

BY-LAWS

ORTHODOX CHURCH
OF THE MOTHER OF GOD
Joy of All the Sorrowful
MAYS LANDING, NEW JERSEY



*Thou art the joy of all who sorrow
and the protectoress of the oppressed,
feeder of the hungry, consolation of travelers,
haven for the tempest-tossed, visitation of the sick,
protection and aid of the infirm, staff of old age,
O all-pure Mother of the Most High God.
Hasten, we pray, to save thy servants.*

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(Approved and adopted at the Annual Parish Meeting February 11, 2007)

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PREAMBLE.

Name.

The name of the parish is The Orthodox Church of the Mother of God “*Joy of All the Sorrowful*” Mays Landing, New Jersey, hereinafter referred to as the "parish".

Parish Corporation.

The parish was incorporated in 1966 pursuant to the Religious Corporations Laws of the State of New Jersey.

The parish is, in essence, a spiritual body recognized by the canons, traditions, disciplines and regulations of the Orthodox Church in America. Its adoption of a civil corporate existence is done to allow it recognition in the secular world. If a discrepancy exists between the civil Certificate of Incorporation or these bylaws and ecclesiastical canons, traditions, disciplines, regulations of the then current Statute of the Orthodox Church in America, such discrepancy shall be eliminated. Until the Certificate of Incorporation or these bylaws actually may be amended, the parish shall be bound to the canons, traditions, discipline, regulations of the Statute of the Orthodox Church in America with the same force and effect as if the same were fully recited therein. All other provisions of the Certificate of Incorporation or bylaws not in conflict shall remain in effect as written.

Jurisdiction.

- (a) The parish is a local community of the Diocese of Washington and New York, of the Orthodox Church in America as adopted by the Statute of the Orthodox Church in America, 1991 Revised Edition, or any subsequent Edition approved by the Holy Synod of the Orthodox Church in America.
- (b) As a local community of the Diocese of Washington and New York of the Orthodox Church in America, the parish has, as its head, a priest (the Rector), duly appointed by the Diocesan Authority, who, together with the Parish Council (as defined below), administers the life of the parish. (see section 1.03 a)
- (c) These by-laws shall be in conformity with the Statute of the Orthodox Church in America, 1991 Revised Edition, or any subsequent edition approved by the Holy Synod of The Orthodox Church in America and supersede all previous by-laws and regulations established by the organizers of the parish and the assemblies of the corporation from the date of organizing of the above named parish to the date of this publication.

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Purpose.

As the local community of the Church, this parish exists for the purpose of worshiping God according to the Holy Scriptures and Tradition of the Holy Orthodox Church, to encourage union with God among the members of the parish, to seek out the lost, the searching, and the un-churched and to strive to bring them into union with the Church, to provide religious education and charitable aid for its members and potential members, and to defend, promote, and witness to the Orthodox Christian Faith in America. This objective is the primary purpose and any ethnic traditions or customs can only be secondary and should not impede our primary purpose.

This parish shall be regulated by the following bylaws which are intended to express the spirit of the Holy Orthodox Tradition, as interpreted by the Orthodox Church in America, on a practical level in the life of this parish as a whole, so that this parish might fulfill its divinely appointed mission in a peaceful and orderly way.

ARTICLE 1. THE RECTOR.

SECTION 1.01 Assignment.

- (a) At the head of the parish is the Rector. He is appointed by the Diocesan Hierarchy and cannot be removed or leave the parish without the permission of the Diocesan Authority
- (b) The other members of the clergy, and the Choir Director and Church School teachers are the Rector's assistants in all his work. He teaches and edifies the parishioners entrusted to his spiritual care, "with no partiality," (James 2:1) and sees that all activities within the parish serve the religious goals of the Eastern Orthodox Church.
- (c) The Rector must be compensated by the parish, the amount of his compensation being clearly agreed upon at the time of his appointment or as adjusted at an annual or special parish meeting, or by a resolution of the Parish Council. All special services performed by the Priest for individual members of the Parish are considered as being between the Priest and the parties directly concerned.

SECTION 1.02 Vacancy.

- (a) Upon the retirement, death, or transfer of the Rector, the vacancy in the office of Rector shall be filled on a temporary basis by the diocesan bishop until the office is filled on a permanent basis.
- (b) During a vacancy in the office of Rector, the parish council, or a committee appointed by the parish council, should work closely with the Diocese to help fill the vacancy.

