

BY-LAWS
of the
Greek Orthodox Community
of New Orleans, Louisiana
Church of the Holy Trinity

ARTICLE 1
Community Name

This Community shall be known as the Greek Orthodox Community of New Orleans, Louisiana and the Church thereof shall be known as the Greek Orthodox Church of the Holy Trinity.

ARTICLE 2
Aims and Purposes

The aims and purposes of this Community shall be as follows:

- A. To preserve and propagate in uncorrupted form the Orthodox Christian Faith in conformity with the doctrine, canons, administrative rulings, discipline, divine worship, usages and customs, as formulated in accordance with Holy Scripture and sacred tradition by the seven ecumenical councils of the undivided church and the local synods approved by the ecumenical councils and as interpreted by the Ecumenical Patriarchate.
- B. To preserve the original Greek language of the Gospel and up build the religious and moral life of the members of our Community through the Word of God, instruction in Sunday schools and other Community schools, books and the ministrations of duly ordained clergymen.
- C. To erect and maintain a church for the worship of God and any appurtenant annexes.
- D. To admit persons into the Orthodox Christian Faith and Church through baptism and usher them into family life through marriage according to the teachings and traditions of our Church.
- E. To practice charity according to the high ideals of the Christian religion and, to the extent feasible, lend support to all causes of benefit to the public.
- F. To preserve our ancestral tradition of interring members of our church who depart this life.

ARTICLE 3
Ecclesiastical Authority

- A. The Community shall unreservedly and irrevocably recognize the ecclesiastical authority of the Archdiocese, which, canonically and historically, is under the supreme jurisdiction of the Ecumenical Patriarchate at Constantinople.
- B. The clergy of the Community shall mention in prayer the name of the Archbishop.
- C. The Community shall observe the faith, canons, constitution, administrative rulings, discipline, worship, customs, regulations and encyclicals of the said Archdiocese, and shall conform with the legislation adopted by the biennial ecclesiastical congresses of the said Archdiocese and the administrative decisions of its mixed council.
- D. The Community shall annually submit its financial report and budget to the Archdiocese.
- E. The Community shall be represented at the biennial ecclesiastical congresses of the Archdiocese and shall cause the Community by-laws to be amended to conform with the legislation adopted thereat, provided said legislation is not in conflict with the laws of the State of Louisiana.

ARTICLE 4
Membership

- F. All persons, irrespective of place of birth, who have attained the age of eighteen years, accept and adhere to the faith, canons, laws, dogmas, discipline, worship, ritual, decisions, usages and the ecclesiastical authority of the Archdiocese, and who agree to abide by the provisions of the by-laws of this Community; and who complete the Stewardship pledge card and pay their financial contribution, shall be members thereof after they have been accepted by the Board of Trustees, the general meeting of the members reserving to themselves final decision. Any Christian married to a Greek Orthodox in the Greek Orthodox Church shall be eligible for membership in this Community.
- G. New members shall be entitled to vote at meetings of the members of the Community provided that they have been in good standing for at least **twelve** months prior to the date on which such meeting is held, and can take part in the election of the Board of Trustees provided that they have been in good standing for at least twelve months prior to the date on which elections are held. However, no person whose membership dues are one year in arrears shall be entitled to vote until all such dues in arrears have been paid.
- H. No salaried employee of the Community shall be eligible for election to office.
- I. No person affiliated with any communistic or other subversive organization shall

be a member of the Community.

- J. When both husband and wife are Orthodox, membership in the Community shall be on a family unit basis and financial obligations shall be paid to the Parish by such family unit according to such procedures as may be determined by the Board of Trustees. Both husband and wife shall each be entitled to one vote at any meeting or election, and shall each be counted as an individual member for purposes of quorum or other calculations.
- K. When only the husband or wife of a family is Orthodox, payment by that Orthodox spouse of his or her financial obligation shall entitle such member and his or her children to all community facilities and benefits.

