

BYLAWS OF THE SAINT GEORGE GREEK ORTHODOX CHURCH ROCK ISLAND, ILLINOIS

The following constitute the Bylaws of the Saint George Greek Orthodox Church in Rock Island, Illinois and are to be considered an appendix to the *Uniform Parish Regulations* of the Greek Orthodox Archdiocese of America as revised in 2007.

INTRODUCTION

The *Uniform Parish Regulations* of the Greek Orthodox Archdiocese of America in Part Three, Article 15, Section 1, provide this definition of a Parish:

The Parish is the local eucharistic community of the Church in a given locality; organized under the jurisdiction of the Archdiocese whose ecclesiastical authority is its canonically consecrated Hierarchy. Locally, the Parish is headed by a canonically ordained and duly appointed Priest. The assignment of such appointed Priest shall bind the Parish to the Archdiocesan Regulations, Uniform Metropolis Regulations and Uniform Parish Regulations with the same force and effect as if the same were formally approved and adopted by the Parish.

Furthermore, the *Uniform Parish Regulations* in Part Three, Article 21, Section 1, provide this statement about Parish Bylaws:

All Parishes must maintain and file Articles of Incorporation/Articles of Organization, Bylaws and/or other applicable corporate documents. All such documents shall comply with Archdiocesan requirements as such requirements may be amended, from time to time, by the Archdiocese. Parish Bylaws shall incorporate these Regulations by reference and may also include such additional provisions as shall be deemed necessary, by the Parish Assembly, to meet local needs. However, in the event of a conflict between a Parish's Articles of Incorporation/Articles of Organization, Bylaws or any other Parish document and these Regulations, the provisions of these Regulations shall govern. In the event that the Bylaws of a Parish do not specifically incorporate all of these Regulations by reference, they shall be deemed to do so.

These St. George Parish Bylaws, Rules and Regulations are provided for the local needs of the Parish and for the information of St. George Parishioners.

PARISH FINANCES AND MEMBERSHIP

Our Parish is financed primarily by the stewardship pledges of its members. These members are also called stewards. Any person, 18 years of age or over, who was baptized according to the rites of the Orthodox Church, or was received into the Orthodox Church through Chrismation, who lives according to the faith and canons of the Orthodox Church, who has met his or her stewardship financial obligation to the St. George Parish, in its entirety or any portion thereof in the current year and abides by the Archdiocesan Regulations and the Bylaws of the St. George Parish is a member in good standing of the St. George Parish. Membership, according to these requirements is obtained by completing and submitting an annual pledge card pledging an amount of money to be paid to the Church. There are no minimum or maximum pledges. Information is available from the Church office to assist you in making your pledge. Your contribution is an appropriate percentage as determined by your total annual income. The Church tracks its contributions and expenses on a calendar year basis.

PARISH PROPERTY

St. George Greek Orthodox Church, Inc. may hold title to real and personal property in its corporate name. The Parish Council shall administer such property for the St. George Greek Orthodox Church, Inc.

All special bequests, gifts, and devises shall be used by the Parish only for the purposes for which they were made. The Priest and/or Parish Council shall have the right to reject any bequests, gifts, or devises.

PARISH ASSEMBLY

The Parish Assembly is the general meeting of the members in good standing with the Parish.

Two Parish or General Assemblies are convened by the Parish Council each year - Spring and Fall.

Special General Assemblies can be convened when the Priest and/or Parish Council deem it necessary, or when ten percent of the members in good standing of the Parish submit a written petition to the Parish Council stating the purpose for the meeting.

The members are summoned to a General Assembly by written notice mailed at least ten days before the meeting and listing its agenda thereon. Those members in good standing, present at the Assembly will constitute the quorum of the Assembly.

Proxies shall not be permitted at General Assemblies.

To participate in the General Assembly, a member must be in good financial standing. New members can vote in General Assemblies if they have been in good standing for a least three months.

