

**BYLAWS OF  
CHRIST THE SAVIOUR ORTHODOX CHURCH  
HARRISBURG, PENNSYLVANIA  
DRAFT - JANUARY 3, 2015  
PREAMBLE**

Christ The Saviour Orthodox Church, located in Harrisburg, Pennsylvania, is a local parish in the Diocese of Eastern Pennsylvania of the autocephalous Orthodox Church in America. It is incorporated under the laws of the Commonwealth of Pennsylvania as a religious, not-for-profit corporation under the name of Christ The Saviour Orthodox Church of Harrisburg, Inc. Hereafter, the corporation shall be referred to as the "Parish."

The Parish fully accepts the Statute of the Orthodox Church in America, as amended, as normative in its total life.

**DEFINITIONS**

**ORTHODOX CHURCH IN AMERICA ("OCA"):** The Orthodox Church in America is an autocephalous Church with territorial jurisdiction in the United States of America, the Commonwealth of Canada and Mexico. Its doctrine, discipline and worship are those of the One, Holy, Catholic and Apostolic Church as taught by the Holy Scriptures, Holy Tradition, the Ecumenical and Provincial Councils, and the Holy Fathers.

**ALL-AMERICAN COUNCIL:** The All-American Council is the highest legislative and administrative authority within the OCA.

**METROPOLITAN:** Among the bishops of the Orthodox Church, the Metropolitan enjoys primacy, being the first among equals. He is the diocesan bishop of one of the dioceses of the OCA and bears the title "Metropolitan of All America and Canada." He supervises the internal and external welfare of the OCA and represents it in its relations with other Orthodox Churches, religious organizations, and secular authorities.

**DIocese:** A diocese consists of all the parishes within a geographical area. The Diocesan Bishop governs it with the assistance of a Diocesan Assembly and a Diocesan Council. In this document, "Diocese" shall refer to the Diocese of Eastern Pennsylvania of the OCA.

**DEANERY:** A specified district or group of parishes within the boundaries of the Diocese. Parishes are assigned to a specific deanery by the Orthodox Church or by the Diocesan Bishop. A dean, who is a priest chosen by the priests making up the parishes within the deanery or by the Diocesan Bishop, while subordinated to the Diocesan Bishop, assumes leadership in the life of the deanery and is the first instance of appeal if a dispute arises within a deanery.

**PARISH:** A local community of the OCA consisting of Orthodox Christians who live in accordance with the teachings and disciplines of the Orthodox Church and who regularly support the programs of their parish. Being a component of the Diocese, it is subordinate to the Diocesan Authority. In this document, "Parish" shall refer to Christ The Saviour Orthodox Church.

**PARISH CENSUS:** At least once a year, the Parish is responsible for submitting to the Diocesan Bishop a Parish Census, which contains the names (first and last) and addresses of the parishioners of the Parish (as defined in Article 2, Sections 1 & 2, below), who are eighteen years of age and older.

## **ARTICLE ONE: THE RECTOR**

**1. Assignment of Rector.** The Rector is the parish priest who leads the Parish and is assigned by the Diocesan Bishop. The Rector is neither an employee nor a contractor of the parish, but is the leader of the parish under the sole authority of the Diocesan Bishop.

**2. Responsibilities.** According to the teachings of the Orthodox Church, the Rector is the spiritual father and teacher of his flock and the celebrant of the liturgical worship established by the Church. No activities in the parish can be initiated without his knowledge, approval and blessing, neither should he do anything pertaining to the parish without the knowledge of his parishioners and the parish leaders elected by them, so that always and everywhere there may be unity, mutual trust, cooperation, and love. He teaches and edifies the People of God entrusted to his spiritual care “with no partiality” (James 2:1) and sees to it that all activities within the parish serve the religious goals of the Orthodox Church. In conformity with his teaching office, the Rector shall have final authority over the church school. Specifically, the Rector of the Parish shall:

