

# **St. John the Baptist Greek Orthodox Church Parish By-Laws**

## **PREAMBLE**

The formation, promulgation and authority of these St. John the Baptist Greek Orthodox Church of Tampa, Florida By-Laws (hereinafter referred to as “By-Laws”) are granted by the Uniform Parish Regulations of the Greek Orthodox Archdiocese of America (hereinafter referred to as “UPR”). By virtue of the authority granted in Part 3, Chapter One, Article 21 of the UPR, the Parish Assembly of St. John the Baptist Greek Orthodox Church of Tampa, Florida has adopted the provisions contained in these By-Laws effective as of [ ], 2016, with ratification by the Metropolitan of the Metropolis of Atlanta. In so adopting these provisions, the Parish Assembly recognizes that the provisions serve as By-Laws that address themselves to the requirements of local needs of the community of St. John the Baptist Greek Orthodox Church of Tampa, Florida. It is further recognized that by so adopting these provisions, they become appended to the UPR and nothing contained in these By-Laws is to be construed in a manner that is inconsistent with the UPR.

## **ARTICLE I – NAME AND PURPOSE**

The legal and official name of the Parish is **St. John Greek Orthodox Church of Tampa, Inc., d/b/a St. John the Baptist Greek Orthodox Church**, a Florida non-profit Church hereinafter referred to as the “Church”). The Parish also uses the fictitious name of “*St. John Greek Orthodox Church*” (or “Parish”). The Parish is located at 2418 W. Swann Avenue, Tampa, Florida 33609.

The Parish recognizes and adopts as its purpose the aims and purposes set forth in Part 3, Chapter 1, Article 15 of the UPR. In addition, it is the aim and purpose of the Parish to particularize those specific purposes and assume them as goals in fulfilling the lives of its Stewards with the enrichment of the Orthodox Christian Faith.

## **ARTICLE II – PRIEST**

The Parish abides by Article 17 and 30 of the UPR relative to the Priest’s duties and responsibilities. The Priest’s compensation shall be determined by the Parish Council, meeting in closed session, in accordance with the UPR, Archdiocesan guidelines, and the Parish budget.

### ARTICLE III – STEWARDS

St. John Greek Orthodox Church acknowledges stewardship as an Orthodox Christian lifestyle, whose purpose is to actively participate in God's plan for salvation. By recognizing that "every good and perfect gift comes from above" (James 1:17), each member of our parish family is accountable to manage the unique talents, time, and treasures given to each by God to promote this plan. As such, St. John Greek Orthodox Church has adopted an annual Stewardship Pledge in which each of its Stewards must participate in order to be in good standing with the Parish.

A. St. John Greek Orthodox Church recognizes that not all Parishioners are Stewards (also known as "parishioners in good standing"), who have all the rights enumerated in Section C below. A **Parishioner** is defined as any person who is baptized and chrismated according to the rites of the Orthodox Church. The religious, moral and social duties of a parishioner are to apply, live in accordance, and adhere to the tenets of the Orthodox Faith in his/her life; faithfully attend the Divine Liturgy and other worship services; participate regularly in the holy sacraments; respect all ecclesiastical authority and all governing bodies of the Church; be obedient in matters of the Faith, practice and ecclesiastical order; contribute to the progress of the Church's sacred mission; and be an effective witness and example of the Orthodox Faith and Traditions to all people.

B. A **Steward** is a "Parishioner" who participates in all the religious and moral duties as described in Section A, above and fulfills his or her financial obligation to the Parish. Generally, in order to be designated a Steward of St. John Greek Orthodox Church, the individual must: (1) be eighteen years of age or over; and (2) submitted a properly completed pledge form for the current year at least thirty (30) days prior to the date of a Parish Assembly or election; and (3) abide by all the regulations as stated in the UPR and the By-Laws; and (4) pledged and paid an amount certain for the year prior to the current year.

C. A Steward has the right to attend, participate, and vote at all general and special Parish Assemblies, as well as to vote in Parish Council elections, subject to Articles VIII and IX of the subject By-Laws. Each such Steward may also be nominated for election to the Parish Council or to represent the Parish at a Local Assembly or the Clergy/Laity Congress.

