

## BY-LAWS OF THE ORDER OF ST. IGNATIUS OF ANTIOCH

In accordance with Article V, Section 2,  
subsection (c) of the Constitution of the Order

### ARTICLE I CHAPLAIN

The Metropolitan Primate of the Antiochian Orthodox Christian Archdiocese of North America (the "Archdiocese"), as the patron of the Order of St. Ignatius of Antioch (the "Order"), shall appoint a **North American Chaplain** to the Order from the canonical clergy of the Archdiocese and shall appoint a **regional spiritual advisor for each of the regions of the Archdiocese from the canonical clergy of each region**. The Chaplain and the regional spiritual advisors shall perform such duties as mandated by the Metropolitan Primate. The Chaplain shall be non-voting member of the Governing Council and of all Standing Committees of the Order. The regional spiritual advisors shall be non-voting members of the Governing Council.

### ARTICLE II MEMBERSHIP

#### SECTION 1 -- Regular Membership

(a) To be a Regular Member of the Order, the candidate for membership must comply with the following requirements:

(1) the candidate must be a faithful Orthodox Christian of at least eighteen (18) years of age;

(2) the candidate must submit an application provided for that purpose by the Membership Committee, and be recommended by a member of the Order and his or her parish priest. In the event the candidate resides in an area lacking an active parish or mission of the Archdiocese, then a clergyman within the Archdiocese shall recommend him or her for membership; and

(3) the dues for regular membership as hereinafter required must be submitted to the Archdiocese with the application for membership.

(b) Copies of all applications received by the Archdiocese shall be referred immediately to the Treasurer of the Order who shall enroll the name of the new member in the membership roster and shall notify the Chairpersons of the Order, of the Membership and Directory Committees and the Regional Chairperson for the region of the new member, of the enrollment of the new member.

(c) The date on the application shall be considered the effective date of membership in the Order.

(d) Upon receipt of a completed application and the payment of the prescribed dues, a letter notifying the new member of his or her acceptance into the Order shall be mailed to the new member by the Chairperson of the Order.

(e) The Certificate of Membership shall be presented to the new member by one of the following methods:

(1) It shall be mailed to the new member's parish priest who shall in turn present it to the new member following a Divine Liturgy;

(2) It shall be presented to the new member with the Cross of the Order at the Induction Ceremony; or

(3) If there is no parish or mission of the Archdiocese in the area where the new member resides, then the Certificate of Membership may be mailed directly to the new member's residence or place of business.

(f) All new members of the Order shall be inducted according to the official Induction Ceremony, by the Metropolitan Primate or his designee.

(g) A Regular Member shall have the right to hold office, to vote at all meetings of the Order, to serve on any and all committees to which he or she may be appointed and otherwise to exercise all of the rights and privileges granted to Regular Member(s) under the Constitution of the Order and these By-Laws.

#### SECTION 2 — Associate Membership

(a) A member of the Order may recommend a faithful Orthodox Christian of any other canonical Orthodox jurisdiction to the Governing Council for Associate Membership in the Order.

(b) The Governing Council may grant Associate Membership in the Order to a candidate with the approval of the Metropolitan Primate.

(c) A candidate for Associate Membership must meet the same spiritual and financial requirements as a Regular Member as set forth in Article II, Section 1 of these By-Laws.

(d) An Associate Member shall have all of the rights, privileges and duties of a Regular Member, except he or she shall not hold office nor serve as Committee Chairpersons.

#### SECTION 3 — Honorary Membership

(a) Any Regular or Associate Member may recommend to the Governing Council a candidate for Honorary Membership in accordance with Article IV, Section 3 of the Constitution of the Order.

(b) The Governing Council may grant Honorary Membership in the Order to a candidate with the approval of the Metropolitan Primate.

(c) An Honorary Member shall not be required to pay dues, may not vote or hold any elected or appointed office.

#### SECTION 4 -- Life Membership

(a) A Life Member shall be a person who in all respects qualifies for Regular Membership and who makes a single gift to the Order of at least fifteen thousand (\$15,000) dollars in cash, real estate or other marketable assets, consisting of stocks, bonds, etc., which the Order, upon competent appraisal, determines to be at least of equivalent value at the time of acceptance of such gift.

(b) An individual who in all respects qualifies for Regular Membership shall be granted the status of Life Member upon making a pledge of fifteen thousand (\$15,000) dollars payable in three annual installments of at least five thousand (\$5,000) dollars each.

(c) A Life Member is a Regular Member for purposes of voting and holding office.

