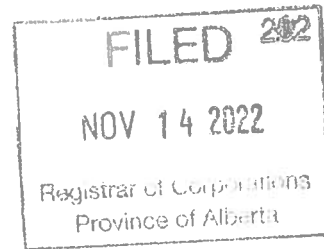


Constitution and Bylaw



St. Jacob's Syriac Orthodox Church, Edmonton

Edmonton, Alberta, Canada.

(Under the Holy Apostolic See of Antioch and All the East)

Inc. Reg No. 5415631232

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ST. JACOB'S SYRIAC ORTHODOX CHURCH, EDMONTON

(Under the Holy Apostolic See of Antioch and All the East)

CONSTITUTION AND BYLAWS

ARTICLE I

NAME OF THE CHURCH

- 1:01 The name of this organization shall be **St. Jacob's Syriac Orthodox Church, Edmonton** (hereinafter referred to as "*Church*" or "*parish*") and it shall be an Alberta ecclesiastical corporation and having a seal.
- 1:02 The Church was established under the Malankara Archdiocese of the Syriac Orthodox Church in North America. The jurisdiction of this church is spread all over Alberta and environs.

ARTICLE II

ALLEGIANCE OF THE CHURCH

- 2:01 St. Jacob's Syriac Orthodox Church, Edmonton is an affiliated member Church of the Syriac Orthodox Church under the Holy Apostolic See of Antioch & All The East.
- 2:02 The Church shall be under the spiritual jurisdiction and control of the Patriarch of Antioch and all the East, currently, His Holiness Moran Mor Ignatius Aphrem II (hereinafter referred as "The Patriarch"), and the Archbishop of the Malankara Archdiocese of the Syrian Orthodox Church in the North America appointed by His Holiness the Patriarch, currently, His Eminence Mor Titus Yeldho (hereinafter referred as "Archbishop").
- 2:03 The Church shall be governed spiritually in accordance with the rules and canons of the Hudoyo, the official law book of the Universal Holy Syriac Orthodox Church, and by the canonical regulations/ decisions established by the successive meetings of the Holy Synod. Such spiritual jurisdiction and authority cannot be changed, altered, modified or revoked.



ARTICLE III

OBJECTIVES OF THE CHURCH

- 3:01 To conduct the Holy Qurbano according to the faith and rites of the Syriac Orthodox Church under the Holy Apostolic See of Antioch & all the East and to provide opportunity for all the members to receive the Holy Sacraments of the church.
- 3:02 To organize and conduct spiritual activities such as Sunday Schools, Prayer Meetings, Youth Association, Women's League (Vanitha Samajam), Men's Fellowship, Conventions, Retreats, etc. to promote opportunities for social and multicultural activities in line with the belief of the church, to promote religious harmony and to interact & cooperate with similar interested organization.
- 3:03 To develop and encourage cooperation and good will among its members, to facilitate services of the clergy to fulfill the needs of the parish and to conduct the funeral & burial services of the members.
- 3:04 To raise fund for the functioning of the church. To build, buy, rent, lease or acquire church or buildings or otherwise facilitate for the activities of the Church. The Organization shall be carried on without purpose of any financial gain for its members and any profits or other gains to the organization shall be used in promoting its objectives.

ARTICLE IV

MEMBERS OF THE CHURCH

- 4:01 Only those who are baptized and have been anointed by the Holy *Mooron* (Holy Chrism) in a Syrian Orthodox parish, or in a church whose sacraments are accepted by the Syrian Orthodox Church, and pledges their spiritual allegiance to the Patriarch can be a member of the Church. The members must be following and professing the faith and venerable traditions of the Holy Syrian Orthodox Church, and must submit to the spiritual jurisdiction of Malankara Archdiocese of the Syrian Orthodox Church in North America.
- 4:02 Members of St. Jacob's Syriac Orthodox Church must adhere to the Universal Syriac Orthodox faith and Apostolic orders and guidance beyond doubt through the Holy Sacrament of baptism and other Holy Orders and confess the faith and confirmed in the Nicene Creed.
- 4:03 Church has following two types of membership for those who satisfy the conditions as per 4:01 and 4:02 of the Church Constitution and Bylaw,



