

# Parish Bylaws

Holy Trinity Orthodox Church  
Archdiocese of Western Pennsylvania  
Orthodox Church in America

Adopted 1995

Amended 1999

Proposed 2013 (in parallel)

## Key

Original Proposed Changes (*March 2013*)

Additional Proposed Changes (*November 2013*)

**bolded**

**bolded and boxed**

**PREAMBLE**

The Holy Trinity Orthodox Church, located in State College, is a Parish in the autocephalous Orthodox Church in America, and incorporated as a religious (not-for-profit) corporation in the State of Pennsylvania, on January 1, 1995.

As the local community of the Church, the Parish exists for the purpose of worshiping God according to the Holy Scriptures and Tradition of the Holy Orthodox Church, to encourage union with God among the members of the Parish, to provide religious education and charitable aid for its members, and to defend and promote the Orthodox Faith in America.

The Parish is part of the Orthodox Church in America, and therefore, its organization and administration are subject to the Statute of the Orthodox Church in America, adopted by the Second All-American Council of October 19-21, 1971, and amended by subsequent All-American Councils, and to the decisions of the Diocesan Assemblies of the Archdiocese of Western Pennsylvania.

The Parish is primarily a spiritual body recognized by the canons and disciplines and regulations of the Orthodox Church in America. Its adoption of a civil corporate existence is done to allow it recognition in the secular world. If a discrepancy exists between the civil Certificate of Incorporation or civil Bylaws and ecclesiastical canons, disciplines, regulations of the then current Statute of the Orthodox Church in America, such discrepancy shall be eliminated. Until the Certificate of Incorporation of the Bylaws actually may be amended, the Parish meanwhile shall be bound to the canons, discipline, regulations of the Statute of the Orthodox Church in America with the same force and effect as if the same were fully recited therein. All other provisions of the Certificate of Incorporation or Bylaws not in conflict shall remain in effect as written.

The Parish shall be regulated by the following Bylaws which are intended to express the spirit of the Holy Orthodox Tradition, as interpreted by the Orthodox Church in America, on a practical level in the life of the Parish as a whole, so that the Parish might fulfill its divinely appointed mission in a peaceful and orderly way.

**ARTICLE I. THE PARISH MEMBERSHIP**

**Section 1. Voting Member**

A voting member of the Parish shall fulfill the following requirements:

- a) be a Baptized and Chrismated Orthodox Christian, and

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**ARTICLE I. THE PARISH MEMBERSHIP**

**Section 1. Voting Member**

A voting member of the Parish shall fulfill the following requirements:

- a) be a Baptized and Chrismated Orthodox Christian, and

- b) be at least 18 years of age, and
- c) partake regularly of the Sacraments of Confession and Communion in this home parish, and
- d) have been a faithful participant of the Parish for a prior consecutive three month period, and
- e) regularly fulfill such financial obligations as may be established by the Parish.

**Section 2. Transfer Members**

A person who was a “voting member” in another Parish of the Orthodox Church in America and who has transferred into another Parish, in accordance with the authorized transfer form (Appendix A), shall have full “voting member” status.

**Section 3. Multiple Parish Membership**

Voting membership in two or more parishes is not permitted.

**Section 4. Assessments**

Each year the Parish shall remit to the Diocesan Treasurer its financial obligation to the Diocese and to the Orthodox Church in America as stipulated by the Diocesan Assemblies and the All-American Councils.

**Section 5. Parish Membership Registration**

The Parish, through its Council and Secretary, is responsible for submitting annually the census and membership information to the office of the Diocesan Bishop, in accordance with the form as determined in current Diocesan Directives.

**Section 6. Exclusion of Voting Membership**

The Parish Council together with the Rector shall, within its jurisdiction, initiate action to remove from voting membership that person who:

- a) directly or indirectly defies the Dogma or Canons of the Orthodox Church; or
- b) directly or indirectly obstructs those decisions rendered by the Parish or the Diocesan Bishop; or
- c) directly or indirectly causes such disruption so as to affect adversely the spiritual life of the Parish.

Action to remove rights of voting membership shall be referred to higher Diocesan authority in the manner set forth in the current Diocesan Directives.

**ARTICLE II. THE PARISH CLERGY**

**Section 1. Vacancy**

Upon the death, retirement, or transfer of the Rector, the vacancy in office will be filled on a temporary basis by the Diocesan Bishop until the office is filled on a permanent basis.