SECTION 1.03 Responsibility.

- (a) The Rector shall serve the liturgical and sacramental needs of the parish according to the Typikon¹ of the Orthodox Church in America. In conformity with his teaching office, the Rector shall instruct the members of the parish in the canons of the faith of the Eastern Orthodox Church. He shall direct the religious educational programs of the parish and have final authority over the Church school.
- (b) The Rector serves as intermediary between the Parish and Diocesan Authority. The Rector shall keep in contact with the diocese and shall represent the parish in diocesan functions.
- (c) The Rector shall keep the records of baptism, chrismations, death and marriages and issue certificates for such events. He should register marriages with civil authorities as may be required by law.

¹ The **Typikon** is the book of directives and rubrics that establishes in the Orthodox Christian Church the order of divine services for each day of the year.

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- (d) No activities in the parish can be initiated without his knowledge, approval and blessing, neither should he do anything pertaining to the parish without the knowledge of his parishioners and parish council, so that always and every way there may be unity, mutual trust, cooperation, and love.
- (e) The seal of the parish shall be kept in the custody of the Rector or of the parish officer to whom he appoints this responsibility. The seal of the parish should not be applied to any document without the Rector's knowledge.
- (f) The Rector shall visit the sick members of the parish, render spiritual aid and comfort to the members of the parish, and bless the homes and graves of the members of the parish.
- (g) The Rector shall be a member, ex-officio, of all committees and organizations.
- (h) The Rector shall have a vote at all meetings of the members of the parish and at all meetings of the Parish Council, and is able to nominate members to the Parish Council.
- (i) The Rector shall plan with the Parish Council for the order of the parish properties.
- (j) The Rector shall give report at the annual meeting, on the state of the parish.

ARTICLE 2. PARISHIONERS.

SECTION 2.01 Parishioners.

- (a) All faithful communicants of the Eastern Orthodox Church are invited to become parishioners.
- (b) All persons of the Eastern Orthodox Church inscribed in the parish records are considered parishioners. To become inscribed in the parish records, a person must have been baptized and/or chrismated in the faith of the Eastern Orthodox Church or by other authorized means.
- (c) Persons must express to the Rector, their intention to become a parishioner.
- (d) Parishioners who are at least eighteen years old and belong to the parish at least six months, are regarded as “**Full Parishioners**” with the privilege of voice at the annual or special parish meetings, or any open parish council meeting but have no voting privilege unless meeting the requirements in section 2.03.
- (e) The complete parishioner records and files are kept in the parish files. The files contain information as to payment of the established assessments for each member along with complete mailing addresses and phone numbers. The parishioner records must be kept up to date by the Secretary of the Parish Council.

SECTION 2.02. Opportunities and Duties of Parishioners.

The religious, moral, and social opportunities and duties of the parishioners include, among other things, the following:

- (a) complying in their life and activities with the faith of the Eastern Orthodox Church;
- (b) attending the Divine Liturgy and other services on Sundays and holy days;
- (c) keeping the rules and fasts of the Eastern Orthodox Church;
- (d) making private confession and receiving holy communion;
- (e) bringing up and teaching their children according to the faith of the Eastern Orthodox Church and in the spirit of the Eastern Orthodox Church;
- (f) respecting the clergy, the Diocesan Authority and all the other hierarchy and governing bodies of the Eastern Orthodox Church;
- (g) obeying the Diocesan Authority and parish priest in matters of faith and ecclesiastical order;
- (h) supporting the parish financially by remitting to the parish the established parish minimum financial obligation (dues), and any additional parish assessments as the Parish Council deems necessary, voted on, and passed at either the annual or a special parish meeting;
- (i) reimbursing the parish, by December 31st of each year, all Central and Diocesan Assessments as may be levied by the All-American Council and the Annual Diocesan Assembly;
- (j) contributing to the work of the parish and directing personal activities towards the welfare and spirituality of the parish; and

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(k) perpetuating the growth of the Eastern Orthodox Church.

SECTION 2.03. Voting Members.