Each participating member in good standing shall have one vote. The Priest is a non-voting member of the Assembly.

The Chairman of the Parish Assembly shall be elected by the members in good standing present. The Chairman shall appoint a member to serve as secretary for the meeting.

BOARD OF ELECTIONS

1. The Board of Elections shall consist of no less than three members elected at the last Parish Assembly preceding an election from among those who are not candidates for election to the Parish Council.
2. The Board of Elections shall in cooperation with the Priest and the Parish Council check the of candidates, notify all eligible members concerning the elections, supervise the elections and tabulate and report the results.
3. A vacancy on the Board of Elections shall be filled by the Parish Council by electing a successor therefore from amongst the members of the Parish in good standing.

BOARD OF AUDITORS

1. The Board of Auditors shall consist of at least three members elected at the last Parish Assembly preceding an election from among those who have not served on the Parish Council for the year being audited and who are not candidates for election to the Parish Council.

2. The Board of Auditors shall audit regularly the accounting records of the Parish and prepare a report of such audit for presentation to the Parish Assembly, copies of which shall be transmitted to the Metropolitan and the Archdiocese by the Parish Council.
3. A vacancy on the Board of Auditors shall be filled by the Parish Council by electing a successor therefore from amongst the members of the Parish in good standing for the unexpired portion of the term of vacancy.

ELECTION OF PARISH COUNCIL

The Parish Council consists of the Priest (non-voting) and twelve lay members elected by the Parish.

No salaried person of St. George Greek Orthodox Church, Inc. can serve on the Parish Council, auditing committee or election board.

Elections shall be held no earlier than the first Sunday in November and no later than the second Sunday in December.

Candidates for election to the Parish Council shall be nominated at the last Parish assembly preceding the election. Nominations can be made by a nominating committee, by members of the Parish in good standing, and/or by the person himself writing to the nominating committee asking his name be placed in nomination. In accordance with the October 1988 Encyclical of Bishop Iakovos of Chicago, nomination forms for additional candidates should be mailed to all members in good standing, and may be submitted to the Parish Office for consideration up to ten days prior to the day of elections.

All candidates shall attend a seminar conducted by the Priest prior to the election at which the Priest shall discuss Uniform Parish Regulations and explain them to the candidates, particularly the Oath of Office. At the conclusion of the seminar all candidates, will acknowledge by signing a statement that they understand the Uniform Parish Regulations and, if elected, will abide by them and the Oath of Office. If a candidate for the Parish Council refuses to attend the seminar and sign the declaration his/her name shall be deleted from the list of candidates.

Absentee balloting for elections of the Parish Council is provided for. The ballots must be in the hands of the Election Board before the voting starts and shall be opened and counted with the ballots personally cast. Voting is by secret ballot, starting after the Sunday Liturgy and terminating at one o'clock in the afternoon of the same day.

Eligible to vote are members who are in good standing with the St. George Parish. A member duly enrolled in the Parish, but delinquent in his/her Parish stewardship obligations may vote in the election by meeting his/her stewardship obligation in its entirety or any portion thereof at any time prior to balloting.

A new member of the Parish may vote if he or she has been a member at least three months prior thereto.

Election results shall be entered in the minute book of the Parish, and shall be signed by the Election Committee.

A list of elected persons is sent to our Metropolitan for his official verification.

ELECTION OF PARISH COUNCIL OFFICERS

On a Sunday after ratification of the election has been received from the Metropolitan, a special ceremony shall be held at the close of the Divine Liturgy in which all members of

the Parish Council shall take the Oath of Office jointly, The Oath shall be administered by the Priest and shall be repeated by all the members of the Parish Council.

Following the administering of the Oath of Office, the Parish Council shall convene immediately to elect its officers under the chairmanship of the Priest who will not vote.

The office of the President and Treasurer may not be held by the same person for more than six consecutive years, except by special permission by the Metropolitan.

In the event the office of the President shall become vacant by incapacity or resignation of the President, the Vice President shall assume the office of President.

