



**ST. MARY UKRAINIAN ORTHODOX CHURCH
PROTECTION OF THE MOST HOLY MOTHER OF GOD
CATHEDRAL**

JULY 2024 APPROVED BY-LAWS



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CATHEDRAL
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ST. MARY UKRAINIAN ORTHODOX CHURCH

By-Laws of
St. Mary Ukrainian Orthodox Church of
Allentown, Pennsylvania, U.S.A.

ARTICLE 1 NAME AND PURPOSE

- A. The name of the cathedral in English shall be St. Mary Ukrainian Orthodox Church in Allentown, Pennsylvania, U.S.A. (hereinafter called Cathedral, Church or Parish). Secondary name: "Protection of the Most Holy Mother of God".
- B. Saint Mary Ukrainian Orthodox Cathedral in Allentown, Pennsylvania was chartered 8-1-1932 in the state of Pennsylvania and recorded under the said name of Saint Mary's Ukrainian Orthodox Church of Allentown, PA, and recorded under the said name of SAINT MARY'S UKRAINIAN ORTHODOX CHURCH OF ALLENTOWN.
- C. The Parish Cathedral is located at 1031 Fullerton Avenue, Allentown, Pennsylvania 18102.
- D. The Seal of the Parish is round in form and bears the inscription: SAINT MARY'S UKRAINIAN ORTHODOX CHURCH, ALLENTOWN, PA. The seal is maintained in the Parish Priest's office and used at the discretion of the Pastor. The seal is property of the Parish.
- E. The Parish is part of the Ukrainian Orthodox Church of the U.S.A. (hereinafter referred to as UOC of U.S.A.), and confesses her Dogmas, Canons, and religious rites, abides by her laws, rules, regulations, and obligations instituted by her general church council – Sobor, the Council of Bishops, The Council of the Metropolia and the Consistory. As part of the UOC of the U.S.A., the Parish elects and sends its delegates to the Sobor of the UOC of U.S.A.
- F. These By-Laws are based on the Constitution of the UOC of U.S.A. and approved by the Consistory Offices. These By-Laws replace any and all previous By-Laws. Any articles of these parish By-Laws, which are contrary to the UOC of the U.S.A. Constitution, shall be invalid. St. Mary's Parish is classified as a member parish of the UOC of U.S.A. by fulfilling all the provisions of the UOC of U.S.A. and receiving from its Eparchial Bishop in Antimins. As a Parish of the UOC of U.S.A., Saint Mary's may not withdraw from the UOC of U.S.A. without the approval and release of the Council of Bishops. These By-Laws serve as the governing documents for the spiritual and administrative life of Saint Mary's Parish, its clergy, and organization.

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ARTICLE II CHURCH PROPERTIES

- A. All the personal and real property of the Parish shall belong to the Parish and shall be under the management and control of the Parish board elected in accordance with the Parish By-Laws. The Parish shall be under an obligation of submitting an annual report on its activity to the Consistory and of sending a copy of the minutes of the Annual Meeting.
- B. The Parish shall manage the Church properties through the Parish Council, whose members shall be legally elected at the Annual Meeting.
- C. This Parish shall have the right by a three-fourths vote of the members, legally in good standing, to make a loan on the Church properties, or to sell, purchase or exchange said properties. In addition, the Church Council thirty (30) days in advance of said meeting regarding purchasing, selling, exchanging, or mortgaging Church properties shall notify the members of the entire parish; and those members in attendance at said meeting shall vote as described above.
- D. In the event of dissolution of the Parish or the winding up of its affairs, or other liquidation of its assets, the Parish's property shall not be conveyed to any organization created or operated for profit. All assets remaining after all debts and expenses of the parish have been paid or provided for shall be conveyed to the Ukrainian Orthodox Church of the U.S.A.
- E. No part of the net earnings of the Parish, nor any affiliated organization or committee shall insure to the benefit of, or be distributed to, its members, trustees, officers, or other private personas except that the parish shall be authorized and empowered to pay reasonable compensation for services rendered.
- F. Upon dissolution of the Parish, the UOC of U.S.A., as the owner, shall bear the ultimate responsibility for maintaining St. Mary's cemetery in perpetuity.

