

**By-Laws
of
St. Mark's
Orthodox Church**

**Orthodox Church in America
Wrightstown, PA**

**As of
25 January 2015**

BY-LAWS OF ST. MARK’S ORTHODOX CHURCH

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1 *IN THE NAME OF THE FATHER AND OF THE SON, AND OF THE HOLY SPIRIT, AMEN*

2 BE IT KNOWN, that the By-Laws hereinafter set forth have been prepared and duly approved by the initial
3 Parish Council of St. Mark's Orthodox Church, a Pennsylvania non-profit corporation, in accordance with the
4 provisions of Article VI of the Articles of Incorporation, for the orderly administration and peaceful life of
5 our Parish.

6 **ARTICLE I THE PARISH**

7 **SECTION 1 NAME**

8 The name of the Parish is St. Mark's Orthodox Church.

9 **SECTION 2 INCORPORATION**

10 The Parish is incorporated as a non-profit corporation under the provisions of the Non-profit Corporative
11 Law of 1972, November 15, 1972, Section 7301, No. 271, 15 Pa. C.S.A. Section 7301, as of March 20, 1978,
12 by virtue, inter alia, of the filing of the Articles of Incorporation said date with the Department of State of the
13 Commonwealth of Pennsylvania.

14 **SECTION 3 JURISDICTIONAL AFFILIATION**

15 The Parish acknowledges itself to be a member and component part of the Orthodox Church in America, an
16 Autocephalous Orthodox Church, and its successors and assigns, which has headquarters presently at Route
17 25-A, P.O. Box 675, Syosset, New York, 11791, and as such accedes to, recognizes and accepts The Statue,
18 Canons, Doctrines, Discipline and Worship of the Orthodox Church in America, and its successors and
19 assigns. The Doctrines, Discipline and Worship of the Orthodox Church in America are those of the One,
20 Holy, Catholic, and Apostolic Church as taught by the Holy Scriptures, Holy Tradition, the Ecumenical and
21 Provincial Councils, and the Holy Fathers.

22 **SECTION 4 ADMINISTRATION**

23 The administration of the Parish shall be conducted under the control and guidance of the Metropolitan and
24 Diocesan Authorities, the Rector, the Parish Meeting and the Parish Council. The term "Metropolitan
25 Authority" when appearing in these By-Laws shall mean the Primate and all central governing and
26 ecclesiastical bodies and authorities of the Orthodox Church in America; and the term "Diocesan Authority"
27 when appearing in these By-Laws shall mean the Diocesan Bishop and all central governing and
28 ecclesiastical bodies and authorities of the Diocese of the Parish.

29 **ARTICLE II THE RECTOR**

30 **SECTION 1 LEADER OF THE PARISH**

31 The Rector of the Parish, as duly assigned by the Diocesan Bishop, shall be the leader of the Parish in its total
32 life. According to the teachings of the Church, the Rector is the spiritual father and teacher of his flock and
33 the celebrant of the liturgical worship established by the Church, and the Rector shall teach and edify the
34 People of God entrusted to his spiritual care with no partiality.

35 **SECTION 2 DUTIES AND RESPONSIBILITIES OF RECTOR**

36 The Rector as pastor of the parishioners, is entrusted by the Diocesan Bishop with the duties (i) of teaching
37 the parishioners the Orthodox Faith, (ii) of celebrating divine services and rites according to the ecclesiastical
38 order, (iii) of administering the Holy Sacraments, (iv) of guidance in Christian life, and (v) of being
39 responsible before God and the Metropolitan and Diocesan Authorities for the whole life and activities of the
40 Parish, its spiritual growth and enlightenment, its orthodoxy, and its moral progress. Besides his pastoral and
41 liturgical duties, in the execution of which he is guided by his priestly office and conscience and is controlled
42 through the District Dean by the Diocesan Authority, it is the responsibility of the Rector (i) to look after the
43 decorum in church and the beauty of the edifice, (ii) to establish and update a Parish library, (iii) to organize

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44 and supervise a church school and an adult educational program, iv) to take an active part in the work of the
45 Parish Council, (v) to keep exact and complete metrical records and such other records as may be required by
46 the Metropolitan and Diocesan Authorities and civil authorities, and (vi) to serve as in intermediary in affairs
47 of the Metropolitan, Diocesan, and Deanery Authorities with the Parish on all Parish matters.

