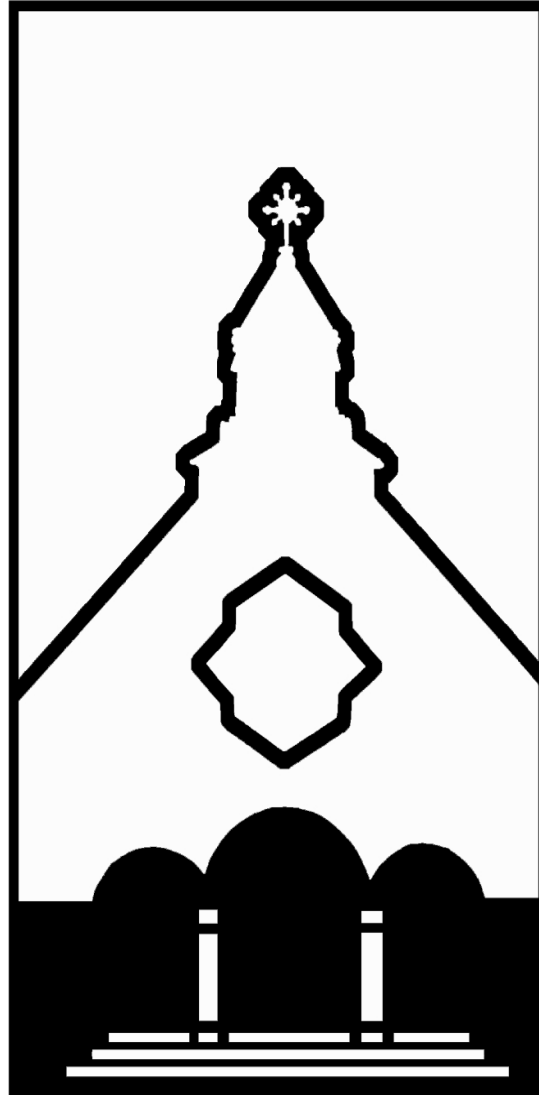


Annunciation
Orthodox
Cathedral



Archdiocese of Canada
Orthodox
Church In America

November 29, 2009

Annunciation Orthodox Cathedral
Parish By-Laws

Document Revision Control

The following table includes the revision number, the date of update/issue, the author responsible for the changes, and a brief description of the context and/or scope of the changes in that revision.

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<i>Revision</i>	Date of Acceptance	Author(s)	Description of Change
1	October 3, 1999		It is common for parish council members to sit on council for more than three consecutive years. This fact goes against the by-laws and therefore it was decided to remove the following sentence from Article IV, section .4, Term of office: "No elected member shall serve more than three consecutive years."
2	November 17, 2002	Deborah Quayle	The parish is undergoing a search for a new cathedral church and property. The parish council must be in a position to call a general parish meeting in a very short time period to deal with potential real estate opportunities. It was decided to add the following text to Article III, section .5 concerning the Notice of meetings: "A special Parish Meeting to consider the purchase of new property may be held on any Sunday provided that all voting members have been given at least four days notice, either by telephone or by electronic mail (email). A telephone message left at a member's residence shall be considered adequate notification. This section shall remain in effect until August 31, 2008."
3	March 21, 2004	Mark Steski	The parish by-laws have been slightly modified to include information required as a result of the incorporation of the parish under Ontario law.
4	October 2006	Lawrence Purdy	The by-laws now provide more explicitly for Parish Ministries, and for a Parish Council made up of the leaders of those ministries as well as the elected officers (now known as the Administrative Ministry) and the clergy. The Administrative Ministry is required to meet at least eight times a year, and the full Parish Council at least six times. The new name of the Cathedral is reflected in the by-laws. The former special provision for meetings on short notice to consider real estate transactions has been removed. Several other minor revisions, mainly stylistic, have also been made.
5	November 29, 2009	Lydia Scratch	The by-laws were amended to reflect the realities of the Cathedral parish. A definition for Rector was added. The structure of the Parish Council was amended: it now is composed of the Dean, the elected officers, the Buildings and Grounds Coordinator and the Communciations Coordinator. Several other minor revisions, mainly stylistic, have also been made

