

SUPPLEMENTAL PARISH BY-LAWS

of

HOLY CROSS GREEK ORTHODOX CHURCH

MT. LEBANON, PENNSYLVANIA

AS LAST AMENDED BY PARISH ASSEMBLY HELD _____

AND AS APPROVED BY THE PITTSBURGH METROPOLITAN ON _____

SUPPLEMENTAL PARISH BY-LAWS
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SUPPLEMENTAL PARISH BY-LAWS

ARTICLE 1

Parish Name

Section 1.01. The name of this Parish is Holy Cross Greek Orthodox Church.

ARTICLE 2

**Archdiocesan Regulations, Uniform Metropolis Regulations and
Uniform Parish Regulations**

Section 2.01. The Archdiocesan Regulations, Uniform Metropolis Regulations and Uniform Parish Regulations attached hereto as Exhibit A (said Regulations, as the same may be hereafter amended, being collectively called the "Regulations") are hereby incorporated by reference herein and made a part hereof as if fully set forth herein. These Supplemental Parish By-Laws are intended only to supplement the Regulations. In case of any specific variation between the provisions of the Regulations and the provisions hereof the provisions of the Regulations shall govern.

ARTICLE 3

Definitions

Section 3.01. Words or terms used in these Supplemental Parish By-Laws which are defined in the Regulations shall have the same meanings in these Supplemental Parish By-Laws as defined in the Regulations unless the context hereof clearly otherwise requires.

ARTICLE 4

Aims and Purposes

Section 4.01. The aims and purposes of the Parish shall be as provided in the Regulations and the Articles of Incorporation of the Parish.

ARTICLE 5

Revenue of the Parish

Section 5.01. The revenue of the Parish shall be obtained through:

- (a) The annual contributions of its members.
- (b) Other gifts, bequests and devises made by its members or others.
- (c) Proceeds of social functions.
- (d) Funds raised by any other means not inconsistent with the aims and purposes of the Parish as set forth in these Supplemental Parish By-Laws and the Regulations.

~~Section 5.02. A member who gives the Parish the sum of five thousand dollars or more in a lump sum, or in installments within the period of one year, is hereby proclaimed a Donor of the Parish. The names of all Donors, together with the amounts donated, shall be inscribed in a special book and displayed in the Parish office.~~

ARTICLE 6

Parishioners

Section 6.01. The Parish shall not require its ~~members~~parishioners to pay dues or contribute or pledge any specific amount of money to the Parish. Rather each ~~member~~parishioner shall annually pledge, by signing and delivering to the Parish a pledge card therefor, only an amount (which amount may be zero) which he or she believes to be consistent with his or her income and obligations. The pledge may be fulfilled through weekly payments or in such other installments as the pledgor may elect to make. The pledge of each ~~member~~parishioner shall remain a secret except from the Priest, the Stewardship Chairman of the Parish Council and the Standing Chairman from the parish ~~membership~~parishionership who is appointed by the President of the Parish Council for the purpose of administering the pledge system. However, neither the committee as a whole nor any ~~member~~parishioner thereof individually shall disclose by a report or in any other manner the pledge of any ~~member~~parishioner of the Parish. Any ~~member~~parishioner signing and delivering the aforesaid pledge card shall have fulfilled his or her financial obligation to the Parish, whether or not such ~~member~~parishioner is able to fulfill his or her pledge.

ARTICLE 7

Clergy

Section 7.01. The Priest shall have such powers, duties and authority as are provided in the Regulations.

Section 7.02. The Priest shall not absent himself from the Parish without prior arrangement with the Parish Council and prior written permission from the Metropolitan.

Section 7.03. At the request of or with the consent of the Priest, the Parish Council shall have the right to make application to the Metropolitan for appointment of a deacon to serve the Parish. The application shall state the amount of compensation to be paid to the deacon.

ARTICLE 8

Parish Administration

Section 8.01. With the consent of the Priest, the Parish Council shall have the right to engage such number of chantors, clerks, assistant clerks, sextons and other persons as may be required for the proper functioning of the Parish, which right shall include the right to fix the salary of such personnel and the right to discharge them.

