



2014
BY-LAWS
of the
All Saints
Greek Orthodox
Church
Canonsburg, PA

**Last Parish Bylaws Ratified by
His Eminence Metropolitan Savas
of Pittsburgh in July of 2014**

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ARTICLE 1

Name of Parish

1. This Parish shall be known as the Greek Orthodox Church of All Saints, Canonsburg, PA with a location at 601 West McMurray Road, Canonsburg, PA 15317.

ARTICLE 2

Aims and Purposes

1. The aims and purposes of this Parish shall be as follows:
 - {a} To preserve the Holy Orthodox Christian Faith, and to build up the religious and moral, and ethical life of its Parishioners through Holy Scripture and Holy Tradition, instruction in Catechetical and other Parish Schools, books and the ministrations of duly ordained clergy.
 - {b} To actively participate in the life of the Metropolis of Pittsburgh, the Greek Orthodox Archdiocese of America, and the Ecumenical Patriarchate, of which the Parish is an integral part.

ARTICLE 3

Stewardship and Voting Privilege

1. Any person, eighteen (18) years of age or older, who was baptized according to the rite 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 or her stewardship obligation (part of which is to meet his or her stewardship financial obligation to the Parish) and abides by the regulations herein and the by-laws of the Parish, is a Steward in good standing of the Parish, except that a Steward under twenty-one (21) years of age shall not serve on the Parish Council.
2. All current and new Stewards will be eligible to vote at any Parish General or Special Assembly and/or Parish Council Elections provided that they have completed a current Stewardship Pledge Form and are actively participating in that Pledge and are Stewards in good standing at least three (3) months prior to the vote.
3. To be eligible for the Parish Council, a Steward must have been in good standing

(Ecclesiastical & Stewardship) for a period of one (1) year immediately preceding the date of the election.

ARTICLE 4

Revenue of the Parish

1. The revenue of the Parish shall be obtained through Christian Stewardship and programs authorized and/or recognized by the Parish Council.

ARTICLE 5

Use and Disposal of Property, Funds, Gifts, Bequests and Devises

1. All special gifts, bequests and devises shall be administered by the Parish Council as one or more special funds in keeping with the intent and purpose of the donor or testator.
2. All funds of the Parish shall be deposited in the name of the Parish with depositories selected by the Parish Council and shall be withdrawn upon the signatures of the two Stewards of the Executive Committee of the Parish Council for the use and purpose of the Parish.

ARTICLE 6

Parish Council

1. There shall be created a Parish Council which shall consist of the Priest, as a non-voting Steward thereof, and thirteen (13) Stewards elected for a term of two years, with a limit of not more than five (5) consecutive terms. After one (1) year from the expiration of the fifth (5th) term, a Steward will again be eligible for election to Parish Council. No Steward of this Parish shall be eligible for election to this Council if he/she is a member of any other Parish Council. No Steward of this Parish shall be eligible for election to this Council if he/she has an immediate family member within the same household on Council and they would serve on Council at the same time.
2. The Parish Council shall strive to promote the financial well being of the Parish by appropriately imparting to the congregation an awareness of its obligations in that respect. The Priest and the Parish Council shall cause a census to be taken of all Parishioners over eighteen (18) years of age and shall attend to the stewardship

commitment of the Parish accruing to the Archdiocese.

3. The Parish Council shall call meetings of the Stewards of the Parish, and, in connection therewith, shall prepare a list of all Stewards in good standing, entitled to vote at a particular meeting and shall post this list in a conspicuous place in the Church Building at least fifteen (15) days prior to each meeting and/or vote.
4. Where necessary, the Parish Council may assume financial obligations in excess of the budget up to the amount of \$5,000.00. When there is no budget presented for the new fiscal year, the amount of financial obligations that the Council may assume remains the same.

ARTICLE 7

Officers of Parish Council

1. To be eligible for election to the office of President of the Parish Council, a Steward of the Council must first have served a two (2)-year term on that Council.
2. Each Officer shall serve in their Office for a period of two (2) years unless they are not re-elected by the Stewards of the Parish.

ARTICLE 8

Duties of the President

1. The duties of the President of the Parish Council shall be as follows:
 - {a} To call and preside over meetings of the Parish Council and meetings of the Stewards of the Parish.
 - {b} To present the agenda at meetings of the Stewards of the Parish in consultation with the Priest.
 - {c} To sign the minutes of the proceedings and various incoming and outgoing documents together with the Secretary of the Council and to sign checks jointly with the Treasurer of the Council.
 - {d} To supervise the operation and functioning of the office personnel.
 - {e} To maintain a constant check on the condition of the treasury.
 - {f} To exercise the authority vested in him/her as President under the existing law, the regulations and Canons of the Church.

ARTICLE 9

Duties of the Vice-President

1. The Vice President shall act in the place of the President in his/her absence and when so acting shall have all the duties of that office.

