

**GREEK ORTHODOX CHURCH OF THE RESURRECTION  
1400 CEDAR SWAMP ROAD, BROOKVILLE, NY 11545**

**BY-LAWS**

**Adopted May 12th, 1977**

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<i>Amended:</i>	<i>October 13, 1977</i>	<i>(Art. III Sec 3)</i>
	<i>October 23, 1978</i>	<i>(Art. III Sec 4)</i>
	<i>March 20, 1980</i>	<i>(Art. II Sec 3)</i>
	<i>October 23, 1980</i>	<i>(Art. III Sec 1)</i>
	<i>March 31, 1983</i>	<i>(Art. II)</i>
	<i>November 21, 1985</i>	<i>(Art. III Sec 1, Para B,C)</i>
	<i>March 20, 1991</i>	<i>(Art. I Sec 3, Para A,B,C)</i>
	<i>November 19, 1996</i>	<i>(Art. II Sec 3)</i>
	<i>March 18, 1997</i>	<i>(Art. III Sec 3)</i>
	<i>April 3, 2001</i>	<i>(Art. III Sec 3)</i>
	<i>April 13, 2003</i>	<i>(Art. II Sec 6)</i>
	<i>June 1, 2008</i>	<i>(Art. III Sec 1,7)</i>
	<i>November 2, 2008</i>	<i>(Art. II Sec 8; Art. IV, Sec 1, 3, 4, 7, 8, 11)</i>

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**GREEK ORTHODOX CHURCH OF THE RESURRECTION  
BROOKVILLE, N.Y.**

**BY-LAWS**

***PART I***

The Parish shall be governed in accordance with the existing Uniform Parish Regulations of the Greek Orthodox Archdiocese of North and South America.

Under the authority granted in Part III, Article I, Section I, thereof, the existing Uniform Parish Regulation (UPR), are appended by the By-Laws as are set forth to meet the specific needs of this Parish, its associations and organizations operating under and by virtue of the authority of the Parish Council.

***PART II***

The Parish shall be known as "Greek Orthodox Church of the Resurrection."

***PART III***

**ARTICLE I  
PARISH MEMBERSHIP**

**Section 1. Membership:**

The membership of the Parish will consist of all Orthodox Christians in good ecclesiastical standing, eighteen (18) years of age or older, who have made a Fair Share commitment.

**Section 2. Membership Categories:**

- A.** Individual: A person, eighteen (18) years of age or older, in good ecclesiastical standing (including a legally divorced person or widow/widower).
- B.** Family: A husband and wife, living together, one of whom is Orthodox and in good ecclesiastical standing.

**Section 3. Privileges:**

- A. Individual Membership:** shall entitle the individual, who is at least 18 years old and an Orthodox Christian, to all available Parish privileges, listed on Parish privileges, listed on the Parish rolls, included in mailing lists and to one (1) vote at any regular or special meeting of the Parish Assembly.

- B. Family Memberships: shall entitle the family (husband and wife) to be listed on the Parish rolls, included in mailing lists and to one (1) vote for each Orthodox spouse at any regular or special meetings of the Parish Assembly.
- C. Children: under eighteen (18) years need not participate in Fair Share. Orthodox Christian children will be considered members with full benefits under their parents' membership. They will not be permitted to vote.

#### **Section 4. Transfer of Members:**

A member of another Parish of the Archdiocese may transfer to this Parish as a regular member, without additional financial obligations for the remainder of the calendar year upon presentation of a certificate of Transfer signed by the Priest of the former Parish. The transferred member may receive the privileges of the church immediately, and may participate at Parish Assemblies and vote in Parish elections three months after having enrolled as a Parish member.

When a parishioner desires to transfer from this Parish to another, the parishioner shall notify the Parish office of this intent, and shall obtain a Certificate of Transfer signed by the Priest.

## **ARTICLE II PARISH ASSEMBLY**

#### **Section 1. Annual Parish Assembly: The members of the Parish shall convene Semi-Annually.**

- A. The Spring Assembly: to (1) review financial report covering all income and expenditures of the preceding year, (2) to adopt the budget for the ensuing fiscal year and (3) to elect the Board of Electors (U.P.R., Part I Article XIV, Section 1).
- B. The Fall Assembly: in October for (1) the nomination of the Parish Council, (2) report of the administration on activities for the year, (3) election of Board of Auditors (U.P.R., Part I, Article XV, Section I) and (4) for the transaction of such other business as may properly come before the meeting.

#### **Section 2. Special Meetings:**

Special Parish Assembly of the members, for any purpose of purposes, may be called by the Priest, the President and the Parish Council or by written petition signed by members in good standing who collectively

represent at least ten percent (10%) of the Parish membership on the date of petition (U.P.R. Part I, Article VII, Section 2).