ARTICLE 9

Parish Assembly

Section 9.01. There shall be two regular Parish Assemblies each year.

Section 9.02. The dates of, and order of business for, the Parish Assemblies shall be as follows:

(a) January Assembly: The first Assembly shall be held on either the second to last Sunday in January, the last Sunday in January, or the first Sunday in February of each year. The order of business for the January Assembly shall be as follows:

- (1) Opening Prayer.
- (2) ~~Election of Chairman~~Elections of Chairperson and Vice-Chairperson for that Assembly.
- (3) Reading of minutes of previous meeting.
- (4) The Priest's Report.
- (5) The annual report by the President of the outgoing Parish Council.
- (6) ~~A~~The annual report ~~by the President~~ of the Board of ~~Advisors-Auditors,~~ including the annual financial statement for the year ended, certified by the Board of Auditors. [list current members and when their terms end]
- ~~(7) The audited annual financial statement for the year ended, prepared by the public accountant engaged by the Board of Auditors.~~
- ~~(7)~~ ~~(8)~~The annualA report ~~of the Board of Auditors~~by the Vice President of the outgoing Parish Council regarding the Stewardship/Pledge Program.
- ~~(8)~~ ~~(9)~~A report by the President of the new Parish Council.
- ~~(9)~~ ~~(10)~~The Approval of the budget recommended by the new Parish Council.
- ~~(10)~~ A report of the Building Committee. [list current members and when their terms end]
- ~~(11)~~ A report of the Community Center/House Committee. [list current members and when their terms end]
- ~~(12)~~ ~~(11)~~Consider changes in the Constitution and By-Laws. [list current members of the By-Laws Committee and when their terms end]
- ~~(13)~~ ~~(12)~~Election of lay delegates to the Clergy-Laity Congress.
- ~~(14)~~ ~~(13)~~Election of four of the five-member Nominating Committee (every third year). [list current members and current nominees]
- ~~(15)~~ ~~(14)~~Old Business.
- ~~(16)~~ ~~(15)~~New Business.

~~(16)~~ [Such other matters as are included on the agenda by the Parish Council. [For example, a report from any of the Board of Advisors or the Long Range Planning Committee or any committee of the Parish Council.]

(b) November Loyalty Day Assembly: The second Assembly shall be held on a Sunday within the first ~~Sunday~~fifteen (15) days in November of each year during the annual Stewardship/Pledge drive period. The order of business for the November Assembly shall be as follows:

- (1) Opening Prayer.

- (2) ~~Election of Chairman~~Elections of Chairperson and Vice-Chairperson for that Assembly.
- (3) Reading of minutes of previous meeting.
- (4) Nominations of candidates for election to the Parish Council. [list current nominees]
- (5) Election of three-member Board of Auditors. [list current members and current nominees]
- (6) Election of ~~five-member~~three-member Board of Elections. [list current members and current nominees]
- (7) Election of Building Committee Members [list current members and when their term ends]
- (8) ~~(7)~~Election of five-member By-Laws Committee (every third year). [list current members and current nominees]
- (9) Election of two members to the Community Center/House Committee (each year two members to be elected from the Parish membership to serve for two years [list current members and when their terms end and list current nominees]
- (10) ~~(8)~~Election of five members to the Long Range Planning Committee (every fifth year). [list current members and current nominees]
- (11) ~~(9)~~The Priest's Report.
- (12) ~~(10)~~A report by the President of the Parish Council.
- (13) ~~(11)~~Old Business.
- (14) ~~(12)~~New Business.

~~(13)~~ [Such other matters as are included on the agenda by the Parish Council.] [For example, a report from any committee of the Parish Council.]

- (c) Special Assemblies: Special Assemblies may be called in accordance with the Regulations. Each Special Assembly shall be opened with a prayer and the ~~election of the Chairman~~elections of the Chairperson and Vice-Chairperson of the Assembly and shall consider such matters as are included on the agenda by the persons calling such Special Assembly.

