

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

**Orthodox Church in America
Wrightstown, PA**

BY-LAWS OF ST. MARK'S ORTHODOX CHURCH

CONTENTS

| | | |
|--------------------|---|----------|
| ARTICLE I | THE PARISH | 1 |
| SECTION 1 | NAME..... | 1 |
| SECTION 2 | INCORPORATION | 1 |
| SECTION 3 | JURISDICTIONAL AFFILIATION..... | 1 |
| SECTION 4 | ADMINISTRATION | 1 |
| ARTICLE II | THE RECTOR | 1 |
| SECTION 1 | LEADER OF THE PARISH..... | 1 |
| SECTION 2 | DUTIES AND RESPONSIBILITIES OF RECTOR | 1 |
| SECTION 3 | PARISH REGISTERS | 2 |
| SECTION 4 | CHAIRMAN OF MEETINGS | 2 |
| SECTION 5 | COMPENSATION OF RECTOR..... | 2 |
| ARTICLE III | THE PARISH MEETING | 2 |
| SECTION 1 | HIGHEST PARISH GOVERNING BODY..... | 2 |
| SECTION 2 | ANNUAL, SEMI-ANNUAL AND SPECIAL PARISH MEETINGS | 2 |
| SECTION 3 | PURPOSE AND AGENDA OF SPECIAL PARISH MEETING..... | 2 |
| SECTION 4 | NOTICE OF PARISH MEETINGS..... | 2 |
| SECTION 5 | RIGHT TO VOTE AND PARTICIPATE | 3 |
| SECTION 6 | QUORUM..... | 3 |
| SECTION 7 | VOTE NECESSARY ON QUESTIONS AND ISSUES | 3 |
| SECTION 8 | RIGHT TO SPEAK | 3 |
| SECTION 9 | AUTHORITY OF PARISH MEETING | 3 |
| ARTICLE IV | THE PARISH COUNCIL..... | 3 |
| SECTION 1 | EXPLANATION..... | 3 |
| SECTION 2 | COMPOSITION | 4 |
| SECTION 3 | ELECTION AND TERM OF OFFICE..... | 4 |
| SECTION 4 | QUALIFICATIONS..... | 4 |
| SECTION 5 | MEETINGS AND NOTICES | 4 |
| SECTION 6 | QUORUM AND NECESSARY VOTE..... | 4 |
| SECTION 7 | OPEN PARISH COUNCIL MEETINGS | 4 |
| SECTION 8 | APPOINTMENT OF ASSISTANTS AND COMM17TEES | 4 |
| SECTION 9 | VACANCIES | 5 |
| SECTION 10 | RESPONSIBILITIES..... | 5 |
| SECTION 11 | DUTIES OF LAY MEMBERS OF PARISH COUNCIL | 5 |
| SECTION 12 | DUTIES AND AUTHORITY OF THE PARISH COUNCIL | 5 |
| ARTICLE V | THE PARISH AUDITORS | 6 |
| SECTION 1 | NUMBER, ELECTION AND QUALIFICATIONS..... | 6 |
| SECTION 2 | DUTIES OF PARISH AUDITORS | 6 |
| SECTION 3 | VACANCIES IN PARISH AUDITORS..... | 7 |
| ARTICLE VI | PARISH ORGANIZATIONS..... | 7 |
| SECTION 1 | STATEMENT..... | 7 |
| SECTION 2 | AUTHORITY OVER PARISH ORGANIZATIONS | 7 |
| SECTION 3 | FORMATION..... | 7 |
| SECTION 4 | OPERATION AND EXISTENCE..... | 7 |
| ARTICLE VII | MEMBERSHIP | 7 |
| SECTION 1 | MEMBERS | 7 |
| SECTION 2 | NEW MEMBERS | 8 |