**Section 2. Assignment**

The Rector is assigned, transferred or removed by the Diocesan Bishop by virtue of the authority of his office and in

- b) be at least 18 years of age, and
- c) partake regularly of the Sacraments of Confession and Communion in this home parish, and
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accordance with the Canons, ecclesiastical procedure and the needs of the Parish and of the Diocese. The Rector cannot be removed or leave his assignment without the specific permission of the Diocesan Bishop. The Parish shall be responsible for the support and welfare of its Rector until such time as he is removed from his position by the Diocesan Bishop.

### Section 3. Responsibility

The Rector of the Parish shall:

- a) serve the liturgical and sacramental needs according to the order of the Typikon of the Orthodox Church in America;
- b) instruct members of the Parish in the tenets of the Orthodox Faith and piety;
- c) implement and be responsible for the religious education of the Parish and stimulate church growth;
- d) strive to raise the level of spirituality and morality of the members of the Parish;
- e) preside at all Parish Meetings;
- f) keep the Parish records of baptisms, chrismations, receptions into the faith, marriages, and burials; issue copies of the same, and report the statistics annually to the Diocesan Bishop;
- g) report as may be required by law to civil authority marriages performed;
- h) be the intermediary between the Parish and the Dean and the Diocesan Bishop;
- i) keep the church seal;
- j) be responsible for the well-being of the Parish;
- k) implement the decisions of the All-American Councils, of the Diocesan Assemblies, of the Diocesan Bishop, of the District Dean, of the Annual and Special Meetings of the Parish, and of the Parish Council;
- l) check and sign the Minutes of the Annual and Special Meetings of the Parish and of the Parish Council meetings;
- m) be responsible for the supervision of additional clergy who are appointed or assigned by the Diocesan Bishop;
- n) be an *ex officio* member of all Committees and of the Parish Council.

### Section 4. Compensation

To be free from material preoccupations and wholly committed to his sacred ministry, the Rector must be compensated by the Parish, the amount and terms of such compensation shall be determined prior to the time of his assignment and which shall conform to the then current Diocesan Guidelines concerning compensation and benefits for the clergy.

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- h) be the intermediary between the Parish and the Dean and the Diocesan Bishop;
- i) keep the church seal;
- j) be responsible for the well-being of the Parish;
- k) implement the decisions of the All-American Councils, of the Diocesan Assemblies, of the Diocesan Bishop, of the District Dean, of the Annual and Special Meetings of the Parish, and of the Parish Council;
- l) check and sign the Minutes of the Annual and Special Meetings of the Parish and of the Parish Council meetings;
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**Section 5. Additional Clergy**

Additional clergy as appointed by the Diocesan Bishop shall assist the Rector. The provisions of Article II, Sections 1, 2, and 4, shall be applicable to them. In addition to the general pastoral duties, such additional clergy shall be responsible for those specific duties in the assignment in concurrence with the Rector and Parish Council as approved by the Diocesan Bishop.

**ARTICLE III. THE PARISH MEETING****Section I. Meetings**

- a) Annual Meeting: An annual meeting of the voting members of the Parish shall be held on the first Sunday in the tenth month of every year (following the celebration of the Divine Liturgy) for the purpose of electing members of the Parish Council and for the transaction of such other business as may come before the Meeting. Should circumstances preclude having the annual Parish Meeting at its regularly appointed time, then an alternate date agreed upon by the Rector and the Parish Council can be selected.
- b) Special Meetings: Special Meetings of the voting members of the Parish may be called by the Rector, the Parish Council, the Diocesan Bishop or his designee, or by not less than 51% of the voting members of the Parish. When 51% of the members of the congregation shall call a Meeting, they shall file with the President of the Parish Council at least thirty (30) calendar days prior to the date of said Meeting a written request signed by them stating the object of such Meeting. Arrangements shall then be made for notice to be given as per Subsection (d) hereof.
- c) Place of Meeting: The Annual Meeting and any Special Parish Meeting shall be held on the Parish premises.
- d) Notice of Meetings: Notice of the Annual and any Special Parish Meeting shall be given by the Rector from the ambo at the Divine Liturgy on three (3) consecutive Sundays prior to the Meeting and published in the Church bulletin. The agenda of any Meeting shall be posted in the Church. In the case of Special Meetings, or when the Annual Meeting shall have as part of its agenda capital expenditures, the purchase, sale, mortgage, lease or encumbrance of real property of the Parish, or the amendment of these Bylaws, the agenda shall specify the matter or matters to be acted upon at said Meeting.