- 4:03:01 **Family Membership:** In a family membership, both the husband and the wife are registered voting members of the Church, and both have equal and individual voting rights. The unmarried children of the husband and wife will come under this membership. However, said children do not have voting rights. The unmarried children over 18 years of age may take a separate single membership as outlined in section 4:03:02. In a family membership He/She should be eighteen (18) years of age or older as proven by appropriate identification. Either the husband or wife must be a Canadian Citizen, or Canadian Permanent Resident, or holding a valid Canadian Work Permit, and the couple must be legally married to each other. The applicants must not have membership in any other church/parish in Alberta.
- 4:03:02 **Single Membership:** He/She will be a registered member of the Church with voting rights. He/She should be a Canadian Citizen or Canadian permanent resident or holding a Canadian work permit, bachelor/single and should not have membership in any church/parish in Alberta.
- 4:03:03 If the parents or other relatives of a registered member are residing with them, these relatives are eligible to have all their spiritual needs met by the Parish; however these relatives are not permitted to vote in any General Body or hold any elected official position in the Church.
- 4:04 For all types of membership, the applicant should apply with the prescribed Membership Application Form. The Completed Membership Application Form along with the baptism certificate and/or marriage certificate or letter from vicar of parent parish, along with proof of Canadian Citizenship/Permanent Residency/valid work permit should be submitted to the Board of Trustees.
- 4:05 All Membership Application forms with the documents shall be verified by the Board of Trustees. If he/she meets all the criteria then the application will be approved by the Board of Trustees.
- 4:06 Any member of the parish found at any time neglecting or contravening the Constitution and Bylaws; exceeding their authority to do any act against the interest of the parish or abandon their faith and allegiance to the Holy Apostolic See of Antioch and His Holiness The Patriarch and his duly appointed representative of the Malankara Archdiocese of the Syrian Orthodox Church in North America; the General Body shall have the authority to



revoke membership of such person(s) from parish membership, even with a simple majority. For such an action, truthful and unambiguous evidence must be provided and have approval of the diocesan metropolitan before implementing the decision.

- 4:07 The respective monthly subscription amount to be paid by either a Family Membership or a Single membership shall be decided by the Church General Body. Any membership of this parish who has not paid subscription continuously for one year, will have the membership automatically cancelled. To regain membership in the Church, said individual(s) must reapply with a new membership application and clear all the arrears up to and including the cancellation date.

ARTICLE V

AMALGAMATION

- 5:01 This Church shall not be amalgamated without the unanimous decision of the members by the General Body called for the purpose, the formal support of the Archbishop of the Malankara Archdiocese of Syrian Orthodox Church in North America and the final approval of His Holiness the Patriarch of Antioch.

ARTICLE VI

DISSOLUTION

- 6:01 This 'Church' and its members, individually or collectively, shall not have the power to dissolve its entity unless the Patriarch or the Archbishop find it necessary.
- 6:02 In the event that no person or persons of the Syrian Orthodox faith that pledges their allegiance to the Patriarch are left in this Church, the Archbishop or a *bonafide* representative of the Patriarch shall have full power to administer the Church and all its properties, which is tangible and / or non-tangible.
- 6:03 In any circumstances, upon the dissolution of this corporation (St. Jacob's Syriac Orthodox Church), any assets remaining after paying the debts and liabilities shall be disbursed to eligible charitable or religious group or purpose. Preference must be given to the religious or charitable institutions owned, operated or recommended by the Malankara Archdiocese and located in Canada.



ARTICLE VII
PROPERTIES

- 7:01 The legal owner of all tangible and / or non-tangible properties (hereinafter referred as Church Property) of the Church will be vested to the General Body of the Church. However, acquiring or disposing any immovable properties should only be carried out with the approval of two thirds (2/3) majority of the entire Church membership and with the written permission of the Archbishop.
- 7:02 Decision to acquire or dispose any property worth less than Five Thousand Canadian Dollars (\$5000.00) may be taken by the Board of Trustees with a simple majority.
- 7:03 Any decision to acquire, encumber, alienate, or sell any movable property that are worth more than Five Thousand Canadian Dollars (\$5000.00) must be made with a simple majority of the General Body meeting.