- A.** Serve the liturgical and sacramental needs according to the order of the Typikon of the OCA;
- B.** Instruct members of the Parish in the tenets of the Orthodox Faith and piety;
- C.** Stimulate church growth;
- D.** Implement and be responsible for the religious education of the Parish, which the Parish will support and fund;
- E.** Strive to raise the level of spirituality and morality of the members of the Parish;
- F.** Preside at all parish meetings (i.e., council, annual, and special);
- G.** Keep the parish records of baptisms, chrismations, marriages and burials; issue copies of the same, and report the statistics annually to the Diocesan Bishop and at the annual parish meeting;
- H.** Report, as may be required by law, to civil authority the marriages performed;
- I.** Be the intermediary between the Parish and the Dean and the Diocesan Bishop;
- J.** Submit to the Diocesan Bishop and the District Dean copies of all appropriate reports, lists and minutes;
- K.** Keep the church seal;
- L.** Affix the official Parish Corporation seal on all documents requiring same;
- M.** Be responsible for the well-being of the Parish;
- N.** Implement the decisions of the All-American Councils, the Diocesan Assemblies; the Diocesan Bishop, the District Dean, the annual and special meetings of the Parish, and the parish council;

- O. Review and sign the minutes of the annual and special meetings of the Parish and of the parish council meetings;
- P. Be responsible for the supervision of additional clergy who are appointed or assigned by the Diocesan Bishop; and;
- Q. Be an ex officio member of all organizations and committees of the Parish and the parish council.
- R. Be one of the authorized signatories for checks, disbursements, agreements, contracts, work orders, etc. authorized by council.

**3. Compensation.** The Rector shall be compensated by the Parish, the amount and terms of his salary and benefits being clearly agreed upon at the time of his appointment. At least annually, the Parish shall review the salary and benefits received by the Rector, keeping in mind at least a cost-of-living adjustment. All honoraria given to the Rector are to be retained by him in full without accountability to the Parish.

**ARTICLE TWO: PARISHIONERS**

**1. Parishioners.** Parishioners are those who by virtue of their Baptism and Chrismation as Orthodox Christians are members of the Body of Christ. A parishioner is expected to live a life in conformance with the teachings of the Orthodox Church.

- A. **Desire to become a parishioner.** Any person desiring to become a parishioner of the Parish shall so inform the Rector, and after fulfilling all conditions of the Parish for said membership, shall then be placed on the Parish Census.
- B. **Duties and responsibilities of every parishioner.**
  - (1) Every parishioner is a steward of the Church, and as such should offer his or her time, talent, finances and services as the need arises in the Parish.
  - (2) All parishioners, as Orthodox Christians, shall:
    - (a) Govern their lives and activities in accordance with the teachings of the Orthodox Church; and
    - (b) Regularly attend religious services.

**2. Voting Member.** A voting member is a parishioner who has the privilege of attending, being counted when determining the number required for a quorum, taking part in discussion, and voting at any annual or special parish meeting. A voting member may also have the privilege of being elected as a member of the parish council if he or she possesses the appropriate gifts and disposition for working with others. A voting member is one who:

- A. Is baptized and chrismated an Orthodox Christian;
- B. Is at least eighteen (18) years of age;
- C. Partakes of the Sacraments of Confession and Holy Communion in this Parish regularly;
- D. Is a parishioner of this Parish in "Good Standing." (Good Standing is determined solely by the Rector).

**3. Transfer Members.** An Orthodox Christian transferring from another Orthodox parish shall present to the Rector a letter of transfer stating that said person is “in good standing” and containing the signature of his or her Parish Rector with the church seal affixed.

**4. Multiple Parish Membership.** Voting membership in two or more parishes of the OCA is not permitted.

### **ARTICLE THREE: PARISH PROPERTY**

**1. Title of Ownership.** The Parish or Parish Corporation shall be the sole owner of all real and personal property, assets and funds of the Parish, subject to the following sections of this Article and the Statute of the OCA.

**2. Safe keeping of legal documents.** Title to all parish property, real and personal, as well as all policies of insurance and other legal documents, shall be kept for safety in a parish safe or safety deposit box.

**3. Parish Funds.** The funds of the Parish shall be used for the life and growth of the Parish. They shall be deposited in appropriate financial institutions and invested in such amounts as deemed wise and proper by the parish council. All deposits shall be made in the name of Christ The Saviour Orthodox Church (Harrisburg, PA).

**4. Real Property.** In accordance with Article 4, Section 3.b., the Parish may purchase real property, or sell, mortgage, lease or otherwise encumber its real property at the annual parish meeting or a special meeting and the approval of the Diocesan Bishop.

