

BYLAWS OF
THE GREEK ORTHODOX CHURCH
OF SAINTS CONSTANTINE AND HELEN
WAUWATOSA, WISCONSIN
October 2004

PARISH

- Section 1** The Parish shall be know as the Sts. Constantine and Helen Greek of Wauwatosa, Wisconsin
Section 2 This Parish shall follow and be bound by the Archdiocese Uniform Regulations and these By-Laws.

ARTICLE I

(See Uniform Parish Regulations-Part One, article I Sections 1-8)

ARTICLE II
PARISH PROPERTY

- Section 1** The Church edifice and other buildings constituting Parish property shall be used to serve the religious, educational, recreational and philanthropic needs of the Parish. Parish property shall be held subject to and at all times administered in accordance with the Archdiocese Uniform Parish Regulations, these By-Laws and the laws of the State of Wisconsin.
- Section 2** The Parish shall hold title to all of its real and personal property only in its corporate name. The Parish Council shall administer such property in trust for the Parish.
- Section 3** At a Parish assembly duly called upon ten days written notice and the subsequent consent of the Diocesan Bishop, the Parish may purchase real property or sell, mortgage or otherwise encumber its real property upon approval of two-thirds of the members present, provided that at least a quorum is verified immediately prior to voting.
- Section 4** (As in UPR-Article II, Section 4)
Section 5 (As in UPR-Article II, Section 5)
Section 6 (As in UPR-Article II, Section 6)

ARTICLE III
CLERGY

- Section 1** The priest, by virtue of his canonical ordination and episcopal appointment, heads the Parish and exercises in its behalf the priestly function
- Section 2** (As in UPR-Article III, Section 2)
- Section 3** The Priest shall have charge of all matters of divine worship and the personnel connected therewith and he shall keep the registers of marriages, baptisms, chrismations and deaths.
(See UPR for additional provisions regarding Clergy)

ARTICLE IV
PARISH ADMINISTRATION
(See Uniform Parish Regulations-Article IV, Sections 1-3)

ARTICLE V
PARISHIONERS

- Section 1** Any person, eighteen years of age or over, who was baptized according to the rites of the Church, or was received into the Church through Chrismation, who lives according to the faith and canons of the Church, who has met his/her stewardship obligation to the Parish and abides by the UPR and the By-Laws of this Parish, is a member in good standing of the Parish.
- Section 2-6** (As in UPR-Article V, Sections 2-6)
- Section 7** The annual parishioner financial obligation, known as Stewardship, may be established by a majority vote of members present, and voting at a regular or special Parish Assembly, and shall become effective the following calendar year.
- Section 8** (As in UPR-Article V, Section 8)

- Section 8a** The duty of a parishioner is to pay his/her Stewardship financial obligation annually and special assessments as the Parish Assembly may establish.
- Section 9** A parishioner is a member in good standing provided:
- (a) He or she has paid the financial obligation for the proceeding calendar year and
 - (b) He or she has made a fair share (stewardship) commitment for the current year and he or she has paid the current prorata financial obligation.
- Section 10** A parishioner who has never been a member of this Parish may become a member by making a fair share Stewardship commitment for the current year. However, to be a member in good standing with the right to vote, said member must have been a member for three months and have paid the prorata of his pledge. Membership commences from date of fair share commitment (stewardship).
- Section 11** Membership categories shall be as follows:
- (a) Family membership consisting of husband, wife and children, if any under 18 years of age. Both husband and wife shall have the right to vote but not have the right to both be elected to the Parish Council.
 - (b) Individual membership consisting of
 - (i) a single person eighteen years of age or older excluding full time students and military and
 - (ii) a married person whose spouse is not of the Greek Orthodox faith
- Section 11a**(As in UPR-Article V, Section 9)

