

# PARISH BY-LAWS

**SAINT NICHOLAS GREEK ORTHODOX CHURCH**

3109 SCIO CHURCH ROAD  
ANN ARBOR, MICHIGAN 48103

<http://www.stnickaa.org>

**2013**

# **ARTICLE I**

## **REVISIONS AND REGULATIONS AND BY-LAWS**

- SECTION 1** The Parish shall have the right to append to the regulations of the Uniform Parish Regulations, in the form of By-Laws such additional provisions as needs may be required, provided the same do not conflict with the spirit of the Uniform Parish Regulations of the Greek Orthodox Archdiocese of America and provided that such By-Laws are approved by the Parish Assembly. These Parish By-Laws become effective upon approval by the Metropolitan of the Metropolis of Detroit.
- SECTION 2** All new amendments and revisions shall be distributed to Parishioners in good standing, within thirty (30) days after receiving approval by the Metropolitan of the Metropolis of Detroit.
- SECTION 3** The Parish By-Laws shall be republished and updated at least every five years incorporating all the amendments and revisions approved by the Parish Assembly and by the Metropolitan of the Metropolis of Detroit into the main By-Laws.
- SECTION 4** To affect a By-Law revision or change, the proposed revision of change must be placed on the Parish Assembly agenda by action of the Parish Council or as a result of a petition submitted to the Parish Council and bearing the signatures of ten percent of the Parish members in good standing requesting such a change or revision. When the change or revision is petitioned, the Parish Council must place the proposed change or revision on the Parish Assembly agenda. The Parish Council may, if it desires, also make its recommendations to the Parish Assembly on such changes and revisions.
- SECTION 5** Complete texts of such proposed By-Law changes or revisions must be mailed to the Parish members in good standing at least ten days prior to being acted on by the Parish Assembly.
- SECTION 6** In order for an amendment or change or revision to be approved, it needs a simple majority of those voting in the Parish Assembly.

## **ARTICLE II**

### **PARISH MEMBERSHIP**

- SECTION 1** Any person who has been baptized according to the rites of the Church or has been received into the Church through Chrismation and lives according to the faith and canons of the Church and as described in Article 18, Section 1 of the Uniform Parish Regulations of the Greek Orthodox Archdiocese of America, is a member ecclesiastically in good standing. Such a person shall enjoy all the ecclesiastical rights and privileges of the Parish.
- SECTION 2** Any person eighteen years of age or over and who is ecclesiastically in good standing and who has pledged in writing their financial support through the Parish Stewardship Commitment Program and who has fulfilled such written pledge within the year for which the pledge was made is a member in good standing as defined in Article 18, Section 1 of the Special Regulations and Uniform Parish Regulations of the Greek Orthodox Archdiocese of America (UPR). In the event any member wishes to reduce his or her pledge, he or she must do so in writing to the Parish Council within the year for which the pledge was made.
- SECTION 3** Members in good standing, in order to vote at a Parish Assembly or in Parish Elections, must have pledged as defined in Article II, Section 2 of these Parish By-Laws and at least 30 days prior to said Parish Assembly or Elections within the year for which they were called.
- SECTION 4** The Parish Priest may waive the financial obligation for any person for Christian or charitable reasons. (UPR, Article 18, Section 4).

## **ARTICLE III**

### **PARISH ASSEMBLY**

- SECTION 1** All meetings of the Parish Assembly shall be conducted in accordance with Roberts Rules of Parliamentary Procedure.
- SECTION 2** No decision of the Parish Assembly shall be enforceable unless it is written in the permanent Church Record of Parish Assembly Minutes. The official minutes shall be published in English. A copy of the minutes shall also be made available to each member in the Parish in good standing within sixty days following the Parish Assembly.
- SECTION 3** The agenda for each Parish Assembly shall be mailed to each member of the Parish in good standing at least ten days prior to the date of the Parish Assembly. When a proposed budget is on the agenda, a complete text of the proposed budget shall accompany the agenda and a complete financial statement from the first day of the budget year to a date within 45 days of the date of the Parish Assembly. Failure to submit such information as specified herein shall preclude any action in the Parish Assembly in the areas affected by non-submission of the foregoing items.
- SECTION 4** In the case of emergency Parish Assemblies, the agenda and relevant materials shall be mailed to each member of the Parish in good standing immediately and as soon as possible prior to the emergency Parish Assembly.
- SECTION 5** The quorum for any legally held Parish Assembly shall be a minimum of ten percent of the total number of Parish members in good standing. (Members in good standing pledge cards are kept on file in the Church office, and a Parishioners' member status recorded in our accounting system per UPR and By-Laws.)
- SECTION 6** Parish Assembly minutes must be published by the Recording Secretary for public record of the Parish as provided in Section 2 of this Article.