**5. Special Gifts, Bequests and Devises.** As far as possible, the Parish should use all special gifts, bequests and devises for the purpose for which they were made. In the event the purpose of such gift, bequest or devise is not feasible or practical, as so determined by the parish council and Rector, the parish council and Rector may determine an alternate use upon consultation with the donor or the estate representative.

**6. Defection.** The Parish is an integral part of the OCA. Therefore, in the event the Parish were to decide to withdraw from the jurisdiction of the OCA, the OCA shall be entitled to full title to all the parish assets and property. In the event that a group in a parish decides to withdraw from the jurisdiction of the OCA, that segment of the Parish that remains loyal to the jurisdiction of the OCA shall retain full title to all the parish assets and property.

**7. Dissolution.** A parish may be dissolved by the decision of the Parish, subject to the ratification of the decision to dissolve by the Diocesan Bishop. Upon the dissolution of a parish, the sacred and untouchable items (such as the Holy Antimension, the Tabernacle, and the Sacred Vessels) shall be delivered directly to the Diocesan Bishop. After all encumbrances have been satisfied, all the remaining property, whether real or personal, or the proceeds of the sale thereof, shall be distributed by the Diocesan Authority, subject to the approval of the Diocesan Bishop, to institutions or charities of the OCA, preferably within the Commonwealth of Pennsylvania (the state of the Parish’s incorporation), or within the local deanery of which this Parish is a member.

## **ARTICLE FOUR: THE PARISH MEETING**

### **1. Meetings**

**A. Parish meeting.** The parish meeting shall be the highest administrative body of the Parish, and all major decisions of the Parish, not within the particular authority of the Metropolitan or Diocesan Authority, shall be made by the Parish at its annual or special meeting.

(1) **Annual Meeting.** The annual parish meeting shall be held on the second Sunday of February each year unless decided otherwise by Council. In any event, it shall be held between JAN 1 and MAR 1.

(2) **Special Meeting.** A special parish meeting may be called only for specific purposes, and the purpose(s) must be stated in the required notice to parishioners regarding the special parish meeting. The agenda of any special parish meeting shall be limited to the purpose(s) stated in the notice pertaining to the same, but will always include an open forum in accordance with Article 4, Paragraph 4, subparagraph B. of these Bylaws. A special parish meeting, if deemed necessary, shall be held within forty-five (45) days after:

- (a) A request of the Rector;
- (b) A request of a majority of the members of the parish council; or
- (c) A petition containing the signatures of at least 1/3 (one-third) of the parishioners.

**B. Notice of Meetings.** The Rector shall give notice of the date, time and place of any parish meeting by announcement from the Ambo at the Divine Liturgy on three (3) consecutive Sundays prior to the meeting. The same notice shall also be published in the parish bulletin. In the case of special meetings, or when the annual parish meeting shall have as part of its agenda capital expenditures, the purchase, sale, mortgage, lease or encumbrance of real property of the Parish, or the amendment of these Bylaws the notice in the parish bulletin shall specify the matter or matters to be acted upon at the parish meeting.

**2. Quorum.** The required quorum for a parish meeting shall consist of not less than twenty five percent (25%) of voting members. If the quorum is not present at any scheduled parish meeting, the meeting shall be adjourned to the following week, at which time the members then present will constitute a quorum.

### **3. Voting.**

**A.** Only voting members as defined in Article 2, Section 2 of these Bylaws, shall have the privilege to vote and to participate in discussions at any parish meeting.

**B.** A two-thirds (2/3) vote of the voting members present shall be required to amend these Bylaws or for the approval of any capital expenditures in excess of (\$7,500) including the purchase, sale, mortgage or lease of parish property (real or personal), but in no event may such expenditure be made with the approval of less than twenty-five percent (25%) of all voting members of the Parish.

**C.** For all other matters, the majority vote of voting members present at a parish meeting shall decide any question or issue brought to a vote, except as otherwise required by ecclesiastical or civil law.

**D.** No voting shall be permitted by proxy.

- E. A ballot vote shall be used if so requested by a voting member of the Parish. If a ballot vote is used, the presiding officer shall appoint two (2) parishioners to count the votes, announce the results, and destroy the ballots.