BY-LAWS OF ST. MARK'S ORTHODOX CHURCH

CONTENTS

| | | |
|---|---|-----------|
| SECTION 3 | DUTIES OF MEMBERS | 8 |
| SECTION 4 | FULL MEMBER(S)..... | 8 |
| SECTION 5 | ORTHODOX NON-MEMBERS | 8 |
| ARTICLE VIII | APPEALS..... | 8 |
| SECTION 1 | PROCEDURE FOR RECTOR..... | 8 |
| SECTION 2 | PROCEDURE FOR INDIVIDUAL FULL MEMBER..... | 9 |
| SECTION 3 | PROCEDURAL CONTROL BY ORTHODOX CHURCH IN AMERICA AND DIOCESE | 9 |
| ARTICLE IX | REAL AND PERSONAL PROPERTY OF THE PARISH..... | 9 |
| SECTION 1 | OWNERSHIP OF PARISH PROPERTY | 9 |
| SECTION 2 | MERGER, CONSOLIDATION OR DISSOLUTION OF THE PARISH | 9 |
| ARTICLE X | AMENDMENTS | 9 |
| ARTICLE XI | EFFECTIVE DATE | 9 |
| CHRONOLOGICAL LIST OF AMENDMENTS | | 10 |
| JANUARY 30, 1983 ANNUAL PARISH MEETING..... | | 10 |
| DECEMBER 12, 1993 ANNUAL PARISH MEETING..... | | 10 |

BY-LAWS OF ST. MARK'S ORTHODOX CHURCH

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

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

ARTICLE I THE PARISH

SECTION 1 NAME

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

SECTION 2 INCORPORATION

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

SECTION 3 JURISDICTIONAL AFFILIATION

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

SECTION 4 ADMINISTRATION

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

ARTICLE II THE RECTOR

SECTION 1 LEADER OF THE PARISH

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

SECTION 2 DUTIES AND RESPONSIBILITIES OF RECTOR

The Rector as pastor of the parishioners, is entrusted by the Diocesan Bishop with the duties (i) of teaching the parishioners the Orthodox Faith, (ii) of celebrating divine services and rites according to the ecclesiastical order, (iii) of administering the Holy Sacraments, (iv) of guidance in Christian life, and (v) of being responsible before God and the Metropolitan and Diocesan Authorities for the whole life and activities of the Parish, its spiritual growth and enlightenment, its orthodoxy, and its moral progress. Besides his pastoral and liturgical duties, in the execution of which he is guided by his priestly office and conscience and is controlled

BY-LAWS OF ST. MARK'S ORTHODOX CHURCH

through the District Dean by the Diocesan Authority, it is the responsibility of the Rector (i) to look after the decorum in church and the beauty of the edifice, (ii) to establish and update a Parish library, (iii) to organize and supervise a church school and an adult educational program, iv) to take an active part in the work of the Parish Council, (v) to keep exact and complete metrical records and such other records as may be required by the Metropolitan and Diocesan Authorities and civil authorities, and (vi) to serve as in intermediary in affairs of the Metropolitan, Diocesan, and Deanery Authorities with the Parish on all Parish matters.

SECTION 3 PARISH REGISTERS

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

SECTION 4 CHAIRMAN OF MEETINGS

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

SECTION 5 COMPENSATION OF RECTOR

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

ARTICLE III THE PARISH MEETING

SECTION 1 HIGHEST PARISH GOVERNING BODY

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

SECTION 2 ANNUAL, SEMI-ANNUAL AND SPECIAL PARISH MEETINGS

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

SECTION 3 PURPOSE AND AGENDA OF SPECIAL PARISH MEETING

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

SECTION 4 NOTICE OF PARISH MEETINGS

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

BY-LAWS OF ST. MARK'S ORTHODOX CHURCH

SECTION 5 RIGHT TO VOTE AND PARTICIPATE

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

SECTION 6 QUORUM

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

SECTION 7 VOTE NECESSARY ON QUESTIONS AND ISSUES

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

SECTION 8 RIGHT TO SPEAK

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

SECTION 9 AUTHORITY OF PARISH MEETING

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

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

ARTICLE IV THE PARISH COUNCIL

SECTION 1 EXPLANATION

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

BY-LAWS OF ST. MARK'S ORTHODOX CHURCH

SECTION 2 COMPOSITION

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

SECTION 3 ELECTION AND TERM OF OFFICE

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

SECTION 4 QUALIFICATIONS

To be elected to the Parish Council, a person must be a Full Member of the Parish.

