

1991 PARISH BY-LAWS

ST. NICHOLAS GREEK ORTHODOX
CATHEDRAL

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BETHLEHEM, ALLENTOWN & VICINITY

Revised As Of November --, 2014

Deleted: February 19, 2006

1991 PARISH BY-LAWS
ST. NICHOLAS GREEK ORTHODOX CATHEDRAL
BETHLEHEM, ALLENTOWN & VICINITY
PREAMBLE

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All previous By-Laws as enacted by this Parish are hereby repealed and the following are hereby adopted as the Parish By-Laws of the St. Nicholas Greek Orthodox Church of Bethlehem, Inc.

These By-Laws may be promulgated in both the English and Greek languages, and wherever a discrepancy, variance or difference in meaning exists or can be inferred from the language in either version, the English version shall be controlling.

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ARTICLE I - JURISDICTION

The name of the organization is St. Nicholas Greek Orthodox Church of Bethlehem, Inc., a non-profit corporation existing, under the laws of the Commonwealth of Pennsylvania, hereinafter referred to as "Parish" or Cathedral.

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The within By-Laws are subject to the Uniform Parish Regulations and the jurisdiction of the Greek Orthodox Archdiocese of America and shall apply to all persons who are members of this Parish.

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ARTICLE II - AIMS & PURPOSES

Section 1. The aims and purposes of this Parish shall be as follows:

(a) To preserve and spread in uncorrupted form the Greek Orthodox Faith and Traditions in conformity with the Doctrine, Canons, administrative rulings, discipline, Divine Worship, usages and customs of the Church.*

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(b) To preserve the original Greek language of the Gospel and its English translations. and promote the religious and moral life of its Parishioners through the sacramental life, the word of God, instruction in Sunday Schools and -other Parish schools and-gatherings, books and the, ministrations of duly ordained clergymen.

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(c) To maintain a church for the worship of God and any related annexes.*
(d) To admit persons into the Orthodox Christian Faith and Church through baptism, or confirmation, and eventually usher them into a family life through marriage according to the teachings and traditions of the Holy Orthodox Church.*

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(e) To practice charity according to the high ideals of the Orthodox Christian Faith and, to the extent feasible, lend support to all causes of benefit to the public.*

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(f) Preserve and promote the Hellenic heritage, traditions and culture of the St. Nicholas Greek Orthodox Cathedral.

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(g) To preserve the ancestral tradition of interring members of the Orthodox Church who depart this life.
(h) To actively participate in the life of the Metropolis of Pittsburgh and the Greek Orthodox Archdiocese of America, of which the Parish is an integral part.

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Section 2.

To be duly represented at the Annual Ecclesiastical Conferences of the Metropolis and the Biennial Ecclesiastical Congresses of the Archdiocese and shall amend the Parish By-Laws to conform with the legislation adopted thereat.*

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*All sections identified with an asterisk are derived from the Uniform Parish Regulations.

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ARTICLE III - MEMBERSHIP

Section 1. MEMBERS:

All persons, irrespective of place of birth, who are of ~~the Orthodox~~ Christian Faith, have attained the age of ~~eighteen~~ (18) years; accept and adhere to the faith, canons, laws, dogmas, discipline, worship, ritual, and ecclesiastical authority of the Archdiocese and who agree to abide by the provisions of the By-Laws of the Parish and regularly pay their membership pledges, shall be members thereof. Any Christian married to a Greek Orthodox in the Greek Orthodox Church and confirmed in the ~~Orthodox~~ faith of the Church shall be eligible for membership in this Parish.*

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Section 2. TRANSFERS INTO THIS ARCHDIOCESE:

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~~Any person who moves into the jurisdiction of this Parish, shall within one year apply for transfer to this Parish. If the applicant is in good standing with the former Parish, he/she shall be granted membership in this Parish.~~

Section 3. TRANSFERS WITHIN ARCHDIOCESE:

Any person who moves into the jurisdiction of this Parish, shall within one year apply for transfer to this Parish. If the applicant is in good standing with the former Parish, he/she shall be granted membership in this Parish.

Deleted: Transfers who are members of the Orthodox Church, outside of the Greek Orthodox Archdiocese of North and South America, and moved into this Archdiocese, shall within two (2) years apply for membership in this Parish. During these two (2) years, these transferees, until they join this Parish, are not members in good standing. However, they are entitled to the religious services of the Church that do not require the issuance of certificates for baptism, marriage and burial.¶

Section 5. STEWARDSHIP:

The financial obligation of each Parishioner is to make and pay an annual Stewardship pledge. Stewardship is a means by which everyone can belong. A Parishioner's commitment is a matter of establishing the Church as a priority in each Parishioner's life and contributing their ~~time, talent and resources.~~

Deleted: Section 4. VISITATION TO NEW MEMBERS:¶

¶ The Priest, with the assistance of the Membership Chairman, who is a Council member, and his Committee shall visit the above individual(s). During this visit, the Priest and the Membership Chairman shall inform the new members about the various services and activities of the Parish.¶

Section 6. MEMBER IN GOOD STANDING:

(a) Each Parishioner is obligated to pay a Stewardship pledge commitment within each year (January 1st to December 31st) to maintain the member in good standing status.

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(b) A member in good standing is a member who has made a current year Stewardship pledge and has paid his prior year's commitment. To remain in good standing, a member must pay his/her current year Stewardship pledge by December 31st of the current year. New members are in good standing when they have committed to a current year pledge.

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(c) ~~A member's prior year's obligation must be paid before funds can be credited towards the current year's commitment.~~

Deleted: A member is considered to be in arrears (not in good standing) if his/her prior year commitment is not paid.

(d) An inactive member is one who was a member in good standing at one time, but has not made and paid a financial commitment for more than one year. An inactive member may be reinstated by (i) committing to a Stewardship pledge for the current year and paying a prorated share of that pledge through the quarter prior to the reinstatement; and (ii) pay, the previous year's average pledge per member.

(e) For couples wishing to baptize their children, at least one of the spouses must be a member; if both spouses are Orthodox then both of them must be members and fulfill a financial commitment as stated above. This also applies to sponsors (Godparents) and to inactive members wishing to get married.

(f) Full-time college students and military personnel (excepting career military personnel) who are twenty-one (21) years old shall be exempt from making a Stewardship commitment provided a written request is submitted to the presiding Parish Priest (hereinafter referred to as the "Proistamenos") and Parish Council. Their financial obligation to the Parish will begin on the first day of January of the following year upon termination of military service or college attendance.

(g) A new or inactive member of St. Nicholas Greek Orthodox requesting a letter of good standing for an event and/ or sacrament within or outside of St. Nicholas Greek Orthodox Cathedral which will occur, less than 6 months after the request is made, shall pay the amount specified in Section 6(d).