D. The UPR states that Stewardship is recommended to be ten percent (10%) of one's annual income as stated in the Holy Scriptures to help meet the financial obligations of the Parish, the Metropolis and the Archdiocese.

E. The definition of "fulfilling one's financial obligation to the Parish" is by necessity a flexible one. In the event a Steward, because of indigence, neglect, refusal, or other special circumstances fails to, at a minimum, make a pledge or fulfill their stewardship commitment, but he or she has committed himself spiritually, morally and financially to the Greek Orthodox Faith and the parish and the records of the parish so reflect the financial commitment, he or she will be considered to have fulfilled his or her financial obligation and be

eligible to vote. No later than two (2) weeks prior to a Parish Assembly, he or she may request the Priest to verify that he or she has satisfied the above conditions and will be considered to have fulfilled his or her financial obligation and be eligible to vote.

F. Whenever there is a request for the performance of a sacrament, the principals must be current Stewards of the Church. The sponsors must be a current Steward of the Church or at another canonical Orthodox Parish.

## **ARTICLE IV - PARISH COUNCIL**

### **Section 1. An Elected Office**

The authority and general management of the affairs of the St. John Greek Orthodox Church of Tampa, Inc., shall be vested in an executive Parish Council consisting of the Priest, as the head of the parish and eleven (11) Stewards who shall have such administrative power and authority as provided by law but subject to the limitations of the By-Laws of this Church. The Priest shall not have a vote. While not a voting member, the Priest has full standing as a member of the Parish Council, in order to 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 by-laws, and any action taken therein shall have full force and effect.

### **Section 2. Term of Office**

The term of office shall be for a period of two (2) years and the election, qualifications and duties of the Parish Council shall be as provided for in the UPR and By-Laws. Members of the Parish Council shall be nominated and elected pursuant to Article VIII hereof for staggered two-year terms, with six (6) members elected in even numbered years and five (5) members elected in odd numbered years. The Stewards elected shall hold office until their successors are duly elected, the election has been ratified by the Metropolis of Atlanta, and the successors have been sworn into 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.

No person shall be elected as a member of the Parish Council if that person has served as a member of the Parish Council for three immediately preceding consecutive two-year terms, *provided, however*, that a person who has been elected to fill a vacancy shall be deemed to have served (i) one term, if he/she will complete an unexpired term of vacancy that is 12 months or more and (ii) no term, if he/she will complete an unexpired term of vacancy that is less than 12 months.

No salaried employee of the Church may serve or be nominated to serve on the Parish Council, while in the employ of the Church.

### **Section 3. Powers and Duties**

It shall be the duty of the Parish Council to coordinate those affairs of the Parish as set out herein in furtherance of the aim and purposes of the Church and in accordance with the dictates of the Uniform Parish Regulations, specifically Chapter One: Parish and Parish Organization: Articles 15, 24, 28 and 29 contained therein and otherwise as ordinarily exercised by a Florida non-profit corporation.

1. The Parish Council shall hold a regular meeting at least once a month, and shall hold special meetings whenever the Priest, the President or a majority of members of the Parish Council shall call a special meeting. Notification of a special meeting shall be given by the Secretary of the Parish Council at the direction of the President by oral notification or a majority of the Parish Council members in writing.

2. It shall maintain in a conspicuous place in the church, 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 of the Parish Assembly, as set out in Article 29, Section 1 of the Uniform Parish Regulations,

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 a semi-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 annually determine and publish all fees, dues and charges deemed appropriate for use of any and all facilities owned by the Parish.

#### **Section 4. Parish Council Meetings**

The Parish Council generally shall hold at least one (1) regular meeting every month and such other meetings as shall be determined by the President, a majority of the Parish Council or the Priest. The time and dates of such other meetings shall be set by the President, a majority of the Parish Council or the Priest.

#### **Section 5. Parishioners Attending Meetings**

Parishioners shall have the right to attend Parish Council meetings and may express their

opinion on matters to the Parish Council when allowed by the Parish Council. Parishioners who attend a Parish Council meeting that is addressing a particularly sensitive and confidential topic may, at the request of the Parish Council, be directed to leave the meeting.