ARTICLE VI

PARISH ASSEMBLY

- Section 1** (As in UPR-Article VI, Section 1)
- Section 2** (As in UPR-Article VI, Section 1)
- Section 2a** Parish Assemblies called by petition shall be held within twenty days of receipt of said petition by the Parish Council. all notices shall be mailed by First Class mail.
- Section 2b** The first regular Parish Assembly should be convened in October and the second in March.
- Section 3** (As in UPR-Article VI, Section 3)
- Section 4** (As in UPR-Article VI, Section 4)
- Section 5** The quorum for a Parish Assembly shall be 10% of the members in good standing. (The rest as in UPR-Article VI, Section 5.
- Section 5a** A colored card should be given to all those in good standing before the meeting to be distinguished from the observers. The card should be also used when voting.
- Section 6** (As in UPR-Article VI, Section 6)
- Section 6a** The recording Secretary of the Parish Council shall be the Secretary of the Parish Assembly, and if absent, the chairman shall appoint a Secretary.
- Section 7** (As in UPR-Article VI, Section 7)

ARTICLE VII

PARISH COUNCIL

- Section 1** The Parish Council shall consist of the Priest and Fifteen (15) elected members. The Parish Council shall be responsible to the Parish Assembly for conducting all Parish affairs in keeping with the aims and purposes as hereinbefore set forth. The Priest shall not have a vote. Proxies shall not be permitted at Parish Council meetings.
- Section 2** The officers of the Parish Council shall consist of a President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer. A parliamentarian should also be appointed by the Parish Council
- Section 3** (As in UPR-Article VII, Section 4)
- Section 4** (As in UPR-Article VII, Section 5)
- Section 5** (As in UPR-Article VII, Section 6)
- Section 6** When a member of the Parish Council has been absent for three consecutive meetings or three consecutive assigned liturgies, a three member absence fact finding committee shall be appointed without delay by the President, and shall immediately convene to determine whether said member has justifiable cause for his or her absences, and it shall, within fourteen days, submit its findings to the Parish Council for consideration. The President shall include on the agenda for the next regular meeting the committee report for Parish Council action. Upon the resolution of the Parish Council, the said members may be removed from the Parish Council.

Section 7 Vacancies on the Parish Council shall be filled by the Parish Council by electing successors from the list of runners up of the previous election, or from the members in good standing of the Parish. In both cases the successor will finish the unexpired portion of the term of such vacancy.

ARTICLE VIII
ELECTION OF PARISH COUNCIL

Section 1 The election of the members of the Parish Council shall be held every year on the second Sunday of December.

Section 2 (As in UPR-Article VIII Section 2)

Section 3 Candidates for election to the Parish Council shall be nominated at the October Parish Assembly and will continue to the middle of November through a notice and nominating petitions mailed to all members by the Board of Elections stating also the date of election and the election rules. The notice shall be signed by the President of the Parish Council and all members of the Board of Elections.

Within two days following the close of nomination, a copy of the UPR and Parish bylaws shall be mailed to each prospective candidate together with a notice of meeting to be held within six days at which prospective candidates shall be briefed by the Priest as to the duties and responsibilities of Parish Council members and the oath of office. At the conclusion of the briefing all candidates will acknowledge by signing a statement that they understand the UPR and Parish By-Laws and, if elected, will abide by them and the oath of office.

If a candidate does not have a justifiable reason not to attend the briefing and sign the declaration, his or her name shall be deleted from the list of candidates.

Section 3a Each prospective candidate for Parish Council membership shall submit a nominating petition, signed by himself or herself, along with a photograph not larger than 3"x5" on or before the dead line (middle of November).

Section 3b No member of the Board of Elections may sign a nominating petition.

Section 3c Prior to the last Sunday of November and up to the Sunday of elections the names and photographs of all candidates along with the list of all members eligible to vote should be posted in the church foyer. A copy of this list should be given by the Parish Council to the Board of Elections.

Section 3d Prior to balloting the Parish Council shall prepare, in duplicate, and addendum to the list of Parish members in good standing, present one copy to the Board of Elections, and update the previously posted list.

Section 4 (As in UPR Article VIII, Section 4)

Section 5 (As in UPR Article VIII, Section 5)

Section 6 (As in UPR Article VIII, Section 6)

Section 6a Absentee balloting will be provided by the Election Committee for those unable to vote.