ARTICLE 5

Priests and Assisting Clergymen

- A. The priest and all assisting clergymen shall be appointed by the Archdiocese upon application made by the parish board of trustees, stating the name of the designee selected from a list furnished by the Archdiocese and specifying his salary and other emoluments.
- B. No assisting priest or deacon shall be appointed without the consent of the priest.
- C. Appointments of clergymen shall be permanent, but the agreement to serve the Community shall be terminated if a clergymen be suspended, dismissed or transferred from the Community by disciplinary action of the spiritual court of the Archdiocese. A clergyman thus disciplined shall turn his duties over to his successor provided that any salary in arrears shall be paid him by the parish before a successor is appointed and takes office.
- D. The priest shall take part in the meetings of the Board of Trustees as a non-voting, ex-officio member thereof and may state for the record his opinion on the business transacted.
- E. The priest shall have charge of matters of divine worship and the personnel connected therewith and he shall keep the registers of marriages, baptisms and funerals.
- F. The priest shall be accountable to the Archbishop for the fulfillment of his sacred duties and those of clergymen assisting him, in keeping with the faith, worship, discipline of the Greek Orthodox Church and the encyclicals of the Archdiocese. Membership in the clergymen's pension fund of the Archdiocese shall be

obligatory upon all clergymen.

- G. In every matter and at all times the priest shall cooperate fully with the trustees of the Community.
- H. The priest shall arrange with the Board of Trustees for the holding of holy services, including the designation of the time of commencement and termination thereof, and shall carry out such arrangements promptly.
- I. The priest and the Board of Trustees shall strive to promote the financial well-being of the Community by appropriately imparting to the congregation an awareness of its financial obligations thereto. They shall also cause a census to be taken of all members of the Community over 18 years of age and shall attend to the collection of the sums accruing to the Archdiocese.
- J. The priest shall not absent himself from the Community without prior arrangement with the Board of Trustees nor without the authorization of the Archdiocese previously granted in writing.
- K. In the event of illness while in the service of this Community, clergymen shall receive full pay during such illness for a period not to exceed three months.
- L. All differences arising between the priest, of any assisting clergymen, and the Board of Trustees, or any member thereof, shall be adjusted by the Archdiocese.
- M. Clergymen of this Community shall be entitled to a minimum annual vacation of fifteen days with full pay.

ARTICLE 6

Community Personnel

- A. At the instance of the priest and the Board of Trustees, the Community may make application to the Archdiocese for appointment of a deacon to serve the Community church, stating in such application the amount of compensation to be paid.
- B. The Board of Trustees shall also have the right to engage, through the priest, such number of chanters, clerks, assistant clerks and sextons, as may be requisite to the proper functioning of the Community, to fix their salaries and likewise through the priest to discharge them.

ARTICLE 7
Management Use and Disposal of Property

- A. The Community shall have absolute title to and control of all real and personal property acquired by it. **All real property (hereinafter referred to as “Investment Properties”), except the Cathedral and Community Center properties**, shall be managed by a Real Estate Committee duly appointed by the Board of Trustees and in accordance with the provisions of this Article.
- B. The Board of Trustees shall have no power to **purchase, sell, construct, demolish, transfer, acquire or encumber (other than leasing)** Investment Properties without the recommendation of the Real Estate Committee in accordance with the provisions of this article, and the consent of the members of the Community, obtained by a majority vote of the members in good standing at a Special meeting called for that purpose.
- C. **Any recommendation to purchase, sell, construct, demolish, transfer, acquire or encumber (other than leasing) Investment Properties, made without the endorsement of the Real Estate Committee must be adopted by a 2/3 majority of the Special General Assembly called for that purpose.**
- D. The management, development and administration of all **Investment Properties** owned or leased by the Community shall be vested in a Real Estate Committee which shall consist of the priest, President of the Community, **and Treasurer of the Community**, as ex-officio members thereof, and of eleven (11) members **to serve on a five year term** as follows: The Board of Trustees shall appoint five new members to replace retiring members of the Real Estate Committee whose term will expire after 2 and 5 years respectively. The initial and subsequent departing members of the Committee shall be determined by majority vote of the Real Estate Committee. **The new members will be recommended by the Real Estate Committee to the Board after formally announcing and screening interested members of the community. All other vacancies on the Committee shall be filled in a similar manner. Retiring members can be reappointed to another five-year term. Ex-officio members of the Real Estate Committee do not have the right to vote and are not counted in the quorum.**

