

**ST. NEKTARIOS  
GREEK ORTHODOX CHURCH  
Charlotte, North Carolina**

**LOCAL PARISH  
BYLAWS**

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## **PREAMBLE**

This Parish was founded on August 27, 1998 and is known as St. Nektarios Greek Orthodox Church of Charlotte, North Carolina.

These Local Parish Bylaws should be read and construed in conjunction with the “Uniform Parish Regulations of the Greek Orthodox Archdiocese of America [hereinafter “UPR”].” In the event of a conflict between any local bylaw and the UPR, the UPR shall prevail.



## **ARTICLE I CLERGY**

- Section 1:** The Priest or Presiding Priest, by virtue of his canonical ordination and assignment heads and administers the Parish and exercises on its behalf the priestly duties, which consist of shepherding the Parish entrusted to his care, directing its orderly life, preserving its unity and keeping it faithful to its divine purpose. He shall sanctify his parishioners through the administration of the sacraments and the performance of all other prescribed services of worship. He shall also proclaim the Gospel and impart knowledge of the doctrines, traditions, canons and disciplines of the Church. Further, he shall guide the growth and progress of the Parish in the Christian life through the performance of his pastoral duties. Priests are accountable to their respective Hierarch and will submit a report of their ministry to him at least annually. The Eparchial Synod shall determine the format for these reports.
- Section 2:** When there is more than one Priest assigned to our Parish, the head of the Parish clergy is the Presiding Priest. The other members of the clergy are directly responsible to him.
- Section 3:** The Priest (s) shall take part in the meetings of the Parish Council and Parish Assemblies in an advisory capacity without the right to vote, and may participate in a like manner in any committee meetings.
- Section 4:** The Priest(s) shall not be absent from the Parish without prior arrangement with the Parish Council President, Presiding Priest, and the Metropolitan.

## ARTICLE II PARISH COUNCIL

### Section 1: Composition and Limitations

- A. The Parish Council shall consist of the Presiding Priest and eleven (11) lay persons elected pursuant to a staggered system. The term of office shall be three (3) years with three (3) persons being elected to the Parish Council one year and four (4) persons being elected in each of the two years thereafter. In order to establish the staggered terms as required herein, the election schedule for the years 2020, 2021 and 2022 shall be as follows:

In the year 2020, there shall be an election for five (5) positions on the Parish Council. Of those five (5) available positions, the top three (3) vote-getters shall serve three (3) year terms ending in 2023 and the next two (2) vote-getters shall serve for two (2) year terms ending in 2022;

In the year 2021, there shall be an election for six (6) positions on the Parish Council. Of those six (6) available positions, the top four (4) vote-getters shall serve three (3) year terms ending in 2024 and the next two (2) vote-getters shall serve one (1) year terms ending in 2022; and

In the year 2022, there shall be an election for four (4) positions on the Parish Council. All four (4) of those positions shall be for three (3) year terms ending in 2025.

- B. Those persons elected to the Parish Council may serve a maximum of two (2) consecutive full terms. Those persons wishing to serve longer on the Parish Council shall sit out at least one (1) year before serving again.
- C. Any person, or his or her spouse, while receiving compensation for services rendered to the Parish on a full or part-time basis, cannot serve on the Parish Council.
- D. Following the administering of the affirmation of office, the Parish Council shall promptly convene to elect its officers under the chairmanship of the Priest who shall not vote. No absentee ballots or proxies shall be permitted.
- E. A vacancy on the Parish Council shall be considered to exist in the event of: the death or resignation of a member; the physical or mental incapacity of a member; the invalidation of the election of a member; or the failure of a member to be current in his Stewardship financial obligations to the Parish. Removal from the Parish Council shall also be considered when a member:
1. is not or has ceased to be loyal to the doctrines, canons, worship, discipline, customs and practices of the Church;
  2. is in violation of the Uniform Parish Regulations or the Hierarchical Encyclicals of the Archdiocese;
  3. does not recognize the duly constituted ecclesiastical authorities of the Metropolis or Archdiocese;



4. is guilty of a serious moral transgression;
5. has violated his or her affirmation of office;
6. has engaged in actions which do not further the administrative or spiritual well being of the Parish, the Metropolis or the Archdiocese.