#### SECTION 5 -- Benefactor Membership

(a) Any Regular or Associate Member may recommend to the Governing Council a candidate for Benefactor Membership in accordance with Article IV, Section 4 of the Constitution of the Order.

(b) The Governing Council may grant Benefactor Membership in the Order to a candidate with the approval of the Metropolitan Primate.

(c) A Benefactor Member shall not be required to pay dues, shall not vote or hold any elected or appointed office.

### ARTICLE III OFFICERS

#### SECTION 1 -- Chairperson

(a) The Chairperson of the Order shall serve for a term of two (2) years and shall be eligible to succeed himself or herself once.

(b) The Chairperson shall preside at all Assemblies of the Order and meetings of the Governing Council and the Executive Committee.

(c) The Chairperson shall be the representative of the Order at all official functions of the Archdiocese. In the event of the Chairperson's inability to attend any such function, he or she shall notify the Vice Chairperson. In the event the

Vice Chairperson is unable to attend, the Chairperson may designate any other member of the Order to attend in his or her behalf.

(d) The Chairperson shall call all meetings of the Governing Council, Executive Committee and all Assemblies of the Order, and shall designate the time and place for all such meetings and/or Assemblies.

(e) The Chairperson shall submit a written report to the Assemblies of the Order.

(f) The Chairperson shall be an ex-officio member of all committees, with the exception of the Nominating Committee.

(g) The Chairperson shall prepare an agenda for all meetings of the Order and shall circulate the agenda, together with the notice of such meeting at least thirty (30) days prior to the date of the meeting.

## SECTION 2 — Vice Chairperson

(a) The Vice Chairperson of the Order shall serve for a term of two (2) years and shall be eligible to succeed himself or herself once.

(b) In the absence of the Chairperson, the duties of the Chairperson shall be assumed by the Vice Chairperson, who shall be vested with all of the authority of the Chairperson.

(c) The Vice Chairperson shall be an ex-officio member of all Committees with the exception of the Nominating Committee.

(d) The Vice Chairperson shall perform any and all duties assigned to him or her from time to time by the Chairperson.

## SECTION 3 — Treasurer

(a) The Treasurer of the Order shall serve for a term of two (2) years and shall be eligible to succeed himself or herself once.

(b) The Treasurer shall maintain the financial records of the Order and shall present a written financial report at all regular meetings and Assemblies of the Order.

(c) The Treasurer shall present an audited financial statement at the annual General Assembly.

(d) The Treasurer shall send out all statements relative to membership dues at least thirty (30) days prior to the member's annual anniversary date.

(e) The Treasurer shall authorize the Archdiocesan office to make disbursements from the funds of the Order which have been approved by the Executive Committee as hereinafter set forth.

#### SECTION 4 -- Secretary

(a) The Secretary shall serve for a term of two (2) years and shall be eligible to succeed himself or herself.

(b) The Secretary shall record the minutes of all Assemblies and meetings of the Governing Council, shall circulate copies of the same to members of the Governing Council, shall prepare a summary of the minutes and shall forward the summary of the minutes to the Public Relations and Publicity Chairperson for publication in the official newsletter of the Order. The Secretary shall provide a complete copy of the minutes to any member so requesting it. The Secretary shall forward copies of the complete minutes to the Chancery of the Archdiocese in Englewood, New Jersey.

(c) The Secretary shall be the custodian of the archives of the Order, including original minutes, legal documents and historical data, which shall be maintained at the Chancery of the Archdiocese in Englewood, New Jersey.

#### SECTION 5 -- Regional Chairpersons and Vice Chairpersons

(a) Regional Chairpersons and Vice Chairpersons shall serve for a term of two (2) years and shall be eligible to succeed himself or herself once. Notwithstanding the foregoing, in the event of a vacancy in the office resulting from failure of the region to elect a new Regional Chairperson, the Chairperson of the Order may appoint as Chairperson for the region for one additional term the person who recently completed his or her two terms of office.

(b) A Regional Chairperson and Vice Chairpersons shall be elected by the members of the Order in the Region at the annual Parish Life Conference of that Region during the year that coincides with the biennial convention of the Archdiocese and shall represent the said Region on the Governing Council of the Order.

(c) The Chairperson of the Order shall be empowered to appoint an interim Regional Chairperson and Vice Chairperson for a Region which has not been duly structured, to serve on the Governing Council of the Order until their successors have been duly elected as provided in paragraph (b) of this Section.

(d) The Regional Chairperson shall perform any and all duties assigned to him or her from time to time by the Chairperson.

