

ARTICLE FIVE

Election to Parish Office

Election to any parish office will be governed by the following rules:

- a) Only parish members current in their spiritual and financial obligations to the parish can hold office.
- b) Under extraordinary circumstances a letter of intent to hold office can be given to the nominating committee, the pastor, or the parish committee chairperson, to fulfill this requirement, allowing election to parish office.

ARTICLE SIX

Privileges of membership

Privileges of parish members in good standing as defined by the PNCC Constitution and Laws include:

1. Hall Rental (Requirements and fees are available through the parish or rectory offices.)
2. Interment rights a Holy **Family or SS Peter and Paul Cemeteries.**
3. Privileges already outlined in the By-laws.

ARTICLE SEVEN

Amendments to the By-laws of this parish shall be made only by a congregational meeting, by two-thirds (2/3) vote of the members present, voting for the proposed amendment.

(1974/1989 --- Revised 11/96, 11/06)

HOLY FAMILY PARISH BY-LAWS

ARTICLE ONE

The name of the parish shall be: "Holy Family Parish, Polish National Catholic Church of McKeesport, Pennsylvania" as incorporated in 1921 under the laws of the Commonwealth of Pennsylvania, and under the jurisdiction of the Polish National Catholic Church of America (PNC).

ARTICLE TWO

Holy Family Parish will rely on the Constitution of the Polish National Catholic Church in administrative matters as the supreme authority. Proclamations of the General Synods of the PNCC will be treated as mandated by the Constitution of the PNCC.

ARTICLE THREE

Membership in the parish:

1. A member is defined as one who complies with the provisions of Article III of the Constitution and Laws of the PNCC.
2. A Fair Share Offering of stewardship is employed with each member donating at least a minimum amount **within the calendar year.**
3. Financial obligation to the Parish, that is the Fair Share Offering, is set and can be changed by a majority vote at the Annual Congregational meeting.
4. **Assessments levied by National PNCC and Diocesan synodal actions are separate obligations and are NOT included in Parish Fair Share obligations.**
5. As further clarification of membership and explanation of the material obligation due to the parish, membership has been set as the following:
 - a. Each individual is treated as a single parish unit.
*The offerings of all children within a family are credited to the Fair Share Offering required of their parents.
 - b. Any parishioner 80 years old or older may choose to exempt themselves from the Fair Share Obligation.

ARTICLE THREE (continued)

- c. At age 21, unless enrolled full-time in a school of higher learning, or if serving fulltime active military duty in the U.S. Armed Services (deployed active reservist), formal membership is encouraged to identify young people with membership in the parish.

The parish is motivated by care and concern for its membership. **Any persons experiencing hardship** should apply to the pastor or parish committee and will be considered **for assistance or relief** on a confidential and individual basis.

ARTICLE FOUR

1. Congregational Meeting

The congregational meeting is considered the supreme authority in parish management in the material vein.

Parish congregational meetings are divided into the following types:

- a) Annual Meeting to be held on the 3rd (third) Sunday of November. In extraordinary circumstances, the Parish Committee may name another date in November.
- b) Special Meeting is called for a specific purpose or purposes by the parish committee chairperson.

General rule governing all meetings of the congregation:

All congregational meetings will be announced at least one week before the date of the meeting.

2. Parish Officers

The Parish Committee is elected by the parish membership at the annual meeting, and when approved by the Diocesan Bishop, enter upon their duties as proscribed by the PNCC Constitution.

Officers and their terms of office for the Parish Committee are as follows:

- a) Chairperson – 2 year term elected in odd numbered year (i.e. 2023-2025, 2025-2027, etc)
- b) Vice Chairperson – 2 year term, elected in even numbered year (i.e. 2024-2026, 2026-2028)
- c) Financial Secretary – 2 year term, elected in odd numbered year
- d) Recording Secretary – 2 year term, elected in even numbered year
- e) Treasurer – 2 year term, elected in odd numbered year
- f) Seven (7) Directors – 2 year term
 - a. Four (4) directors are elected in even numbered years
 - b. Three (3) directors are elected in odd numbered years
- g) Two (2) alternate directors, one (1) year term elected annually.
- h) **Auditors - There shall be** a minimum of three (3) auditors. **Each auditor is elected for a 3-year term, with the terms of the auditors staggered so that one new auditor is elected annually.** Rules governing their position include:
 - i) Conduct quarterly audit of the parish's financial records.
 - j) They will constitute themselves and choose a presiding officer at the first meeting after their election.
 - k) At least three (3) auditors must be present to conduct an audit of the parish financial books.

Term of office for all officers begins January 1 and ends December 31.

Rules governing the Parish Committee include:

- a) A quorum of seven (7) committee members must be present to conduct business.
- b) Alternate directors have the right to vote only whe the full compliment of directors is absent, or if a director calls upon an alternate to fill his/her absence at a meeting.
- c) Alternate directors will be called to fill a director vacancy in order of the most votes received during balloting for their office.