Section 7 Elections shall be held at a place on the Parish premises selected by the Board of Elections. Voting shall be a secret vote. Each ballot shall contain, in English and Greek and alphabetical list of candidates (with incumbents listed first) and voting instructions. All voters must sign the voter registration book prior to voting.

Section 8 The minutes of the election results showing the number of votes cast for each candidate, and signed by each member of the Board of Elections should enter in the minute book of the Parish, and the names of the winners should be posted at the bulletin board and published in the Parish publication.

Section 9 (As in UPR-Article VIII, Section 9).

Section 10 In case of the resignation of any member-elect, or vacancy for any other reason, in the interim between the day of elections and the election of officers, the next in line candidate, from those who weren't elected, would fill the vacancy. In lack of extra candidates, the incoming Council shall, after the elections of officers, elect a new member(s) from among the eligible parish members to fill the vacancy.

Section 11 (As in UPR-Article VIII, Section 11)

ARTICLE IX
RATIFICATION OF ELECTION OF PARISH COUNCIL
AND OATH OF OFFICE

(As in UPR-Article IX, Sections 1-4)

ARTICLE X
ELECTION OF PARISH COUNCIL OFFICERS

Section 1 (As in UPR-Article X, Section 1)

- Section 1a** A three member election committee, elected from among the Parish Council present, shall prepare, distribute and tabulate the ballots, report the results to the members present and record the results in the Parish Council minutes.
- Section 1b** A Parish Council Member who has been elected to the Parish Council for the first time ever, could not be elected President, Vice-President, Secretary or Treasurer.
- Section 2** (As in UPR-Article X, Section 2)
- Section 3** (As in UPR-Article X, Section 3)
- Section 3a** In the event of the elevation of the Vice-President to the Presidency, the Parish Council should elect a new Vice-President.
- Section 4** Within seven days after the Parish Council is sworn in, the retiring officers and committee chairmen shall submit reports to their successors for transitional purposes.
- Section 5** All candidates for the Executive Board must be present on the day of the election of officers. Voting by Proxy or by a letter will not be considered.

ARTICLE XI
MEETING OF PARISH COUNCIL

- Section 1** (As in UPR-Article XI, Section 1)
- Section 1a** Notices of regular Parish Council meetings, containing the agenda for those meeting, shall be mailed to each Parish Council members at least seven days prior to said meetings.
- Section 2** -(As in UPR-Article XI, Section 2).
- Section 2a**-If a quorum is not present, the Parish Council shall be called a second time within seven days, at which time one third of the Parish Council shall constitute a quorum for the transaction of business.
- Section 3** -The minutes of the meetings of the Parish Council shall be signed by the Priest, the President and the Recording Secretary.

ARTICLE XII
DUTIES OF PARISH COUNCIL AND OFFICERS

- Section 1** -(As in UPR-Article XII, Section 1)
- Section 1a**-The President is authorized to spend up to \$1,000.00 when deemed necessary. In his absence the Executive Board may spend up to the same amount. In excess of a \$1,000.00 and up to \$3,000.00 may be spent with the approval of 2/3 of the Parish Council present; over \$3,000.00 must be at a General Parish Assembly.
- Section 2** -All Parish personnel, including Greek School teachers, are engaged by the Parish Council with the consent of the Priest.
- Section 3** -(As in UPR-Article XII, Section 3)
- Section 4** -(As in UPR-Article XII, Section 4)
- Section 5** -All bequests gifts and devices made for specific purposes must be approved by the Parish Council in consultation with the Parish Priest before acceptance and shall be used only for the purposes for which they were made.
- Section 6** -The President shall preside at all duly called meetings, render such decisions as are necessary to guide the Parish in its operation, and conduct all meetings according to Robert's Rules of Order. He shall sign checks jointly with the Treasurer. In the absence of the President, the Vice President and the Treasurer shall sign checks. The President shall supervise the operations of the office personnel together with the Priest and shall be an ex-officio member of all Parish Assembly committees with the right to vote.
- Section 7** -The Vice President shall assist the President whenever requested and assume such responsibilities as may be assigned. The Vice President shall have the same powers and duties as the President during his or her absence.
- Section 8** -The Recording Secretary shall keep a record of the proceedings of all meetings of the Parish Council and of the Parish Assembly. The Recording Secretary shall be responsible for the safekeeping of the seal and legal documents relevant to the Parish.
- Section 9** -The Treasurer shall have custody of all financial records of the Parish, except financial records of organizations existing under the auspices of the Parish; shall pay all bills and outstanding accounts of the Parish upon authorization of the Parish Council or Parish Assembly; shall keep an accurate account of all receipts and disbursements; shall present receipts, disbursements and account status report at the meetings of the Parish Assembly and monthly to the Parish Council; shall maintain membership accounts reflecting contribution status; shall require that all bills state in detail the product of service rendered. At the conclusion of the Treasurer's term of office an annual financial report and all records shall be delivered to the incoming Treasurer.