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Additional clergy as appointed by the Diocesan Bishop shall assist the Rector. The provisions of Article II, Sections 1, 2, and 4, shall be applicable to them. In addition to the general pastoral duties, such additional clergy shall be responsible for those specific duties in the assignment in concurrence with the Rector and Parish Council as approved by the Diocesan Bishop.

**ARTICLE III. THE PARISH MEETING****Section I. Meetings**

- a) Annual Meeting: An annual meeting of the voting members of the Parish shall be held on the **second** Sunday in the **eleventh** month of every year (following the celebration of the Divine Liturgy) for the purpose of electing members of the Parish Council and for the transaction of such other business as may come before the Meeting. Should circumstances preclude having the annual Parish Meeting at its regularly appointed time, then an alternate date agreed upon by the Rector and the Parish Council can be selected.
- b) Special Meetings: Special Meetings of the voting members of the Parish may be called by the Rector, the Parish Council, the Diocesan Bishop or his designee, or by not less than 51% of the voting members of the Parish. When 51% of the members of the congregation shall call a Meeting, they shall file with the President of the Parish Council at least thirty (30) calendar days prior to the date of said Meeting a written request signed by them stating the object of such Meeting. Arrangements shall then be made for notice to be given as per Subsection (d) hereof.
- c) Place of Meeting: The Annual Meeting and any Special Parish Meeting shall be held on the Parish premises.
- d) Notice of Meetings: Notice of the Annual and any Special Parish Meeting shall be given by the Rector from the ambo, **or the Council President**, at the Divine Liturgy on three (3) consecutive Sundays prior to the Meeting and published in the Church bulletin. The agenda of any Meeting shall be posted in the Church. In the case of Special Meetings, or when the Annual Meeting shall have as part of its agenda capital expenditures, the purchase, sale, mortgage, lease or encumbrance of real property of the Parish, or the amendment of these Bylaws, the agenda shall specify the matter or matters to be acted upon at said Meeting. **The exact procedure shall be determined by the Parish Council prior to the vote.**

**Section 2. Quorum**

The quorum for all Parish Meetings shall be 50% of voting members enrolled at the end of the calendar year preceding the date of the Meeting. In the absence of a quorum at the Annual Parish Meeting, that Meeting may be adjourned to a time determined by the majority of voting members present at that Meeting. (At the Adjourned Meeting those in attendance shall constitute a quorum at that Meeting.) These provisions for an Adjourned Meeting shall not apply either to any Special Meeting or to any subject matter at an Annual Meeting pertaining to the amendment of these Bylaws or the acquisition or alienation of Parish property or capital expenditures. In those instances the quorum requirements outlined in this Section must be applied.

**Section 3. Voting**

- a) A simple majority vote by those voting members shall determine the decision of any Parish Meeting except as provided in Subsection (b) below, and in Article V, Section 2, and in Article VIII, Section 1 concerning amendments to these Bylaws.
- b) A two-thirds (2/3) vote of the voting members present shall be required in connection with any capital expenditures, including the purchase, sale, mortgage or lease of Parish property, but in no event may such expenditure be made with the approval of less than 51% of all voting members of the Parish.

**Section 4. Order of Meetings**

- a) Officers of the Parish Meeting:
  - 1) The Rector is the Chairman and presiding officer at the Parish Meeting unless the Rector designates a substitute chairman.
  - 2) The President of the Parish Council, or his designee, may conduct portions of the Meeting as designated by the Rector.
  - 3) A Secretary, who may be the Secretary of the Parish Council, shall record the Minutes of the Parish Meeting.
- b) The Agenda of the Annual Meeting:
  - 1) Opening Prayer
  - 2) Rector's Report
  - 3) President's Report
  - 4) Determination of a Quorum
  - 5) Minutes of Previous Annual Meeting
  - 6) Financial Statement and Auditor's Report
  - 7) Adoption of Parish Budget

**Section 2. Quorum**

- a) The quorum for Parish Meetings shall be 33% of voting members enrolled at the end of the calendar year preceding the date of the Meeting. In the absence of a quorum at the Annual Parish Meeting, that Meeting may be adjourned to a time determined by the majority of voting members present at that Meeting. (At the Adjourned Meeting those in attendance shall constitute a quorum at that Meeting.) These provisions for an Adjourned Meeting shall not apply either to any Special Meeting or to any subject matter at an Annual Meeting pertaining to the amendment of these Bylaws or the acquisition or alienation of Parish property or capital expenditures. In those instances the quorum requirements outlined in this Section must be applied.
- b) **In the event the Parish shall seek to sell or purchase property or encumber the same, a 50% quorum of voting members shall be required.**

