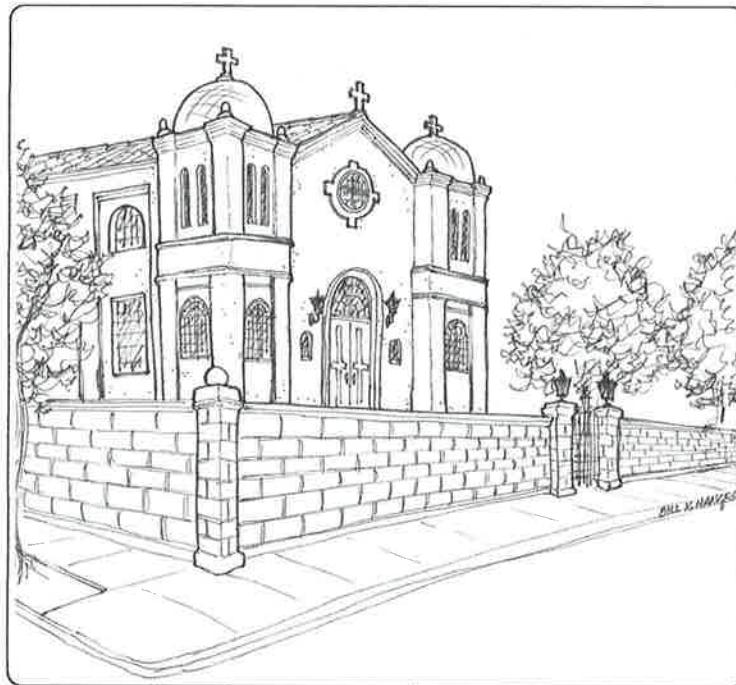




SAINT GEORGE
GREEK ORTHODOX CHURCH
OF ALBUQUERQUE



PARISH BYLAWS



Metropolis
of Denver

HISTORY

The Greek Orthodox Archdiocese of America established and chartered our community in 1944 under the guidance of Archbishop and later, Patriarch Athenagoras, a prophetic man who saw the future of Orthodoxy in the Southwest. He charged the citizenry to make a home here in the deserts of New Mexico that would be a branch of the Living Vine which is the Great Holy Mother Church of Christ. This is a challenge to which we continue to aspire.

Founded primarily by Greek immigrants who left their homeland seeking safety, security, freedom, and the hope of a better future in America, we have evolved beyond our forefathers' vision. As we honor this legacy, we grow, becoming a multi-faceted community of varied cultures and demographics united in our common love of Christ and His Church.

MISSION STATEMENT

Saint George Greek Orthodox Church of Albuquerque, New Mexico, is dedicated to the continuation of our Lord and Savior Jesus Christ's ministry of salvation through the proclamation and teaching of the Gospel. We are a community of individuals and families who share the traditions and ageless beliefs of our Greek Orthodox Christian Faith.

Inspired by the core values of the one, holy, catholic, and apostolic Church — Christian Worship, Education, Fellowship, Service, and Witness — the Parish Bylaws Committee is committed to crafting bylaws that support and enhance the spiritual and communal life of our Parish. Our mission is to ensure our governance framework reflects these values, fostering a transformative, meaningful, and faithful community.

VISION STATEMENT

Rooted in our unwavering commitment to the core values, the Parish Bylaw Committee envisions a Parish community, where:

- **Worship:** Our sacred worship is at the heart of our community, drawing us closer to God and one another through liturgical life and prayer.
- **Christ-Centered Fellowship:** Our fellowship reflects the love of Christ, fostering deep, meaningful relationships among all Parishioners.
- **Education:** We dedicate ourselves to education and lifelong learning, rooted in Scripture and the Holy Fathers, nurturing a deeper understanding of our faith, and equipping members to grow spiritually and intellectually.
- **Self-Sacrificial Witness:** We bear witness to the Gospel through our words and deeds, embodying the self-sacrificial love of Christ in all aspects of life.
- **Tangible Service of Love:** Our actions reflect equipping our faith through tangible acts of service, addressing the needs of our community with compassion and love.

We strive to create an environment where these values are lived out daily, guiding our community towards a deeper connection with Christ and each other. Our vision is to be a beacon of faith, hope, and love, impacting lives within and beyond our Parish.

