

The BY-LAWS of St. Gregory the Great Orthodox Church Silver Spring, Maryland

(as adopted by the Council on 9 May 2006, and revised by the Council on 20 March 2016)

These are the By-Laws of St. Gregory the Great Orthodox Church, Silver Spring, MD, a congregation of the Antiochian Orthodox Christian Archdiocese of North America, as adopted by the duly elected and appointed Parish Council. These By-Laws are supplemental to the Parish Constitution, which is the primary governing document of the Parish.

The name of the governing body of St. Gregory the Great Orthodox Church shall be the Parish Council; whose actions shall be superseded only by a directive from the Archdiocese, or a vote of an Annual or Special General meeting of the Voting Membership. The Parish Council members shall constitute the Directors of the Corporation. The Parish Council is vested with the power to purchase, sell and encumber real property.

PRESIDING OFFICER

PASTOR: The Pastor, or the Parish Council Chairman at the request of the Pastor, is the Presiding Officer. He shall conduct General and Special Meetings.

The Pastor has the right to authorize up to \$300.00 between Parish Council meetings to be expended without specific Parish Council approval. He must report this, with the reason for it, at the next meeting of the Parish Council.

OFFICERS OF THE PARISH COUNCIL

The Officers, in accordance with the Constitution, shall be elected following the election and appointment of a new Parish Council.

CHAIRMAN: The Chairman shall be elected for a term of one year and may succeed himself. The Chairman, in the absence of the Pastor or at the discretion of the Pastor, shall preside over each regular and special Parish Council meeting, and shall observe the prescribed order for such meetings. Following consultation with the Pastor and other members of the Parish Council, the Chairman shall appoint the committee chairmen of all committees, as he deems necessary for the administration of the Parish's affairs. These appointments will be made and published as soon as possible after the Chairman takes office.

The Chairman has no right to act unilaterally, nor to conclude any agreement regarding the facilities of the Parish's real or other property unless authorized to do so by the Parish Council, or a General Meeting.

The Chairman, with the approval of the Pastor and the Parish Council, has the right to call special meetings of the Parish Council, and/or the Voting Membership when he deems this to be necessary.

The Chairman has the right to authorize up to \$300.00 between Parish Council meetings to be expended without specific Parish Council approval. He must report this, with the reason for it, at the next meeting of the Parish Council.

The Chairman shall be an ex-officio member of every Committee of the Parish Council. While participating in this capacity, the Chairman serves as a regular member of the Committee.

The Chairman shall sign all contracts, notes, deeds of trust, loan agreements, deeds and other legal documents and official papers executed during his term of office. They shall be signed for the Parish Council and for St. Gregory the Great Orthodox Church.

The Chairman, with the written consent of the Parish Council, may assign his signature authority to another Parish Council Member.

VICE CHAIRMAN: The Vice-Chairman may preside and perform all the duties of the Chairman in the Chairman's absence.

He shall be elected in the same manner as the Chairman and serve the same term of office as the Chairman.

The Vice Chairman shall be an ex-officio member of all Committees of the Parish Council. While participating in this capacity, the Vice Chairman serves as a regular member of the Committee.

TREASURER: The Treasurer shall be elected in the same manner and shall serve the same term of office as the Chairman or, with the consent of the Parish Council, a Treasurer may be appointed who is not an elected member of the Parish Council, in which case he serves for the same term of office as the Chairman.

He shall keep accurate and current records of all receipts and disbursement in the form prescribed by the Parish Council. He shall present detailed reports at the monthly meetings. He shall also present a detailed financial summary to the Annual General Meeting.

The fiscal year for this parish council begins on January first and ends on December thirty-first of each calendar year. Financial records are to be structured accordingly.

The Treasurer shall have no right to expend parish revenues except by authority of the Parish Council, or a General meeting. He is empowered to pay the usual and regular bills incurred in the day-to-day operation of this parish, inasmuch as they remain within the limits of the approved annual budget.

Special bills in excess of \$300.00 must be approved by the Parish Council before being paid by the Treasurer.

All Parish Council members, with the exception of the Pastor, are authorized to sign checks. Two signatures are required for checks written from Parish funds.

The Chairman may appoint an Assistant Treasurer, as needed, following consultation with the Treasurer and approval of the Parish Council. The Assistant Treasurer may perform the duties of the Treasurer in the Treasurer's absence and shall assist with the Treasurer's duties.

SECRETARY: The Secretary shall be elected in the same manner and serve the same term of office as the Chairman.

He shall take and record the minutes of all regular and all special Parish Council and General Meetings held during his term of office.

He shall file these reports within one week after the meeting. These reports will be printed and distributed (or electronically distributed) to the whole Council. These reports will also be printed and posted for the Parish Members.

He shall keep a record of all meetings of the Voting Membership held during his term of office.

THE RIGHTS AND DUTIES OF PARISH COUNCIL MEMBERS

Parish Council members are to attend the regular and special meetings of the Parish Council, and any General Meetings held during their term of office unless prevented from doing so by illness or other serious cause. They must indicate absences to the Pastor or Chairman, preferably in advance of the meeting.

Absences from three consecutive meetings will result in a review by the Parish Council. If the Parish Council determines that these are inexcusable absences, then that Member may be removed from the Council.

Replacement of members removed from the Parish Council will be as prescribed in the Parish Constitution.

A Member not in attendance may appoint any Council Member in writing to vote his proxy (or he may cast his vote via phone, e-mail, or facsimile) for any issue that requires voting at that meeting.

No Council Member can hold more than one office at the same time.

All organizations or societies within the Parish must be approved by the Parish Council.

The Parish Council has the right and duty to solicit pledges and donations from among the faithful for the maintenance and operation of this Parish and for the purposes of its benevolences.

The Parish Council shall have the right to hire such employees as it deems necessary to assure the effective daily operations of this Parish, as well as for the cleaning, maintenance of all facilities, and for the maintenance of the church-office.

All vacancies on the Parish council shall be filled in accordance with the Parish Constitution.

The Parish Council shall meet according to need determined by the Pastor and the Parish Council Chairman, or monthly at a time and place specified by the Council presently in office. All meetings must be announced to the whole Parish Council where possible. With the approval of the Pastor and the Chairman, meetings may be held via conference call or other electronic means.

AMENDMENTS

The Parish Council is empowered to amend or add to these By-Laws by a two-thirds majority of the Council membership.

COMMITTEES

The Parish Council is authorized to create Committees to provide specific functions and oversight for the good of the Parish. All Committees must be approved by the Parish Council, and must operate within the parameters established by its charter. Committee charters, responsibilities, and structures must be approved by the Parish Council.