48 SECTION 3 PARISH REGISTERS

49 The Rector shall maintain Parish registers containing the following information, which shall be kept current,
50 regarding parishioners: (a) baptismal name, middle name or patronymic, and family name (b) address and
51 telephone number; (c) dates of birth, baptism and marriage (d) family data; (e) place of birth; (f) annual
52 attendance at confession and communion; (g) dates of entry into the Parish and leaving; and (h) date of death.

53 SECTION 4 CHAIRMAN OF MEETINGS

54 The Rector shall preside over all Parish and Parish Council Meetings, although the Rector, if he so desires,
55 may authorize the Parish Warden to preside over same.

56 SECTION 5 COMPENSATION OF RECTOR

57 The salary of the Rector and all other benefits paid or made by the Parish to or on behalf of the Rector shall
58 be clearly established and agreed upon with the District Dean at the time of the appointment of the Rector
59 and shall be reviewed each year by the Parish Council.

60 ARTICLE III THE PARISH MEETING

61 SECTION 1 HIGHEST PARISH GOVERNING BODY

62 The Parish meeting shall be the highest governing body of the Parish and all major decisions of the Parish,
63 not within the exclusive authority of the Metropolitan or Diocesan Authorities or of the Rector, shall be made
64 by the Parish Meeting.

65 SECTION 2 ANNUAL, SEMI-ANNUAL AND SPECIAL PARISH MEETINGS

66 A Parish Meeting shall be held each year ("Annual Parish Meeting"), at which time, among other things, the
67 lay members of the Parish Council and the Parish Auditors shall be elected to office. A Semi-Annual Parish
68 Meeting may also be called by the Parish Council in any year if the Parish Council, in its discretion, deems
69 same necessary. A Special Parish Meeting shall be held within thirty (30) days after request of the Rector, or
70 a majority of the members of the Parish Council, or the petition of twenty (20%) per cent of the Full
71 members of the Parish.

72 SECTION 3 PURPOSE AND AGENDA OF SPECIAL PARISH MEETING

73 A Special Parish Meeting may be called only for specific purposes, and the said purposes must be stated in
74 the required notice to the Parish members regarding the Special Parish Meeting. The agenda of any Special
75 Parish Meeting shall be limited to the purposes stated in the notice pertaining to same.

76 SECTION 4 NOTICE OF PARISH MEETINGS

77 The Rector shall give notice from the pulpit of the date, time and place of any Parish Meeting on three (3)
78 consecutive Sundays, including the Sunday on which the meeting has been scheduled, prior to the time of the
79 meeting. The Recording Secretary shall also give notice of any Parish Meeting to all members of the Parish
80 by mail at least two (2) weeks prior to the date of the meeting. The said notice by mail shall be determined to
81 be delivered when deposited in the United States Mail and addressed to the members at their addresses
82 appearing on the Parish membership' register.

83 SECTION 5 RIGHT TO VOTE AND PARTICIPATE

84 Only Full Members of the Parish as defined in Section 4 of Article VII of these By-Laws shall have the right
85 to vote and participate in discussions at any Parish meeting.

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86 SECTION 6 QUORUM

87 The presence of twenty (20%) per cent of the Full Members of the Parish at any Parish meeting shall
88 constitute a quorum; provided, however, that no Parish Meeting shall be held without the presence of the
89 Rector, unless the Rector or the Diocesan Bishop has first given his written approval to the Parish Meeting's
90 being held in the Rector's absence. If a quorum is not present at any scheduled Parish meeting, the meeting
91 shall be adjourned by the Chairman to the following Sunday, at which time the presence of any number of
92 Full Members shall constitute a quorum. The Full Members present at a duly convened Parish Meeting may
93 continue to do business at the meeting, not with standing the withdrawal during such meeting of enough Full
94 Members to leave less than a quorum present.