PREAMBLE

Administration of our Parish is in accordance with Regulations of the Greek Orthodox Archdiocese of America, which contain the policies, rules, operational procedures and controls for the proper governance of its metropolises, institutions, and Parishes.

Part Three of the Uniform Parish Regulations (UPR) outlines rules that Parishes must follow and instructs on formulation of Parish Bylaws: the procedures of a Parish to govern its affairs and conduct of its members. The UPR requires solely that Bylaws be consistent with and not contravene the UPR. Should such arise, the UPR shall prevail. Moreover, the Administrative Guidelines for Parish Council Elections of the Metropolis of Denver shall also predominate in instances of conflicting rules with the Bylaws.

Furthermore, the Parish shall comply with the decisions of the Clergy-Laity Congress, regardless of its participation at such (*refer to 2019, UPR Art. 15 § 7*).

For the purposes of these Bylaws, days refers to Calendar days and not Business Days.

As an Ad Hoc Committee, any Bylaws Committee shall be dissolved upon ratification of the Parish Bylaws by the Metropolis of Denver.

ARTICLE I

Parish

Section 1: Parish Name

The Articles of Incorporation are heretofore amended, and the name of the Corporation is changed to Saint George Greek Orthodox Church of Albuquerque, New Mexico.

Section 2: Parish Governance

The administration of the Parish shall be the collective responsibility of:

- A. The Parish Priest by virtue of his canonical ordination and assignment, heads and administers the Parish (*refer to 2019, UPR Art. 17 § 1*).
- B. The Parish Council, the administrative body that manages the business affairs of the Parish and are elected by the Parish Assembly (*refer to 2019, UPR Art. 24 § 1*).
- C. The Parish Assembly, the Parishioners in good standing who serve as the general policymaking and appropriation body of the Parish (*refer to 2019, UPR Art. 31 § 1*).

ARTICLE II

Parishioner

Section 1: The term “member in good standing” in these bylaws shall be defined in accordance with Article 18 of the UPR (2019) and Article II. Eligibility, Section 3 of the Metropolis of Denver Administrative Guidelines (updated Nov. 2018).

Section 2: As a Parishioner, who was baptized according to the rites of the Church, or was received into the Church through chrismation, it is important to live according to the Orthodox faith, seek personal spiritual growth, to attend Divine Liturgy and other services of worship

faithfully on Sundays and holy days, to keep the rules and fasts of the Orthodox tradition, to receive frequently the holy sacraments of Confession and Communion, to teach the young about the faith, respect clergy and church authorities, and contribute to the welfare and success of the Parish (*refer to Nov. 2018, Metropolis of Denver Administrative Guidelines, Art. II, Eligibility, § 2(b)*).

Section 3: A Parishioner in good standing must fulfill all the religious and moral obligations outlined in Section 1 and 2, including being at least eighteen (18) years old, staying current with stewardship to the Parish, following the UPR and Parish Bylaws, and contributing to the welfare of the Parish. Stewardship, which supports the financial needs of the Parish, the Metropolis, and the Archdiocese is recommended at ten percent (10%) of one's annual income as per Holy Scripture (*refer to 2019, UPR Art. 18 § 2*).

Section 4: With respect to the financial stewardship obligation, any full-time student, aged 18 to 24, may be relieved of such; however, some stewardship commitment must be made.

ARTICLE III

Parish Assembly

Section 1: Quorum

The presence of seventy-five (75) members in good standing shall constitute quorum for the transaction of business.

If quorum is not established, the Assembly shall be called a second time within twenty-one (21) days. At such time, all decisions shall be made by the number of Parishioners in good standing present, except for matters pertaining to the purchase, sale, or encumbrance of Parish property (*refer to 2019, UPR Art. 31 § 4*).

Section 2: Parish Assembly Meetings

The Parish Assembly is the general meeting of Parishioners in good standing (*refer to 2019, UPR Art. 31*).

