

PARISH CHARTER

AND

BY-LAWS

OF

ST. JOHN GREEK ORTHODOX CHURCH

TAMPA, FLORIDA



CHARTER AND BY-LAWS

**as amended and adopted
by the General Assembly
convoked on May 18, 2008**

CHARTER OF
ST. JOHN GREEK ORTHODOX CHURCH OF TAMPA, INC.

ARTICLE I. ORGANIZATION

Section 1. Name

The name of this corporation shall be known as the St. John Greek Orthodox Church of Tampa, Inc.

Section 2. Incorporation

The St. John Greek Orthodox Church of Tampa, Inc. shall be incorporated as an ecclesiastical corporation under the laws of the State of Florida.

ARTICLE II. PURPOSES AND AIMS

The purposes and aims of the St. John Greek Orthodox Church of Tampa, Inc., shall be:

- (a) To preserve, foster and perpetuate the Orthodox Christian Faith in accordance with the teachings and discipline of the Greek Orthodox Church in the United States of America as interpreted by the Ecumenical Patriarchate of Constantinople and from time to time declared and authorized by the Greek Orthodox Archdiocese of America.
- (b) To erect and maintain a church for the worship of God and any appurtenant annexes or additions as may be pertinent, pursuant or incidental to the purposes of this corporation.
- (c) To admit persons into the Greek Orthodox Faith and Church through the Sacraments of Baptism and/or Chrismation according to the rites of the Church and usher them through life according to the teachings, discipline and traditions of the Greek Orthodox Church.

- (d) To practice charity according to the high ideals of the Christian religion and, to the extent feasible, lend support to all causes of benefit to our community, state and nation.
- (e) To provide religious instruction and other instructions to students, and to charge therefore such rates as may from time to time be fixed by the Parish Council.
- (f) To buy, build, construct, lease, or otherwise acquire and hold, equip and maintain said institution or institutions and all necessary or useful facilities therefore, whether real or personal property.
- (g) To acquire and dispose of any and all kinds of personal property that may be necessary, useful, advisable or convenient; and, shall further have the right to contract, to be contracted with, to sue and to be sued, to receive and accept gifts of any kind or character, either testamentary or otherwise. The corporation shall have the right to provide for an endowment and to administer such fund or funds and to make such conversions, from time to time to change the character thereof as the corporation may deem expedient.
- (h) This corporation shall have all of the powers usually exercised and belonging to an institution of this character: the things herein named shall be construed both as powers and objects and the naming thereof shall not in any wise be construed as any limitation upon or derogation of any power or object herein specifically named or any general power such corporation might otherwise have.

ARTICLE III. ECCLESIASTICAL AUTHORITY

Section 1. Authority

The St. John Greek Orthodox Church of Tampa, Inc. shall unreservedly and irrevocably recognize the ecclesiastical authority of the Holy Metropolis and the Greek Orthodox Archdiocese of America which, canonically and historically, is under the Supreme jurisdiction of the Ecumenical Patriarchate of Constantinople.

Section 2. Discipline

The St. John Greek Orthodox Church of Tampa, Inc. shall observe the faith, canons, constitution, ecclesiastical rulings, discipline, worship, customs, regulations and encyclicals of the Archdiocese and Metropolis.

Section 3. Clergy

The priest and all assisting clergymen shall be appointed by the Metropolis in accordance with the applicable Archdiocese Required Parish By-Laws, and shall adhere to all regulations and enjoy such privileges as stipulated in said article. Furthermore, they shall mention in prayer the name of the Archbishop of the Metropolis.

Section 4. Reports

The St. John Greek Orthodox Church of Tampa, Inc. shall annually submit its financial report and budget to the Metropolis.

Section 5. Biennial Congresses

The St. John Greek Orthodox Church of Tampa, Inc., shall be represented at the Biennial Ecclesiastical Congresses of the Archdiocese upon decision of a meeting of the membership and shall cause the Church By-Laws and Charter to conform with the legislation adopted thereat upon approval of the members called to a meeting for this purpose.

