

**Statute (By-Laws)**  
**of**  
**St. Vladimir's Ukrainian Orthodox Sobor of Calgary, Alberta**

The Ukrainian Orthodox Congregation of St. Vladimir's Ukrainian Orthodox Sobor at 404 Meredith Road NE, in the city of Calgary, in the Province of Alberta, hereinafter referred to as the Parish, at its meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, passed a resolution adopting the following by-laws:

**1. NAME**

The name of the Parish is St. Vladimir's Ukrainian Orthodox Sobor.

**2. ADDRESS**

The address of the Parish is 404 Meredith Road NE, Calgary, AB, T2E 5A6.

**3. AFFILIATION**

The Parish is a constituent part of the Ukrainian Orthodox Church of Canada as provided for in the Act of Incorporation of the Church and, as such, agrees to observe and abide by the Act and by-laws of the Ukrainian Orthodox Church of Canada, the resolutions, rules and regulations of its General Councils and the orders and decrees of the Council of Bishops and the Consistory Board. The Parish accepts spiritual guidance and engages priests solely from the clergy of the Ukrainian Orthodox Church of Canada.

**4. DUTIES OF THE PARISH**

The duties of the Parish, as a whole, shall include the following:

- (a)** to serve the spiritual needs of its members;
- (b)** to strengthen Christian teachings and virtues among its members;
- (c)** to evangelize the general community consistent with the teachings of the Orthodox Church;
- (d)** to engage and support the clergy assigned to render spiritual guidance to its members;
- (e)** to maintain its assets and property in a good state of repair.

## **5. MEMBERSHIP**

**(a)** A duly qualified member of the Parish shall mean a person who is at least eighteen (18) years of age, and who:

**(i)** believes in and adheres to the faith, dogma, doctrine and ritual practices of the Ukrainian Orthodox Church of Canada;

**(ii)** submits to the rules and regulations of the Ukrainian Orthodox Church of Canada as well as to its Hierarchy;

**(iii)** pays annual membership fees as assessed.

**(b)** In order to become a member of the Parish a person shall initially apply in the prescribed written form to the Parish Council which, together with the priest, shall decide whether the application for membership is to be accepted and approved. Upon admission to the membership of the Parish the name and address of the member shall be recorded in the membership roll.

**(c)** A member may become an Honorary Member upon recommendation by the Parish Council, endorsed by a resolution passed at an Annual General Meeting of the Parish. An Honorary Member shall continue to have all the rights and privileges of a duly qualified member but may no longer be required to pay annual membership fees.

**(d)** Annual membership fees are due in full on the last day of February. Any member who fails to pay their membership dues accepts forfeiture of their privileges of membership. Members of the Parish Council are required to have their membership fees paid no later than this/her date in order to retain their position on Parish Council.

## **6. PRIVILEGES AND RESPONSIBILITIES OF MEMBERS**

We recognize that all Baptized and Chrismated Orthodox Christians have a right to participate in the Sacramental and Spiritual Life of the Congregation regardless of payment of membership dues.

Duly qualified members of the Parish shall have the right to:

**(a)** participate in the spiritual life of the Church;

**(b)** participate in the teachings of spiritual guidance;

**(c)** participate in the cultural, educational and social life of the Parish;

**(d)** participate in and vote at General Meetings of the Parish;

**(e)** participate in and support the moral and financial growth and development of the Parish;

**(f)** hold a position on the Parish Council or the Chairperson of any church committee.

## **7. LOSS OF MEMBERSHIP RIGHTS**

- (a)** Any member who falls under ecclesiastical ban or excommunication shall cease to be a member of the Parish;
- (b)** A member who fails to abide by the rules and regulations of the Parish or otherwise conducts himself/herself in a manner detrimental to the Parish or to the Ukrainian Orthodox Church of Canada may, on the recommendation of the Parish Council, have his/her membership revoked and his/her name struck from the membership roll by resolution passed at a General Meeting of the Parish.
- (c)** Any charge of misconduct against a member shall be made in writing and be addressed to the President of the Parish Council. The Parish Council may, upon giving the member at least forty-eight (48) hours notice in writing, then require the member to attend a meeting of the Parish Council to defend the charges against him/her.
- (d)** If the Parish Council recommends that the membership of the person charged ought to be revoked, such decision shall be recorded in the minutes of the meeting and a copy thereof shall be served upon the member in question personally or by registered mail or electronic mail at least ten (10) days prior to any General Meeting at which the recommendation is to be considered.
- (e)** Notice of such General Meeting shall be in writing and shall set forth clearly that the agenda will include the matter of termination of the membership of the named member charged who shall be served with such notice either personally or by registered mail or electronic mail at least ten (10) days prior to the General Meeting.
- (f)** The member charged shall have the right to be present at the General Meeting called to deal with termination of his/her membership and he/she shall have the right to be heard and present their defence to the charge against them.
- (g)** After a hearing of the charge against the member, the recommendation of the Parish Council and the reasons therefor, and the defence of the member charged, the issue regarding termination of his/her membership shall be decided at the General Meeting by a majority vote of members present thereat, the voting to be conducted by show of hands or by secret ballot, in the presence of the member charged if they are in attendance.
- (h)** A member whose membership has been terminated may appeal, within thirty (30) days thereafter, for reinstatement to the Consistory Board of the Ukrainian Orthodox Church of Canada whose decision in the matter shall be final.

