

**PARISH BYLAWS  
FOR  
HOLY CROSS-STES CONSTANTINE AND HELEN  
GREEK ORTHODOX CHURCH  
HUNTSVILLE, ALABAMA  
(General Revision: October 1, 2006)**

**PREAMBLE**

By virtue of the authority granted in the uniform parish regulations of the Greek Orthodox Archdiocese of America, Part Three, Chapter One, Article 21, the Parish Assembly of Holy Cross-Sts Constantine and Helen, Greek Orthodox Church in Huntsville, Alabama adopts the provisions contained herein, same having been approved in advance by the Metropolitan of the Metropolis of Atlanta. In so adopting these provisions, the Parish Assembly recognizes that the provisions are to serve as Parish Bylaws that address the requirements of local needs of the community. It is further recognized that by so adopting these provisions, they become appended to the Uniform Parish Regulations, and nothing contained herein is to be construed in a manner inconsistent with spirit of said Regulations.

**ARTICLE I**

**PARISH**

**A. Name:** The Parish shall be known as Holy Cross-Sts Constantine and Helen Greek Orthodox Church of Huntsville Alabama, a non-profit corporation organized under the laws of the State of Alabama as the Greek Orthodox Community of Huntsville, Alabama.

**B. Purpose:** The aims and purposes of the Parish are to keep, practice, and proclaim the Orthodox Christian Faith pure and undefiled.

**ARTICLE II**

**PARISHIONERS**

**A. Membership:** Any person, eighteen years of age or over, who was baptized according to the rites of the Church, or was received into the Church through Chrismation, who lives according to the Faith and canons of the Church, abides by the Uniform Parish Regulations and these appended bylaws, and fulfills his or her financial obligation to the Parish, and cooperates in every way towards the well being of the Parish is a member in good standing of the Parish.

**B. Obligations:** A parish member shall meet his/her financial obligation by making and fulfilling an annual stewardship pledge. A husband and wife may make a joint stewardship pledge. One is considered to have fulfilled his/her stewardship and financial obligations to the Parish if he/she is current in their obligations at the time of the meeting or election. In the case of annual pledges, to be current he/she must have fulfilled the prorated amount of the annual pledge at the time of the meeting or election. However, in the event an individual fails or is unable to pledge a specific amount, but he/she has committed himself/herself spiritually and morally to the Greek Orthodox Faith and the Parish, he/she may be considered a member in good standing by a special waiver granted by the Priest who shall judge the special circumstances for a waiver of the Parishioner's stewardship financial obligations.

**C. New Members:** New members to the Parish that otherwise meet the **Membership** requirements, will have met their financial obligation to the Parish by making and fulfilling an annual stewardship pledge for the current year, and thus may exercise their vote at Parish Assemblies and elections if they have been Parishioners in good standing for at least three (3) months.

### ARTICLE III

#### PARISH ASSEMBLY

**A. Quorum:** The presence of twenty five (25%) percent of the Parishioners in good standing shall constitute a quorum for the transaction of any business. The parishioners at a regular or special Parish Assembly meeting at which a quorum was present when initially convened may continue until adjournment to validly and properly transact all appropriate business and take any proper actions notwithstanding the fact that such attendance at such meeting may subsequently drop below the required quorum, provided that for any action which requires a two-thirds (2/3) vote at a first called meeting there must be a quorum present to vote on such action. If a quorum is not present, the Parish Assembly shall be called a second time between seven (7) and twenty-one (21) days. At such time, decisions may be taken by the number of Parishioners in good standing present, with the exception of matters pertaining to the purchase, sale, or encumbering of Parish property which shall require a quorum.