- A. A regular meeting of the Parish Assembly shall be convened by the Parish Council at least twice per calendar year during the spring and fall at a date fixed by the Parish Council.
- B. Once quorum is established, all motions must be passed by the simple majority vote of those present.
- C. Parishioners in good standing shall be summoned to the Parish Assembly by written notice by regular or electronic mail no less than ten (10) days prior to such and listing its agenda. Agenda shall be set in advance by the Parish Council and Priest. Only those items listed shall be discussed (*refer to 2019, UPR Art. 31 § 2*).
- D. Any request for notification by electronic mail (email) and/or text message (SMS) must be in writing and signed by a Parishioner in good standing. This shall remain in force unless rescinded by said Parishioner or by the UPR, Administrative Guideline of The Metropolis of Denver, or Parish Bylaw overruling such use.
- E. The Secretary of the Parish Council shall also serve as Secretary of the Parish Assembly. The minutes shall be signed by the Priest, Chairperson, and Secretary.

- F. The Chairperson of the Parish Assembly shall be elected by the Parish Assembly.
- G. Voting shall be conducted by voice or show of hand unless a motion is made by the Assembly for vote by secret ballot. No proxy voting shall be allowed.

Section 3: Special Assembly Meetings

If deemed necessary, a Special Parish Assembly may be called by the Priest and/or Parish Council, or by a written petition of at least ten percent (10%) of the Parish members in good standing submitted to the Parish Council stating its purpose (*refer to 2019, UPR Art. 31*).

- A. Notice of Special Assembly shall include the subject to be discussed and voted upon as well as all pertinent documents relating to the action called. No other matter shall be transacted or discussed.
- B. Parishioners in good standing shall be notified at least twenty (20) days prior to the Special General Assembly by regular or electronic mail.
- C. Due to the nature of a Special Assembly, quorum shall be twice that required for Parish Assembly. If quorum is not established, rules in section 1, above, shall be strictly followed (*refer to 2019, UPR Art. 31 § 4*).
- D. A Parish Council Officer shall act as Chairperson and the Secretary of the Parish Council shall record the minutes.
- E. Upon a vote of approval of two-thirds (2/3) of those present and voting, the issue shall be adopted subject to requirements in the UPR or by Hierarchical edict.
- F. Minutes of the Assembly shall be completed within two (2) weeks and signed by the Priest, the Chairperson, and Secretary of the Special Assembly.

ARTICLE IV

Parish Council

The Parish Council is a ministry, not simply an administrative body, and all those who serve are called to represent Christ and the Orthodox Faith to all those with whom they come into contact in all aspects of life (*refer to 2019, UPR Art 24 § 1*).

The duties of the Parish Council are enumerated in Articles 29 and 30 of the UPR.

Additional duties may be assigned by the Metropolis of Denver, Clergy-Laity Congress, Parish Bylaws, and/or Parish Assembly.

Any person wishing to be considered for Parish Council should refer to the Uniform Parish Regulations (*see 2019, UPR Art. 18 §§ 1 – 3, Art. 25 §§ 2 & 3*).

Section 1: Scope of Authority

The Parish Council is responsible for conducting all Parish affairs in keeping with the aims and purposes of the church and is answerable to the Parish Assembly and its Hierarch (*refer to 2019, UPR Art.23 § 1*). The Parish Council and the Priest shall work in cooperation in the administration of the Parish (*refer to 2019, UPR Art. 30 § 2*).

Section 2: Composition and Term

The Parish Council shall be comprised of the Priest and fifteen (15) members whose term shall be three (3) years.

Section 3: Officers

- A. Immediately following ratification of election and the affirmation of office, the Parish Council shall hold its first meeting chaired by the Priest and shall as its first order of business elect its Executive Officers of President, Vice President, Secretary, and Treasurer. If the need arises, and upon approval of the Parish Council, additional Executive Officers of Assistant Vice President, Assistant Secretary, and Assistant Treasurer may be elected.
- B. Officers shall be elected to a term of one (1) year with the exception of the President whose term shall be two (2) years. Additionally, a candidate for the office of President must have served on the Saint George Parish Council for at least one year.
- C. Should the office of the President become vacant, the Vice President shall assume the remaining term, and a new Vice President elected. If there exists more than one Vice President, the First Vice President shall be named President, and the Second Vice President shall assume all duties of both positions until new officers are elected.
- D. All other Executive Officer vacancies shall be filled by Parish Council vote (*refer to 2019, UPR Art. 27 § 3*).