Section 7. MEMBER ENTITLEMENTS:

All members are entitled to the Sacraments of the Church, and may participate in all activities of the Cathedral, however:

(a) Only members in good standing as referred to in Section 6, may vote at General Assembly meetings.

(b) Only members in good standing may serve on any function of the Parish which determines policy, either administrative or religious, or has any financial or cash responsibility, and become members of Cathedral affiliated organizations.

(c) Additional tuition must be paid by those not in good standing or nonmembers when enrolling their children in Greek school.

Section 8. STEWARDSHIP & MEMBERSHIP RECORDS:

The terms of Membership and its attendant financial obligations spelled out in this Article of the By-Laws shall be made known to all Parishioners. The Cathedral Office will maintain the records of the Parish Membership Stewardship status. It is the obligation of the Proistamenos, the Parish Council, and heads of Committees and other Cathedral organizations to check the membership status of individuals under their purview and in positions of office or major responsibility, so as to assure compliance with the intent of this Article.

Section 9. Situations which are not covered by these By-Laws, including financial hardship and unusual circumstances, or which require further interpretation, shall be referred to the Proistamenos and Parish Council for resolution. The Proistamenos and Parish Council may also seek guidance from the Metropolis.

ARTICLE IV - GENERAL ASSEMBLY MEETINGS,

ELECTIONS Section 1. QUORUM:

In order to hold an official Parish Assembly, a quorum of at least 5%, not less than 50 members in good standing, must be present. If a quorum is not present the meeting will be adjourned and reconvened in one week

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The pledge payment due for the past years of delinquency will be based on

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Deleted: A deceased, person requiring an Orthodox funeral must be in good standing. In case of Funerals, the Priest is entitled to use personal discretion implementing this section of the By-Laws

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Deleted: <#>All members are encouraged to maintain their status of member in good standing by meeting their financial commitment on a timely basis.

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Deleted: (a) Membership to the Parish will be evidenced by a Stewardship Card issued when a pledge is first

made.

■

<#>The financial obligation of the Parishioner is the fulfillment of his/her Stewardship Pledge. ■

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<#>A pledge for the current year will be accepted even though an open balance remains on the previous year's pledge. A current Stewardship card will only be issued when th (...)

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from the original date. The quorum of the second meeting will consist of at least one-half the Parish Council members and all those members who are present.

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Section 2. CHAIRMAN:

The Chairman of any General Assembly shall be elected by the General Assembly by plurality vote. The Chairman will follow Roberts' Rules of Order. Also, the Chairman must follow the agenda for the meeting and upon the completion of the agenda, will open the meeting to the Assembly to discuss any other matters. However, under new business, no action can be taken on matters regarding legislation and expenditures. Motions may be made on the above and if passed, will be included as an agenda item for a future Assembly meeting. (See Section 3 -LEGISLATION)

The Chairman will select a Greek translator for the meeting. Minutes in English will be taken by the Secretary of the Parish Council, and may be translated into the Greek language upon request.

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Deleted: The English minutes must be approved in writing by the Chairman of the Assembly, the Secretary and the Priest

Section 3. LEGISLATION:

Amendments to these By-Laws may be made at a General Assembly meeting by a two-thirds vote of the eligible members in good standing who are present and voting; further provided that such amendments have been proposed, in writing, by at least ten voting members in good standing, as stated in Article III Section 6, at a meeting of the Assembly held at least 90 days earlier, with written notice to all members in good standing at least 30 days prior to the General Assembly; or provided that they have been approved by the Parish Council and by it submitted, by mail, to all the members in good standing at least 30 days prior to the meeting at which final action is to be taken.

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Following the adoption of an amendment, the Parish Council Secretary shall forward a copy to the Metropolis and it shall go into effect only upon receipt of official notices that such amendment has been approved by the Metropolitan.

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Section 4. NOMINATIONS & ELECTIONS:

(a) Voting by secret ballot shall be mandatory only for elections of the Parish Council and amendments to these By-Laws. Concerning all other matters, any member in good standing may request that an issue be decided by secret ballot; however, the ultimate decision as to whether or not a secret ballot is used shall be decided by a majority in an open vote of the members in good standing.

(b) No member shall be allowed to do any voting for any other member.

(c) There shall be no electioneering at the area of balloting.

(d) A member of the Parish Council, or a salaried employee of the Parish may not serve on

| the Board of Elections or the Financial Review Committee of our Community.

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(e) A candidate for the Parish Council must have met his/her pledge for-the current year in full by the closing date of nominations for the Parish Council elections.

(f) Candidates for election to the Parish Council may also declare their candidacy if they were not present at the Parish Assembly to be nominated by signing and submitting in person a written declaration, endorsed by two (2) Stewards of the Parish in good standing. The candidates will then sign a registry and give their written declaration to the Board of Elections two (2) weeks prior to a pre-announced election date. The prospective candidate shall request a written receipt for their candidacy declaration.

(g) Only one member of an immediate family unit, defined as parent, spouse, or sibling may be a member of the Parish Council during a given term.

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(h) In order for a member to vote in the Parish Council elections, he or she must be a member in good standing by having honored 100% of his/her pledge for the current year as stated in Article III Section 6.

Section 5. BOARD OF ELECTIONS:

(a) The Board of Elections shall consist of no less than five (5) members elected at the last Parish Assembly preceding an election from among those who are not candidates for election to the Parish Council.

(b) A member of the Board of Elections cannot be a salaried employee of the Parish, a member of the Parish Council, a member of the Financial Review Committee. The Board will elect a Chairman from its members.

(c) The Board of Elections shall receive a complete list of Stewards who are eligible to vote on the day following the close of nominations for Parish Council Elections. The list of voters is to be updated to the day of elections.

(d) The Board of Elections shall post a sample ballot, both in English and Greek, in a visible area, away from the voting area, for reference by the Parish members. The ballot position shall be drawn by random selection. Concerning absentee ballots See Appendix INSERT

(e) The Board of Elections shall distribute the ballot within the voting area; each ballot will be stamped with the seal of the Cathedral by one of its members. Unstamped or unsealed ballots are null and void.

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(f) The Board of Elections shall not exert any influence on the voting membership.

(g) The Board of Elections shall see-that no ballot under any circumstance shall leave the voting room. Upon leaving the room, a ballot is null and void.

(h) The Parish Council shall make sure that no individuals other than those voting and the Board of Elections is in the designated voting area.

(i) If irregularities occur, the Board of Elections, by a majority vote of its members, must resolve them.

(j) The Board of Elections shall s e e that no individuals other than its own members tabulate the votes.

(k) Upon completion of the tabulations, the Board shall certify the count and notify the Proistamenos, the Parish Council President and those newly elected, then post the names of the newly elected members of the Parish Council.