**Section 3. Quorum:**

All general or special meetings of the Parish Assembly shall require the presence of twenty one (21) members in good standing as a Quorum to convene such meetings and transact business.

If a quorum is not present refer to U.P.R. Part I, Article 7, Section V.

**Section 4. Notice of Meetings**

Notice of Parish Assembly shall be served by first class mail, upon each member not less than ten nor more than twenty-five days before the meeting and shall be directed to each member at their address as it appears on the records of the Parish. Notice of a special Parish Assembly shall also state the purpose or purposes for which the meeting is called.

**Section 5. Members Entitled to Vote:**

With respect to any Parish Assembly held during the first six months of any calendar year, a person whose name appears on the membership rolls in the calendar year immediately preceding the year in which such meeting shall be scheduled, as well as members in good standing during the calendar year of such meeting, shall be entitled to participate in any Parish Assembly meetings, and shall be entitled to cast a vote at such meetings. With respect to any Parish Assembly held during the last six months of any calendar year, only members in good standing during the calendar year in which such Assembly shall be held shall be entitled to participate and vote at such Parish Assembly. After December 31, 1979, new members may exercise the vote at Parish Assemblies if they have been members in good standing for at least three (3) months.

**Section 6. Approvals for Parish Assembly:**

Concerning the contemplation of any major transaction defined as purchase or sale of real property it shall be the responsibility of the Parish Council to present a proposal or referendum to the parish membership 15 days prior to the General Assembly. In order for the proposal or referendum to be passed, (i) a simple majority of the eligible parish members must participate in the vote; (ii) a 2/3 majority of the votes is required for passage. Absentee ballots will be allowed.

**Section 7. Borrowing by Parish Council:**

All loans, borrowings, or commitments to borrow money negotiated on behalf of the Parish by any officer, Parish Council member or any Committee Chairman elected or appointed, shall require the prior approval, authorization or ratification of the Parish Council, exceeding on thousand (\$1,000) dollars with exception of Fund Raising Affairs sanctioned by the Council.

**Section 8. Agenda for Parish Assembly Meetings:**

The Agenda for Parish Council meetings will be set in accordance with the Uniform Parish Regulations.

**ARTICLE III  
PARISH COUNCIL**

**Section 1. Number of Council members and length of their term of duty.**

- A.** Size of the parish council:
1. Effective October 23, 1980, the parish council shall consist of fifteen (15) parishioners who are members in good standing.
  2. Commencing January 1, 2009, the Parish Council shall consist of seventeen (17) parishioners who are members in good standing.
  3. Commencing January 1, 2010, the Parish Council shall consist of nineteen (19) parishioners who are members in good standing.
  4. Commencing January 1, 2011, the Parish Council shall consist of twenty-one (21) parishioners who are members in good standing.
- B.** Elections shall be held annually and nominations staggered so that seven (7) members are elected one year, seven (7) the subsequent year, and seven (7) the third year.
- C.** Each duly elected Council member shall hold office for a term of three (3) years.

**Section 2. Nomination of Council Members:**

Nominations for the Parish Council shall be held at the Fall Parish Assembly.

**Section 3. Nominee Qualifications:**

A nominee for the Parish Council must be at least twenty-one (21) years of age and a Fair Share member in continuous good standing for at least

twenty-four (24) months prior to being nominated and must comply in his or her life and activities with the faith and canons of the Church.

**Section 4. Elections of Parish Council:**

- A. Location: The election shall take place in the Parish facilities in a specific location, which will be described in the Notice of Election to the Parishioners.
- B. Date: Elections shall be held on a Sunday to conform with the Uniform Parish Regulations.
- C. Voting Procedure: Voting shall be conducted by secret ballot. Absentee ballots are acceptable but must be in the hands of the Election Committee at the start of voting.
- D. Ballot: Ballot must contain votes for the total designated number of council members to be elected or it shall be deemed invalid.

**Section 5. Absenteeism:**

Any member of the Parish Council who shall absent himself from three (3) consecutive meetings of said Board, unless he shall present at the next regular (4th) meeting of the Parish Council a satisfactory excuse for his absence, shall be subject to removal from his position on the Council by the Parish Council members. A two-thirds (2/3rd) vote of the Council will be required.

**Section 6. Suspension or Expulsion:**

Parish Council Member may be suspended or expelled for any violation of the By-Laws or conduct, adjudged improper or prejudicial to the best interests of the Church, by a two-thirds (2/3rd) vote of the Parish Council.