ARTICLE IV. MEMBERSHIP QUALIFICATIONS

Section 1. General Qualifications

Any person duly baptized or accepted into the Orthodox Faith according to the rites of the Greek Orthodox Church, 18 years of age and over, and accepting and adhering to the faith, canons, laws, dogmas, discipline, worship, ritual, decisions, usages and Ecclesiastical Authority of the Archdiocese and Metropolis and agreeing to abide by the provisions of this Charter and By-Laws shall qualify for membership.

Section 2. Specific Qualifications

Specific qualifications for membership shall be as provided by the By-Laws.

Section 3. Automatic Disqualification

No person affiliated with any communistic or other subversive organization shall qualify for membership in this corporation.

ARTICLE V. ADMINISTRATION

Section 1. Powers

The St. John Greek Orthodox Church of Tampa, Inc., shall be incorporated under and by virtue of the Laws of the State of Florida and shall have all such powers as conferred to it by the statutes and laws of the State of Florida.

Section 2. Parish Council

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 eleven (11) members who shall have such

administrative power and authority as provided by law but subject to the limitations of the Charter and By-Laws of this corporation.

Section 3. 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 By-Laws.

Section 4. Qualifications

No person may be elected, appointed to, or serve on the Parish Council unless such person is a member as provided by the Charter and By-Laws, has been a member for at least one year before the date of election, is current in payment of such member's pledge and is age 21 or older.

Section 5. Pro-tem Decisions

The Parish Council may temporarily decide any matter not provided under the Charter and By-Laws or where there is a conflict or clear uncertainty between the Charter and By-Laws until such time as a meeting of the membership is convoked and the matter is legislated at said meeting. Such meeting shall be called within 60 days after such conflict is determined to exist by the Parish Council at a Parish Council meeting.

ARTICLE VI. OFFICERS

Section 1. Officers

The Parish Council shall elect from its own number the following: President; Vice-President; Secretary; and Treasurer; and other officers as may be necessary. These officers shall have such duties and privileges as provided for in the By-Laws.

Section 2. Limitations

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 while in office.

ARTICLE VII. BOARD OF AUDITORS

A Board of Auditors consisting of three (3) members shall be elected for a term of one (1) year to serve concurrently with the Parish Council, and shall have such powers and duties as assigned to it in the provisions of the By-Laws.

ARTICLE VIII. ELECTIONS

Elections of the Parish Council and Board of Auditors shall be held annually according to the election procedure outlined in the By-Laws and supervised by an elected Elections Committee.

ARTICLE IX. ELECTIONS COMMITTEE

There shall be an Elections Committee composed of three (3) members elected at the last meeting of the membership preceding an election, and no member thereof shall be eligible for election to office.

ARTICLE X. CONDUCT OF BUSINESS

Section 1. Conduct of Meetings

All meetings of the Parish Council and all meetings of the membership shall be conducted in accordance with Robert's Rules of Order, Revised Editions, unless otherwise prescribed in the By-Laws.

Section 2. Meetings

The Parish Council shall be required to call no less than two (2) meetings of the membership annually. The chairman of any such meeting shall be elected by the members present.

Section 3. Quorum

A quorum of the Parish Council to conduct official meetings shall consist of a majority of the members. A quorum of any meeting of the membership shall consist of fifteen percent (15%) of the membership, except as provided in Article X. Section 6, below.

Section 4. Proxies

No proxy or absentee ballot shall be permitted at any Parish Council meeting or at any meeting of the membership, except for elections as prescribed in the By-Laws.

Section 5. Title to Property

All property, real and personal, shall be held in the name of the St. John Greek Orthodox Church of Tampa, Inc., and all deeds, bills of sale, or any and all other documents incident and related thereto shall be signed by the President, Secretary and Treasurer on behalf of the corporation.