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Section 6. FINANCIAL REVIEW COMMITTEE:

Deleted: (l) Ballot position shall be drawn by random selection.¶
¶
m) Absentee Ballot (See Section V in Operational Procedures.)¶

COMMITTEE STRUCTURE

The Financial Review Committee shall consist of at least three (3) members elected at the last Parish Assembly preceding an election from among those who have not served on the Parish Council for the year being reviewed and who are not candidates for election to the Parish Council.

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(a) It shall review the financial administration of the Community and prepare an annual report which shall be submitted to the General Assembly the second week of February, with a copy to the ~~Metropolis~~ and Archdiocese.

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(b) It shall work with, and also review, the public accountant's report for the year being reviewed. The public accountant will be selected by the Parish Council prior to the Parish Assembly Meeting held in November.

Deleted: <#>It shall take, without fail, inventory once a year in the month of December (and at any time it might be considered necessary) of the personal property of the Community (furniture, fixtures, machines, and ecclesiastical articles). The inventory is submitted together with the financial report for the year to the proper General Assembly as well as a summary of whatever differences may exist between the new inventory and that of the previous year. ¶

Section 7. SCHEDULING OF THE GENERAL ASSEMBLY MEETINGS:

There shall be at least two (2) regular General Assembly Meetings of the members of the Parish each year. Participating members must be in good standing with the Community and shall receive written notice from the ~~Proistamenos~~ and President of the Parish Council fifteen days prior to each meeting.

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The dates, powers and duties of the regular General Assemblies shall be as follows:

(a) First Assembly. This Assembly shall be held no later than the second or third Sunday of February of each year and shall consider and, where appropriate, approve the following:

- (1) Report of the ~~Proistamenos~~.
- (2) The Annual Report by the President of the outgoing Parish Council.
- (3) The financial statement for the year ended, prepared by the Treasurer.
- (4) The annual report of the Financial Review Committee.
- (5) This Assembly shall also consider any other matter brought before it by the Parish Council or by any member of the Parish with a view of serving the best interests of the community.
- (6) Report of the Trustees of the St. Nicholas Greek Orthodox ~~Cathedral~~ Building Endowment Trust.
- (7) Voting for a Trustee for St. Nicholas Greek Orthodox ~~Cathedral~~ Building Endowment Trust.

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(b) Second Assembly. The Second Assembly shall be held on the second or third Sunday of November of each year and shall consider and, where appropriate, approve the following:

(1) The nominations of candidates for election to the Parish Council and the nominations and election of the ~~Financial Review Committee~~ and the Election Committee.

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(2) Report by the ~~Proistamenos~~.

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(3) Report by the President of the Parish Council as to the progress of the community from the first of the year to the end of October.

(4) Report by the Treasurer as to the status of the budget compared to expenses with projections to the year end.

(5) Budget of the new administration and an outline of its planned program for the coming year. All reports shall be given in writing and copies of these shall be sent to the ~~Metropolis~~ for approval after they have been approved by the General Assembly.

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(6) Consider any other matter properly brought before it.

(7)The voting for Parish Council Members shall be held three (3) weeks later on a Sunday.

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(c) Special Assemblies. These may be convened when deemed necessary by the Proistamenos and/or the Parish Council, or by 10% of the members of the Community in good standing on the basis of a written petition.

d) The following rules shall govern the proceedings at all General Assembly Meetings:

- (1) The meetings shall be opened with a prayer.
- (2) Attending members in good standing shall sign their names in an attendance register.
- (3) Each Assembly shall elect its Chairman.
- (4) The minutes of each General Assembly shall be kept in a special minute book for that purpose and shall be signed by the Chairman of the Assembly, the Parish Council Secretary and the Proistamenos.
- (5) At each Assembly, the Parish Council Secretary thereof shall read the minutes of the previous Assembly for correction and approval unless the Assembly approves not to read the previous minutes.

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ARTICLE V - ELECTION OF PARISH COUNCIL OFFICERS Section 1. PARISH COUNCIL:

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The Parish Council shall consist of the Parish Priests (non-voting members) and fifteen lay members of the St. Nicholas Green Orthodox Community duly elected according to the UPR. Five (5) members to be elected each calendar year for a term of three (3) years.

Section 2. OFFICERS OF THE PARISH COUNCIL:

The Parish Council shall be organized as prescribed in the UPR to include a President, Vice President, Secretary and Treasurer. To be eligible for election to the office of President of the Parish Council, a member of the Parish Council must first have served at least 2 years.

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In the matter of election of the Parish Council officers, a quorum shall consist of two-thirds (2/3) (i.e. 10 out of 15) of the Parish Council members in order for the elections to proceed.

Section 3. PRESIDING OFFICER:

All meetings are to be conducted by the President or in his absence the Vice President. If the President and Vice President are both absent, then the highest ranking officer will conduct the meeting. For clarification, the order of ranking shall be President, Vice President, Secretary and Treasurer.

ARTICLE VI - DUTIES OF PARISH COUNCIL

Section 1. The Parish Council, under the leadership of the Proistamenos, shall have the following duties: to attend divine services regularly and to participate in the sacramental life of the Parish thereby setting an example for the Parish, to administer the affairs of the Parish in such manner as to aid the Proistamenos in the fulfillment of its aims and purposes.

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Section 2. It shall be the duty of the Parish Council to conduct the affairs of the Parish in furtherance of the aims and purposes of the Parish and in accordance with the Uniform Parish Constitution and the Parish By-Laws including any resolutions for the Assembly and the Constitution, Canons, discipline and regulations of the Metropolis and Archdiocese (UPR).

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Section 3. The Parish Council, in agreement with the Proistamenos, shall have the right to employ personnel as may be required for the proper functioning of the Parish. This right shall include the right to fix the salary of such personnel and, the right to discharge them.

Section 4. The Parish Council shall collect the revenues of the Cathedral and issue receipts for the same. It shall pay by check the salary of the employees of the Cathedral, all Parish expenses and Parish institutions within the limitations imposed by the budget, and such sums as may be fixed by the Biennial Clergy-Laity Congress for the operation of the Archdiocese, and by the Annual Diocesan Assembly in behalf of the operation of the Metropolis.

Section 5. The Parish Council shall procure all supplies necessary to the proper conduct of Church services and shall assist the Proistamenos in maintaining order during such services.

Section 6. Title to all property, real or personal, or of any nature whatever, proprietary interests, and parochial secular authority shall be vested in the Parish at all times and shall be used to serve its needs and purposes. The care, control and management thereof shall be committed to the Parish Council.

Section 7. 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 8. All funds of the Parish shall be deposited in the name of the Parish with depositories selected by the Parish Council and shall be withdrawn upon the signatures of two of the four Parish Council officers for the use and purpose of the Parish.

Section 9. A Parish Council member is expected to attend the scheduled monthly meetings faithfully. He should always notify the President in advance if he or she cannot attend a meeting.

Section 10. Each Council member will serve on at least one Committee of the Parish Council and fulfill the required duties of that Committee.

