assembly, a person whose name appears on the membership rolls but who is in arrears in the payment of his/her stewardship financial obligation for the previous year may participate in the Parish Assembly by paying his/her stewardship financial obligation for the previous year. A parishioner who has paid his/her stewardship financial obligation for the previous year maintains his/her standing through June 30th of the current year.

A parishioner who wishes to participate in the Fall General Assembly or any special Assemblies after June 30th must have paid his/her stewardship financial obligation of the previous year and also 75% of the stewardship financial obligation for the current year.

A new parishioner may exercise a vote at Parish Assemblies if he or she has been a parishioner in good standing for at least three (3) months prior to the date of the respective Parish Assembly. The priest shall be a non-voting participant of the Parish Assembly.

Section 4 - The quorum for a Parish Assembly shall be fifty (50) parishioners in good standing, present at the Call to Order.

Parish Council – Part Three –Chapter Two-Article 24

Section 1 – The Parish Council shall consist of thirteen (13) parishioners in good standing who must always serve in accordance with the most current revisions of the Parish By-Laws and GOAA Regulations. Six (6) council members shall be elected every other year beginning with the 2005 term; alternating year, seven (7) council members shall be elected.

Section 2- The officers of the Parish Council shall be a President, Vice-President, Secretary, Assistant Secretary, Treasurer, and an Assistant Treasurer.

The duties of the President shall be to preside at all meetings, to sign the records, and in general to perform all the duties usually incident to his office. The President shall perform the duties as described in The Officers Chapters of Robert’s Rules of Order.

It shall be the duty of the Vice-President to perform all of the duties of the President, in case of the President’s absence or disability.

It shall be the duty of the Secretary to keep an accurate record of the acts and proceedings of the Parish Council, and keep proper books of accounts. Upon the expiration of his/her term of office, he/she shall deliver all books, papers and property of the Church to his/her successor or to the President. The Secretary shall also perform all the duties as described in The Officers Chapters of Robert’s Rules of Order.

The Secretary or assistant Secretary shall have a list of all officers, Council Members, and parish members in good standing, notify all members of meetings, conduct or correspond as directed, and read important correspondence directed to the Parish Council at meetings.

The duties of the Treasurer shall be to receive and bank all money due to the Church, keep records of such funds through means provided to him/her for that purpose, hold the same open for inspection and examination by the Parish Council and any Committee or Members appointed for such inspection. Additionally, the Treasurer shall present financial reports monthly to the Parish Council and at General Assembly meetings. On the expiration of his/her term the Treasurer shall deliver all money and other property of the Church to the successor or to the President and shall present a complete financial report to the Parish Council. The Treasurer shall also perform the duties as described in The Officers Chapters of Robert’s Rules of Order.

The assistant Treasurer shall keep a record of all members, send bills when due, turn over all collected moneys to the Treasurer, and perform additional duties that the Parish Council finds necessary.

Section 3- The members of the Parish Council are elected for a two (2) year term. A Parish Council Member may not serve more than two (2) consecutive elected terms and will be ineligible for election until after one (1) year following the completion of the two (2)

consecutive elected terms. Appointment to fill an unexpired term does not constitute an elected term. Appointment of a Parish Council member by the Parish Council under Article 25 Section 10 of the GOAA Regulations does constitute an elected term for the purposes of this section. Article 25 Section 10 reads as follows:

“In case of the resignation of any member-elect of the incoming Parish Council, or a vacancy for any other reason, in the interim between the day of Parish Council elections and the election of officers, the members of the incoming Council shall, after the election of officers, elect a new member from among the Parish’s parishioners in good standing to fill the vacancy.”

Section 6- All votes taken by the Parish Council, except for the election of Parish Council officers, shall either be by voice, show of hands or by roll call. The election of officers or fulfillment of a vacant Parish Council position shall be by secret ballot.

Election Of Parish Council - Part Three – Chapter Two-Article 25

Section 1 – The election of the members of the Parish Council shall be held no later than the second Sunday in December for the terms expiring that year.

Section 3 – A candidate for election to the Parish Council must be present at the Parish Assembly at which nominations are held, or he or she may be nominated by a parishioner in good standing who has a signed statement of the candidate’s willingness to serve.

A candidate for election to the Parish Council must have paid his/her stewardship financial obligation for the previous year and also 75% of his/her stewardship financial obligation for the current year by the Call to Order of such Parish Assembly.

Section 4 – A parishioner in good standing may vote if he or she has paid his/her stewardship financial obligation for the previous year and also 75% of his/her stewardship financial obligation for the current year by the start of voting.

Section 5 – A new parishioner may vote in the election if he or she has been a parishioner in good standing for at least three (3) months prior to the election.

Section 6- The Board of Election shall provide absentee ballots upon request, in writing, to parishioners in good standing, within two weeks after the close of nominations. Absentee ballots must be in a sealed envelope furnished with the ballot and mailed by certified mail or hand delivered to the church office by the day prior to the elections and addressed to the “Attention Chairman, Board of Elections.” Absentee Ballots will be furnished for any reason that would make the parishioner unable to vote in person.

Section 7 – Elections shall be held at a place on Parish premises previously announced by the Board of Elections and voting shall be by secret ballot. Voting shall begin after the conclusion of the Divine Liturgy and shall terminate on the same day at 2:00 p.m.

Elections of the Parish Council Officers - Part Three –Chapter Two-Article 27

Section 1 - Candidates for the office of President shall have served as a Council Member during the past Council term. The Parish Council shall elect its officers annually, on one of the two Sundays in December after the ratification of the election by the Metropolitan. The new Parish Council shall convene immediately following the oath of office ceremony, at the conclusion of the Liturgy, to elect its officers under the chairmanship of the Parish Priest who shall not vote.

Conclusion

Parish By-Laws should be reviewed periodically as they relate to future updates to the GOAA Regulations.


Approved By:



Metropolitan of Detroit

6/6/2012

Date



Parish Priest

6/9/2012

Date



Parish Council President

28 JUNE 2012

Date