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Preamble

Annunciation Orthodox Cathedral (formerly known as The Annunciation to the Theotokos - St Nicholas Orthodox Cathedral), located in the City of Ottawa, Province of Ontario, is a Parish of the Archdiocese of Canada of the Orthodox Church in America and registered as a Charitable Organization. This Parish is the merger of, the same as, and the successor to the former St Nicholas Russian Greek Orthodox Church and Holy Transfiguration Orthodox Mission.

The cathedral is incorporated in the province of Ontario, as of 15 June 2003, and has the Ontario Corporation Number 1572322. The objects for which the corporation is incorporated are:

- (a) To preach and advance the teachings of the Orthodox Christian faith and the religious tenets, doctrines, observances and culture associated with that faith.
- (b) To establish, maintain and support a house of worship with services conducted in accordance with the tenets and doctrines of the Orthodox Christian faith.
- (c) To support and maintain missions and missionaries in order to propagate the Orthodox Christian faith.
- (d) To establish and maintain a religious school of instruction for children, youths and adults.

The Parish is under the ecclesiastical authority of the Ruling Bishop of the Archdiocese of Canada: it is an inseparable part, therefore, of the Archdiocese of Canada under the Ruling Bishop. It is a local community of the Church having as its head a duly appointed Priest with the title of Dean, and consisting of Orthodox Christians who strive to live in accordance with the Holy Tradition and Canons of the Orthodox Church. It is bound by the By-laws of the Archdiocese of Canada, adopted 29 June 1990.

The administration of the Parish shall be regulated by the following By-laws, which are intended to express the spirit of the Apostolic Tradition as understood by the Orthodox Church in America, so that the Parish might fulfill its divinely appointed mission in a peaceful and orderly way.

Definitions

In these By-laws,

- 'Church' means the Orthodox Church,
- 'OCA' means the Orthodox Church in America,
- 'Archdiocese' means the Archdiocese of Canada of the OCA,
- 'Bishop' means the Ruling Bishop of the Archdiocese,
- 'Council' means the Parish Council,

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- 'Parish' means the community of the Bishop and the clergy and parishioners of the Cathedral, and when used in a general sense means any properly constituted community within the Orthodox Church.

ARTICLE I: PARISH MEMBERSHIP

.1 Communicants

As is the canonical practice of the Orthodox Church, the Mysteries (or Sacraments) of the Church are reserved for those who have received Orthodox Baptism and Chrismation, or have been otherwise officially received into Orthodoxy, and are not under any penitential or canonical discipline.

.2 Voting Members

The voting membership of the Parish are those Orthodox Christians who may fully participate in such Parish decision-making as may require voting or confirmation of the Bishop. A voting member of the Parish is a member of the Parish clergy, or a parishioner who, at a minimum

- (a) is at least 18 years of age;
- (b) participates regularly in the Mysteries of Confession and Communion in this Parish;
- (c) is not a member of another Parish;
- (d) has been a communicant in this Parish for at least six months;
- (e) exercises responsible financial stewardship in such terms as may be established by the Parish.

The voting membership of the Parish is established at the beginning of the Church Year (1 September).

.3 Transfer Members

The status of voting membership may be immediately accorded to Orthodox Christians who become communicants in this Parish:

- (a) if they were voting members (or equivalent) in their previous parish; and
- (b) subject to pastoral discretion of the Dean.

.4 Exclusion from Voting Membership

The Dean, together with the Council and in consultation with the Bishop, shall initiate pastorally responsible action to remove from voting membership any one who forfeits their communicant status or otherwise:

- (a) knowingly defies the doctrinal, sacramental and canonical teaching of the Orthodox Church, or
- (b) obstructs decisions rendered by the Bishop, Dean, Council or Parish Meeting, or

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- (c) brings disgrace on the Orthodox Faith, or
- (d) injures the life of the Parish, or
- (e) defames the good name or undermines the authority of the Bishop, Dean or other Clergy, or Officers of the Parish.