Section 9.03. The following rules shall govern the proceedings at all Parish Assemblies:

- (a) A quorum of fifty (50) ~~members~~parishioners in good standing of the Parish must be present at all times to transact the business of the Parish. Attending ~~members~~parishioners shall sign their names in an attendance register.
- (b) The Secretary of the Parish Council shall be the Secretary of the Parish Assemblies and shall keep the minutes thereof.
- (c) The minutes of each Parish Assembly shall be signed by the ~~Chairman~~Chairperson of the Assembly, the Secretary and the Priest.
- (d) Proxies shall not be permitted at a Parish Assembly.

ARTICLE 10

Parish Council

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Section 10.01.

- (a) The Parish Council shall consist of the Priest, as an ex-officio member thereof, and fifteen (15) members elected from the Parish membership for terms of three (3) years each.
- (b) The Parish Council members shall be so elected that the terms of five (5) of such members will expire each year. Parish Council members shall hold office until their successors have been elected and have qualified.
- ~~(c) To effect transitioning the term of Parish Council from two (2) years to three (3) years, the following shall apply:
 - ~~(i) In the first year, five (5) individuals will be elected to fill terms of three (3) years and three (3) individuals will be elected to fill terms of two (2) years.~~
 - ~~(ii) In the second year, five (5) individuals will be elected to fill terms of three (3) years and two (2) individuals will be elected to fill terms of one (1) year.~~
 - ~~(iii) In the third year and every subsequent year, five (5) individuals will be elected to fill terms of three (3) years.~~~~

Section 10.02.

- (a) The Parish Council shall hold a regular meeting once a month (unless the Regulations require meetings more often) on such date as shall be set by it, and may hold special meetings as provided in the Regulations. Except as otherwise provided herein, in the Regulations or by law, resolutions and actions shall be adopted and taken upon the majority vote of the Parish Council members present at a meeting at which a quorum is present throughout.
- (b) In the event that a Parish Council member is unable to attend a meeting in person due to unavoidable travel requirements or due to illness, such member by special written request to and approval from the President of the Parish Council and the Priest, may participate in such meeting by means of conference telephone or other electronic technology by means of which all persons participating in the meeting can hear each other. Such participation in a meeting shall constitute presence of such person at such meeting.

Section 10.03. The Parish Council shall have such powers and duties as are set forth in the Regulations and, in addition, shall have the powers and duties hereinafter mentioned.

Section 10.04. Except in case of emergencies, the authority of the Parish Council to make expenditures for any single budget category shall be limited to ten percent (10%) over the budgeted amount. If, however, the Board of Advisors gives prior approval, the authority of the Parish Council may be increased to twenty percent (20%) over the amount budgeted for any single category. The authority granted above to the Parish Council shall not exceed three percent (3%) of the total Budget. If emergencies should arise and there is not sufficient time to convene a Parish Assembly, the Parish Council shall have the unrestricted authority to exceed the budget in whatever amount may be required to handle such emergencies.

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Section 10.05. The Parish Council shall have the power, with the consent of the Metropolis, to lease Parish property for a term not to exceed one year and to execute an appropriate lease agreement therefor. For leases of Parish property having a term in excess of one year, before petitioning the Metropolis for approval, the Parish Council must obtain the approval of the Parish Assembly.

Section 10.06. The Parish Council shall have such other powers as are granted by the Regulations and by law to nonprofit corporations.

Section 10.07. The Parish Council shall prohibit gambling on the premises of the Parish. The Parish Council shall prohibit the sale of alcoholic beverages in the Church building and shall prohibit the sale of alcoholic beverages other than wine and beer on the grounds immediately surrounding the Church building. The sale of all alcoholic beverages shall be permitted in the Community Center and on the grounds of the Parish other than the grounds immediately surrounding the Church building, and the Parish Council shall have the authority to have the Parish obtain a liquor license in connection therewith.

ARTICLE 11

Elections of the Parish Council

Section 11.01. Elections shall be held annually on the first Sunday of December for the seats which have terms expiring that year.

