

**HOLY TRANSFIGURATION
GREEK ORTHODOX CHURCH
2800 O'Malley Road Anchorage, Alaska 99507-4256
PARISH BY-LAWS**

Preamble

Pursuant to the authority prescribed by the Uniform Parish Regulations of the Greek Orthodox Archdiocese of North and South America, the foregoing provisions shall be appended to and become part of the Uniform Parish Regulations, and when read as a whole, shall constitute the By-Laws of the Holy Transfiguration Greek Orthodox Church, Anchorage, Alaska.

ARTICLE I

Parish Assembly

Section 1: Quorum

The presence of one-fourth (1/4) of the members in good standing shall constitute a quorum for the transaction of business.

Section 2: Meeting

Regular meetings of the Parish Assembly shall be held during the months of March and October of each year.

ARTICLE II

Parish Council

Section 1: Membership

The Parish Council shall consist of seven (7) members whose term shall be two (2) years. Four (4) members shall be elected in even years and three (3) in odd years.

New Council members shall receive an orientation regarding their role, duties and responsibilities by the priest and senior members. Any member in good standing of six (6) months and eighteen (18) years of age and over is eligible to serve on the Parish Council.

Section 2: Decorum

Parish Council members shall respect, honor and support the decisions of the Council.

Section 3: Officers

Officers of the Parish Council shall consist of a (1) President, (2) Vice President, (3) Secretary and (4) Treasurer.

Section 4: Parish Council

The Parish Council shall hold one regular meeting each month. The date and time of said regular meetings shall be set by the Parish Council at the first meeting of the calendar year.

Section 5: Committees

The Parish Council may approve such committees and their chairman as are recommended to it. The Council may establish such other committees as it deems necessary for meeting the short and long-term requirements of the Parish.

The Parish Council shall confirm officially those committees entrusted with major responsibilities, i.e., Stewardship, Beautification, Building, etc.

Section 6: Funds

The Parish Council shall have custody of all cash funds and securities of the Parish and shall have the authority to allow its officers to disburse said funds provided:

1. All disbursements shall be made by check or cash disbursement voucher signed by at least two (2) officers or by electronic bill paying methods.
2. Such disbursements are provided for in the budget for the year or are previously authorized by the Parish Assembly.

Section 7: Duties of the Officers

Duties and Rights of the President:

The President shall preside at each regular and/or special meeting, and shall observe the prescribed order of meetings.

He/She shall have the right to appoint all standing and special committees. The President shall have no right to act on any matter of his/her own accord, unless specifically empowered, or to conclude any agreement with the Priest of the Church unless authorized by the Council to do so. The President shall have the right to call a special meeting when the necessity demands.

The President shall be an Ex-Officio member of every committee. The President shall sign with any duly authorized office all contracts and legal papers in the name of the Church.

Duties and Rights of the Vice President:

The Vice President shall be possessed with the same qualifications as that of the President, and in his/her absence shall perform his/her duties, and be entitled to all his/her prerogatives.

Duties and Rights of the Secretary:

The duties of the Secretary shall be to keep the minutes of all regular and special meetings. He/She shall also keep a record of all activities of the Council. He/She shall notify all members of both regular and special meetings, and keep a record of all letters, correspondence, or anything of any importance to the Council. It shall also be his/her duty to act as Corresponding Secretary for the Council.

Duties and Rights of the Treasurer:

The duties of the Treasurer shall be to collect all Parish funds and to see that such funds are deposited promptly in the name of the Parish with depositories selected by the Parish Council. He/She shall keep and maintain adequate records as to the source of all Parish receipts and their disbursement. He/She shall maintain in a place of safekeeping all securities, savings deposits, deeds, titles, and other documents existing in the name of the Parish.

ARTICLE III

Parish Priest

The Parish Priest is the presiding officer *ex-officio* of every Church organization in his parish. He should direct his efforts to increase the parochial income by means of pledges or in every way possible. In all that pertains to the financial problems of the Parish, his active part with the Council is invited, and his counsel is always to be sought.

ARTICLE IV

Parishioners

Section 1: Voting Rights

A parishioner who is shown by the Parish records to have declared his/her financial obligations for the current election year shall have the right to vote.

