2015 PARISH BYLAWS OF
THE GREEK ORTHODOX CHURCH OF THE ASSUMPTION OF THE VIRGIN MARY
15625 S. BELL ROAD
HOMER GLEN, IL 60491

ARTICLE 1

Section 1: All Parishes must maintain and file Articles of Incorporation/Articles of Organization, Bylaws and/or other applicable corporate documents. All such documents shall comply with Archdiocesan requirements as such requirements may be amended, from time to time, by the Archdiocese. Parish Bylaws shall incorporate these Regulations by reference and may also include such additional provisions as shall be deemed necessary, by the Parish Assembly, to meet local needs. However, in the event of a conflict between a Parish's Articles of Incorporation/Articles of Organization, Bylaws or any other Parish document and these Regulations, the provisions of these Regulations shall govern. In the event that the Bylaws of a Parish do not specifically incorporate all of these Regulations by reference, they shall be deemed to do so.

Section 2: Upon the assignment of a Priest by the respective Hierarch, the Parish accepts and agrees to comply with the Charter and Regulations of the Archdiocese. A Parish's Articles of Incorporation/Articles of Organization, Bylaws and any other applicable corporate documents shall be submitted to the Archdiocese through the Metropolis for review and approval. Any amendment(s) to such documents shall also be submitted for review and approval, prior to the effective date of the amendment(s). Notwithstanding the foregoing, the Archdiocese's and/or respective Archdiocesan District/Metropolis' failure to review and/or to disapprove any document(s) or provision(s) thereof shall not be deemed a waiver of the right to subsequently review and/or disapprove the document(s) or any provision(s) thereof.

ARTICLE 2 PARISH COUNCIL

Section 1: To serve on a Parish Council is a ministry and all those who serve are called to represent Christ and the Orthodox Faith to all whom they meet in all aspects of life. The Parish Council shall consist of the Priest, as the head of the Parish, and a number of elected lay members fixed by the Parish Bylaws or by local statute according to the needs of the Parish. The Parish Council is responsible to the Parish Assembly and to the respective Hierarch for conducting all Parish affairs in keeping with the mission, aims and purposes of the Church as set forth in the Charter and these Regulations. The Parish Council shall be deemed to mean also Board of Trustees or Board of Directors when such designations are required by local statute. The Priest shall be a non-voting member of the Parish Council.

Section 2: The officers of the Parish Council shall be a President, a Vice President, a Secretary, a Treasurer, and such other officers as the Parish Bylaws require.

Section 3: The members of the Parish Council are elected for a term not to exceed three (3) years by the parishioners in good standing. They may be elected to serve if nominated again at the General Assembly when Parish Council elections are held. The number of Council members shall be no greater than 15 members and no less than 11 members. This will be determined during the General Assembly.

Section 4: No employee of the Parish may serve on the Parish Council, the Board of Auditors, or the Board of Elections.

Section 5: 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.

A. 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 these 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; or (5) has violated his or her affirmation of office; or (6) has engaged in actions which do not further the administrative or spiritual well being of the Parish, the Metropolis or the Archdiocese.
B. 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 (5) above, the Priest shall submit his recommendation, in writing, for the removal of the member to the respective Hierarch.
C. If, the respective Hierarch, 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 (5) above, the respective Hierarch 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.
D. 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 respective Hierarch shall consult with and obtain the consent of the Synod.
E. When an individual or individuals are removed from the Parish Council by the respective Hierarch, the vacancy(ies) created shall be filled through direct appointment by the respective Hierarch, 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 Hierarch may determine, but in no event longer than twelve (12) months.

Section 6: 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.

Section 7: Except as specified above with respect to removals by the respective Hierarch, a vacancy on the Parish Council shall be promptly filled by the Parish Council by electing a successor therefor from among the parishioners in good standing of the Parish. 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 Parish Council officers.

Section 8: 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 3
ELECTION OF PARISH COUNCIL

Section 1: Members of the Parish Council shall be elected by parishioners in good standing of the Parish in accordance with the Regulations and the Parish Bylaws. 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: A candidate for the Parish Council must be a parishioner 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. The Priest determines whether the Parishioners are in canonical and financial good standing as specified in Article 2, Sections 1 through 3.

Section 3: Candidates for election to the Parish Council shall be nominated in accordance with the provisions of the Parish Bylaws.