- F. In the event that the Priest believes that the removal of a Parish Council member is required for one of the reasons listed in subsections (1) through (6) above, the Priest shall submit his recommendation, in writing, for the removal of the member to the Metropolitan.
- G. If the respective Hierarchy upon the recommendation of the Priest, or for any other reason, determines that the removal of a Parish Council member is necessary for one or more of the reasons listed in subsections (1) through (6) above, the Metropolitan shall render a decision regarding the matter and shall notify the Priest and Parish Council of such decision. If any member(s) of the Parish Council is (are) removed, the matter shall not be brought before a Parish Assembly.
- H. Prior to removing all or a majority of the members of a Parish Council for any reason(s) during the same twelve (12) month period, the Metropolitan shall consult with and obtain the consent of the Synod.
- I. When an individual or individuals are removed from the Parish Council by the respective Hierarchy, the vacancy(ies) created shall be filled through direct appointment by the Metropolitan, with a recommendation from the Priest and Parish Council, from among the Parish's parishioners in good standing to fulfill the term of the person removed. The interim Parish Council shall serve for such period of time as the Metropolitan may determine, but in no event longer than twelve (12) months.

## **Section 2: Officers and Duties of Officers**

### **A. Duties of the President**

The President shall be the principal officer of the Parish and preside over all Parish Council meetings and, with the concurrence and assistance of the Parish Council, supervise the business and affairs of the Parish. The President, with the Treasurer, shall cosign all checks drawn on all Parish bank accounts. The President shall execute on behalf of the Parish any contracts, mortgages, notes or other documents entered into within the authorities prescribed by the Uniform Parish Regulations, these by-laws, the state of North Carolina and the Parish Assembly.

### **B. Duties of the Vice President**

In the absence of the President or in the event of his or her death, or inability to perform his or her duties, the Vice President shall perform the duties of the

President. The Vice President shall perform such other duties as assigned by the President or the Parish Council.

**C. Duties of the Secretary**

The Secretary shall:

1. Ensure that all notices are duly given in accordance with the provisions of the UPR and these Local Parish By-Laws.
2. Maintain or cause to be maintained the original Local Parish By-Laws, Parish Assembly Minutes, Parish Council Minutes, all submitted reports, Operating Procedures, and other Parish records, the official seal of the Parish and affix the seal of the Parish to all documents, requiring the official seal.
3. Maintain or cause to be maintained a register of each member of the Parish as provided by Article III, Section 1B of these Local Parish By-Laws.
4. Cosign with the President or Vice President all instruments which the Parish Council has authorized to be executed and which, by law, are required to be signed by the Secretary.
5. Perform all duties incident to the office of Secretary and such other duties as assigned by the President or by the Parish Council.
6. Maintain or cause to be maintained attendance records of the Parish Council members at regularly scheduled Parish Council meetings and shall notify the Parish Council of any necessary action pursuant to Article II, Section 3, Subsection F of these Local Parish By-Laws.

**D. Duties of the Assistant Secretary**

In the absence of the Secretary, or in the event of his or her death, or inability to perform his or her duties, the Assistant Secretary shall perform the duties of the Secretary. The Assistant Secretary shall perform such other duties as assigned by the Secretary, the President or the Parish Council.

**E. Duties of the Treasurer**

The Treasurer shall:

1. Have charge and be responsible for all funds and securities of the Parish; oversee, regulate and control all the funds and securities of the following Parish Organizations: the Young Adult Ministry (YAM), the Greek Orthodox Youth of America (GOYA), the Junior Orthodox Youth (JOY), the Choir, the Sunday School, and any other Parish organization which the Parish Council may direct; receive and give receipts for moneys in the name of the Parish in such depositories as shall be selected by the Parish Council; cosign all checks drawn on any Parish bank accounts along with the President.
2. Perform all duties incident to the office of Treasurer and such other duties

as assigned by the President or the Parish Council.

3. Prepare or cause to be prepared a financial statement of the monthly income and expenses of the Parish, which shall be submitted for approval at the next regular Parish Council meeting.
4. Prepare or cause to be prepared a financial statement of the Parish's assets and liabilities as of the end of each calendar year, (including an income and expense statement), which shall be submitted for approval at the first regularly scheduled Parish Assembly of each year.
5. Call a meeting with the Board of Auditors prior to the end of each year to discuss the review of the accounting records of the Parish.

**F. Duties of the Assistant Treasurer**

In the absence of the Treasurer, or in the event of his or her death, or inability to perform his or her duties, the Assistant Treasurer shall perform the duties of the Treasurer. The Assistant Treasurer shall perform such other duties as assigned by the Treasurer, the President, or the Parish Council.

**G. Duties of the Parliamentarian**

The President shall appoint a Parliamentarian at the first meeting of the Parish Council whose term shall be for one year. The Parliamentarian shall ensure that meetings of the Parish Council are conducted according to Robert's Rules of Order.

**H. Change of Officers**

All officers, at the end of an officer's term, shall transfer or cause to be transferred all records pertaining to their office along with updated Operating Procedures to incoming officers. In an effort to expedite and ease the transfer of responsibilities while fostering continuity, the outgoing officer should also spend the appropriate time needed to familiarize the new officer with the duties of office.