A new member of the Parish becomes a member-in-good-standing and eligible to vote upon declaring his/her stewardship commitment at least three months prior to exercising the right to vote.

Section 2: Elections

Elections shall be conducted according to the provisions of the Uniform Parish Regulations, Article VIII, section 7. Elections will officially close at 2:00 PM the day of the election.

An eligible voter may request an Absentee Ballot for any election of the Parish Council as provided for in and in accordance with the Uniform Parish Regulations, Article VIII, section 6.

Section 3: Council Meetings

Any Parishioner shall have the right to be heard at Council Meetings to voice his/her approval or disapproval of any action that has been taken, or under consideration. The Council shall hear the remarks of the Parishioner, and then they shall be excused from the meeting. If any action should be taken concerning the remarks made, the council shall write a letter to the Parishioner, letting him/her know what action was taken, if any.

Section 4: Sacraments

Any person who is not shown on the Church Registry to be a member-in-good-standing must first satisfy his/her financial obligations or make satisfactory arrangements with the Priest before participating in the sacrament of marriage, or sponsoring a marriage or baptism.

ARTICLE V

Financial and Fiscal

Section 1: Stewardship

The financial assistance to the Parish by its members shall be made through a stewardship program. The Parish Council immediately following the Parish Assembly meeting in October, shall undertake a pledge program and obtain commitments from parishioners as to the extent of their financial support. If, by the date of the first Parish Assembly meeting following the October Assembly, the Parish Council advises the Assembly that the proposed budget has been pledged, then the stewardship program shall be in effect for the ensuing year and the minimal financial obligations prescribed by the Uniform Parish Regulations shall be in effect for the year.

Should the Parish Council report to the Parish Assembly, at the regular meeting, that pledge commitments are less than the final budget adopted, then the Parish Assembly shall determine whether to reduce the budget or undertake a second stewardship drive.

Section 2: General Fund

The general contributions, pledges, dues and other general income of the Church, shall be deposited in a legally recognized banking institution and shall constitute the General Fund.

Section 3: Property

Any Parishioner desiring to make a donation of any Icon, lighting fixtures, furniture, pews, crosses or anything that is intended to be used in the Church shall first get the approval of the Council and the Parish Priest, so as to be sure the article to be donated conforms to the Greek Orthodox regulations and traditions.

Section 4: Gaming Proceeds

In the event of the dissolution of the Holy Transfiguration Greek Orthodox Church parish, all monies derived from gaming activities shall be forwarded to the Greek Orthodox Metropolis of San Francisco for their use.

Section 5: Building Fund

Special contributions, bequests, gifts, and/or monies donated, raised or collected for the specific purpose of construction of a new church building shall be deposited in the Building Fund (escrow or trust if so determined by the Building Executive Board) of a legally recognized banking institution, and shall be expended only by the Building Executive Board, for expenses directly related to the construction of a new church building, to include a sanctuary and/or social hall. Monies from this account cannot be used for any other purpose including, but not limited to, loans to the HTGOC Operating Account.

ARTICLE VI

Parish Organizations

All Parish organizations shall be under the supervision of the Priest. Any adult communicant of the Church desiring to join any Parish organization shall be required to first become a member of the Parish. It shall be the concern of the Parish to have a Ladies Philoptochos Society; a youth organization to be known as the Greek Orthodox Youth of America, and such other organizations as meets the needs of the parish. The local by-laws of such organizations shall comply with the uniform by-laws of the said organization as approved by the Archdiocese.

ARTICLE VII

Amendments

Amendments to these By-Laws may be presented at any Parish Assembly meeting, by the Parish Council or any parishioner, provided the text of any such proposed amendment shall be included on the agenda of the meeting mailed to all Parishioners. Any such proposed amendments may be further amended at the Parish Assembly Meeting. Any original or amended amendment must be approved by two-thirds (2/3) of those present at such meeting, in order to be adopted. Any proposed amendment, the text of which has not been previously included in the agenda of the meeting, shall not be considered at such meeting.

Approved by the General Assembly November 18, 1984

Revised as amended by the General Assembly October 27, 1985

Revised as amended by the General Assembly October 29, 1989

Revised as amended by the General Assembly February 25, 1996

Revised as amended by the General Assembly November 2, 2003

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