- (a) The term "voting members" as used in these by-laws refers to parishioners of the parish who are
- (i) at least eighteen years old, and belong to the parish at least one year,
 - (ii) fulfill the privilege of confession and holy communion at least annually,
 - (iii) paid the minimum financial obligation (dues) of the previous year, if the parishioner was counted as a parishioner the previous year,
 - (iv) and reimbursed the parish for annual Central and Diocesan Assessments of the previous year if the parishioner was counted as a parishioner the previous year.
 - (v) A person who is financially unable to reimburse the parish for their assessments, may be considered to be a voting member if that person performs duties necessary for the general upkeep of the parish as determined by the rector.
- (b) The rights of voting members are as follows:
- (i) to attend regular and special meetings of the parish, to take part in discussions at such meetings and to vote at such meetings;
 - (ii) to be elected as members of the Parish Council and as such to take part in the administration of the parish and the direction of its life and activity.
- (c) By special decision of the Rector, concurred in by the Parish Council, a voting member, after having been given the opportunity to be heard, may be temporarily or permanently deprived of his or her rights to participate in the discussion or to vote at parish meetings or to be elected to the Parish Council or as a parish officer for any of the following reasons:
- (i) he or she openly betrays the teaching of the Eastern Orthodox Church, or leads a life or commits acts condemned by the holy canons as incompatible with Eastern Orthodox Christianity;
 - (ii) he or she rudely disturbs the peace and order of the parish edifice or parish meetings;
 - (iv) he or she, by words or deeds, brings disgrace to the Eastern Orthodox Church or the parish;
 - (v) he or she refuses to fulfill his or her minimum financial obligation to the parish;
 - (vi) he or she secretly or openly injures the life of the parish; or
 - (vii) he or she defames the good name or undermines the authority of the Rector, the Diocesan Authority or the superior governing bodies of the Eastern Orthodox Church or the members of the Parish Council.
- (d) A disciplined member may be restored to his or her rights if he or she repents and shows improvement in his or her behavior and after the expiration of a certain period of time, as determined by the Rector and concurred in by the Parish Council.

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SECTION 2.04. Meetings of the Parishioners.

- (a) There shall be annual meetings of the parishioners for the election of the Parish Council and its officers, and for the transaction of other business that may properly come before the meeting. The annual meeting shall be held on a Sunday in February of every year, following the celebration of the Divine Liturgy, in the basement of the church or at such place as may be agreed upon by the Rector and Parish Council. The meeting may be delayed only for the purpose of finalizing the Treasurer's or Auditor's Reports, or bad weather.
- (b) Special meetings of the parishioners for any purposes may be called by
 - (i) the Rector or
 - (ii) resolution of the Parish Council, or
 - (iii) by not less than 30% of the voting members of the parish.
- (c) Special meetings can be held at such place, date, and time as shall be designated in the notice. When 30% of the voting members of this parish shall call a meeting, they shall file a written request, statement of purpose, detailed agenda, and constructive proposals, signed by those calling the meeting, with the Rector and the Secretary of the parish council at least one month prior to the date of said meeting.
- (d) Except as otherwise provided in the by-laws, notice of each annual or special meeting of the parishioners, stating the place, date and time of such meeting and, in the case of a special meeting, the purpose or purposes for which such special meeting is to be held, shall be given personally or by first-class mail to each full member of the parish, not less than 7, nor more than 60 days before the date of such meeting. If mailed, such notice shall be deemed to be given when deposited in the United States mail, postage paid, directed to the member of the parish at such member's address as it appears on the records of the Church. A single notice may be sent to parish members sharing the same mailing address.
- (e) The place, date and time of any annual or special meeting of the parishioners shall also be announced for three consecutive Sundays prior to such meeting in the Church bulletin, except in emergencies situations determined by the parish council.
- (f) Notice of any annual or special meeting of the parishioners need not be given to any member who files a written waiver or notice with the Secretary, signed by the person entitled to notice.
- (g) Whenever a meeting of the parishioners, annual or special, is adjourned to another date, time or place, notice need not be given of the adjourned meeting if the date, time and place thereof are announced at the meeting at which the adjournment is taken. If the adjournment is for more than 30 days, a notice of the adjourned meeting shall be given to each voting member of the parish. At the adjourned meeting, any business may be transacted which might have been transacted at the original meeting.