Section 11.02. On or before October 20 the Nominating Committee established pursuant to Section 11.08 hereof shall select candidates for election to Parish Council equal to the number of vacancies to be filled plus at least two (2) and shall notify the Parish of its list of candidates. To the extent reasonably possible, prior to such notice the Nominating Committee shall obtain the oral confirmation of each nominee on its list that such nominee would be willing to accept the nomination. At the November Loyalty Day Parish Assembly ~~held on the first Sunday in November~~, the Chairman of the Nominating Committee shall place in nomination the members on the Nominating Committee's list. In addition to the nominees selected by the Nominating Committee, other candidates for election to the Parish Council may be nominated from the floor at that Parish Assembly.

Section 11.03. Within seven days after the November Loyalty Day Parish Assembly, the Board of Elections shall send a letter or e-mail to each nominee requesting the nominee to set forth in writing via letter or e-mail within fifteen days of the date of such Parish Assembly as to whether or not he or she accepts the nomination. A minimum number of nominees equal to the number of vacancies to be filled plus two (2) must accept nomination for election to the Parish Council. If less than the required number of nominees accept the nomination within the fifteen day acceptance period, the election scheduled for the first Sunday in December shall be postponed to the second or third Sunday in December in order to allow additional time for the minimum number of accepted nominations. If by the third Sunday in December, there still are less than the required number of nominees, the election shall be held on such third Sunday in December. If by the third Sunday in December, there are fewer nominees than vacancies, then the nominees shall be elected to the Parish Council and the resulting vacancies shall be filled in accordance with the Uniform Parish Regulations.

Section 11.04. To be eligible for election, the nominee must accept the nomination ~~in writing~~ via letter or e-mail within fifteen days of such Parish Assembly. During this fifteen day

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period any two ~~members of the Parish~~ parishioners in good standing may submit in writing the nomination of a third member in good standing not previously nominated by the Parish Assembly who shall become a candidate by countersigning the submission to indicate his or her acceptance thereof.

Section 11.05. If a member of the Parish Council has served two consecutive terms, he shall not be eligible for election for a third consecutive term. No member of the Parish shall be eligible for election to the Parish Council if he holds office in another Parish.

Section 11.06. The Board of Elections shall inspect the list of candidates to determine the eligibility of each candidate. The name of each eligible candidate shall then be drawn by lot and listed on the ballot in the order so drawn. A list of the eligible candidates posted in that order shall be made available for inspection by the members of the Parish in the Parish office at least fifteen days prior to the election date.

Section 11.07. At least ten days prior to the date of the elections, those members of the Parish eligible to vote shall be notified in writing by the Board of Elections of the time and place of the elections and shall be furnished with a copy of the list of candidates.

Section 11.08. There is hereby established a Nominating Committee which shall be responsible for nominating candidates for election to the Parish Council as set forth in Section 11.02 hereof. The Nominating Committee shall consist of five members, four (4) of which shall be elected from the Parish membership for a term of three years and one (1) of which shall be elected by the Board of Advisors from its membership for a term of three (3) years. Such election shall be held at the January Parish Assembly of every third year. In the event a vacancy occurs on the Nominating Committee from the four elected by the January Parish Assembly, such vacancy shall be filled by temporary appointment by the Parish Council until the next January Parish Assembly, at which time the vacancy shall be filled by election at such Parish Assembly. The fifth member of the Nominating Committee shall be elected by the Board of Advisors at its January meeting from its membership for a term of three (3) years. In the event the member from the Board of Advisors cannot serve, such vacancy shall be filled by the Board of Advisors.

ARTICLE 12

Officers of the Parish Council

Section 12.01. The officers of the Parish Council shall be the President, Vice President, Secretary, Treasurer and Financial Officer. Such officers shall be elected to a term of one (1) year. If an individual has held the office of President, Treasurer and/or Financial Officer for three (3) consecutive years, such individual shall not be eligible for election to the same office for a fourth consecutive year.

Section 12.02. The officers of the Parish Council shall constitute the Executive Committee of the Parish Council. All checks shall be signed by at least two members of the Executive Committee.

Section 12.03. To be eligible for election to the office of President of the Parish Council a candidate must have served at least two (2) years on the Parish Council or served one full year

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on the Executive Committee. To be eligible for election to the office of Vice President a candidate must have served one year on the Parish Council.