SECTION 5 MEETINGS AND NOTICES

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

SECTION 6 QUORUM AND NECESSARY VOTE

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

SECTION 7 OPEN PARISH COUNCIL MEETINGS

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

SECTION 8 APPOINTMENT OF ASSISTANTS AND COMMITTEES

The Parish Council, in its discretion, may appoint assistants to any of the officers from the Trustees and may formulate such committees, composed of Full Members of the Parish, and prescribe the duties thereof as are deemed necessary for the proper administration of the Parish. The Rector and the Parish Warden shall be

BY-LAWS OF ST. MARK'S ORTHODOX CHURCH

ex-officio members of all such committees and of all other organizations affiliated with the Parish, either directly or by implication.

SECTION 9 VACANCIES

In the event that the office of Parish Warden becomes vacant for any reason, the Assistant Parish Warden shall assume the duties of the Parish Warden, but any other vacancy occurring in the elected membership of the Parish Council, for whatever reason, shall be filled by the affirmative vote of the majority of the remaining Parish Council members, though less than a quorum, and each person so elected and qualified shall be a member of the Parish Council until his (or her) successor has been elected and qualified at the next Annual Parish meeting.

SECTION 10 RESPONSIBILITIES

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

SECTION 11 DUTIES OF LAY MEMBERS OF PARISH COUNCIL

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

- (a) Parish Warden – The Parish Warden shall be the principal lay executive officer of the Parish and shall assist the Rector in the general supervision and direction of all of the administrative affairs of the Parish.
- (b) Assistant Parish Warden – In the absence of the Parish Warden, or in case the office of Parish Warden becomes vacated for any reason, the Assistant Parish Warden shall assume and perform the responsibilities of the Parish Warden.
- (c) Recording Secretary – The Recording Secretary shall keep accurate and complete minutes of all Parish and Parish Council Meetings, be responsible for the necessary correspondence of the Parish, give the proper and timely notices required by these By-Laws, keep an accurate and complete register of the membership of the Parish, and perform such other duties that may be incident to the office.
- (d) Financial Secretary – The Financial Secretary shall keep accurate and complete records of the financial transactions and affairs of the Parish, disburse the funds of the Parish at the discretion and order of the Parish Council, open his (or her) books for the inspection by the Rector, the Parish Council or the Parish Auditors at any time, and perform such other duties that may be incident to the office.
- (e) Treasurer – The Treasurer shall have the care, charge and custody of all money and funds received by the Parish, deposit same in the name of the Parish in such financial depositories as shall be designated by the Parish Council, open his (or her) records for inspection by the Rector, the Parish Council or the Parish Auditors at any time, and perform such other duties that may-be incident to the office.
- (f) Trustees – The Trustees shall give their advice, recommendations and suggestions to the Parish Council in regard to the administration of the Parish and shall perform such other duties that may be incident to the office.

