

**ST. JOHN THE BAPTIST GREEK ORTHODOX CHURCH, CEDAR RAPIDS, IOWA**

**LOCAL BYLAWS**

*Approved at the Parish Assembly of November 18, 2007  
And Subsequently Ratified by the Holy Metropolis of Chicago*

**The following bylaws are according to the Archdiocesan Uniform Parish Regulations (UPR). The UPR always takes precedence over these bylaws [UPR Art. 21, Sect. 1]**

**Part 1 – Parish and Parish Organization**

**Article 1 – Parish [UPR Art. 15, Sect. 1 to 8]**

**Paragraph 1** – The official name of this Parish shall be known as St. John the Baptist Greek Orthodox Church, Cedar Rapids, Iowa.

**Paragraph 2** – The legal seal of this Parish shall have an Icon of St. John the Baptist in the middle of said seal, and the name of the Parish shall be around the border of said seal.

**Paragraph 3** – The Parish shall hold a Memorial Service in the Church to honor all deceased members of the Church. This day shall be the closest Sunday to August 28 of each year. This day shall be known as Founders’ Day, in remembrance of the Parish’s date of consecration: August 28, 1949.

**Article 2 – Parish Property [UPR Art. 16, Sect. 1 to 7]**

**Paragraph 1** – No person or organization shall record a name as a donor, upon any gift or embellishment decorating this Church or Church Hall.

**Paragraph 2** – Any non-member or organization outside this Parish desiring to use the Church Hall for the purpose of a festivity or party must receive written permission from the Parish Council; said person or organization must pay to the Parish a deposit fee of \$250, of which \$200 may be refunded if the Church Hall is found to be in satisfactory condition after the event.

**Paragraph 3** – Any parishioner of this Parish desiring to make use of the Church Hall must have received verbal/written permission from the Priest and/or Parish Council President and shall pay a \$50.00 Hall fee to the treasury of this parish. Any Parish organization that pays a yearly fee to this Parish is exempt from this \$50.00 Hall fee; however, written permission must be obtained from the Council.

**Paragraph 4** – Cemetery realty constituting Parish property shall be held subject to and at all times administered in accordance with the UPR and these Bylaws as established by the Parish Assembly, except where they conflict with civil law.

## Article 3 – Clergy [UPR Art. 17, Sect. 1 to 11]

**Paragraph 1** – The Parish Council shall approve, prior to all travel, such travel allowances considered to be in addition to the established automobile allowance. These allowances shall include the expenses incurred when the Priest represents the Parish at Archdiocese, Metropolis and Parish functions.

## Article 4 – Parishioners [UPR Art. 18, Sect. 1 to 7 and Art. 31, Sect. 1 to 9]

**Paragraph 1** – The Parish Council shall have the authority to administer the Parish’s stewardship program and establish stewardship guidelines to support the Parish.

**Paragraph 2** – To be a parishioner in good standing, a member of this Parish must submit to the Priest his or her stewardship program pledge setting forth the member’s commitment to provide his or her time, talent and treasure in support of the Parish’s ministries. Financial support conditioned on some future event (e.g., death, marriage, salary raise, etc.) is welcomed but does not constitute a valid stewardship program pledge.

**Paragraph 3** – To remain in good standing, a member must: (1) in accord with the UPR, have met any previous year(s)’ unfulfilled stewardship financial obligations at least thirty (30) days prior to the Parish Assembly; (2) prior to any Parish Assembly, submit his or her current year’s stewardship pledge (3) prior to the spring Parish Assembly, pay at least 25% of the current year’s pledge (this does not apply in the case of a Parish Assembly held before April); and (4) prior to the fall Parish Assembly, pay at least 75% of the current year’s stewardship pledge.

With respect to the rules for payment of current year’s pledges prior to Special Parish Assemblies, such assemblies that occur prior to October will follow the rules for the spring Parish Assembly; those in October or later will follow the rules for the fall Parish Assembly.

In instances of financial hardship for a parishioner, the Parish Priest or Parish Council President may for the current year waive or modify provisions of this paragraph.

## Article 5 – Parish Ministries and Organizations [UPR Art. 19, Sect. 1 to 4]

**Paragraph 1** – A Parish organization is any organization chartered or established by the Archdiocese, Metropolis, Parish Assembly or Parish Council.