(e) The Regional Chairperson shall vote at the Archdiocese convention.

(f) The Regional Vice Chair shall serve as Regional Chairperson in the absence of the Regional Chairperson. In the event that the Regional Chairperson is unable or unwilling to complete his or her term, the Regional Vice Chairperson shall fill the position of Regional Chairperson for the balance of the term and may appoint a replacement Regional Vice Chairperson to serve for the balance of the term.

(g) Each Region may elect an additional Vice Chairperson for the Region, designated "Vice Chairperson/Membership," which additional Vice Chairperson/Membership shall be a voting member of the Governing Council, and shall perform such duties regarding membership as shall be designated by the Regional Chairperson or North American Membership Committee from time to time.

#### SECTION 6 — Removal of Officers

(a) The Executive Committee, upon a majority vote, shall be empowered to remove any Regional Officer of the Order upon the failure of said person to faithfully execute the duties of his or her office.

(b) The Governing Council, upon two-thirds (2/3) majority vote, with the approval of the Metropolitan Primate, shall be empowered to remove any Officer of the Order upon failure of said person to faithfully execute the duties of his or her office.

(c) In addition to the criteria set forth in subsections (a) or (b) of this Section, any Officer of the Order or Regional Officer may be removed in the manner provided in subsections (a) or (b) of this Section if he or she fails to attend three (3) consecutive regular meetings of the Governing Council and/or General Assemblies of the Order without just cause, provided however, that when the meetings of the Governing Council and the General Assembly take place on successive days, or within the same convention, as in the case of the biennial convention of the Archdiocese or during the Grand Assembly of the Archdiocese, the absent person shall be considered, for the purposes of this section, to have missed just one meeting.

#### SECTION 7 — Terms

(a) Anything to the contrary notwithstanding, the provisions and restrictions of this Article shall be binding only as to terms of office which shall take full force and effect at the General Assembly of the Order to be held in conjunction with the Annual Convention of the Archdiocese in July 1983, and biennially thereafter.

(b) The term of office for all Officers of the Order and all Regional Officers shall begin at the conclusion of the Hierarchical Divine Liturgy held at the conclusion of the biennial convention of the Archdiocese.

#### ARTICLE IV NOMINATING COMMITTEE AND ELECTIONS

##### Section 1 — Nominating Committee

(a) At least three (3) months prior to the General Assembly that coincides with the biennial convention of the Archdiocese (the "Biennial General Assembly"), the Chairperson of the Order shall name a Nominating Committee comprised of three members, one of whom he or she shall designate as Chairperson.

(b) The Nominating Committee shall nominate one person for each office to be filled. They shall indicate the office for which each nominee is designated. Those nominated must have indicated a willingness to serve.

(c) At least forty-five days before the Biennial General Assembly, the Nominating Committee shall present to the Chairperson of the Order its slate of nominees. At least thirty (30) days before the Biennial General Assembly, the Chairperson shall notify all members of the Order of the Nominating Committee's slate of nominees.

##### Section 2 — Elections

(a) At the Biennial General Assembly, additional nominations for any designated office may be made from the floor by any Regular or Associate Member. Provided however, that any person nominated from the floor must have indicated their willingness to serve if elected, the name of the person to be nominated from the floor must have been submitted to the Nominating Committee and the Metropolitan Primate at least twenty-four hours in advance of the commencement of the meeting during which the election will take place and shall have been approved for nomination by the Metropolitan Primate.

(b) The Officers shall be elected by secret ballot provided by the Nominating Committee if additional nominations have been made.

(c) In the event of additional nominations, the presiding Chairperson shall appoint a tally committee of three (3) Regular Members.

(d) The presiding Chairperson shall announce the results of the election to the membership and those elected shall be installed by the Metropolitan Primate or his designee at the concluding Hierarchical Divine Liturgy.

**ARTICLE V  
STANDING COMMITTEES**

**SECTION 1 — Executive Committee**

(a) The Executive Committee shall consist of the Chairperson of the Order, the Vice Chairperson, Treasurer and Secretary.

(b) The Committee shall be charged with the daily administrative affairs of the Order.

(c) The Committee shall be empowered to authorize the expenditure for any good and valid purpose(s) it may deem necessary, from the funds of the Order, up to a total of twenty-five thousand (\$25,000) dollars per annum, pending ratification by the Governing Council.

**SECTION 2 — Constitution, By-Laws and Resolutions Committee**

(a) The Constitution, By-Laws and Resolutions Committee shall maintain up to date copies of the Constitution of the Order and its By-Laws, entering all valid amendments thereto.