Section 4: Meetings

- A. The Parish Council shall hold at least one regular meeting each month at a date, time, and venue scheduled by the Parish Council. Apart from the first meeting which will occur after the affirmation of office, dates and times of the subsequent meeting shall be set at the current meeting.
- B. Quorum shall be established when a majority of Council members are present.
- C. Minutes of meetings shall be taken by the Secretary.
- D. In special circumstances, and for a specific action, a meeting may be called by the President, with the consent of the Parish Priest and the remaining Executive Officers. Such meeting may be held in person, virtual or electronic transmission (email), as required. Any vote taken shall be binding.

Section 5: Agenda, Financials and Minutes

Electronic transmission (email) of the agenda and a reminder of the upcoming meeting shall be made by the President. Financial reports should be sent to the Parish Council by the Treasurer before the meeting.

The minutes of the previous meeting shall be forwarded to the President by the Secretary within ten (10) days for review. Upon approval and within three (3) days, they shall be sent to all members of the Parish Council for their review. Upon presentation and acceptance at the subsequent Parish Council meeting, the minutes shall be signed by the Priest, President, and Secretary.

Section 6: Attendance and Vacancies

Members of the Parish Council must attend Parish Council meetings, either in person, virtually or by teleconference. Any member who misses three (3) consecutive meetings without justifiable cause may be removed (*refer to 2019, UPR Art. 24 § 6*).

In certain circumstances, vacancies on the Parish Council will be deemed to exist. They include, but are not limited to, the death or resignation of a member, the physical or medical incapacity of a member, invalidation of the election of a member, failure of a member to be current in their stewardship, etc. (*refer to 2019, UPR Art. 24 § 5 §§ (A) – (E)*).

Whenever possible, a vacancy on the Parish Council shall be filled by the unelected Parish Council candidate with the next highest number of votes. If no candidate exists, a successor from the Parishioners in good standing shall be selected by the Parish Council and shall serve for the unexpired term of such vacancy.

Section 7: Other Provisions

- A. Parish Council members shall receive the most updated copies of the UPR, any Regulation Amendments approved at Clergy/Laity Congresses, and the Parish Bylaws.
- B. No employee of the Parish may serve on the Parish Council, Board of Auditors, Nominating Committee or Election Committee.
- C. The offices of President and Treasurer may not be held by the same person for more than two (2) consecutive terms, unless under Hierarchical discretion (*refer to 2019, UPR Art. 27 § 2*).
- D. No other term limits exist unless stipulated by the UPR or the Metropolis of Denver Administrative Guidelines.
- E. The Priest shall serve as ex officio and is a non-voting member. The President, as Chairman, shall not vote unless to break a tie.
- F. The Parish Council shall have jurisdiction over all committees or boards, with the exception of the Board of Auditors, Nomination Committee, and Board of Elections.
- G. Parish Council members shall submit to the Archdiocese Background Check every two (2) years (*refer to UPR Art. 35, Part Four (B)*), and if involved in ministries with children, take the required training every year.

ARTICLE V

Board of Auditors

Section 1: The Board of Auditors shall consist of at least three (3) members of the Parish elected at a Parish Assembly. Any person, or their spouse, who may have served on the Parish Council for the year being audited, or any employee or volunteer in a financial capacity for the Parish, or any candidates for election to the Parish Council, or any persons limited by the UPR are not eligible (*refer to 2019, UPR Art. 33 § 5*).

Section 2: The Board of Auditors shall have the appropriate financial training to fully perform its duties (*refer to 2019, UPR Art. 33 § 1*). The Board shall have access to Parish records at all times but shall not remove Parish records from the premises.

Section 3: The Board of Auditors shall audit the accounting books of the Parish for the past year and prepare a report on the audit to be submitted to the Parish Assembly. After consideration by the Parish Assembly, the Parish Council must submit copies of the final report to the concerned Hierarch and the Archdiocese (*refer to 2019, UPR Art. 33 §§ 2 & 4*).

Section 4: A vacancy on the Board of Auditors shall be filled by the Parish Council by electing a successor from among its Parishioners to fill the remaining term of said position (*refer to 2019, UPR Art. 33 § 3*).

Section 5: The Board of Auditors is an Ad Hoc body that shall dissolve upon submission and acceptance of their report by the Parish Council (*refer to Nov. 2018, Metropolis of Denver Administrative Guidelines, Art. VI, Board of Auditors, § 4*).