### **Section 6. 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, *Robert's Rules of Order* shall control the conduct of business, only if Parish Council is unable to reach consensus, and when not inconsistent with the Uniform Parish Regulations. 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. Reports from the Vice President;
4. Report from Secretary;
5. Report from Treasurer;
6. Committee reports and Ministries reports and status;
7. Report from Priest on matters requiring Parish Council action;
8. New business.

### **Section 7. Written Action in lieu of Parish Council Meeting**

In order to address an urgent matter at a time when a regular meeting cannot reasonably be convened in a timely manner, action that could be taken at a Parish Council meeting may be taken without a meeting if the action is evidenced by one or more written consents describing the action to be taken and it is:

- A. communicated to each member of the Parish Council, including the Priest, by electronic mail, text message, facsimile, or other means;
- B. signed by a sufficient number of members of the Parish Council as would have been Required for a quorum at an actual meeting attended by all of the Parish Council members;

C. signed by those approving of the action and the number approving meets or exceeds the number required by these Bylaws for the action at a regular Parish Council meeting, and by Florida law for an action without meeting, and

D. is kept, in its fully executed form, with the official minutes of the Parish Council. Action taken under this paragraph is effective when the last Parish Council member signs the consent, unless the consent specifies a different effective date. A consent signed under this section has the effect of a meeting vote and may be described as such in any document.

An action without meeting shall be used sparingly since it deprives the opportunity for the Parish Council to have a full and open discussion about an issue.

### **Section 8. Special Meetings**

A Special Meeting of the Parish Council may be called by the Parish Council President, a majority of Parish Council members, or the Priest and must be preceded by at least 2 days notice of the date, time, place, and subject of the meeting. The notice must describe the purpose of the special meeting. Attendance of a Parish Council member at a meeting shall constitute a waiver of notice of such meeting and a waiver of any and all objections to the place of the meeting, the time of the meeting, or the manner in which it has been called or convened, except when a Parish Council member states, at the beginning of the meeting or promptly upon arrival at the meeting, any objection to the transaction of affairs because the meeting is not lawfully called or convened. Special meetings shall follow the general rules of the monthly Parish Council meeting.

### **Section 9: Vacancies**

The Parish abides by Article 24, Sections 5 and 6 of the UPR relative to vacancies of Parish Council Members. Therefore, per Article 24, Section 6 of the UPR, in the event a member of the Parish Council is absent without justifiable cause for three (3) consecutive meetings, he or she shall be considered relieved of his or her duties upon said third consecutive absence, and the Parish Council shall give written notice to said member, which notice shall be recorded in the minutes of the Parish Council. However, if said member shows justifiable cause for one or more said absences at the next regular meeting of the Parish Council, the Parish Council may elect by majority, secret ballot vote, to maintain said member on the Parish Council. A vacancy on the Parish Council shall be filled by the Parish Council by electing a successor from the eligible Stewards of the Parish for the unexpired portion of the term of such vacancy.

### **Section 10. Relinquishing Control**

The Parish Council shall turn over to the succeeding Parish Council all the affairs and properties of the Church, real and personal, within fifteen (15) days after its installation and to receive a receipt thereafter.

## ARTICLE V - DUTIES OF OFFICERS

### Section 1. Term of Office

Annually, at its first meeting following the qualifying and swearing in of the Parish Council, the Parish Council shall elect from its number the following officers by a secret ballot: a President, a Vice President, a Secretary, a Treasurer and such other officers as the Parish by-laws require.

The term of office of the officers is to be one (1) year. In the event vacancies occur in the office of Vice President, Secretary or Treasurer, or other such officers as the Parish by-laws require, 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, and the Parish Council shall immediately select a replacement to serve as Vice President for the remainder of the term of that office.

No member of the Parish Council may hold more than one office at the same time, nor may he/she serve on the Board of Auditors and/or Board of Elections while in office.