(b) All proposed amendments to the Constitution and/or By-Laws shall be submitted to the Committee for its perusal and study at least ninety (90) days prior to the next General Assembly.

(c) It shall be the duty of the Committee and the Governing Council to determine if such proposed amendments are legal and conform to the Constitution of the Archdiocese and the Sacred Canons. If the proposed amendments are not deemed in order, the proponent of the amendment shall be so notified by the Committee and the reasons for the decision stated.

(d) In the event of a proposed amendment to the Constitution which has been deemed legally proper by the Committee and Governing Council, the matter of the proposed amendment shall be placed on the agenda at least forty-five (45) days prior to the next General Assembly of the Order.

(e) The section of the Constitution being proposed for amendment, together with the proposed amendment, shall be printed and circulated to all of the Regular and Associate Members of the Order at least thirty (30) days prior to the next Assembly of the Order, together with the recommendation of the Committee and Governing Council.

(f) Upon two-thirds (2/3) vote of the membership present and voting at a General Assembly voting for the proposed amendment, the amendment shall be considered adopted, with the consent and approval of the Metropolitan Primate.



(g) In the event of a proposed amendment to the By-Laws which has been deemed proper by the Committee, the matter of the proposed amendment shall be placed on the agenda at least forty-five (45) days prior to the next meeting of the Governing Council.

(h) The section of the By-Laws proposed for amendment, together with the proposed amendment, shall be printed and circulated to all of the members of the Governing Council, together with the recommendation of the Committee, at least thirty (30) days prior to the next meeting of the Governing Council.

(i) Upon majority vote of the Governing Council present and voting for the proposed amendment, the amendment shall be considered adopted, with the consent and approval of the Metropolitan Primate.

(j) The Chairperson of the Committee shall act as the official parliamentarian at all meetings of the Order.

(k) All resolutions proposed for adoption at any General Assembly or any meeting of the Governing Council of the Order shall be deemed adopted upon receiving a majority vote of the members of the Order present and voting at a General Assembly or Special Assembly called for such purpose, or upon a two-thirds (2/3) majority vote of the members of the Governing Council at a meeting of the Governing Council.

### SECTION 3 -- Membership Committee

(a) The Membership Committee shall maintain an up to date record of the membership roles of the Order.

(b) The Committee shall create, develop and coordinate membership drives locally, regionally and throughout the Archdiocese.

(c) The Committee shall provide proper membership application forms and shall circulate them to the members of the Order for their use in the solicitation of new members.

(d) The Committee shall monitor the performance of Regional Membership Campaigns.

(e) The Committee shall perform all necessary duties outlined in Article II of the By-Laws.

#### SECTION 4 — Grand Assembly Planning Committee

(a) The Grand Assembly Planning Committee shall investigate all proposed Grand Assembly sites to determine the adequacy of the hotel and its availability for the appropriate dates of the Grand Assembly. Upon approval of the site and date by the Governing Council and the Metropolitan Primate, the Committee shall then secure said site.

(b) The Committee, in cooperation with a committee from the local host parish(es) where applicable, shall be responsible for Grand Assembly planning, including, co-ordination and development of the schedule, designation of the theme, securing speakers, preparation of a budget, and all other matters pertaining thereto.

(c) The Committee shall provide all necessary information for properly publicizing and promoting the Grand Assembly to the Public Relations and Publicity Committee.

(d) At the conclusion of the Grand Assembly, the Committee shall prepare a written financial statement and present the same to the Governing Council.

#### SECTION 5 — Projects Committee

(a) The Projects Committee, after consultation with the Metropolitan Primate, shall review applications for funding, and shall investigate and propose to the Governing Council, those worthy activities or organizations of the Archdiocese which, in its opinion, merit financial assistance by the Order.

(b) The report of the Committee as approved by the Governing Council shall be presented to the following General Assembly for ratification.

(c) All programs or projects approved for funding must be funded within one (1) year of the date of such approval, or application shall be re-submitted to the Project Committee. The Project Committee shall monitor the funding of all new projects to assure that they comply with this requirement.

(d) The Projects Committee shall notify all recipients of funding from the Order of the requirement that they include in any promotional literature, or otherwise as appropriate, words to the effect that: "Funding of this project provided [in full or partially] by The Order of St. Ignatius of Antioch."