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- (h) Except as otherwise provided by the by-laws or the Certificate of Incorporation, a quorum for the transaction of business at all meetings of the parishioners, whether annual or special, shall be 40% of the total number of voting members of the parish. If, however, such quorum shall not be present at any meeting of the parishioners, the voting members may adjourn the meeting from time to time until a quorum shall be present.
- (i) In the spirit of Orthodoxy and in the interest of unity, matters transacted at all parish meetings shall be passed by consensus. When the chair of a meeting determines that a consensus cannot be reached, matters shall be passed by vote. Each voting member of the parish shall be entitled to one vote. Except as otherwise provided by the by-laws or the Certificate of Incorporation, when a quorum is present at any meeting of the parishioners, the vote of the majority of the voting members present shall decide any question brought before such meeting that can not be accepted by consensus.

SECTION 2.05. Presiding Chairman of a Meeting of the Parishioners.

- (a) The Rector can preside over and chair the meetings of the parishioners. The Rector may, however, turn this duty over to the President or, in the absence of the President, to the Vice President.
- (b) The chair of the meeting offers the business for deliberation at meetings and directs debates. He or she determines consensus of matters and directs voting when consensus can not be reached.
- (c) He or she shall preserve the order of the meeting and shall have the right, after warning and with the concurrence of the Rector, to expel anyone disorderly.
- (d) Before the start of the meeting, the chair of the meeting, must appoint a “secretary of the meeting”. This person should be either the Secretary of the Parish Council, or in his or her absence, an Assistant Secretary of the Parish Council.
- (e) All meetings will be held according to *Robert's Rules of Order*.

SECTION 2.06. Agenda for Parish Meetings.

SECTION 2.06.1 Annual Meetings

The Agenda of the annual meeting of the parishioners shall include, but are not limited to:

- (a) Opening prayer
- (b) Determination of a quorum
- (c) Reading the minutes of the previous annual parish meeting, and any special parish meetings after the last annual parish meeting.
- (c) Hearing the annual reports of the Rector, the President, the Treasurer, the Auditors, and the other committees of the parish.
- (d) Old or unfinished business.
- (e) Electing members and officers to the Parish Council.
- (f) Electing the Auditors for this years audit.

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- (g) Electing representatives to the Diocesan Assembly and to the All-American Council
- (h) New business
- (i) Adjournment
- (j) Closing prayer

SECTION 2.06.2 Special Meetings

The Agenda of a special meeting the parishioners:

- (a) Opening prayer
- (b) Determination of a quorum
- (c) Reading the minutes of the previous parish meeting.
- (d) Statement of purpose of the meeting
- (e) Resolutions
- (f) Adjournment
- (g) Closing prayer

SECTION 2.07 Taking of the Minutes.

The Secretary of the Meeting will record :

- (a) the name of the meeting (Annual or Special), and when and where the meeting was held,
- (b) attendance,
- (c) who opened the meeting (the Chair), and at what time,
- (d) any changes or errors to the Minutes of the Previous Meeting should be noted,
- (e) reports, what was decided, results of elections,
- (g) and what actions will be taken as a result of the meeting,
- (h) who closed the meeting, at what time, and the time, date, and details of the next meeting, if one has been planned.
- (i) The name of the person who took the minutes should appear at the bottom.

SECTION 2.08 Approval of the Minutes.

- (a) In case of disagreement with one or several decisions of a parish meeting, a statement of dissent may be submitted in writing by the Rector, the Parish Council, or a group of not less than 1/10th the voting members present at a parish meeting. Such statements are to be attached to the minutes.
- (b) Two copies of the minutes of a parish meeting, annual or special, shall be signed by the Rector and the Secretary of the meeting and should include submitted reports, if any.
- (c) The Minutes of any Annual or Special Parish Meeting are subject to approval of the Diocesan Hierarchy. Upon receiving such approval, all decisions and resolutions in the minutes become law for the entire parish.
- (e) Decisions and resolutions which are not approved by the Diocesan Hierarchy, including elections, shall be remanded back to the parish for further action.

ARTICLE 3. THE PARISH COUNCIL.

SECTION 3.01. General Powers.