Section 6. Disposition of Real Property

The Parish Council may not buy, mortgage, sell or transfer real property, or the proceeds of any sale of such real property, without the consent of a majority of the total membership qualified to vote and called to a special meeting for that specific purpose.

ARTICLE XI. FINANCES

Section 1. Financial Transactions

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 signed by any two of three signatures of the President, Treasurer or one other member of the Parish Council as appointed by the Parish Council for its use and purposes.

Section 2. Special Funds

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 3. Fixed Fees and Tithing

All fixed fees or forms of tithing shall be determined by the Parish Council.

ARTICLE XII. INTERPRETATION

Section 1. Archdiocese Rulings

In case of doubt as to the interpretation of the Archdiocese constitution, canons, administrative rulings, worship, ritual, discipline, customs, regulations and encyclicals, such case shall be referred to the Metropolitan for an authoritative interpretation.

Section 2. Ecclesiastical and Secular Matters

In cases of doubt regarding the Charter and By-Laws of the St. John Greek Orthodox Church of Tampa, Inc., and purely ecclesiastical matters shall be referred to the Metropolis for authoritative interpretation. In

matters secular in nature, the majority opinion of the members present at a meeting of the membership called for that specific purpose shall render the authoritative interpretation, provided that the Parish Council shall render an authoritative interpretation until such meeting is called.

ARTICLE XIII. ADDITIONS AND AMENDMENTS

Additions, changes or amendments to this Charter may be proposed by the Parish Council or may be submitted in writing to the Parish Council by a petition signed by at least twenty (20) members. In either case, the Parish Council shall call a meeting of the membership and copies of the proposed amendments with the recommendations of the Parish Council, favorable or unfavorable, shall be mailed to the members along with notification of the meeting to be held for that express purpose at least fifteen (15) days prior to the date of the meeting. An affirmative vote by two-thirds (2/3) of the members present at such meeting shall be required for adoption. Additions, changes or amendments to the By-Laws shall be effected in the same manner except that an affirmative vote by a majority of the members present shall be required for adoption.

ARTICLE XIV. ADOPTION

The present Charter and By-Laws, upon adoption by the membership, shall go into effect immediately.

BY-LAWS

ARTICLE I – MEMBERSHIP

Section 1. Stewardship

Stewardship shall be the basis of financial support for the Parish and members shall make an annual financial pledge.

Section 2. Establishing Membership and Term of Membership

Subsection A. Any person qualifying for membership as provided in Article IV, Section 1 of the Charter may become a member upon compliance with the requirements which are set forth herein and shall enjoy such membership privileges as defined in the Charter and By-Laws.

Subsection B. The term of membership shall be from January 1st to December 31st of each year.

Subsection C. The Parish Council shall provide a pledge form to be executed by each qualified person seeking membership. The pledge form may require information consistent with the Charter and By-Laws but shall provide for the name of the person seeking membership, an appropriate acknowledgement or evidence that such person is of the Greek Orthodox Faith, the amount pledged annually, and the method of payment. The pledge form shall be signed by the person seeking membership.

Subsection D. Notwithstanding the requirements of Section C, a married couple may submit one pledge form signed by both husband and wife, however, each must qualify for membership as provided by the Charter and By-Laws and each thereafter shall enjoy such membership privileges as defined in the Charter and By-Laws.

Subsection E. The properly completed pledge form shall be submitted to the Priest or Chair of the Stewardship Committee (or such other persons who may be designated by the Parish Council) at least thirty (30) days prior to the date of a meeting of the membership or election, except as provided for in Subsection F below.

Subsection F. A properly completed pledge form may be submitted by any person seeking membership for the first time or by any person who transfers to this Parish from another Parish who complies with the transfer requirements set forth in Article 18, Section 2, of the Uniform Parish Regulations (2005), and who otherwise meets the criteria for membership set forth in these Articles and By-Laws. Such new member may vote at meetings of the membership or in an election if such new

member has been a member in good standing of this Parish for at least three months prior to the date of such meeting or election.

