

**BY-LAWS OF THE SAINT DEMETRIOS GREEK ORTHODOX CHURCH  
BALTIMORE, MARYLAND  
[As Revised 2005]**

The following constitute the By-Laws of the Saint Demetrios Greek Orthodox Church and are to be considered an appendix to the *Regulations of the Greek Orthodox Archdiocese of America 2005*.

**PART THREE  
UNIFORM PARISH REGULATION**

**CHAPTER ONE  
PARISH AND PARISH ORGANIZATION**

**ARTICLE 15  
PARISH**

**REFERS TO:**

UPR, ART. 15,  
Sec. 8, pg. 28

Section 8: This Parish shall be known as the Greek Orthodox Church of Saint Demetrios of Baltimore, Maryland.

**ARTICLE 16  
PARISH PROPERTY**

UPR, ART. 16,  
Sec. 5, pg. 30

Section 5: All special bequests, gifts, and devises shall be used by the Parish only for the purposes for which they were made. It will be the responsibility of the Church Office to update, maintain and record an ongoing record of all such bequests, gifts, devices and donations.

**ARTICLE 18  
PARISHIONERS**

UPR, ART. 18,  
Sec. 1, pg. 33

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 or her stewardship obligation for the previous calendar year and has made a financial pledge for the current calendar year and abides by the regulations herein and the by-laws of the Parish, is a member in good standing of the Parish, except that a person under twenty-one shall not serve on the Parish Council when such service is contrary to local law.

**ARTICLE 19  
PARISH MINISTRIES AND ORGANIZATIONS**

UPR, ART.19,  
NEW Sec. 5, pg. 35

Section 5: Chairpersons of Parish Committees, ministries, their Officers and Advisors, must be stewards in good standing.

UPR, ART. 19,  
NEW Sec. 6, pg. 35

Section 6: The rules of procedure to be followed for meetings and to conduct business that are not specifically stated in the Parish By-Laws as approved by the Archdiocese shall be those as stated in *Robert's Rules of Order*.

UPR, ART. 19,  
NEW Sec. 7, pg. 35

Section 7: Parish Council approval must be obtained by any parish ministry or organization before any such ministry or organization undertakes any fund raising activity. Upon its completion, any organization chairperson, and/or treasurer and/or financial secretary shall submit a complete standardized and written report

PARISH MINISTRIES AND ORGANIZATIONS (continued)

Section 7: (continued)

for this fund raising activity. This report is to be included in the minutes of said organization subject to auditing. Any monies collected at any event must be witnessed by two signatures.

UPR, ART. 19,  
NEW Sec. 8, pg. 35

Section 8: The Permanent Building Committee shall execute construction and/or modifications and make payments for work done on behalf of the Parish with the following stipulations:

- a. Prior approval by the Parish Assembly
- b. Signature of the General Chairperson of the Permanent Building Committee and the President of the Parish Council on all contracts and official documents.
- c. Representation by legal counsel.

UPR, ART. 19,  
NEW Sec. 9, pg. 35

Section 9: Any Parish organization subject to audit shall follow a standard bookkeeping procedure for uniform and systematic auditing. A complete and up-to-date financial record is to be supplied to the incoming officers of that organization.

**ARTICLE 21  
ORGANIZATION AND PARISH BY-LAWS**

UPR, ART. 21,  
NEW Sec. 2B, pg. 37

Section 2B: The procedure for appending these by-laws shall be as follows:

- a. All proposed changes to these by-laws shall be included in the official notification to call the Parish Assembly in accordance with the **Article 21** of the current REGULATIONS OF THE GREEK ORTHODOX ARCHDIOCESE OF AMERICA.
- b. In order for a proposed change and/or addition to be adopted, it must be approved by at least two-thirds (2/3) majority of the stewards present at a duly constituted Parish Assembly.

UPR, ART. 21  
NEW Sec. 3, pg. 37

Section 3: A By-Laws Committee shall be established by the Parish Assembly of not less than three and no more than five stewards. The purpose of such committee shall be to review and recommend revisions of the Parish By-Laws according to the needs of the Parish. Vacancies are to be filled by the committee and subject to approval by the Parish Assembly. This committee is to meet at least every two years.

**CHAPTER TWO  
PARISH COUNCIL  
ARTICLE 24  
PARISH COUNCIL**

UPR, ART. 24,  
Sec. 1, pg. 38

Section 1: The Parish Council shall consist of fifteen laypersons and is responsible for conducting all Parish affairs in keeping with the aims and purposes as hereinbefore set forth.

**PARISH COUNCIL (continued)**

UPR, ART. 24,  
NEW Sec. 2B, pg. 38

Section 2B: The President shall serve no more than two consecutive one-year terms. Any Parish Council member who is a candidate for President shall have at least two years prior experience as a member of the Parish Council before becoming President.

UPR, ART. VII,  
NEW Sec. 3B, pg. 38

Section 3B: Elections will be held annually for the purpose of electing one-third of the membership of the Parish Council. Those elected will serve for three years.

UPR, ART. 24,  
NEW Sec. 3C, pg. 38

Section 3C: A Parish Council member may serve only two consecutive terms whether elected or appointed to fill a vacancy provided that the vacancy filled was for a period of two years or longer. A Parish Council member is eligible to then be nominated again after a period of one (1) election year.

**ARTICLE 25  
ELECTION OF PARISH COUNCIL**

UPR, ART. 25,  
Sec. 1, pg. 40

Section 1: The election of the members of the Parish Council shall be held on the third Sunday of November.

UPR, ART. 25,  
Sec. 2, pg. 40

Section 2: A person eligible to run for the Parish Council must have been a steward in good standing in this Parish for at least two immediate consecutive years, met his/her financial obligation by fulfilling the financial pledge for the previous year and made a financial commitment for the current year.