## Article 6 – Cemetery

**Paragraph 1 – Committee Name and Structure:** The function of this Committee is to maintain St. John the Baptist Greek Orthodox Church Cemetery, a private cemetery located at Linwood Cemetery, 520 Wilson Ave. SW, Cedar Rapids, Iowa 52404. The official name of the Committee shall be “Cemetery Committee of Trustees”. The affairs of this Committee shall be conducted by three trustees who are parishioners in good standing elected **at the Fall** Parish Assembly. Trustees are elected for 3-year terms, except in the first year elections are held - one Trustee is elected for a

3-year term, one a 2-year term and one a 1-year term. No Trustee can serve more than two consecutive full terms. The Committee will elect its chairperson, vice-chairperson and secretary. In the event that a Trustee is unable to complete his/her term, the Parish Council may appoint a parishioner in good standing to complete the term. If more than one-half of the term is unexpired at the time of appointment, it will count as a full-term appointment.

**Paragraph 2 – Duties:** The duties of the Committee include maintaining St. John the Baptist Greek Orthodox Church Cemetery’s records, selling graves, issuing deeds for graves only after they are paid for, and complying with and informing our community of all regulations set by Linwood Cemetery. The Committee will deposit the proceeds from the sale of graves monthly with the Parish Council Treasurer who will issue a receipt to the Committee. Parishioners in good standing and members of their immediate family (parents and children) are eligible to be buried in the Church’s cemetery. Exception to this limitation on eligibility may be granted by the Parish Priest (in consultation with the respective Hierarchy).

**Paragraph 3 – Reporting:** At each regular semi-annual session of the Parish Assembly the Committee Chairperson will report on the Committee’s activities and the financial status of the Cemetery Fund, a restricted fund in which financial activities related to the operation of the cemetery are recorded. In addition, the Chairperson will present recommendations to the Parish Assembly for approval of an increase in the sale price of graves if one is being considered by the Committee.

**Paragraph 4 – Limitations on the Use of Monies in the Cemetery Fund - a Restricted Fund:** Use of these monies is to be limited to financial emergencies and /or other financial exigencies of the Parish which may arise. Cemetery Fund monies can be transferred to other Church Funds (Accounts) for such purposes only upon proposal by the Parish Council to the Parish Assembly. The Parish Council will send its proposal to the Committee at least 15 days prior to the Parish Assembly meeting. The Committee Chairperson will present the Committee’s recommendation regarding the proposal to the Parish Assembly if the proposal is on the agenda. Approval by at least sixty (60) percent vote of the parishioners in good standing attending the Parish Assembly is necessary.

**Paragraph 5 – Finances:** Banking, investing and other financial activities of the Cemetery Fund will be handled by the Parish Council Treasurer and recorded in the Church’s accounting system’s records. The Cemetery Fund will be included in the scope of the Annual Audit of the Church’s records as are other Church Funds.

## Article 7 – Organization and Parish Bylaws [UPR Art. 21, Sect. 1 to 2]

**Paragraph 1** – Notice of any proposed amendments to the local Bylaws must be mailed to the parishioners in good standing and posted on the Church premises at least ten (10) days prior to the meeting at which the amendments will be considered.

**Paragraph 2** – Amendments to these Bylaws may be adopted by the approval of a two-thirds (2/3) vote of the parishioners in good standing at a Parish Assembly. Such amendments approved by the Parish Assembly shall be forwarded through the Metropolis to the Archdiocese for review and approval and shall become effective immediately following their ratification.

**Paragraph 3** – Each and all amendments to these Bylaws that have been adopted shall be stated and published in an addendum for attachment to these Bylaws until such time it is determined by the Parish Council that a new publication is warranted. An official copy of these Bylaws and all amendments shall be kept in the possession of the Secretary of the Parish Council.

**Paragraph 4** – Any section(s) of these Bylaws determined not to be in accord with the Canons of the Church, the Archdiocese, or Metropolis regulations, or state laws, shall be deemed to be severable from the remaining sections of these Bylaws and shall not otherwise affect the validity of these Bylaws.

## **Part 2 – Parish Council**

### **Article 8 – Parish Council – [UPR Art. 24, Sect. 1 to 8]**

**Paragraph 1** – The Parish Council shall consist of seven (7) elected members.

**Paragraph 2** – The officers of the Parish Council shall be a President, a Vice-President, a Secretary and a Treasurer.

**Paragraph 4** – Members to the Parish Council are elected for a two (2) year term. In the even year of election, four (4) members are elected. In the odd year of election, three (3) members are elected.

**Paragraph 5** – A husband and wife shall not serve on the Parish Council at the same time.

### **Article 9 – Election of the Parish Council [UPR Art. 25, Sect. 1 to 11]**

**Paragraph 1** – The meeting to elect the Parish Council shall be identified as “Election of the Parish Council” in all references.