Section 3. Time of Pledging and Method of Payment

Subsection A. The frequency of payment of the pledge shall be determined by the member who must select it from the options provided on the pledge form, which have been determined by the Parish Council.

Subsection B. Each pledge payment is due and payable no later than the last day of the payment period selected, except that an annual payment is due and payable no later than June 30th. The full pledge shall be paid no later than December 31st of the current pledge year.

Section 4. Delinquency and Reinstatement

Subsection A. Any member who is delinquent in payment of the current year's pledge may be reinstated by making full payment of all of the current year's past due pledge amounts.

Subsection B. Any member who is delinquent in payment of any year prior to the current pledge year may be reinstated if such member is not delinquent in payment of the current year's pledge and upon payment of such member's past due pledge for the immediately preceding year.

Subsection C. Any member who is delinquent in payment of the current year's pledge, or the prior year's pledge, shall not have the right to run for elective office or the right to vote at any meeting of the membership or at any election until such member is reinstated at least thirty (30) days prior to the date of such meeting or election.

Subsection D. Notwithstanding the provisions of Subsection C above, no person shall be eligible to run for elective office if such person did not timely submit a properly completed pledge form in the immediately preceding pledge year and did not pay that pledge in full by December 31st of the immediately preceding pledge year.

Subsection E. A delinquent member who is qualified for reinstatement shall be so indicated in the records of the Parish.

Section 5. Voting Privileges

Subsection A. All members in good standing shall have the right to vote at meetings of the membership and elections. Any member who is delinquent shall not have the right to vote unless reinstated as prescribed in Section 4 of this Article.

Subsection B. Any person who has not submitted a properly completed pledge form shall not have the right to vote until such qualified person has submitted a properly completed pledge form and paid the amount of the pledge owed at least thirty (30) days prior to the date of a meeting of the membership or election.

ARTICLE II - PARISH COUNCIL

Section 1. An Elected Office

Members of the Parish Council shall be nominated and elected for two years, staggered terms with five (5) members elected in even numbered years and six (6) members elected in odd numbered years. The members elected shall hold office until their successors are duly elected and sworn into office. No person shall serve as a member of the Parish Council if that person has served as a member of the Parish Council for six (6) immediately preceding consecutive years.

Section 2. Members elected to Parish Council

In order to demonstrate the recognition of the privilege and responsibility of serving on the Parish Council, members of the Parish Council shall execute their pledge form and comply with Article I of these By-Laws during the month of January. Failure by a member of the Parish Council to so comply shall automatically disqualify such member from further serving on the Parish Council and create an immediate vacancy of such member's seat. Such vacancy shall be filled as provided in this Article of the By-Laws.

Section 3. Powers and Duties

The Parish Council shall have the duties and powers ordinarily delegated to the governing body of a corporation and as follows:

- (a) to confer honors and titles upon members for meritorious services to the Church.
- (b) to employ all Church personnel who may or may not be members of the corporation for such salaries and terms to office which it shall determine.
- (c) to create and appoint all standing or temporary committees to direct their activities.
- (d) to retain a Priest and Assistants in accordance with the accepted existing procedures as outlined by the Metropolis.
- (e) to arrange meetings as may be required and transact all community affairs not otherwise provided for.
- (f) to report to the corporation members as provided by the Charter and By-Laws including a full annual financial statement prepared by the Auditing Committee and such interim reports as are necessary and advisable.
- (g) to create and authorize the formation of Church auxiliary groups (organizations), which shall be subject to the control of the Parish Council.

Section 4. Parish Council Meetings

The Parish Council shall hold at least one (1) regular meeting a 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. Members Attending Meetings

Members 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.

Section 6. Vacancies

A member of the Parish Council shall be considered as having vacated his office for any of the following reasons:

- (a) Absence from three (3) consecutive Sunday Services without valid reason and due notice to the Parish Council. An investigating committee shall be appointed by the President to look into the matter and report at the next regular meeting for appropriate action by the Council.
- (b) Death, insanity or resignation.
- (c) Failure to make an annual pledge during the month of January or delinquency as provided in Article I.