ARTICLE VI

Parish Finances

Section 1: The Parish Council shall be the custodian of all Parish funds (*refer to 2019, UPR Art. 34 § 1*).

Section 2: The fiscal year shall be the calendar year (*refer to 2019, UPR Art. 34 § 2*).

Section 3: Unless otherwise prohibited by the UPR or the Metropolis of Denver Administrative Guidelines, the Parish Council shall have discretionary spending as follows:

- A. The Parish Council President may authorize amounts up to one thousand dollars (\$1,000) per item.
- B. Amounts over one thousand dollars (\$1,000), but no more than five thousand dollars (\$5,000), shall require the consent of the Executive Committee of the Parish Council and the Parish Priest.
- C. Amounts over the limit set in Section 3(B), above, and up to twenty-five thousand dollars (\$25,000) shall require the approval of the Parish Council. In the case of an urgent situation, a full Parish Council vote to approve the expenditure may be conducted via electronic distribution (email or SMS).
- D. An explanation of the disbursement and the exact amount shall be recorded in the minutes of the next meeting.

Section 4: The Parish Council may exceed the limits of the budget by five percent (5%) without prior consent of the Parish.

ARTICLE VII

Finance — Best Practices

Section 1: Monies Collected

Two (2) Parish Council members shall be designated weekly to record all monies (cash, checks, and/or credit card) collected according to allocation and type on the corresponding journal page. Cash collected, unless specifically designated for purpose and/or ministry, is deemed as donation and should be counted and recorded as a separate line item on the Candles, Tray and Donations page.

Section 2: Checks

Two (2) Parish Council executive members shall sign all checks. If a check is made out to a signatory, that individual cannot sign that check.

Section 3: Major Purchases and Repairs

All major purchases and repairs shall have multiple estimates and shall be submitted to the Parish Council for review and approval.

Section 4: Bank Accounts

Bank accounts should be consolidated to minimize errors and unnecessary transfers. The Priest cannot have access to the Bank Accounts.

Section 5: Accounts Payable

- A. A W-9 must be obtained from all Vendors -- annual 1099's must be completed by January 31st of the subsequent year.
- B. All Contractors should submit their Certificate of Insurance to the Church indicating the Church as a named insured.
- C. No Parish Council Member shall have a church credit card. If one exists, purchases may be made by an authorized church employee. The Parish Priest may also have a credit card for Church purchases and/or work-related expenses.
- D. Any necessary purchases made by a Parish Council member or Parishioner as well as purchases charged to a Church credit card must be approved by the Parish Council. Receipts must be submitted to the treasurer to support the payment of the bill.
- E. Notwithstanding the above, as a budgeted item, reimbursement to delegates to the Clergy-Laity Congresses and Local Assemblies shall not require Parish Council approval

Section 6: Payroll

Payroll should be maintained by the Parish Bookkeeper and reviewed by the Treasurer monthly. All employees, including the Parish Priest(s), must be on payroll and receive a W-2 by January 31st each year.

Section 7: Statement to Donors

Annual Statements must be sent to members confirming their stewardship, donations, or other contribution for the preceding year (with tax language) by January 31st of the current year.

Section 8: Budget

Annual budget for the following year shall be prepared by the Treasurer and presented for review by the Parish Council. The final draft shall be presented to the Fall Parish Assembly for approval (refer to 2019, *UPR*, Art. 34 § 3). The budget shall include, but shall not be limited to, line items for the operation of the Parish, staff payroll, remuneration for the Priest, any loans, liens, or mortgages against Parish properties, appropriations for delegate expenses (refer to 2019, *UPR* Art. 34 § 4), and the Archdiocesan Total Commitment (refer to 2019, *UPR* Art. 34 § 5) and all ministry materials (refer to Nov. 2018 *Metropolis of Denver Administrative Guidelines*, Art. VII *Following Year Budget* § 6).

Section 9: Financial Reporting

The Treasurer should present monthly financial statements to the Parish Council for their review. Financials should include bank account balances, Stewardship report, and Statement of Accounts. If possible, they should further include comparative data from previous years.