**Section 3: Duties and Responsibilities of the Parish Council**

- A. Begin their duties immediately following the administering of the oath of office and convene immediately to elect its officers under the chairmanship of the Presiding Priest who shall not vote.
- B. Comply with these current Local Parish By-Laws of the St. Nektarios Greek Orthodox Church of Charlotte, North Carolina and the UPR and shall familiarize his or herself with said documents, and is encouraged to bring them to the meetings of the Parish Council in order to more fully participate in said meetings.
- C. Oversee the programs and activities of the Parish, under the leadership of the Priest.
- D. Each member of the Parish Council shall serve on committees appointed by the

President subject to the approval of the Parish Council, attend church services regularly, participate in the regular and special projects of the Parish and remain in good standing by fulfilling his or her annual stewardship commitment.

- E. Members of the Parish Council must attend Parish Council meetings. No proxies are permitted. To the extent permitted by applicable law, in the event of an emergency, a special telephonic meeting may be called by the Priest and Parish Council president. A member who misses three (3) consecutive meetings without justifiable cause may be relieved of his or her office upon prior notice to the member and the majority vote of the Parish Council.
- F. Ensure that all specially designated donations (hereinafter “Designated Fund”) are used by the Parish only for the purpose and scope for which they were donated.
- G. With regard to expenditures, financial obligations and indebtedness:
  - 1. Expend only those monies provided in the approved Operating Budget, except the Parish Council may expend an amount for a non-budgeted item not to exceed in aggregate 1% of projected income of the approved budget for the calendar year. A “non-budgeted” item may include items which were not included in the approved budget or which cost more than budgeted. All such non-budgeted expenditures shall be entered and shown on the monthly financial statement as “Non Budgeted Items.”
  - 2. In the event of a shortfall in cash flow needed to cover budgeted items, assume only financial obligations or indebtedness not to exceed in aggregate 10 % of the projected income of the approved Operating Budget for the calendar year without first securing the approval of the Parish Assembly. All such transactions shall be entered and shown on the monthly financial statement and reported as an agenda item at the next Parish Assembly.
  - 3. With regard to a Designated Fund (see paragraph F above), expend those monies in accordance with the purpose and scope of the project for which said funds were donated. In the event there is a temporary shortfall in any Designated Fund or the Operating Budget, the Parish Council may temporarily transfer necessary monies from one account to cover the shortfall in another account. All such transfers shall be repaid within 12 months, and shall be reported at the next Parish Assembly. In the event that the transfer cannot be repaid within the designated time, the Parish Council shall convene a Parish Assembly to address the inability to make a timely repayment.
- H. Conduct Parish Assembly Meetings in accordance with the requirements of Article V of these Bylaws.

- H. During the first Regular Parish Council meeting following a Parish Assembly Meeting review the minutes of said Parish Assembly Meeting and act upon them as necessary.
- I. Select the date for Parish Elections in accordance with the requirements of Article VIII, Section 1.
- K. Appoint a committee to solicit candidates for the Parish Council. This committee shall be appointed prior to the 30<sup>th</sup> of May of each year and shall be known as the Nominating Committee. It shall be composed of five (5) members in good standing, excluding any person, or their spouse, receiving compensation for services rendered to the Parish on a full or part-time basis. The committee shall serve up until the presentation of its report at the following Parish Assembly. Should a vacancy occur on this committee, the Parish Council shall appoint a replacement at its next convened regular meeting.
- L. Solicit through the Parish communiqués, prior to the 15<sup>th</sup> of August of each year, members of the parish to run for elective office, including the Parish Council, Board of Elections and Board of Auditors. Such notification shall instruct all interested members to contact the members of the Nominating Committee.
- M. Employ, appoint, and/or remove all parish personnel, including Catechism teachers, and independent contractors, by a majority vote of the Parish Council with the consent of the Presiding Priest.
- N. Communicate in writing to all employees and agents, all Church policies, rules and directives applicable to their employment. Included, but not limited to, terms of employment and termination, wages and salaries, salary increases, holidays, sick leave, any and all applicable benefits, job descriptions and duties, which include specifically to whom such employee or agent must report and from whom they shall take job-related directives.
- O. Establish and maintain or cause to be maintained a drug free environment on all Church properties consistent with the directive of the Archdiocese, if any, and all applicable local state and federal laws.
- P. Pre-approve all fundraising activities by all organizations on all Church properties.
- Q. Designate in January of each year an individual to serve, along with the President of the Parish Council and the Priest, on the Membership Appeals Committee in accordance with Article III, Section 3 of these Bylaws. The designated individual

shall be a Voting Member in Good Standing as defined in Article III.

- R. Have the exclusive power to recommend to the Parish Assembly, by majority vote, the purchase, sale or mortgage of Parish-held property, which is thereafter subject to approval of the Parish Assembly, as set out in Article 29, Section 1 of the Uniform Parish Regulations.
- S. Make an annual inventory of the church premises and the real property owned by the Parish for the purposed of preparing and maintaining a physical inventory of all Parish Property.