.5 Appeals

Decisions rendered in accordance with .5 (above) may be appealed by those concerned to the Bishop or the Archdiocesan Court.

.6 Restoration of Voting Membership

Voting Membership may be restored upon repentance, vindication or a successful appeal.

.7 Multiple Parish Membership

No person may hold voting membership in this and another parish at the same time.

.8 Membership List

The Council Secretary will annually submit to the Archdiocesan Office a parish membership and address list indicating total number of parishioners, communicants and voting members.

ARTICLE II: THE PARISH CLERGY

.1 Assignment

All Parish clergy are assigned or attached, transferred or removed, by the Bishop, who takes into consideration the life and needs of the Parish and the clergy. Clergy are assigned when they have a specific pastoral responsibility; they are attached when without such responsibility. Assigned clergy are normally financially supported by the Parish; attached clergy are not. Assigned clergy may not be removed or leave their assignment without the specific permission of the Bishop.

.2 Transfers

Parish clergy will be transferred only in cases of requests for transfer for valid reasons or if the Bishop determines such a transfer will serve the best interests of the Church. In cases of transfer, the receiving parish is responsible for moving and travel expenses.

.3 The Rector

Because the Parish is the see of the Bishop, the Bishop is the Rector of the Parish. The unity between the Parish and the Bishop must be real and practical

The Dean and all clergy assigned or attached to the Parish report to the Bishop. The Bishop delegates the administration of the Parish to the Dean, and thus all administration issues will initially be dealt with by the Dean and, where necessary, the Parish Council. Any unresolved matters may be brought to the attention of the Bishop.

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The Bishop receives a copy of all minutes of meetings and blesses all major decisions of the Dean, clergy and Council.

.4 The Dean

The Dean has overall responsibility for the pastoral, liturgical and educational dimensions of Parish life. In general terms, he should be the spiritual leader of the Parish. He may be assisted in his work by other clergy as may be assigned or attached to the Parish and by Parish Council and other competent laity. The Dean shall:

- (a) maintain regular and frequent communication with the Rector about the life of the parish, his responsibilities, and any concerns regarding clergy and parishioners;
 - (a.1) Although the clergy and laity have the opportunity and possibility to address the Rector directly, it behoves them to discuss matters arising with the Dean. Likewise, it is appropriate that the Rector inform the Dean of any concerns that arise before him;
- (b) ensure that the liturgical and sacramental practice of the Parish is consistent with the Typicon of the OCA;
- (c) ensure that the Parish is instructed in the tenets of the Orthodox Faith;
- (d) stimulate and nurture spiritual growth, moral progress, charitable activity and religious education;
- (e) preside in the Bishop's stead at all Parish meetings;
- (f) maintain the records required by the Archdiocese and issue copies of such records as necessary;
 - (f.1) ensure that all metrical records are accurate and current;
- (g) report marriages as required under Provincial law;
- (h) maintain communication with the Archdiocese concerning the life of the Parish;
- (i) keep the Church seal;
- (j) be zealous for the well-being and public image of the Parish;
- (k) maintain decorum within the Temple, and oversee its maintenance and beautification;
- (l) establish and maintain a Parish library;
- (m) encourage appropriate educational, social and charitable activities and organizations;
- (n) implement the decisions and directives of the Central Church Administration of the OCA, the Archdiocesan Assembly and Council, the Bishop, the Provincial Deanery, the Parish Meeting and the Parish Council;
- (o) check and sign the Minutes of all Parish meetings;
- (p) be an ex officio member of all Parish Ministries and committees;
- (q) represent the Parish at inter-Orthodox and appropriate ecumenical gatherings;
- (r) maintain a Parish Office and office hours.

.5 Other Clergy

Additional clergy as assigned or attached by the Bishop may assist the Dean in the general pastoral duties as directed, or may undertake such specific tasks and responsibilities as indicated in the terms of their appointment.