**Paragraph 2** – Nominations for the Parish Council will be administered by the Board of Elections as outlined below:

- a. Nomination forms will be made available to eligible nominees and other parishioners in good standing wishing to make nominations by the Board of Elections at least one month prior to the Fall Parish Assembly.
- b. Nominations will close at the conclusion of the Fall Parish Assembly.

**Paragraph 3** – The parishioners in good standing of the Parish are summoned to the election of the Parish Council by written notice, made at least ten (10) days prior to the day of elections.

**Paragraph 4** – Absentee ballots, allowed only in the case of Election of the Parish Council, shall be in the hands of the Board of Elections no later than the commencement of voting and shall be opened and tabulated with the ballots personally cast.

**Paragraph 5** – Elections by voice vote are specifically prohibited. Voting shall begin after the conclusion of the Divine Liturgy and after the opening by the Chairperson of the Board of Elections, and shall terminate at two (2) o'clock in the afternoon of the same day.

**Paragraph 6** – The procedure for the election of the Parish Council shall be:

- a. The elections shall be opened by the Chairperson of the Board of Elections.
- b. Ballots shall be distributed individually upon verification of being an eligible voter by the Board of Elections.
- c. Voting and casting of ballots by eligible voters will occur until the designated closing time of voting. Once a parishioner has voted he/she is to leave the balloting area.
- d. At the conclusion of voting the ballots will be tabulated and posted by the Board of Election.
- e. Winning candidates will be notified by the Chairperson of the Board of Elections.

## Article 10 – Duties of the Parish Council [UPR Art. 29, Sect. 1 to 5]

**Paragraph 1** – No expenditures and/or commitments except those expenditures and/or commitments as set forth in Section 1 of the UPR Article 29 shall be made by the Parish Council or member thereof, a parishioner of the Parish, or the Priest, unless presented and pre approved by the Parish Council.

**Paragraph 2** – Payment of Parish expenses already approved in the Annual Church Budget may be paid when due without approval of the Parish Council. Each payment without approval shall be reviewed at the following Parish Council meeting as part of the financial report.

## Part 3 – Parish Administration and Finance

### Article 11 – Parish Assembly – [UPR Art. 31, Sect. 1 to 9]

**Paragraph 1** – The quorum for a Parish Assembly shall be one-fourth (1/4) of the parishioners in good standing plus one such parishioner of the total number of such parishioners of the Parish, and said parishioners in good standing must be present from the beginning to the end of said Parish Assembly.

**Paragraph 2** – The Parish Assembly shall be conducted in accordance with accepted parliamentary procedure in the following manner:

- a. The President of the Parish Council, or if unable to attend, the Vice-President shall call the meeting to order and ask the Priest to begin the meeting with a prayer.
- b. Every parishioner in good standing shall be counted by roll call to ascertain if there is a quorum. A written record of those in attendance shall be contained in the minutes of the meeting.
- c. The Parish Assembly shall elect a Chairperson who shall conduct the meeting.
- d. The minutes of the last Parish Assembly shall be read for approval. The approved minutes shall be signed by the Priest, the Chairperson and the Secretary.
- e. All the agenda items noted on the meeting notice will be acted upon.
- f. Reports shall be given by the head of each organization within the Church. The Priest shall also give a report.

- g. All unfinished old business shall be acted upon.
- h. All new business shall be acted upon.
- i. A call for adjournment shall be requested by the Chairperson.
- j. The meeting shall end with a prayer.

**Paragraph 3** – The Fall Parish Assembly shall establish a Fundraising Committee for the Parish.

## Article 12 – Board of Elections – [UPR Art. 32, Sect. 1 to 3]

**Paragraph 1** – The Board of Elections shall consist of three (3) parishioners and will be elected at the Spring Parish Assembly.

**Paragraph 2** – The Board of Elections shall be disbanded immediately after the completion of election for the Parish Council.

## Article 13 – Board of Auditors – [UPR Art. 33, Sect. 1 to 3]

**Paragraph 1** – The Board of Auditors shall consist of three (3) parishioners and will be elected at the Fall Parish Assembly.

## Article 14 – Parish Finance – [UPR Art. 34, Sect. 1 to 9]

**Paragraph 1** – The Parish Council must submit for approval to the Parish Assembly any non-budgetary expenditure exceeding five thousand dollars (\$5,000.00).

**Paragraph 2** – All expenditures and collections must be accounted for: expenditures must be supported by invoices, sales receipts, etc. and collections must be receipted and promptly deposited in the bank

**Paragraph 3** – At the regular Fall Parish Assembly the budget for the ensuing year shall be submitted for approval and shall take immediate effect on January 1 of the ensuing year.