Section 12.04. The Parish Council shall have the right at any time to remove anyone or more of its officers whenever in its judgment the best interests of the Parish would be served thereby. Any officer may resign at any time by giving written notice to the President or the Parish Council. Such resignation shall be effective on its receipt unless otherwise specified therein. Vacancies in any office may be filled by the Parish Council at any regular or special meeting.

Section 12.05. The powers and duties of the President of the Parish Council shall be as follows:

- (a) call meetings of the Parish Council;
- (b) preside over meetings of the Parish Council;
- (c) supervise the operation and functioning of the office personnel;
- (d) maintain a constant check on the condition of the treasury; and
- (e) exercise all such other powers and perform all such other duties as are customarily exercised and performed by such office or as are prescribed by the Parish Council.

Section 12.06. In the absence of the President, the Vice President shall have all of the powers and duties of the President. The Vice President shall exercise all such other powers and perform all such other duties as are customarily exercised and performed by such office or as are prescribed by the Parish Council. [The Vice President shall be the chairperson of and shall manage the annual Stewardship/Pledge drive and program.](#)

Section 12.07. The powers and duties of the Secretary shall be as follows:

- (a) keep the minutes of the meetings of the Parish Council and the Parish Assembly;
- (b) keep the parish books and records (except the books of account) in a safe place in the Parish office; and
- (c) exercise all such other powers and perform all such other duties as are customarily exercised and performed by such office or as are prescribed by the Parish Council.

Section 12.08. The powers and duties of the Treasurer shall be as follows:

- (a) collect the Parish funds and deposit the same in the name of the Parish with the depositories designated by the Parish Council; and
- (b) exercise all such other powers and perform all such other duties as are customarily exercised and performed by such office or as are prescribed by the Parish Council.

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Section 12.09. The powers and duties of the Financial Officer shall be as follows:

(a) make all disbursements of Parish funds and maintain the financial records of the Parish; and

(b) exercise such other powers and perform such other duties as are prescribed by the Parish Council.

ARTICLE 13

Committees of the Parish Council

Section 13.01. The Committees of the Parish Council shall be as follows:

(a) Ecclesiastical. This committee shall assist the Priest in his performance of the worship services.

(b) Stewardship/Pledge. This committee shall organize and manage the financial pledge system for the Parish.

(c) Membership. This committee, in cooperation with the Priest, shall contact ~~all the orthodox residents of the district~~ potential candidates in the area with the view of enrolling them as members of the Parish and encouraging them to participate actively in the life of the Parish.

(d) Building and Grounds Maintenance. This committee shall supervise the buildings and grounds of the Parish and see that they are maintained in good condition.

(e) Social. This committee shall organize the social activities and celebrations of the Parish.

(f) Educational. This committee shall provide for the proper functioning of the religious education program of the Parish.

(g) Arts and Letters. This committee shall organize lectures, concerts, theatrical performances and exhibits for the cultural development of the members of the Parish.

~~(h) Nominations. This committee shall prepare a list of nominees for election to the Parish Council to be presented to the November Parish Assembly.~~

Section 13.02. The President of the Parish Council, after consultation with the Priest and the members of the Executive Committee, shall appoint the members of the Committees of the Parish Council. The Chairman of each Committee shall be a member of the Parish Council, but the other members of the committees need not be members. These appointments shall be made at the first meeting of the year.

Section 13.03. The Parish Council may from time to time expand the powers and duties of the above described committees and establish and disband such other committees as it deems appropriate.

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ARTICLE 14

Board of Advisors

Section 14.01. A Board of Advisors for the Parish is hereby established. The Board of Advisors shall be composed of all past Presidents of the Parish Council.

Section 14.02. The duties of the Board of Advisors shall be to observe the functioning of the Parish, to offer advice to the Parish Council and to cooperate with the Parish Council in all respects. The advice of the Board of Advisors (i) may be furnished to the Parish Council in writing either on the initiative of the Board of Advisors or in response to written requests submitted by the Parish Council, or (ii) may be communicated orally at joint meetings of the Board of Advisors and the Parish Council.

Section 14.03. The Board of Advisors shall review, and make suggestions to the Parish Council on, the proposed budget and the community program for each year prior to submission to the Parish Assembly.