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.6 Compensation

The Dean shall be compensated in a responsible manner by the Parish. The amounts and terms of salary, use of residence, utilities, travel expenses and benefits shall be determined prior to the time of his assignment, in consultation with the Bishop and a person assigned by him, and shall not be decreased without the permission of the Bishop. The compensation package will be reviewed annually by the Administrative Ministry in preparing the budget for the annual Parish Meeting. Similar provisions are to be made for other assigned clergy in light of the terms of their appointment. All clergy may retain donations and gifts made to them, without accountability to the Parish.

ARTICLE III: THE PARISH MEETING

.1 Authority

The Parish Meeting is the highest legislative and administrative authority within the Parish. All voting members may attend and vote at a Parish Meeting.

.2 Annual Meeting

A Parish Meeting must take place at least annually, within six weeks after the beginning of the Church Year (1 September), on a Sunday, following the celebration of Divine Liturgy, with the purpose of

- (a) endorsing a plan for the Parish Ministries for the coming Church Year;
- (b) adopting a budget for the year; and
- (c) electing officers for the Administrative Ministry.

.3 Special Meeting

Parish Meetings may be held at other times. They may be called by the Dean, Council, the Bishop, or by not less than 51% of the voting membership. In the last case, a written request for the Meeting shall be filed with the Dean or the Warden at least three weeks prior to the date of the proposed meeting. This request shall be signed by those requesting the Meeting and shall state its purpose.

.4 Meeting Location:

Parish Meetings shall be held on Parish premises.

.5 Notice of Meetings:

Notice of a Parish Meeting shall be given at the conclusion of Divine Liturgy on three consecutive Sundays prior to the Meeting, published in whatever Cathedral Newsletter, online circular or other medium is customarily used for the announcement of Parish business, and posted in writing within the Parish premises. Meetings which have as part of their agenda capital expenditures, the purchase, sale, mortgage, lease or encumbrance of real estate of the Parish, or the amendment of the By-Laws, shall include details in giving notice.

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.6 Quorum

The quorum for all Parish Meetings shall be 25% of voting members. In the absence of a quorum at the annual Parish Meeting, it may be adjourned to a time determined by the majority present.

.7 Consensus and Voting

Decisions at Parish Meetings are normally made by consensus. Where necessary or requested, in non-financial matters a simple majority vote by the voting members present shall determine the decision, but in financial matters a two-thirds majority shall be required. Voting shall be done by a show of hands.

.8 Order of Meetings

The Dean shall chair and preside at Parish Meetings. He may designate a substitute for all or part of the Meeting. The Warden, or a person elected by the Meeting for the purpose, shall serve as Vice-Chairman and may conduct portions of the meeting with the agreement of the Dean. The Council Secretary, or a person elected by the Meeting for the purpose, shall record the minutes.

.9 Agenda

All Meetings shall open and close with prayer. The annual Parish Meeting shall include the following:

- (a) determination of quorum
- (b) minutes of the previous annual meeting
- (c) reports
- (d) financial statement
- (e) auditor's report, when available
- (f) endorsement of Parish Ministries' plan for the coming year
- (g) adoption of parish budget
- (h) elections of the Parish Administrative Ministry
- (i) appointment of auditor, when available
- (j) unfinished business
- (k) new business
- (l) adjournment

.10 Special Meetings Agenda

All Special Meetings shall include (a) and (j) (above), a statement of purpose and, if necessary, resolutions concerning the matters discussed.

.11 Records

Two copies of the Minutes of all Parish Meetings, signed by the Dean and Secretary, with attached reports, shall be sent to the Bishop within three weeks of the Meeting. Resolutions and elections become effective as of the date of the Bishop's approval in writing. The Bishop may remand notice of resolutions and elections back to the Parish for amendments or corrections. The Dean, Council, or any voting member may submit a statement of dissent or grievance along with the Minutes sent to the Bishop.

