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## **St. George Greek Orthodox Church Parish By-Laws**

### **Preamble**

Pursuant to the authority prescribed by the current Uniform Parish Regulations of the Greek Orthodox Archdiocese of America, the foregoing provisions shall be appended to and become part of the Uniform Parish Regulations and, when read as a whole shall constitute the Governing Rules, Regulations, and by-laws of the St. George Orthodox Church of Prescott, Arizona.

### **Definition**

For all uses of the term "steward in good standing" in these by-laws, a steward shall be in good standing as defined in the Uniform Parish Regulations, (U.P.R.) of the Greek Orthodox Archdiocese of America.

### **Article I Parish**

#### **Section 1: Parish Name**

This parish shall be known as St. George Greek Orthodox Church of Prescott, Arizona.

### **Article II Parish Assembly**

#### **Section 1: Quorum**

The presence of twenty-five (25) percent of stewards in good standing shall constitute a quorum for the transaction of business.

#### **Section 2: Meetings**

Regular meetings of the Parish Assembly shall be convened by the Parish Council at least twice each year, at dates fixed by the Parish Council.

All motions must be passed by majority vote of those present, after quorum has been established.

Agenda items for the meetings will be set in advance by the Parish Council and Priest.

Parishioners may submit topics for consideration for the agenda to the Parish Council no less than twenty-one (21) days prior to the General Assembly. Along with the agenda, financial reports and the minutes of the previous meeting will be available ten (10) days prior to the scheduled meeting.

**Section 3: Special Parish Assemblies**

At Special Parish Assemblies no business may be transacted other than that purpose for which the meeting was called.

**Article III  
Parish Council**

**Section 1: Membership**

The Parish Council shall consist of nine (9) stewards whose term shall be three years. Four and five stewards shall be elected on alternating years.

All candidates for election shall receive an orientation regarding their role, duties and responsibilities by the Priest. Any Parish steward in good standing for a minimum of one (1) year immediately prior to the date of elections, and at least eighteen (18) years of age is eligible to serve on the Parish Council.

**Section 2: Elections**

Voting shall take place for one hour immediately following the Divine Liturgy on Election Day.

Nominees will be elected by plurality. A ballot containing more votes than there are openings for council positions will be invalidated. A ballot with fewer votes than maximum will be valid.

Absentee ballots will not be allowed.

**Section 3: Officers**

Executive Officers of the Parish Council shall consist of four offices: (1) President, (2) Vice President, (3) Secretary and (4) Treasurer, elected to a one-year term by the stewards of the Parish Council at the first meeting of the new year.

**Section 4: Meetings**

The Parish Council shall hold at least one regular meeting each month. The date and time of the said regular meetings shall be set by the Parish Council at the first meeting of calendar year, or as deemed necessary in order to facilitate attendance.

Agenda items for the meetings will be set in advance by the Parish Council President. Parishioners may submit topics for consideration for the agenda in

writing to the Parish Council President seven (7) days prior to the meeting.

All motions must be passed by a majority of those present, after a quorum has been established.

**Section 5: Committees**

The Council may establish such committees, as it deems necessary for meeting the short and long-term requirements of the Parish.

**Section 6: Funds**

The Parish Council shall have custody of all cash funds and securities of the Parish and shall have the authority to allow its officers to disburse said funds provided:

1. Disbursements greater than \$25 shall be made by check signed by two (2) officers. Electronic transfer shall be approved by the Council.
2. Such disbursements are within the budget for the year or are previously
3. authorized by the Parish Assembly.
4. The Parish Council may exceed the approved total annual expense budget by 5% without prior approval of the Parish.

**Article IV  
Parishioners**

**Section 1: Voting Rights**

Each individual pledged steward in good standing as defined in the Uniform Parish Regulations enjoys the privilege of a single vote in each election or Parish Assembly.

A new steward of the Parish becomes a steward in good standing and eligible to vote upon meeting stewardship requirements at least three (3) months prior to exercising the right to vote.

**Section 2: Council Meetings**

Any Parishioner shall have the right to attend any Parish Council meeting as a silent observer. Moreover, any steward in good standing shall have the right to be heard at Council meetings to voice his or her opinion of any matter under consideration, provided he or she has contacted the President and has been placed properly on the Council agenda.

**Article V  
Financial**

**Section 1: Building Fund**

Should the Parish be involved in a building program, all associated monies collected for building purposes will be maintained in a separate designated Building Fund, separate from the Operations Fund. All reporting and safety controls followed for the Operations Fund will be observed for the Building Fund

as well.

**Section 2: Property**

Any Parishioner desiring to make a donation of any icons, lighting fixtures, furniture, pews, crosses, plaques, or anything that is intended to be used in the Church, shall first secure the approval of the Parish Priest and the Parish Council, so as to be sure the article to be donated conforms to the Eastern Orthodox Traditions and general decorum of the Church. All donated items become the property of St. George Orthodox Church of Prescott, to be used in the best interests of the Parish, as the Parish sees fit. Donated items or funds may not be returned or reclaimed by individuals or their descendants.

**Article VI  
Parish Council Advisory Board**

**Section 1: Purpose**

The Advisory board is a body that provides non-binding advice to the Parish Council on important strategic matters. At times the Parish Council may need external advice to clarify a way forward. The Advisory Board performs this function. When the Council wishes to request input from the Advisory Board, the President, will develop a one-page document describing the strategic matter to give the Advisory Board consistent context. The Advisory Board may respond with a document outlining their advice and request time at a council meeting to address the matter.

**Section 2: Membership and Terms**

The Parish Council is responsible for appointing advisory board members for a two-year term. The term of members may be extended by vote of the parish council. The Advisory Board will have 3-5 members. Advisory Board members will often include former Parish Council members who are no longer able to serve on the Parish Council because of term limits or personal constraints. It may also include parishioners who are considered potential candidates for the Council but who are not ready to serve in that role.

**Section 2: Authority**

The advisory board does not have authority to vote on parish matters except as individual stewards of the Parish. The Advisory Board may meet on its own schedule to discuss Church matters and they may meet individually if that is more effective.

**Article VII  
Amendments**

Amendments to these by-laws may be presented at all Parish Assembly meetings, by the Parish Council or any parishioner, provided the text of any such proposed amendment shall be included on the announcement of the meeting mailed to all parishioners at least ten (10) days in advance. Any such proposed amendments may be further amended at the Parish Assembly Meeting. Ratification of said amendments must be approved by two-thirds (2/3) of those stewards in good standing present at such a meeting where a quorum has been previously established.

The amendments shall go into effect only after the Metropolitan of San Francisco approves them.

**Ecclesiastical Approval:**

**Approved on:** \_\_\_\_\_

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**His Eminence Metropolitan Gerasimos of San Francisco**