- (a) The business and affairs of the parish shall be managed, under the supervision of the Rector, by the Parish Council and its officers, which may exercise all such powers of the parish and do all such lawful acts and things as are not by civil Law, the Certificate of Incorporation or these by-laws directed or required to be exercised or done by the full membership of the parish.
- (b) The Parish Council shall assist the Rector in the administration of the parish and in executing the decisions of the meetings of the parishioners.
- (c) The Parish Council shall be responsible not only for the material needs of the parish, but also for the parish's unity, connection with the Diocese and the Church, for each parish is called to be a living cell and a member of the Body of Christ, and each carries responsibility for the whole Church.

SECTION 3.02. Number, Election, and Term of Office.

- (a) The number of Parish Council members shall be at least eight or such other number as shall be fixed from time to time by the Parish Council or at the annual meeting of the parishioners. Parish Council members must be voting members of the parish.
- (b) Parish Council members shall be elected at the annual meeting of the parishioners. The President shall be nominated and elected first, then the Secretary, then the Treasurer. The Vice President(s) and Assistant Secretary(ies) and Treasurer(s), if any, are nominated and elected next. Lastly, non-officer Parish Council members are nominated and elected until the number of Parish Council members is reached.
- (c) Each candidate for Parish Council, must be nominated by a voting member of the parish, and the nomination must be seconded by another voting member of the parish. Anyone who nominates or seconds the nomination of a candidate can not nominate or second the nomination of another candidate to the same position.
 - (i) If only one person is nominated for a position, the position is assigned to the nominee.
 - (ii) If more than one person is nominated for a position, a nominee must obtain a vote of the majority of the voting members present.
 - (iii) If no nominee gets a majority vote of the voting members present, and if more than two nominees are running, the nominee with the least number of votes, will be removed from nominated status and votes will be cast again.
 - (iv) If no nominee gets a majority vote of the voting members present, and only two nominees are left running, the Rector will choose, by any method he desires, any of the original nominees for the position.

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- (d) Each Parish Council member shall have a term of 1 year. He or she shall hold office until a successor is installed, or until his earlier death, resignation, or removal in the manner hereinafter provided. All Parish Council members shall, after their election at the parish meeting and approval by the Diocesan Authority, be duly installed by the Rector, making a solemn commitment to uphold their office.

SECTION 3.03 Resignation.

Any Parish Council member may resign at any time by giving written notice to the Parish Council or the Secretary. Such resignation shall take effect at the time specified in such notice or, if the time be not specified, upon receipt thereof by the Parish Council or the Secretary, as the case may be. Unless otherwise specified therein, acceptance of such resignation shall not be necessary to make it effective.

SECTION 3.04. Removal.

Any or all Parish Council members may be removed with cause, at any time, but only by vote, at a parish meeting, of a majority of the voting members of the parish or upon receiving a letter of dismissal from the Diocesan Hierarchy.

SECTION 3.05, Vacancies.

Vacancies occurring on the Parish Council for any reason may be filled by vote of the Parish Council. If the number of Parish Council members then in office is less than a quorum, such other vacancies may be filled by vote of a majority of the Parish Council members then in office. Unless earlier removed pursuant to Section 3.04 hereof, each Parish Council member chosen in accordance with this Section, shall hold office until the next annual election of Parish Council members by the members of the parish and until his or her successor shall be elected, qualified and sworn in.

SECTION 3.06. Termination of Service.

Upon termination of their service, members of the Parish Council are to give to the newly elected Parish Council members, after the latter have been sworn in, all the books, documents and bank books in the presence of the Rector.

SECTION 3.07. Parish Council Meetings.

- (a) As soon as practical after each annual meeting of the parish, the Parish Council shall meet for the purpose of organization and the transaction of other business.
- (b) Regular meetings of the Parish Council shall be held monthly on a day to be mutually agreed upon by the Rector and Parish Council.
- (c) Other meetings of the Parish Council shall be held at such times as the Rector, President or a majority of the Parish Council shall determine.
- (d) The Parish Council may hold its meetings at such place or places as the Rector and Parish Council mutually agreed upon.