95 SECTION 7 VOTE NECESSARY ON QUESTIONS AND ISSUES

96 At a duly convened Parish Meeting, the majority vote of the Full Members present shall decide any question
97 or issue brought to a vote before such a meeting, except as otherwise mandatorily required by ecclesiastical
98 or civil law. Each Full Member present may cast one vote on any question or issue, and no voting shall be
99 permitted by proxy. The Chairman at the time of any vote shall vote only when necessary to break a tie vote
100 on any question or issue. The election of the Parish Council and the Parish Auditors shall be by a ballot vote,
101 and a ballot vote shall also be used on any other question or issue (a) if so requested by any Full Member and
102 approved by a majority vote, or (b) if deemed proper and necessary in the sole discretion of the Chairman.

103 SECTION 8 RIGHT TO SPEAK

104 The agenda of every Annual or Semi-Annual Parish Meeting shall always include the opportunity for any
105 Full Member to speak on any matter deemed pertinent to the harmony, progress or welfare of the Parish.

106 SECTION 9 AUTHORITY OF PARISH MEETING

107 The following matters or subjects shall be under the general authority of the Parish Meeting:

- 108 (a) To buy, sell, mortgage pledge, or otherwise encumber or dispose of the real property of the Parish;
- 109 (b) To amend, modify and make additions to the Articles of Incorporation and By-Laws of the Parish;
- 110 (c) To elect all lay members of the Parish Council and the Parish Auditors;
- 111 (d) To review any action or decision of the Parish Council; and
- 112 (e) To consider and act on all other major matters affecting the general welfare of the Parish or its
113 membership, which are not within the exclusive authority of the Metropolitan or Diocesan
114 Authorities or of the Rector.

115 ARTICLE IV THE PARISH COUNCIL

116 SECTION 1 EXPLANATION

117 The Orthodox Church teaches that there is to be an active cooperation between the clergy and the laity on all
118 levels of Church life, and the Parish Council is the main Parish organ of such cooperation. The function and
119 responsibility of the Parish Council is to assist the Rector in the administration of the Parish. The Parish
120 Council shall also be responsible for the spiritual and material needs of the Parish and for the Parish's unity
121 and contact with the Diocese and the Orthodox Church in America, for each parish is called to be a living cell
122 and a member of the Body of Christ, and each carries responsibility for the whole Church.

123 SECTION 2 COMPOSITION

124 The Parish Council shall consist of the Rector, five officers (Parish Warden, Assistant Parish Warden,
125 Recording Secretary, Financial Secretary, and Treasurer and three Trustees; and the Parish Council shall
126 manage, direct and administrate the affairs of the Parish between Parish Meetings. The Rector and the five
127 officers shall constitute and be known as the Executive Board of the Parish and shall meet at such times as
128 deemed necessary by the Rector or the Parish Warden.

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129 SECTION 3 ELECTION AND TERM OF OFFICE

130 All lay members of the Parish Council shall be elected each year at the Annual Parish Meeting and shall
131 serve for a term of one year, or until their successors have been duly elected and qualified. No lay member of
132 the Parish shall concurrently hold more than one elected office and, except, for the office of Trustee, shall not
133 serve more than three (3) consecutive terms in any one office. In the event that one (1) or more of the initial
134 Directors (as set forth in the Articles of Incorporation) of the Council are elected as officer (s) at the first
135 Annual Parish meeting held after the date of incorporation, the period served by said initial Director (s) from
136 the date of incorporation to said first Annual Parish Meeting, shall not constitute one (1) of the aforesaid
137 three (3) consecutive terms. Each elected member of the Parish Council shall assume the duties of his (or her)
138 office only after his (or her) election has been approved by the Diocesan Bishop and he (or she) has taken the
139 prescribed Oath of Office administered by the Rector.