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ARTICLE IV: PARISH MINISTRIES

.1 General

Parish Ministries are areas of specific responsibility in which parishioners carry out and support the life and work of the Parish. A Parish Ministry may, subject to the requirements of this Article and Article V, take any form and operate in any manner that is consistent with the teachings of the Church.

.2 Parish Ministry Participation

Participation in a Parish Ministry shall be open to any parishioner, subject only to any vocational, professional or other qualifications that are required by the nature of that Parish Ministry and to the need to maintain the good order of the Parish. The Dean and the Deputy Warden are ex officio members of each Parish Ministry.

.3 Planning

Prior to each annual Parish Meeting the outgoing Council may, under the oversight and with the concurrence of the Dean, prepare a recommendation as to which Parish Ministries should be instituted, continued or discontinued for the year. This recommendation shall in every case include the continuation of the Administrative Ministry and the Communications Ministry. For each Parish Ministry that is recommended to operate in the year, the recommendation shall include a brief summary of objectives.

.4 Endorsement of Plan

The outgoing Council's recommendation for the current year's Parish Ministries shall be presented to the Parish for its endorsement at the Parish annual meeting. If the Parish does not endorse the recommendation, an ad hoc committee shall immediately be formed consisting of the members of the outgoing Administrative Ministry and an equal number of other voting members of the Parish. Under the chairmanship of the Dean this committee shall, within 60 days after the Parish annual meeting, prepare an alternative recommendation; this alternative recommendation shall be deemed to have been endorsed by the Parish annual meeting.

.5 Leadership

Each Parish Ministry shall be led by a co-ordinator who is a voting member of the Parish. Once the recommendation for the year's Parish Ministries has been endorsed, the Dean, in consultation with the previous year's Council, shall appoint a qualified person to serve as the co-ordinator of each Parish Ministry (other than the Administrative Ministry, the co-ordinator of which is the Warden) for the year. These appointments are subject to the confirmation of the Bishop. The Dean may cause any subsequent vacancy to be filled in the same manner.

.6 Reporting

The co-ordinator of each Parish Ministry shall report to the Parish, at each annual Parish Meeting, on that Parish Ministry's activities during the year past. Where necessary, the

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co-ordinator of a Parish Ministry shall attend a Parish Council meeting if there are matters that must be attended to by the Parish Council.

.7 Dismissal

If a co-ordinator of a Parish Ministry ceases to be a voting member of the Parish, that person is automatically dismissed from that person's positions in the leadership of the Parish Ministries.

ARTICLE V: THE PARISH COUNCIL

.1 General

The Parish Council has a unique structure reflecting its particular responsibilities and the responsibilities of its elected members.

.2 Purposes

The purposes of the Council are

- (a) to assist the Dean in the responsible administration of the Parish.
- (b) to carry out, under the direction of the Council and the Dean, routine Parish business,
- (c) to support the other Parish Ministries, including through the allocation of resources,
- (d) in the case of the elected members, to discharge the specific responsibilities of their offices, and
- (e) to function as a Board of Trustees.

.3 Composition

The Council shall be composed of the Dean, the elected members (Warden, Deputy-Warden, Treasurer and Secretary) and the appointed co-ordinators of the Communications Ministry and Building and Grounds Ministry. Other assigned clergy and Ministries' co-ordinators will be required to participate with the Council on an as needed basis.

.4 Eligibility

All voting members of the Parish are eligible for election to the Council, with the exception that only one member of any household may serve at a time.

.5 Election

Elections to the Council shall take place annually at the annual Parish Meeting, and are subject to confirmation by the Bishop.

.6 Term of Office

The regular term of office for elected members of the Council shall be one year. Elected members shall nonetheless hold office until their successors are duly elected, confirmed and installed as part of the Council. Not more than half of the elected Council members shall change in any given year.

.7 Vacancies

A vacancy among the elected members of the Council, other than a vacancy in the position of Warden (which shall be filled by the Deputy Warden), may be filled by a

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voting member of the Parish who is appointed by the remaining Council members. Such an appointment is subject to the approval of the Dean and confirmation by the Bishop.