### Section 2. The President

The President shall be chairman of the Parish Council and ex-officio member of all committees. The President shall preside at all Parish Council meetings and shall exercise such powers as are usually accorded the office, to include:

1. To be responsible for the proper administration of the Parish as prescribed by the Uniform Parish Regulations, these by-laws, the laws of the State of Florida and the Parish Assembly.
2. To preside at all meetings of the Parish Council and the Parish Assembly in the absence of an elected chairman, as provided for in the Uniform Parish Regulations.
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 by-laws, the State of Florida 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.

### **Section 3. The Vice-President**

The Vice-President shall assume such duties as are relevant to the office. The Vice-President shall assume the office of the President in the event of a vacancy of said office.

### **Section 4. The Secretary**

The Secretary, or their designated proxy, shall be charged with the transcription of the proceedings of all meetings, including Parish meetings, as well as the preparation of the minutes. These minutes shall be signed by the Secretary, President and the Priest. In addition, the Secretary shall:

- (a) carry on all correspondence and exercise care for its distribution and filing;
- (b) prepare and cause notices to be given for all Parish Council meetings and Parish Assemblies;
- (c) sign all the reports of the Parish Council, certificates and all other official documents of the Church;
- (d) in the absence of the President and Vice-President, call the meeting to order and preside until the election of a chairman pro-tem which should take place immediately;
- (e) ensure availability of the Parish Seal within the custody of the Priest.

### **Section 5. The Treasurer**

The Treasurer, or the Treasurer's designated proxy as designated by the Parish Council, shall:

- (a) keep a record of all Stewards;
- (b) collect all monies from such sources of revenue pertinent to community operation, issuing receipts for all income and keeping record of such;
- (c) notify all Stewards who owe money to the corporation for fixed fees, services, donations, etc.;
- (d) cooperate with the Elections committee by making available a list of Stewards qualified to vote and be elected to office;
- (e) make reports at Parish Assemblies and at every regular meeting of the Parish Council of the Parish financial status;

- (f) meet with the auditing committee whenever said committee requests his presence to assist in the audit of the books and accounts of the Church;
- (g) handle all disbursements approved by the Parish Council
- (h) keep sufficient and proper books for all receipts and disbursements of the Church and ready for examination by the Board of Auditors upon demand and at the designated times as per the present By-Laws. The Church shall provide all books, receipts and anything else pertinent to the proper functioning of this office;
- (i) prepare or have prepared an annual financial statement of the Church;
- (j) hold in trust for the community all invoices, checkbooks, bankbooks, stocks, bonds, notes, mortgages, insurances and other valuables belonging to the Church;
- (k) ensure all funds of the church shall be deposited in one or more accounts in the name of St. John Greek Orthodox Church of Tampa, Inc., in one or more depositories elected by the Parish Council and shall be withdrawn by checks, drafts or authorized warrants fully and completely filled in and signed by any two signatures of the President, Treasurer or one other member of the Parish Council as appointed by the Parish Council for its use and purposes; and
- (l) ensure all special gifts, bequests and devises shall be administered by the Parish Council as one or more special funds in keeping with the intent and purpose of the donor or testator.

## **Section 6. Confusion of Duties**

In the event of any confusion of duties of the officers, the Parish Council shall legislate accordingly.

## **ARTICLE VI - BOARD OF AUDITORS**

### **Section 1. Elected Office**

The Board of Auditors shall be elected in the same manner as the Parish Council and shall consist of three (3) Stewards elected during the annual elections of the Church and for a term of one (1) year to serve concurrently with the Parish Council. A member elected to the Board of Auditors may not serve concurrently on the Parish Council.

### **Section 2. Powers and Duties**

1. It shall audit quarterly the accounting records of the Parish, prepare a report of such audit, and present same to a meeting of the members of the Parish.

2. It shall have access to the Parish records at all times. However, the Board of Auditors is not empowered to remove the Parish records from the business office of the Church.
3. After the licensed auditor prepares the annual reports of the revenues and expenditures of the Parish, the Board of Auditors for the term covered by the annual audit shall sign their approval of the report prior to submission to the members of the Parish.
4. A physical count of all Church property shall be made during the last two weeks of December each year. In addition, an inventory of all documents and insurance policies shall be checked.