**Section 3. Voting**

- a) A simple majority vote by those voting members shall determine the decision of any Parish Meeting except as provided in Subsection (b) below, and in Article V, Section 2, and in Article VIII, Section 1 concerning amendments to these Bylaws.
- b) A two-thirds (2/3) vote of the voting members present shall be required in connection with any capital expenditures, including the purchase, sale, mortgage or lease of Parish property, but in no event may such expenditure be made with the approval of less than 51% of all voting members of the Parish.
- c) **There shall be no voting by proxy.**

**Section 4. Order of Meetings**

- a) Officers of the Parish Meeting:
  - 1) The Rector is the Chairman and presiding officer at the Parish Meeting unless the Rector designates a substitute chairman.
  - 2) The President of the Parish Council, or his designee, may conduct portions of the Meeting as designated by the Rector.
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  - 1) Opening Prayer
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  - 7) Adoption of Parish Budget

1999

- 8) Election of the Parish Council, Auditing Committee, and representatives (to the Diocesan Assembly and) to the All-American Council
  - 9) Unfinished Business
  - 10) New Business
  - 11) Adjournment
  - 12) Closing Prayer
- c) The Agenda of the Special Meeting:
- 1) Opening Prayer
  - 2) Determination of a Quorum
  - 3) Statement of Purpose of Meeting
  - 4) Resolutions
  - 5) Adjournment
  - 6) Closing Prayer
- d) Record of a Parish Meeting:  
Two copies of the Minutes of a Parish Meeting, Annual or Special, signed by the Secretary of the Meeting and the Rector, including financial data and attached reports, if any, shall be sent to the Diocesan Bishop with an additional copy to the District Dean within no more than thirty (30) days of such Meeting.
- 1) In case of disagreement with any or several decisions of a Parish Meeting, a statement of dissent may be submitted in writing by the Rector, the Parish Council, or one-tenth (1/10) of the voting members present at a Parish Meeting, and attached to the Minutes.
  - 2) After review of the Parish Meeting Minutes, the Diocesan Bishop shall approve or disapprove the decisions and resolutions, including elections, in those Minutes. If approved, those decisions and resolutions, including elections, shall become effective as of the date of approval by the Diocesan Bishop. If disapproved, those decisions and resolutions, including elections, shall be remanded back to the Parish for correction or amendment. No decisions or action of a Parish Meeting shall become effective until approved in writing by the Diocesan Bishop.

2013 (proposed)

- 8) Election of the Parish Council, Auditing Committee, and representatives (to the Diocesan Assembly and) to the All-American Council
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**Section 5. Delegation**

- a) The Annual Parish Meeting may expand the number of members of the Parish Council by a two-thirds (2/3) vote of those present and voting should cause warrant.
- b) The Annual Parish Meeting may subsequently reduce the number of members of the Parish Council by a two-thirds (2/3) vote, provided:
  - 1) there are at no time less than six members, in addition to members representing parochial missions, and

- 2) that an interval of two (2) years shall have elapsed between the addition of Council members before the number may be reduced.
- c) All items for consideration at an Annual Parish Meeting shall be submitted in writing to the Parish Council for discussion in advance of the Annual Parish Meeting by members of the Parish in good standing. If the Parish Council deems the matter not within the competence of the Annual Parish Meeting, it shall not be brought forward for consideration, the reasons for such being duly recorded in the Parish Council Minutes by the Secretary.
- d) No items may be introduced from the floor.

**ARTICLE IV. THE PARISH COUNCIL**

**Section 1. Election**

- a) The Parish Council shall function as the Board of Trustees and shall be composed of the Rector, *ex officio* with vote and six elected members. In addition, one student designated by the Orthodox Christian Fellowship of The Pennsylvania State University will serve as a nonvoting member.
- b) The election of members of the Parish Council shall take place at the regular Parish Meeting.
- c) Eligibility of Elected Members:  
Voting members of the Parish are eligible for election to the Parish Council with the following exceptions:
  - 1) any full-time employee of the Parish is not eligible to serve on the Parish Council;
  - 2) only one member of any household, including the Rector's household, is eligible to serve at the same time as a member of the Parish Council.

**Section 2. Term of Office**

- a) Three of the six Trustees shall be elected for a term of two years at each Annual Meeting of the Parish so that there shall be staggered terms of membership on the Parish Council with some terms expiring annually.
- b) No member of the Parish Council may serve more than six consecutive years.