The Real Estate Committee shall elect the following officers:

Committee Chairman
Committee Co-Chairman
Committee Secretary
Committee Treasurer

Sub-committee chairmen

- E. Regular meetings of the members of the Real Estate Committee shall be held **quarterly**. Special meetings shall be called whenever deemed necessary by the chairman, co-chairman or a majority of the members of the Real Estate Committee. **The President of the Board of Trustees, as directed by the Board of Trustees, has the authority to call a Special joint meeting of the Board of Trustees and the Real Estate Committee.**
- F. The meeting of the members of the Real Estate Committee shall open with a prayer and proceed as follows:
- i.) Minutes of the previous meeting will be read by the secretary and approved;
 - ii.) An attendance register with all those attending shall be signed;
 - iii.) The Committee shall discuss all business left pending at the previous meeting and dispose of same;
 - iv.) The presence of six (6) Committee members in good standing shall be required to form a quorum for the transaction of business. If no quorum is formed, the meeting is called the following week when a quorum exists with as many members as are present, **provided, however, that a quorum of six (6) members shall be required for any decision to purchase, sell, construct, demolish, transfer, acquire or encumber (other than leasing) Investment Properties.** Proxies may not be used to achieve quorum;
 - v.) Voting may be done in case of sickness or absence by a notarized proxy dated twenty-four hours before the meeting, on all matters. No member of the Committee present shall vote more than one proxy.
- G. All Committee decisions shall be taken by a two-thirds majority vote of those present.

All Committee decisions **to purchase, sell, construct, demolish, transfer, acquire or encumber (other than leasing) Investment Properties** shall be submitted to the Board of Trustees for approval **in writing**. **The Board shall either approve, reject or table the matter for more information by its next scheduled meeting. If no Board response is provided as set forth above, approval shall be deemed to have been granted. If the matter requires General Assembly approval, the Board must call a Special General Assembly at the earliest feasible time pending appropriate notification of the membership.**

- I. All funds obtained directly by the Real Estate Committee through fund-raising activities, leasing, or otherwise shall be deposited in the name of the Community with depositaries selected by the Board of Trustees and the Real Estate Committee and shall be withdrawn only upon the signatures of both the president (or treasurer) of the Board of Trustees and the Chairman (or treasurer) of the Real Estate Committee. **The funds will be used exclusively for investment purposes, related expenses, or future real estate purchases, unless so designated by a Special General Assembly called for this purpose.**
- J. **Nothing in this article shall abrogate the authority of the Board of Trustees as set forth in article 9-D.**

ARTICLE 8

Funds, Gifts, Bequests, and Devices

- A. All special gifts, bequests and devises shall be administered by the Board of Trustees as one or more special funds in keeping with the intent and purpose of the donor or testator.
- B. All funds of the Community shall be deposited in the name of the Community with depositaries selected by the Board of Trustees and shall be withdrawn upon the signatures of any two of the President, Treasurer or Secretary.
- C. A special fund shall be established and maintained for the benefit of the destitute and needy members of the Greek Orthodox faith, said fund to be administered by the priest and the president of the Board of the Community.

ARTICLE 9

Powers and Duties of the Community Board of Trustees

- A. The Board of Trustees, which shall consist of the priest, as an ex-officio member thereof, and of eleven trustees elected on a staggered basis each year on the first Sunday of the month of December for a term of two (2) years, as herein elsewhere provided, shall have charge of the secular affairs of the Community.
- B. It shall be the duty of the Board of Trustees to conduct the affairs of the Community in furtherance of the aims and purposes of the Church and in accordance with the Community by-laws and the constitution, canons, discipline, and regulations of the Archdiocese.
- C. The Board of Trustees shall hold a regular meeting once each month and shall hold special meetings whenever the priest and the president deem it necessary.