**Section 4: Meetings of the Parish Council**

- A. The Parish Council meetings will be conducted according to Robert's Rules of Order.
- B. The Parish Council shall generally hold regular meetings at least once a month and special meetings whenever the Priest, the President, or a majority of the Parish Council shall deem it necessary.
- C. A majority of the members of the Parish council shall constitute a quorum for the transaction of business.
- D. The minutes of the meetings of the Parish council shall be signed by the Priest, the President and the Secretary.

**Section 5: Resignations**

In the event a member of the Parish Council resigns, the said member shall not be eligible for election to the Parish Council for a period of one year following their resignation.

**Section 6: Vacancies**

Except as specified above with respect to removals by the respective Hierarchy, a vacancy on the Parish Council shall be promptly filled by the Parish Council by electing a successor therefore from among the parishioners WHO ARE VOTING MEMBERS in good standing of the Parish per Article III, Section 3. Such successor shall serve for the unexpired portion of the term of the vacant office. If a vacancy on the Parish Council occurs after the Parish Council elections but before the first meeting of the Parish Council at which officers are elected, the vacancy shall be filled after the election of the Parish Council officers. All newly appointed members who fill a vacancy of the Parish Council must attend a Parish Council Seminar to be conducted by the Priest prior to taking the affirmation of office and assuming the duties of their position.

## **ARTICLE III PARISHIONERS**

### **Section 1: Member**

A **Member** of the Parish of Saint Nektarios Greek Orthodox Church is any person, eighteen years of age or over, who was baptized and chrismated according to the rites of the Orthodox Church who lives according to the faith and canons of the Church, who participates regularly in the holy sacraments, who has completed Membership Registration for this Parish, and who abides by the UPR and these local by-laws. Once an individual becomes a Member, such person shall remain a Member until death or until a notice of resignation is communicated to the Parish Office.

### **Section 2: Member in Good Standing**

A **Member in Good Standing** is any **Member** of this Parish who has completed a stewardship pledge card or otherwise communicated an intention to be a steward of the Parish and has made a good faith effort, regardless of the actual financial contribution, to support the stewardship of the Parish. In order to continue as a Member in Good Standing, Members shall communicate on an annual basis an intention to continue their stewardship commitment.

### **Section 3: Voting Member in Good Standing**

A **Voting Member in Good Standing** is any **Member in Good Standing** of this Parish who has also regularly participated in the liturgical life of the Parish for a minimum of three (3) months during the 12 month period immediately preceding any Parish Assembly at which the individual desires to vote and who contributes to the welfare and prosperity of the Parish and the success of our sacred mission. The three (3) month period referenced in this Section 3 shall begin upon fulfillment of the requirements of Section 1, including the completion of the Membership Registration. A Member in Good Standing who is not eligible to vote solely because they have not satisfied the three (3) month minimum participation requirement may appeal the denial of voting rights before a committee comprised of the Priest, the President of the Parish Council and a third individual designated by the Parish Council to hear appeals dealing with the participation requirement (the "Membership Appeals Committee"). Any decision by the Membership Appeals Committee shall be made by majority vote. The third individual on the Membership Appeals Committee shall be designated for a 1-year term by the Parish Council in January of each year.

**Section 4: Eligibility for Office**

Only Voting Members in Good Standing who are older than twenty-one (21) years of age are eligible to serve on the Parish Council or for appointment by the Parish Council to any committee specified in the local bylaws. A candidate for Parish Council must be a member in good standing of the Parish for at least one (1) year immediately preceding the date of the election and must live his or her life in accordance with the Faith and canons of the Church.

**Section 5: Parish Register**

The Parish Register shall, at a minimum, include the following information concerning each Member: baptismal and family name, occupation (optional), dates of baptism and/or chrismation and marriage, complete family record of spouse and children, date of entry into the Parish (indicating if transferred from another Parish), record of stewardship to this Parish, and date of death. The Membership Registration required of an individual shall include that information required for the Parish Register as well as all administrative information required by the Parish office for record-keeping purposes.

**Section 6: Duties and Obligations**

The religious, moral and social duties of a parishioner are to apply the tenets of the Orthodox faith to his or her life and activities, to seek personal spiritual growth, to attend the Divine Liturgy and other services of worship faithfully on Sundays and holy days, to keep the rules and fasts of the Orthodox tradition, to receive frequently the sacraments of Penance and Holy Communion, to train and teach the youth according to the faith and spirit of Orthodoxy, to respect the clergy, the ecclesiastical authority, and all governing bodies of the Church, to be obedient in matters of faith and ecclesiastical order, and to contribute to the welfare and prosperity of the Parish and the success of our sacred mission.

**Section 7: Stewardship**

This Parish is a stewardship parish.