UPR, ART. 25,  
Sec. 3, pg. 40

Section 3: Candidates for election to the Parish Council shall be nominated at the last Parish Assembly to be held no later than the third Sunday of October preceding the election. Nominations may be made by the nominating committee and by stewards of the Parish in good standing. All individuals nominated must have given prior approval.

**ARTICLE 28  
MEETINGS OF PARISH COUNCIL**

UPR, ART. 28,  
NEW Sec. 4, pg. 44

Section 4: Any steward in good standing or any duly recognized Parish organization delegation requesting an audience with the Parish Council to discuss a specific issue and/or as a guest must receive prior permission in order to be listed on the agenda or invited to the meeting by the presiding officer.

**ARTICLE 29  
DUTIES OF PARISH COUNCIL**

UPR, ART. 29,  
NEW Sec. 6, pg. 45

Section 6: For any non-budgeted single disbursement over five thousand dollars (\$5,000.) within one fiscal year, prior approval must be obtained from the Parish Assembly.

UPR, ART. 29,  
NEW Sec. 7, pg. 45

Section 7: The chairperson and/or financial secretary of any Parish Council sponsored function shall follow a standard procedure for reporting to the Parish Council, and the final report, subject to auditing, is to be included in the Parish

**DUTIES OF PARISH COUNCIL (continued)**

Section 7: (continued)

Council minutes as a matter of record. Any monies collected must be witnessed by two signatures.

UPR, ART. 29,  
NEW Sec. 8, pg. 45

Section 8: The Parish Council is authorized by the first week of September to select three parish stewards in good standing, not serving on the Parish Council, to act as a nominating committee. This committee is directed to secure a list of candidates desiring to run for either the Parish Council, the Board of Auditors or the Board of Elections.

**ARTICLE 31  
PARISH ASSEMBLY**

UPR, ART. 31,  
NEW Sec. 3B, pg.46

Section 3B: Only stewards in good standing will be eligible to participate, discuss and vote. Hierarchy and experts designated by the Parish Assembly or the Parish Council may be invited to present and discuss their ideas and plans on a subject on the agenda.

UPR, ART. 31,  
Sec. 4, pg. 46

Section 4: The quorum for a Parish Assembly is forty stewards in good standing. If a quorum is not present, the Parish Assembly shall be called a second time within twenty-one days. A quorum is necessary at all times to conduct business and must be maintained for the duration of the meeting. At such time, decisions may be taken by the number of stewards present with the exception of matters pertaining to the purchase, sale or encumbering of Parish real property in which case a quorum of one hundred twenty stewards in good standing shall be required. A two-thirds vote of the one hundred twenty steward quorum is required. A quorum is necessary at all times to conduct business.

UPR, ART. 31,  
Sec. 8, pg. 47

Section 8: The Chairperson of the Parish Assembly shall be elected by the stewards present; he/she shall designate a secretary, and shall conduct the meeting according to **Robert's Rules of Order**. The Chairperson shall designate a member of the By-Laws Committee or a past president of the Parish Council to act as Parliamentarian of the Assembly.

UPR, ART. 31,  
NEW Sec. 10, pg 47

Section 10: Any chairperson and/or committees designated by the Parish Assembly are responsible to the Parish Council for advice and direction and must report to the Parish Assembly annually. Any chairperson or committee designated by the Parish Council must report to the Parish Council at least once a year.

UPR, ART. 31,  
NEW Sec. 11, pg. 47

Section 11: The chairperson and/or financial secretary of any Parish Assembly sponsored function shall follow a standard procedure for reporting to the Parish Assembly; and the final report, subject to auditing, is to be included in the Parish Assembly minutes as a matter of record. Any monies collected must be witnessed by two signatures.

**PARISH ASSEMBLY (continued)**

UPR, ART. 31,  
NEW Sec. 12, pg. 47

Section 12: Any Parish Assembly committee elected or appointed will designate the chairperson and indicate funds needed at the time of selection or at the next scheduled Parish Assembly.

**ARTICLE 32  
BOARD OF ELECTIONS**

UPR, ART. 32,  
NEW Sec. 1B, pg. 47

Section 1B: The Board of Elections shall consist of three stewards in good standing serving three year terms; one of whom will be elected at the last Parish Assembly preceding the election to be held no later than the third Sunday of October from among those who are not candidates for election to the Parish Council.

UPR, ART. 32,  
NEW Sec. 2B, pg.47

Section 2B: The Board of Elections shall in cooperation with the Priest and the Parish Council check the list of candidates, notify all eligible stewards concerning the elections, and include in the correspondence those stewards nominated at the Parish Assembly but declining to run. They shall supervise the elections, tabulate and report the results.

**ARTICLE 33  
BOARD OF AUDITORS**

UPR, ART.33,  
NEW Sec. 1B, pg. 48

Section 1B: The Board of Auditors shall consist of six stewards in good standing serving three year terms. Each year two stewards will be elected at the last Parish Assembly to be held no later than the third Sunday of October. This preceding the election from 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.

UPR, ART. 33,  
NEW Sec. 2B, pg. 48

Section 2B: The audit shall be conducted at least annually, by a minimum of three members of the Board of Auditors, in the presence of the person responsible for the financial records, the Treasurer and/or Financial Secretary of the Parish Council. The report of the Auditing Committee is to be presented no later than the second Parish Assembly meeting following the completion of the previous calendar year, and the records will follow the standardized accounting form of the Parish.

**ARTICLE 34  
PARISH FINANCES AND ARCHDIOCESAN TOTAL COMMITMENT**

UPR, ART. 34,  
NEW Sec. 3A, pg.48

Section 3A: During any deliberation or voting for a salary change, the person whose salary is being considered shall be excused from the meeting during the deliberation and voting.