Section 14.04. The Board of Advisors shall have the power to consider and decide appeals made by members of the Parish Council and members of the Parish who feel that they have suffered an injustice due to a decision made by the Parish Council which is contrary to these Supplemental Parish By-Laws, the Regulations, the Articles of Incorporation of the Parish or State Law. Any decision of the Board of Advisors may be appealed to the Metropolitan.

Section 14.05. At its first meeting of each year, which shall be held in January, the Board of Advisors shall act to confirm that the immediate past President of the Parish Council shall be its president. If the immediate past President of the Parish Council is unable or unwilling to serve as president of the Board of Advisors, the Board of Advisors shall elect a president. The president shall be the presiding officer at all meetings of the Board, except that in his absence the member of the Board with the most service thereon shall act as a substitute.

Section 14.06. A secretary shall also be elected at the first meeting, whose duty it shall be to record the minutes of all meetings and to carry on the correspondence of the Board of Advisors.

Section 14.07. The Board of Advisors shall meet regularly ~~at least once every other month on~~ on not less than ten (10) days ~~determined at its~~ prior ~~meeting~~ notice. The first meeting shall be in January. Special meetings may be called by the president whenever in his judgment they are necessary.

Section 14.08. Twice a year, specifically in February and in September, on a date to be agreed upon by the two, the Board of Advisors and the Parish Council shall hold a joint meeting under the chairmanship of the President of the Parish Council. The presence of three advisors and eight directors shall constitute a quorum. Various Parish matters shall be discussed at these meetings but no business requiring a vote shall be transacted.

Section 14.09. The members of the Board of Advisors may and should attend the meetings of the Parish Council, and they may and should express their opinions at said meetings, but they shall not be entitled to vote.

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ARTICLE 15

Board of Elections

Section 15.01. The Board of Elections shall consist of three members of the Parish who shall be elected as provided in the Regulations and shall have the powers and duties provided herein and therein.

ARTICLE 16

Board of Auditors

Section 16.01. The Board of Auditors shall consist of three members who shall be elected as provided in, and shall have the powers and duties specified in, the Regulations. The audit reports required by the Regulations shall be made annually. In addition, the Board of Auditors shall take an inventory once a year in the month of December (and at any additional time it might be considered necessary) of the personal property of the Parish (furniture, fixtures, ~~machines~~equipment, and ecclesiastical articles), which inventory shall be submitted, in comparison form with the prior year's inventory, with the annual audit report to the Parish Assembly.

Section 16.02. ~~There~~The Board of Auditors shall ~~also be an annual~~ audit ~~made by at the~~ financial records of the prior year by reviewing the financial statements produced by the public accountant appointed by the ~~January~~ Parish ~~Assembly upon motion made by the Board of~~ Auditors ~~Council~~. The public accountant shall establish the accounting system and supervise its proper observance and shall issue quarterly and annual financial statements. The Board of Auditors shall prepare a report of its audit, which shall include the annual financial ~~statement~~ ~~shall be audited~~statements and shall be submitted to the January Parish Assembly of the following year by the Board of Auditors.

ARTICLE 17

Building Committee

Section 17.01. There is hereby established a Building Committee which shall be responsible for determining the building requirements of the Parish (including without limitation renovations and capital improvements), recommending to the Parish Assembly plans to satisfy those requirements and, upon authorization of the Parish Assembly, carrying out the plans approved by the Parish Assembly and sanctioned by the Metropolitan. ~~The Building Committee shall work closely with the Long Range Planning Committee (established under Section 18.01 hereof) to determine the building requirements of the Parish.~~

Section 17.02. The Building Committee shall consist of fifteen (15) members, fourteen of which shall be elected from the Parish membership for terms of five (5) years each and one of which shall be appointed by the President of the Parish Council from the members of the Parish Council for a term of one year. The Building Committee shall devise a method to stagger the terms of its members so that a minimum of two vacancies shall be created on that Committee each year, said vacancies to be filled by election from the Parish membership to be conducted at the November Loyalty Day Parish Assembly each year. Appointment by the President of the Parish Council of the fifteenth member shall be made at the first regular meeting of the newly-elected Parish Council. The Building Committee shall conduct ~~an election~~elections annually for

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the ~~position of Chairman~~ positions of Chairperson and Financial Officer at its first meeting after the January Parish Assembly.