The presence of six of the total number of trustees shall be required to form a quorum for the transaction of business.

- D. It shall enforce the Community by-laws and have supervision over all secular activities of the Community.
- E. It shall adjust all matters arising in the Community and upon failure to do so, it shall refer the same to the general meeting of the members, whose decision may be appealed to the Archdiocese for final disposition thereof.
- F. It shall refer to all spiritual questions or matters pertaining to the clergy to the spiritual court of the Archdiocese.
- G. The priest shall be notified and his opinion solicited prior to the appointment or dismissal of the lay personnel of the Community by the Board of Trustees. School programs, text books and educational materials shall be those approved by the Board of Education of the Archdiocese.
- H. It shall call meetings of the members of the Community and meetings of the Board of Trustees. It shall prepare a list of all members in good standing entitled to vote in the elections for trustees and shall post the same in a conspicuous place in the church thirty days prior to such elections, so that any names may be challenged.
- I. In July of each year, it shall notify members of their financial obligation.
- J. It shall rule on anything not provided for in the Community by-laws and do anything within its jurisdiction generally that it may deem advantageous to the Community.
- K. It shall submit annually to the Archdiocese the budget for the coming year and the audited financial statement for the past year.
- L. It shall appoint committees for the purpose of carrying out such duties as it may assign to them.
- M. It shall collect the revenues of the church against receipts for same and shall pay by check the salaries of the employees of the Community, all Community expenses and grants-in-aid to parochial institutions within the limitations imposed by the budget, as well as such sums as may be fixed by the biennial ecclesiastical congress for the administration and operation of the Archdiocese.
- N. It shall procure all supplies necessary to the conduct of church services and shall assist the priest in maintaining order thereat.

- O. Where necessary, it shall assume obligations for the needs and improvements of the Community in excess of the budget up to the amount of three thousand dollars annually, but for any larger sums it shall obtain the approval of the members at a members' meeting.
- P. It shall attend services, thereby setting the example of regular fulfillment of religious duties. Any board member unjustifiably failing to attend church services on four consecutive Sundays shall be automatically disqualified as a member of the board.
- Q. It shall turn over to the succeeding board of trustees, upon complete inventory, everything appertaining to the Community against receipt for same.

ARTICLE 10
Fiscal Year, Financial Reports and Budgets

- A. The fiscal year shall commence on the first day of January and shall end on the thirty-first day of December.
- B. An audited financial report, including a balance sheet (assets, liabilities and net worth) and a statement of the revenues and expenditures of the Community, shall be drawn up and submitted at the annual meeting of the members of the Community held in January, and a copy thereof shall be submitted to the Archdiocese.
- C. An annual Community budget shall be prepared for the consideration of the Board of Trustees by the Budget and Finance Committee consisting of a) three members elected for a term of two years at the September meeting of the members of the Community, prior to the election of the Board of Trustees, and b) the president, the first vice-president, the secretary, and the treasurer of the Board of Trustees. However, the final establishment of the budget shall be the responsibility of the Board of Trustees who will submit it to the January general meeting of the members for final approval.
- D. Members of the Budget and Finance Committee elected at the September meeting of the members of the Community shall not be eligible to the Board of Trustees.
- E. The annual Community budget shall include an appropriation of not less than twenty-five dollars for the clergyman's pension fund and the sum appropriated shall be paid into such fund. And in addition it shall include a reasonable appropriation to defray expenses of the lay and ecclesiastical delegates of the Community attending the biennial ecclesiastical congress of the Archdiocese.

ARTICLE 11
Board of Auditors

The Board of Auditors, consisting of three (3) members for a term of one (1) year, shall have the following powers and duties:

- A. It shall have access to the Community records at all times and particularly prior to the annual meeting of the members at which the financial report must be submitted as required by the by-laws of the Community.
- B. It shall prepare two copies of its report and audit, one of which shall be submitted at the annual meeting of the members and the other to the Archdiocese.
- C. It shall make copies of the annual budgets and financial statements and reports and shall deliver the same to the Board of Trustees for filing with the permanent records of the Community.