ARTICLE VIII
GOVERNING BODY OF THE CHURCH (CHURCH GENERAL BODY)

- 8:01 The Church General Body is a duly called meeting of registered members, to discuss and/or make decisions on temporal matters. It shall meet at least twice a year: i) once in January for an Annual General Body meeting to present and get approval of Annual Report, Accounts, Audit Report, and for the election of Board of Trustees for the year; ii) once in June or July halfway through the year for half-yearly account and budget rebalance. All registered voting members must clear their subscription arrears to be eligible to attend and vote in the Annual General Body meeting. Parish can have another General Body in February or March for presenting and approval of the budget, if needed. After yearly elections, the names of the newly elected Board of Trustees shall be communicated to the Archbishop in writing by the Vicar for the written approval of the Archbishop. Without the written approval from the Archbishop, the existing Board of Trustees cannot handover the charge to the newly elected Board of Trustees of the Church.
- 8:02 The Vicar shall be the President of the Church General Body. He shall preside over all General Body meetings. In the absence of the Vicar, an Associate / Assistant Vicar or the Vice-President shall preside over such meetings with the written permission of the Vicar



or the Archbishop. The Archbishop may convene a meeting of the General Body of the Church under special circumstances.

- 8:03 The date, venue and agenda of the General Body meeting shall be announced in the Church for three consecutive Sundays, including the day of the meeting. In such situations that there is no service on consecutive Sundays, the date and place of the General Body meeting shall be conveyed to members by any means such as phone, electronic mail or any other communication methods specified by the Church.
- 8:04 A specific quorum is not necessary for a General Body meeting provided it is announced for three consecutive Sundays, including the day of the meeting, with the proper agenda. However, the General Body meeting for the purpose of electing the Board of Trustees requires a simple majority of the voting members. If a quorum is not present in the General Body Meeting, the meeting shall be adjourned. An adjourned meeting, due to lack of quorum, does not need a quorum when re-convened, provided a notice of minimum five (5) days is given.
- 8:05 The Church General Body should take a decision on all agendas considering the majority opinion, which can be expressed by ballot vote or raising hand; whichever means is preferred by the Presiding Officer
- 8:06 The General Body shall elect the Vice-President, Treasurer, Secretary and other office bearers. The Vicar shall be appointed by the Diocesan Archbishop. The General Body shall elect the lay representatives to the Archdiocesan General Body (Delegates Meeting) in which the Vicar shall be a permanent delegate.
- 8:07 The General Body shall approve the annual budget and appropriate funds for the Church/ Parish activities. It shall take necessary actions to remove, reinstate or discipline a member or an office bearer except Priests. Such decisions shall be conveyed to the Archbishop for approval before implementation. The General Body shall have no authority to take any disciplinary action on the Vicar or any other Priest the Church may have.
- 8:08 The General Body shall unquestionably accept and implement any orders (Bulls/ Kalpana) from the Patriarch and the Archbishop. If the Patriarchal Bulls / Pastoral letters are not promptly and properly read and implemented in the Church, disciplinary action may be taken by the Archbishop.



- 8:09 Discussion or decision on ecclesiastical discipline or faith shall not be under the purview of the General Body.
- 8:10 The General Body shall make decisions to purchase, lease or rent property or financing mortgage.

ARTICLE IX

CONDUCT OF THE GENERAL BODY MEETING

- 9:01 All registered members who are eligible to attend and vote as per the Voters List shall sign the attendance register. The Vicar shall be the last signatory. Any names or signatures appearing after the Vicar shall be considered invalid.
- 9:02 The order of the meeting shall be as follows:
- Prayer
 - Reading of the minutes of previous meeting
 - Financial Status (if any)
 - The agenda (Old business & New business)
 - Other matters permitted by the Vicar / President
 - Reading of the decisions taken in the meeting
 - Benediction
 - Adjournment
- 9:03 All decisions taken in the General Body meeting shall be read at the conclusion of the meeting and the same in rough notes shall be attested by the Vicar/ President. If the rough notes are recorded by any means of electronic equipment, the recorded data shall be sent to the Vicar/ President at the conclusion of the meeting.
- 9:04 Any registered member needs to add any matter to the General Body meeting agenda should be given to Board of Trustees 2 weeks prior to the General Body meeting. Any additional agenda approved by the Board of Trustees may be discussed after the scheduled agenda is completed. Any new agenda item from the floor may be included by the presiding officer if the request is supported by the 1/3rd majority of the voting members present in the General Body.



