

GREEK ORTHODOX CATHEDRAL OF ST. PAUL
Hempstead, New York

PARISH BY-LAWS

SECTION I

The Parish By-Laws hereafter set forth in accordance with the authority provided in Article 21 of the Uniform Parish Regulations dated 2007 (hereinafter, the “UPR”) shall govern the operating affairs of the Greek Orthodox Cathedral of St. Paul of Hempstead, New York (hereinafter, the “Cathedral”), and all associations and organizations operating under and by virtue of the authority of the Parish Council.

All references herein to “Articles” shall refer to Articles in the UPR.

Capitalized terms used but not defined herein shall have the meaning ascribed to them and/or be used in a manner consistent with such terms in the UPR. In the event of any conflict or inconsistency between these By-Laws and the UPR, the UPR shall govern.

SECTION II – THE PARISH ASSEMBLY

- a) Meetings of the Parish Assembly shall be called to order by the head Priest of the Cathedral or in his absence by the highest ranking officer of the Parish Council present.
- b) The quorum for a Parish Assembly as defined in Article 31, Section 4, shall be forty (40) stewards in good standing of the Cathedral. A quorum shall be presumed to be present unless challenged by a steward in good standing, who on demand shall be entitled to a quorum poll by the acting chairman. (Article 31)
- c) The Parish Assembly shall:
 - 1. Consider and vote on the proposed annual budget for the ensuing year.
 - 2. Consider and vote on the acquisitions of real property, construction of physical facilities and authorize the necessary expenditures and financing method thereof.
 - 3. Consider and vote upon special reports and recommendations that may be presented by the Parish Council, as long as they are in accordance with the UPR.
 - 4. Consider and vote on any matter that may lawfully come before the Parish Assembly pursuant to the UPR and these By-Laws.

SECTION III– THE PARISH COUNCIL

- a) The Parish Council shall consist of 30 elected parishioners, all Past Presidents of the Parish Council, Honorary Parish Council Members and Archdiocesan Council members, each as more fully defined herein.
- b) A member of the Parish Council must be a steward in good standing of the Cathedral and must comply in his or her life and activities with the faith and canons of the Church.

- c) Each member of the Parish Council shall have one vote.
- d) Elected members of the Parish Council.
1. Elected members of the Parish Council shall be elected for a term of three years and one-third of such members shall be elected annually.
 2. The Nominating Committee shall be appointed at least four months before the election and shall nominate twelve candidates whose names will be presented to the Parish Council for its approval. Subsequently, the nominees will be presented to the Parish Assembly.
 3. Additional candidates will be accepted for nomination only at the Parish Assembly. All persons nominating these candidates must be stewards in good standing of the Cathedral.
 4. Candidates need not be present at the Parish Assembly, providing consent has been received by the President of the Parish Council or the Chairman of the Parish Assembly, before or at the Parish Assembly.
 5. A candidate for the Parish Council must be a steward in good standing of the Cathedral for at least two years and must comply in his or her life and activities with the faith and canons of the Church.
 6. Those ten candidates receiving the highest number of votes in the election will be installed as Parish Council members.
- e) Past Presidents of the Parish Council.
1. All Presidents of the Parish Council who have successfully completed two consecutive full terms of office as President of the Parish Council of the Cathedral shall, upon the completion of their tenure as herein stated, become lifetime members of the Parish Council.
 2. A Past President must be a steward in good standing of the Cathedral and must continue to be a steward in good standing.
 3. A Past President shall have the same rights as any elected Parish Council member.
- f) Honorary Parish Council Members.
1. Any individual who has been a Parish Council member for a minimum of fifteen (15) years, either elected or by virtue of being a Past President, may be a candidate for selection as an Honorary Parish Council Member.
 2. The candidate must have attained the age of fifty-five (55) years at the time of selection, must be a steward in good standing of the Cathedral and must continue to be a steward in good standing.
 3. Selection of an Honorary Parish Council Member shall be made by a majority of the Executive Committee and approved by the Parish Council at least thirty (30) days before the regular nominations for Parish Council members.
 4. A maximum of two candidates may be selected in any one year.