Parish Council members shall elect a President, Vice President, Secretary, and Treasurer. Their duties shall be as stated in the Uniform Parish Regulation and in these Bylaws.

DUTIES OF PARISH COUNCIL

The Parish Council under the leadership of the Priest shall have the following duties: to attend divine services regularly and to participate in the sacramental life of the Church thereby setting an example for the Parish, to administer the affairs of the Parish in such a manner as to aid the Priest in the fulfillment of its aims and purposes, establish a Stewardship Program, appoint a Stewardship Committee to implement and expand the Stewardship Program of the Parish, to collect the revenue of the Church, issuing receipts thereof, and paying by check the salaries of the Parish personnel, Parish expenses, budgetary grants-in-aid for the Parish educational, and philanthropic organizations and such sums as may be fixed by the Clergy-Laity Congress for the support of the Archdiocese, to buy, sell or mortgage Parish property, as provided in the *Archdiocesan Uniform Parish Regulations*, maintain Church real estate and improvements as hereinbefore provided, to submit as to the Metropolitan at the end of each year a report of its Stewardship and to submit annually to the Archdiocese and to the Diocese the Parish Budget for the ensuing year and the audited financial statement for the prior year. All Parish personnel including school teachers are engaged by the Parish Council with the consent of the Priest.

The Parish Council and its officers may exercise all additional authority consonant with the Archdiocesan *Uniform Parish Regulations* these Bylaws, the laws of the State of Illinois and of the United States of America.

Attend regular monthly meetings, which shall be held on the second Tuesday of each month.

The Parish Council is authorized to spend up to \$5,000.00 per item for building repairs and operating expense and up to \$2,500.00 for capital improvements. General Assembly approval is required for all expenditures in excess of these amounts, unless emergency requires otherwise.

PRESIDENT

Term is one year. Performs duties of President incident to his *office* and such other duties as may be prescribed by the Parish Council.

VICE PRESIDENT

Performs duties assigned to him or her by the Resident or by the Parish Council.

TREASURER

Have charge and custody of and be responsible for all funds and securities of Parish.

Receive and give receipts for money due.

Deposit such money in the name of the Parish in such investments as specified by the Parish Council.

In general, performs duties incident to his office and perform other duties as assigned him or her by the President or Parish Council.

SECRETARY

Record and publish minutes of meetings of the Parish Council. Official correspondent for Parish Council.

PARISH OPERATING, BUILDING MAINTENANCE, AND CAPITAL EXPENDITURES

The Parish Council must review and approve any expenses at the monthly Parish Council meeting before bills can be paid. Any item identified as Building Maintenance or Capital Expenditure can be approved by the Parish Council as long as its dollar amount is not over the per item limit detailed below. Also, a three quarters (3/4) majority vote of the Parish Council is required to approve expenditures in these two categories. Any expenditure for Building Maintenance or Capital Expenditures over the per item limit detailed below must be approved by the General Assembly.

Building Maintenance.....\$5,000 per item.

Capital Expenditures.....\$2,500 per item.

FEES FOR WEDDINGS AND BAPTISMS

The fees far weddings and baptisms are as follows. These fees may be waived by the Parish Priest, due to indigence or special circumstances.

WEDDINGS A \$100.00 fee for extra expenses (light, heat, air conditioning, etc.)*

BAPTISMS A \$50.00 fee to defray special expenses (water, heat, air conditioning, custodial fee, etc.)*

*** All fees are subject to change. The Parish Council is expressly authorized to adjust fees on an annual basis.**

USE OF CHURCH FACILITIES

GREEN ROOM

Total Rental Fee*	\$150.00
Deposit on Reservation	- <u>\$50.00</u>
Balance Due	\$100.00

To reserve this room, please call the Church Secretary at 309-786-8163.

The deposit, as shown above, must be paid in advance and will be applied to your rental fee if no damage is done. If there is any breakage, soiling of the carpet or furniture, you will be billed the balance of any amounts due immediately upon completion of your Church scheduled activity. The balance is due at that point within thirty days after receipt of billing.