ARTICLE X
SPECIAL GENERAL BODY

10:01 A Special General Body Meeting is convened with only one specific agenda. The time, date, venue, and agenda of the Special General Body meeting shall be announced in the Church after the Holy Qurbano for three (3) consecutive weeks before the General Body is convened. In such situations that there is no service on consecutive weeks, the date and place of Special General Body meeting shall be conveyed to members by means of phone, emails, or any other communication methods adopted by the Church.

ARTICLE XI
EMERGENCY GENERAL BODY MEETING

- 11:01 In case of Emergency, the Vicar / President shall convene a meeting giving one week notice or on the same day of announcement, in consensus with Vice President, Secretary, and Treasurer. The Archbishop may direct the Board of Trustees to hold an emergency meeting of the Board of Trustees or the General Body, if necessary. Only the emergency agenda shall be discussed and decided upon in that meeting.
- 11:02 If the General Body decisions are contested, such dissents may be lodged in writing to the Vicar/ President within ten days of such contested decisions.
- 11:03 If the Vicar / President is unable to settle the disputes, the matter shall be referred to the Archbishop. If necessary, the Archbishop shall review the contested decision in its merits and may take appropriate action/ decision.
- 11:04 If the Vicar/ President refuses to refer the contested decision to the Archbishop, a simple majority of the membership of the Church may bring the matter to the attention of the Archbishop who will take necessary steps to alleviate the situation. Anonymous complaints shall not be entertained at any circumstances.
- 11:05 The Archbishop may initiate and directly convene a special meeting of the General Body under special circumstances after duly notifying the vicar in writing (or by email), or upon request by the vicar, or by the members of The Church, by one-third majority of the full membership of the Church, in writing, to the Archbishop. Members shall be pre-notified of such meetings. Pre-notification can be by any reliable mode of communication (for example: telephone, email, texting, etc).

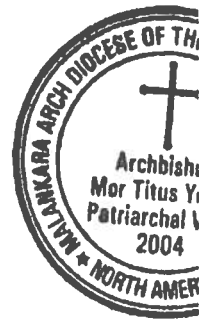


ARTICLE XII**THE VICAR**

- 12:01 Though there is Priesthood of all believers, there are those who are called, ordained, set apart and commissioned for special Priestly ministry to cater to the spiritual and sacramental needs of the spiritual community. The Vicar must be a Priest ordained and recognized by Universal Syrian Orthodox Church, his Priesthood should be current, must pledge his allegiance to the Patriarch and to the Archbishop, who is his direct superior.
- 12:02 The Vicar shall have the primary responsibility of overseeing all sacramental needs and spiritual activities of the Church and shall directly report to the Archbishop. He must obtain written permission from the Archbishop to perform any function that is not usual in the parish ministry such as second marriage or receiving outsiders to the Holy Church.
- 12:03 The Vicar shall be the President of the Parish. If there is more than one Priest in a Church, the others may be appointed Associate / Assistant Vicars. The appointment and transfer of Vicar and Associate/Assistant Vicar is completely under the control and by the order of the Archbishop.
- 12:04 The Vicar should be provided with remuneration as directed by the Archbishop.

ARTICLE XIII**DUTIES AND RESPONSIBILITIES OF VICAR**

- 13:01 Shall be responsible for fulfilling all the Priestly obligations in a parish.
- 13:02 Shall visit all the houses in the parish at least once a year.
- 13:03 Shall provide counselling to youngsters preparing for marriage, the bereaved, minister to the sick, and help those who face challenges and difficulties in their life.
- 13:04 Shall be the custodian of the Baptismal, Marital and Burial registers, the Holy Chrism (Mooron) and other Holy Oils.
- 13:05 Shall submit to the Archbishop a copy of the membership list and the names of all elected office bearers for approval, before the new Board of Trustees takes the charge.
- 13:06 Shall have the right to convene the meetings of the General Body, Board of Trustees (Managing Committee), Sub-Committees and Spiritual organizations in the Parish.
- 13:07 Shall preside over General Body and Board of Trustees Meetings. However, he does not have the voting right, unless he is a paid member.
- 13:08 Shall make sure that all directives of the Archbishop are implemented in the parish.



- 13:09 Shall submit personally in writing to the Archbishop all substantive matters affecting the general policy of the parish or the Archdiocese.
- 13:10 The Vicar/ President has legal and moral responsibility to escalate any wrongdoing by Board or any members to the attention of the Archbishop and/ or the General Body.