Section 10 the Assistant Treasurer shall assist the Treasurer whenever requested and assume such responsibilities as may be assigned. The Assistant Treasurer shall have the same powers and duties as the Treasurer during his or her absence.

ARTICLE XIII
BOARD OF ELECTIONS

Section 1 The Board of Elections shall consist of 3 members. Three members shall be elected annually for 1 year term at the last Parish Assembly preceding a Parish Council election. A member of the Board of Elections may not be a Parish Council member, a candidate for the Parish Council, a Parish employee, or a member of the Board of Auditors.

Section 2 (As in UPR-Article XIII, Section 2)

Section 3 (As in UPR-Article XIII, Section 3)

Section 4 No member of the Board of Elections may sign a nominating petition for Parish Council elections.

Section 5 The duties of the Board of Elections shall cease upon approval of the election results by the Diocese.

ARTICLE XIV
BOARD OF AUDITORS

Section 1 The board of Auditors shall consist of 3 members elected at the last Parish Assembly preceding an election among those who have not served on the Parish Council for the year being audited and who are not candidates for election to the Parish council, or members of the Board of Elections.

Section 1a At the beginning of each calendar year, the President shall call a meeting of the Board of Auditors for the purpose of the Board selecting its chairman.

Section 2

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Board of Auditors shall audit quarterly the accounting records of the Parish and prepare reports of such audits for presentation to the Parish Assembly, copies of which shall be transmitted to the Diocese by the Parish Council. Accounting records of the Parish shall include all financial records of all organizations existing under the auspices of the Parish.

Section 3 - (As in UPR-Article XIV, Section 3)

ARTICLE XV
FISCAL YEAR, FINANCIAL REPORTS AND BUDGET

Section 1 - (As in UPR-Article XV, Section 1)

Section 2 - The budget for the ensuing year shall be submitted for approval at the Fall Parish Assembly.

Section 3 - (As in UPR-Article XV, Section 4)

ARTICLE XVI
PARISH MINISTRIES AND ORGANIZATIONS

(As in UPR-Article XVI, Sections 1-4)

ARTICLE XVII
BOARD OF PROPERTY MANAGEMENT

Section 1 -The Board of Property Management shall consist of 10 members and the Priest for a two-year term. Five members shall be elected from the Parish Council in January, and 5 members of good standing from the Parish shall be appointed by the Parish Council. The Priest shall not have a vote.

Section 2 -A vacancy on the Board shall be filled by the Parish Council.

Section 3 -The Board, the designated business office secretary and the Parish Council, shall have the responsibility in connection with all rentals and use of Parish property.

Section 4 -The Board shall report to the Parish Council and to the Parish Assembly.

ARTICLE XVIII
AMENDMENTS AND RESESSIONS

Section 1 -These bylaws supercede all previous bylaws and can be amended or rescinded by two-thirds vote of the members present at any Parish Assembly, provided that the proposed amendments or recessions and the current affected bylaws are incorporated in the notice of the meeting that is mailed to the members.