5. The candidate shall have the privilege to accept or decline such status after selection.
 6. An Honorary Parish Council Member shall have the same rights as any elected Parish Council member.
 7. At no time shall there be more than 10 Honorary Parish Council Members serving on the Parish Council.
- g) Archdiocesan Council members. Any member in good standing with the Archdiocesan Council of the Greek Orthodox Church of America, so long as he or she is a steward in good standing of the Cathedral, shall ex-officio be a member of the Parish Council with full voting privileges.

SECTION IV – ELECTIONS OF PARISH COUNCIL MEMBERS

- a) Election of members of the Parish Council shall be held on the first Sunday in December.
- b) The Board of Elections shall be in charge of the procedures and the collection of ballots.
- c) The election shall take place in the Cathedral facilities in a specific location that will be described in the notice of election to the parishioners.
- d) The election shall be conducted by secret ballots.
- e) Ballots shall be cast by each eligible parishioner in person, except that a ballot may be delivered by a parishioner who is an immediate member of the voter's household. Mailed ballots and proxy votes shall not be valid. (Article 25, Section 6)
- f) Ballots will also be accepted by the Board of Elections on the two Sundays prior to the regular election date, but only between the hours of 10:00am and 1:00pm. On these two dates, a parishioner may only deliver his or her own ballot. These ballots shall be counted at the conclusion of the counting of the regular ballots. The register shall be signed and cross-checked to eliminate multiple voting.

SECTION V– OFFICERS OF THE PARISH COUNCIL

- a) The Parish Council shall elect Officers, who shall be a President, Vice-President, Secretary, Treasurer and two Financial Secretaries. Each shall serve for a term of one year and each may be re-elected, subject to the limitations of the offices of the President and the Treasurer pursuant to Article 27, Section 2 of the UPR.
- b) Duties of Officers of the Parish Council. Officers of the Parish Council shall perform the usual and ordinary duties appertaining to their respective offices. The President and, at the President's direction, any of the other Officers of the Parish Council shall be authorized signatories on all financial accounts of the Cathedral. The specific duties of each Parish Council Officer are as follows:
 1. The President. The President shall be the representative of the Parish Council at all times and places. The President shall preside at all meetings of the Parish Council and the Executive Committee, shall be subject to the authority of the Parish Council, and shall enforce all resolutions, decisions and regulations of the Cathedral. The President shall be empowered to appoint or establish committees, including the Nominating Committee, as he or she deems necessary, and to appoint or replace Chairs for said committees. The President shall be ex-officio a member of all committees, except the Nominating Committee. Committees will remain in place until dissolved by the President, not to exceed the end of the President's term.

The President may appoint a Legal Counsel to the Parish Council and to the Cathedral. The President shall be entitled to require and obtain reports from any other Parish Council Officer as to matters falling within the duties of their office.

2. The Vice President. In the absence of the President, the Vice President shall perform all the duties of the President. The Vice President shall keep a record of attendance by Parish Council members at all meetings of the Parish Council, Executive Committee and Parish Assembly. The Vice President shall also perform such other duties as may be imposed upon him or her by the Parish Council at any general or special meeting.
3. The Secretary. The Secretary shall keep accurate minutes, records, documents, and papers of the Cathedral in such place as shall be designated by the Parish Council and such records shall at all times be available to the Parish Council and parishioners in good standing. The Secretary shall be present at all meetings, record in minutes all resolutions and proceedings of said meetings, and then shall insure that all such minutes are properly approved by the Parish Council and made part of the permanent records of the Cathedral. The Secretary shall give notice of all meeting dates of the Parish Council and the Parish Assemblies. The Secretary shall attest all papers, contracts and correspondence of the Cathedral.
4. The Treasurer. The Treasurer shall receive all monies payable to the Cathedral and shall deposit same in the name of the Cathedral. The Treasurer shall ensure that all expenditures that are approved by the Parish Council are paid, make any necessary bank withdrawals, issue receipts for monies received, and reconcile bank statements. The Treasurer shall present a detailed statement of the financial condition of the Cathedral at each monthly meeting of the Parish Council. The Treasurer shall present a detailed report of the Cathedral's financial statements for the preceding fiscal year at the Parish Assembly. Auditors elected by the Parish Assembly shall audit this report. The Treasurer shall sign all checks or otherwise insure that all checks are properly signed by at least two authorized signatories.
5. The Financial Secretaries. The Financial Secretaries shall have the obligation to receive and scrutinize all claims for payment, and shall report and recommend action thereon to the Parish Council. They shall maintain journals and ledgers, issue receipts in the absence of the Treasurer, record all monies payable to the Cathedral, make deposits and generally assist the Treasurer as needed, and otherwise perform all duties requested by the President or the Treasurer.