140 SECTION 4 QUALIFICATIONS

141 To be elected to the Parish Council, a person must be a Full Member of the Parish for no less than six (6)
142 months.

143 SECTION 5 MEETINGS AND NOTICES

144 The regular monthly meetings of the Parish Council shall be held at a date, time and place fixed by the Parish
145 Council. Special meetings of the Parish Council may be called by the Rector, the Parish Warden, or a
146 majority of the members of the Parish Council. The Recording Secretary shall give all members of the Parish
147 Council notice by mail or telephone of any meeting.

148 SECTION 6 QUORUM AND NECESSARY VOTE

149 The presence of five (5) members of the Parish Council, two (2) of whom must be members of the Executive
150 Board, shall be necessary to constitute a quorum at any meeting of the Parish Council; provided, however,
151 that no Parish Council Meeting shall be held without the presence of the Rector, unless the Rector or the
152 Diocesan Bishop has first given his written approval to the Parish council meeting's being held in the Rector's
153 absence. When a quorum is present at any such meeting, a majority of the members present thereat shall
154 decide any question or issue brought to a vote, except as otherwise mandatorily required by ecclesiastical or
155 civil law. The Chairman at the time of any vote shall vote only when necessary to break a tie vote on any
156 question or issue. The members present at a duly convened Parish Council Meeting may continue to do
157 business at the meeting, notwithstanding the withdrawal during said meeting of enough members to leave
158 less than a quorum present.

159 SECTION 7 OPEN PARISH COUNCIL MEETINGS

160 All Parish Council Meetings shall generally be open to Full Members of the Parish however, the Parish
161 Council, in its discretion, may on occasion, under extraordinary circumstances, deem it necessary to have a
162 closed Parish Council Meeting, and at such times the meeting shall be limited to the members of the Parish
163 Council.

164 SECTION 8 APPOINTMENT OF ASSISTANTS AND COMMITTEES

165 The Parish Council, in its discretion, may appoint assistants to any of the officers from the Trustees and may
166 formulate such committees, composed of Full Members of the Parish, and prescribe the duties thereof as are
167 deemed necessary for the proper administration of the Parish. The Rector and the Parish Warden shall be
168 ex-officio members of all such committees and of all other organizations affiliated with the Parish, either
169 directly or by implication.

170 SECTION 9 VACANCIES

171 In the event that the office of Parish Warden becomes vacant for any reason, the Assistant Parish Warden
172 shall assume the duties of the Parish Warden, but any other vacancy occurring in the elected membership of
173 the Parish Council, for whatever reason, shall be filled by the affirmative vote of the majority of the
174 remaining Parish Council members, though less than a quorum, and each person so elected and qualified

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175 shall be a member of the Parish Council until his (or her) successor has been elected and qualified at the next
176 Annual Parish meeting.

177 SECTION 10 RESPONSIBILITIES

178 Each member of the Parish Council shall continue to be a Full Member during his (or her) term of office,
179 assume the duties of his (or her) office in a responsible manner, and attend all scheduled meetings of the
180 Parish Council.

181 SECTION 11 DUTIES OF LAY MEMBERS OF PARISH COUNCIL

182 The duties of the various elected lay members of the Parish Council shall generally be as follows:

183 (a) Parish Warden – The Parish Warden shall be the principal lay executive officer of the Parish and
184 shall assist the Rector in the general supervision and direction of all of the administrative affairs of
185 the Parish.

186 (b) Assistant Parish Warden – In the absence of the Parish Warden, or in case the office of Parish
187 Warden becomes vacated for any reason, the Assistant Parish Warden shall assume and perform the
188 responsibilities of the Parish Warden.

189 (c) Recording Secretary – The Recording Secretary shall keep accurate and complete minutes of all
190 Parish and Parish Council Meetings, be responsible for the necessary correspondence of the Parish,
191 give the proper and timely notices required by these By-Laws, keep an accurate and complete
192 register of the membership of the Parish, and perform such other duties that may be incident to the
193 office.