**ARTICLE IV  
PARISH ORGANIZATIONS**

**Section 1: Composition**

Pursuant to the UPR the Parish will make every reasonable effort to provide for the Parish a chapter of the Ladies Philoptochos Society, a chapter of the Young Adult Ministry (YAM), a chapter of the Greek Orthodox Youth of America (GOYA), a chapter of the Junior Orthodox Youth (JOY), a Chanter, a Choir, a Catechism School and such other organizations and ministries as shall meet the spiritual and cultural needs of the Parish.

**Section 2: Duties**

- A. All Parish organizations must comply with these Local Parish Bylaws, the UPR and all policies and procedures established by the Parish Council.
- B. All Parish organizations must receive the direct prior approval of the Parish Council before they solicit any funds.
- C. All Parish organizations will administer their finances in accordance with the directive of the Parish Council and these Local Parish By-Laws.
- D. All Parish organizations, with the exception of the Greek Orthodox Ladies Philoptochos Society by virtue of their philanthropic status, shall be accountable to the Treasurer of the Parish as regards to their funds, securities and finances.

**ARTICLE V  
PARISH ASSEMBLY MEETINGS**

**Section 1: Parish Assembly Meetings**

- A. Regular Parish Assembly Meetings shall be convened by the Parish Council at least twice each year at dates fixed by the Parish Council. .
- B. The Parish Assembly Meetings will be conducted according to Robert's Rules of Order.
- C. Parish Assembly Meetings shall last no longer than three and one half (3½) hours. By a vote of a majority of the members present, meetings may be extended an additional thirty (30) minutes.

## **Section 2: Notice of Parish Assembly Meetings**

- A. At least ten (10) days prior to each Parish Assembly Meeting, a designee of the Parish Council shall prepare and mail to the membership the following: [1] Notice of the Parish Assembly Meeting; [2] Agenda for the Parish Assembly Meeting; and [3] a copy of the minutes of the previous Parish Assembly Meeting.
- B. In addition to items 1 – 3 in A. above, at least ten (10) days prior to the first Parish Assembly of the year, the notice shall include information regarding the availability for review at the Parish office of the following items: [1] a comprehensive statement of the financial condition of the Parish; and [2] a listing of all bank accounts and cash on hand, including an inventory of items in the safe deposit box of the Parish.
- C. In addition to items 1 – 3 in A. above, at least ten (10) days prior to the last Parish Assembly Meeting of the year, the notice shall include information regarding the availability for review at the Parish office the proposed budget for the next year.

## **Section 3: Powers and Duties of the Parish Assembly**

- A. Assembly consists of Voting Members in Good Standing as defined in Article III of these Bylaws. The Priest(s) shall be non-voting member(s) of the Parish Assembly.
- B. The Parish Council Secretary shall maintain or caused to be maintained an attendance register in the records of the Parish Assembly Meetings and certify the names of those members in good standing who have signed the attendance register in order to determine the number of votes necessary to constitute a majority by which decisions shall be legally adopted.
- C. The Parish Council Secretary shall declare a quorum when fifty (50) members in good standing are present at the beginning of the meeting. If at any time during the Parish Assembly Meeting there remain less than fifty (50) members in good standing present, there will be no quorum and the meeting will be adjourned. If a quorum is not present within thirty (30) minutes of the appointed time, no meeting shall be conducted. In the event of a failed Parish Assembly Meeting, another Parish Assembly Meeting shall be called within twenty-one (21) days and the rescheduled Parish Assembly Meeting shall be conducted in accordance with the UPR.
- D. The Parish Assembly Meeting shall open and close with a prayer.
- E. The Parish Assembly Meeting shall be called to order by the President of the Parish Council after which nominations for and elections of the Chairperson of the Parish Assembly Meeting will be conducted.
- F. The duly elected Chairperson shall preside over the Parish Assembly Meeting.