SECTION 12 DUTIES AND AUTHORITY OF THE PARISH COUNCIL

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

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

BY-LAWS OF ST. MARK'S ORTHODOX CHURCH

- (b) The establishment and maintenance of accurate and complete records pertaining to Parish finances, Parish and Parish Council meetings, Parish membership, and all other records necessary for the proper administration and functioning of the Parish;
- (c) The management, control and maintenance of all real and personal property of the Parish;
- (d) The setting of reasonable fees due the Parish from members and nonmembers of the Parish (provided, however, that no fees shall be required for administering the sacraments per se), and the granting of exemptions to individual members or non-members of the Parish from the payment of any such fees if in its discretion the circumstances warrant such exemptions;
- (e) The establishment and any change of the salary of the Rector and the Parish personnel;
- (f) The designation of financial depositories for funds of the Parish, and the determination and establishment of the Parish's fiscal year;
- (g) The designation of those persons authorized to sign checks, drafts, notes or other orders and obligations for the payment of money or for the execution of any contract or other documents in the name of the Parish;
- (h) The supervision of good order, collections and general appearance of the church edifice, at all religious services;
- (i) The approval of the formation, operation and existence of Parish Organizational
- (j) The minimization, investigation, control and, resolution of all complaints and disputes of and between the Rector, the Parish Council and the Parish members;
- (k) The presentation n of a full and complete report to the Parish members at the Annual Parish Meeting concerning all aspects of Parish affairs (including a financial statement concerning the income and expenses of the Parish and containing, inter-alia, the salaries and other benefits paid to the Rector and the Parish personnel) for the past year;
- (l) The execution and performance of all decisions and regulations of the Metropolitan and Diocesan Authorities, the Parish Meetings and the Parish Council;
- (m) The preparation, enactment and amendment of Standing Rules for the orderly administration of the Parish;
- (n) The determination of the date of any Annual, Semi-Annual or Special Parish Meeting; and
- (o) All other matters affecting the interests of the Parish, or its membership, which are not within the exclusive authority of the Metropolitan and Diocesan Authorities, the Rector or the Parish Meeting.

ARTICLE V THE PARISH AUDITORS

SECTION 1 NUMBER, ELECTION AND QUALIFICATIONS

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

SECTION 2 DUTIES OF PARISH AUDITORS

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

BY-LAWS OF ST. MARK'S ORTHODOX CHURCH

SECTION 3 VACANCIES IN PARISH AUDITORS

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

ARTICLE VI PARISH ORGANIZATIONS

SECTION 1 STATEMENT

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

SECTION 2 AUTHORITY OVER PARISH ORGANIZATIONS

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

SECTION 3 FORMATION

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

SECTION 4 OPERATION AND EXISTENCE

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

ARTICLE VII MEMBERSHIP

SECTION 1 MEMBERS

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

BY-LAWS OF ST. MARK'S ORTHODOX CHURCH

SECTION 2 NEW MEMBERS

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

SECTION 3 DUTIES OF MEMBERS

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

SECTION 4 FULL MEMBER(S)

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

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

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

SECTION 5 ORTHODOX NON-MEMBERS

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

ARTICLE VIII APPEALS

SECTION 1 PROCEDURE FOR RECTOR

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

BY-LAWS OF ST. MARK'S ORTHODOX CHURCH

SECTION 2 PROCEDURE FOR INDIVIDUAL FULL MEMBER

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

SECTION 3 PROCEDURAL CONTROL BY ORTHODOX CHURCH IN AMERICA AND DIOCESE

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

ARTICLE IX REAL AND PERSONAL PROPERTY OF THE PARISH

SECTION 1 OWNERSHIP OF PARISH PROPERTY

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

SECTION 2 MERGER, CONSOLIDATION OR DISSOLUTION OF THE PARISH

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

ARTICLE X AMENDMENTS

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

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

ARTICLE XI EFFECTIVE DATE

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

BY-LAWS OF ST. MARK'S ORTHODOX CHURCH

Chronological List of Amendments

January 30, 1983 Annual Parish Meeting

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

(c.) Supports the Parish in its financial obligations and expenses. As a minimum, a member shall be obligated for the following:

- (1) Payment of the annual Metropolitan and Diocesan Assessments.
- (2) Contribute, through his(her) weekly offerings, a total of at least \$25 per year to the Parish;

In the case of financial distress, and at the discretion of the Rector, a member may be relieved of all or part of the above financial obligations which will be assumed by the Parish.

December 12, 1993 Annual Parish Meeting

1. Amend Article III – The Parish Meeting, Section 2 – Annual, Semi-Annual and Special Parish Meetings, to set the date of the Annual Parish Meeting to be held in January of each year.
2. Add to Article IV – The Parish Council, Section 2 – Composition, the following:

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

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