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- (e) Notice of Parish Council Meetings should be listed in the Church bulletin, but the failure of a Parish Council member to receive notice of a regular or special meeting of the Parish Council shall not invalidate any action taken at such meeting.
- (f) One-half of the total number of Parish Council members then in office shall be present in person at any meeting of the Parish Council in order to constitute a quorum for the transaction of business at such meeting. The vote of a majority of those Council members present at any such meeting at which a quorum is present shall be necessary for the passage of any resolution or act of the Parish Council, except as otherwise expressly required by civil law, the Certificate of Incorporation or these bylaws. In the absence of a quorum for any such meeting, a majority of the Parish Council members present may adjourn such meeting from time to time until a quorum shall be present.
- (g) At each meeting of the Parish Council, one of the following shall act as Chairperson of the meeting and preside, in the following order of precedence:
 - (i) the Rector;
 - (ii) the President;
 - (iii) the Vice President;
 - (iv) any Parish Council member chosen by the Rector.
- (h) The Secretary shall keep the minutes of all Parish Council meetings. In the case of his or her absence, any person (who shall be an Assistant Secretary, if an Assistant Secretary is present) the chairman of the meeting shall appoint shall act as secretary of the meeting and keep the minutes thereof.
- (h) No meeting of the Parish Council may be convened without the knowledge of the Rector (or Acting Rector).
- (i) All Parish Council meetings shall be open to any parish member who, when recognized by the chairperson, may speak on any issue of the Parish. The only time the meetings will be closed is when Parish Council is considering personnel or contractual matters. Trustees of the parish should attend Parish Council meetings.
- (g) The failure of a Parish Council member to attend four regular monthly meetings of the Parish Council (without being excused from such meeting by the Rector or President) can be grounds for removal of such member by a vote of the majority of the remaining members then in office

SECTION 3.08. Committees.

Groups of people, not necessarily, just Parish Council members, or even voting members, may do tasks in committees.

- (a) The Parish Council may, by resolution passed by a majority of its entire membership, designate one or more Committees of the Parish, each of which shall consist of at least one Parish Council member and any number of other parishioners, with the approval of the Rector, other members of the parish wishing to join such committee.

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- (b) The resolution must state the purpose of the committee, such as but not limited to: Charity, Education, Fellowship, Maintenance, Public Relations, and Missionary Committees.
- (c) The Parish Council may designate one or more of its members as alternate members of any committee, who may replace any absent member at any meeting of such committee.
- (d) Each committee shall keep regular minutes of its proceedings and regularly report the same to the Parish Council.
- (e) The Rector and the President shall be ex-officio members of all committees.
- (f) The Parish Council may, by resolution passed by a majority of its entire membership, dissolve any Parish Committee.

SECTION 3.9. Compensation.

Unless otherwise restricted by the Certificate of Incorporation, the Parish Council may determine the compensation and benefits of the parish Rector, the choir director, and any other person providing services to the parish, which stipends and benefits shall be announced to the parishioners at the annual meeting of the parishioners.

SECTION 3.10 OFFICERS OF THE PARISH COUNCIL

The officers of the Parish Council shall be the Rector, the President, the Secretary, the Treasurer, and may include one or more Vice Presidents and one or more Assistant Secretaries and one or more Assistant Treasurers. Under no circumstances shall the person holding the office of President hold any other office. Furthermore, each office of Vice President, Treasurer and Secretary shall be held by a different person except that in the event the Parish Council shall, with the concurrence of the Rector, determine; that an emergency; situation exists, the same person may hold such offices. The office of Assistant Secretary and Assistant Treasurer may be held by any other officer except the President.

SECTION 3.10.1, The President.

- (a) The President shall be the chief executive officer of the parish and shall have general and active management and control of the administrative business and affairs of the parish, subject to the control of the Parish Council and the concurrence of the Rector, and shall see that all orders and resolutions of the Parish Council are carried into effect.
- (b) The President shall, with the concurrence of the Rector, have the power to call special meetings of the Parish Council.
- (c) The President shall give an oral report at the annual meeting, on the state of the Parish and the Parish Council actions of the pervious year.
- (d) The President shall perform other duties as may from time to time be assigned to him or her by the Rector, Parish Council or these by-laws.

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SECTION 3.10.2. Vice Presidents.

Vice Presidents, if any, in order of their seniority or in any other order determined by the Parish Council, shall generally assist the President and perform such other duties as the Parish Council or the President shall prescribe, and in the absence or disability of the President, shall perform the duties and exercise the powers of the President.

SECTION 3.10.3. The Secretary.