- G. Under the direction of the Chairperson, a vice-chairperson shall be elected. A Recording Secretary shall be appointed by the Chairperson. The Recording Secretary shall record the Minutes of the Parish Assembly Meeting. The Minutes of the Parish Assembly Meeting shall be signed by the Priest, the Chairperson and the Recording Secretary.
- H. The Chairperson of the Parish Assembly Meeting shall appoint a Parliamentarian whose duties shall ensure that the meeting will be conducted according to Robert's Rules of Order.
- I. The Chairperson shall recognize the Chairperson of the By-Laws Committee or his or her designee who shall ensure that the meetings shall be conducted in accordance with these Local Parish By-Laws and the UPR.
- J. The Chairperson shall appoint a Timekeeper who will time each speaker and signal expiration of their time with an appropriate and acceptable signal.
- K. Each speaker shall be limited to three (3) minutes to speak on a particular subject (committee reports are excluded from this time limitation). The Chairperson has the right to extend this time limit upon approval of the members of the Parish Assembly Meeting.
- L. At the beginning of the Parish Assembly Meeting, in lieu of reading the minutes of the previous Parish Assembly Meeting, the Chairperson will declare the minutes approved if no corrections or additions are made.
- M. The Parish Assembly shall only consider items on the Agenda. The Parish Assembly Meeting's Agenda shall include sections for Old and New Business.
- N. The budget for the coming year shall be adopted at the last Parish Assembly Meeting of the prior year or otherwise as provided in Article IX.
- O. The Parish shall be represented by four (4) delegates at the Archdiocesan Clergy-Laity Congress, each having one (1) vote, and shall include the Presiding Priest, the President of the Parish Council, and two (2) members of the Parish elected at a Parish Assembly Meeting designated by the Parish Council. All such representatives shall be provided with appropriate credentials and expense allowances as budgeted.
- P. The Parish shall be represented by four (4) delegates at the Metropolis Clergy-Laity Assembly, each having one (1) vote, and shall include the Presiding Priest, the President of the Parish Council, and two (2) members of the Parish elected at a Parish Assembly Meeting designated by the Parish Council. All such representatives shall be provided with appropriate credentials and expense allowances as budgeted.

- Q. During a Parish Assembly Meeting designated by the Parish Council, the Board of Auditors and the Board of Elections shall be elected. The Chairperson of the Parish Assembly Meeting shall appoint a temporary Chairperson of each board whose sole responsibility will be to call an organizational meeting of said Boards. At such organizational meetings, a permanent chairperson shall be elected by the Board members.
- R. The Parish Assembly may authorize the creation of a committee for any purpose. In such event, the Chairperson of the Parish Assembly Meeting shall designate a temporary Chairperson of the committee to call an organizational meeting of the committee. All Boards and Committees appointed or elected by the Parish Assembly shall present at least an annual report to the Parish Council which shall receive such report as information and include the report in the agenda for the next Parish Assembly Meeting.

## **ARTICLE VI BOARD OF AUDITORS**

### **Section 1: Qualifications and Composition**

- A. The Board of Auditors shall consist of at least three (3) members in good standing of the Parish elected at a Parish Assembly Meeting designated by the Parish Council. The Board of Auditors shall have the financial competency to properly execute its responsibilities. Those persons, or their spouses, serving on the Parish Council for the year being audited, employed or volunteer in a financial capacity for the Parish, or who are candidates for election to the Parish Council, are not eligible.
- B. The term of office shall be for one (1) year, commencing in January following election to the Board, and continue through the presentation of the Board of Auditors' report at a Parish Assembly Meeting designated by the Parish Council.

### **Section 2: Duties**

- A. The Board of Auditors shall conduct an annual audit of the accounting records of the prior year of the Parish and prepare or cause to be prepared a report of such audit for presentation to a Parish Assembly Meeting designated by the Parish Council. A copy of the audit report shall be transmitted to the Metropolitan and the Archdiocese by the Parish Council.
- B. The audit report, after it is presented at the Parish Assembly Meeting, shall be maintained or caused to be maintained by the Parish Council Secretary for safekeeping, together with previous Board of Auditors' reports.

- C. A physical count of all Church property as well as an inventory of all insurance policies shall be made annually.
- D. The Audit Committee shall have access to Parish records at all times but shall not be empowered to remove Parish records from the premises of the church.

**Section 3: Vacancies**

A vacancy on the Board of Auditors shall be filled by the Parish Council by electing a successor from the members in good standing of the Parish for the unexpired portion of the term.

**ARTICLE VII  
BOARD OF ELECTIONS**

**Section 1: Qualifications and Composition**

The Board of Elections shall consist of five (5) members and two (2) alternates elected at a Parish Assembly Meeting designated by the Parish Council, from those members in good standing present, who are not candidates, family members of candidates, spouses of candidates, for election to the Parish Council, or current Parish Council members; provided however, any member who has submitted, in writing, to the Parish office prior to the Parish Assembly Meeting their desire to be nominated shall be considered present at the meeting for the purposes of this Article.

**Section 2: Duties**

The Board of Elections shall be responsible for:

- A. The preparation of the ballots for the Parish Elections after the verification that all candidates are eligible to run for Parish Council per the requirements stated in Article VIII section 2 before their names are placed on the ballot.
- B. The mailing and posting of all notices concerning the elections.
- C. Providing Absentee Ballots in accordance with Article VIII, Section 5 of these Local Parish By-Laws.
- D. The verification that each individual permitted to vote on Election Day is a Voting Member in Good Standing.
- E. The carrying out the elections in accordance with the UPR, Article VIII of these Local Parish By-Laws, and instructions received from the Metropolis.

- F. Counting, tabulating, certifying and posting the results of the elections.