#### 4. Order of the Meetings.

- A. **Presiding Officer.** Pursuant to the Statute of the OCA, the Rector shall preside over all parish meetings, although, if he desires, he may authorize the Council President of the parish council to preside. The presiding officer determines whether a quorum is present before calling the parish meeting to order, calls the meeting to order, offers business at meetings for deliberation, directs debate, formulates decisions, gives voices and takes them away.
- B. **Agenda to include opportunity for parishioner to speak.** The agenda of every annual parish meeting and special meeting shall always include the opportunity for any parishioner to speak on a matter deemed pertinent to the harmony and progress of the parish meeting, and therefore, the Parish.
- C. **Matters under the general authority of the Parish.** The following matters shall be under the general authority of the annual or special parish meeting:
  - (1) Discussion on matters affecting the Parish and its mission as the Body of Christ;
  - (2) Receipt of the reports of the Rector and of the Parish Council President;
  - (3) Receipt of the reports of the Treasurer and the Auditing Committee as to receipts and expenditures of parish funds;
  - (4) Adoption of the proposed budget;
  - (5) Consideration of the construction of and capital repairs to the church edifice, rectory, and/or other parish buildings;
  - (6) Election of lay members to the parish council;
  - (7) Election of members of the Auditing Committee; and
  - (8) Consideration of and action upon any matters affecting the welfare of the Parish that are not within the exclusive competence of the Rector.
- D. **Arbitration of procedure and Bylaws.** Any dispute that arises over the proper meeting procedure or the meaning of the Bylaws shall be determined by the Rector in consultation with the Officers of the Parish Council and any other voting members that he may decide to include. The Rector's decision is final.

5. **Record of a Parish Meeting.** The Secretary of the parish council shall write in the minutes all decisions of the annual or special parish meeting. Twenty-one (21) days after adjournment of the parish meeting, the Secretary shall present under his or her signature the prepared minutes to the Rector and Council President for their signatures.

- A. **Rector's disagreement with parish decision.** In case of disagreement with one or several decisions of a parish meeting, the Rector's statement of dissent must be recorded in the minutes and the whole matter submitted to the Diocesan Bishop. Parish officers may state their opinion, first to the Dean of the district, then to the Diocesan Bishop.

- B. Diocesan Bishop's review and response of Parish decisions required.** After review of the parish meeting minutes, the Diocesan Bishop shall approve or disapprove the decisions and resolutions, including elections, in those minutes. No decisions or resolutions of a parish meeting, including elections, shall become effective until approved in writing by the Diocesan Bishop.

## **ARTICLE FIVE: THE PARISH COUNCIL**

**1. Election and Composition.** The affairs of the Parish shall be administered by a governing body which shall be named the Parish Council. The Parish Council shall consist of the Pastor, ex officio (non-voting), and Officers and Vestrypersons of the Parish. The Officers shall be:

- 1) President
- 2) Vice President
- 3) Recording Secretary
- 4) Financial Secretary
- 5) Treasurer

In addition to Officers, there shall be up to 7 (voting) vestrypersons which together with officers equals a Council of 12. Note: Church members can also serve as vestrypersons at the discretion of the Pastor without being a member of council.

**2. Elections to the Parish Council** shall be conducted in the following manner:

- A.** A candidate to be qualified for election to the Parish Council must be **(1)** 21 years of age or over for council officers, or at least 18 years of age for vestryperson; **(2)** a Parishioner of the Parish in Good Standing for at least one year, and **(3)** have fulfilled the canonical requirements of the Faith, as verified by the Pastor. Additionally, a candidate for council must be a person of the Church in conduct and speech. Standards are obviously higher for those who choose to serve in a leadership capacity. **(4)** No one may serve on the Parish Council concurrently with one's spouse, sibling, in-law or more than one first cousin, niece or nephew.
- B.** At least one month before the annual meeting of the Parish, the Pastor shall appoint a Nominating Committee comprised at least two (2) members from the Voting Membership of the Parish who are not running for council in the next term. The Pastor will either provide a list of "eligible" parishioners to the Nominating Committee or the Nominating Committee will verify eligibility with the Pastor before soliciting any individual parishioner.
- C.** A list of nominations, approved by the Rector, shall be presented to the members at the annual meeting of the Parish.
- D.** Additional nominations made from the floor of the annual Parish meeting outside of the nomination process are not permitted without the express approval of the Pastor who is the only one able to verify qualifications in Paragraph A above. (including canonical requirements) for council candidates.
- E.** The newly elected members of the Parish Council will constitute the new Parish Council and will be installed by the Pastor once confirmed by the Diocesan Bishop.
- F.** All elected members of Parish Council shall be elected for a term of one year.