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- b) The election of members of the Parish Council shall take place at the regular Parish Meeting.
- c) Eligibility of Elected Members:  
Voting members of the Parish are eligible for election to the Parish Council with the following exceptions:
  - 1) any full-time employee of the Parish is not eligible to serve on the Parish Council;
  - 2) only one member of any household, including the Rector's household, is eligible to serve at the same time as a member of the Parish Council.
  - 3) **other clergy assigned or attached to the Parish, and their wives, shall be ineligible to serve on the Parish Council.**
  - 4) **qualifications for members of the Parish Council shall be the same as those specified in the Normal Statute of the Orthodox Church in America for any elective or appointive office.**

**Section 2. Term of Office**

- a) **Half of the Trustees** shall be elected for a term of two years at each Annual Meeting of the Parish so that there shall be staggered terms of membership on the Parish Council with some terms expiring annually.
- b) No member of the Parish Council may serve more than six consecutive years.



- c) Notwithstanding any provisions contained in this Section under Subsections (a) and (b), all officers and members of the Parish Council shall hold office until their successors are duly elected, qualified and confirmed, and installed;

### Section 3. Composition

The Parish Council shall consist of the President, the Vice-president in charge of Building, the Vice-President in charge of Grounds, the Secretary, the Treasurer and the Assistant Treasurer.

### Section 4. Confirmation and Installation

- a) The Secretary of the Annual Parish Meeting shall attest by signature to the election of the Parish Council, and supply the data and list of officers and members of the Parish Council on the "Confirmation of Parish Council" form.
- b) The Rector shall validate the "Confirmation of Parish Council" form by affixing the Parish Seal and his signature and shall forward the form to the Diocesan Bishop.
- c) Only upon the confirmation of the election of the Parish Council by the Diocesan Bishop can the Parish Council be installed. It is then installed in accordance with the "Office of Installation of Parish Council," and its members can begin their term of office. Incumbents shall hold office until new officers or members are actually installed.

### Section 5. Removal from Parish Council

- a) All Parish Council members must continue to fulfill the qualifications for membership in the Parish during their entire tenure of office. Failure to retain membership as described in Article I and Article IV, Section 1, Subsection (d), will bring automatic dismissal from the Council.
- b) All Parish Council members are expected to attend all Council Meetings during their tenure of office. The unexcused absence of any Council member for three (3) consecutive meetings will render him subject to dismissal by the Parish Council.
- c) The Parish Council initiates all dismissal procedures. However, the Diocesan Bishop through the District Dean may intervene in cases in which a Council member becomes subject to dismissal for causes stated in Subsections (a) or (b) of this Section 5.

### Section 6. Vacancies in Parish Council

Any vacancy which occurs shall be filled by the Parish Council by electing a successor with confirmation by the Rector, for the remainder of the vacated term.

- c) Notwithstanding any provisions contained in this Section under Subsections (a) and (b), all officers and members of the Parish Council shall hold office until their successors are duly elected, qualified and confirmed, and installed;

### Section 3. Composition

The Parish Council shall consist of the President, **who will serve as Warden**; the Vice-President, **who will serve as Assistant Warden**; the Secretary, and the Treasurer, **plus at least two additional members, for a minimum of six.**

### Section 4. Confirmation and Installation

- a) The Secretary of the Annual Parish Meeting shall attest by signature to the election of the Parish Council, and supply the data and list of officers and members of the Parish Council on the "Confirmation of Parish Council" form.
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**Section 7. Parish Council Meetings**

- a) Day, Time and Place.  
The Parish Council shall establish regular times for its monthly meetings, to be held on the Parish premises.
- b) Chairman.  
The President shall be Chairman.
- c) Agenda.  
The Parish Council shall conduct its business from a pre-established agenda.
- d) Quorum.  
A simple majority of the Parish Council shall constitute a quorum.
- e) Voting.  
A majority vote of those members in attendance can decide issues brought before the Parish Council.
- f) Implementation of Decisions.  
All decisions of the Council must be submitted to the Rector for confirmation before becoming effective.
- g) Minutes.  
The Minutes of the Parish Council meetings shall be signed by the Secretary and the Rector. The original of the Minutes is the property of the Parish and becomes part of the Parish Archives.
- h) Open Meetings.  
Parish Council meetings are open for attendance to all members of the Parish. An open forum may be held, at which time a member of the Parish, recognized by the Chair, may speak on an issue. However, only members of the Parish Council may make a formal resolution or vote on any issue.
- i) Closed Meetings.  
At its discretion the Parish Council may hold a Closed Meeting, i.e., one that is restricted to Council members and accordingly noted in the Minutes.
- j) In the event that a matter is brought before the agenda of the Parish Council, which the Rector finds to be in violation of the Canons of the Orthodox Church, The Statute of the Orthodox Church in America, or the Diocesan Directives, including, but not limited to matters of:
- 1) Doctrine, or
  - 2) Canons, or
  - 3) Liturgical practice, or
  - 4) sacramental observance, or
  - 5) ecclesiastical discipline,
- the Rector has the right to veto both discussion and vote on said matter within the Parish Council. Any appeals from this decision shall be handled as provided in Article IV, Section 9, Subsection (c).