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ARTICLE III PARISH MEMBERS and DUTIES

- A. Any persons of Orthodox Faith, no less than eighteen years of age, admitted upon the recommendation of the Rector of a Parish, by the decision of the Parish Council, shall be considered a member of the Parish. Faithful, who for some reason transfer from one Parish of the Orthodox Church to another must transfer with a certificate signed by the former Pastor and Parish Council President attesting to the fact that they have been faithful member of their former parish.
1. On the Register of the Parish there shall be recorded the Baptismal name and the family name of a Parish member his/her family status, the composition of his/her family; date of birth, baptism, and marriage, a note indicating that the parish member is in good standing with the church's requirements of making a confession and partaking of Holy communion; the date of his/her joining the Parish and withdrawal from it; date of death. The form of the Register shall be determined by the Consistory of the Ukrainian Orthodox Church of the U.S.A.
 2. Within the scope of religious, moral, and ecclesiastical duties of a Parish member, there shall be the following:
 - a. Conducting his/her life and activity in accordance with the Orthodox Faith;
 - b. Attending the Holy Liturgy and other Church services;
 - c. Observing the rules of the Orthodox Church concerning the fasts;
 - d. Going to Confession, partaking of the Holy Communion on a regular basis;
 - (1) At a minimum, Orthodox Christians should receive the Sacraments at least during the 4 fasting periods of the year or more. (CANON 12 of SARDICA and CANON 80 of the 6th Ecumenical Council – TRULLO)
 - e. Rearing his/her children and instructing them in the Orthodox Faith and in the spirit of the Ukrainian Orthodox Church;
 - f. Showing respect for the Hierarchy, for the Clergy, and for the Church authorities;
 - g. Paying the membership financial obligation and additional contributions according to the decision of the general Parish meetings;

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- h. (1) A member who is twelve (12) months delinquent in his/her financial obligation will be notified via a certified letter from the Financial Secretary of such delinquency.
 - (2) Unless the member contacts the Membership Committee or Parish Council within sixty (60) days of the receipt of the notice of financial delinquency, membership will be lost and all privileges of membership are forfeited.
 - (3) Restoration of membership will be obtained by full payment of all delinquent Parish financial obligations and assessments as determined by the Parish Council on an individual basis.
3. Members of the Parish shall have the right to take part in all meetings of Parish members, to elect and to be elected officers of the Parish Administration as defined in Article IV.
4. In accordance with a special decision of the Parish Council and with the consent of the Rector of the Parish, a member of the Parish may be deprived of membership in it either permanently or for a certain time, for the following offenses:
- a. Ignoring, or failing to comply with provisions of the general Constitution of the Ukrainian Orthodox Church of the U.S.A., those of the Parish By-Laws, and the decisions of the general meetings of Parish members;
 - b. Breaking of decorum and order in church;
 - c. Dishonoring of the Orthodox Faith by behavior or words.
 - d. Inflicting damage secretly or openly, to the well-being of the Church or to that of the Parish;
 - e. Affiliating with anti-ecclesiastical organizations;
 - f. Dishonoring of the good name, or undermining the prestige, of the Rector of the Parish, of the members of the clergy, of the Hierarchy, or of the organs of the Church government.

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5. Complaining against the decision of a Parish Board concerning the expulsion from among the members of the Parish, may be lodged by interested parties before they Consistory of the Ukrainian Orthodox Church of the U.S.A., which may settle the case itself, or transfer it to the General Church Council.
6. The annual financial obligation will be set during the Annual Parish Meeting. Financial obligations are subject to adjustment via proper amendment at any general parish meeting.
 1. Any monies paid toward annual financial obligations in excess of the individual/family annual obligation, will be credited to current parish expenses, not towards member's future financial obligations.
 2. Full-time students are not obligated to begin paying their financial obligations until they complete full-time and continuous education. A full-time student who is not paying their financial obligation does not have voting privileges.
7. A member may fall into one of three categories:
 - a. CHILD – a validly baptized and chrismated child under 18 years of age whose parents are in good sanding with the Parish and are in compliance with Article III.
 - b. ADULT MEMBER – a person who reaches the age of 18 and is in compliance with Article III.
 - c. EXONERATED – a member who by decision of Parish Council has been released of financial obligation.
 1. Exoneration means the member is fully or partially relieved of his/her financial obligation. Their records shall be noted.
 2. The member or the member's representative shall inform the Membership Committee in writing of the need and reason(s) for exoneration.
 3. The Membership Committee will review and investigate the request for exoneration of financial obligations and make a recommendation to the Parish Council, who will make the final decision.