- SECTION 7** The Secretary of the Parish Assembly shall be the Recording Secretary of the Parish Council. If the Recording Secretary is not available, the Chairperson of the Parish Assembly shall appoint an acting secretary to transcribe the minutes. In such cases, the Recording Secretary of the Parish Council shall be responsible for publication and dissemination of such minutes after authentication of such minutes by the acting secretary.
- SECTION 8** The minutes of each Parish Assembly shall be filed in bound volume for permanent reference in the Church office. The minutes of each meeting shall be recorded by the Recording Secretary of the Parish Council when acting in his or her capacity as Secretary of the Parish Assembly or by the person appointed at the Parish Assembly to act as Secretary in the absence of the Parish Council Recording Secretary. All such minutes will be recorded in a permanent medium within ten calendar days after the date of the Parish Assembly.
- SECTION 9** A two-thirds majority of Parish members in good standing who are voting at any Parish Assembly properly called may approve a motion to require a referendum vote on any major questions that has been placed on the agenda for the meeting at which the motion for such referendum is introduced.

## **ARTICLE IV**

### **PARISH COUNCIL**

- SECTION 1** The Parish Council shall consist of fifteen members. Eight members shall be elected for the even number years for the term of two years, and seven members shall be elected for the odd number years for a term of two years.
- SECTION 2** The officers of the Parish Council shall consist of:  
1) President, 2) Vice President; 3) Recording Secretary,  
4) Corresponding Secretary, 5) Treasurer,  
6) Assistant Treasurer, 7) Controller.  
The new Council will duly elect the officers immediately following their oath of office after ratification by the Metropolitan of the Metropolis of Detroit. (UPR Article 27, Section 1)
- SECTION 3** The committee structure of the Parish Council shall include the following standing committees:  
1) Budget and Administration, 2) Physical Plant and Maintenance,  
3) Special Events and Programs, 4) Outreach and Evangelism, 5) Greek School, 6) Ways and Means Committee, 7) YASSOO Greek Festival. The President of the Parish Council with the approval of the Parish Council may establish other committees and Ad Hoc task groups.
- SECTION 4** All meetings of the Parish Council shall be conducted in accordance with Roberts Rules of Parliamentary Procedure.
- SECTION 5** No decisions of the Parish Council shall be enforceable unless written in the Permanent Church Record of Parish Council Minutes.
- SECTION 6** A quorum for a legally held Parish Council meeting shall consist of a simple majority of the members of the Parish Council.

**SECTION 7** The Parish Council and the Parish Priest shall be the sole bodies authorizing an expenditure in excess of one hundred dollars always within the limits of the approved budget.

**SECTION 8** The Parish Council shall have the authority to set charges, fees, rentals and all other income charges deemed necessary. These schedules of charges shall be made available to all Parishioners upon request.

**SECTION 9** A copy of the approved minutes of each Parish Council meeting shall be posted and made available in English, and when possible in Greek, within two weeks following their approval.