**B. Chairperson:** The Chairperson of the Parish Assembly shall be elected from the members present by a majority of the votes cast. In the event there are three (3) or more nominees and no single candidate receives a majority of the votes cast, the Parish Assembly shall then vote for one of the two nominees who received the most votes on the first ballot. In the event there is a tie vote for second or third place and no majority vote for the first place candidate, a second ballot shall be taken and the candidate receiving the plurality on this ballot shall be declared elected as the Chairperson. If a tie results in the second ballot the presiding officer shall break the tie.

**C. Proxies:** Proxies shall not be permitted at Parish Assemblies.

**D. Meetings:** Regular meetings of the Parish Assembly shall be held during the second and fourth

quarter of each year. Special Parish Assemblies may be convened as set out in Article 31, Section 7 of the Uniform Parish Regulations. A notification and accompanied agenda are to be published by the Parish Council no later than two weeks prior to the scheduled date of all Regular and Special Parish Assemblies

1. At the fourth quarter Parish Assembly, the Parish Council shall submit a proposed Parish budget for the following year, which shall be subject to final approval by the Parish Assembly. The budget shall reflect the Fair Share Assessment to the Archdiocese. The proposed budget will be published no later than two weeks prior to the scheduled date of the Parish Assembly

2. At the second quarter Parish Assembly a report shall be given by the Parish Council Treasurer providing a financial statement of the Parish for the immediately preceding year; said report to include a statement of receipts and expenditures derived from all properties owned by the Parish.

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## ARTICLE IV

### PARISH COUNCIL

**A. Membership.** The Parish Council shall consist of the Priest, as the head of the Parish, who is a non-voting member, and seven (7) elected lay members. The Priest and the Parish Council cooperatively administer the Parish. A regular Parish Council meeting or a special Parish Council meeting may be held in the Priest's absence, if he is unable to attend and rescheduling is not practical, and such meeting will be deemed proper under these Bylaws, and any action taken therein shall have full force and effect.

**B. Candidates.** At the fourth quarter Parish Assembly meeting, the Chairperson shall open the nominations which shall be made from the floor. Any parishioner in good standing for at least twelve (12) months may be nominated for election to the Parish Council. The nominee, if present, shall indicate acceptance of the nomination. If a nominee is not present, he/she will be contacted by telephone, letter or telegram by the Board of Elections, for acceptance of the nomination. In the event the nominee does not respond in one week following notification, his/her name will not appear on the ballot. The list of candidates shall be posted at the Parish Center, and nominations will remain open for fifteen (15) days after the Parish Assembly, during which time additional parish members may declare their candidacy, by contacting the Board of Elections.

**C. Election.**

1. The election of Parish Council members shall be held no earlier than the first Sunday in November, and no later than the second Sunday in December. Voting hours are to begin on a Sunday, at the conclusion of the Divine Liturgy and shall terminate at a time to be announced by the Board of Elections.

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2. Absentee ballots will be permitted only when prospective absentee members personally request an absentee ballot from the Chairperson of the Board of Elections. The Board of Elections shall

establish such rules and procedures as are appropriate. Ballots by mail or otherwise delivered and received by the Board of Elections after the close of balloting, or which fail to meet rules and procedures for such ballots, shall be declared invalid.

3. The candidates who receive a plurality of the votes cast shall be declared elected.

**D. Terms of Office.** Three (3) or four (4) Parish Council members shall be elected at alternate annual elections and each shall serve a two (2) year term or until their successors are elected and qualified. Each Parish Council member's term shall commence upon his/her taking the oath of office. The new Parish Council members shall be given a brief orientation as to their duties and responsibilities by the Priest and senior members of the Parish Council.

**E. Officers.** Annually, at its first meeting following the qualifying and swearing in of the Parish Council, the Parish Council shall elect from its members the following officers by a secret ballot: a President, a Vice President, a Secretary, a Treasurer and three (3) members at large. Their term of office shall be one (1) year. In the event vacancies occur in any of the offices, except that of the President, the Parish Council shall immediately elect a replacement to serve for the remainder of the term of office. In the event a vacancy occurs in the office of President, the Vice President shall succeed to the office of President; the Parish Council shall immediately select a replacement for the Parish Council vacancy, and then elect a new Vice-President among its members to serve for the remainder of the term of that office.