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8. A new member of St. Mary's begins financial obligation at the time of acceptance by the Parish Priest and St. Mary's Parish Council by a majority vote. A new member is an individual who has had no previous affiliation with St. Mary.

1. A Non-Orthodox person who wishes to become a member in good standing must be accepted after proper study and preparation into the Eastern Orthodox Faith by Canon #95 of the Sixth Ecumenical Council of the Holy Orthodox Church.
2. To apply for new membership to St. Mary, an "Application for Membership" should be completed and submitted to the Parish Priest and Council.

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ARTICLE IV CHURCH OFFICERS

- A. The management of the Church properties and finances shall be executed by the Congregation through a Parish Council, which shall be elected at the Annual meeting.
- B. The Parish Council shall consist of seven (7) officers with voting privileges at the Parish Council Meetings; President, Vice-President, Financial Secretary, Secretary, Treasurer and two (2) Members at Large.
- C. The newly elected officers of the Parish Council shall assume the performance of their duties on the Sunday following the Annual Meeting after being inducted into office in church following the Divine Liturgy.
- D. Any person who has attained eighteen (18) years of age, and has performed his or her obligations to the Parish as a member in good standing for a least one (1) year, is eligible for membership on the Parish Council, except for the President and Vice-President, who shall be at least twenty-one (21) years of age. The President, Vice-President, Financial Secretary, and the Treasurer shall be bonded in such form and amount as may be accepted by the Parish at its annual meeting.
- E. Parish Council
 - 1. Any officer who misses three (3) consecutive council meetings without prior notification can be dismissed at the discretion of the council by a majority vote. 50% + 1 of Council members present, constitute a majority.
 - 2. The term for elected officers to the Parish Council is one (1) year from the first Sunday following the annual meeting after they are inducted into office, until the following year when the newly elected council members are inducted.
 - 3. At least one month prior to the Annual Meeting, the President will appoint the nominating committee, soliciting from the congregation nominees for Church Council. Nomination shall remain open until a motion, second, and vote to close nominations is made.
 - 4. A member can hold only one office at a time.
 - 5. The President shall appoint a member to fill any vacancy on the Church Council. A majority of the Church Council is necessary to approve the President's appointment.

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6. The Nominee must be present to be elected, unless he/she has a legitimate excuse to be absent, and submits a letter in writing to the Council of his/her willingness to serve, should he/she be nominated and elected.
- F. The Parish Council shall meet on the third Monday of each month or upon discretion of the Parish President.
1. The Parish Council shall pay all ordinary expense, and those extraordinary expenses, which do not exceed \$10,000.
 2. The Parish Council shall manage all Parish finances conscientiously and prudently in accordance with proper accounting practices.
- G. The President, Vice-President, Financial Secretary, Secretary and Treasurer shall be Parish Trustees, i.e., they shall be responsible for Church properties; they shall represent the Parish before a Civil Court; however, they shall not have the right to buy, sell, encumber or transfer any part of the Parish property or properties to anyone unless such action be authorized by the Parish members at an Annual Parish Meeting. All payments made by any officer of the Parish shall be by check or parish debit card.
- H. The President together with the Parish Council shall be responsible for the management of Parish affairs. Only a lay member of the Parish shall be eligible for this office. The President shall have the right to give any member the privilege of the floor, and also, to take away such privileges should he/she determine that the member does not speak to the point; that the member offends another member; that the member knowingly or unknowingly wrongs the church or that the member disturbs the peace of the Parish. The President shall ensure that each officer faithfully performs his or her respective duties. Each month the President may inspect the records of the Financial Secretary, or the Parish Secretary and the bank accounts. At the request of the majority of the Parish or of the majority of members of the Parish Council, when the welfare of the Parish is concerned, the President shall call a special meeting of the Parish. The Parish Council President shall be an ex-officio member of all Parish Organizations and Committees.