194 (d) Financial Secretary – The Financial Secretary shall keep accurate and complete records of the
195 financial transactions and affairs of the Parish, disburse the funds of the Parish at the discretion and
196 order of the Parish Council, open his (or her) books for the inspection by the Rector, the Parish
197 Council or the Parish Auditors at any time, and perform such other duties that may be incident to the
198 office.

199 (e) Treasurer – The Treasurer shall have the care, charge and custody of all money and funds received
200 by the Parish, deposit same in the name of the Parish in such financial depositories as shall be
201 designated by the Parish Council, open his (or her) records for inspection by the Rector, the Parish
202 Council or the Parish Auditors at any time, and perform such other duties that may-be incident to
203 the office.

204 (f) Trustees – The Trustees shall give their advice, recommendations and suggestions to the Parish
205 Council in regard to the administration of the Parish and shall perform such other duties that may be
206 incident to the office.

207 SECTION 12 DUTIES AND AUTHORITY OF THE PARISH COUNCIL

208 The general duties and authority of the Parish Council shall be as follows:

209 (a) To serve the Holy Orthodox Church, to work for its spiritual and material progress, and to support
210 its educational and charitable programs and institutions;

211 (b) The establishment and maintenance of accurate and complete records pertaining to Parish finances,
212 Parish and Parish Council meetings, Parish membership, and all other records necessary for the
213 proper administration and functioning of the Parish;

214 (c) The management, control and maintenance of all real and personal property of the Parish;

215 (d) The setting of reasonable fees due the Parish from members and nonmembers of the Parish
216 (provided, however, that no fees shall be required for administering the sacraments per se), and the
217 granting of exemptions to individual members or non-members of the Parish from the payment of
218 any such fees if in its discretion the circumstances warrant such exemptions;

219 (e) The establishment and any change of the salary of the Rector and the Parish personnel;

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- 220 (f) The designation of financial depositories for funds of the Parish, and the determination and
221 establishment of the Parish's fiscal year;
- 222 (g) The designation of those persons authorized to sign checks, drafts, notes or other orders and
223 obligations for the payment of money or for the execution of any contract or other documents in the
224 name of the Parish;
- 225 (h) The supervision of good order, collections and general appearance of the church edifice, at all
226 religious services;
- 227 (i) The approval of the formation, operation and existence of Parish Organizational
- 228 (j) The minimization, investigation, control and, resolution of all complaints and disputes of and
229 between the Rector, the Parish Council and the Parish members;
- 230 (k) The presentation n of a full and complete report to the Parish members at the Annual Parish Meeting
231 concerning all aspects of Parish affairs (including a financial statement concerning the income and
232 expenses of the Parish and containing, inter-alia, the salaries and other benefits paid to the Rector
233 and the Parish personnel) for the past year;
- 234 (l) The execution and performance of all decisions and regulations of the Metropolitan and Diocesan
235 Authorities, the Parish Meetings and the Parish Council;
- 236 (m) The preparation, enactment and amendment of Standing Rules for the orderly administration of the
237 Parish;
- 238 (n) The determination of the date of any Annual, Semi-Annual or Special Parish Meeting; and
- 239 (o) All other matters affecting the interests of the Parish, or its membership, which are not within the
240 exclusive authority of the Metropolitan and Diocesan Authorities, the Rector or the Parish Meeting.

241 **ARTICLE V THE PARISH AUDITORS**

242 **SECTION 1 NUMBER, ELECTION AND QUALIFICATIONS**

243 Two (2) Parish Auditors shall be elected each year at the Annual Parish Meeting and shall serve for a term of
244 one (1) year or until their successors have been duly elected and qualified. To be elected as a Parish Auditor,
245 a person shall (a) be a Full Member of the Parish and (b) not be a member of the Parish Council. Each Parish
246 Auditor shall assume the duties of his (or her) office only after his (or her) election has been approved by the
247 Diocesan Bishop and he (or she) has taken the prescribed Oath of office administered by the Rector. A
248 person shall not serve more than three (3) consecutive terms as a Parish Auditor.