- G. Immediately upon election of officers, a list of the newly elected officers and members of the Parish Council shall be provided to the Diocesan Bishop for his blessing.
- H. **Confirmation and Installation.** Notwithstanding any provisions contained in this Section, each elected officer and member of the parish council and the Auditors shall assume his or her duties only after his or her election has been approved by the Diocesan Bishop and he or she has taken the prescribed oath of office administered by the Rector. Incumbents shall hold office until the new officers and members are actually installed.

### 3. Parish Council Meetings.

- A. **Day and Time.** Regular meetings of the parish council shall be held at least once a month at a date and time fixed by the Rector in conjunction with Council.
- B. **Special meetings.** The Rector in conjunction with the Council President may call a special meeting of the parish council
- C. **Notice.** The parish bulletin shall serve as adequate notice to all parishioners of parish council meetings.
- D. **Quorum.** The attendance of the Pastor, 3 Officers, and 3 Vestrypersons will constitute a quorum for any parish council meeting.
- E. **Voting.** A majority vote of those members in attendance can decide an issue brought before the parish council. The council president does not vote, except to break a tie. In the event the council president's vote would make a tie the motion fails.
- F. **Finances.**
  - (1) Each month the finances of the parish will be reviewed for adherence to the budget. The budget shall be considered as a total sum of money to be managed, though line items should be created for ease of discussion. Expenditures will be adjusted in accordance with income and circumstance.
  - (2) The parish will be notified if/when the cash reserves fall below two months projected expense. Cash reserves are defined to be the sum of the balance held in the General Fund of the parish, as well as any balances held in temporarily restricted funds by the parish. Temporarily restricted funds are those funds which the parish has determined to be set aside for a specific purpose, as opposed to permanently restricted funds, which have been specifically restricted by a donor. Examples of temporarily restricted funds would be the Pavlo Kasimirov Memorial fund and the Emergency Repairs Fund. An example of permanently restricted funds would be Icon Murals.
- G. **Implementation of decisions.** Rector has the discretion to confirm or reject all decisions of parish council before they become effective.
- H. **Minutes.** The Council President, Secretary and Rector shall sign the minutes of the parish council meetings. In the case of the Rector's disagreement with one or several decisions of the parish council, his dissenting opinion shall be recorded in the minutes and the matter referred to the parish meeting. The signed minutes are the property of the Parish and become part of the parish archives.

- I. **Open meetings.** All parish council meetings shall generally be open to all parishioners. An open forum may be held, at which time a member of the Parish, recognized by the Pastor , may speak on an issue. Only members of the parish council, however, may make a formal resolution or vote on any issue.
- J. **Closed meetings.** At its discretion, the parish council may, under extraordinary circumstances, deem it necessary to have the parish council meeting limited only to its members. In such an instance, the minutes shall note the parish council's restriction.

4. **Removal from parish council.** All parish council members are expected to attend all parish council meetings during their tenure of office. The absence of any parish council member from three (3) consecutive regular meetings without reasonable cause will render him or her subject to dismissal by the parish council at the discretion of the Rector.

5. **Vacancies in parish council.** With the exception of the office of President of the parish council, whose whose vacancy is filled by the Vice-President, at the discretion of the Rector, the parish council may fill any vacancy in the parish council that occurs by electing a successor for the remainder of the vacated term.