(e) The Projects Committee shall further notify all recipients of funding from the Order of the requirement that they render to the Order through the Projects Chairperson, a report of the use of funds provided to them. One time recipients shall render such a report within one year from the date of the receipt of funds, and recipients of recurrent gifts from the Order shall render such reports annually at least thirty days prior to the meeting of the Grand Assembly of the Order.

## SECTION 6 -- Public Relations and Publicity Committee

(a) The Public Relations and Publicity Committee shall promote public awareness and shall disseminate information regarding the mission and work of the Order to the news media within and without the Archdiocese.

(b) The Committee shall have ongoing responsibility to publicize the various special events, General and Grand Assemblies, projects and achievements of the Order.

(c) The Committee shall promote a greater awareness throughout the parishes of the Archdiocese of the financial, material and human needs of the Archdiocese and its various departments and organizations through *The Word* magazine and a newsletter of the Order published quarterly, or at such other time(s) as the Governing Council may decide.

(d) The Committee shall include in the quarterly newsletter to the members of the Order to be published following a General Assembly, a summary of the minutes of that General Assembly, which summary shall be provided to the Committee by the Secretary of the Order.

## SECTION 7 -- Protocol Committee

(a) The Protocol Committee, with the approval of the Metropolitan Primate, shall develop, publish and maintain a book of Rules, Protocol and General Conduct and shall distribute such book to the members of the Order and to the clergy of the Archdiocese. The book shall include procedures established for all rituals of the Order, including the Induction Ceremony, the proper wearing of the Cross of the Order, proper participation of the Order in religious ceremonies, attendance of members of the Order at events sponsored by the Archdiocese or its organizations, and such other information as the Committee shall determine is necessary or appropriate from time to time.

(b) The Chairperson of this committee shall encourage the proper participation by members of the Order in the established rituals of the Order, including Induction Ceremonies, wearing of the Cross of the Order, participation in religious ceremonies and attendance as members of the Order at events sponsored by the Archdiocese or its organizations.

(c) The Chairperson of the Protocol Committee shall work with the Grand Assembly Planning Committee, the host parish of any Grand Assembly, and the convention planning committee for the biennial convention of the Archdiocese, to assure that the proper protocol for the Order is maintained, including, but not limited to, seating arrangements for the members of the Order, the Governing Council, Executive Committee and guests of the Order at official meetings, assemblies, dinners or banquets.

(d) Upon request of any Regional Chairperson, the Chairperson of the Protocol Committee shall provide information on the proper protocol for events involving the Order at the regional and parish level, including the proper conduct of members during archpastoral visits of the Metropolitan Primate or auxiliary bishops to regions and parishes.

#### SECTION 8 --- Long Range Planning Committee

(a) The Long Range Planning Committee shall periodically profile of the intentions, attitudes and opinions of the members of the Order regarding the current work and future direction of the Order in order to establish a foundation for assumptions upon which to base long range plans.

(b) The Committee, after consultation with the Governing Council and the Metropolitan Primate, and after consideration of recommendations of the membership and any General Assembly, shall investigate and propose to the Governing Council long range projects to commence beyond the current fiscal year.

(c) The Committee shall challenge the membership and the Governing Council to reach beyond the current projects of the Order and develop new projects, plans and programs for the benefit of the Archdiocese and the Orthodox Church.

(d) The Chairperson shall prepare written reports for the meetings of the Governing Council outlining the status of the current data and including the proposals for new programs, plans and projects. Upon approval of the Governing Council, the Chairperson shall present the results of the work of the Committee to the membership at the next General Assembly.

#### SECTION 9 --- Finance Committee

(a) The Finance Committee shall include the Chairperson of the Order, the Vice Chairperson, the Treasurer, the Spiritual Advisor to the Order and the Chair of the Project Committee. The Treasurer shall act as Chairperson of the Finance Committee, unless another person is appointed as Chair. The Chairperson of the Finance Committee shall work with the members of the Finance Committee to prepare a budget for the Order, which proposed budget shall be presented to the Metropolitan Primate, the Governing Council and the General Assembly for approval at least one year prior to the fiscal year for which the budget has been prepared.

(b) The Chairperson of the Finance Committee shall work in consultation and cooperation with the Department of Planning and Future Development of the Archdiocese in seeking sources of additional funds for the work of the Order.

Section 10 – Youth Liaison Committee

(a) The Youth Liaison Committee shall assume the responsibility for maintaining communication between the Order and the young adults of the Archdiocese, including, but not limited to, the Fellowship of Saint John the Divine, the North American Conference Board and Teen Soyo.