**Section 3: Vacancies**

Any vacancies on the Board of Elections shall be filled by the Board of Elections from the two (2) alternates elected at the Parish Assembly Meeting.

**ARTICLE VIII  
PARISH ELECTIONS**

**Section 1: Date of Elections**

The election of the members of the Parish Council shall be held no earlier than the first Sunday in November, and no later than the second Sunday in December.

**Section 2: Candidates**

- A. Nomination of candidates for the Parish Council shall be made at a Parish Assembly Meeting by the Nominating Committee.
- B. Upon submission of the Nominating Committee report, members of the Nominating Committee and other Voting Members in Good Standing, as defined in Article III, who are present may then be nominated from the floor.
- C. A candidate for Parish Council must be a member in good standing of the Parish for at least one (1) year immediately preceding the date of the election and must live his or her life in accordance with the Faith and canons of the Church.
- D. All candidates shall attend an election seminar prior to the mailing of the election notice at which the Priest shall discuss and explain to the candidates the UPR, the local parish By-laws, the significance of the affirmation of office and other material provided by the Metropolis.
- E. At the conclusion of the seminar all candidates must sign a statement acknowledging that they understand the Regulations and will abide by them and the affirmation of office. If a candidate for the Parish Council does not attend a seminar and does not sign the statement, his/her name shall be deleted from the list of candidates.

**Section 3: Location and Procedures for Elections**

- A. At least ten (10) days prior to the elections, the Board of Elections shall prepare or cause to be prepared and mail or cause to be mailed to all Members a list of the candidates and an announcement of the time and place of the elections. Receipt of

the list of candidates and the announcement of the time and place of the elections indicates only that the recipient is a Member of the Parish as defined in Article III and shall not be construed to mean that the recipient is eligible to vote. Only Voting Members in Good Standing shall be eligible to cast a ballot in the elections. Nothing in this Section shall be interpreted to prevent any individual from becoming a Voting Member in Good Standing in accordance with the requirements of Article III in advance of the elections.

- B. The elections shall be by secret ballot and conducted under the supervision of the Board of Elections.
- C. Voting shall begin after the conclusion of the Divine Liturgy at a location on the Parish premises previously announced by the Board of Elections and shall terminate at 5:00 P.M.
- D. The Board of Elections is authorized to establish procedures for the conduct of the elections. Said procedures shall be consistent with the UPR and these Local Parish Bylaws.

**Section 4: Restrictions**

- A. The Board of Elections shall post with appropriate and proper signing the perimeters of the polling place.
- B. No person other than the members who are actually in the process of voting or members of the Board of Elections shall be allowed in the polling place while the voting is in progress.
- C. Campaigning and/or soliciting of votes is prohibited inside the building/buildings housing the polling place during the polling hours.
- D. Only those who meet the qualifications for a Voting Member in Good Standing set forth in Article III, Section 3 may vote.
- E. Decisions rendered by the Board of Elections regarding election matters shall be considered final.

**Section 5: Absentee Ballots**

- A. A member eligible to vote according to these Local Parish By-Laws is entitled to vote by absentee ballot upon written request to the Board of Elections or its designee by the close of business on the last business day prior to the elections.
- B. Members eligible to vote by absentee ballot must return their ballots to the Board of Elections in the envelope provided by the Board of Elections Said ballots must be received by the Board of Elections or their designee not later than the commencement of voting and shall be opened and tabulated with the ballots personally cast.

- C. In the case of a duplication of a personal vote and an absentee ballot, the Board of Elections shall discard the absentee ballot.

**Section 6: Notification of Candidates**

It shall be the duty of the Board of Elections to notify all candidates of the election results immediately after tabulation.

**Section 7: Recording of Election Results**

The election results shall be entered in the minutes of the first Parish Council meeting following the elections, showing the number of votes cast for each candidate, and shall be signed by each member of the Board of Elections. The candidates receiving the greatest number of votes shall be declared elected for the ensuing term, subject to ratification by the respective Hierarch. In the event of a tied vote, the other members of the incoming Parish Council shall fill the office from among the tied candidates by majority vote at their first parish council meeting, pending the ratification of the respective Hierarch.

**ARTICLE IX  
FISCAL YEAR, FINANCIAL REPORTS, AND PROPOSED BUDGET**

**Section 1: Fiscal Year**

The Fiscal Year shall be the calendar year.

**Section 2: Financial Reports**

Financial reports shall be prepared or caused to be prepared by the Parish Council for the preceding fiscal year and presented at the first Parish Assembly Meeting of each year.