ARTICLE 12
Board of Elections

- A. The Board of Elections shall consist of three members elected at the last meeting of the members held prior to elections and no member thereof shall be eligible for election to the Board.
- B. In cooperation with the Board of Trustees, the Board of Elections shall check the list of Community members qualified to vote and shall, on its own right, hold and supervise the elections.
- C. Sixty days prior to elections the Board of Trustees shall turn over to the Board of Elections all receipt books pertaining to membership dues and shall certify as to the members eligible to vote in the elections.

ARTICLE 13
Elections

- A. Elections for members of the Board of Trustees and Board of Auditors shall be held during the first Sunday of the month of December every year; a notice outlining election and candidacy procedure shall be mailed to all members of the Community on or before October 15.
- B. The Board of Trustees shall by November 1st of each year supply to the Board of Elections a list of those members eligible to vote in the election, and shall make

available all receipt books pertaining to membership dues.

- C. No person shall serve on the Board of Trustees for more than two (2) consecutive terms.
- D. To be entitled to vote or to be eligible for election to office, a member must have been a Community member in good standing for not less than twelve months prior to elections and must have met his financial obligation before announcing candidacy or voting.
- E. Members in good standing who aspire to become candidates for election to office shall submit to the Community office a written notice of such intention to be received not later than November 7.
- F. A list of candidates shall be prepared by November 14 and posted in a conspicuous place in the narthex of the church; a special written notice stating the time and place of elections and including a list of the names of the candidates shall be sent on that date to all members of the Community.
- G. Elections shall be by secret ballot and shall be held on the first Sunday of December and at a place previously designated by the Board of Trustees. The polls shall be open from the close of Sunday services, but no later than 12 noon, until 5 p.m. and the ballots shall be deposited in a sealed box. The ballots shall be counted after the closing of the polls.
- H. Members of the Community who will be absent from the city on the day of elections may cast their ballots during normal business hours at the Community office between November 14 and November 30. Each member so voting shall be provided a ballot and sealable envelope; after execution of the ballot, the member shall place it in the envelope, seal the envelope and sign his name across the seal. The envelopes so received at the Community office shall be transmitted to the Board of Elections and shall remain sealed until the close of elections. Ballot envelopes shall be opened prior to counting and ballots deposited in the sealed ballot box.
- I. Members of the Community who live 30 miles or more from the church shall be entitled to vote by mail. Such members shall be sent their candidate list and election notice, a ballot and self-addressed stamped sealable envelope; the transmittal letter to the member shall contain full instruction on the method of voting. After execution of the ballot, the member shall place it in the envelope, seal the envelope and sign his name across the seal. Ballots are to be mailed to the Cathedral office and must be received on or before November 30. The envelopes received at the Community office shall remain sealed until the close of elections. Ballot envelopes shall be opened prior to the counting and ballots

- deposited in the sealed ballot box.
- J. No absentee or mailed ballots shall be counted which do not fully comply with the above procedure.
 - K. The election results shall be entered in the official record of the Community. The number of votes cast for each candidate shall be shown and the candidates receiving the greatest number of votes shall be declared elected for the ensuing term. Within five days the election results shall be forwarded by the priest to the Archdiocese which shall ratify them and confirm such ratification.
 - L. The newly elected officers shall take the oath of office administered to them by the priest before the entire congregation at the installation ceremony observed after services on the Sunday following receipt of the Archdiocese's confirmation of the elections and attended by the outgoing members of the Board of Trustees.
 - M. Any person concerned shall have the right to file with the Board of Elections either during or within three days after elections, a written exception to the validity of the elections. The Board of Elections, within seven days after receipt of such exception, shall send a call for a special meeting of the members which shall decide on the validity of the elections.
 - N. No salaried employee of a parish may serve at the same time as a member of a Board of Trustees, budget and finance committee, board of auditors, board of elections or school committees of the Community. A father and son or two brothers may serve on the same board.
 - O. The following shall be the oath of office: "I, _____ solemnly swear that I shall uphold the constitution, doctrine, canons, administrative rulings, worship, traditions, customs and practices of the Greek Orthodox Church and of the Archdiocese of North and South America. I shall faithfully and sincerely fulfill the duties of my office without prejudice, favoritism or bias to the best of my knowledge and ability. I shall resign from my post in the event that any of the duties assigned to me should be contrary to my convictions or should exceed my abilities or require more time than I have at my disposal, unless in the latter instance, my fellow board members compensate for such deficiency in some manner agreeable to them and to the ecclesiastical authority."