.8 The Warden

The Warden is the co-ordinator of the Administrative Ministry, and shall represent the Council on all appropriate occasions.

.9 The Deputy Warden

The Deputy Warden may substitute for the Warden. The Deputy Warden shall assume the position of Warden should it become vacant. The Deputy Warden shall be an ex officio member of each Parish Ministry and shall serve as a liaison between the coordinators of the Parish Ministries (other than the Communications Ministry and the Administrative Ministry itself) and the Administrative Ministry.

.10 Treasurer

The Treasurer shall:

- (a) receive and safely keep all money and securities of the Parish and shall invest and disburse the same under the direction of the Council;
- (b) render an annual statement to the annual Parish Meeting and as requested by the Council;
- (c) prepare and file all financial reports and statements required by law;
- (d) keep a complete account of the finances of the Parish, which shall be the property of the Parish and open for inspection upon request by the Council,
- (e) ensure all donor information is kept confidential and only accessible as required by auditors representing the Government of Canada or Parish auditors,
- (f) destroy, in a secure manner, all Treasurer records no longer required to exist by law, given the approval of the Council.

.11 The Secretary

The Secretary shall:

- (a) keep an accurate record of the transactions of all Council meetings and all meetings of the Administrative Ministry;
- (b) be responsible for posting notice of all meetings;
- (c) maintain the Parish directory;
- (d) submit to the Archdiocese copies of reports, lists and Minutes as necessary;
- (e) perform such other duties as may be required by law.

.12 The Buildings and Grounds Ministry

The Co-ordinator of the Buildings and Grounds Ministry shall be led by a co-ordinator who is a voting member of the Parish. The co-ordinator is appointed by the Parish Council. The Co-ordinator shall be responsible for co-ordinating:

- (a) The maintenance and improvement of the church and rectory buildings;
- (b) Renovations;
- (c) Property rental;
- (d) Research, planning and needs analyses;
- (e) Consultations with building professionals;
- (f) Project management;
- (g) Grounds maintenance.

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.13 The Communications Ministry

The Co-ordinator of the Communications Ministry shall be led by a co-ordinator who is a voting member of the Parish. The co-ordinator is appointed by the Parish Council. The Co-ordinator of the Communications Ministry shall assist the Dean with official public communication within the Parish and between the Parish and the community at large. The Co-ordinator of the Communications Ministry is responsible to the the Parish Council.

.13 Installation

The Parish Council shall be installed at the conclusion of the Sunday Divine Liturgy following receipt of the Bishop's confirmation of the minutes of the annual Meeting.

.14 Committees

While the carrying out of specific tasks will ordinarily be the responsibility of the Parish Ministries, the Parish Council may in exceptional circumstances establish committees charged with such tasks; if it does so, it may appoint Parish Council members to be responsible for such committees, and may ask parishioners to serve where and as appropriate.

.15 Dismissal

If a member of the Parish Council ceases to be a voting member of the Parish, that person is automatically dismissed from their positions on the Parish Council.

Members must make every effort to attend all Parish Council meetings. The absence of any elected member of the Council for three consecutive meetings shall render the person subject to dismissal by the Parish Council.

.16 Meetings

- (a) The Council shall meet at least eight times a year on the premises of the Parish.
- (b) Council Meetings are open to all parishioners.
- (b) Council Meetings shall be planned, announced, carried out, recorded and reported in a manner consistent with all applicable standards of financial and administrative accountability.
- (c) The Dean will normally chair Council meetings. Subject to the Dean's approval, the Warden, Deputy Warden or other member may chair at meetings.
- (d) The Council shall conduct its business from a pre-established agenda.
- (e) A simple majority shall constitute a quorum.
- (f) The Dean shall confirm all decisions before they become effective.
- (g) The Dean and Council Secretary shall sign the Minutes. The original of the Minutes is the property of the Parish and becomes part of the Parish Archives.