ARTICLE XIV

DISPOSAL OF COMPLAINTS

- 14:01 Complaints about the Vicar shall be submitted to the Archbishop in writing. Such complaints, if it refers to a particular incident, must be submitted within thirty days of the incident. Anonymous complaints shall not be entertained at any circumstances.
- 14:02 Within thirty days upon receiving the complaint, the Archbishop shall review the complaint in its merits, and if he feels there is any reasonable ground to proceed, may take the appropriate action.

ARTICLE XV

BOARD OF TRUSTEES (MANAGING COMMITTEE)

- 15:01 The day-to-day affairs of the Church shall be collectively managed by the Board of Trustees (also referred to as Managing Committee) of the Church. The Board of Trustees shall have the following designated individuals: President, Vice-President, Treasurer, Secretary, and a minimum of four (4) other Board Members. Any good-standing registered member of the Church having no monetary dues, who is twenty-six (26) years of age or older, irrespective of sex, and completed two (2) years of valid membership, is eligible to be elected to the Board of Trustees. In a Family Membership only one person, either the husband or the wife, can be elected to the Board of Trustees at a time.
- 15:02 The minimum number of Board of Trustees shall be Eight (8) including the Vicar. This can be increased at the discretion of the General Body. The Vice-President, Treasurer, Secretary, and other Board Members shall be elected by the Annual General Body Meeting every year. The term of the Board of Trustees shall be one year. The fiscal year of the Church shall be from January 1st to December 31st every year. If, for any reason, yearly elections do not take place in January, the existing Board of Trustees will continue until an Annual General Body Meeting is conducted on or before the first service day of



March. If an election does not happen on the first service day of March, the President should inform the Archbishop to take further steps.

15:03 The Board of Trustees shall not interfere with matters of spiritual and ecclesiastical discipline which are under the exclusive jurisdiction of the Archbishop and the Vicar appointed by the Archbishop.

15:04 After obtaining the written approval from the Archbishop, the elected Board Members shall take the following oath to be administered by the Vicar soon after the Holy Eucharist and take over the charge:

15:05 **OATH to be taken by the elected members to the Board of Trustees:**

“I,....., do hereby swear before God Almighty that I will not deviate from the Apostolic and Orthodox beliefs and doctrines handed down to me from the first three Ecumenical Councils, and that I will serve the Church and the people with whole heart, sincerity, and unswerving fidelity, and that further, I will obey unquestionably orders of our Supreme Ecclesiastical Head His Holiness the Patriarch and the Metropolitan of the Archdiocese. I will perform the functions of my office, according to the constitution and Bylaws and with undivided devotion, motivated solely by the highest consideration of that service for the welfare of my parish and its members.”

15:06 The Vicar shall be the President of the Board of Trustees and shall preside over the meetings. In the absence of the Vicar, an Associate / Assistant Vicar or the Vice-President shall preside over such meetings with the written permission of the Vicar / Archbishop.

15:07 The Titles, Deeds, and other important documents of the parish shall be under the joint custody of the Secretary and the Treasurer.

15:08 The Board of Trustees shall meet at least once in two (2) months to take decisions in all matters for the proper and efficient management of the day-to-day operation of the Parish. The quorum shall be constituted by a simple majority of members. Notices to the meetings shall be sent at least a week in advance by email or any other form of communication adopted by the Church, indicating the place and agenda of the meeting. An emergency meeting may be called by the Secretary at the request of the President or one third members of the Board in which case, notice given by email or any other form of communication adopted by the Church at least three days in advance shall be sufficient.

15:09 **The Board of Trustees shall:**



- 15:09:01 Discuss and approve Annual Statement of Accounts before sending the same to the General Body for final approval.
- 15:09:02 To set agenda, convene & conduct the General Body meetings and Implement the decisions of the General Body.
- 15:09:03 Implement the decisions of the General Body. Approve the list of Registered Members who are eligible to attend the Church General Body and vote.
- 15:09:04 Employ, as and when necessary, individuals, consultants, legal counsel, and management personnel for the smooth functioning of the Parish.
- 15:10 Any member of the Board absenting himself/herself from two consecutive meetings of the Board shall automatically revoke his/her membership except for a valid reason convincing to the members of the Board and it shall so be recorded in the minutes of the meeting. The member shall be informed in writing by the Secretary of the Board before the third meeting. Such vacancies shall be filled by persons nominated and approved by the next General Body meeting, with a formal notification to the Archbishop.
- 15.11 **Signing Authority on behalf of the Church:**
Written approval of the Board of Trustees is required for any officer of the Church to sign on behalf of the Church.