c) The Executive Committee of the Cathedral.

1. All duly elected Officers of the Parish Council, the three most recent eligible Past Presidents and the head Priest shall be members of the Executive Committee of the Cathedral. In addition, the President shall have the prerogative to include as a member of the Executive Committee the Legal Counsel to the Parish Council, who shall have the same privileges as the other members, providing he is a steward in good standing of the Cathedral.
2. It shall be the duty of the Executive Committee to supervise generally all the activities and operations under the jurisdiction of the Parish Council and to recommend to the Parish Council such changes for the administration of the affairs of the Cathedral as it may deem advisable.
3. The President of the Parish Council shall serve as Chair of the Executive Committee.

4. The Executive Committee shall hold one regular monthly meeting on a meeting date to be determined at its first meeting of the calendar year. A special meeting may be called by any member of the committee on 24 hours notice. The President shall be empowered to cancel a monthly meeting, if in his or her discretion there is no necessity for a meeting.

d) Vacancy of the Offices of Parish Council Officers.

1. In the event of the vacancy of the office of the President, such office shall be filled by the Vice President for the balance of the term.
2. In the event of the elevation of the Vice President as provided in Article 27, Section 1, the Parish Council may elect a Vice President to fill the unexpired term, provided the candidate is selected from the ranks of the Executive Committee.
3. In the event any other office becomes vacated, the President of the Parish Council may by appointment fill the office for the balance of the office term.

SECTION VI – COMMITTEES OF THE PARISH COUNCIL

a) Without any limitation on the President’s power to appoint or establish committees, and to appoint or replace Chairs for said committees, all committees shall be subject to the jurisdiction the Parish Council. The committees of the Cathedral shall include:

1. STEWARDSHIP COMMITTEE

It shall be the duty of this committee to maintain statistical yearly stewardship records of the Cathedral, which can be used by the Parish Council for the determination of expected revenue. The committee shall develop plans to present to the Parish Council for approval to attract new stewards to the Cathedral. The committee shall work with the Direct Archdiocesan District for the development of a coordinated effort to increase Cathedral stewardship. The committee shall formulate correspondence to the parishioners of the Cathedral relative to stewardship matters. Such correspondence shall be approved by the Parish Council before distribution. The committee shall maintain clear records of its activities and the status of programs which are in progress. These records should be in such form as to permit their transfer to successor Stewardship Committees.

2. PLANNING COMMITTEE

It shall be the duty of this committee to develop an overall plan which will encompass the needs of the Cathedral. This plan should identify the existing facilities, their current use and any projected changes in their use. In addition, the overall plan should identify future objectives, if any, which will indicate the need for additional facilities and their intended use. This plan is to be revised and updated for presentation to the Parish Council two months prior to the Parish Assembly. The committee shall coordinate all phases of real property acquisitions and fully prepare all the necessary presentations for submission to the Parish Council and subsequently to the Parish Assembly for final approval. Minutes of committee meetings shall be kept to assure a continuous planning record is maintained. The minutes shall bear the signature of the recording secretary and the chairman of the committee. At least one member of the Executive Committee shall be assigned to serve on this committee.

3. BY-LAWS COMMITTEE

It shall be the duty of this committee to prepare and recommend to the Parish Council a set of By-Laws or such revisions of the existing By-Laws as they may deem advisable and for the best interests of the Cathedral. In selecting its members, consideration shall be given to appoint, if available, at least one member who is an attorney at law or has similar qualifications.