ARTICLE 14
Vacancies on the Board of Trustees
and Board of Auditors

- A. Pursuant to a decision of the Archdiocese to such effect, a member of the Board of Trustees or the Board of Auditors shall be relieved of his duties in the following

instances:

- i.) Where the election of the board member has been declared invalid;
 - ii.) Where it has been found that a member of the Board of Trustees or the Board of Auditors is not, or has ceased to be, attached or devoted to the doctrine, constitution, canons, administrative rulings, discipline, worship, ritual, customs and practices, regulations and encyclicals of the Archdiocese, or that he does not recognize the duty constituted ecclesiastical authorities or seeks to defame them;
 - iii.) Where such member has been excommunicated, that is to say separated from the body of the Church of Christ, for any serious offense punishable under canon law;
 - iv.) Where such member has given evidence of negligence or incompetence in the performance of his services to the Community.
- B. Pursuant to a resolution of the Board of Trustees to such effect, a member of the aforesaid board shall be relieved of his duties in the following instances:
- i) Where he has been absent from three consecutive board meetings, except where it is necessary for him to absent himself for more than one month, but not exceeding six months, and he has obtained a leave of absence from the board. If in the judgment of the other members of the board its interests are not prejudiced by a single absence of such duration or if they agree to perform his duties for him while he is away, permission for such absence shall be granted. A trustee who absents himself without consent of the board for longer than one month or who violates his leave of absence without sufficient cause shall be replaced by a new board member;
 - ii.) Where a member of the board resigns or dies;
 - iii.) Where he is found to be detrimental to the interests of the Community generally.
- C. Vacancies on the Board of Trustees, howsoever they may have occurred, shall be filled from the list of candidates who received the next largest number of votes in the last previous elections or, in the absence of such candidates, from the Community members in good standing. Any person who feels he has been unjustifiably removed from office may appeal to the Archdiocese.

ARTICLE 15
Powers and Duties of the President

- A. At its first meeting following elections, the Board of Trustees shall elect by secret ballot its officers: the president, vice-presidents, secretary and treasurer.

- B. The powers and duties of the president shall be as follows:
 - i.) To call meetings of the Board of Trustees and meetings of the members of the Community;
 - ii.) To preside over meetings of the Board of Trustees;
 - iii.) To present the agenda;
 - iv.) To rule on motions and preside over debate, to give the floor to speakers or refuse to recognize those who speak out of order and to adjourn the meeting;
 - v.) To submit questions to a vote;
 - vi.) To sign the minutes of the proceedings and various incoming and outgoing documents together with the secretary of the board and the priest, and to sign checks jointly with the treasurer;
 - vii.) To supervise the operations of the office personnel and the condition of the treasury;
 - viii.) To exercise all the authority vested in him as president under the law, the regulations and the Canons;

ARTICLE 16
Powers and Duties of the Vice-President

The Vice-President shall have all the powers and duties of the President whenever he acts in place of the latter.

ARTICLE 17
Powers and Duties of the Secretary

- A. The powers and duties of the secretary shall be as follows:
- i.) To attend all meetings of the Board of Trustees and meetings of the members of the Community and to keep the minutes thereof in either Greek or English or both;
 - ii.) To keep the Community account books which shall be kept in a safe place in the Community church office;
 - iii.) To affix his signature to all incoming and outgoing Community documents which shall also be signed by the president and the priest;
 - iv.) To turn everything over to his successor in good order against receipt for same.
- B. If the secretary is unable to perform all the duties of his office, a salaried secretary may be hired by the board, who shall not be entitled to vote.