ARTICLE XVI

PRESIDENT

- 16:01 The Vicar shall be the President of the parish.
- 16:02 Shall preside over General Body and Board of Trustees meetings and is the last signatory of all the minutes of the Meetings. Any signature after the Vicar/President shall be invalid
- 16:03 Shall be the spokesperson of the Church in the community
- 16:04 He shall see that all resolutions and decisions of those meetings are carried out.
- 16:05 He shall convene the meeting of the Board of Trustees when necessary.
- 16:06 The Vicar/President is responsible for timely escalation of all necessary topics to the Archbishop.



16:07 The Vicar/President has legal and moral responsibility to escalate any wrongdoing by Board or any members to the attention of the Archbishop and/or the General Body.

ARTICLE XVII

VICE-PRESIDENT

17:01 The Vice-President is a lay man elected by the General Body every year. He shall be eligible for re-election but shall not be elected for more than two consecutive terms. He shall be a good-standing full member, not below 26 years of age, of sound mind and with good moral statute and has been a member for at least two (2) years.

17:02 **Duties and Responsibilities of the Vice-President:**

17:02:01 Shall perform all the duties of President in his absence, except the Priestly obligations, in the Church with President's written consent.

17:02:03 Shall be the spokesperson of the Church in the community after the President

17:02:04 Shall promote a peaceful environment in the Church by working with the Vicar/ President and all members.

17:02:05 Preside over Board of Trustees Meetings in the absence of President with his written consent.

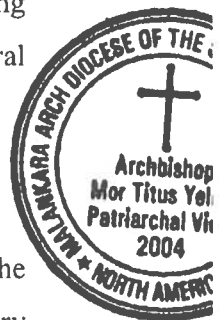
17:02:06 The Vice-President is legally required to bring any misappropriations in use of church funds and/or property to the attention of the General Body and the Archbishop immediately after such information becomes known to him.

17:02:07 The Vice-President has legal and moral responsibility to escalate any wrongdoing by Board or any members to the attention of the Archbishop and/ or the General Body.

ARTICLE XVIII

TREASURER

18:01 The Treasurer is the steward of the property and finances of the Parish. The Church shall have a lay person as Treasurer elected by the General Body every year. He/She shall be eligible for re-election but shall not be elected for more than two consecutive terms. He/She shall be a good-standing member, not below 26 years of age, of sound mind and with good moral statute and has been a member for at least two (2) years.



- 18:02 Duties and Responsibilities of the Treasurer:**
- 18:02:01 Be responsible for properly receipted account keeping of income and expenditure of the parish.
- 18:02:02 Keep an accurate record of the assets and liabilities of the parish.
- 18:02:03 Prepare and Present the annual budget.
- 18:02:04 Be a co-signatory of the parish bank accounts along with the Secretary or Vice-President
- 18:02:05 Collect all income received on Sundays and have any Board member co-sign for verification
- 18:02:06 Deposit in the bank all amount received within the next 7 (seven) working days.
- 18:02:07 Be the custodian of the receipt books and other financial documents pertaining to the parish
- 18:02:08 Keep an inventory of the movable and immovable properties of the parish.
- 18:02:09 Shall ensure that the accounts of the Church are balanced at all times.
- 18:02:10 Shall provide a signed receipt for all the funds received.
- 18:02:11 Shall keep all original receipts or contracts for a minimum of six (6) years for any disbursement of funds. All reimbursements shall be accompanied with a voucher detailing all the details of the expenditure item and duly signed by the person claiming the item and the parish Treasurer.
- 18:02:12 Shall present the audited financial report to the General body.
- 18:02:13 Shall handover all the books and records to the incoming Treasurer within 15 days after his or her term ends.
- 18:02:14 Ensure accounting, compliance and tax filing requirements are met in each calendar year.
- 18:02:15 The Treasurer should publish the Church Subscription dues list three (3) weeks before the Annual General Body, on the Church notice board.
- 18:02:16 The Treasurer is required to bring any misappropriations in use of church funds and/or property to the attention of the General Body and the Archbishop immediately after such information becomes known to him.
- 18:02:17 The Treasurer has legal and moral responsibility to escalate any wrongdoing by any members to the attention of the Archbishop and/ or the General Body.