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I. The duties of the Vice-President:

1. The duties of the Vice-President shall be to perform the duties of the President during his/her absence, disability, or disqualification, as well as to provide assistance to the President as necessary to manage the Parish Affairs.
2. Sale and disbursement of Cemetery lots at both Parish cemeteries.

J. The Financial Secretary shall keep an accurate account of all debits and credits of the Parish, shall keep a record of the names and addresses of all Parish members, and shall hold all relevant papers and documents. All checks from the parish require the signature of two of the following:

- Parish President
- Financial Secretary
- Treasurer

K. The Secretary shall keep all accurate minutes of all meetings of the General Parish meetings and Parish Council meetings.

1. The official minutes of any meetings are to be legibly recorded in indelible ink or typed. All tapes of Parish Council and Parish meetings are the church property and are to be stored in a safe, locked and fire-proof place on Parish property.
2. The President and Secretary shall be responsible for reviewing the written Parish Council meeting minutes for accuracy. The Parish Council will review the minutes as submitted for acceptance.
3. All contracts, deeds, recordings, minutes, blueprints and legal documents related to St. Mary Ukrainian Orthodox Church, will be stored in a secured fireproof cabinet on church properties or a safe deposit box. Access to these stored documents will be confined to the Pastor, Parish Council President and Secretary.

L. The Treasurer shall collect all Parish income and deposit each week in the bank account of the Parish. The Treasurer shall prepare an accurate report of all funds collected and deposited. This report shall be given at the Parish Council meeting and Parish general meeting.

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1. Any officer who receives a donation to the Church for any purpose should forward such to the Treasurer who will issue a receipt for it upon request of the donor. A receipt will automatically be issued by the Treasurer for any single donation of \$250 or more in accordance with IRS regulations. All such donations should have attached to them the names and church roster number of the parish member contributing.

M. President of the Parish Council shall appoint a By-Laws Committee every five (5) years and/or as needed. These By-Laws shall be completely reviewed by the By-Laws Committee and if necessary to revise these By-Laws, recommendations shall be presented to and approved by the Parish Council and voted on at the annual Parish meeting. All major revisions must be provided to the membership by mail at least two (2) weeks before the scheduled Annual meeting is to be held.

1. If there are any changes to these Parish By-Laws, these changes shall be published in an addendum to the minutes and provided to all parish members.
2. Two-thirds of the voting members present must concur to change any section of these By-Laws.

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ARTICLE V STANDING COMMITTEES AND COMMISSIONS

- A. The auditing commission consisting of three (3) members elected at the annual Parish meeting shall examine and audit books of the Financial Secretary, and any other Parish organization when deemed necessary by the Parish Council at least once every three (3) months. They shall report thereon at a meeting of the Parish Council and the Annual Parish meeting.

- B. The Membership Committee shall deal with all misunderstandings, disputes, or concerns, which may arise between members or officers of the parish.
 - 1. Membership Committee decisions in such matters shall be final only if approved by three-fourths of the Parish Council.

- C. All Parish organizations or committees that collect or utilize their own monies, will be responsible for certifying that organization's financial statements annually. That statement will be presented to the Parish at the annual meetings as a document of record.
 - 1. The financial statement-reporting period will go from January 1st to December 31st.
 - 2. Failure to present a financial statement could lead to review of the organization or committee's right to use of church properties and to collect any funds in the name of St. Mary Ukrainian Orthodox Church.
 - 3. A suspended organization or committee may appeal their suspension to the Membership Committee if they present a completed, audited and signed financial statement and provide a current status report.
 - 4. The Council President with the Parish Council approval may appoint any committee deemed necessary for the benefit of the Parish.