A. All candidates shall attend a seminar conducted by the Priest prior to the election at which the Priest shall discuss and explain to the candidates the Uniform Parish Regulations, and the significance of the affirmation of office.
B. At the discretion of the respective Hierarch, such seminar may be held locally or regionally, provided that candidates are given appropriate advance notice and more than one reasonable opportunity to attend the seminar in a location within close proximity to the applicable Parish.
C. In the event that an otherwise eligible candidate(s) cannot attend the scheduled seminar(s) for justifiable cause, the Priest shall meet privately with such individual(s) to provide the seminar.
D. 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 sign the statement, his/her name shall be deleted from the list of candidates.

Section 4: A parishioner in good standing and duly enrolled in the Parish Record but delinquent in his or her Parish stewardship obligations for the current year may vote in the election by meeting his or her stewardship obligation prior to the election, unless Parish Bylaws have established alternate deadlines in this regard. If a Parishioner is delinquent for more than the current calendar year, he or she may vote in the Parish Council elections only if he or she has met his or her unfulfilled stewardship financial obligations at least thirty (30) days prior to the date of the elections.

Section 5: A new parishioner of the Parish may vote in the election if he/she has become a member in good standing at least three (3) months prior thereto.

Section 6: Parish Bylaws may provide for absentee balloting only in the case of elections of the Parish Council. Such ballots must be in the hands of the Board of Elections not later than the commencement of voting and shall be opened and tabulated with the ballots personally cast. No proxies shall be allowed.

Section 7: Elections shall be held at a place on Parish premises previously announced by the Board of Elections and voting shall be by secret ballot. Voting shall begin after the conclusion of the Divine Liturgy and shall terminate on the same day at such time as determined by local Parish Bylaws.

Section 8: The election results shall be entered in the minutes of the first Parish Council meeting, 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 by the respective Hierarch. The tied candidates, if otherwise found to be qualified, may be provisionally approved by the respective Hierarch if he ratifies the election results and the elected individual may, upon his/her election, take the affirmation of office and participate in the election of officers.

Section 9: Any parishioner in good standing of the Parish questioning the validity of any election may, within five (5) days after such election, lodge a written protest with the respective Hierarch. Such protest shall be signed by the questioning parishioner and at least four (4) other parishioners in good

standing and shall list in detail all the reasons for the protest. In the event that a protest is filed and such protest is upheld and deemed valid, the respective Hierarch will declare the protested election void and a new election will be ordered. The decision of the respective Hierarch thereon shall be final.

Section 10: In case of the resignation of any member-elect of the incoming Parish Council, or a vacancy for any other reason, in the interim between the day of Parish Council elections and the election of officers, the members of the incoming Council shall, after the election of officers, elect a new member from among the Parish's parishioners in good standing to fill the vacancy.

Section 11: In the event that an insufficient number of candidates shall be nominated for election to the Parish Council, or the number nominated is equal to the number of vacancies, the election of those nominated shall take place in accordance with the election procedures established by these Regulations. The Parish Council, after the ratification and the taking of office of any new members, and the election of officers shall proceed to fill any vacancies on the Council from among the Parish's parishioners in good standing. Those elected by the Parish Council shall, in such order as may be determined by the Council, and following ratification by the respective Hierarch, serve the term that a member duly elected by the Parish would have served.

ARTICLE 4
RATIFICATION OF ELECTION OF PARISH COUNCIL AND AFFIRMATION OF OFFICE

Section 1: No earlier than five (5) and not later than eight (8) days after the election is held, the Priest shall forward the results to the respective Hierarch. The Priest shall at the same time verify in writing that all candidates were qualified and that the election was conducted in accordance with these Regulations and Parish Bylaws. It shall be confirmed that the Parish has met its financial obligations to the Archdiocese including the Total Commitment and the Archdiocese Benefits Program Assessment.

Section 2: The election will not be considered final until receipt of ratification by the respective Hierarch, following the process described in Section 1 above. The affirmation of office shall not be administered until such ratification is received. The existing Parish Council shall continue to fulfill its function until the election of the new Parish Council is ratified and members have taken the affirmation of office.

Section 3: After ratification of the election has been received from the respective Hierarch, a special ceremony shall be held at the close of the Divine Liturgy in which all the members of the Parish Council shall take the affirmation of office jointly. In the event that a member elected to the Parish Council is not present for the affirmation of office, the Priest shall administer the affirmation to such member at the first Parish Council meeting, prior to the election of officers. The affirmation shall be administered by the Priest and shall be repeated by all the members of the Parish Council. The affirmation of office shall be administered no later than the second Sunday in January. Until such time, the prior Parish Council shall continue to fulfill the responsibilities of the Parish Council.