**Section 7. Quorum:**

- A. A quorum of the Parish Council must be present at the Council meetings or the meeting may not be called to order and any and all Church business discussed, reported, or proposed will be considered null and void.
- B. Commencing January 1, 2009, a quorum is defined as 60% of the size of the current Council, as defined in Article III, Section I, rounded up to the next whole number.
  - 1. Commencing January 1, 2009, quorum is 11
  - 2. Commencing, January 1, 2010, quorum is 12
  - 3. Commencing January 1, 2011, quorum is 13

**Section 8. Expenditures, Disbursements, and Property:**

- A. Donations: The Parish shall use all special bequests, gifts, and devices only for the purpose for which they were made.

**B. Expenditures:** The Parish Council is charged to keep expenditures within the limits of the budget as approved by the Parish Assembly. Any proposed single expenditure not budgeted for, exceeding the lesser of 10% of the overall budget or \$8,000 must have the prior approval of the Parish Assembly. In addition in no case will the Parish Council permit the total expenditures in any one year to exceed 15% of the overall budget for that year without prior Parish assembly approval.

### **Section 9. Bids:**

A minimum of three (3) bids will be required for any repairs, improvements, or construction involving any expense of five thousand (\$5,000) dollars or more as outlined by the specifications.

### **Section 10. Final Financial Reports:**

The Parish Council will require a written final Financial Report not later than 30 days after the affair from any person authorized to spend Church Funds; is in charge of Fund Raising affairs or any event involving finances. Monies spent must be substantiated with itemized bills and/or cash register receipts.

### **Section 11: Standing Committees**

- A. Standing Committees will be responsible to report back to the Parish Council. The list of standing committees, along with their responsibilities shall be defined as per Section 11, Paragraph K, but shall consist of, at a minimum:
- By-Laws
  - Capital Fundraising
  - Church Order
  - Facilities
  - Festival
  - Finance
  - Greek School
  - Information & Outreach
  - Membership
  - Strategic Planning
  - Youth
- B. With the exception of the committees specified in Section 11, Paragraph C, or where otherwise mandated by the UPR's or by-laws, the President will appoint the chair of each Standing Committee, and may remove a chair. Appointment and Removal both require approval, via a majority of the Executive Committee.
- C. The following chairs are exempt from 11-B
- a. The Finance Committee will be chaired by the Parish Council Vice President

- b. In the event of a vacancy in the chair for either the Strategic Planning or Capital Fundraising Committee, a new chair (or co-chair's) will be nominated by the President and must be approved by a majority of the Parish Council.
- D. The term of each Committee chair will begin with his/her appointment and will end upon the election of Parish Council officers in the subsequent January, with the following exceptions:
  - a. Strategic Planning and Fundraising Committees: For those committees, the chair will remain until either:
    - i. He/She is asked to resign by a majority vote of the Parish Council
    - ii. He/she resigns.
- E. The chair(s) of each committee will appoint its members. The president and Proistamenos are entitled to appoint one member apiece to each committee. If the size of a committee is below that which is recommended in the Appendix, then the Executive Committee may appoint a sufficient number of member to meet the size recommendations with a simple majority vote.
- F. If a Committee chair is vacant for more than two months, the vacancy may be filled by a nomination from any Parish Council Member and majority vote of the Parish Council.
- G. Committee members must be one of:
  - a. A member in good standing of the Parish for the current year, as defined in Section X, Paragraph Y.
  - b. A spouse, son or daughter of (a)
- H. The Parish Council President is entitled to serve as an ex-officio member of all committees. He/she may designate the Vice President to substitute for him/her in that capacity.
- I. The Parish Priest is entitled to serve as an ex-officio member of all committees.
- J. Committee chairmen may designate sub-committees to focus on specific areas (e.g. Hall Rentals within the Facilities Committee) with the approval of the Parish Council. The sub-committee will cease to exist upon the appointment of a new committee chair.
- K. The specific responsibilities of each committee will be approved and updated as needed by a majority vote of the Parish Council. It will be attached as an Appendix to the by-laws.

## **ARTICLE IV EXECUTIVE COMMITTEE**

### **Section 1. Officers Elected from Council:**

- A.** The Parish Council shall elect a president, a vice president, a treasurer, a secretary, an assistant secretary and an assistant treasurer.
- B.** They shall hold office for one (1) year and/or until their successors are elected.
- C.** The elected council officers and the Pastor (ex-officio) shall be members of the Executive Committee. Past presidents may be elected by the Council to serve on the Executive Committee (ex-officio) for a period of one (1) year. All past Presidents are invited to attend the Executive Committee meetings.

### **Section 2. The Executive Committee:**

The committee is accountable to the Parish Council. It shall be the duty of this committee to prepare agenda for Council Meetings, coordinate and execute council decisions. Agenda, including what new business is to be discussed, should be sent to Council Members one week prior to a meeting. Special duties of officers should be indicated. Officer shall perform the usual and ordinary duties appertaining to their respective offices.

