

PARISH BY-LAWS

**SAINTS PETER & PAUL
GREEK ORTHODOX CHURCH
OF
FREDERICK,
MARYLAND**

3/4/2008

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**ARTICLE I
NAME**

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1. The Parish shall be known as Saints Peter & Paul Greek Orthodox Church of Frederick, Maryland.

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**ARTICLE II
GOVERNANCE**

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1. The Parish shall be governed by the Uniform Parish Regulations of the Greek Orthodox Archdiocese of America, ratified by the Ecumenical Patriarchate on January 3, 2005 (hereinafter “Regulations,”) and such Parish By-Laws adopted herein consistent with the Regulations.

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**ARTICLE III
PARISHIONERS**

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1. The qualifications for membership as parishioners are as set forth in Article 18 of the Regulations.

2. The financial commitment of parishioners is determined in accordance with our Christian Stewardship Commitment Program. A stewardship family includes husband, wife and children who are not self-supporting. Each self-supporting adult will make his or her own stewardship commitment. A steward or steward family is one who has made a commitment to provide service and financial assistance to the Parish through true Christian giving, with an annual commitment which includes giving of time, talents and financial support contributed as the steward sees fit. The stewardship commitment shall be on a calendar year basis.

3. Each individual’s annual stewardship financial commitment in the form of weekly, monthly, quarterly, semi-annual or annual contributions shall be kept as a strictly confidential Parish matter by the Parish Priest, Stewardship Chairman and Parish Council Treasurer.

4. Only those stewards in good standing who have participated and fulfilled their commitment in our stewardship program for the previous calendar year, excluding new stewards, and who signed a stewardship commitment card for the current year and are up to date with their payments in the current year are eligible to vote in the Parish Assembly. Current members must have their stewardship commitment card signed and turned in 30 days before a Parish Assembly to be eligible to vote in said Assembly.

5. Each stewardship family pledge, consisting of husband and wife, shall each be treated as individual members for all purposes and each have one vote. Each single adult steward over eighteen (18) years of age shall have one vote.

**ARTICLE IV
PARISH COUNCIL**

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2 6. Assistant Treasurer – The Assistant Treasurer shall assist the Treasurer in his or her
3 duties and perform the same in his or her absence.
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5 **ARTICLE IX**
6 **PARISH ADMINISTRATION**
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8 1. The Parish shall be administered by the Priest and Parish Council cooperatively, as
9 set forth in Article 30 of the Regulations.
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11 2. All Parish financial, stewardship and membership documents must reside in the
12 parish office. All documents must be kept in a safe and secure location in the parish office.
13 Duplicate documents may be stored securely in an off site location.
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15 **ARTICLE X**
16 **PARISH ASSEMBLY**
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18 1. The meetings of the Parish Assembly are as set forth in Article 31 of the Regulations.
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20 2. A quorum for a Parish Assembly shall consist of at least ten percent (10%) of the
21 eligible voters on the Stewardship Registry who have signed the Assembly Register prepared
22 by the Parish Council Secretary. Voters will receive a colored card to be raised when a vote is
23 requested. A secret ballot may be considered by the Assembly.
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25 3. All meetings of the Parish Assembly shall be conducted in accordance with the
26 parliamentary procedures advanced by Robert’s Rules of Order Newly Revised, 10th Edition.
27 The Chairman shall appoint a Parliamentarian who shall have the sole authority to rule on all
28 procedural questions at meetings of the Parish Assembly.
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30 4. The Recording Secretary shall submit the minutes of the Parish Assembly
31 simultaneously to the Parish Council and to the parish membership for review within 30 days
32 following the meeting. The notice of meeting and minutes shall be mailed to the church
33 membership at least ten (10) days prior to the next Parish Assembly. Upon approval of the
34 minutes by the Parish Assembly, the Priest, the Assembly Chairman and Assembly Recording
35 Secretary shall sign the minutes.
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37 **ARTICLE XI**
38 **BOARD OF ELECTIONS**
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40 1. The Board of Elections is as set forth in Article 32 of the Regulations.
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42 2. The Board of Elections shall consist of at least three (3) persons and at most ten
43 (10) persons elected by the Parish Assembly within the same year as the election from
44 among those who are not candidates for election to the Parish Council. Immediate family
45 members of candidates and incumbent Parish Council members are not eligible to serve on
46 the Board of Elections.
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48 3. The Board of Elections shall be responsible to prepare a list of candidates from the
49 floor of the Parish Assembly held in the fall of each year, and shall, in cooperation with the
50 Parish Priest, verify the eligibility of the candidates. The Priest shall certify that all of the
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1 candidates are parishioners in good standing as specified in Article 18, Sections 1 and 2.
2 The Board of Elections shall mail a list of candidates to the members of the Parish at least
3 ten (10) days prior to the Election Day; notify all eligible parishioners concerning the
4 elections. The Board of Elections shall prepare the ballots, choose and alternate voting site,
5 if so needed, supervise the elections, and tabulate and report the results the same afternoon.

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7 **ARTICLE XII**
8 **BOARD OF AUDITORS**
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10 1. The Board of Auditors is as set forth in Article 33 of the Regulations.
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12 2. The Board of Auditors shall consist of at least three (3) and at most (4)
13 parishioners, none of whom are members of the Parish Council. The Board of Auditors
14 shall be elected at the last Parish Assembly preceding an election from among those who
15 have not served on the Parish Council for the year being audited and who are not candidates
16 for election to the Parish Council. The Board of Auditors shall have the financial
17 competency to properly execute its audit responsibilities.
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19 3. A vacancy on the Board of Auditors shall be filled by the Parish Council by electing
20 a successor from amongst the parishioners of the Parish in good standing for the unexpired
21 portion of the term of vacancy.
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24 **ARTICLE XIII**
25 **PARISH FINANCES AND ARCHDIOCESAN TOTAL**
26 **COMMITMENT**
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28 1. The finances and budget of the Parish are set forth in Article 34 of the Regulations.
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30 2. The Treasurer shall prepare and submit to the Parish Council a complete financial
31 report indicating all income and expenses for the preceding calendar year at the Parish
32 Council meeting preceding the Spring Parish Assembly. After such financial report has
33 been reviewed and approved by the Parish Council, a copy of such report shall be mailed, at
34 least ten (10) days prior to the Parish Assembly, to each member of the Parish.
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36 3. The Finance Committee shall prepare a proposed budget for the next succeeding
37 calendar year and submit the same to the Parish Council for approval at the October
38 monthly meeting preceding the year for which such budget is prepared. After the Parish
39 Council has reviewed and approved the proposed budget it shall mail such budget at least
40 ten (10) days prior to the Fall Parish Assembly, with the notice of the Fall meeting of the
41 Parish Assembly, to each steward/stewardship family of the Parish.
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44 **ARTICLE XIV**
45 **AMENDMENTS TO THE BY-LAWS**
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47 1. The Articles presented herewith can be amended at a Parish Assembly by two-thirds
48 vote of the members present. The members, however, must be apprised of the aforesaid
49 action by mail at least ten (10) days prior to such a meeting of the Parish Assembly.
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51 **ARTICLE XV**
COORDINATION OF BY-LAWS AND REGULATIONS

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1. To the extent that the Parish By-Laws set forth herein may conflict with the Regulations, the Regulations shall control and govern.

2. The Regulations in their entirety govern the Parish and are incorporated herein as if set forth at length, irrespective of whether only certain Articles and/or provisions are referred to herein.