4. HOUSE COMMITTEE

It shall be the duty of this committee to have charge of the church proper and all other facilities of the Cathedral, including the gymnasium and the administration building. It shall supervise all functions held in buildings owned by the Cathedral and see that all premises are properly maintained. The committee shall purchase all necessary equipment and furnishings authorized and approved by the Parish Council, including that required for the improvement and maintenance of the buildings and grounds.

5. ENTERTAINMENT COMMITTEE

It shall be the duty of this committee to make arrangements for such dinners, dances, and other similar functions as may be authorized by the Parish Council.

6. BUDGET AND FINANCE COMMITTEE

It shall be the duty of this committee to investigate the financial condition of the Cathedral. The committee shall formulate a budget containing a complete plan of proposed expenditures and estimated revenues for the ensuing fiscal year, which it shall submit to the Parish Council for approval, which in turn shall present to the Parish Assembly for action. The Treasurer and the Financial Secretaries shall be members of this committee.

7. GREEK SCHOOL COMMITTEE

It shall be the duty of this committee to be in charge of all the Greek language schools and educational programs of the Cathedral. The committee shall supervise the functioning of all Greek language schools, shall review their educational programs, shall recommend to the Parish Council the hiring or dismissal of all personnel of the schools, shall recommend the purchase of books and other materials necessary for the operation of said schools, shall recommend the renting, if necessary, of such space as it deems advisable to carry on classes or other functions of education, and shall arrange lectures and other educational programs.

8. BLOOD BANK

It shall be the duty of this committee to arrange for the donation of blood by parishioners of the Cathedral to the proper authorized agency or agencies for the preservation of blood plasma.

9. CHOIR

It shall be the duty of this committee to purchase and obtain all necessary wear, and equipment for the members of the choir provided the approval of the Parish Council is first obtained.

SECTION VII – JUNIOR COUNCIL MEMBERS

a) A Junior Council consisting of one to six members of the Young Adult League may participate,

without vote, in Parish Council meetings and shall be eligible to serve on all Parish Council committees.

- b) Junior Council members shall be nominated annually by the Young Adult League from among its members, subject to Parish Council approval. Nominees shall be deemed eligible if they are 21 years old and are stewards in good standing of the Cathedral. The term of service of the members of the Junior Council shall be one year and such members may serve for additional terms not to exceed three years inclusive of original term.

SECTION VIII – AMENDMENT OF THE BY-LAWS

- a) An amendment to the By-Laws may be proposed by any member of the Parish Council. Any such proposed amendment shall be submitted in writing at any meeting of the Parish Council and must include the text of the specific amendment proposed. The President shall refer the proposed amendment to the By-Laws Committee, which shall consider the proposed amendment and provide a report to the Parish Council within seventy-five (75) days. The head Priest shall participate in the deliberations of the By-Laws Committee.
- b) If the By-Laws Committee recommends a proposed amendment to the By-Laws, the Parish Council may approve the report and the proposed amendment shall be considered by the Parish Council at its next meeting. If the By-Laws Committee recommends against the proposed amendment to the By-Laws, any member of the Parish Council may move to have the original proposal, without any changes, be considered by the Parish Council at its next meeting.
- c) In the case of an affirmative vote pursuant to paragraph (b) above to have a proposed amendment to the By-Laws be considered by the Parish Council at its next meeting, the Secretary shall be directed to send to all members of the Parish Council written notice not less than fifteen (15) days prior to the date of the next Parish Council meeting that the proposed amendment will be voted on at such Parish Council meeting. The written notice shall include the text of the specific amendment proposed.
- d) Following notice as provided in paragraph (c) above, the Parish Council shall consider the proposed amendment to the By-Laws, exactly as such proposal was included in the written notice. An affirmative vote of at least two-thirds (2/3) of all the members present shall be required to approve the proposed amendment to the By-Laws.
- e) The proposed amendment to the By-Laws will take effect only after ratification by the Parish Assembly and approval by the Archdiocese.