*Amended.  
July  
2001*

(b) The Committee shall work in consultation and cooperation with the Membership Committee in seeking to promote membership in the Order among the young adults of the Archdiocese

*Benefits*  
SECTION 11 – Clergy Retirement and Insurance Committee 7/98

(a) The Clergy Retirement and Insurance Committee shall advise the Governing Council and the members of the Order of the insurance and retirement needs of the clergy of the Archdiocese.

(b) The Committee shall seek ways and means of obtaining additional funds, including but not limited to, grants, bequests and endowments to supplement the income of the Order to the clergy insurance and retirement programs.

(c) The Committee shall investigate and propose projects to assist the clergy retirement and insurance program.

(d) The Committee Chairperson shall sit as a member of the Projects and Long Range Planning Committees. The Chairperson shall work with the Archdiocese Clergy Insurance Commission, and, with the approval of the Metropolitan Primate, sit as a member of that commission.

SECTION 12 –

Upon the determination of the Governing Council that a vacancy exists within the Governing Council, as a result of action taken under Article III, Section 7 of these By-Laws, or by resignation or death, the Chairperson, with the approval of the Metropolitan Primate, shall fill such vacancy for the unexpired term from the regular membership of the Order.

ARTICLE VI  
MEETINGS AND ASSEMBLIES

SECTION 1 – General and Grand Assemblies

The membership of the Order shall meet annually. During years coinciding with the biennial convention of the Archdiocese, the Order shall conduct its business during a General Assembly of the membership to be scheduled during the

convention of the Archdiocese. During the years that alternate with the biennial convention of the Archdiocese, the Order shall convene a Grand Assembly of the membership at a time acceptable to the Grand Assembly Planning Committee, the Governing Council and the Metropolitan Primate. The Order shall conduct its business during a General Assembly of the membership to be scheduled during the Grand Assembly. The Grand Assembly shall include the General Assembly and such other religious services, seminars, meetings and activities as are deemed appropriate.

#### SECTION 2 -- Special Assemblies

(a) The Chairperson and/or the Governing Council of the Order shall have the power to call a special assembly of the members of the Order at any time it is deemed necessary, with the approval of the Metropolitan Primate ("Special Assembly").

(b) The Chairperson and Vice Chairperson shall issue the notice for any Special Assembly authorized by the Governing Council at least sixty (60) days prior to the convocation of such Special Assembly and shall prepare the agenda for same.

(c) No business other than that for which a Special Assembly is called may be introduced or acted upon by the membership at any Special Assembly.

#### SECTION 3 -- Notices

(a) All members of the Order shall be notified by regular mail by the Chairperson of the Order of all Assemblies of the membership at least sixty (60) days prior to the date set for such Assemblies.

(b) If for any reason the Chairperson of the Order fails to issue a call for an annual General Assembly, the Vice Chairperson shall be authorized by the Governing Council to issue the call, prepare the agenda, and send the notices with agenda to all members by regular mail at least forty-five days prior to the date of the General Assembly.

#### SECTION 4 -- Quorum

(a) Three (3) members of the Executive Committee shall constitute a quorum at any meeting of the Executive Committee.

(b) Two (2) Officers, one of which must be the Chairperson or Vice Chairperson of the Order, and ten (10) <sup>regular</sup> members of the Governing Council shall constitute a quorum at any meeting of the Governing Council.

(c) Two (2) Officers, one of which must be the Chairperson or Vice Chairperson of the Order, and twenty-eight (28) Regular and/or Associate Members shall constitute a quorum at any Assembly of the Order.

*Amendment  
June 1, 2001*

## SECTION 5 --- Rules of Procedure

All business of the Assemblies, meetings and committees of the Order shall be conducted in accordance with *Robert's Rules of Order*, as revised.

## ARTICLE VII FINANCE

### SECTION 1 --- Income from Annual Dues

(a) All Dames and Knights of the Order shall be required to pay annual dues of five hundred (\$500) dollars to the Order. These dues shall be paid no later than the anniversary date of the individual's application for membership.

(b) All Dames Commander and Knights Commander of the Order shall be required to pay annual dues of one thousand (\$1,000) dollars to the Order. These dues shall be paid no later than the anniversary date of the individual's application for membership.

### SECTION 2 --- Income from Initiation Fee

Upon joining the Order, all new members shall, in addition to the annual dues provided for herein, pay a one-time initiation fee, in an amount to be determined by the Governing Council from time to time, for administrative expenses and to cover the cost of membership materials.