## **ARTICLE V**

### **DUTIES OF THE PRESIDENT**

- SECTION 1** The President of the Parish Council shall have no powers that are not delegated to him or her by the Parish Council, except:
- SECTION 2** The President shall be Chairperson of all meetings of the Parish Council when present.
- SECTION 3** The President shall assign duties to members of the Parish Council and coordinate their responsibilities as Parish Council members.
- SECTION 4** The President shall be the spokesperson for the Parish Council.
- SECTION 5** The President shall enforce the Uniform Parish By-Laws of The Archdiocese.
- SECTION 6** The President may authorize payment of unrelated bills of three hundred dollars or less.
- SECTION 7** The President shall appoint Chairpersons of all Parish committees. The Parish Council shall approve the appointments of Standing Committee Chairpersons. Council approval shall not be required of Parish Assembly Chairpersons or Chairpersons of Ad Hoc Committees.



**SECTION 8** The President and the Budget and Administration Committee of the Parish Council shall be responsible for the administration of the Church buildings, facilities and activities.

**SECTION 9** The President shall be responsible to the Parish Council for all bills and shall be one of two Parish Council members authorized to dispense funds after Parish Council approval, the other member being either the Vice President, Treasurer, Recording Secretary, Controller or Assistant Treasurer .

**SECTION 10** The President shall be responsible for the preparation and submission of required reports to Federal, State, and Local authorities and shall keep the Parish Council fully informed of the Parish's compliance with all applicable requirements.

## **ARTICLE VI**

### **DUTIES OF THE VICE PRESIDENT**

- SECTION 1** The Vice President of the Parish Council shall be responsible for all the duties of the President of the Parish Council in the absence of the President.
- SECTION 2** The Vice President shall be one of two Parish Council members authorized to dispense funds after Parish Council approval, the other member being either the President, Treasure, Recording Secretary, Controller or Assistant Treasurer.

## **ARTICLE VII**

### **DUTIES OF THE RECORDING SECRETARY**

- SECTION 1** The Recording Secretary of the Parish Council shall record the minutes and resolutions of the Parish Council and Parish Assembly meetings and shall present the minutes for approval at the next scheduled meeting.
- SECTION 2** The Recording Secretary shall be one of two members of the Parish Council authorized to dispense funds after Parish Council approval, the other member being either the President, Vice President, Treasurer, Controller or Assistant Treasurer.

## **ARTICLE VIII**

### **DUTIES OF THE CORRESPONDING SECRETARY**

- SECTION 1** The Corresponding Secretary shall present to the Parish Council all incoming correspondence pertaining to the Council.
- SECTION 2** The Corresponding Secretary shall prepare and forward all necessary responses as directed by the Parish Council.

## **ARTICLE IX**

### **DUTIES OF THE TREASURER**

**SECTION 1** The Treasurer of the Parish Council shall be responsible for keeping accurate records of all Church moneys and shall maintain the funds in specific accounts.

**SECTION 2** The Treasurer shall be responsible for all receipts of Church moneys and for payment of all bills and shall be one of two Parish Council members authorized to dispense funds after Parish Council approval, the other member being either the President, Vice President, Recording Secretary, Controller or Assistant Treasurer.

## **ARTICLE X**

### **DUTIES OF THE ASSISTANT TREASURER**

**SECTION 1** The Assistant Treasurer of the PC shall assist the Treasurer in being responsible for keeping accurate records of all Church moneys and shall maintain the funds in specific accounts.

**SECTION 2** The Assistant Treasurer shall assist the Treasurer in being responsible for all receipts of Church moneys and for payment of all bills and shall be one of two Parish Council members authorized to dispense funds after Parish Council approval, the other member being either the President, Vice President, Recording Secretary, Treasurer or Controller.

# ARTICLE XI

## DUTIES OF THE CONTROLLER

- SECTION 1** The Controller of the Parish Council shall be responsible for establishing and maintaining an accounting system consistent with the needs of the Parish.
- SECTION 2** The Controller shall be one of two Parish Council members authorized to dispense funds after Parish Council approval, the other member being either the President, Vice President, Treasurer, Recording Secretary or Assistant Treasurer.
- SECTION 3** The Controller shall be responsible for the preparation of a monthly financial statement **and stewardship report** for presentation to the Parish monthly meetings.  
The Controller shall be responsible for the preparation of year-end financial statement **and stewardship report** for presentation to the Parish Council and to the first regular Parish Assembly of each year.