Section 10: Restricted Funds

Restricted funds must be separated in the Church Financials and may be used only for the purpose which the donor indicated. Monies in the Memorial fund are restricted to use for church items in accordance with our mission statement and shall be used at the discretion of the Parish Priest. All purchases from this fund must be accompanied by a memorandum documenting the purpose of the expenditure, and any relevant restrictions or conditions associated with the use of those funds. Other restricted funds may be moved to the operating account upon approval by the Parish Assembly (amount and purpose must be clearly stated).

Section 11: Endowment Funds

Endowment Funds should be reconciled and reviewed regularly to ensure accuracy.

Section 12: Ministries

Ministries shall work in cooperation with the Parish Council regarding funding and shall submit their annual budgets to the Parish Council for review and approval. Any expenditures outside of their budgets must be approved by the Parish Council before committing to the expenditure.

Section 13: Capital Purchases/Major Renovations

Major renovations or capital purchases shall be funded first through funds restricted for such purpose and will require Parish Assembly approval. Before committing to major capital purchases or renovations, the Parish must have secured a minimum of twenty-five percent (25%) of the cost through parish funds and/or grants with the balance procured through promissory notes, mortgages and/or loans to ensure successful completion of the project.

Section 14: Insurance

Parish must have adequate Property and Liability Insurance. A Certificate of Insurance must list the Greek Orthodox Archdiocese of America, Inc. and all of its Metropolises, including their

officers, directors, and employees as Additional Named Insured. The Parish should also consider insurance coverage for “Directors & Officers”, Short Term Disability, and Worker’s Compensation.

Section 15: Investments

The Investment Committee shall review and recommend appropriate investments of Parish funds. A proper balance must be maintained to ensure both liquidity and safety of such funds. A review should be done quarterly and presented to the Parish Council. The Committee is required to get approval of the Parish Assembly to make any and all changes, to acquire debt, or for any new investment decisions related to the use of any Parish funds

Section 16: Total Archdiocesan Commitment

Total Archdiocesan Commitment shall be calculated and submitted annually in accordance with UPR Article 35 §§ 6-10 (2019). The amount shall be calculated in accordance with the Total Commitment Allocation System of the Archdiocese and in accordance with any decisions of the most recent Clergy-Laity Congress (*refer to 2019, UPR Art. 34 § 5*).

ARTICLE VIII

Parish Records

Section 1: As outlined in Article II Sections 2 & 3 and Article III Section 5 of the Parish Bylaws, the Parish Council Secretary, or their designee in case of absence, shall keep permanent records of all minutes taken. If a Special meeting is conducted by electronic transmission (email), the results shall be read into the next regular Parish Council minutes.

Section 2: The following documents shall be held in the Parish Office:

- A. The Parish's Articles of Incorporation and all amendments thereto;
- B. The Parish Bylaws and all amendments thereto;
- C. Minutes of all Parish Assembly meetings;
- D. Minutes of all Parish Council meetings;
- E. All written communications to the Parish Assembly and Parish Council;
- F. A list of names and contact information of the current Parish Council;
- G. A list of all members of the Parish with their addresses and phone numbers;
- H. All financial records, including bills, bank statements, grants, etc.;
- I. Any correspondence from Hierarchs; and,
- J. Any document related to the operation of the Parish.

Section 3: Parish records are available for review by Parishioners in good standing during regular office hours. Written notice of no less than ten (10) days must be given to the Parish Council Secretary before the date of inspection of records. Any records which in the opinion of the Parish Priest, Parish Council, and/or the Parish legal counsel deem to be too confidential or involve privacy issues shall not be available unless required by subpoena or other legal device.

ARTICLE IX

Elections

In furtherance of the UPR, the Metropolis of Denver has specific guidelines for Parish Council elections that will be strictly followed. Please use the link below to view the document.

<https://www.denver.goarch.org/documents/32140/6592294/Administrative+Guidelines+for+PC+Electi>

<https://www.denver.goarch.org/documents/32140/6592294/Administrative+Guidelines+for+PC+Electi.pdf/44d89b7b-e368-4103-8610-e261fb38932b>

Section 1: Election of members to the Parish Council shall be held no earlier than the first Sunday in November, and no later than the second Sunday of December (refer to 2019, UPR Art. 25 § 1). Only Parishioners in good standing are eligible to vote (refer to Nov. 2018, *Metropolis of Denver Administrative Guidelines*, Art. XIII. *Members of Parish Eligible to Vote*).