- (a) The Secretary shall, to the extent practical, attend all meetings of the Parish Council and all meetings of the parishioners and shall record all votes and the minutes of all proceedings in a book to be kept for that purpose. He or she shall also perform the same duties for any committee of the Parish Council when so requested by such committee.
- (b) He or she shall send out notice of all meetings of the parishioners.
- (c) He or she shall keep in safe custody such books and records of the parish as the Parish Council or the President may direct and shall perform all other duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the Parish Council or the President.

SECTION 3.10.4. Assistant Secretaries.

Assistant Secretaries, if any, in order of their seniority or in any other order determined by the Parish Council, shall generally assist the Secretary and perform such other duties as the Parish Council or the Secretary shall prescribe, and, in the absence or disability of the Secretary, shall perform the duties and exercise the powers of the Secretary.

SECTION 3.10.5. The Treasurer.

- (a) The Treasurer shall have the care and custody of the parish's funds as the Parish Council shall direct.
- (b) The Treasurer shall deposit such funds in such banks or other depositories as the Parish Council, shall, from time to time, direct or approve.
- (c) The Treasurer shall also collect donations and issue receipts for all monies received. He or she shall also keep a copy of such receipts in a safe place..
- (d) He or she shall keep a full and accurate account of all moneys received and paid on account of the parish and shall render a statement of his or her accounts whenever the Rector, Parish Council or President shall so request.
- (e) The Treasurer shall remit to the diocese all assessments required, as defined by Article X. Section 6 of the Statute of the Orthodox Church in America, on time and in full each month.
- (f) He or she shall perform all other necessary actions and duties in connection with the administration of the financial affairs of the parish and shall generally perform all the duties usually pertaining to the office of treasurer of a not-for-profit or religious corporation.
- (g) The Treasurer shall sign all checks, drafts or other official documents having to do with the financial matters of the parish with one or more other designated signatures. (see Article 5)

BY-LAWS

- (h) The Treasurer shall give an oral report at the annual meeting, on the finances of the parish. The Treasurer shall give a written summary of the report to the secretary of the meeting, for inclusion to the minutes.

SECTION 3.10.6. Assistant Treasurers.

Assistant Treasurers, if any, in order of their seniority or in any other order determined by the Parish Council, shall generally assist the Treasurer and perform such other duties as the Parish Council or the Treasurer shall prescribe, and, in the absence or disability of the Treasurer, shall perform the duties and exercise the powers of the Treasurer.

BY-LAWS

ARTICLE 4. THE TRUSTEES

The Parish Council shall name new trustees of the Parish when vacancies exists. Only voting members of the parish can be named as trustees.

ARTICLE 5. CHECKS, DRAFTS, NOTES AND PROXIES

SECTION 5.01. Checks. Drafts and Notes.

All checks, drafts, and other orders for the payment of money, notes and other evidences of indebtedness issued in the name of the parish shall be signed by the Treasurer, and another designated signers, such a Parish Council member, the Rector, and/or a Trustee. This shall be determined, from time to time, by resolution of the Parish Council. No such check, draft or other order for the payment of money, note or other evidence of indebtedness shall be signed in blank by the Treasurer, Rector, or any other officer.

SECTION 5.02. Execution of Proxies.

The President or, in the absence or disability of the President, any Vice President, may authorize, from time to time, the execution and issuance of proxies to vote shares of stock or other securities of other corporations held of record by the parish and the execution of consents to action taken or to be taken by any such corporation. All such proxies and consents, unless otherwise authorized by the Parish Council, shall be signed in the name of the parish by the President or any Vice President.

ARTICLE 6. FISCAL YEAR AND AUDITORS

SECTION 6.01. Fiscal Year.

The fiscal year of the parish shall end on December 31st of each year unless changed by a resolution of the Parish Council.

SECTION 6.02. End of Fiscal Year Audit.

- (a) At the annual meeting of the parishioners, one or more auditors are elected to audit the accounting records of the Parish at the end of the fiscal year. The President, Treasurer, Assistant Treasurers, and Secretary can not be elected as auditors.
- (b) At the end of the fiscal year, the Treasurer will provide to the auditor(s) the accounting records of the Parish.
- (c) At the end of the fiscal year, the Treasurer will provide to the auditor(s) any copies of receipts written by the Secretary, and any other records needed by the auditor(s).
- (d) The auditor(s) must give an oral report at the next annual meeting of the parishioners on the accounting records of the Parish. The auditor(s) must also give a written summary of the report to the secretary of the meeting, for inclusion to the minutes.