Section 11. A Parish Council member is expected to attend worship services regularly and to faithfully execute assigned duties during services.

Section 12. Each Parish Council member shall encourage the spiritual life and activities of the Parish.

Section 13. To provide schools and facilities for religious education and Greek language for children, youth and adults.

Section 14. Shall be responsible for its property and management of its business and fiscal affairs.

Section 15. Shall have the powers and be subject to the obligations that pertain to the Parish Council under the Laws of the Commonwealth of Pennsylvania.

Section 16. Shall prepare an annual budget for adoption by the Assembly.

Section 17. Shall supervise the expenditure of funds of the approved budget in accordance therewith following its adoption.

Section 18. Shall not, in the absence of an emergency and without the authority from the Assembly, incur any single extra budgetary financial obligation exceeding \$2,500.00.

Section 19. The Parish Council shall hold regular meetings at least once each month and special meetings whenever the Proistamenos, the President, or a majority of the Parish Council shall deem it necessary.

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Section 20. A quorum for the transaction of business shall consist of a majority of the members of the Parish Council.

Section 21. The minutes of the meetings of the Parish Council shall be signed by the Proistamenos, the President and the Secretary.

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Section 22. The Parish and its buildings and other properties shall be properly insured against fire, theft and liability with annual review and reappraisal.

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Section 23. A Parish Directory shall be prepared of all Parishioners and given to members in good standing. Every six months additions of the new members will be included in the monthly bulletin. A new Parish Directory will be prepared and issued to all the Parish members at least every two (2) years.

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Section 24. The following shall constitute the Order of Business at regular meetings:

- (a) Opening Prayer
- (b) Roll call and action on excuses for absence
- (c) Reading of minutes
- (d) Reception of petitions and communications
- (e) Report of Proistamenos
- (f) Report of Treasurer
- (g) Reports of Standing Committees
- (h) Reports of Special Committees
- (i) Other reports
- (j) Unfinished business
- (k) New business
- (l) Adjournment
- (m) Closing Prayer

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Section 25. The Parish Council shall turn over to succeeding Parish Councils the books and files pertaining to the Parish business and the entire current and fixed assets of the community and obtain a receipt for the same

Section 26. The Parish Council shall select a public accountant or to review the accounting records, checkbook, and savings balance and disbursements in addition to the chart of account records and to submit a report to the Financial Review Committee and to the Parish Council by the end of January of the following year.

ARTICLE VII - DUTIES OF OFFICERS

Section 1. PRESIDENT:

The duties of the President include but are not limited to the following:

- (a) To call and preside over all regular and special meetings of the Parish Council.
- (b) To conduct Parish Council Meetings with parliamentary procedure using the "Roberts' Rules of Order".
- (c) In order to aid the new Parish Council Members in the performance of their duties, the President will give them copies of the UPR, Parish By-Laws, Operational Procedures and Trust Agreement.
- (d) To prepare the agendas with the Proistamenos for the Parish Council Meetings and Parish Assembly Meetings.
- (e) To act as an authorized signatory for the Parish's bank accounts.
- (f) To sign, with the Proistamenos and the Parish Council Secretary, all the minutes of the meetings, official correspondence, and other official documents and certificates.

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(g) To supervise the work and finances of the Parish generally; to administer the offices and employees of the Parish; to carry out the responsibilities and duties imposed upon the President by the Uniform Parish Regulations, the Articles of Incorporation and the Parish By-Laws; and to carry out such duties as the general membership, through the General Assembly, may impose.

(h) To authorize additional signatories for special Parish bank accounts.

Section 2. VICE PRESIDENT: The duties of the Vice President include, but are not limited to, the following:

(a) To assist the President in the execution of his/her duties and to maintain order and decorum in the ~~m~~meetings of the Parish Council and the General Assembly. ~~The Vice President~~ also has such other duties as the Parish imposes on him/her in the Uniform Parish Regulations, Articles of Incorporation and Parish By-Laws.

(b) To secure the funds, property and assets of the Parish by bonding employees who handle funds and by properly insuring the facilities, furniture and equipment of the Parish.

(c) To perform the duties of the President in the absence or during the disability of the President.

(d) To serve as General Chairman for fund-raising activities (Ways & Means Committee).

(e) To serve as liaison between the Parish Council and the community affiliated organizations.

(f) To act as an authorized signatory for the Parish's bank accounts.

Section 3. SECRETARY:

The duties of the ~~Parish Council~~ Secretary include, but are not limited to the following:

(a) To attend all meetings of the Parish Council and the General Assembly and to keep a record of the proceedings which are signed by him/her, by the President, and by the ~~Proistamenos~~ in authentication.

(b) To attend to all correspondence and to notify all members of the General Assembly Meetings and all ~~Parish Council~~ members of the Parish Council Meetings.

(c) To keep and safeguard all corporate records and the Corporate seal of the Parish.

(d) To sign, along with the President, all reports of the Parish Council, certificates, and all other official documents of the Parish and to seal them with the official seal of the Parish.

(e) To keep a roll of the members in the most effective manner.

(f) To act as an authorized signatory for the Parish's bank accounts.

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Section 4. TREASURER:

The duties of the Treasurer include, but are not limited to, the following:

- (a) To maintain the financial records of the Parish, including but not limited to, the collection, recording and depositing of income of all funds for authorized expenditures.
- (b) To prepare the financial records for the financial review, to make such records available to the Financial Review Committee, and to cooperate with the Financial Review Committee.
- (c) To act as an authorized signatory for the Parish's bank accounts.
- (d) To prepare financial statements semiannually and to make such reports to the General Assembly and the Parish Council; and to make these reports and such other reports as may be required available to the Parish.
- (e) To prepare and file the necessary tax returns as required by federal, state and local government agencies.
- (f) To serve as chairman of the Budget Committee.
- (g) To keep and safeguard bankbooks, investments, insurance policies, and other valuables belonging to the Parish at the Parish.

Section 5. FILLING OF VACANCIES:

Vacancies on the Parish Council created by death, resignation or removal from office, shall be filled by the remaining Parish Council Members. Such vacancies cannot be filled prior to the official seating of the Parish Council. For a point of clarification, if after an election and prior to the new Parish Council being sworn in, a vacancy is created, the vacancy shall not be filled until the new Parish Council is sworn in.

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ARTICLE VIII - COMMITTEES OF THE PARISH COUNCIL

The President of the Parish Council, after consultation with the Proistamenos, shall appoint the members of the Committees of the Parish Council. The Chairman of each Committee shall be a member of the Board, but the other members of the Committee need not be members. These appointments shall be made at the first meeting of the year.

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The Proistamenos and President of the Parish Council shall be ex-officio members of each Committee.

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STANDING & SPECIAL COMMITTEES

Section 1. The following are standing or elected Committees. The following list may be amended from time to time by the Parish Council and without the need to pursue formal amendment of the By-Laws.