## **8. GENERAL MEETINGS OF MEMBERS**

- (a)** General Meetings of the Parish fall within three (3) categories, namely: "A" Annual Meeting, "B" Special Meeting, and "C" Informational Meeting at which only members can participate and vote.
- (b)** General Meetings shall be called to order by the President, or in his/her absence by the Vice-President, or in his/her absence by any other member of the Parish Council. Except for an Annual

Meeting, the President, or in his/her absence the Vice-President, or in his/her absence any member of the Parish Council, shall preside as Chairperson at a General Meeting and the recording secretary shall be the Secretary, or in his/her/her absence any other member of the Parish Council.

**(c)** General Meetings shall be commenced and concluded with prayers.

**(d)** Voting at General Meetings shall be decided by a simple majority and proxies shall not be allowed. Voting shall be by a show of hands except that in the case of a demand by five (5) members present at the meeting, voting shall be by secret ballot.

**(e)** All Congregation General Meetings shall be conducted in accordance with the most current edition of Robert's Rules of Order.

### **"A" Annual General Meeting**

**(a)** An Annual Meeting of the membership shall be held within sixty (60) days following the fiscal year-end of the Parish, at a site determined by the Parish Council, and a quorum thereof shall be twenty per centum (20%) of the number of duly qualified members. Failing a quorum, an Annual Meeting shall be adjourned for fourteen (14) days at which time it shall be called to order and be properly constituted regardless of the number of duly qualified members in attendance.

**(b)** Annual Meetings of members shall be convened by providing written notice thereof to each member at least fourteen (14) days prior to the meeting, such notice to be delivered personally or by regular mail or electronic mail. In addition, verbal notice shall be announced in church by the priest and, at the discretion of the Parish Council, notice of an Annual Meeting may also be published in the official organ of the Ukrainian Orthodox Church of Canada.

**(c)** The program of an Annual Meeting shall be as follows:

- (1)** call to order and opening prayer;
- (2)** acknowledgement of respect for members who reposed during the past year;
- (3)** election of a Chairperson, Secretary, and at least three (3) scrutineers;
- (4)** adoption of the agenda for the meeting;
- (5)** adoption of the minutes of the previous Annual Meeting;
- (6)** reports from the priest, the Parish Council members and Financial Review Committee;
- (7)** discussion and adoption of such reports;
- (8)** discussion and adoption of annual membership fees;
- (9)** election of the new Parish Council;
- (10)** approval of the budget for the ensuing fiscal year;
- (11)** designation of Honorary Members;

**(12)** closing prayer.

**(d)** If a quorum is present at the opening of a meeting of members, the members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting.

### **“B” Special General Meeting**

**(a)** A Special Meeting shall be held when the need arises.

**(b)** At a Special Meeting, the membership can deliberate and decide only those issues for which the meeting was called.

**(c)** A Special Meeting may be called by the Parish Council on its own initiative, or on the written request of the Financial Review Committee, or on the petition of one-third of the membership, with the purpose of such meeting being stated in each case. If the Parish Council refuses to convene a Special Meeting when requested by the Financial Review Committee or by one-third of the membership, then the Financial Review Committee shall be at liberty to call the meeting.

**(d)** In exceptional cases a Special Meeting may be called by the Consistory Board of the Ukrainian Orthodox Church of Canada.

**(e)** Special Meetings of members shall be convened by providing written notice thereof to each member at least fourteen (14) days prior to the meeting, such notice to be delivered personally or by regular mail or electronic mail. In addition, verbal notice shall be announced in church by the priest and, in the discretion of the Parish Council, notice of a Special Meeting may also be published in the official organ of the Ukrainian Orthodox Church of Canada. In each case the purpose of the Special Meeting shall be stated.