ARTICLE 10

Duties of the Secretary

1. The duties of the Secretary are as follows:
 - {a} He/she shall attend all meetings of the Parish Council and meetings of the Stewards of the Parish and keep the minutes thereof.
 - {b} He/she shall sign all incoming and outgoing Parish documents which are also signed by the President and the Priest.

ARTICLE 11

Duties of the Treasurer

1. The duties of the Treasurer shall be as follows:
 - {a} He/she shall collect the Parish funds and deposit them in the name of the Parish with the depositories selected by the Parish Council.
 - {b} He/she shall keep all books and records pertaining to the revenues and expenditures of the Parish.
 - {c} He/she shall sign checks jointly with the President.

ARTICLE 12

Committees of the Parish Council

1. The Executive Committee of the Parish Council, consisting of the Priest and all the then existing Officers of Council, shall appoint the Chairmen of the Committees of the Parish. Any Steward of the Parish shall be eligible to serve as a Chairman of a Committee. These appointments shall be made before the completion of the second Parish Council meeting of the year.

2. The Committees are to include no less than three (3) and no more than five (5) Stewards on each Committee to be chosen by the Chairman of the Committee and with the approval of Parish Council, and a general outline of their functions shall be as follows:

Standing Committees

- | | |
|---------------------|--|
| Bookstore/Library - | This Committee will provide educational resource material for purchase to Parishioners of all ages and work with the Parish Office to coordinate the various books and resource materials and make them available to be loaned for a period of time to the Parishioners. |
| Endowment - | This Committee shall invest, reinvest, register, and maintain the Endowment Fund, in relation to any cash, securities, investments, stocks, bonds, mortgages, real, and personal property received. |
| Finance - | This Committee will oversee the finances of this community, i.e. investments and creating budgets. The Parish Council Treasurer will be a standing Steward of this Committee. |
| Food Festival - | This Committee will organize and oversee the annual Food Festival held in June and the Mini Food Festivals that are established by the Parish Council. |
| Hall Rental - | This Committee will oversee the rental of our Parish hall and related issues thereof. |
| Maintenance - | This Committee will deal with the everyday building and |

- maintenance issues, such as repairs, snow removal, etc.
- Narthex - This Committee will assist the Priest to make sure that all Liturgical Functions are executed in a proper and orderly manner. In addition, its Stewards will greet all those entering the Church to participate in Liturgical Services. They will also be responsible for the ordering of all necessary Church supplies.
- Outreach & Missions - This Committee will minister to the welfare of the shut-ins of the community, to help return the unchurched to the Parish, and coordinate the missions outreach of the Parish, all in conjunction with the Priest.
- Personnel - This Committee shall contract for positions within the Church for the proper functioning of the Parish, except for the Clergy.
- Social - This Committee will be in charge of all regular Parish events.
- Stewardship - This Committee will be responsible for the Parish's Stewardship Program.
- Youth - This Committee shall oversee all Parish Youth Ministries (AGAPE, HOPE, JOY, GOYA, YAL), Church School, Greek School, Greek Dance.
- Nominating - This Committee shall oversee the nominating process for electing Stewards to the Parish Council, the Auditing Committee and the Board of Elections. This Committee will educate Stewards on the Parish election process and seek nominations of candidates.
- Fundraising - This Committee shall be responsible for all Parish fundraising.
- Iconography & Fine Arts - This Committee will be in charge of soliciting Iconography and Liturgical Fine Arts donations, as well as be the representative voice of the Parish in relations with those who produce such works. Furthermore, the Committee will investigate and recommend to the Parish Council those whom it feels exemplify traditional Byzantine works.

Non-Standing Committees

- By-Laws - This Committee will address the Parish/Parish Council concerns related specifically to the By-Laws.
- Building - This Committee will be in charge of new construction projects.
- Church Music - This Committee will oversee the music programs for the Parish, i.e. Sunday Choir, Children's Choir, in conjunction with the Priest.
- Real Estate - This Committee will oversee all Parish real estate matters.

THE PRIEST, AND PARISH COUNCIL PRESIDENT SHALL BE
STANDING MEMBERS OF EACH COMMITTEE.

ARTICLE 13

Auditing Committee

1. There shall be created, as required by these By-Laws, an Auditing Committee which shall consist of three (3) Stewards elected for a term of two (2) years that are not Parish Council Stewards, which shall have the following powers and duties:
 - {a} It shall observe and audit the financial administration of the Parish and prepare an annual report which shall be submitted to the General Assembly in the spring with a copy to the Metropolis and Archdiocese.