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- Financial Review Committee, (elected by the Parish members)
- Budget Committee
- Elections Committee (elected by the Parish members)
- Educational Committee
- Fine Arts Committee
- House Committee
- Ways & Means Committee
- Membership Committee (Visitations & Stewardship)
- Long-Range Planning Committee
- Arts & Letters Committee
- Public Relations Committee
- Youth Committee

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Section 2. SPECIAL COMMITTEES:

From time to time, the President, after consultation with the ~~Proistamenos~~, may appoint Special Committees, the duties of which shall be prescribed at the time of appointment.

Section 3. The President of the ~~Parish Council~~, upon completion of the appointment of the Committees, shall circularize by general notice to all members such as appointments within two (2) weeks of said appointments. As changes may occur, updated notifications shall also be circularized within two (2) weeks.

Section 4. None of the above Committees may incur any expenses without prior approval of ~~Parish Council~~ or budget limitations.

Section 5. FINANCIAL REVIEW COMMITTEE:

The Financial Review Committee, as stated in Article IV, Section 6, shall review the financial records of the Parish.

Section 6. WAYS & MEANS COMMITTEE:

Three ~~Parish Council~~ members shall act as the Ways & Means Committee and the Chairman of this Committee shall be the Vice President. It shall be the responsibility of this Committee to conceive ways and means to raise funds and income. This Committee shall call upon members and volunteers to assist in the various projects.

Section 7. PUBLIC RELATIONS:

One ~~Parish Council~~ member shall be appointed and be responsible for supplementing the monthly Parish publication, press releases, etc. as approved by the ~~Proistamenos~~.

Section 8. MEMBERSHIP COMMITTEE (STEWARDSHIP & VISITATIONS):

Three (3) ~~Parish Council~~ members, in addition to at least three other members in good standing, shall be selected by the President and the ~~Proistamenos~~. One of the ~~Parish Council~~ members shall become the Chairman (appointed by the President and the ~~Proistamenos~~). The ~~Proistamenos~~, with the assistance of the Visitation Committee, shall visit prospective members. (See Article III - MEMBERSHIP)

This Committee will also be directed by the ~~Proistamenos~~ in welcoming and orienting new members in good standing to the Parish and giving them a Directory regarding the Parish.

Section 9. HOUSE COMMITTEE:

A minimum of three (3) ~~Parish Council~~ members shall act as the House Committee and the President of the ~~Parish Council~~ shall appoint one (1) to act as Chairman. It will be the responsibility of this Committee to supervise the properties of this Parish including all alterations and additions. They will be responsible for the upkeep and maintenance of the Parish grounds and buildings in addition to any other properties owned by the Parish and to cooperate with the Fine Arts Committee.

Section 10. LEASING & RENTAL COMMITTEE:

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~~Deleted: <#>St. Nicholas Social Event: It shall be the Council's responsibility to arrange for a social event on or about December 6th (St. Nicholas Day) of each year. ¶
¶
<#>Annual Bazaar in November of every year ¶
¶
<#>Annual Church (Community) Picnic ¶~~

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A minimum of three (3) Parish Council members shall act as the Leasing & Rental Committee and the President of the Parish Council shall appoint one (1) to act as Chairman. It will be the responsibility of this Committee to handle the scheduling and the leasing of the Cambanes Hall and Lower Hall. This Committee will also be responsible for renting and collection of the rents for the two houses owned by the Cathedral.

A schedule of the leasing of the Halls will be kept in the Cathedral Office by the Cathedral Secretary.

Section 11. BUDGET COMMITTEE:

The Budget Committee chaired by the Treasurer of the Parish Council shall prepare and submit to the Parish Council the annual budget for the Parish. Upon approval, this budget shall be presented to the General Assembly for its approval.

Section 12. EDUCATIONAL COMMITTEE:

The Educational Committee shall be responsible for the operation of the Greek School and will also assist the Proistamenos with the Cathedral Sunday School.

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The Committee shall visit the schools, observe their operation, follow their progress, and make recommendations from time to time for improvements of the schools.

The Committee also provides for the education of adult members of the Parish through Greek language and history courses for those desiring such courses.

The Committee formulates rules and regulations for the Greek school and submits them to the Parish Council for approval.

Section 13. ARTS & LETTERS:

This Committee shall organize lectures, concerts, theatrical performances and exhibits for the cultural development of the members of the community.

Section 14. YOUTH COMMITTEE:

(a) The Youth Committee, under the leadership of the Proistamenos, shall study, plan and recommend to the Parish Council annually, a program for youth activities in the Parish.

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(b) Upon approval of the youth program by the Parish Council, this Committee shall enact the program and shall direct and supervise the activities included in the program.

Section 15. FINE ARTS COMMITTEE:

The Fine Arts Committee shall consist of five (5) members; one (1) of the members being a member of the Parish Council. The Committee shall be appointed by the Proistamenos and the Parish Council and reappointed every year. Members of this Committee can serve more than one term.

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The purpose of the Committee shall be to oversee and make recommendations to the Proistamenos and the Parish Council for any decorative changes in the interior and exterior of the Cathedral; maintaining the holy and architectural traditions of the Cathedral.

All decorative changes must be approved by the Fine Arts Committee before being acted upon by the Parish Council.

ARTICLE IX - AUDITORIUM & MEETING ROOMS:

Section 1. UTILIZATION OF FACILITIES:

All requests for use of any rooms shall be made through the Cathedral Office. This information will then be conveyed to the Leasing and Rental Committee Chairman. The Chairman will approve the proposed rental and must receive a deposit and a signed rental contract from the group which will entitle them to the exclusive use of a room.

(a) Damages: The individual or group using any of the facilities is responsible for all damages that occur during the rental period.

Section 2. OFFICIAL NAMES:

The large main room on the first floor shall be known as Cambanes Hall.

Section 4. RENTAL RATES:

(a) The halls may be rented at current rates as established by the Parish Council and made available in the Cathedral Office.

(b) For repeated usage, special rates will be established by the Parish Council and shall conform to local general practices.

(c) Any affiliated organization of the community using either the Cambanes Hall or the Lower Hall for a fund-raising affair, and where the net proceeds thereof are donated to the Cathedral, shall so use these rooms at no charge.