### SECTION 3 --- Income from Special Gifts

(a) Special gifts in any amount over one thousand (\$1,000) dollars may be designated for special project(s) by the donor with the approval of the Governing Council. Such special gifts shall not be considered as part of the annual receipts of the Order.

(b) The single gift made to the Order for Life Memberships in accordance with Article II, Section 4, shall not be considered part of the annual general receipts of the Order, but shall be included as a part of its capital and invested in such a manner as to derive income therefrom. The income from the investment of such Life Membership gifts shall be treated as hereinafter provided.

### SECTION 4 --- Income from Special Gifts and Life Membership Gifts

(a) All income received from a special gift provided for in Section 3 of this Article shall not be considered a part of the annual dues of the Order, but shall be included as other income of the Order.

(b) All income received from or attributable to a Life Membership gift shall be treated as follows:

- (1) the first one thousand (\$1,000) dollars of such income shall be treated as annual dues from a Dame Commander or Knight Commander; and
- (2) any such income in excess of one thousand (\$1,000) dollars, if any, shall be treated as other income of the Order.

#### SECTION 5 — Delinquency

Article VII Finance, Section 5 - Delinquency  
Revised May 21, 1999

Members who are delinquent in payment of their annual dues by six (6) months or more shall be contacted by the administrator of the Order and/or by the North American chaplain of the Order in a manner designed to encourage currency of membership dues and continuing good will toward the Order. Collection of past membership dues shall be made with consideration to maintaining confidentiality while restoring full current membership.

#### SECTION 6 — Custody of Funds

(a) The Archdiocese shall receive the dues of the Order and shall submit a monthly, detailed report of such receipts to the Treasurer of the Order. Such funds, together with all special contributions made to the Order from any source, shall be deposited by the Archdiocese in a legally recognized banking institution in the name of the Order.



(b) Special contributions other than cash or marketable securities which may be sold upon receipt thereof, such as income producing property, if accepted by the Order, shall be held in its behalf in the name of the Archdiocese. If necessary, such property shall be administered by a special trustee(s) appointed by the Metropolitan Primate in consultation with the Governing Council.

#### SECTION 7 — Expenditures for Operating Expenses

The Order shall reserve the right to expend up to ten (10) percent of the total annual dues for its operating expenses.

#### SECTION 8 — Reserve

(a) The Order shall set aside an amount equivalent to ten (10%) percent of its annual dues as a reserve for the financial stability of the Order. This provision shall only be in effect when the total accumulated reserve for the financial stability of the Order is less than five hundred thousand (\$500,000.00) dollars.

Whenever the present value of the reserve for the financial stability of the Order exceeds five hundred thousand (\$500,000.00) dollars, such surplus shall be treated and considered as other income of the Order.

(b) The amount provided in this section shall be in addition to amounts expended under the provisions of Article X, Section 2 of the Constitution.

#### SECTION 9 — Expenditures

(a) The Finance Committee, in consultation with the Project Committee and the Governing Council shall annually recommend to the Metropolitan Primate a proposed budget indicating the recommended distribution of funds of the Order for the next succeeding fiscal year.

(b) Subject to the approval of the Governing Council and the Metropolitan Primate, the Project Committee and/or the Executive Committee may recommend amendment of any current annual budget to increase funding to any program or project already approved for funding, or to include a distribution of funds to a new applicant.

#### SECTION 10 — Fiscal Year

The fiscal year of the Order shall coincide with that of the Archdiocese, commencing February 1st and ending January 31st each year.

## ARTICLE VIII THE CROSS OF THE ORDER

(a) Upon the induction of a member according to the prescribed ceremony, and the conferring of the Cross of the Order by the Metropolitan Primate or his designee, the member shall thereafter wear the Cross of the Order whenever he or she is in attendance at any Hierarchical Divine Liturgy in the Archdiocese.

(b) The Cross of the Order is to be worn at Grand Banquets where the Metropolitan Primate is present, i.e., conventions of the Archdiocese, Assemblies of the Order, regional parish life conferences, testimonials, funerals of members of the Order, etc.

(c) A member shall wear the Cross of the Order during his or her attendance at the Divine Liturgy celebrated on the Sunday before Christmas, recognized throughout the Archdiocese as St. Ignatius of Antioch Sunday.

(d) In the event of the death of a member of the Order, the Cross of the Order and the Certificate of Membership shall be retained by the family of the deceased member, or may be buried with the body of the deceased member.

## ARTICLE IX AREA FELLOWSHIP CHAPTERS

### SECTION 1 — Geographical Location

(a) Within any region of the Order, one or more Area Fellowship Chapters ("Chapter") may be established.