ARTICLE 14

Board of Elections

1. There shall be created a Board of Elections which shall consist of three (3) Stewards elected yearly by the Stewards in good standing in attendance at the General Assembly held in the spring.
2. This Board shall hold office until all matters pertaining to the elections have been resolved and shall be automatically dissolved at that time.
3. No Steward elected to this Board shall be eligible for election to any other office in the

elections over which this Board shall have authority. Immediate family members of candidates and incumbent Parish Council Stewards are not eligible to serve on this Board.

4. This Board, in cooperation with the Parish Council, shall check the list of Parish Stewards qualified to vote in the election to be held in November/December and shall hold and supervise the election of the Stewards of the Parish Council, and the Auditing Committee, as set forth in the current Special Regulations & Uniform Parish Regulations of the Archdiocese.

ARTICLE 15

Vacancies on the Parish Council

1. A vacancy on the Parish Council shall be considered to exist under any of the following circumstances: the death or resignation of a Steward, the physical or mental incapacity of a Steward, the invalidation of the election of a Steward, the failure of a Steward to be current in his/her stewardship financial obligations to the Parish, the determination by a spiritual Court of the Metropolis that a Steward is not or has ceased to be loyal to the doctrines, canons, worship, discipline, constitution, administrative rulings, customs, practices, these Regulations and encyclicals of the Archdiocese, or that he or she does not recognize its duly constituted ecclesiastical authority, or the determination by a Spiritual Court of the Metropolis that a Parish Council Steward is guilty of a serious moral transgression or has violated his or her oath of office.
2. When a Steward of the Parish Council has been absent without justifiable cause for more than three of its meetings consecutively, he or she may be relieved of his or her duties upon the resolution of the Parish Council to that effect.
3. A vacancy on the Parish Council shall be filled by the candidate for the election to the Council, who was not elected to Council, but received the next largest number of votes in the last election. If for any reason that candidate does not assume office, then the vacancy shall be filled by the candidate, not elected, and having the next highest number of votes, and so forth. In the absence of any such candidate, then the vacancy shall be filled from eligible Stewards of the Parish in good standing by a majority vote of the Council.

ARTICLE 16

Nominations of the Parish Council, and the Auditing Committee

1. Nominations for the Parish Council and the Auditing Committee shall be accepted in writing and on the applicable nomination form at the Parish Office from September 1 through October 31.
2. Elections shall be held for seven (7) Parish Council Stewards in a given year for a two-year term, and for six (6) Parish Council Stewards in the following year and so alternating each year. Elections shall be held for three (3) Stewards of the Auditing Committee every two (2) years as their terms expire or on such other years as vacancies make such elections necessary.
3. The Board of Elections shall inspect the list of nominees to determine the eligibility of each candidate and the list will be published at least fifteen (15) days prior to the election date. This list must contain at least but not limited to seven/six (7/6) candidates for election to the Parish Council and at least three (3) candidates to the Auditing Committee.
4. At least ten (10) days prior to the date of the elections, those Stewards of the Parish eligible to vote shall be notified in writing by the Board of Elections of the time and the place of the elections and furnished with a copy of the list of candidates as they appear on the ballot.
5. Elections for Parish Council and the Auditing Committee shall be held no earlier than the first Sunday in November and no later than the second Sunday in December immediately after the Divine Services and not lasting past 12:30 p.m. of that same day, and shall be held in the Parish hall. The ballots shall be secret. The completed ballots shall be placed in a sealed box. The votes shall be counted by the Board of Elections after the elections

have been completed, and the election results, with the names of the candidates and the number of votes each candidate received as well as the names of those elected listed according to the number of votes received shall be made into an official record in duplicate and signed by the Stewards of the Board of Elections and a copy shall be given to the Priest. One copy of this record shall then be forwarded by the Priest within six days to the Metropolis which shall then ratify the record and confirm the ratification.

6. Any Steward of the Parish in good standing shall have the right to file with the Metropolis through the Priest, within five (5) days after the elections, a written exception to the validity of the elections, and the Metropolis shall pass upon such exception and render a final decision thereon.
7. The newly elected Parish Council Stewards shall take the oath of office administered to them by the Priest before the entire congregation at an installation ceremony to be held the last Sunday of December or the first or second Sunday of January. This ceremony shall be observed following the receipt of the Metropolis confirmations of the elections.

ARTICLE 17

Financial Management and Audit

1. The finances of the Parish shall be managed by the Executive Committee of the Parish Council and such other committees as shall be appointed for that purpose in accordance with the By-Laws. Such management shall be in accordance with the By-Laws, the decisions of the Parish Council, and the annual budget as approved by the General Assembly.
2. The general audit of such management shall be conducted by the Auditing Committee. There shall also be an annual professional accounting audit which shall be conducted by a public accountant appointed by the March General Assembly on a motion made by the Auditing Committee. The public accountant shall be required to establish the accounting system and supervise its proper observance, issue an annual financial statement as well as an annual statement which shall be submitted to the General Assembly by the Auditing Committee.
3. The Parish's fiscal year shall begin on January 1 and end on December 31 of each calendar year.