Section 17.03. The Building Committee shall primarily be governed by the Parish Assembly and shall act only pursuant to the authority of the Parish Assembly. However, the . Building Committee shall keep the Parish Council apprised of the projects and activities of the Building Committee and shall cooperate with the Parish Council with respect to such projects and activities so that the Parish Council may discharge its obligations under state law as the management body of the Parish. Without limiting the generality of the foregoing, proposals and recommendations of the Building Committee should be discussed with (but not necessarily approved by) the Parish Council prior to being made to the Parish Assembly.

Section 17.04. All contracts to be ~~executed~~ implemented by the Parish in connection with Building Committee projects and activities shall be executed only upon authorization of the Parish Assembly, shall be in a form approved by the Parish Council and shall be executed by the President of the Parish Council. All expenditures to be made by the Parish in connection with Building Committee projects and activities shall be made only upon authorization of the Parish Assembly and shall be made by check signed by any two of the President, the Financial Officer and the Treasurer of the Parish Council after prior approval of the Building Committee.

Section 17.05. In the event a vacancy occurs on the Building Committee such vacancy shall be filled by temporary appointment by the Building Committee and confirmed by the Parish Council ~~after consultation with the Building Committee~~ until the next November Loyalty Day Parish Assembly at which time the vacancy shall be filled by election for the unexpired term.

ARTICLE 18

Long Range Planning Committee

Section 18.01. There is hereby established a Long Range Planning Committee which shall be responsible for assisting the Parish in developing a Long Range Plan for the Parish. The Long Range Planning Committee shall work with the clergy and the organizations of the Parish to establish the goals of the Parish and to design a Long Range Plan to achieve those goals. The Parish Assembly must approve any Long Range Plan and any modification to any Long Range Plan. The Long Range Planning Committee shall also provide assistance to the Parish Council and the Parish Assembly in the execution of the Long Range Plan.

Section 18.02. The Long Range Planning Committee shall consist of six (6) members, five of which shall be elected from the Parish membership for terms of five (5) years each and one of which shall be appointed by the Parish Council from the members of the Parish Council for a term of one year. Election of the five members from the Parish membership shall be held at the November Parish Assembly of every fifth year. Appointment by the Parish Council of the sixth member shall be made at the January regular meeting of the Parish Council.

Section 18.03. The Long Range Planning Committee shall primarily be governed by the Parish Assembly and shall act pursuant to the authority of the Parish Assembly. However, the Long Range Planning Committee shall keep the Parish Council apprised of the activities of the Long Range Planning Committee and shall cooperate with the Parish Council with respect to such activities so that the Parish Council may discharge its obligations under state law as the management body of the Parish. Without limiting the generality of the foregoing, proposals and

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recommendations of the Long Range Planning Committee should be discussed with (but not necessarily approved by) the Parish Council prior to being made to the Parish Assembly.

Section 18.04. All contracts to be executed by the Parish in connection with Long Range Planning Committee activities shall be executed only upon authorization of the Parish Assembly, shall be in a form approved by the Parish Council and shall be executed by the President of the Parish Council. All expenditures to be made by the Parish in connection with Long Range Planning Committee activities shall be made only upon authorization of the Parish Assembly and shall be made by check signed by any two of the President, the Financial Officer and the Treasurer of the Parish Council.

ARTICLE 19

Authorized Parish Organizations

Section 19.01. The following organizations, which shall operate in conformity with the uniform parish regulations of such organizations as approved by the Archdiocese, shall be authorized Parish organizations:

- (a) Philoptochos Ladies Society,
- (b) Greek Orthodox Youth of America and Junior Greek Orthodox Youth of America,
- (c) Choir,
- (d) Greek Language School.
- (e) ~~(d)~~ Holy Cross Troop of the Boy Scouts of America,
- (f) ~~(e)~~ Joy Group,
- (g) ~~(f)~~ Young Adult Group, and
- (h) ~~(g)~~ Senior Citizens Group (Golden Age Club).

Section 19.02. All authorized Parish organizations shall furnish annual financial statements and social calendars to the Parish Council.