6. **Officers of the parish council and their assigned duties.** The duties of the various elected lay members of the parish council shall generally be as follows:

- A. **PRESIDENT.** The President shall be the principal lay executive officer of the Parish, and, subject to the control of the parish council, shall supervise and direct, together with the Rector, all of the administrative affairs of the Parish. In particular, the President shall:
  - (1) Preside over the parish council in the absence of and with the approval of the Rector;
  - (2) Look after the safekeeping of official parish documents;
  - (3) Be responsible for the regular lay duties during the divine services;
  - (4) Welcome guests and visitors;
  - (5) Be an ex officio member of all parish organizations and committees, except for the nominating committee if running for another term; and
  - (6) Perform such other duties incident to the office as may be imposed by law, by the Articles of Incorporation, by these Bylaws, or as may be prescribed from time to time by the parish council.
  - (7) Be one of the authorized signatories for checks, disbursements, agreements, contracts, work orders, etc. authorized by council.
- B. **VICE PRESIDENT.** The Vice President shall:
  - (1) In the absence of the President, assume and perform the responsibilities of the President;
  - (2) Automatically succeed to the office of the President in the event of its vacancy;
  - (3) Perform such other duties incident to the office as may be imposed by law, by the Articles of Incorporation, by these Bylaws, or as may be prescribed from time to time by the parish council.
  - (4) Be one of the authorized signatories for checks, disbursements, agreements, contracts, work orders, etc. authorized by council.
- C. **RECORDING SECRETARY.** The Recording Secretary shall:
  - (1) Take accurate minutes of all parish council meetings;
  - (2) Take accurate minutes of the annual parish meeting and all special meetings of the Parish;
  - (3) Be responsible for posting notice of all meetings of the Parish and of the parish council;

- (4) In consultation with the Rector, maintain both the Parish Census and list of the parishioners which shall contain the address and voting qualifications of each parishioner, and shall record therein the fact and date of termination, if any, of the membership of any such parishioner;
- (5) Be the official recorder of ballots at the elections of Parish Council at the Annual Meeting;
- (6) Perform such other duties incident to the office as may be imposed by law, by the Articles of Incorporation, by these Bylaws, or as may be prescribed from time to time by the parish council.

**NOTES:**

- (1) General correspondence (thank you's and donor acknowledgements) of the Parish is a function of the Office Secretary ( a paid position) under the guidance and direction of the Pastor and Recording Secretary.
- (2) Recording Secretary in conjunction with the Rector oversees the document archive and library along with general correspondence and protocols of the Parish and Corporation.

**D. FINANCIAL SECRETARY.** The Financial Secretary shall keep and maintain detailed records of all financial transactions of the Parish, including :

- (1) Compilation of a Monthly Financial Report submitted to Council that agrees to the total changes in funds presented by the Treasurer.
- (2) Compilation of an Annual Financial Report of Income and Expenses for the annual Parish Meeting that agrees to the total changes in funds presented by the Treasurer.
- (3) Assist the Treasurer in the preparation of the Annual Budget of Income and Expenses for the next year for council review and approval prior to the annual parish meeting.
- (4) In conjunction with Treasurer, maintain files for bills, receipts, and related papers.
- (5) Making all records open to inspection by Parish Council.
- (6) Oversight of the recordation and entry of all tithing, donations, and offerings of individual parishioners.
- (7) Maintenance of an envelope system. No general financial statement that includes individual names and accounts is to be published thereby assuring privacy of individual contributions.
- (8) At year end, oversee the issuance and distribution of annual giving statements to individual parishioners which will be signed by the Financial Secretary.
- (9) Be one of the authorized signatories for checks, disbursements, agreements, contracts, work orders, etc. authorized by council.

**NOTE:**

Items (6) (7) and (8) above are a function of the Church Office Secretary (a paid position) under the guidance and direction of the Pastor and the Financial Secretary.

**E. TREASURER.** The Treasurer shall:

- (1) Have the care, charge and custody of all money and funds received by the Parish;
- (2) Deposit same in such financial depositories as shall be designated by the parish council;
- (3) Open his or her records for inspection by the Rector, parish council or auditing committee at any reasonable time requested;
- (4) Prepare and present:
  - (a) Regular reports to the parish council;
  - (b) An annual report of all funds and obligations at the parish meeting; and
  - (c) A proposed budget of Income and Expenses for the coming year, which initially will be prepared for and approved by the parish council before the annual parish meeting.
- (5) Pay parish expenses in accordance with the resolutions of the parish council.

- (6) Issue handwritten checks that are co-signed by three (3) of following persons: Rector, President, Vice President, Treasurer, or Financial Secretary.
- (7) Be one of the authorized signatories for checks, disbursements, agreements, contracts, work orders, etc. authorized by council.
- (8) Perform such other duties incident to the office as may be imposed by law, by the Articles of Incorporation, by these Bylaws, or as may be prescribed from time to time by the parish council.