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ARTICLE VI PARISH MEETINGS

- A. Parish meetings may be annual or special. The annual meeting shall be held the last Sunday in March unless decided otherwise by the Parish Council. A special meeting shall be held when necessary, as determined by the Parish Council.
- B. The annual meeting shall be held at such time and place as announced in Church following Divine Liturgy on two (2) consecutive Sundays preceding the meeting. A special meeting may be held after one announcement in church following Divine Liturgy. Any meeting held without proper advance announcement shall be considered invalid.
 - 1. Only members in good standing, (refer to Article III Section 2.a to 2.g), shall participate in a meeting and have the right to vote. Resolutions shall be passed by a majority vote unless specified in these By-Laws.
 - 2. Thirty (30) members in good standing shall constitute a quorum. If 30 members are not present, the meeting will be rescheduled to the next available Sunday. Rescheduling shall be done only two (2) times at which time (the third Sunday) those present will constitute a quorum.
- C. At the annual meeting, each Parish Officer shall submit his or her respective report on his or her activity for the preceding calendar year. The election of officers shall take place at the annual meeting.
- D. Robert's Rule of Order, Revised, shall govern all procedural matters not addressed by St. Mary Ukrainian Orthodox Church By-Laws. If there is a conflict between the By-Laws and Robert's Rule of Orders, Revised, these By-Laws shall take precedence.
- E. Any certified parish organization may hold their meetings in the Church Fellowship Hall after obtaining permission from the Parish Council.

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ARTICLE VII THE PRIEST – PASTOR – RECTOR

- A. The qualifications, appointment, transfer, activities, and dismissal of the Priest and Deacon shall be in accordance with the Constitution of the Ukrainian Orthodox Church of the U.S.A.
- B. The basic duties of the Priest shall be as follows:
 - 1. To instruct the faithful in the principles of the Orthodox Faith;
 - 2. To promote the morality and religious character education of the faithful;
 - 3. To render religious rites to those in need;
 - 4. To determine the time and order of Divine Services;
 - 5. To instruct and supervise the Deacon in his duties to the Parish; to promote the religious life of the parish in general. Matters of Liturgical character and those pertaining to the ritual shall be exclusively within the competence of the Priest who shall be governed, in his field, by the decisions and instructions of the Council of Bishops. The Priest shall bear responsibility for the spiritual condition of the Parish entrusted to him.
- C. The Priest shall have the right and duty to participate in all conferences and meetings of the Parish members, and in the session of its Board with the right to vote.
- D. The Priest shall keep the Parish Register of Baptism, Marriage, and Funerals as well as monitor member participation in Confessions.
- E. The Priest shall submit an annual report on the life of the Parish to the Consistory in accordance with a form prescribed by the Consistory, not later than the end of February of the succeeding year.
- F. The Priest shall have the right of oversight of financial and record books of the Parish, for which purpose the right of free access to them all be secured to him. The Priest has care of the Parish Council Seal and signs the minutes of Parish Annual meetings.
- G. The Priest's salary/compensation package shall be in accordance with those limits set by the Sobor.
- H. The Priest shall be exempt form the payment of Parish financial obligations.

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ARTICLE VIII THE CANTOR

- A. The Cantor/Choir Director shall be hired and dismissed by the Parish Priest with the consent of the Parish Council and the approval of the diocesan bishop. Should a decision be made to dismiss the Cantor/Choir Director, he or she shall be notified thirty (30) days in advance of the date set for dismissal. Should the Cantor/Choir Director choose to resign, he or she shall notify the Parish Council thirty (30) days in advance of the date of his/her desired departure. The salary of the Cantor/Choir Director shall be decided by the Parish Council.
- B. The duties of the Cantor/Choir Director shall be to sing responses during all church services, when and where needed, including holidays, and to teach and lead the choir.
- C. The Cantor is exempt from payment of Church dues.
- D. Any serious candidate for the position of Cantor shall complete a probationary period of service for sixty (60) days to determine if he or she feels comfortable in the position and for the Parish Council to determine if the individual is the right person for the position.

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ARTICLE IX GENERAL

- A. These By-Laws supersede any previous By-Laws adopted by St. Mary Ukrainian Orthodox Church.
- B. These By-Laws were adopted by a two-thirds majority vote at the annual meeting of St. Mary Ukrainian Orthodox Church on Sunday, March 26, 2023.