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¶
(a) An honorary body herewith is established consisting of all the Past Presidents of the Church Council whose primary purpose will be to assist and advise the Church Council and the Parish.¶

¶
A meeting of five (5) members of this Board will constitute a quorum. The immediate Past President will be the Chairman of the Board. The current President of the Parish Council may call the Past Presidents' Advisory Board into session for consultation and/or approval purposes. Five Past Presidents can, by signing a petition, and presenting it to the immediate Past President, current President and the Priest, call for a meeting of the Advisory Board.¶

¶
(b) The primary purpose of this Board is to assist where possible, and to serve as consultants and advisors to the Council and the Priest. However, because of their experience in Parish affairs, the Board shall be alert to Parish difficulties, such as repeated violations to the Uniform Parish Regulations and Church By-Laws, unexplainable financial difficulties and continual inactivity of the Church Council. The Board shall meet and consider action that should be taken. This action would require contacting the Priest and the Council President asking for an audience before a special meeting of the Church Council so that they can then present their findings. If the Church Council does not satisfy the Board, or if no meeting is conducted in a period of 30 days, the Board will seek approval as outlined in Article VII - Parish Assembly, Section 2 (Uniform Parish Regulations - 1990), to call an emergency General Assembly meeting.¶

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¶
Only after securing prior approval, may any room be decorated. Decorating plans must be submitted to the House Committee Chairman for approval. However, under no circumstances are decorations to be attached or hung on the structure and fixtures thereof.¶

Deleted: Members in good standing and affiliated organizations of the community will be allowed to rent the halls at current rates as established by the Parish Council.

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St. Nicholas Greek Orthodox Cathedral of Bethlehem, Allentown & Vicinity - By-Laws

As of INSERT NEW

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(d) Affiliated organizations of the Parish shall have the use of any Parish facility and room at no charge; however, will pay a current fee to cover the expenses of utilities and janitorial service as established by the Parish Council.

ARTICLE X - AFFILIATIONS

Section 1. LIAISON:

The Proistamemos shall act as liaison between Parish Council, Youth Groups and Philoptochos and other directly affiliated organizations of the Cathedral including the religious and Greek educational programs.

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Section 2. CATHEDRAL AFFILIATED ORGANIZATIONS:

- (a) Philoptochos
- (b) Chanters and Choir
- (c) PTA & Greek School Advisory Committee
- (d) Senior Citizens
- (e) Greek Orthodox Young Adult League (YAL) - Ages 21+
- (f) Greek Orthodox Youth Association (GOYA) - 7th - 12th Grade
- (g) Junior Orthodox Youth (JOY) - 1st - 6th Grade
- (h) The Orthodox Toddlers (TOTS) - Ages 0-4
- (i) Hellenic Orthodox Primary Education (HOPE) - Ages 5-7
- (j) St. Nicholas Academy
- (k) Greek School
- (l) Sunday School

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The above list may be amended from time to time by the Parish Council and without the need to pursue formal amendment of the By-Laws. The Proistamemos shall be liaison between the Parish Council and the Cathedral affiliated organization.

Section 3. COMMUNITY-AFFILIATED ORGANIZATIONS:

The Vice President of the Parish Council shall be liaison between the Parish Council and community-affiliated organizations.

Section 4. CALENDAR OF EVENTS:

(a) For the purpose of forming the Calendar of Events for the year beginning February 15th, the President shall call a meeting of the Parish Affiliated and Associated Organizations no later than January 31st of each year. The confirmed dates of all concerned shall be posted on a master schedule and shall be maintained up to date on a weekly basis.

(b) All organizations are requested to submit their current officers' names, addresses and telephone numbers to the Cathedral Office no later than January 15th.

(c) A follow-up Committee consisting of Parish Council Members, along with the Proistamemos, will then contact the various organizations who failed to submit to the Church Office with the requested names, addresses and telephone numbers of their current officers.

ARTICLE XI - MISCELLANEOUS

Section 1. GRIEVANCES:

Any member having a grievance shall submit same in writing to the Proistamemos and the Parish Council Secretary and/or Parish Council President. Action shall be taken thereon by the Parish Council no later than thirty (30) days. A written report regarding the grievance shall be submitted to the aggrieved.

Section 2. ATTENDING PARISH COUNCIL MEETINGS:

Any member in good standing has the right to attend regular Parish Council meetings with no voting privileges. They may speak only if the meeting is opened for discussion as designated by the President.

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Section 3. KEYS:

Keys shall be dispensed only to authorized individuals as approved by the Parish Council and the Proistamenos.

Section 5: NON-RELIGIOUS EVENTS:

(a) The Parish Council will make available Cathedral facilities to recognized community organizations.

(b) Events deemed appropriate by the Parish Council and Proistamenos for use of Cathedral facilities will be meetings, lectures, dinners, banquets, festivals, dances, educational classes, athletics, exhibits bake sales, seminars, etc.

(c) Scheduling and reserving Cathedral facilities for events will be handled via the Cathedral Office by the Leasing & Rental Committee.

Section 7. COMMUNICATIONS:

(a) A Sunday weekly bulletin shall be prepared and distributed by the Cathedral Office.

(b) A newsletter shall be prepared and distributed to Parishioners by the Cathedral Office.

(c) Bulletin boards shall be made available and accessible subject to approval by the Cathedral Office.

(d) a telephone directory to be published and distributed listing addresses and phone numbers of current Parishioners.

(e) Special mailings to Parishioners informing them of decisions, events and projects

(f) Announcements after church services to be made by the Proistamenos.

Section 8. PUBLIC RELATIONS:

(a) Special events (i.e., festivals, dances, lectures, bake sales) publicity to be handled by the appropriate Committee or organization.

(b) Encourage participation and interaction with local interdenominational affairs and projects.

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- Deleted: Section 4. ST. NICHOLAS SOCIAL EVENT:¶
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- ¶ It shall be the Council's responsibility to arrange for a social event on or about December 6th (St. Nicholas Day) of each year.¶
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- Deleted: Section 6. SENIOR CITIZENS GROUP:¶
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- ¶ <#>Shall organize and elect officers. ¶
- ¶
- ¶ <#>They will control and maintain their own financial records. ¶
- ¶
- ¶ The Priest and Council representative will be present in an advisory capacity.
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St. Nicholas Greek Orthodox Cathedral of Bethlehem, Allentown & Vicinity - By-Laws As of INSERT NEW

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ARTICLE XII - EMPLOYEES & BENEFITS

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Section 1. ALL SALARIED FULL-TIME EMPLOYEES:

The employee shall be entitled to one week vacation after one year of service; two weeks of vacation after the second year of service; three weeks vacation after ten (10) years of service. Vacation date shall be mutually agreed upon between the Parish Council and the Proistamenos and the employees. The Parish Council and the Proistamenos shall make available a temporary replacement during the vacation period.

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Section 2. EMPLOYEES PAID HOLIDAYS:

The employees shall be entitled to five (5), holidays per year. Holidays are to be defined by the Proistamenos and the Parish Council so that they do not conflict with the Ecclesiastical and Parish calendar.

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Section 3. EMPLOYEES JOB DESCRIPTION:

Employees must adhere to job description provided them by the Proistamenos and the Parish Council.