### **Section 3. Vacancies**

A member of the Board of Auditors shall be considered as having vacated his office for the reasons specified for Parish Council members and for negligence of duties as may be determined by the Parish Council.

In the event of a vacancy, such vacancy shall be filled in the manner provided for filling vacancies on the Parish Council.

### **Section 4. Certified Public Accountant Services**

The Parish Council may hire a certified public accountant, at the expense of the Church, to certify the financial records of the Church whenever the Parish Council is not satisfied with the work of the Board of Auditors or has serious reasons to think that it is necessary and proper for the good of the Parish.

## **ARTICLE VII – BOARD OF ELECTIONS**

### **Section 1. Elected Office**

The Board of Elections shall consist of three (3) Stewards, elected at a Parish Assembly within the same year as the election, from among those who are not candidates for election to the Parish Council. Immediate family members of candidates and incumbent Parish Council members are not eligible to serve on the Board of Elections. It shall be the duty of the Board of Elections to conduct and supervise the annual election.

### **Section 2. Verification of Eligibility of Candidates.**

The Board of Elections shall receive from the priest and stewardship chairpersons, a list of all candidates eligible to run for the Parish Council, upon which they will verify that each nominated candidate is on the list, and then notify all eligible Stewards concerning the elections, supervise the elections and tabulate and report the results. The Priest shall be advised of all meetings of the Board of Elections, which he may attend if he so desires. The Priest shall certify that all the candidates for Parish Council are Stewards in good standing. The Board of Elections shall certify the list of Stewards who are eligible to vote for Parish Council elections.

### **Section 3. Vacancy.**

A vacancy on the Board of Elections shall be filled by the Parish Council by electing a successor therefor from among the Stewards in good standing who are not candidates for election to the Parish Council.

## **ARTICLE VIII – ELECTIONS OF PARISH COUNCIL**

### **Section 1. Date and Time of Elections**

Elections for members of the Parish Council shall be held no earlier than the first Sunday in November and no later than the second Sunday in December. The Parish Council shall set the date of the election. Voting shall begin after the conclusion of the Divine Liturgy and shall end at a time set by the Parish Council.

For voting purposes at the election, a Steward is deemed to be “current in his or her financial obligation to the Parish” if, a Steward submitted a properly completed pledge form at least thirty (30) days prior to the date of a Parish Assembly or election and is current in payment of the prior year’s pledges. New stewards may exercise their vote in Parish Council Elections; if they have submitted a properly completed pledge form at least three (3) months prior to the date of the election.

### **Section 2. Candidate for Parish Council**

A candidate for the Parish Council must be a Steward for at least one (1) year prior to the date of the election. In addition, the candidate must live his or her life in accordance with the Faith and canons of the Church. The Priest determines whether the Stewards are in canonical good standing, to include regular participation in worship and the sacraments of Holy Communion and Holy Confession. No salaried employee of the Church may serve on any elected office or hold office while in the employ of the Church.

### **Section 3. Nominations**

Nominations of candidates for the Parish Council shall be made at the last Parish Assembly before the election. Nominations shall be closed at the conclusion of the meeting. The Board of Elections is then charged with the responsibility of verifying the eligibility of the Candidates within ten (10) days after nominations are closed.

### **Section 4. Elections List**

No later than ten (10) days after nominations of candidates for the Parish Council are made at the last Parish Assembly before the election, the Board of Elections, the Priest and Chair of the Stewardship Committee (or such other persons who may be designated by the Parish Council) shall meet to determine the list of Stewards in good standing who are qualified to vote and/or be elected to office.

### **Section 5. Mandatory Seminar**

All candidates shall attend a seminar conducted by the Priest prior to the election as set forth in Chapter 1, Article 25, Section 3 of the UPR.

### **Section 6. Mandatory Background Check**

All candidates shall submit to and pay for a Background Check from a company approved by the Church within five (5) days after nominations are closed. Based on the results of the Background Check, the Priest shall determine if a candidate is ineligible.