Section 4: Each member or member-elect of the Parish Council is obliged, without exception, to execute the Disclosure Statement (attached hereto as **Addendum A-3**) pursuant to the Disclosure Policy (attached hereto as **Addendum A**) prior to assuming his/her office and to take the following affirmation of office and thereafter subscribe his/her name thereto:

A. "I, (name) do solemnly affirm that I will uphold the dogmas, teachings, traditions, holy canons, discipline, worship and moral principles of the Greek Orthodox Church, as well as the Charter and Regulations of the Greek Orthodox Archdiocese of America, and that I will fulfill faithfully and sincerely the duties and obligations required of a member of the Parish Council.

So help me God."

B. A person declining to execute his/her Disclosure Statement and/or to affirm and subscribe to the affirmation of office shall not be a member of the Parish Council and his or her office shall be deemed vacant.

Section 5: In the event the respective Hierarch declines to ratify the election of one or more of the persons elected to a Parish Council, he shall state his reason for such action and shall direct the Parish to conduct a special election to fill the vacancy(ies) thus created. He may appoint person(s) to serve as interim members of the Parish Council until such election is held. In the event the respective Hierarch declines to ratify the election of a majority or more of the members of a Parish Council, he shall first consult with the Archbishop.

ARTICLE 5
ELECTION OF PARISH COUNCIL OFFICERS

Section 1: 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.

Section 2: The offices of the President or Treasurer shall not be held by the same person for more than six (6) consecutive years, except by special permission of the respective Hierarch.

Section 3: In the event that the office of the President of the Parish Council shall become vacant, the Vice President or if more than one the First Vice President, shall assume the office of the President. Any other office, which may become vacant, shall be filled by election of the Parish Council.

ARTICLE 6
MEETINGS OF PARISH COUNCIL

Section 1: 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.

Section 2: A majority of the members of the Parish Council shall constitute a quorum for the transaction of business. Vacancies on the Parish Council shall not be used in order to establish a quorum.

Section 3: The minutes of the meetings of the Parish Council shall be signed by the Priest, the President and the Secretary.

ARTICLE 7
DUTIES OF PARISH COUNCIL

Section 1: The members of the Parish Council shall attend the Divine Liturgy regularly and participate in the sacramental life of the Church, thereby setting an example for the Parishioners. Under the leadership of the Priest, the Parish Council shall:

A. Assist the Priest in the administration of the affairs and ministries of the Parish;
B. Establish the appropriate committees, including but not limited to Stewardship, Finance, Fundraising, Planning and Real Estate committees;
C. Utilize the Stewardship material provided by the Archdiocese to implement and expand the Parish Stewardship program and ministries;
D. Prepare budgets for the Parish’s administration and ministries and collect the revenue of the Parish;
E. Provide for the Priest's remuneration and benefits in accordance with the Clergy Compensation Plan of the Archdiocese;
F. Provide financing for the salaries of the Parish personnel;

G. Provide financial resources for the Parish's administration and for the Parish's spiritual, educational and other ministries and expenses;
H. Buy, sell or mortgage Parish property.
I. Provide for payments and assessments for support of the Archdiocese as fixed by the Congresses;
J. Submit to the respective Hierarch and the Archdiocese, at the end of each year, the financial statement of the Parish for that year (certified by the Parish's Board of Auditors) and the Parish budget for the ensuing year;
K. Submit annual Parish profile reports that may be required by the Archdiocese and the respective Archdiocesan District/Metropolis; and
L. Adhere to the Charter, the Regulations and decisions promulgated at the Congresses.

Section 2: All personnel employed by the Parish including schoolteachers, are engaged or discharged by the Parish Council with the consent of the Priest.

Section 3: The Priest and Parish Council shall be responsible for all personnel employed by the Parish. In addition, the Priest and the Parish Council shall be responsible for the Parish's adherence with all applicable personnel and volunteer policies promulgated by the Archdiocese.

Section 4: Upon the expiration of its term, the Parish Council shall surrender to the succeeding Parish Council all Parish records, including the list of Parishioners, minute books, bankbooks, checkbooks, financial records, and all other property of the Parish.

Section 5: The Priest and Parish Council and its officers may exercise any additional authority, consistent with the Charter, Regulations and the Parish Bylaws.