**(f)** A quorum of a Special Meeting of members shall be twenty per centum (20%) of the number of duly qualified members. Failing a quorum, a Special Meeting shall be adjourned for seven (7) days at which time it shall be called to order and be properly constituted regardless of the number of duly qualified members in attendance.

**(g)** If a quorum is present at the opening of a meeting of members, the members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting.

### **“C” Informational General Meeting**

An Informational Meeting may be called by the Parish Council for the purpose of informing the membership on important matters concerning the Parish in general and securing from the membership, opinions with respect thereto. Such meeting shall be called on written notice to the membership or by announcement by the priest in church, or both. Decisions made or resolutions passed at an Informational Meeting shall not be binding and shall have no force or effect, unless ratified by the general membership at an Annual or Special General Meeting.

## **9. PARISH COUNCIL**

**(a)** The Parish Council shall be comprised of:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Property Manager
6. Up to Three (3) Members at Large
7. Past President (for the first year of the new Parish Council President's term)

**(b)** The Parish Council shall be elected at an Annual Meeting and shall hold office for one (1) year. If any vacancy shall occur for any reason the Parish Council may appoint a duly qualified member to fill the vacancy until the next Annual Meeting.

**(c)** The priest assigned to the Parish shall be an ex-officio member of the Parish Council.

**(d)** The Parish Council shall meet according to need at the call of the President and shall be responsible for the administration, management and control of the business, property and other temporal affairs of the Parish.

**(e)** Only duly qualified members may be elected to Parish Council; membership dues must be up to date.

**(f)** Parish Council shall receive no remuneration for acting as such, however they may be reimbursed for any relevant out-of-pocket expenses.

## **10. DUTIES OF PARISH COUNCIL**

**(a)** The duties of the Parish Council shall include the following:

- (i)** engagement of clergymen, in consultation with the Eparchial Bishop and Consistory Board;
- (ii)** together with the priest, to arrange for liturgical and other religious services to meet the needs of the Parish;
- (iii)** to co-operate with and assist the priest in upholding and promoting the spiritual and moral values within the Parish;
- (iv)** to administer the financial affairs of the Parish including determination of the remuneration to be paid to the Parish clergy in accordance with the guidelines of the Church;
- (v)** to promote and foster Christian education, heritage education, and the cultural and social affairs of the Parish;

**(vi)** to act as intermediary between the Parish and the Eparchial Bishop/Council and the Parish and the Consistory Board and to carry out such directions as may be issued by the Eparchial Bishop/Council, Metropolitan and Consistory Board.

**(b)** The Parish Council shall provide written annual reports to the Eparchial Bishop/Council and the Consistory Board on the activities of the Parish, as reported at the Annual Meeting, and shall provide such other information as may be required by the Consistory Board.

### **11. DUTIES OF PARISH COUNCIL OFFICERS**

**(a)** The President shall call and preside at all meetings of the Parish Council and all General Meetings except for Annual Meetings and, together with the Secretary, shall sign all official documents of the Parish. The President shall provide leadership in the conduct of the affairs of the Parish and shall foster, preserve and maintain a close relationship between the Parish and the Eparchial Bishop/Council and the Consistory Board. The Parish Council President shall be an ex-officio member of all committees.

**(b)** The Vice-President shall act in the absence or disability of the President and shall exercise the powers of the President and perform such other duties as may be required from time to time.

**(c)** The Secretary shall keep minutes at meetings of the Parish Council and at all General Meetings except for the Annual Meeting. The Secretary shall receive all correspondence coming before the Parish Council. The Secretary shall be responsible for overseeing the Membership Administrator in maintaining the membership roll. In the absence of a Membership Administrator, the Secretary shall be responsible for maintaining the membership roll. In addition, the Secretary shall sign, together with the President, all official documents of the Parish and shall preserve and retain custody of all correspondence and documentation dealt with by the Parish Council. Once his/her annual term is complete, the secretary shall submit all correspondence and documentation to the Church Archivist to be stored in the archival vault.

**(d)** The Treasurer shall receive all funds paid to the Parish, deposit same as required, disburse funds and pay accounts in accordance with instructions from the Parish Council and maintain an accurate account and record of the finances of the Parish. The Treasurer shall provide regular financial reports at meetings of the Parish Council and at Annual Meetings of the Parish.

**(e)** The Property Manager shall be responsible for the maintenance and upkeep of the property and assets of the Parish, including the land, building, fixtures, chattels, books, icons and equipment, and shall provide reports regarding same at Annual Meetings and upon the request of the Parish Council.