ARTICLE 20

Honorary Presidents and Honorary Members

Section 20.01. From time to time upon the nomination of the Parish Council and the unanimous vote of Parish members at a Parish Assembly:

- (a) Founders of the Parish, members of the Board of Advisors and/or members of the Parish Council may be proclaimed Honorary Presidents of the Parish for their lifetimes in recognition of extraordinary services rendered to the Parish, and
- (b) Members of other parishes or of other religious faiths who have contributed exceptional financial or moral services to the Parish may be proclaimed Honorary Members of the Parish.

ARTICLE 21

By-Laws Committee

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Section 21.01. A By-Laws Committee is hereby established to review these Supplemental Parish By-Laws from time to time and propose amendments hereto when necessary or appropriate, including without limitation when amendments to the Regulations necessitate amendments hereto.

Section 21.02. The By-Laws Committee shall consist of five (5) members elected from the Parish membership for terms of three (3) years each. Election of By-Laws Committee members shall be held at the November Parish Assembly of every third year.

ARTICLE 22

Parish Seal

Section 22.01. The Parish shall have a seal bearing the name of the Parish in a form acceptable under the laws of the Commonwealth of Pennsylvania, the state of its incorporation, which seal shall be kept in the Parish office.

ARTICLE 23

Amendment of the Supplemental Parish By-Laws

Section 23.01. The provisions of these Supplemental Parish By-Laws may be amended by a majority vote of the Parish Assembly held in January of each year upon motion made by the By-Laws Committee. All amendments must be approved in writing by the Metropolitan after being adopted by the Parish Assembly and shall not be effective until so approved.

Section 23.02. Any member of the Parish may request an amendment to these Supplemental Parish By-Laws by submitting the proposed amendment in writing to the By-Laws Committee not later than the last day of the November preceding the next January Parish Assembly at which the amendment is to be considered. The By-Laws Committee, in its discretion, may approve for motion at the Parish Assembly or reject such amendment; provided, however, that the By-Laws Committee may not reject a proposed amendment accompanied by a petition endorsing such amendment and signed by twenty (20) members of the Parish in good standing.

Section 23.03. Amendments to these Supplemental Parish By-Laws shall not conflict with, or violate the spirit of, the Regulations.

ARTICLE 24

Community Center/House Committee

Section 24.01. There is hereby established a Community Center/House Committee which shall be responsible for the efficient and profitable management of the Holy Cross Community Center (HCCC).

Section 24.02. The Community Center/House Committee shall consist of five (5) members, four of which shall be elected from the Parish membership to serve staggered terms of two (2) years each and one of which shall be appointed by the President of the Parish Council for a term of one year. Election of the Community Center Committee members shall be held at the November Parish Assembly. Appointment by the President of the Parish Council of

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the fifth member shall be made at the first regular meeting of the newly elected Parish Council. The Community Center Committee shall conduct an election annually for the position of Chairperson at its first meeting after the January Parish Assembly.

Section 24.03. The duties of the Community Center/House Committee shall include but not be limited to the following:

- (a) ~~1.~~ Establish and maintain policies and guidelines, with Parish Council approval, related to HCCC operations.
- (b) ~~2.~~ Establish and maintain standards and procedures for periodic financial reports to be submitted to the Parish Council regarding the operation of the HCCC.
- (c) ~~3.~~ In January of each year, publish the updated policies and guidelines and make them available for the Parish membership and appropriate organizations.
- (d) ~~4.~~ Establish before December of each year a calendar of events scheduled in the HCCC for the following year.
- (e) ~~5.~~ Submit to the Parish Council in September of each year a list of capital improvements and repairs necessary to maintain the facilities in excellent operating condition.

Section 24.04. In the event a vacancy occurs on the Community Center Committee such vacancy shall be filled by temporary appointment by the Parish Council after consultation with the Community Center Committee until the next November Parish Assembly at which time the vacancy shall be filled by election for the unexpired term.

• END •

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Summary report:	
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Modified filename: J2157797.DOCX	
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Table moves from	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	0
Embedded Excel	0
Format Changes	0
Total Changes:	230