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ARTICLE XIII - AMENDMENTS

Amendments to these By-Laws may be made at a General Assembly meeting by a two-thirds vote of the eligible members in good standing, who are present and voting; further provided that such amendments have been proposed, in writing, by at least ten voting members in good standing at a meeting of the Assembly held at least 90 days earlier, with written notice to all members in good standing at least 30 days prior to the General Assembly; or provided that they have been approved by the Parish Council and by it submitted, by mail, to all the members in good standing at least 30 days prior to the meeting at which final action is to be taken.

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Following the adoption of an amendment, the Parish Council Secretary shall forward a copy to the Metropolis and it shall go into effect only upon receipt of official notices that such amendment has been approved by the Metropolitan.

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ARTICLE XIV - TRUST

(a) A Trust, also referred to as the St. Nicholas Building Trust, has been established by the Parish and it is administered through Trustees elected by the Parish Assembly. The endowment is qualified as a religious and charitable organization under Section 501 (c) (3) of the Internal Revenue Code and is investing the principal and unexpended income into instruments or investments calculated to give a reasonable and safe return on the funds invested.

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(b) A Trust, also referred to as the Spyro J. Gellos, Esq. and Dr. George J. Gellos Memorial Trust, has been established by the Parish, in accordance with a conditional gift made by the Donors, and is administered by Trustees according to the Trust Agreement. The endowment is qualified as a religious and charitable organization under Section 501 (c) (3) of the Internal Revenue Code and is investing the principal and unexpended income into instruments or investments calculated to give a reasonable and safe return on the funds invested.

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VOTING FOR TRUSTEES

The Assembly, after approving the Trust Agreement (July 3, 1991), elected five (5) Trustees from the membership of the Settlor. For the first slate of Trustees, the Assembly designated one (1) Trustee to serve for five (5) years, another Trustee to serve for four (4) years, another Trustee to serve for three (3) years, another Trustee to serve for two (2) years and another Trustee to serve for one (1) year on the basis of the final vote count of each elected Trustee.

Thereafter, the Assembly shall elect one (1) Trustee every year to serve for five (5) years. This election shall be made by the Assembly at the first General Assembly Meeting of each new calendar year. No person may serve consecutive terms as a Trustee but will be eligible for reelection as a Trustee after three (3) year interval.

Revised: 7/28/92; 2/7/96; 11/18/01; 02/16/03; 02/15/04

ST. NICHOLAS GREEK ORTHODOX ~~Cathedral~~
OF BETHLEHEM, ALLENTOWN & VICINITY
OPERATIONAL PROCEDURES

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ACCOUNTING PROCEDURES:

A. Financial Reporting:

1. A detailed revenue and expense report shall be presented at least annually.
2. A detailed balance sheet (assets and liabilities) shall also be presented.
3. ~~The Parish Council shall conduct an inventory of all Cathedral assets every five (5) years, preferably to be completed by an appraiser or other appropriate professional.~~

B. Cash Receipts:

1. Candles and offering receipts shall be counted by at least two (2) ~~Parish Council~~ Members and given to Treasurer for verification and safekeeping. Members of ~~Parish Council~~ who count money shall enter amount in daily diary and sign their names. ▾

- a) If there is only one (1) ~~Parish Council~~ member or none present, two (2) people consisting of the ~~Proistamenos~~ and/or ~~Cathedral~~ Secretary, along with any other Parishioner should count the receipts and follow the above procedure.
- b) Treasurer shall make all deposits.
- c) Treasurer and ~~Proistamenos~~ shall be the only persons with key or combination to safe or lockbox.

2. All cash receipts shall be deposited in the bank at least weekly by the Treasurer.

a) Entry should be made in cash receipts journal recording type of income. This procedure should be done by ~~the Cathedral~~ Secretary.

3. Stewardship Payments:

a) Receipts of Stewardship Payments: The ~~Cathedral~~ Secretary, any ~~Parish Council~~ Member or the ~~Proistamenos~~ may collect pledges and prepare a receipt in duplicate. ▾ ~~Cathedral~~ Secretary shall make entries in journal by date, ▾ name and amount. ▾

4. All Donations, Greek School Tuition, ~~hall rentals~~ - Same Procedure as 3.

5. Any other income shall be deposited and recorded in the cash receipts journal. ▾

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- Deleted:** <#>Investment and Interest Income. All such income received in the form of a check shall be deposited in the Cash Money Market Account and recorded in the cash receipts journal. All proceeds from investments that mature shall be recorded in the cash receipts journal and the funds deposited in the Cash Money Market account. No investment shall be purchased with the proceeds check from the investment. Church Council however may approve a renewal of a Certificate Deposit. ¶

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C. Cash Disbursement:

1. **Bank Reconciliation:**

- a) Shall be done monthly.
- b) Checks shall be kept intact with corresponding bank statements.
- c) The reconciliation shall describe, by date and deposit slip total, all deposits in transit.
- d) The reconciliation shall include a complete listing of outstanding checks, showing check number, date written, payee, and amount.
- e) Other reconciling items shall be clearly described on the reconciliation.
- f) Monthly reconciliation - copy shall be kept for the Financial Review Committee.

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2. **Purchase Order:**

~~Parish Council~~ will approve all purchases with purchase orders for all expenditures over \$250.00.

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- 1. Payment of bills shall be itemized as part of monthly meeting minutes.

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II. FINANCIAL REVIEW PROCEDURES :

The "audit" will be a "Financial Review Based Upon Agreed Upon Procedures" as outlined in this section of the By-Laws. Each year, the newly elected Financial Review Committee will convene immediately after their election so that they may designate the two months from the January through November range that are to be reviewed by the accountant. The Financial Review Committee may review any accounts that are using the St. Nicholas EIN. They will review the year end December financial statements and the accountant's financial review report.

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A. Cash Receipts:

1. **Test of Transactions:**

- a) The Financial Review Committee will pick two months between January and November for submission to the public accountant for the financial review.
- b) Trace entries from receipt book to entries in cash receipts journal.
- c) Trace entries from daily diary book to cash receipts journal.
- d) Candles
- e) Trays

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2. **Journal:**

- a) Foot and cross-foot cash receipts journal for test months.
- b) Trace entries in cash receipts to deposits in any account.
- c) Trace withdrawals from any account to deposits in any account.
- d) Compare monthly totals with summary total.

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B. Cash Disbursements:

1. Test of Transactions:

- a) The same two months picked by the Financial Review Committee to perform the Cash Receipts review will be used for the accountant's Cash Disbursements Review.
- b) Compare cancelled checks with entries in check register.
 - 1) Observe authorized signature, compare payee to entry, amount, endorsement.
- c) Compare paid invoices to entry in check register.
 - 1) Compare approved minutes with paid invoices.

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2. Journal (Check Register):

- a) Foot and cross-foot columns of test months.
- b) Compare monthly totals with summary totals.

C. Cash: For all accounts in existence during the current operating year, the Financial Review Committee shall check the cash proof for year as follows - obtain bank reconciliations for December and verify outstanding checks with subsequent bank statements - verify other reconciling items, i.e., bank deposits with January bank statement and/or receipted deposit slip.