**F. Duties.** It shall be the duty of the Parish Council to coordinate all the affairs of the Parish as set out herein in furtherance of its aims and purposes. The duties of the Parish Council shall be as follows:

1. The Parish Council shall hold a regular meeting at least once a month, and shall hold a special meeting whenever the Priest, the President or a majority of its members request one. Meeting notification shall be initiated by the President or his designee.
2. It shall maintain in a conspicuous place, a current list of all members of the Parish currently fulfilling their financial obligation to the Parish, provided that said list does not indicate specific amounts pledged or paid by individual members.
3. It shall have the exclusive power to recommend to the Parish Assembly, by majority vote, the purchase, sale, or mortgage of Parish-held property, which is thereafter subject to approval by the Parish Assembly.
4. It shall have exclusive power to collect the revenues of the Parish against receipts for same and shall pay only by check the salaries of the Parish employees.
5. It shall cooperate with and assist the Priest in maintaining the supplies necessary for church services.

6. It shall make an annual inventory of the church premises and the real property owned by the Parish for the purposes of preparing and maintaining a physical inventory of all Parish property.

7. It shall determine and publish all fees, dues and charges deemed appropriate for use of any and all facilities owned by the Parish.

8. Upon the expiration of its term, the Parish Council shall surrender to the succeeding Parish Council all Parish records, including the list of Parishioners, minutes books, bankbooks, checkbooks, financial records, and all other property of the Parish.

**G. Attendance.** In the event a member of the Parish Council is absent without justifiable cause for more than three (3) consecutive meetings, he/she shall be considered relieved of his/her duties upon said third consecutive absence; the Parish Council shall give written notice to said member, and the notice shall be recorded in the minutes of the meeting.

**H. Limitations.** The Parish Council may not disburse Parish funds for any capital asset or single item of operating expense, except for emergency maintenance of Parish property, where such asset or expense exceeds \$2,000. The Parish Council must receive Parish Assembly approval prior to entering into any agreements that, commit the Parish to an obligation of more than \$2,000, or wherein such obligation extends beyond the term of office of the incumbent Parish Council.

**I. Conduct of Business.** The Presence of a majority of the members of the Parish Council shall be necessary to constitute a quorum for any meeting. The business of the Parish Council shall be preceded and ended by a prayer and reflection from the Priest, if he is present. If the Priest is not present, the President shall delegate an individual and/or individuals to say the opening and closing prayer. The President, in consultation with the Priest, shall prepare an agenda to include, but not limited to the following:

1. Reading and approval of the minutes of the previous meeting;
2. Report from the President;
3. Report from the Secretary;
4. Report from the Treasurer;
5. Committee reports and Ministries reports and status;
6. Report from Priest on matters requiring Parish Council action;
7. New business.

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**G. Organizations of the Parish.** The Parish recognizes the existence of those organizations enumerated in Chapter One, Article 19, of the Uniform Parish Regulations.

## ARTICLE V

### **DUTIES OF OFFICERS & MINISTRY LIAISONS/COORDINATORS**

#### **A. President.**

1. To be responsible for the proper administration of the Parish as prescribed by the Uniform Parish Regulations, these Bylaws, the laws of the State of ALABAMA and the Parish Assembly.
2. To preside at all meetings of the Parish Council and open the Parish Assembly meeting until the election of its Chairperson.
3. To call special meetings of the Parish Council.
4. To sign minutes of all meetings together with the Secretary and the Priest.
5. To execute on behalf of the Parish any contracts, mortgages, notes or other documents entered into within the authorities prescribed by the Uniform Parish Regulations, these Bylaws, the State of Alabama and the Parish Assembly.
6. To appoint Committees for the purpose of carrying out such duties as may be assigned to each Committee.
7. To supervise the administrative functions of the Parish, including the duties of the office personnel.