**Section 7. Parish Council Meetings**

- a) Day, Time and Place.  
The Parish Council shall establish regular times for its monthly meetings, to be held on the Parish premises.
- b) Chairman.  
**The Rector shall preside at all meetings of the Parish Council. He may appoint the Council President to chair meetings with him or in his stead** [viz. *Normal Statute of the Orthodox Church of America*, Article X, Section 8, Subsection (c)].
- c) Agenda.  
The Parish Council shall conduct its business from a pre-established agenda.
- d) Quorum.  
A simple majority of the Parish Council shall constitute a quorum.
- e) Voting.  
A majority vote of those members in attendance can decide issues brought before the Parish Council.
- f) Implementation of Decisions.  
All decisions of the Council must be submitted to the Rector for confirmation before becoming effective.
- g) Minutes.  
The Minutes of the Parish Council meetings shall be signed by the Secretary and the Rector. The original of the Minutes is the property of the Parish and becomes part of the Parish Archives.
- h) Open Meetings.  
Parish Council meetings are open for attendance to all members of the Parish. An open forum may be held, at which time a member of the Parish, recognized by the Chair, may speak on an issue. However, only members of the Parish Council may make a formal resolution or vote on any issue.
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**Section 8. Officers of the Parish Council**

## a) President.

The President shall:

- 1) be an *ex officio* member of all Standing Committees; and
- 2) represent the Council on all appropriate occasions.

## b) Vice-President.

The Vice-President shall:

- 1) act in the place of the President during the latter's absence;
- 2) automatically succeed to the office of President in the event of its vacancy; and
- 3) perform such other duties as may be imposed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed from time to time by the Parish Council.

## c) Secretary.

The Secretary shall:

- 1) keep an accurate record of the transactions of all meetings of the Parish Council;
- 2) be responsible for posting notice of all Meetings of the Parish and of the Parish Council;
- 3) maintain a membership list of the Parish which shall contain the address and voting qualifications of each member, and shall record therein the fact and date of termination, if any, of the membership of any such member;
- 4) submit to the Diocesan Bishop and the District Dean copies of all appropriate reports, lists and Minutes; and
- 5) perform such other duties as may be imposed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed from time to time by the Parish Council.

## d) Treasurer.

The Treasurer shall:

- 1) receive and safely keep all money and securities of the Parish and shall invest and disburse the same under the direction of the Parish Council;
- 2) render a statement at the Annual Parish Meeting and at such other times as may be requested by the Parish Council. The annual statement shall be audited and certified;
- 3) keep a complete account of the finances of the Parish which shall be and remain the property of the Parish and which shall be open for inspection at any reasonable time by the Parish Council;

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- 4) prepare all appropriate financial reports and statements which are to be submitted by the Secretary to the Diocesan Bishop and District Dean; and
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- 5) perform such other duties as may be imposed by law, by the Articles of Incorporation, or by these Bylaws, or as may from time to time be prescribed by the Parish Council.
- e) **Other Members.**  
The duties of additional members shall be determined by the Parish Council, annually, as needs warrant.
- f) **Parochial Mission Representative(s).**  
At the Annual Parish Meeting, each parochial mission (chapel) of the Parish shall present for ratification the name of one of its membership to serve on the Parish Council with voice and vote for the upcoming year; with concurrence of its Priest-in-charge; in addition to the six members specified above.