ARTICLE XIX
SECRETARY

- 19:01 The Church shall have a lay person as secretary elected by the General Body every year. He / She shall be eligible for re-election but shall not be elected for more than two consecutive terms. He / She shall be a good-standing member, not below 26 years of age, of sound mind and with good moral statute and has been a member for at least two (2) years.
- 19:02 **Duties and Responsibilities of the Secretary:**
- 19:02:01 Be the custodian of the minutes of meetings of General Body and Board of Trustees of the parish.
- 19:02:02 Responsible for properly recording the minutes of meeting and maintaining the records of the parish.
- 19:02:03 Sends notices to convene meetings upon request from the Vicar.
- 19:02:04 Be responsible for presenting the annual report to the General Body.
- 17:02:05 Handover all the books and records to the incoming Secretary within 15 days after his or her term ends.
- 19:02:06 The Secretary should publish the list approved by the Board of Trustees, of registered voting-members (Voters List) who are eligible to attend the Church General Body Meeting, one (1) week in advance on the Church notice board. Any inconsistencies in the Voters List should be notified in writing to the Board of Trustees within three (3) days of publishing the list. If the inconsistency is verified, it must be rectified prior to the meeting.
- 19:02:07 Be a co-signatory of the Parish bank accounts and payment vouchers along with the Treasurer
- 19:02:08 The Secretary is required to bring any misappropriations in use of Church funds and/or property to the attention of the General Body and the Archbishop immediately after such information becomes known to him.
- 19:02:09 The Secretary has moral responsibility to escalate any wrongdoing by Board or any members to the attention of the Archbishop and/ or the General Body.



ARTICLE XX

AUDITORS

- 20:01 Every year during the Election General Body, two (2) Auditors shall be elected. The Auditor's should see that all accounts of the church and its spiritual organisations are documentarily authenticated for all the relevant documents and records. The financial statements should reflect a true and fair view of the state of affairs, all expenses have appropriate decisions of Board of Trustees and/or General Body and all income & expenses are reconciled.
- 20:02 The auditors shall inform their findings to the Board of Trustees before presenting the audit report to the General Body. The auditors should present their report to the General Body. The auditors are ultimately responsible and accountable to the General Body.

ARTICLE XXI

BANK ACCOUNT

- 21:01 For New account, the Treasurer, the Secretary and the Vice President should open the bank account, for the parish, jointly with approval from the General Body.
- 21:02 The bank account shall be operated by the Treasurer jointly with the Secretary on a day to day basis, and in the absence of the Secretary, the Vice-President may substitute. All expenses from the account require the permission of the Treasurer.
- 21:03 A prior consent of the General Body is required for any kind of operations regarding any fixed deposit account that exists for the parish.

ARTICLE XXII

RESIGNATION OR REMOVAL

- 22:01 The Vice President, Treasurer, or Secretary may be removed from office by a simple majority of the General Body which was convened for the purpose upon the recommendation of the Board of Trustee.
- 22:02 The Board of Trustees shall recommend that the Vice President, Treasurer, or Secretary may be removed only after conducting proper inquiries to substantiate the complaint which could tarnish the image of the Church.



- 22:03 Appeal for the decision should be made to the Archbishop within one month of the contested decision. The Archbishop will make his own inquiries and make decision which shall be final.
- 22:04 If the Vice President, Treasurer or Secretary relinquishes his/her post for any reason he/she should submit all records and documents to the President.
- 22:05 In extreme situations, any officer and/or member of the Board of Trustees may be suspended from their position with a two- third majority of the Board of Trustees. Immediately thereafter, the Vicar shall inform the Archbishop of the situation seeking His approval and for further proceedings. The General Body shall confirm or reverse the decision of the Board of Trustees in the next meeting with the final approval of the Archbishop.
- 22:06 If the Vice President, Treasurer, or Secretary resigns or is removed from his / her office within six months of his / her election, the General Body shall be convened and new office bearer should be elected. If the post becomes vacant after six months for whatever reason, then a member of the Board of Trustee may be appointed from within the Board with simple majority to act as the replacement office bearer for the remaining period of the financial year.
- 22:07 Any changes to the approved governing body shall be notified to the Archbishop in writing for his formal approval.
- 22:08 If the Archbishop becomes aware of the Board of Trustees either in whole or majority violating the oath of office, and standing against the best interest of the Church or the Archdiocese or the Universal Syrian Orthodox Church, the Archbishop shall investigate, intervene and take necessary steps which may include the dissolution of the Board of Trustees.