#### **B. Vice President.**

1. To act on any and all matters in the absence of the President.

#### **C. Secretary.**

1. To oversee the keeping of minutes of meetings of the Parish Council and Parish Assembly.
2. To supervise all Parish correspondence.
3. To ensure availability of the Parish Seal within the custody of the Priest.

4. To sign with the Priest and President all official documents of the parish, all minutes of Parish assembly and Parish Council meetings.

**D. Treasurer.**

1. At least two (2) Parish Council officers authorized by the Parish Council shall sign all checks made in payment for Parish expenditures. All checks shall be fully filled in and completed before signing.

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2. To supervise collection of Parish funds and to deposit same with depositories selected by the Parish Council, in the name of the Parish.

3. To see that adequate records of Parish revenues and expenditures are properly and promptly recorded and to provide current status of the treasury at Parish Council meetings, and Parish Assemblies.

**E. Ministries.**

The Priest in conjunction with the Parish Council shall establish and appoint the Ministries.

**ARTICLE VI**

**BOARD OF AUDITORS**

**A. Composition.** The Board of Auditors, consisting of three (3) parishioners, none of whom are members or candidates for election to the Parish Council, elected by plurality vote at the fourth quarter Parish Assembly meeting, for a term of one (1) year starting on January following their election, to audit the previous year records. Immediately after their election and prior to the adjournment of the Parish Assembly, the Board shall meet and elect one of its members as Chairperson. The Chairperson shall then report to the Parish Assembly of his election and it shall be duly recorded in the minutes. A vacancy on the Board shall be filled by the Parish Council by electing a successor therefor from among the parishioners in good standing for the remaining portion of the term of such vacancy. The Treasurer shall be an ex-officio non-voting member of the Board of Auditors.

**B. Duties.** The Board of Auditors shall audit the accounting records of the Parish for the previous year, prepare and submit the audit report at the second quarter Parish Assembly meeting.

**C. Property Inventory.** A physical count of all Parish property shall be made annually.

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## ARTICLE VII

### BOARD OF ELECTIONS

**A. Composition.** The Board of Elections shall consist of three (3) parishioners, none of whom are members or candidates for election to the Parish Council, elected by plurality vote at the fourth quarter Parish Assembly meeting. Immediately after their election and prior to the adjournment of the Parish Assembly, the Board shall meet and elect one of its members as Chairperson. The Chairperson shall then report to the Parish Assembly of his election and it shall be duly recorded in the minutes. A vacancy on the Board shall be filled by the Parish Council by electing a successor therefor from among the Parishioners in good standing. Their term will expire when all the election proceedings are completed.

**B. Duties.** Conduct and supervise the annual elections for the Parish Council; establish the rules and procedures, location and time for the elections; in consultation with the Priest and the Treasurer, verify the eligibility of the list of candidates; notify all eligible parishioners (in good standing) concerning the elections; tabulate and report the results; and notify the Priest of all their meetings. The Board shall make the necessary arrangements for absentee ballots if personally requested by any parishioner who may not be able to be present at the election.

## ARTICLE VIII

### PARLIAMENTARY PROCEDURES

**A. Rules Of Order.** All meeting deliberations shall be governed by the Robert's Rules of Order (as amended).

**B. Parliamentarian.** The President shall appoint annually a Parliamentarian whose term of office shall correspond with that of the Parish Council. In the event of his absence, an alternate Parliamentarian may be appointed for a single meeting.

## ARTICLE IX

### AMENDMENTS



These Parish Bylaws may be amended by a two-thirds (2/3) vote of members present and voting at a special or regular meeting of the Parish Assembly, provided that notice of said meeting is given at least fourteen (14) days prior to same. Notice shall be given in writing to all Parishioners and copies of the proposed amendments are to be sent along with said notice.

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