**Section 9. Parish Administration**

- a) The Rector as head of the Parish, by virtue of the ecclesiastical authority vested in him, shall guide and oversee the total Parish program, and is ultimately responsible with the Parish Council to the Bishop for the life and activity of the Parish.
- b) Each Parish shall be administered by the Rector and the Parish Council cooperatively.
- c) If a problem should arise between a Rector and the Parish Council, the matter shall not be brought before the Parish at a Parish Meeting. The Rector or the Parish Council may refer the matter to the District Dean according to the then current "Deanery Guideline." However, in matters of appeal the decision of the Diocesan Bishop shall be deemed final.

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**ARTICLE V. THE PARISH PROPERTY**

**Section 1. Title of Ownership**

The Parish or Parish corporation is the sole owner of all Parish property, assets, and funds. In administering them, however, the parishioners and the officers elected by them must always remember the religious nature, purposes, and goals of the Parish and act as trustees of God's, not man's, property. The Parish, as the whole Church, serves God and cares for God's work in the world, and all decisions concerning Parish property must be inspired by that care and by the spiritual needs of the Church.

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**Section 2. Real Property**

The Parish may purchase real property, or sell, mortgage, lease or otherwise encumber its real property upon approval of a two-thirds (2/3) majority vote of the voting members of the Parish in attendance at the Annual Parish Meeting or a Special Meeting convened for that purpose, at which a quorum is present, due notice having been given, on a resolution presented by the Parish Council and Rector, and subject to final approval of the Diocesan Bishop. However, in no event may such action be taken with the approval of less than 51% of all voting members of the Parish.

**Section 3. Special Bequests**

As far as possible all special bequests, gifts and devises should be used by the Parish for the purpose for which they were made. In the event the purpose of such gift, devise, or bequest is not feasible or practical, as so determined by the Parish Council and Rector, an alternate use may be determined by the Parish Council and Rector upon consultation with the donor or the estate representative.

**Section 4. Defection**

The Parish is an integral part of the Orthodox Church in America, therefore in the event the Parish were to decide to withdraw from the jurisdiction of the Orthodox Church in America, the Orthodox Church in America shall be entitled to full title to all the Parish assets and property. In the event that a group in a Parish decides to withdraw from the jurisdiction of the Orthodox Church in America, that segment of the Parish which remains loyal to the jurisdiction of the Orthodox Church in America shall retain full title to all the Parish assets and property.

**Section 5. Dissolution**

A Parish may be dissolved by the decision of the Parish subject to the ratification of the decision to dissolve by the Diocesan Bishop. Only the Diocesan Bishop shall have the power to declare the Parish dissolved. Upon the dissolution of a Parish, the sacred and untouchable items, such as the Holy Antimension, the Tabernacle and the Sacred Vessels, shall be delivered directly to the Diocesan Bishop. After all encumbrances have been satisfied, all the remaining property, whether real, personal or mixed, or the proceeds from the sale thereof, shall be distributed by the Diocesan Bishop to institutions or charities of the Orthodox Church in America, preferably within the local Deanery or within the state of incorporation.

**ARTICLE VI. THE PARISH ORGANIZATIONS**

**Section 1. Organizations**

- a) From time to time individually affiliated Parish Organizations may be established or recognized by the Parish for specific purposes deemed compatible

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with Parish life. Such Organizations shall have the approval of, and are accountable to, the Parish Council and Rector. The Bylaws of such Organizations shall be consistent with these Bylaws, the regulations of the Parish, the directives of the Diocesan Bishop, and the Statute of the Orthodox Church in America. Such Organizations shall make an annual report of activities and accountability, and shall make an annual financial statement available to the Parish Council. This section shall not apply to any chapters of a nationally affiliated organization, unless that chapter so provides in its own Bylaws.

- b) In the event that any such Organization is dissolved, its assets shall be turned over to the Parish.
- c) In the event that the Parish is dissolved, the Organizations which were subsidiaries of that Parish likewise shall be dissolved, with all of those Organizations' assets to be disposed pursuant to Article V, Section 5 of these Bylaws.

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#### **Section 2. Parochial Missions (Chapels)**

- a) All parochial missions (chapels) shall operate under this article.
- b) In the event that a parochial mission shall have attained sufficient development and financial security to warrant its becoming a free-standing mission or parish of the Archdiocese of Western Pennsylvania of the Orthodox Church in America, to the satisfaction of the Archdiocesan authority, it may petition the Archdiocese for reception as the same on the affirmative vote of two-thirds (2/3) of its particular membership, with concurrence of a two-thirds (2/3) vote of those present and voting at a parish meeting [as provided in Article III, Section 2, Subsection (b) and Article III, Section 3, Subsection (b)].
- c) Upon confirmation by the Archdiocesan authority of such a request:
  1. the new mission or parish shall incorporate under Pennsylvania state law as a not-for-profit corporation and adopt Bylaws to the satisfaction of the Archdiocesan authority; and
  2. the Parish Council shall then begin to devolve and divest all real and liquid property held for the parochial mission to the new free-standing mission or parish within thirty (30) days of its incorporation to the satisfaction of the Archdiocesan authority.