Section 7. Filling Vacancies

A vacancy on the Parish Council shall be filled by the Parish Council by electing a successor from the members of the Parish for the unexpired portion of the term of such vacancy.

Section 8. Relinquishing Control

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

ARTICLE III - DUTIES OF OFFICERS

Section 1. Term of Office

The President, Vice-President, Secretary, Treasurer, and any other officer the Parish Council may require, shall be elected from its own number for a term of one (1) year which election is to be held immediately after administration of the oath of office.

Section 2. The President

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

Section 3. The Vice-President

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

Section 4. The Secretary

The Secretary shall be charged with the transcription of the proceedings of all meetings, including membership 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 meetings of the membership;

- (c) prepare annual reports of the affairs and progress of the corporation, copies of which are to be sent to the membership and Metropolis;
- (d) keep in trust the seal and records of the corporation and shall provide for all materials requisite to the proper functioning of the office of the corporation at corporation expense, and with the approval of the Parish Council;
- (e) sign all the reports of the Parish Council certificates and all other official documents of the corporation;
- (f) 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.

Section 5. The Treasurer

The Treasurer shall:

- (a) keep a record of all members and sign all membership cards;
- (b) collect all monies from such sources of revenue pertinent to community operation, issuing receipts for all income and keeping a record of such;
- (c) notify all members who owe money to the corporation for fixed fees, services, donations, etc.;
- (d) keep in trust all receipts and accounting books relevant to his duties;
- (e) make reports at meetings of the membership 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 corporation;
- (g) cooperate with the Elections Committee by making available a list of members qualified to vote and be elected to office;
- (h) deposit all monies within one week of receipt in the proper account of the corporation;
- (i) handle all disbursements approved by the Parish Council with the President cosigning all checks, drafts or authorized warrants;
- (j) keep sufficient and proper books for all receipts and disbursements of the corporation and ready for examination by the Board of Auditors upon demand and at the designated times as per the present By-Laws. The corporation shall provide all books, receipts and anything else pertinent to the proper functioning of this office;
- (k) prepare or have prepared an annual financial statement of the corporation;
- (l) hold in trust for the community all invoices, checkbooks, bankbooks, stocks, bonds, notes, mortgages, insurances and other valuables belonging to the corporation.

Section 6. Confusion of Duties

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

ARTICLE IV - 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) members elected during the annual elections of the corporation and for a term of one (1) year to serve concurrently with the Parish Council.

Section 2. Limitations

A member elected to the Board of Auditors may not serve concurrently on the Parish Council.

Section 3. Powers and Duties

The Board of Auditors shall have access to the corporation records at all times and may audit, upon demand, the books whenever it deems it proper and for the good of the corporation. The Board of Auditors shall however, audit the books semi-annually and annually and submit its report together with the Treasurer of the corporation in duplicate, one copy for the records at the time the report is submitted. The annual report must be prepared and submitted to the meeting of the membership called for the purpose of conducting elections. Mimeographed or printed copies of the annual report are also to be mailed to the members of the corporation.

Section 4. Committee on Officer's Reports

The Board of Auditors shall also execute duties as a Committee on Officer's Reports and shall have the right and duty to examine the minutes, files and other records of all the officers to ascertain whether they are in order and to make appropriate written reports at the same time that its financial report is submitted.

Section 5. 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.

Section 6. Filling Vacancies

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

Section 7. Certified Public Accountant Services

The Parish Council may hire a certified public accountant, at the expense of the corporation, to certify the financial records of the corporation 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 V - ELECTIONS

Section 1. Date and Time of Elections

Elections for members of the Parish Council and Board of Auditors 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.

Section 2. Nominations

Nominations of candidates for the Parish Council and Board of Auditors shall be made at the last meeting of the membership before the election at which the Elections Committee is elected. Nominations shall be closed at the conclusion of the meeting.