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D. Certificates of Deposit:

1. Schedule all certificates from beginning of year.

- a) Confirm all balances with year end statements from institutions.
- b) Observe and make photocopies of actual certificates.

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<#>General Fund: ¶
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E. Trust Funds:

1. Schedule all certificates from beginning of year.

- a) Confirm all balances with year end statements from institutions.

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<#>The financial review committee will check the cash proof for year as follows. ¶
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<#>Obtain bank reconciliations for December and verify outstanding checks with subsequent bank statements - verify other reconciling items, i.e., bank deposits with January bank statement and/or receipted deposit slip. ¶
¶
<#>Special Activities Fund: ¶
¶
<#>The financial review committee will check the cash proof for year as follows. ¶
¶
<#>Obtain bank reconciliations for December and verify outstanding checks with subsequent bank statements - verify other reconciling items, i.e., bank deposits with January bank statement and/or receipted deposit slip. ¶

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b) Observe and make photocopies of actual certificates.

F. Treasurer's Report

1. Income and Expense:

- a) Compare all amounts in summary totals with actual report.
- b) Foot all totals on report

2. Cash and Investments:

- a) Compare prepared schedules with report.

G. Parish Council Minutes:

1. Review minutes of meetings of the Parish Council.

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a) Approvals of fund-raising activities, indications of the purpose of restrictions related to funds raised from the activities, and indications of program or management and general functions conducted in conjunction with a fund-raising appeal.

b) Indications of new employees and their functions and personnel terminations.

c) Purchases, or commitments for future purchases of:

- 1) Property and equipment
- 2) Investment securities
- 3) Contract, consulting and professional services

d) Bank accounts opened or closed, and restrictions on bank accounts.

III. BANK ACCOUNTS & SAVINGS (NON-RESTRICTED) REQUIREMENTS:

This item is covered under Item I-B titled Cash Receipts.

IV. ELECTION PROCEDURES:

1. Send letter to the community announcing the date of elections, for candidates that are running for Parish Council, guidelines for absentee ballots including date of deadline for absentee ballot. Attached is an example of letter.

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2. Notify Parishioners that financial obligation for the current year must be paid in order to vote. They may be paid up to time of voting. Treasurer should be present at elections with books for checking this obligation. (Send notification August -September).

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3. List of paid members should be up-to-date to avoid confusion and discrepancies on day of election.

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4. In recording "new members" in financial book, date of payment should be penciled in book so that the Election Committee will know if they were members for the three months prior to election date requirement.

5. A list of "new members" (people who became members less than three months ago and are therefore not eligible to vote) should be provided to the Election Committee; one list for each table. The date of their membership should be noted.

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6. On the list of paid members used by the Election Committee at sign-up time, all members who had voted prior to the election by absentee ballot, should have an "A" marked after their names to eliminate the possibility of voting twice.

7. The time-of election shall begin after the completion of one Divine Liturgy and shall end at 4:00 p.m. At the completion of elections at 4:00 p.m. when the ballot box is opened, all absentee ballots should be separated from the other ballots. These ballots should be checked against the list of absentee ballots to be certain that everything is in order and that all the absentee ballots are in the ballot box. Committee members should remove only the outside envelope with the voter's name and put the blank envelope with the other ballots in order to insure secrecy of vote. The blank envelopes will be opened after the ballots are counted.

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8. In setting up the voting tables, divide the membership list from A to K at one table and from L to Z at the other table.

9. The Election Committee, by majority vote, and with the consent of the Proistamenos, may postpone an election due to inclement weather. The election shall occur on the following Sunday. The Election Committee shall provide notice of the same.

V. ABSENTEE BALLOTS:

1. Absentee ballots are made available to people who are sick and unable to go to vote and for people who know they will be out of town or working and cannot personally go to vote on election day. They can make arrangements to cast their vote by calling the Cathedral Office.

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2. Members who are sick and/or physically unable to go to vote on Election Day should call the Cathedral Office and request an absentee ballot. The Election Committee shall have official ballots available no later than ten (10) days prior to the election.

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3. A member of the Election Committee will mail the ballot to the person who will, in turn, mail the completed ballot back to the Cathedral Office. Ballots received after elections will be disqualified even though postmarked prior to the date of elections.

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4. Others who are unable to go to vote on Election Day (because of work, out-of-town commitments, etc.) must call the Cathedral Office first and make arrangements to come to cast his/her ballot between the Monday to Friday of the week preceding the election. These votes will be sealed (See Section 5) and placed in the locked ballot box.

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5. No other third party is qualified to collect absentee ballots. Collecting a voter's stewardship obligation does not automatically give a third party the authority to deliver or return an absentee ballot. Only the Proistamenos with a member of the Election Committee will have the authority to delivery and return absentee ballots.

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6. The absentee vote will consist of two (2) plain white envelopes:

Envelope #1 will have the absentee voter's name on the outside.

Envelope #2 will be numbered and have the address of the Cathedral, c/o the Election Committee. It will also contain the Cathedral seal.

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7. The voter will fill out his/her ballot, which is also numbered and contains the Cathedral seal, and mail it to the Cathedral, c/o the Election Committee.

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8. All absentee ballots must be returned by the Friday, preceeding the election. No absentee ballots will be collected after the said Friday at 4:00 PM.

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9. The Cathedral Office will keep a list of all absentee ballots requested. This list will be given to the Election Committee prior to commencement of voting. The Election Committee Chairman will keep a list of absentee ballots and will compare the list of the envelopes in the ballot box (when opened at the conclusion of voting at 3 p.m.)

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When the ballot box is opened, the Election Committee will remove the absentee ballots which are still in envelopes with names on the outside (Env. #1). They will remove outside envelope (voter's name) (Env. #1), and put blank envelopes (Env. #2) in ballot box with other ballots. In that way, as they are opened, there will be no indication of identity of voter.

10. The Election Committee, in checking each voter's financial obligation, can also check the list of absentee voters in order to eliminate the possibility of someone voting more than once.

12/16/91

Revised: 1/29/92; 11/18/2001; 11/17/2002; 2/16/2003, 2/15/2004, 2/19/2006

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EXAMPLE OF ELECTION ANNOUNCEMENT

LETTER Dear Parishioners,

On Sunday, December 8th, our community is holding the Elections for the Parish Council.

This year five (5) members will be elected. The voting will start after the Divine Liturgy from 9:00 a.m. to 3:00 p.m. The candidates are as follows:

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For those asking for absentee ballots, please read carefully the information enclosed. Members are eligible to vote if they have paid their stewardship obligation for YEAR. They may also pay at the time of voting.

New members that have joined the Community before September 8th, will be eligible to vote this year. Those who have joined after September 8th, are ineligible to vote according to our By-Laws.