Any furniture removed from the Green Room must be returned to its proper place at the end of the rental period.

You may use the dishes, glasses and silverware, but you must furnish your own paper goods, dishtowels, cream, sugar, etc. If you use Church dishtowels, there will be an additional laundry charge.

If you plan on using the coffee maker, the Secretary or janitor will show you how to operate it. The Secretary will give you the number of packages of coffee you will need and you will be charged for this coffee.

Please make arrangements with the Secretary and plan on doing your cooking, setting-up and deliveries during the hours of 9:00 a.m. to 12:00 noon on Monday through Friday, if possible.

The dishes must be washed and returned to the cupboards before leaving the building.

The limit for the Green Room is 75 people.

GOLD ROOM

(Includes Dining Room, Bar, and Kitchen)

Total Rental fee*	\$500.00
Deposit on Reservation	- <u>\$100.00</u>
Balance Due	\$400.00

Due to Fire and Insurance Codes, the limit for this room is 400 maximum.

For any party wishing to lease the Gold Room, a policy of insurance must be obtained and presented to the Church Secretary in advance. Any function intending to give, disburse or consume alcoholic beverages must include a dram shop insurance policy naming the St. George Greek Orthodox Church, Inc. as an additional named insured.

To reserve this room, please call the Church Secretary at 309-786-8163.

The deposit shown above, must be paid in advance and will be applied to your rental fee if no damage is done, if there is any breakage, the deposit will be applied to the replacement or repair of the item. Renters are responsible for all damages.

You may use the dishes, glasses and silverware, but you must furnish your own paper goods, dishtowels, cream, sugar, etc. If you use Church dishtowels, there will be an additional laundry charge

If you plan on using the coffee makers, and the dishwasher, the Secretary or janitor will show you how to operate them. Coffee should be purchased from the Church Secretary.

Please make arrangements with the Secretary and plan on doing your cooking, setting-up and deliveries during the hours of 9:00 a.m. to 12:00 noon on Monday through Friday, if possible,

KITCHEN RENTAL

The kitchen is available for independent rental for \$75.00* per day charge. The use of all kitchen facilities, pans, dishes, etc. is available but you are responsible for cleaning up the kitchen. You are also responsible for all damages

*** All rental fees are stated as of the date of printing. The Parish Council is expressly authorized to adjust rental fees on an annual basis.**

GENERAL INFORMATION FOR USE OF CHURCH FACILITIES

All meetings and rentals must be scheduled with the Church Secretary only, following authorization by the Parish Priest, and noted on the Church calendar in order to avoid conflicts.

No liquor will be sold.

No admission will be charged.

All events must terminate at midnight.

The Green and Gold Rooms are not available during Holy Week.

Custodial service and cleanup is included in the cost of rental.

The Sanctuary will not be open for tours during any social function.

The Gold and Green Rooms may be used without charge for pre-service use for weddings and baptisms, and for a memorial coffee or lunch after a funeral. This includes the bride changing her clothes or the mother changing or feeding her baby.

Any outside non-profit organization will be allowed to rent only at the discretion of the Parish Priest and Parish Council.

You will be billed from the Church office and you should make all payments to the same.

If lights, gas, heat or air conditioning are used for the day before, the rental fee may be increased accordingly,

If you have any questions, please call the Church office. The number is 309-786-8163.

AMENDMENTS TO THE BYLAWS

These parish Bylaws may be altered or amended by a two-thirds (2/3) majority vote of the voting membership of the St. George Parish in attendance at a regularly scheduled General Assembly Meeting or Special General Assembly Meeting convened for the purpose of amending the Bylaws. A quorum of the General Assembly needs to be present and a written notice be given to the parish membership at least ten (10) days prior to the meeting specifying the proposed addition, change or amendment. The members of the parish who are present and in good standing shall constitute a quorum.