SECTION 6.03. Determination of Voting Members.

At the end of the fiscal year, the Treasurer and the Secretary together, must produce a list of names of voting members for the next fiscal year, based on the minimal financial support required for the concluded year.

ARTICLE 7. THE PARISH PROPERTY

SECTION 7.01 Use of funds.

- (a) The funds of the parish shall be used for the necessities of the parish and its existing institutions. All funds deposited in the accounts of the parish shall be deposited and registered in the name of The Orthodox Church of the Mother of God.
- (b) The Parish Council shall use all special bequests, gifts and devises for the purpose for which they were made. In the event the purpose of such bequest, gift or devise is not feasible or practical, an alternate use may be determined by the Parish Council upon approval of the donor or the estate representative.
- (c) The Parish Council is authorized to expend funds up to \$500.00 for any project, event or contract beyond the amount authorized at a parish meeting. Any expenditure not authorized at an parish meeting, in excess of \$500.00, must be presented at a parish meeting for its approval.

SECTION 7.02. Ownership and Dissolution.

As per Article X, Section 9 of the Statutes of the Orthodox Church in America,

- (a) the parish or parish corporation is the sole owner of all parish property, assets and funds. In administering them, however, the parishioners and the officers elected by them must always remember the religious nature, purposes and goals of the parish and act as trustees of God's, not man's, property. The parish, as the whole Church, serves God and cares for God's work in the world, and all decisions concerning parish property must be inspired by that care and by the spiritual needs of the Church.
- (b) If the parish is abolished, its property is disposed of following the provisions of these by-laws. If no such provisions exist, the property is at the disposition of the Diocesan Authority. In all cases, the sacred and untouchable items; the Holy Antimension, the Tabernacle and the Sacred Vessels, must be surrendered to the Diocesan Hierarch.

BY-LAWS

ARTICLE 8. AMENDMENTS

- (a) These by-laws may be adopted, amended or repealed only by the vote of a majority of the voting members of the parish in attendance at a parish meeting at which a quorum is present.
- (b) Any amendments to the by-laws, including, without limitation, any new or additional by-laws or any repeal of any by-law (collectively, "Amendments"), shall first be reviewed by the Parish Council. After such review, the Parish Council shall determine, by vote at a meeting of the Parish Council at which a quorum is present, whether to recommend to the members of the parish that such Amendments be approved by the members of the parish. If the Parish Council determines to recommend approval of such Amendments to the members of the parish with a statement explaining the reasons for the Parish Council's recommendation of approval (and, if the vote for approval was not unanimous, stating the number, but not necessarily the names, of Parish Council members that voted against approval). If the Parish Council determines not to recommend approval or such Amendments to the members of the parish with a statement explaining the reasons for the Parish Council's refusal to recommend approval (and, if the vote against approval was not unanimous, stating the number, but not necessarily the names, of Parish Council members that voted for approval).
- (c) Amendments to the by-laws must be submitted to the members of the parish at a special meeting of the parishioners. The place, date and time of any meeting of the parishioners at which Amendments to the by-laws may be considered shall be announced for three consecutive Sundays prior to such meeting in the parish bulletin. Written copies of the proposed Amendments and corresponding statements of the Parish Council shall be made available to all parishioners at the time of the first announcement of such meeting.
- (d) These by-laws and any amendments to them will become effective upon receipt by the Rector of the approval of the Diocesan Hierarch.

BY-LAWS

ACCEPTANCE

Metropolitan Herman, Primate

June 29, 2007



Rev. Boris Slootsky
Church of the Mother of God
2B Pembroke Ln.
Manchester, NJ 08759-2106

Dear Father Boris:

This letter will officially confirm my acceptance and confirmation of the By-laws of the Orthodox Church of the Mother of God that were approved and adopted at the Annual Parish Meeting.

May the blessings of Almighty God abide with you and your faithful flock now and always.

With love in Christ,

+ HERMAN
Archbishop of Washington and New York
Metropolitan of All America and Canada

cc: Archpriest Joseph Lickwar, Chancellor

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