### **Section 7. Notice of Elections**

At least ten (10) days prior to the election date, the Board of Elections shall provide written notice to Stewards stating the time and place of the election and including a list of Stewards qualified to vote and/or be elected to office.

If, after nominations are closed in any election, there is no contest for office, all nominees shall be considered duly elected.

### **Section 8. Conduct of Elections**

The Board of Elections shall be responsible for the conduct of elections. Elections shall be by secret ballot. The ballots shall be distributed and collected at the place and time of the election by the Board of Elections.

### **Section 9. Voting in Absentia**

The Church shall follow the rules for absentee ballots as set forth in Chapter 1, Article 25, Section 6 of the UPR.

### **Section 10. Recording and Ratification of Elections**

The Church shall follow the rules for recording and ratification of Elections, as set forth in Chapter 1, Article 25, Section 8 and Article 26, Section 1 of the UPR.

### **Section 11. Ties**

The Church shall follow the rules for ties, as set forth in Chapter 1, Article 25, Section 8 and Article 26, Section 1 of the UPR.

### **Section 12. Installation**

The Church shall follow the rules for installation of the new Parish Council, as set forth in Chapter 1, Article 26, Section 3 of the UPR.

### **Section 13. Election of Officers**

Immediately after the installation, the new Parish Council shall convene for the purpose of electing officers. The Priest shall supervise the election of officers.

### **Section 14. Protest of Irregularity**

The Church shall follow the rules for protest of Elections, as set forth in Chapter 1, Article 25, Section 9 of the UPR.

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## ARTICLE IX – PARISH ASSEMBLY

### Section 1. Parish Assembly

In addition to the guidelines and requirements relative to the conduct of Parish Assemblies specified in Article 31 of the Uniform Parish Regulations, the Parish adopts the following rules and regulations as controlling its local Parish Assemblies:

A. The presence of [15%] of Stewards of the Parish 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 [15%] of the Stewards; provided that for any action which requires a two-thirds (2/3) vote at a first called meeting there must be at least [30%] of the Stewards present to approve such action. If a quorum cannot be achieved, no vote can be taken. Within twenty-one (21) days, a Parish Assembly shall be called a second time. 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 [real] property which shall require a quorum.

B. Regular meetings of the Parish Assembly shall be held during the first and fourth quarter of each year.

C. 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 at the next first quarter Parish Assembly, which shall reflect, at a minimum, the [Fair Share Assessment] to the Archdiocese.

D. At the first quarter Parish Assembly the first order of business shall be a report by the immediate past President or Treasurer of the Parish Council 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.

E. At the first quarter Parish Assembly, a vote on the final approval of the proposed budget shall be required, with passage necessitating approval by majority.

F. The Parish Council shall publish all documentary material reflecting all reports on the budgets to be submitted at all Parish Assemblies and cause same to be mailed to all Stewards no later than ten (10) days prior to the first and fourth quarter Parish Assemblies.

G. *Robert's Rules of Order* shall control the order of business only if Parish Assembly is unable to reach consensus, and to the extent that it is not inconsistent with the Uniform Parish Regulations. Consensus is defined as broad unanimity, but does not require that all agree but rather that the participants can live with and support the decision or position. Consensus, no

majority vote, is an expression of Christian fellowship where all actions reflect the positions of everyone.

## **Section 2. Minutes and Attendance Register**

An attendance Register shall be signed by all Stewards in attendance and qualified to vote at any Parish Assembly. The Register shall be affixed to the minutes of the meeting and shall become a part of the permanent records of the Parish.

Minutes of all Parish Assemblies and the attendance register shall be signed by the Parish Council President, Secretary and Priest.

## **Section 3. Special Parish Assemblies**

Special Parish Assemblies may be convened as set out in Article 31, Section 7 of the Uniform Parish Regulations.

## **ARTICLE X – PARISH PROPERTY**

The Parish and Parish Council shall abide by Article 16, Section 3, and Article 29, Section 1, of the Uniform Parish Regulations with respect to the purchase of real property and the sale, mortgage or other encumbrance of real property.