**(f)** The Members at Large shall be responsible for projects as assigned by the Parish Council President. Such projects may include organizing the Bishop's visitation, representing St. Vladimir's Sobor at special events outside of the parish such as the annual Holodomor memorial, and spear-heading short-term committees (i.e.: By-law committee).

(g) The Past President shall support the new Parish Council president in his/her initial year on the Parish Council in order to provide continuity not only to the Parish Council but to the Parish as a whole.

## **12. PARISH PRIEST**

(a) Only an ordained priest of the Ukrainian Orthodox Church of Canada may be appointed as a priest of the Parish.

(b) The Parish priest shall be appointed by the Metropolitan/Consistory Board, at the request of and in consultation with the Parish Council.

(c) The priest, by virtue of his/her position, shall give guidance in furtherance of the spiritual, religious, educational and moral life of the congregation, preserve church discipline, and foster and maintain a close relationship between the Parish and the Eparchial Bishop/Council and the Parish and the Consistory Board of the Ukrainian Orthodox Church of Canada.

(d) The priest shall decide all questions pertaining to the Faith, Church Practice, protocols and worship, as well as church discipline, and refer any dispute concerning same to the Eparchial Bishop.

(e) The priest is pastor, teacher, and spiritual advisor to the Parish in all church matters and, as such, he shall have the right to be present and participate in deliberations at all meetings of the Parish Council and General Meetings of the membership.

(f) The priest shall keep vital statistics records of all christenings, marriages and deaths in the Vital Statistics Record Book supplied by the Consistory Board office and maintained at the Parish.

(g) The priest shall, to the best of his ability, assist the membership in such educational, cultural and social activities as are required for the proper development of the Parish.

## **13. ELDERS (BROTHERHOOD AND SISTERHOOD)**

The elders of the church, as approved by the Parish priest, shall consist of members of the sisterhood and brotherhood elected in such number as may be determined at an Annual Meeting of the Parish and they shall maintain and care for the church building and assist the priest during liturgical and other religious services.

## **14. FINANCIAL REVIEW COMMITTEE**

The Financial Review Committee shall be responsible for conducting a review of the financial affairs of the Parish each year, including a review of all financial matters and transactions carried out by the Parish Council, and shall be responsible for the review of the financial records, books of receipt and disbursement of funds and the inventory. The Financial Review Committee shall conduct said financial review at the conclusion of each fiscal year and provide a report to the membership at the



following Annual Meeting. The Financial Review Committee shall be comprised of three members elected at an Annual Meeting and they shall elect a chairperson from among themselves.

### **15. TRUSTEES**

The Consistory Board of the Ukrainian Orthodox Church of Canada shall have the right to appoint a Board of three (3) Trustees to serve in the place and stead of the Parish Council of the Parish and to administer the affairs of the Parish in the event that the Parish Council loses control of the membership of the Parish or embarks upon a program which contravenes or is inconsistent with the teachings, faith, dogma or rite of the Ukrainian Orthodox Church of Canada or its rules and regulations, thereby threatening spiritual peace and temporal well being within the Parish. A Board of Trustees so appointed shall act under the authority of the Consistory Board until normal conditions are restored within the Parish.

### **16. PARISH PROPERTY AND ASSETS**

- (a)** All property and assets of the Parish are under the ownership and control of its members for the general use and benefit of the Parish.
- (b)** Any person who is no longer a duly qualified member of the Parish or a member who abandons the Ukrainian Orthodox Church of Canada forfeits his/her or her right and interest in the assets of the Parish.
- (c)** For purposes of achieving its objectives and serving the interests of its membership, the Parish collects funds in the form of membership fees, donations and other monetary proceeds through collections, fundraising campaigns and activities and Sunday offerings, and invests and manages such funds in accordance with these by-laws and the decisions of the membership.
- (d)** In the event of disbandment of the Parish or liquidation of its assets, the residue of its assets, after payment of all debts and expenses, accrue to the benefit of and vest in the Ukrainian Orthodox Church of Canada.
- (e)** The Parish Council shall have full power and authority to sell, purchase, or exchange any property, the value of which specifically falls within the financial budget of the Parish approved by its members at any general meeting or the value of which does not exceed the sum of \$10,000 or such greater sum as may be set out in any bylaws of the Parish from time to time.
- (f)** In all other cases where it is advisable, necessary or advantageous for the benefit of the Parish to sell, purchase or exchange or otherwise deal with property of the Parish the value of which exceeds the approved financial budget, the sum of \$10,000 or such greater sum as may be set out in any by-laws of the Parish from time to time, a special meeting of the members of the Parish shall be called in accordance with the bylaws of the Parish. The majority of such members, present at the special meeting, may pass a resolution authorizing any such desired transaction dealing with property.