249 **SECTION 2 DUTIES OF PARISH AUDITORS**

250 The Parish Auditors shall inspect, verify and audit the accounts and records of the Recording Secretary, the
251 Financial Secretary and the Treasurer at least once a year and shall thereafter give written reports concerning
252 their examinations to the Parish Council and to the members of the Parish at the Annual Parish Meeting. The
253 Parish Council shall cooperate with the Parish Auditors during the performance of the aforesaid duties.

254 **SECTION 3 VACANCIES IN PARISH AUDITORS**

255 In the event of any vacancy or vacancies occurring in the Parish Auditors for any reason, such vacancy or
256 vacancies shall be filled by the affirmative majority vote of the Parish Council at a duly convened Parish
257 Council Meeting, and each person so elected and qualified shall be a Parish Auditor until his (or her)
258 successor has been elected and qualified at the next Annual Parish Meeting.

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259 ARTICLE VI PARISH ORGANIZATIONS

260 SECTION 1 STATEMENT

261 The formation and development of various organizations affiliated with the Parish and whose primary
262 purpose is to improve the spiritual, moral and cultural life of the Parish is encouraged by the Parish. The
263 purposes and objectives of such organizations, as well as the operation thereof, must be compatible with the
264 spiritual standards of the Orthodox Church. The formation, operation and existence of all Parish
265 Organizations shall be subject to the terms and conditions of this Article.

266 SECTION 2 AUTHORITY OVER PARISH ORGANIZATIONS

267 The Parish Council shall have the authority (a) to approve the formation of all Parish Organizations, (b) to
268 periodically review the operation thereof, and (c) to withdraw a prior approval for the formation and
269 existence thereof for reasons set forth in this Article.

270 SECTION 3 FORMATION

271 Any five (5) Full Members of the Parish may submit a petition to the Parish Council for the formation of a
272 Parish organization. The petition shall contain a full statement concerning the purposes, objectives and
273 organizational plan of the proposed Parish Organization. The Parish Council may request additional data
274 from the petitioners and, after reviewing the entire matter, shall either approve, can conditionally approve or
275 reject the petition. The Parish Council shall set forth its reasons for a rejection of a petition in writing to the
276 petitioners. Subsequent to an approval of such a petition, the Parish Organization may establish bank
277 accounts in its own name as an affiliate of the Parish and to seek to recruit additional members from among
278 the parishioners.

279 SECTION 4 OPERATION AND EXISTENCE

280 The Parish Council may request periodic reasonable reports from all Parish Organizations concerning the
281 membership, operation and financial status of such Parish Organizations. In the event that (a) any Parish
282 Organization does not submit such reports to the Parish Council; (b) the membership in any Parish
283 organization falls below five (5) Full Members of the Parish; (c) the operation of any Parish Organization, in
284 the Parish Council's discretion, is contrary to (i) its original purposes and objectives, or (ii) the spiritual
285 standards of the Orthodox Church, or (iii) the welfare of the Parish; or (d) the members of the Parish
286 Organization duly agree to dissolve the Parish Organization; then, in any of said events, the Parish Council,
287 in its discretion, shall (a) withdraw its prior approval of the Parish organization, or (b) take whatever action it
288 deems necessary in connection with same.

289 SECTION 5 PARISH ORGANIZATION MEMBERSHIP QUALIFICATION

290 Participation in a Parish Organization is open to all Members of the Parish.

291 To be eligible to run for or hold office of any kind, elected or voluntary, in any Parish Organization, a person
292 must be a Full Member of the Parish for no less than six (6) months.

293 ARTICLE VII MEMBERSHIP

294 SECTION 1 MEMBERS

295 All persons and their children whose names are recorded on the Parish membership register shall be
296 considered members of the Parish.