## **ARTICLE XI - PARISH COUNCIL COMMITTEES**

### **Section 1. Establishment of Parish Council Committees**

Committees may be established by the Parish Council in conjunction with the Priest. Each committee shall report to and operate within the guidelines determined by the Parish Council in conformity with these by-laws. By the end of February of each calendar year, the Parish Council shall determine which of its members will serve on these committees. The Parish Council Committees may include, but not be limited to, the following:

A. Stewardship Committee: Shall be responsible for reporting on the progress of the Stewardship Program.

B. Youth Protection Committee: Shall be responsible for applying existing Church policies and procedures related to student safety and risk management issues; monitor all youth ministry programs for ongoing compliance with safety policies; make recommendations to the SJGOC Parish Council regarding safety issues  
Building & Grounds Committee: Shall be responsible for maintaining the building, grounds, and equipment of the Church, recommending and arranging for needed repairs, and any installations authorized by the Parish Council.

C. Finance Committee: Shall be responsible for overseeing the financial affairs of the Church. Parish Council Treasurer shall be a member of this committee.

D. Insurance Committee: Shall be responsible for recommending the proper types and amounts of insurance to cover all church properties and activities.

E. Legal Committee: Shall be responsible for providing advice and recommendations concerning all matters of a legal nature pertaining to the Church.

F. Information & Technology Committee: Shall be responsible for providing guidance, training, resources and tools necessary to facilitate the use of current and advanced technology.

## **Section 2. Additional Ministries/Committees**

The Parish recognizes the existence of those organizations enumerated in Chapter One, Article 19, Section 3 of the UPR. The Parish Council, in conjunction with the Priest, may establish any other and further ministries or committees as dictated by the needs of the Parish.

## **Section 3. Volunteers for Ministries/Committees**

The Stewards of the Parish appointed to, or volunteering to serve on these committees, shall proceed to invite interested and qualified Parishioners of the Parish to join their respective ministries/committees as members, upon approval of the Parish Council.

# **ARTICLE XII – GREEK FESTIVAL**

## **Section 1. Appointment of Festival Committee**

The Annual Greek Festival (“Festival”) of the Parish shall be supervised and administered by a Festival Committee selected by the Parish Council. The Festival Committee shall be ultimately responsible and accountable to the Parish Council. The Festival Committee shall make periodic reports to the Parish Council prior to and after the Festival, and the Parish Council may amend or overrule any decision or establish any new rule or policy or make any final decisions with respect to the Festival as the Parish Council in its sole discretion determines to be appropriate.

## **Section 2. Donation from Festival Proceeds**

In recognition of the Parish's commitment to and involvement with the community in the City of Tampa and to otherwise further the charitable mission of the Parish, the Parish shall donate up to ten percent (10%) of the "Net Proceeds" of the Festival for said year to one or more recognized, bona-fide, tax exempt charities as determined by majority vote of the Parish Council and in accordance with applicable law. "Net Proceeds" is defined as gross revenues of the Festival less all related expenses.

## **ARTICLE XIII ADDITIONS AND AMENDMENTS**

### **Section 1. Review of By-Laws**

These By-Laws shall be reviewed in their entirety no less than every five (5) years or following an amendment to the UPR, by a committee selected by the Parish Council. The By-Laws committee shall review amendments to the UPR as they are adopted and shall make recommendations to the Parish Council as to any accompanying changes that may need to be made to these By-Laws.

### **Section 2. Stewards Petition to Amend By-Laws**

Proposed additions, changes or amendments to these By-Laws may be submitted in writing to the President of the Parish Council or Priest by a petition signed by at least ten percent (10%) of Stewards. The Parish Council shall convoke such a Parish Assembly within thirty (30) days after the next scheduled regular meeting of the Parish Council for consideration of the proposal.

### **Section 3. Adoption of Amendments**

Amendment to the Parish By-Laws shall require a two-thirds (2/3) vote of Stewards constituting a quorum at any regular or special Parish Assembly, provided that notice of said meeting is given at least fourteen (14) days prior to same. Notice shall be given by mail to all Stewards. Copies of the proposed amendments shall be provided to the Stewards via United States mail, Electronic Correspondence, or via Church website.