PARISH ADMINISTRATION AND FINANCE

ARTICLE 8
PARISH ADMINISTRATION

Section 1: The Priest as head of the Parish, by virtue of the ecclesiastical authority vested in him, shall guide and oversee the Parish. The Priest together with the Parish Council is responsible to the respective Hierarch for the whole life and activities of his Parish.

Section 2: Each Parish shall be administered by the Priest and Parish Council cooperatively.

Section 3: All committees or boards of the Parish, except for the Board of Elections and the Board of Auditors, shall be under the jurisdiction of the Priest and Parish Council.

Section 4: If a problem should arise between a Priest and the Parish Council, the matter shall not be brought before the Parish Assembly. The Priest or the Parish Council shall have the right to refer the matter to the respective Hierarch.

ARTICLE 9
PARISH ASSEMBLY

Section 1: A Parish Assembly may be convened for matters other than those involving canonical and dogmatic issues. The Parish Assembly is the general meeting of the Parishioners in good standing of the Parish and is the general policymaking and appropriating body of the Parish.

Section 2: Notice of a Parish Assembly shall be mailed to all Parishioners in good standing at least ten (10) days prior to the Assembly and shall include the agenda. The agenda shall be prepared by the Priest and the Parish Council and shall include all items to be discussed at the Assembly.

Section 3: A Parish Assembly consists of parishioners in good standing of the Parish who have met their stewardship obligations to the Parish in accordance with the Parish Bylaws. A person whose name appears on the Stewardship rolls but who is in arrears in the payment of his/her stewardship obligations may take part in the Parish Assembly by meeting such stewardship obligations on or before the date of the meeting. If a Parishioner is delinquent for more than the current calendar year, he or she may vote at the Parish Assembly only after that parishioner has met the unfulfilled stewardship financial obligations at least thirty (30) days before the Parish Assembly.

New parishioners may exercise their vote at Parish Assemblies if they have been parishioners in good standing for at least three months. The Priest shall be a non-voting participant of the Parish Assembly.

Section 4: The quorum for a Parish Assembly shall be as high as possible in such number of parishioners in good standing as its By-laws may determine. If a quorum cannot be achieved, no vote can be taken. If a quorum is not present, the Parish Assembly shall be called a second time within twenty-one (21) days. At such time, decisions may be taken by the number of parishioners in good standing present, with the exception of matters pertaining to the purchase, sale or encumbering of Parish property, in which case a quorum of parishioners in good standing shall be required.

Section 5: Proxies shall not be permitted at a Parish Assembly.

Section 6: Regular Parish Assemblies shall be convened by the Priest and the Parish Council, at least twice each year, at dates fixed by the Parish Council.

Section 7: Special Parish Assemblies shall be held when the Priest and/or Parish Council deem it necessary. Subject to Section 1 above, a special Parish Assembly may be convened. In addition, and except as otherwise prohibited by these Regulations or required by law, if at least ten percent (10%) of the Parishioners in good standing of the Parish submit a written petition requesting a Parish Assembly, a special Parish Assembly shall be convened. Any such petition must be submitted to the Priest and the Parish Council stating the purpose for the meeting.

Section 8: The Chairman of the Parish Assembly shall be elected by the parishioners in good standing present.

Section 9: The Secretary of the Parish Assembly shall be appointed by the Chairman and shall record the minutes of the Assembly. The minutes of the Parish Assembly shall be signed by the Priest, the Chairman and the Secretary of the Parish Assembly.

ARTICLE 10
BOARD OF ELECTIONS

Section 1: The Board of Elections shall consist of no fewer than three (3) members elected at a Regular Parish Assembly within the same year as the election from among those who are not candidates for election to the Parish Council. Immediate family members of candidates and incumbent Parish Council members are not eligible to serve on the Board of Elections.

Section 2: The Board of Elections shall, in cooperation with the Parish Priest, verify the eligibility of the list of candidates, notify all eligible Parishioners concerning the elections, supervise the elections and tabulate and report the results. The Priest shall be advised of all meetings of the Board of Elections, which he may attend if he so desires. The Priest shall certify that all the candidates are Parishioners in good standing.

Section 3: A vacancy on the Board of Elections shall be filled by the Parish Council by electing a successor therefor from among the parishioners in good standing who are not candidates for election to the Parish Council.