**F. PARISH COUNCIL MEMBER.** The Parish Council Members shall give their advice recommendations and suggestions in regard to the administration of the Parish. No one speaks as a council member apart from a properly assembled meeting as there should be no meetings before the meeting. They also shall perform such other duties as may be imposed by law, by the Articles of Incorporation, by these Bylaws, or as may be prescribed from time to time by the parish council.

**7. General duties and authorities of the parish council.** The general duties and authority of the parish council shall consist of the following:

- A.** To serve the Holy Orthodox Church and the OCA, to work for its spiritual and material progress, and to support its educational and charitable programs and institutions;
- B.** To prepare and examine all matters to be brought up at a parish meeting;
- C.** To administrate the affairs of the Parish between the annual parish and/or special meetings;
- D.** To purchase the necessities for the Parish's church and buildings;
- E.** To foster the establishment and maintenance of parish committees and organizations;
- F.** To carry out and put into effect all decisions of the Parish meetings, Diocesan Assemblies, and All-American Councils
- G.** To count the weekly collection immediately following the Sunday Divine Liturgy; and
- H.** All other matters affecting the interests of the Parish or its membership that are not within the particular authority of the parish meetings or higher authority.

**8. Auditing Committee.** At all times, the parish council shall be aided in its administration by an auditing committee who will be elected annually at the annual parish meeting for a term of one year.

- A. AUDITING COMMITTEE.** The Auditing Committee shall consist of two (2) parishioners responsible for auditing the records of the Treasurer and reporting its findings and conclusions to the parish council following the audit and to the Parish at the annual parish meeting.

## **ARTICLE SIX: PARISH ORGANIZATIONS**

- 1. Parish Organizations.** From time to time, individually affiliated parish organizations may be established or recognized by the Parish for specific purposes deemed compatible with parish life, such as, providing a more formal organization for parish projects and promoting additional fellowship in the parish community. Such organizations shall have the approval of, and are accountable to, the parish council and the Rector.
- 2. Ex officio membership.** The Rector and Council President shall be ex-officio members of all parish organizations and committees.
- 3. Bylaws.** Bylaws of such parish organizations shall be consistent with these Bylaws, the directives of the Diocesan Bishop, and the Statute of the OCA.
- 4. Annual reports.** All parish organizations shall submit an annual report of activities and accountability at the annual parish meeting and also make available to the parish council an annual financial statement.
- 5. Dissolution.** In the event that any such parish organizations are dissolved, its assets shall be turned over to the Parish. In the event that the Parish is dissolved, the organizations, which were subsidiaries of that Parish, likewise shall be dissolved, with all of those assets to be disposed pursuant to Article 3, Section 7 of these Bylaws.

## **ARTICLE SEVEN: PARISH FISCAL YEAR**

- 1.** The fiscal year of the Parish shall begin on the first day of January and end on the last day of December in each year.

## **ARTICLE EIGHT: AMENDMENTS**

- 1.** These Bylaws may be amended in the following manner:
  - A.** The proposed change(s) shall first be submitted to the parish council for consideration;
  - B.** The parish council shall then place the proposed change(s) on the agenda of the next annual parish meeting or special meeting and also give timely notice to the parishioners, as defined by Article Four, Section B of these Bylaws, of the specific, proposed change(s);
  - C.** The proposed change(s) shall be adopted in accordance with Article Four of these Bylaws at the annual or special meeting; and
  - D.** All changes to these Bylaws shall not take effect unless approved by the Diocesan Bishop.

**ADOPTION**

These Bylaws were accepted at a parish meeting held on \_\_\_\_\_ at which the appropriate quorum was present, and the parishioners were duly notified, have become effective on \_\_\_\_\_, when they were approved by the Diocesan Authority, His Grace \_\_\_\_\_ Bishop of the Diocese of Philadelphia and Eastern Pennsylvania.

**AMENDMENTS**

These bylaws were amended at a special parish meeting held \_\_\_\_\_, \_\_\_\_\_, at which the appropriate quorum was present, and the parishioners were duly notified. At this date \_\_\_\_\_ they are pending approval by the Diocesan Authority. Amendment(s) are as follows: