

St. Basil the Great Greek
Orthodox Church

By-Laws

Amendments

1. Amendment I – passed at general assemblies of April 1, 2012, and October 21, 2012.

LOCAL PARISH BY-LAWS OF
SAINT BASIL THE GREAT
GREEK ORTHODOX CHURCH
Houston, Texas

INTRODUCTION

The by-laws presented herein shall serve as a supplement to the Special Regulations and Uniform Parish Regulations of the Greek Orthodox Archdiocese of North and South America, and the two documents taken collectively shall provide the sole basis for total Parish governance. In instances where the Local Parish By-Laws are in conflict with the requirements of the Uniform Parish Regulations (UPR) of the Archdiocese, the latter shall apply.

ARTICLE I

NAME

Section 1: The Parish shall be known as the Greek Orthodox Church of Saint Basil the Great, Houston, Texas.

ARTICLE II

STEWARDSHIP

Section 1: The stewardship pledge year shall be January 1 through December 31, with October, November and December being the stewardship campaign months for the subsequent stewardship pledge year. The Parish Council, through its Stewardship Committee, shall offer opportunity to all members of the Parish to make annual stewardship pledges in the categories of time, talents and resources. Each member is expected to make a conscientious, Christian stewardship pledge in each of these three categories, there being no minimum requirements. Guidance may be sought from the Stewardship Committee and/or the Priest about averages experienced among the total membership, particularly as regards stewardship pledges of resources (financial pledges).

Section 2: A person eligible for membership, and wishing to be a member in good standing of the Parish, may become a member by making a stewardship pledge to the Parish in accordance with Sections 1 and 3 of Article II of the Parish by-laws.

Section 3: Any member who has become delinquent in the fulfillment of their stewardship pledge may be reinstated by meeting their financial pledge to the Parish for the current year and the years in arrears with two years' obligations being the maximum for which the delinquent member is to be held responsible, the pledge being no less than that last made prior to the period of delinquency.

ARTICLE III

CLERGY

Section 1: The Priest, being an *ex officio* member of the Parish Council, is expected to be present at all Parish Council meetings and Parish Assembly meeting as an -advisor.

Section 2: All agreements between the Parish Priest and the Parish Council concerning his salary and other forms of compensation shall be in writing and entered in the minutes book of the Parish Council.

ARTICLE IV

PARISH ASSEMBLY

Section 1: The Parish Council shall consist of eleven (11) members, six (6) and (5) of which shall be elected, respectively, on alternating years during the month of December for a term of two (2) years.

Section 2: No member of the Parish Council shall hold the same office for more than two (2) consecutive terms.

ARTICLE VI

ELECTION OF PARISH COUNCIL

Section 1: The election of the members of the Parish Council shall be held annually on the first Sunday of December. Casting of ballots shall begin immediately after the conclusion of the Divine Liturgy and shall terminate at 2:30 p.m. the same day.

Section 2: On alternate years, six (6) and five (5) members of the Parish Council shall be elected, respectively, for a term of two (2) years.

Section 3: Nomination of candidates for election to the Parish Council shall be made by a nomination committee, which will have been elected at the previous January meeting of the Parish Assembly. Additional nominations may be made By members of the Parish in good standing at the last Parish Assembly preceding the election, their names being added to the ballot by the board of Elections.

Section 4: Absentee balloting for elections of the Parish Council shall be permitted in accordance with Article VIII, ELECTION OF PARISH COUNCIL, Section 6 of the Special Regulations and Uniform Parish Regulations of the Greek Orthodox Archdiocese.

Section 5: The nomination and election of a board of Auditors by the Parish Assembly shall occur annually prior to the election of the Parish Council. The elected Board of Auditors will perform quarterly audits and an annual audit of the Parish Finances for the next year. For example, the Board of Auditors that is nominated and appointed by the Parish Assembly in November of 2000 will audit the Parish Finances during 2001. The Board of Auditors shall consist of four members, each serving a two-year term, which terms will be staggered so that two members are elected each year. The term of the Board of Auditors is March to March.

ARTICLE VII

DUTIES AND RESPONSIBILITIES OF PARISH COUNCIL

Section 1: Quarterly income statements for all accounts must be made available to the board of auditors on the twentieth day of the month following each quarter.

Section 2: Parish Council must review monthly income statements and discuss any line items that vary from budget by more than \$500 to determine what corrective measures, if any, should be taken.

Section 3: Proposed budgets for both the operating and building fund accounts shall be made available at the church to all parishioners at least seven days prior to the general assembly at which the budgets shall be presented for approval by the assembly.

Section 4: No contract may be signed on behalf of the church without board approval.

Section 5: All minutes from General Assembly meetings and Parish Council meetings must be maintained in a secure location at the church. Parish Council meeting minutes are to be completed by the secretary and approved within sixty (60) days after the meeting occurs.

Section 6: The president of the Parish Council shall not chair any committees.

ARTICLE VIII

PARISH PROPERTY

Section 1: All Parish buildings and Parish property shall be inventoried annually and insured fully (100%) in accordance with well-established procedures and practices specifically developed for non-profit institutions. Such insurance shall also provide for loss (i.e. against theft or accidental loss) of Parish funds while in the possession of its officers.

ARTICLE IX

PARISH ACCOUNTS AND OPERATING EXPENDITURES

Section 1: For any 'non-emergency' expenditure of \$1000 or more, three bids must be obtained and presented to the council for a vote on the final bid. In extraordinary circumstances and with the concurrence of the Board of Auditors in writing, fewer than three bids may be presented to the Council for approval.

Section 2: The Parish Council must approve any expenditure over \$300.

Section 3: Any non-budgeted expenditure over \$5000 must be approved by the General Assembly.

ARTICLE X

BUILDING FUND ACCOUNT

Section 1: For any expenditure of \$1000 or more, three bids must be obtained and presented to the Parish Council for a vote on the final bid.

Section 2: The Parish Council must approve any expenditure over \$300.

Section 3: Any non-budgeted expenditure over \$2000 must be approved by the General Assembly.

ARTICLE XI

COMMITTEES

Section 1: The Parish Council shall establish the appropriate committees as deemed necessary to carry on the duties, responsibilities, and ministries of the Parish. The Committees' roles, responsibilities, and goals will be defined annually at the beginning of the calendar year by the Chairman of each committee and presented to the Parish Council for approval.

Section 2: All decisions of the Committees shall be submitted to the Parish Council for approval.

Section 3: Through the Committees, Ministry Teams shall be created among the members of the Parish to meet the Parish's on-going and extraordinary needs.

Section 4: The President of the Parish Council and the Priest shall serve as *ex officio* members of all Committees.

Section 5: The President of the Parish Council, in consultation with the Priest and the Chairman of each respective Committee, shall make all appointments to the Committees. These appointments will be in writing and will be accompanied by the roles, responsibilities, and goals of each committee as established in Section 1 of this Article XI.

Section 6: Each Committee shall be chaired by a member of the Parish Council.

Section 7: The Growth and Development Committee will be added as one of the standing committees of the Parish. The Committee will focus on long-range tasks with an emphasis on debt reduction and effective fund-raising efforts. The Committee also is responsible for developing a multi-phase plan for the development of the Church property with the primary objective of establishing a permanent sanctuary. The multi-phase plan developed by the Committee shall be submitted to the Parish Council and the Parish Assembly for approval. Any proposed modifications to the multi-phase plan after the multi-phase plan has been approved by the Parish Assembly shall be submitted to the Committee for evaluation prior to approval of such modifications by the Parish Assembly. The Committee shall have at least seven and not more than nine members who are appointed by the Parish Council for two-year renewable staggered terms. Vacancies shall be filled by appointment by the Parish Council for the remainder of the term. All meetings of the Committee shall be open to members of the Parish.

ARTICLE XII

AMENDMENTS

Section 1: Amendments to these by-laws shall require approval by two-thirds of the members in good standing in attendance at two (2) successive Parish Assemblies.

AMENDMENT I

Section 1: Upon enactment of this amendment, it will be the expressed primary goal of the congregation of St. Basil the Great Greek Orthodox Church to achieve the prerequisite requirements for the Consecration of our Church that have been established and mutually agreed to between the Parish Council and His Eminence, Metropolitan Isaiah of the Greek Orthodox Metropolis of Denver.

Section 2: The two key components of these requirements shall be: 1. The achievement of the full, non-debt funding and physical implementation of a significant portion of the iconography work that is consistent with a fully completed and consecrated Greek Orthodox Church, and 2. The reduction of the outstanding total debt obligations of St. Basil the Great Greek Orthodox Church to one million five hundred thousand dollars, (\$1,500,000), effectively measured as of the date of enactment of this amendment.

Section 3: As the expressed primary goal of the congregation of St. Basil the Great Greek Orthodox Church, effective upon the enactment of this amendment, all funds above and beyond those necessary for the general operating, maintenance expenses, ministries, and on-going programs of the current facilities shall be exclusively applied to those endeavors necessary to satisfactorily complete the two key components of Consecration. There shall be only three exceptions to this restriction. They are: 1) Expansion and/or update of kitchen facilities, 2) Expansion and/or update of parking facilities, and 3) Fully donor funded projects as approved by the GDC and the Parish Council. These exceptions are established to provide for the opportunity, as may be established by the Parish Council, to generate additional revenue from the annual Greek Festival.

Section 4: While the parish is focused on achieving the two key components of Consecration, the GDC will work diligently to develop a long-term master-plan for the development of the entire St. Basil the Great Greek Orthodox Church facility and grounds. The implementation of this plan shall not commence until the church has met the requirements for its consecration.