ARTICLE 18

General Assembly Meetings

1. All General Assemblies shall be held on a Sunday, in the Church Hall, after Divine Services.
2. There shall be a minimum of two (2) regular General Assembly Meetings of the active Stewards of the Parish each year. Active Stewards must be in good standing with the Parish, and shall receive written notice from the Priest and the President of the Parish Council at least ten (10) days prior to each meeting.
3. In order to have a General Assembly there shall be sixty (60) Stewards present.
4. The dates, and duties of the regular General Assemblies shall be as follows:
 - {a} First Assembly: This Assembly shall be held on any Sunday in the spring of each year and shall consider and, where appropriate, approve the following:
 - 1} A report of the Parish Priest.
 - 2} A report by the President of the Parish Council.
 - 3} Nominations and voting for the Board of Elections.
 - 4} Short reports from the Chairman of each of the committees.
 - 5} The financial statement for the year ended, prepared by the auditor.
 - 6} A report of the Auditing Committee.
 - 7} Consider any other matter properly brought before it.
 - {b} Second Assembly: The Second Assembly shall be held on any Sunday in the fall of each year and shall consider and, where appropriate, approve the following:
 - 1} Review the nominations of candidates for election to the Parish Council, and Auditing Committee.
 - 2} A report by the Parish Priest.
 - 3} A report by the President of the Parish Council.
 - 4). The proposed budget for the following year.
 - 5} Consider any other matter properly brought before it.
 - {c} Special Assemblies. These may be convened when deemed necessary by the Priest

and Parish Council, or one-third of the Stewards of the Parish in good standing by submitting a written request to the Priest and Parish Council stating their purpose. In order to have a Special Assembly there shall be sixty (60) Stewards present.

{d} The following rules shall govern the proceedings at all General and Special Assembly Meetings:

- 1} The meetings shall be opened with a prayer.
- 2} Attending Stewards in good standing shall sign their names in an attendance register.
- 3} Each Assembly shall elect its own Chairman.
- 4} The Secretary of the Parish Council shall be the Secretary of the General and Special Assemblies and shall keep the minutes thereof.
- 5} The minutes of each General and Special Assembly shall be kept in a special minute book for that purpose and shall be signed by the Chairman of the Assembly, the Secretary, and the Priest.
- 6} Prior to each Assembly, the Secretary shall distribute the minutes of the previous Assembly for correction and approval.

ARTICLE 19

Parish Seal

1. The Parish shall have a seal bearing the name of the Parish in a form acceptable under the laws of the Commonwealth of Pennsylvania, the state of its incorporation, and it shall be kept in the Parish Office.

ARTICLE 20

Amendment of the Parish By-Laws

1. The following rules shall govern the amendment of the Constitution and By-Laws:
 - {a} Articles of Ecclesiastical nature, referring to the discipline and rights of Clergy, and the safeguarding of Parish property shall be amended only by the Metropolis.
 - {b} Articles having to do with purely secular matters may be amended by majority vote of Stewards, eligible to vote, at any General or Special Assembly upon motion of the By-Laws Committee and approval by the Parish Council.
 - {c} All proposed amendments, after approval from Parish Council, must be submitted in writing by the By-Laws Committee to all Stewards eligible to then vote, not later than sixty (60) days preceding any General or Special Assembly that will include on its agenda a vote on the proposed amendments.
 - {d} Amendments become effective upon receipt of the written approval of the Metropolis.
2. The decision of the Metropolis shall be final as to any question which arises as to the construction or interpretation of any provision of the Parish By-Laws.
3. All Parish Bylaws, after being ratified by the Parish General Assembly shall be forwarded to the Metropolis in order to be ratified by the Metropolis Hierarch.

ARTICLE 21

RULES OF PROCEDURE

1. Unless otherwise prescribed in these By-Laws, at all Parish Council meetings, Parish Assemblies and Parish Committee meetings, Roberts' Rules of Order, the then current edition, shall govern.

ARTICLE 22
INDEMNIFICATION

1. The Parish shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Parish) by reason of the fact that he or she is or was a Parish Council Steward, Officer, Clergy and/or Parish Employee, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding if he or she acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Parish.

ARTICLE 23
INCORPORATION OF THE REGULATIONS OF THE GREEK ORTHODOX
ARCHDIOCESE OF AMERICA

1. All Regulations, including the Archdiocesan Regulations, the Uniform Metropolis Regulations and the Uniform Parish Regulations, that are required to be incorporated by reference in these Parish By-Laws by the Regulations of the Greek Orthodox Archdiocese of America are hereby incorporated herein by reference and made a part hereof as if fully set forth herein. In the event of a conflict between the All Saints Parish's Articles of Incorporation, By-Laws or any other All Saints Parish document and the Regulations, the provisions of the Regulations shall govern.