The Committee shall hold one regular monthly meeting on a date to be determined by the Committee Members at their first meeting of the calendar year. Any member of the committee on 24 hours notice may call special meetings.

### **Section 3. President:**

The President shall be the representative of the Community at all times and places. He/She shall preside at all special meetings of the Parish Council and of the congregation, shall be Chief Executive Officer of the Parish and subject to the authority of the Parish Council, he/she shall enforce all resolutions, orders and regulations of the Parish, and with the Treasurer shall sign all checks for disbursement of monies as the Parish Council may by resolution provide. The President shall be empowered to establish Ad-Hoc committees, as he/she deems necessary and to appoint or replace Chairmen for said committees. Ad-Hoc committees will remain in place until dissolved by the President, not to exceed the end of the President's term.

**Section 4. Vice-President:**

In the absence of the President, the Vice-President shall perform all the duties of the President (including signing of the checks), he/she shall supervise clerical details, approve invoices and insure expenditures were approved by Parish Council per minutes, initial invoices and turn over to the treasurer for payments, and shall perform such other duties as may be imposed upon him/her by the Parish Council at any general or special meetings.

**Section 5. Treasurer:**

The Treasurer shall receive all monies payable to the Parish and shall deposit same in the name of the Parish. He/She shall pay all expenditures approved by the Admin. Vice-President (Section 5, Article 4), make any necessary with-drawals, issue receipts for monies received, reconcile bank statements. He shall present a detailed statement of the financial condition of the Parish at each monthly meeting of the Council. He shall present a detailed report of such financial statement for the preceding fiscal year at the annual meeting. Auditors elected by the Parish Assembly shall audit this report. He shall sign all checks, which will be countersigned by the President an/or Executive Vice-President.

**Section 6. Secretary:**

The Secretary shall keep accurate minutes, records, documents, and papers of the Parish in such place as shall be designated by the Council and such records shall at all times be available to the Parish Council and members in good standing. He shall be present at all meetings and shall record all resolutions and proceedings of said meetings. He/She shall give notice of all meeting dates of the Parish Council and/or General Assembly. He/She shall attest all papers, contracts, and correspondence of the Parish.

**Section 7. Assistant Secretary:**

The Assistant Secretary shall assist the Secretary with mailings and take minutes in the absence of the Secretary.

**Section 8. Assistant Treasurer:**

The Assistant Treasurer shall maintain journals and ledgers, issue receipts in the absence of the treasurer, make deposits and generally assist the Treasurer as needed.

**Section 9. Committee Chairs:**

The Executive Committee shall approve the appointment and removal of chairs by the President as specified in Article 3, Section 11.

## **ARTICLE V**

### **Section 1. Budget:**

Operations shall follow UPR Chapter 11, Part I, Article XV.

### **Section 2. Duties of the Audit Committee:**

The Audit Committee shall review and audit the books and records and Shall submit its report of such audit to the Parish Assembly by the first meeting following the calendar year being audited. Their duties are limited to the examination of the records, receipts and payments, verification of proper recordings in the books of the Church and whether generally accepted accounting principles have been applied.

## **ARTICLE VI AMENDMENTS**

### **Section 1.**

Amendments, revisions or rescissions of these By-Laws shall be authorized by the General Assembly at a regular or special meeting called for such purpose as per Article 2, Section 3 of these By-Laws.

Index to Amendments to By Laws:

October 13, 1977	(Art. III Sec 3)	<i>Nominee Qualifications for Parish Council</i>
October 23, 1978	(Art. III Sec 4)	Paragraph B - Date of Election for Parish Council.
March 20, 1980	(Art. II Sec 3)	Quorum for Parish Assembly
October 23, 1980	(Art. III )	Sec. 1, Paragraph A, B - Parish Council - Number of members and length of Term.
		Sec. 2, Paragraph A - Nominations of Council Members.
		Sec. 4, Paragraph D - Elections of Parish Council
March 31, 1983	(Art. II)	Name of Parish
November 21, 1985	(Art. III Sec 1, Para B,C)	Parish Council - Number of members - Length of Term
March 20, 1991	(Art. I Sec 3, Para A,B,C)	Privileges
		Paragraph A - Individual Membership.
		Paragraph B - Family Membership
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November 19, 1996	(Art. II Sec 3)	Quorum
March 18, 1997	(Art. III Sec 3)	Nominee Qualifications
April 3, 2001	(Art. III Sec 3)	Nominee Qualifications
April 13, 2003	(Art. II Sec 6)	Approvals for Parish Assembly
<b>June xx, 2008</b>	(Art. III Sec 1,7)	