**(g)** The Parish Council shall have full power and authority to manage, or lease for a period not exceeding eighteen months any real property owned by the Parish in any manner which the Parish Council may deem proper and at such price or upon such terms and for such condition as the Parish Council considers advisable.

**(h)** In all other cases where it is advisable, necessary or advantageous for the benefit of the Parish to sell, purchase, mortgage, exchange or otherwise deal with real property of the Parish, a special meeting of the members of the Parish shall be called in accordance with any by-laws of the Parish. The majority of members, present at the special meeting, may pass a resolution authorizing any such proposed dealing with real property.

**(i)** Ownership Restrictions: The information about members of the Parish that is required by regulations under the Agricultural and Recreational Land Ownership Act (Alberta) and section 35 of the Citizenship Act (Canada) is as follows: A majority of the Parish Council and a majority of the members of the Parish shall be citizens and residents of Canada.

**(j)** Donations: It is further declared that every member of the Parish contributing any property for this Parish shall be deemed to have made such contribution expressly for the purposes and objects set out herein and shall not, at any time thereafter have any right, legal or equitable, to claim or demand a return of any of property and any donations, contributions or gifts shall be deemed to have been made by the member for the purposes and objects of the Parish.

## **17. AMENDMENTS**

**(a)** These by-laws may be amended only at an Annual General Meeting or a Special General Meeting of the Parish by a resolution passed by a vote of a two-thirds majority of the members present.

**(b)** Notice to amend these bylaws shall be given in writing at a meeting of the Parish Council prior to the Annual or Special General Meeting of the membership at which same is to be dealt with, and shall be circulated to the general membership at the time notice of the Annual or Special General Meeting is given.

**(c)** No amendment shall become operative unless and until approved by the Consistory Board of the Ukrainian Orthodox Church of Canada.

## **18. STANDING COMMITTEES**

### **Church Archivist**

Responsible for archiving of minutes and other church documents both physical and electronic. Works with Parish Council to ensure they know what needs to be archived. Works with the priest to store baptismal, wedding, and any other Church Records.

### **Membership Development Committee**

The Membership Development Committee is responsible for instituting functions and workshops to increase membership in the congregation and spiritual growth of current congregation members. Committee members are elected at each Annual General Meeting to conduct work for the following year.

### **Membership Administrator**

The Membership Administrator is responsible for maintaining an up-to-date congregation membership list, administering membership payments, notifying delinquent members of their payment arrears and submitting Honorary Membership recommendations. The Membership Administrator is elected at each Annual General Meeting to conduct work for the following year.

### **Nominating Committee**

The Nominating Committee is responsible for presenting a slate of officers and committees to the Annual General Meeting. The Committee should make their best effort to build cohesive teams for the Parish Council and/or committees.

### **Social Media Manager**

The manager is responsible for all social media communications, i.e. website, Facebook page, email address database.

### **Church School Director**

The director is responsible for overseeing the programming and delivery of programming for our Church School (Sunday School) students. The director is included in the slate for the Annual General Meeting, however, the role is fulfilled during the school year which typically begins months prior to the Annual General Meeting.

### **Legacy Fund Committee**

This/her Committee is responsible for providing direction for the administration of the Komarnycky Fund and the Legacy Fund. Committee members are elected at each Annual General Meeting to conduct work for the following year.

### **Building Maintenance Committee**

The Building Maintenance Committee is responsible for maintenance of our church, cultural centre, manse, and vacant land. Committee members are elected at each Annual Meeting to conduct work for the following year. The Property Manager is a member of this/her committee. The Property Manager is a position on the Parish Council and is the official interface between the Parish Council and the committee. The committee also interfaces with the Administrator and the Custodian when required.

### **PLEDGE OF ALLEGIANCE**

St. Vladimir's Ukrainian Orthodox Sobor of Calgary, Alberta, in accordance with Section 2 of the Act of Incorporation of the Ukrainian Orthodox Church of Canada hereby pledges its allegiance to the Ukrainian Orthodox Church of Canada and agrees to observe and abide by the Act and by-laws of the Church, the resolutions, rules and regulations of its General Council and the orders and decrees of the Council of Bishops and the Consistory Board, and the Parish undertakes and agrees to accept spiritual guidance, and engage priests solely from the clergy of the Ukrainian Orthodox Church of Canada.