

# **The Russian Orthodox Parish of St Nicholas, Oxford**

## **Bye-Laws**

### **Section 1**

#### **Definitions**

a. The Russian Orthodox Parish of St Nicholas the Wonderworker ('the Charity') is a registered charity which exists to support the ecclesiastical parish of same name.

b. The ecclesiastical Parish of St Nicholas the Wonderworker ('the Parish') is part of the Diocese of Sourozh, which is a diocese of the Russian Orthodox church in Great Britain and Ireland (Moscow Patriarchate) whose territorial limits are determined by the boundaries of Great Britain and Ireland.

c. The charity fulfils its charitable objects by supporting the work and activities of the Parish.

d. The charitable funds of the charity may only be expended in furtherance of the work and activities of the parish.

e. The ecclesiastical Parish is governed by its own statutes according to the practice of the Russian Orthodox Church, and is not bound by these bye-laws.

e. The members of the charity are those Orthodox Christians of eighteen years of age and older worshipping within the ecclesiastical parish, receiving the sacraments from its clergy and abiding by the statutes of the Parish, and who have subscribed to its list of membership.

### **Section 2**

#### **General Meetings**

a. The charity may hold general meetings regularly, but in any event a general meeting must be held at least once a year.

b. The functions of the general meeting shall be:

i to elect the officers of the charity and other trustees on an annual basis;

ii to discuss, initiate and approve measures to strengthen the operation of the charity;

iii. to approve the annual report and accounts of the charity presented by the trustees;

- iv. to authorise the trustees to purchase, sell or encumber property.
- c. General meetings will be chaired by the Chair of the Trustees. The Chair of the Parish Meeting shall have a second casting vote in the event of a tie.
- d. The Chair, with the approval of the Trustees, may invite other persons to attend and speak at the General Meeting but without the right to vote.
- e. General Meetings may not take place in the absence of the Rector of the Parish or, when this is not possible, without the attendance of the Diocesan Hierarch or his nominated representative.

### **Section 3**

#### **Officers**

Among the officers of the Charity shall be:

- a. the Chair of the Trustees who shall, in consultation with the Rector of the Parish, be responsible for the planning and chairing of meetings, care of the property of the Charity, the provision of supplies for church use and full lay participation in all the practical aspects of Parish life;
- b. the Charity Secretary, who shall keep the minutes of general meetings and meetings of the trustees, be responsible for correspondence with the trustees and the preparation of the list of membership;
- c. the Charity Treasurer, who shall, under the guidance of the trustees, be responsible for the day-to-day management of the financial affairs of the Charity, ensuring that proper accounts are kept and liaising with the treasurer of the Parish.

### **Section 4**

#### **The Council of Trustees**

- a. The Council of Trustees is the executive body of the general meeting, presenting to it proposals for the furtherance of the life of the charity and implementing its decisions. The members of the Council act as trustees of the charity, in accordance with its constitution.
- b. The members of the Council of Trustees shall be the Chair of Trustees, the Rector of the Parish, the Charity Treasurer and Charity Secretary, and a minimum of four regular trustees, together with any other clergy of the Parish, the Warden of the Parish and the Treasurer of the Parish.
- c. The Chair of the Trustees has a casting vote in the event of a tie.
- d. The Chair of the Trustees may, with the agreement of the trustees, invite other persons to attend a meeting of the Council of Trustees, but without the right to vote.

- e. If the Rector disagrees with a decision of the Council of Trustees his disagreement is recorded in the minutes and reported to the Diocesan Hierarchy. The matter is then referred to a general meeting, which a decision will be taken by the members present.

## **Section 5**

### **Meetings of the Parish Council**

- a. The Council of Trustees should hold meetings regularly, but in any event at least three times a year. Notice of all regular and extraordinary meetings of the Council of Trustees shall be given in accordance with the procedures specified in the Constitution of the Charity
- b. The functions of the Council of Trustees meetings shall be:
  - i. to appoint officers of the Charity or Trustees not otherwise elected by a general meeting of the Charity
  - ii regularly to discuss, initiate and approve measures to strengthen the work of the Charity;
  - iii. to discuss, amend and approve the annual budget of the Charity;
  - iv to prepare and approve annual accounts for submission to the General Meeting of the Charity;