ARTICLE 18
Powers and Duties of the Treasurer

- A. The powers and duties of the treasurer shall be as follows:
- i.) To collect Community funds and deposit same in the name of the Community with depositaries selected by the Board of Trustees;
 - ii.) To keep a separate Record of the revenues and expenditures in addition to that kept by the secretary;
 - iii.) To sign checks jointly with the president;
 - iv.) To obtain a surety bond for the protection of Community funds, the premiums for such bond to paid out of Community treasury;
 - v.) To turn over everything appertaining to his office to his successor in good order and against receipt thereof.

ARTICLE 19
Meeting of the Members of the Community

- A. The meetings shall be conducted according to the Demeter rules of order.
- B. Regular meetings of the members of the Community shall be held twice each year, namely the last Sunday of January and the first Sunday of September. Special meetings shall be called whenever deemed necessary by the Board of Trustees, by fifteen members of the Community or by the president. Written notices shall be sent out by the president to members in good standing ten (10) days prior thereto. In the special meetings valid resolutions shall be taken only on subjects mentioned on the notice.
- C. The meeting of the members shall open with a prayer and proceed as follows:
 - i.) It shall keep a record of the minutes of the proceedings, signed by the president, secretary and the priest;
 - ii.) It shall keep an attendance register which all those attending shall sign after their identity and qualifications have been checked;
 - iii.) It shall elect a chairman who shall preside over the meeting;
 - iv.) The secretary shall read the list of names of those who have signed the attendance register, in order to determine the number of votes necessary to constitute majority by which resolutions shall be legally adopted;
 - v.) The secretary shall read the minutes of the previous meeting of the members which shall be approved as read or as corrected;
 - vi.) It shall elect a lay representative to attend the biennial ecclesiastical congress and shall authorize issuance to him of the proper credentials;
 - vii.) It shall take up old business left pending at the previous meeting and dispose of same;
 - viii.) It shall discuss and adopt the budget submitted by the Board of Trustees and shall submit same to the Archdiocese;
 - ix.) It shall amend the Community by-laws to conform with the resolutions adopted by the biennial ecclesiastical congresses, which resolutions are binding upon the Community to the extent to which they conform with the

laws of the State of Louisiana;

- x.) The presence of thirty-five of the Community members in good standing **and eligible to vote** shall be required to form a quorum for the transaction of business. If no quorum is formed, a meeting is called for seven days later, when a quorum exists with as many members as are present; **provided, however, that the presence of thirty five of the Community members in good standing and eligible to vote shall always be required to form a quorum for any vote to purchase, sell, construct, demolish, transfer, acquire or encumber (other than leasing) any real property of the Community;**

- xi.) Voting may be done in case of sickness or absence from town by a notarized proxy dated 24 hours before the meeting, on all matters except on the election of the members of the Board of Trustees. Proxies must be **held by** members of the Community in good standing.

ARTICLE 20 Parish Seal

The Community shall have a seal bearing the name of the Community in a form acceptable under the laws of the State of Louisiana. Said seal shall be kept in the Community office.

ARTICLE 21 Interpretation of Community By-Laws

Whenever a question arises as to construction or interpretation of any provision of the Community by-laws, all members herein and hereby agree to refer same first to the meeting of the members of the Community, and if a controversy still exists, to the Archdiocese for arbitration. It is specifically agreed that no litigation will be instituted prior to the completion of the arbitration, if said arbitration is completed within sixty days from the date at which the question is raised by a written notice addressed to the Board of Trustees.

ARTICLE 22 Amendment to Community By-Laws

These by-laws may be amended at a special meeting of the members called for that purpose only, and passed by the majority of the members in good standing.

Updated Jan 24, 2016