297 SECTION 2 NEW MEMBERS

298 Any person desiring to become a member of the Parish shall so inform the Rector and, after fulfilling all
299 requirements or conditions of the Church as set forth by the Rector for said membership shall be placed on
300 the Parish membership register.

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301 SECTION 3 DUTIES OF MEMBERS

302 Parish members, by virtue of their Baptism and Chrismation, are members of the Body of Christ and must
303 strive to live in accordance with their high calling. Parish members, as Orthodox Christians, shall comply in
304 their lives and activities with the teachings of The Orthodox Church; regularly attend religious services; raise
305 their children according to the Orthodox Faith and in the spirit of the Church; respect the Metropolitan and
306 Diocesan Authorities, the Rector and other members of the clergy; obey in matters of faith and ecclesiastical
307 order; partake at least annually of the Sacraments of Confession and Holy Communion; direct their personal
308 activity toward the spiritual and material welfare of the Parish; assume an obligation for the financial support
309 of the Parish and the Metropolitan and Diocesan Authorities; and proclaim and bear witness to the doctrines,
310 discipline and worship of the Orthodox Church. No one can be a member of the Orthodox Church if he (or
311 she) betrays the teachings of the Orthodox Church or if he (or she) leads a life or acts in a manner condemned
312 by the Holy Canons as being incompatible with membership in the Orthodox Church.

313 SECTION 4 FULL MEMBER(S)

314 The term "Full Member(s)", when appearing in these By-Laws, shall mean any member who;

- 315 (a.) Is at least eighteen years of age;
- 316 (b.) Partakes at least annually of the Sacraments of Confession and Holy Communion in this Parish;
- 317 (c.) Supports the Parish in its financial obligations and expenses, including those established by the
318 Metropolitan and Diocesan Authorities, by making regular contributions; and indicates an intent to
319 financially support the Parish by making an annual pledge to the Parish and, thereafter, attempts to
320 fulfill said pledge through regular donations to the Parish; and
- 321 (d.) Attends Parish liturgical services on a regular basis.

322 The Rector and the Parish Council shall establish and maintain adequate records so that the Full Members
323 may be determined at any time.

324 SECTION 5 ORTHODOX NON-MEMBERS

325 Orthodox non-members, as brothers and sisters in Christ, shall have the right to enjoy all religious privileges
326 of the Parish but shall not have the right to participate in the governmental, deliberative, electoral and
327 administrative life of the Parish.

328 ARTICLE VIII APPEALS

329 SECTION 1 PROCEDURE FOR RECTOR

330 In the event that the Rector acknowledges in writing to the Parish Council that he (a) is in material
331 disagreement with or is materially aggrieved by any act, action or omission of the Parish Council or any
332 Parish meeting, or is involved in a material dispute or misunderstanding with any parishioner (s), the matter,
333 at the Rector's request, shall first be presented and discussed at a Parish Council Meeting. If the matter is not
334 resolved at or by such meeting, the matter shall be submitted to the District Dean, who shall review the
335 matter and thereafter exercise his best efforts to resolve the matter. If the matter is not satisfactorily resolved,
336 the District Dean shall file a report thereof to the Diocesan Bishop for determination.

337 SECTION 2 PROCEDURE FOR INDIVIDUAL FULL MEMBER

338 In the event that a Full Member acknowledges in writing to the Parish Council that he is in material
339 disagreement with or is materially aggrieved by any act, action or omission of the Rector, the matter, at the
340 request of said Full Member, shall first be presented and discussed at a Parish Council Meeting. If the matter
341 is not resolved at or by such meeting, the matter shall be submitted to the District Dean for review and
342 resolution as set forth in Section 1 hereof.

BY-LAWS OF ST. MARK'S ORTHODOX CHURCH

343 **SECTION 3 PROCEDURAL CONTROL BY ORTHODOX CHURCH IN AMERICA AND**
344 **DIOCESE**

345 In the event that any part of the procedures set forth in the first two (2) Sections of this Article are now or
346 hereafter covered by any statute, law, ruling or regulation of the Orthodox Church in America or of the
347 Diocese of the Parish, the latter shall supersede the terms and provisions of said Sections.