(b) The number of and boundaries of each Chapter are matters to be decided within the respective Region, with the advice and consent of the Regional Spiritual Advisor and Regional Chairperson.

### SECTION 2 — Government

(a) All Chapters are subject to and governed by the Constitution of the Archdiocese and the Constitution and By-Laws of the Order.

(b) All Chapters are subject to and governed by decisions of the Governing Council, which retains ultimate administrative authority.

(c) A Chapter may elect such officers as it deems necessary. In the event the Chapter maintains a local treasury, it shall have at least two officers, both of whose signatures shall be required for withdrawal of funds.

(d) Interim officers for Chapters may be appointed by the Regional Chairperson of the Order with the advice of the Regional Spiritual Advisor.

### SECTION 3 — Purpose

- (a) The purposes of the Area Fellowship Chapters shall be:
- (1) to promote the purposes of the Order on a local basis;
  - (2) to promote and strengthen fellowship among the members of the Order;
  - (3) to promote the image and works of the Order in the local community.
- (b) The purposes are to be construed broadly so long as they are not in conflict with the purposes of the Order or the goals of the Archdiocese.

### SECTION 4 — Projects

- (a) Chapters may undertake charitable, humanitarian and other projects which are not in conflict with the goals or purposes of the Order or of the Archdiocese.
- (b) Prior to any Chapter's soliciting or raising funds for any project, causes or events, the Chapter must first obtain approval from the Governing Council of the Order and must consult with the parish priests within the Chapter. Provided, however, that:
- (1) if the Governing Council is not meeting within sixty (60) days, the Chapter may, in the alternative, receive approval from the Regional Chairperson, Regional Spiritual Advisor, Chairperson of the Order and the Spiritual Advisor of the Order; and
  - (2) Projects may be undertaken which are humanitarian or charitable and are not in conflict with the projects of the Order or the Archdiocese and not in violation of Orthodox Christian beliefs.
- (c) Solicitation of members within a Chapter for said projects:
- (1) may state: "This is a project sponsored by the Area Fellowship Chapter of the Order of St. Ignatius of Antioch;
  - (2) must state: "Your participation in this Chapter project is strictly voluntary and is not required as a member of the Order."
- (d) Approval is not required for solicitation of funds for activities such as dinners, picnics or other outings for members of the Order and their invited guests.

- (e) All contributions by the Chapters shall indicate:  
"This contribution is made by the Order of St. Ignatius of Antioch  
of the Antiochian Orthodox Christian Archdiocese of North America,  
Area Fellowship Chapter."

(f) In the event the contribution under this Section exceeds ten thousand (\$10,000) dollars, the Chapter shall forward the contribution to the Order at the Archdiocesan Office which the Order shall make the receipt for in the name of the Order and the Chapter.

#### SECTION 5 — Bank Accounts

(a) A Chapter may maintain a bank account subject to the provisions of Section 2 of this Article.

(b) Each Chapter maintaining a bank account must provide to the Regional Chairperson, a statement of income and expenses which shall also include the beginning and ending account balances.

(c) No Chapter may maintain an account balance in excess of three thousand (\$3,000) dollars, except for monies to be distributed pursuant to Section 4 of this Article.

(d) The Chapter shall have 120 days from the date of the Project described in Section 4 of this Article, to make distributions designated pursuant to Section 4 of this Article, or all designated monies shall be paid to the Order.

(e) Any monies in excess of three thousand (\$3,000) dollars in said account shall be paid to the Order at its General Assembly.

(f) In the event of inactivity or dissolution of any Chapter, the remaining account balance shall be paid to the Order.

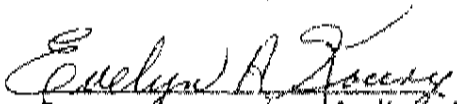
#### ARTICLE X AMENDMENTS


These By-Laws, except as otherwise herein provided, may be amended, altered, changed, or modified as prescribed under Article V, Section 2 of these By-Laws, and with the approval of the Metropolitan Primate.

ARTICLE XI  
ADOPTION

Upon adoption of these By-Laws by the Governing Council, they shall be in full force and effect. They shall be kept in the archives of the Order, a copy thereof and any amendments thereto, shall be filed in the office of the Archdiocese.

Adopted by the Governing Council at its meeting at  
on 21 July, 1997.

  
Secretary EVELYN A. KOZRY

  
Chairperson ROBERT A. KOZRY

Approved, as amended, on 26 July, 1997.

  
Metropolitan PHILIP