Section 3. Elections List

At least twenty (20) days prior to the election date, the Elections Committee, 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 members in good standing who are qualified to vote and/or be elected to office.

Section 4. Notice of Elections

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

Section 5. Automatic Election to Office

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

Section 6. Conduct of Elections

The Elections Committee 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 Elections Committee.

Section 7. Voting in Absentia

No member may vote in absentia except that a member may vote by absentee ballot which must include the notarized signature of the member. Such absentee ballot must be received by the Elections Committee no later than the time set by the Parish Council for conclusion of the election.

Section 8. Recording and Ratification of Elections

The election results shall be entered in the official records of the corporation within three (3) days of the date of the election. The number of votes for each candidate shall be shown and the candidates receiving the greatest number of votes shall be declared elected for the ensuing term. Within six (6) days of the date of the election, the election results shall be prepared by the Elections Committee and shall be forwarded by the Priest to the Metropolis for confirmation.

Section 9. Ties

In the event of a tie, a majority vote by the other members of the newly elected Parish Council at its first meeting will determine the winner.

Section 10. Installation

The newly elected Parish Council shall take the oath of office administered to them by the Priest before the entire congregation at the installation ceremony observed after services on the Sunday following receipt of the Archdiocese's confirmation of the election.

Section 11. 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 12. Protest of Irregularity

Any member in good standing may, for good cause, protest in writing against any election of the corporation within five (5) days after the results are entered in the official records of the corporation. Such protest must be supported by at least four (4) signatures of members in good standing and shall be delivered to the Priest. The original protest shall be maintained in the permanent records of the corporation. The Priest shall

immediately convene a meeting of the Elections Committee which shall consider the protest and respond to it in writing, the original of which shall be maintained in the permanent records of the corporation. Copies of the protest and response shall be submitted promptly by the Priest to the Metropolis for resolution.

Section 13. Salaried Employees

No salaried employee of the corporation may serve on any elected office or hold office while in the employ of the corporation.

ARTICLE VI - MEETINGS OF THE MEMBERSHIP

Section 1. Meetings

No less than two (2) meetings of the membership shall be held annually. In addition to the two (2) required meetings, special meetings may be called by the President of the Parish Council, by a majority of the Parish Council, by the Priest, or by a written petition of 10% of the membership which petition shall state the purpose of such meeting. Such petition shall be submitted to the President of the Parish Council and the Parish Council shall convoke such a meeting within thirty (30) days after the next scheduled regular meeting of the Parish Council.

Section 2. Notification

The President of the Parish Council shall cause written notices to be mailed to the members at least ten (10) days prior to the date of any meeting of the membership.

Section 3. Failure to Realize a Quorum

When there is no quorum after due notice, another meeting of the membership shall be convoked for the same cause within twenty-one (21) days and with due notification. This meeting shall be considered valid, regardless of whether there is a quorum present.

Section 4. Attendance Register

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

Section 5. Minutes and Attendance Register to be Signed

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

ARTICLE VII – CONDUCT OF BUSINESS

Section 1. Perpetuity of Quorum

Any meeting which begins with a quorum shall be considered to be in quorum until the meeting is officially adjourned by the presiding officer.

Section 2. Disposition of Property

The Parish Council may not buy, mortgage, sell or transfer real property of this corporation in other than the manner provided in the Charter and pursuant to the laws applicable to this corporation.

Section 3. Heads of Ministries

The chair or head of any ministry of the Church shall be a member in good standing.

ARTICLE VIII – FUND RAISING

No person or group of persons shall have the right to sponsor affairs and money-raising programs in the name and for the benefit of the corporation without the written consent of the Parish Council.

ARTICLE IX – FISCAL YEAR

The fiscal year of the corporation for all purposes of finance shall be based on the calendar year.

ARTICLE X- PROCEDURAL DISPUTE

Any procedural circumstance or dispute not provided for in these By-Laws shall be covered by Robert's Rules of Order.