**Section 3: Operating Budget**

- A. The Proposed Budget and Operating Budget shall reflect, at a minimum, the Fair Share Assessment to the Metropolis.
- B. An open budget meeting shall be held at a Parish Council meeting designated by the Parish Council (the “Open Budget Meeting”). This meeting shall be conducted in accordance with Article II of these By-Laws. A copy of the Proposed Budget shall be available through the Parish Office one (1) week prior to the Open Budget Meeting. The availability of the Proposed Budget shall be announced in the Parish communiqués.
- C. The Open Budget Meeting shall include a complete review of the Proposed Budget. The Open Budget Meeting shall be the only opportunity to discuss line items in the



Proposed Budget. Upon conclusion of the discussion of a line item at the Open Budget Meeting, any Member in Good Standing may object to that line item and request that such line item be marked for discussion at the Parish Assembly Meeting at which the proposed budget is presented.

- F. The Parish Council, in its discretion and subject to the requirements of these By-Laws, may take action at the Open Budget Meeting, or thereafter, to revise any line item within the Proposed Budget that has been the subject of discussion or objection at the Open Budget Meeting. In the event that any line item in the Proposed Budget is revised, the Proposed Budget, as revised, shall be subject to the requirements of this Article IX, Section 3 and a subsequent Open Budget Meeting shall be held. The scope of the subsequent Open Budget Meeting shall be limited to a review of only the line item(s) of the Proposed Budget which were revised at or after the preceding Open Budget Meeting. This process shall continue as necessary until there are no further revisions to the Proposed Budget.
- G. The Proposed Budget, with items marked for discussion pursuant to Section 3.C. clearly indicated, shall be made available for review by Parish membership at least ten (10) days prior to the Parish Assembly Meeting at which the budget is presented.
- H. At the last Parish Assembly Meeting of the year, the Proposed Budget shall be voted on as a whole and shall be accepted or rejected in its entirety. Discussion of specific line items shall be limited to only those line items that were marked for discussion during the Open Budget Meeting process.
- I. If the Proposed Budget is rejected in its entirety, then the budgetary process mandated by this Article IX shall be repeated on a monthly basis until a Proposed Budget is approved by the Parish Assembly. Following a rejection of the Proposed Budget until such time that a Proposed Budget is approved by the Parish Assembly, the Parish Council is authorized to and shall operate the Parish in accordance with the prior year's budget.
- J. When the Parish Assembly accepts the Proposed Budget, it becomes the Operating Budget.

**ARTICLE X**  
**AMENDMENTS AND REVISIONS**

**Section 1: Procedure**

These Local Parish By-Laws may be amended or revised in the following manner:

- A. The By-Laws Committee, although appointed by the Parish Council, is a committee
- B. The By-Laws Committee must study and report on any proposed amendments or revisions to these Local Parish By-Laws.
- C. The By-Laws Committee will meet, draft their recommendations and submit them in writing to the Parish Council.
- D. The Parish Council shall make these recommendations available for review in the church office at least ten (10) days prior to the next Parish Assembly Meeting and place them on the Parish Assembly Meeting's agenda.
- E. No recommendation may be adopted without a two-thirds (2/3's) majority vote of the Voting Members in Good Standing present at the Parish Assembly Meeting.
- F. Upon adoption of any recommendations by the Parish Assembly, the Presiding Priest and President of the Parish Council shall immediately submit same to the Metropolitan for approval.
- G. Upon approval by the Metropolitan such amendments or additions shall be dated and become effective immediately. The written approval letter by the Metropolitan shall be attached.
- H. The Secretary of the Parish Council shall maintain or cause to be maintained the master copy of these Local Parish By-Laws and all amendments, revisions and changes.

**ARTICLE XI**  
**BY-LAWS COMMITTEE**

**Section 1: Qualifications and Composition**

**A. Composition**

The By-Laws Committee shall consist of five (5) Voting Members in Good Standing of the Parish , one of whom - the Chairperson - shall be a member of the Parish Council. Any member appointed who fails to remain in good standing in the Parish shall be deemed to have resigned and a successor shall be appointed as herein provided.

**B. Appointment**

The President, subject to approval by the Parish Council, shall make appointments to the By-Laws Committee at the first regular meeting of the Parish Council. Each year, the President shall designate one of the Parish Council members as the Chairperson.

**C. Term**

The term of office shall be three (3) year staggered terms.

**D. Vacancies**

In the event of a vacancy, a person appointed by the Parish Council shall fill the unexpired term.

**E. Number of Terms**

There shall be no prohibitions or restrictions upon the number of terms a person may serve.

**Section 2: Duties**

A. The By-Laws Committee shall meet as often as may be necessary to consider any proposed amendments or as requested by the Parish Council.

B. The By-Laws Committee shall review any proposed amendments and the effect such amendments may have upon other sections of these Local Parish By-Laws to avoid inconsistent provisions in the event the proposed amendment is adopted.

C. The By-Laws Committee shall report the results of their review to the Parish Council and to the next Parish Assembly Meeting.

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