Section 2: Five (5) members shall be elected each year unless otherwise prescribed by the UPR or the Metropolis of Denver Administrative Guidelines

Section 3: Elections shall take place on the Parish premises and commence at the conclusion of Divine Liturgy. Voting will be by secret ballot and conclude after seventy-five (75) minutes. Date shall be selected by the Parish Council (refer to Nov. 2018, *Metropolis of Denver Administrative Guidelines*, Art. XI. *Conduct of Elections* §1).

Section 4: Candidates shall be nominated in accordance with Parish Bylaw Article X.

Section 5: Candidates for Parish Council shall be vetted by the Parish Priest to determine eligibility as specified in UPR Article 25, section 2 and the Metropolis of Denver Administrative Guidelines, Art. IX. Candidate Requirements §§ 1-3. The determination of the Priest is final.

Section 6: Candidates must 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, the significance of the affirmation of office, and the submission of their Disclosure Statement (refer to 2019, UPR Art. 25 § 3). Failure to attend shall result in the candidate's name being deleted.

Section 7: Candidates must complete the Archdiocese's Parish Council Members Background Check prior to consideration for Parish Council (refer to UPR Art. 35, Part Four (B)).

Section 8: Only those Parishioners in good standing and present at the date and time of the election are able to vote. No absentee balloting is permitted.

Section 9: If there are insufficient candidates, the election shall take place as prescribed and after ratification of the results and election of officers, these vacancies shall be filled from the Parishioners in good standing.

Section 10: Once ratified by the Metropolis of Denver, the election results shall be entered into the first Parish Council meeting minutes. A copy of the Election Results Form shall be attached to the minutes (refer to Nov. 2018, *Metropolis of Denver Administrative Guidelines*, Art. XI. *Conduct of Elections* § 8).

Section 11: Refer to the UPR and the Metropolis of Denver Administrative Guidelines for Elections for all other regulations.

ARTICLE X

Nominating Process

Section 1: A nominating committee of no fewer than three (3) Parishioners shall be selected at the Spring General Assembly Candidates for election to the Parish Council shall be nominated in accordance with Article VIII. Nomination Process of the Metropolis of Denver Administrative Guidelines and the Parish Bylaws below.

Section 2: The nominating committee shall submit its list of candidates at the Fall Parish Assembly.

- A. Each name shall be submitted individually by the chair of the nominating committee, and each name shall be individually seconded by a member in good standing in attendance at the Fall Parish Assembly.
- B. The nomination shall be accepted or declined by the nominee.

Section 3: The existence of a nominating committee shall not preclude any member in good standing from making a nomination from the floor which may be seconded by any other member in good standing and accepted or declined by the nominee.

Section 4: Candidates for election to the Parish Council may also be nominated at the regular Fall Parish Assembly. Nominations may be made by Parishioners in good standing and shall be made and seconded by Parishioners in good standing.

Section 5: All Parish Council candidates who are nominated shall be present at the Fall Parish Assembly and shall personally accept or decline the nomination. Nominations of individuals in absentia shall not be accepted.

Section 6: The list of all persons who accept nomination as candidates for the Parish Council shall be submitted to the Board of Elections for review and validation.

Section 7: Additional candidates may apply for nomination after the General Assembly by submitting their name to the Board of Elections up to an announced cut-off date.

Section 8: By virtue of its status as an Ad Hoc body, the nominating committee is dissolved upon submission of its list of candidates at the Fall Parish Assembly.

ARTICLE XI

Board of Elections

Section 1: The Board of Elections shall consist of no fewer than three (3) Parishioners elected at the Fall Parish Assembly within the same year as the election. Candidates for election to the Parish Council, their family members, and employees of the Parish are not eligible to serve on the Board of Elections (*refer to 2019, UPR Art. 32 § 1*). Furthermore, no more than one (1) family member may serve at the same time.

Section 2: The Board of Elections shall, in cooperation with the Parish Priest, verify the eligibility of the list of candidates, 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 (*refer to 2019, UPR Art. 32 § 2*).

Section 3: A vacancy on the Board of Elections shall be filled by the Parish Council by electing a successor from among the Parishioners in good standing who are not candidates for election to the Parish Council (refer to 2019, UPR Art. 32 § 3).