ARTICLE 11
BOARD OF AUDITORS

Section 1: The Board of Auditors shall consist of at least three parishioners none of whom are members of the Parish Council. The Board of Auditors shall be elected at the last Parish Assembly preceding an 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. The Board of Auditors shall have the financial competency to properly execute its responsibilities.

Section 2: The Board of Auditors shall audit financial records of the prior year and prepare a report of such audit for presentation to the Parish Assembly. After review by the Parish Assembly, the Parish Council shall transmit copies of the final audit to the respective Hierarch and the Archdiocese.

Section 3: A vacancy on the Board of Auditors shall be filled by the Parish Council by electing a successor therefor from amongst the parishioners of the Parish in good standing for the unexpired portion of the term of such vacancy.

ARTICLE 12
PARISH FINANCES AND ARCHDIOCESAN TOTAL COMMITMENT

Section 1: The Parish Council shall be the custodian of all Parish funds.

Section 2: The Parish fiscal year shall be the calendar year. At the first Parish Assembly of each year the Parish Council shall present a financial report detailing all income and expenses for the preceding year.

Section 3: The budget for the ensuing year shall likewise be submitted for approval by the Parish Assembly at the last regular meeting of the prior year.

Section 4: The Parish budget shall include appropriations for sending its delegates to the Clergy-Laity Congresses and Local Assemblies.

Section 5: The Parish Budgets must include a line item for Archdiocesan Total Commitment, which shall be calculated in accordance with the decisions of the most recent Congress.

Section 6: Full disclosure of each Parish's finances and support through the Total Commitment program are critical to the operation of the Archdiocese and the fulfillment of its mission and ministries. The respective Hierarch is responsible for ensuring that each Parish in his Archdiocesan District/Metropolis submits the financial records required under these Regulations and meets its Total Commitment to the Archdiocese, as required under these Regulations. As such, he has the authority to take such measures and to impose such financial and other restrictions, as he deems necessary and appropriate to enforce the Parish's obligations.

Section 7: Parish Financial Statements must be forwarded to the Archdiocese and Metropolis no later than May 15th of the subsequent year and must:

A. Include any and all Corporations, Institutions and Entities under the direct or indirect control of the Parish or Parish Council. Financial activities outside of the normal Parish operating statements must be reported, however, they can be presented separately and

need not be consolidated into the Parish operating statements.

B. Include a Balance Sheet, Income and Loss Statement and Budgets approved by the Parish Assemblies.
C. Be certified in writing as to their validity by the Parish Priest, Parish Council President and Treasurer.
D. Be prepared according to the guidelines as set forth by the Archdiocesan Council.
E. Include and report all activities of the Parish including but not limited to Building Funds, Festivals, Special Appeals or any and all restricted Fund Activities.
F. Submit the Parish's Financial Statements and complete copies of all insurance policies currently in force for the Parish.

Section 8: The Parish is required to meet the Total Commitment financial obligations and financial reporting requirements as outlined in the Archdiocese UPR of 2007.

A. In the event a Parish does not submit the required financial records to the Archdiocesan District/Metropolis within thirty (30) days of receipt of a written request for such records, the Parish's commitment may be raised twenty-five percent (25%) from the previous year's amount. No meetings or discussions with a Parish will be held until such records are received.
B. Each Parish must remit monthly to the Archdiocese the portion of its Total Commitment allocation for Archdiocesan and Metropolis needs as determined by the Clergy-Laity Congress and the respective Hierarch.
C. Failure to remain current in the Parish's Total Commitment and Archdiocesan Benefits Assessment prevents ratification of Parish Council elections. Parish Council elections will not be ratified until the year's commitment is met or agreed arrangements are approved by the respective Hierarch.
D. If a Parish refuses to remit its Total Commitment, the Archdiocesan District/Metropolis may conduct a certified audit of the Parish at the Parish's expense.
E. If a Parish is delinquent in its Total Commitment to the Archdiocese for the prior year, the Parish's delegates will not be allowed to vote at the Clergy-Laity Congress unless authorized otherwise by the respective Hierarch.

Section 9: Notwithstanding the other provisions the respective Hierarch shall have the authority to make special provisions in the matter of a Parish's Total Commitment financial obligations to the Archdiocese, as he deems necessary and appropriate. The Archdiocese shall be notified of all such special provisions made by a respective Hierarch.

Section 10: All transfers of money or other property to a Parish shall be deemed gifts unless, prior to the transfer, the Parish Council acknowledges in writing that said transfer is a loan.