ARTICLE XXIII

COMPLAINTS AND ACTIONS

- 23:01 If a registered member have a complaint, He/ She should give in writing to the Board of Trustees. Board of Trustees should discuss about the complaint and reply back to the member within 30 days. If the member is not satisfied with the reply he can appeal to the Board of Trustees for adding this matter in the next



General Body meeting as an Agenda. The Board of Trustees should present in the General Body and General Body can take decision which will be final.

23:02 Any registered member of the parish found at any time neglecting or contravening the Constitution and Bylaws; exceeding their authority to do any act against the interest of the parish, Board of Trustees has the right to ask an explanation to the member giving 15 days to reply back addressing to the Board of Trustees. If the reply is not satisfactory, the Board of Trustees can take disciplinary action against the member with the written consent and direction of the Diocesan Metropolitan which need to be ratified in the next General Body.

23:03 In the case of a Family Membership, if one spouse is prescribed disciplinary action by the General Body, the other spouse is permitted to attend and vote in subsequent General Body meetings.

ARTICLE XXIV

SPIRITUAL ORGANIZATIONS

24:01 The Church will have a Sunday school, St. Paul's Men's Fellowship, St. Gregorios Women's League, Youth Association and other organizations promoted by the Archdiocese. The General Body, shall approve the office-bearers of the Spiritual Organizations who are formally elected at their own separate meetings presided by the Vicar who is the president of all Spiritual Organizations in the parish. All the officials of the Spiritual Organizations are accountable to the parish General Body meeting.

ARTICLE XXV

ADDRESS FOR COMMUNICATION

25:01 Given below is the current address of the Church

25:01:01 **Mailing and Correspondence address:**

St. Jacob's Syriac Orthodox Church, Edmonton

9510 101 Ave NW

Edmonton, AB



T5H 0B3

Email: stjacobschurchedmonton@gmail.com

Website: www.stjacobschurchedmonton.ca

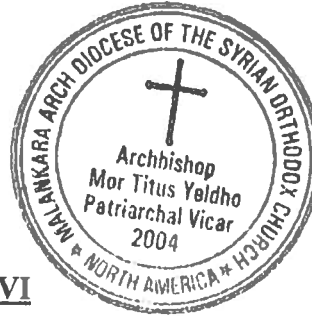
25:01:02 Physical Address:

St. Jacob's Syriac Orthodox Church, Edmonton

9510 101 Ave NW

Edmonton, AB

T5H 0B3



ARTICLE XXVI

MISCELLANEOUS

- 26:01 If this constitution does not address a specific issue pertaining to the administration of the Church and / or conform with the norms in accordance with the local City, Provincial or National rules or the ordinances, the Church is allowed to have a by-law addressing those specific matters with the approval of the Archbishop
- 26:02 The Church has the obligation of paying the annual dues and submitting the accurate and complete records of membership, list of elected Board of Trustees and the record of Baptisms, Marriages and Funerals annually to the Archdiocesan Office. The Vicar/ President and the outgoing Secretary shall collectively be responsible in submitting those records.

AMENDMENTS

Article I, II & III shall not be amended under any circumstances. Amendments may be proposed on other Articles by any member of the Church, and such proposed amendments shall be submitted in writing to the Board of Trustees. The Board of Trustees shall at its first regular meeting, consider the same and shall take action thereon within three months. If the Board of Trustees approve the amendment with a two-third majority, it shall be then be submitted to the General Body meeting. If it be then accepted by two-thirds (2/3rds) majority of the General Body, it shall be in effect, subject to the approval of the Archbishop.

This Constitution & Bylaws was formally adopted by the meeting of the General Body on 29 day of October, 2022.



For the Board of Trustees,

(Vicar/ President)

(Treasurer)

(Secretary)

This constitution was approved and accepted by His Eminence Mor Titus Yeldho, Archbishop of the Malankara Archdiocese of the Syrian Orthodox in North America. This approval is valid only until a Unified Parish Constitution is promulgated by the Malankara Archdiocese.

On the 10th Day of November, in the year of our Lord 2022

(SEAL)

+Archbishop Titus Yeldho