348 **ARTICLE IX REAL AND PERSONAL PROPERTY OF THE PARISH**

349 **SECTION 1 OWNERSHIP OF PARISH PROPERTY**

350 The Parish Corporation shall be the sole owner of all real and personal property of the Parish. In the
351 administration of same, however, the members and the Parish Council must always be mindful of the
352 religious nature, purposes, responsibilities and goals of the Parish.

353 **SECTION 2 MERGER, CONSOLIDATION OR DISSOLUTION OF THE PARISH**

354 In the event the Parish Corporation is a party to a merger or consolidation proceeding with another Orthodox
355 parish, the real and personal property of the Parish shall be vested thereafter in such manner as provided by
356 law. In case of the dissolution of the Parish corporation, the real and personal property remaining or the
357 proceeds thereof shall be vested in or distributed to the Orthodox Church in America, and its successors and
358 assigns, for the same uses and trusts as the same were theretofore held by the dissolved Parish corporation.

359 **ARTICLE X AMENDMENTS**

360 These By-Laws may be amended, modified, added to, or repealed and new By-Laws adopted, in the
361 following manner:

- 362 (a) The proposed, change shall first be submitted by a Full Member to a duly convened Parish Council
363 Meeting held at least thirty (30) days prior to the hereinafter mentioned Parish Meeting;
- 364 (b) The Parish Council shall then place the proposed change on the agenda of the next scheduled Parish
365 Meeting and also give notice of the proposed change in the required notice to the members
366 concerning the scheduled Parish Meeting; and
- 367 (c) The proposed change shall be adopted if a majority of the Full Members present at the duly
368 convened Parish Meeting vote affirmatively for the proposed change.

369 **ARTICLE XI EFFECTIVE DATE**

370 These By-Laws and all amendments, modifications and additions made thereto in Accordance with Article X
371 hereof shall become effective upon being duly approved by the Diocesan Bishop.

372

BY-LAWS OF ST. MARK'S ORTHODOX CHURCH

Chronological List of Amendments

373

374 **January 30, 1983 Annual Parish Meeting**

375 Delete part (c.) of Section 4 – Full Members of Article VII – Membership, in its entirety and substitute the
376 following:

377 (c.) Supports the Parish in its financial obligations and expenses. As a minimum, a member shall be
378 obligated for the following:
379 (1) Payment of the annual Metropolitan and Diocesan Assessments.
380 (2) Contribute, through his(her) weekly offerings, a total of at least \$25 per year to the Parish;
381 In the case of financial distress, and at the discretion of the Rector, a member may be relieved of all
382 or part of the above financial obligations which will be assumed by the Parish.

383 **December 12, 1993 Annual Parish Meeting**

384 1. Amend Article III – The Parish Meeting, Section 2 – Annual, Semi-Annual and Special Parish Meetings,
385 to set the date of the Annual Parish Meeting to be held in January of each year.

386 2. Add to Article IV – The Parish Council, Section 2 – Composition, the following:

387 The previous year's Parish Warden becomes a non-voting ex-officio consulting member of the
388 Church Council for a period of one year.

389 3. Amend Article IV – The Parish Council, Section 3 – Election and Term of Office, to set the term for
390 church officers to begin on February 1st of each year and end on January 31st of the succeeding year.

391 **January 25, 2015 Annual Parish Meeting**

392 1. Amend Article IV – The Parish Council, Section 3 – Qualifications, to set a minimum period of six (6)
393 months as a Full Member of the Parish before a person can be being elected to the Parish Council.

394 2. Added to Article VI – Parish Organizations a new section: Section 5 – Parish Organization Membership
395 Qualification. The new section reads:

396 Participation in a Parish Organization is open to all Members of the Parish.
397 To be eligible to run for or hold office of any kind, elected or voluntary, in any Parish Organization,
398 a person must be a Full Member of the Parish for no less than six (6) months.