**ARTICLE VII. THE PARISH DEPARTMENTS**

**Section 1. Parish Representation**

Each Parish, through its Rector and Parish Council, shall elect persons to be representatives within the Parish for the Departments of the Deanery established by the Diocese.

**Section 2. Election of Delegates**

The election of Department delegates to the All-American Council and the Diocesan Assembly will be subject to the appropriate provisions of the Statute of the Orthodox Church in America.

**ARTICLE VIII. THE AMENDMENTS, REGULATIONS AND GENERAL PROVISIONS**

**Section 1. Amendment**

These Parish Bylaws may be altered or amended by a two-thirds (2/3) majority vote of the voting members of the Parish in attendance at the Annual Parish Meeting at which a quorum is present or a Special Meeting convened for that purpose at which a quorum is present, provided that timely written notice is given to the membership specifying the proposed addition, change or amendment. All amendments, changes or additions so proposed shall not take effect unless approved by the Diocesan Bishop.

**Section 2. Procedures**

For matters not covered by these Bylaws the Parish may enact procedures and regulations to meet the need of a particular situation in the Parish. Such additional procedures and regulations must be presented to the Diocesan Bishop for his approval before they become effective.

**Section 3. Scope of Rights**

Notwithstanding any provisions contained herein or any provisions that might be assumed from the civil law concerning not-for-profit or religious corporations, nothing in these Bylaws shall be deemed to have granted any individual parishioners or group of parishioners any rights, as members of the present corporation, that are in conflict with, or at variance with, or superior to those recognized in the Statute of the Orthodox Church in America.

**Section 4. Text**

- a) For all purposes the English text of these Bylaws shall be deemed to be the official text.
- b) In these Bylaws the word "Diocese" shall refer to the Archdiocese of Western Pennsylvania of the

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**Section 4. Text**

- a) For all purposes the English text of these Bylaws shall be deemed to be the official text.
- b) **In these Bylaws the word "State" shall refer to the Commonwealth of Pennsylvania.**
- c) In these Bylaws the word "Diocese" shall refer to the Archdiocese of Western Pennsylvania of the

1999

Orthodox Church in America, and the words “Diocesan Bishop” and “Diocesan Authority” shall refer to the Bishop of the Archdiocese of Western Pennsylvania and those persons or groups duly appointed by him for the governance of the Diocese, respectively.

- c) In the appropriate context the singular use of a word may refer to the plural, and the masculine may refer to the feminine.

**Section 5. Adoption**

These Bylaws were accepted at a Parish Meeting held on the fifth day of February, 1995, at which the appropriate quorum was present, the Parish members having been duly notified, and have become effective on the fifth day of February, 1995, by the approval of the Diocesan Bishop. They revoke, supplant and replace any and all Parish Bylaws, whether corporate or not, previously in use.

2013 (proposed)

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**Section 5. Adoption**

These Bylaws were accepted at a Parish Meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2013, at which the appropriate quorum was present, the Parish members having been duly notified, and have become effective on the \_\_\_\_\_ day of \_\_\_\_\_, 2013, by the approval of the Diocesan Bishop. They revoke, supplant and replace any and all Parish Bylaws, whether corporate or not, previously in use.



**APPENDIX A:  
LETTER OF TRANSFER**

*This is to Certify  
that the person(s) whose name(s) appear(s) below is (are) registered at*

Holy Trinity Orthodox Church  
119 South Sparks Street  
State College, PA 16801

*in the Archdiocese of Western Pennsylvania, as*

---

COMMUNICANTS IN GOOD STANDING PARISH	DATE OF BIRTH	ACTIVITIES IN
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

---

*New Address & Telephone (if known)*

I, the undersigned, do hereby transfer the above-named Member(s) to the spiritual charge of the Rector of the Parish of Holy Trinity Orthodox Church in the Archdiocese of Western Pennsylvania.

Given under my hand (and seal), this \_\_\_\_\_ day of \_\_\_\_\_  
A.D., \_\_\_\_\_.

Signed, \_\_\_\_\_  
*Rector*

*Additional comments on the back of this form.*