.17 Veto

The Dean has the right to veto the discussion of, and/or a vote on, any matter which, in his opinion, is in clear violation of canon law or contrary to the established doctrine, practice or discipline of the Church.

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ARTICLE VI: THE PARISH PROPERTY

.1 Title of Ownership:

The Parish is the sole owner of all Parish properties, assets and funds, subject to the Bylaws and provisions of the Archdiocese.

.2 Real Property:

The Parish may resolve to purchase real property, or sell, mortgage, lease or otherwise encumber its real property upon approval of a 75% majority vote of the voting membership in attendance at a Parish Meeting, due notice having been given and a quorum present. Such a resolution is to be presented by the Council, and is subject to the approval of the Bishop.

.3 Special Bequests:

As far as possible the Parish shall use all special bequests, gifts and devises for the purposes for which they were made. If such is not practical or feasible, as determined by the Council, alternative use shall be determined in consultation with the donor or representative of the estate. Where bequests entail specific liturgical services, such as annual commemorations, the Dean shall ensure that these take place.

.4 Defection:

In the event that the Parish were to decide to withdraw from the jurisdiction of the OCA, the Archdiocese shall be entitled to full title to all Parish assets and properties. If a faction within the Parish decides to withdraw from the jurisdiction of the OCA, that part of the Parish which remains loyal to the OCA shall retain full title to all Parish assets and properties.

.5 Dissolution:

The Parish may be dissolved by the decision of the Parish at a specially convened Parish Meeting, subject to the ratification of the Bishop. Only the Bishop has the authority to declare the Parish dissolved. Upon dissolution, the antimension, sacred vessels, tabernacle, liturgical vestments and other sacred items are to be properly collected and delivered directly to the Bishop by the Dean, or as delegated by the Bishop. The icons, candle stands and other appointments, music and service books are to be disposed of in an appropriate manner (such as donation to the Archdiocese Missions Board) by the Dean. After all encumbrances have been satisfied, the remaining assets and property shall be distributed by the Dean, subject to the approval of the Bishop, to institutions or charities of the Archdiocese.

ARTICLE VII: PARISH STAFF AND ORGANIZATIONS

.1 Staff

The Parish Council may undertake to staff the Parish Office and arrange for custodial and other services as circumstances warrant.

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.2 Organizations

Organizations may be established or recognized by the Parish for such purposes as are compatible with Parish life. They shall be accountable to the Dean and the Parish Council. Their By-laws shall be consistent with the By-laws of the Parish. An annual report of the activities and finances of any such organization is to be submitted to the Parish Council prior to the annual Parish Meeting. Upon dissolution, the assets of the organization shall be turned over to the Parish. In the event the Parish is dissolved, all such organizations shall be dissolved at the same time.

ARTICLE VIII: PARISH REPRESENTATION

The Parish Council shall assign or elect representatives from the Parish for participation in the Archdiocesan Assembly and other Archdiocesan or Deanery activities, taking into consideration the requirements for such representation.

ARTICLE IX: AMENDMENTS, GENERAL PROVISIONS AND OTHER REGULATIONS

.1 Amendments

These By-laws may be altered or amended by a 75% majority vote of the voting membership of the Parish at a Parish Meeting, timely written notice having been given explaining proposed amendments and subject to the approval of the Bishop.

.2 Procedures

For matters not covered in these By-laws, the Parish Council, and within their respective areas of competence the Parish Ministries, may enact procedures and regulations consistent with the spirit of the By-laws in order to meet the needs of particular situations and circumstances in Parish life.

.3 Scope of Rights

Nothing in these By-laws shall be deemed to have granted any individual or group any rights that are in conflict or at variance with or superior to those recognized in the Statute of the OCA and the By-laws of the Archdiocese.

.4 Adoption

These By-laws were accepted at a Parish Meeting on 29 November 2009, and have become effective by the approval of the Bishop. They revoke, supplant and replace any and all Parish By-laws, whether corporate or not, previously in use.