Section 4: The Board of Elections shall notify all eligible Parishioners of the upcoming election no fewer than ten (10) days prior to the election ratification (refer to Nov. 2018, *Metropolis of Denver Administrative Guidelines, Art. XI. Conduct of Election* § 2(a)). Notification shall be sent by regular or electronic mail, as selected by each Parishioner, and will include the slate of candidates. A short biography on each candidate should be included.

Section 5: A week before the election, the chair of the Board of Elections, at the conclusion of Divine Liturgy, shall introduce the candidates to the Parish.

Section 6: Once the elections have closed, the Board of Elections shall tabulate all ballots cast and report the results using the Metropolis of Denver Official Election Result Forms. The Parish Priest shall forward the election packet to the Metropolis for ratification (refer to Nov. 2018, *Metropolis of Denver Administrative Guidelines, Art. XV. Election Ratification*).

Section 7: As an Ad Hoc body, the Board of Elections is dissolved once the results are ratified by the Metropolis Hierarch.

ARTICLE XII

Amendments

Section 1: Amendments to these bylaws may be presented at all Parish Assembly meetings, by the Parish Council or any Parishioner, provided that the text of any such proposed amendment shall be included on the agenda of the meeting mailed to our Parishioners at least ten (10) days in advance.

Section 2: Any such proposed amendments may be further amended at the Parish Assembly. Ratification of said amendments must be approved by two-thirds (2/3) of the members in good standing present at such meeting where quorum has been previously established.

Section 3: Any amendments shall go into effect only after approval by the Metropolis of Denver.

ARTICLE XIII

Rules of Order

Section 1: The President of the Parish Council shall preside over all meetings.

Section 2: All meetings will be conducted in accordance with Robert's Rules of Order.

Section 3: The chairperson of the Parish Assembly shall be elected by a majority of Parishioners in good standing present. In the event no nominations are tendered, the President of the Parish Council will appoint a Parishioner to serve as chairperson, or failing this, they will appoint themselves to serve in this capacity. Meetings will be conducted in an orderly fashion according to Robert's Rules of Order.

BYLAWS SUBMISSION

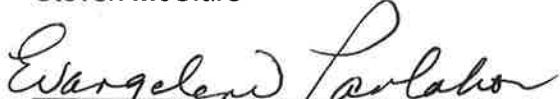
The members of the Bylaws Committee, an Ad Hoc Committee, on behalf of the Saint George Greek Orthodox Church, a not-for-profit religious organization, by authority vested them to establish its Bylaws, having duly drafted and unanimously approved such, hereby submit to the Special Assembly, this document for adoption. Their signatures are hereto affixed.



Madeleine Karvelas-Miller, Chairperson



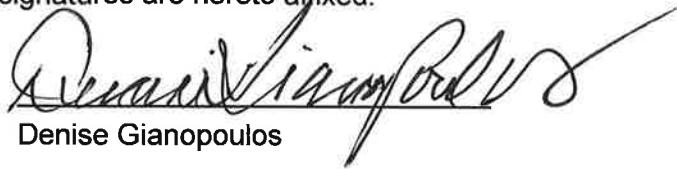
Steven McClure



Evangeline Pavlakos



Matthew Yde



Denise Gianopoulos



Niki Manole Ninopoulos



Carol Lynn Southard

BYLAWS RATIFICATION

WHEREAS, the proposed Bylaws of Saint George Greek Orthodox Church have been presented to parishioners in good standing in advance of a duly called Special Assembly held on March 2nd, 2025

AND WHEREAS, a vote of a duly established quorum of the parishioners in good standing present and voting at said meeting have approved the adoption of the proposed Bylaws

VOTE RESULTS: • Yea: 69 • Nay: 0

THEREFORE, the Bylaws presented are hereby adopted as the official Bylaws of Saint George Greek Orthodox Church and shall take effect upon final approval and ratification by the Metropolis of Denver



Madeleine Karvelas-Miller
Parish Council President



Ignatios Gianopoulos,
Chairperson of the Special Assembly



AND NOW THEREFORE, BE IT RESOLVED, that these Bylaws are hereby approved and ratified as of April 10 2025, 2025.

Metropolitan Constantine of Denver 
His Eminence, Metropolitan Constantine of Denver