GREEK ORTHODOX COMMUNITY OF BURLINGTON VERMONT, INC.
POST OFFICE BOX 8122
BURLINGTON, VT 05402-8122

GREEK ORTHODOX ARCHDIOCESE OF AMERICA
GREEK ORTHODOX CHURCH
DORMITION OF THE MOTHER OF GOD
600 SOUTH WILLARD ST.
BURLINGTON, VERMONT

UNIFORM PARISH REGULATIONS 1969

Revised: October 19, 2003
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ARTICLE I
INCORPORATION

On the 19th day of December of 1958, the Greek Orthodox people of the State of Vermont took the initial steps of forming the first Greek Orthodox Community in the State. This Parish shall be known as the Hellenic Orthodox Community of Burlington, Vermont, Inc.

ARTICLE II
PURCHASE OF CHURCH

All Saint's Episcopal Chapel was purchased by the Hellenic Orthodox Community of Burlington, Vermont, Inc. from the Trustees of the Episcopal Diocese of Vermont on September 15, 1961.

ARTICLE III
DEDICATION

Name: Kolmisis Tis Theotokou
Dormition of the Mother of God

Date: May 29, 1966

Godfather: James K. Zolotas

Name Day: August 15

Celebrants: Archbishop Iakovos, Primate of the Greek Orthodox Church in the Americas

The Most Rev. Robert F. Joyce
The Very Rev. Dean Robert S. Kerr
Rabbi Max Wall
Rev. Nicholas Salamis, St. George Cathedral, Montreal, Quebec, Canada
Rev. Evangelos Georgiadis
CHARTER

The Greek Orthodox Archdiocese of North and South America under the ecclesiastical jurisdiction of the Ecumenical Patriarch of Constantinople and in accordance with the holy canons of the Greek Orthodox Church hereby certifies that the Parish of Koimisis Tis Theotokou, Dormition of the Mother of God, Burlington, Vermont has fully complied with the regulations and uniform Parish by-laws of the Greek Orthodox Archdiocese, and is thereby duly qualified to administer the rites, sacraments and ecclesiastical functions of the Greek Orthodox Church.

In the name of the Father and the Son and the Holy Spirit this charter is hereby granted and affixed with the official seal of the Greek Orthodox Archdiocese North and South America.

Given under my hand this first day of September in the year of our Lord nineteen hundred and sixty seven: (signed) Archbishop Iakovos.

ARTICLE IV

AMENDMENT TO INCORPORATION

We the undersigned, president and clerk of the Hellenic Community of Burlington, Vermont, Inc., a corporation existing and organized under the laws of the State of Vermont and having its principal office in the city of Burlington, Vermont, hereby certify that at a meeting of the trustees of the corporation, duly called for that purpose, and held at the office of the corporation at Burlington, Vermont, on the 28th day of January, 1968 it was voted unanimously by all of the trustees to amend the articles of association as follows:

The name of the corporation is GREEK ORTHODOX COMMUNITY OF BURLINGTON, VERMONT, INC.

The purposes of the corporation are:

1. To preserve and perpetuate in their true and authentic form the Greek Orthodox Faith and tradition conformity with the doctrines, canons, rites, administrative rulings, usage's, and customs of the Greek Orthodox Church, as have been formulated in accordance with the Holy Scripture and the Sacred Tradition, by the Seven Ecumenical Councils of the One and Undivided Church of Christ and its Synods and promulgated by the authority of the Ecumenical Patriarch of Constantinople, in Istanbul, Turkey.

2. To preserve the Greek language in which the Gospels were originally written and to uphold it through proper instruction thereof to our children.

3. To erect, purchase and maintain churches, schools, community centers, and any necessary annexes thereto. The name of the Church presently located at 600 South Willard Street, Burlington, Vermont, shall be known by the name of Dormition of the Mother of God, Koimisis Tis Theotokou.

4. The community shall unreservedly and irrevocably recognize and abide by the ecclesiastical authority of the Greek Archdiocese of North and South America, which canonically and historically is under the supreme ecclesiastical jurisdiction of the Ecumenical Patriarch of Constantinople.
5. The community shall observe the Constitution and By-laws, the administrative rulings, the canons, discipline, worship, customs, regulations and the encyclicals of the said Greek Archdiocese of North America and shall conform and abide with the legislation adopted by its biennial Ecclesiastical Congresses and the administrative decisions and rulings of its Mixed Council of Clergy and Laity.

6. To own and lease real and personal property and to borrow and loan money.

7. To do all things incident or necessary to the carrying on of the purposes of this corporation.

ARTICLE V
PARISH MEMBERSHIP

Section 1 Any person, eighteen years of age or over and not in school, who was baptized according to the rites of the Church, or was received into the Church through Chrismation, who lives according to the faith and canons of the Church and abides by the regulations herein and the by-laws of this Parish, and fulfills his or her financial obligations to both, is a member in good standing of this Parish.

Section 2 A member in good standing in this parish may also, at his or her initiative, become a member of another Orthodox parish.

Section 3 No person shall be accepted for membership in this Parish while retaining membership in a non-Christian religion, or in a non-Orthodox Christian denomination, or in an Orthodox Parish which defies the jurisdiction of the ecclesiastical authority of the Archdiocese, or who deliberately disregards and transgresses the moral law as may be determined by an Ecclesiastical tribunal.

Section 4 The Parish register should include the following information concerning each member: Baptismal and Family Name, Profession, Dates of Baptism and Marriage, Complete Family Record of Wife and Children, Date of Entry Into the Parish indicating if a transferee from another Parish, Record of payment of Parish and Archdiocese financial obligations, and Date of death closing the said register record.

Section 5 When transferring into our Parish, the parishioner shall present to the Priest of the new Parish a certificate of transfer signed by his or her former Parish Priest, which shall include all the pertinent information herein before recited in Section 3 of this Article.

Section 6 The religious, moral and social duties of a parishioner are to apply the tenets of the Orthodox faith to his or her life and activities; to attend the divine liturgy and other services of worship faithfully on Sundays' and holy days; to keep the rules and fasts of the Orthodox tradition; to receive frequently the sacraments of Penance and Holy Communion; to train and teach the young according to the faith and spirit of Orthodox; to respect the clergy, the ecclesiastical authority, and all governing bodies of the Church; to be obedient in matters of faith and ecclesiastical order; and to cooperate in every way towards the welfare and prosperity of the Parish and the success of its sacred mission.
Section 7 The obligations of a parishioner are to pay such regular membership dues, or stewardship obligations, and special assessments as the Parish Assembly may establish, and to meet such Archdiocese financial charges as may be fixed by the Biennial Assembly.

Section 8 The rights of a parishioner are to attend all regular and special Parish Assemblies; to take part in its discussions and to vote therein, and be elected a member or officer of the Parish Council and in such position to take part in the administration of the Parish and in the direction of its life and activity.

ARTICLE VI

LIFE MEMBERS

Section 1 A life member shall have all the privileges of a paid member.

Section 2 There are two ways in which to become a life member. The first is through a lump sum payment. The cost will be $10,000 or, if stewardship is in place, a figure based on some multiple of average stewardship to be determined by the parish council at the time — whichever amount is greater. The second is through an extraordinary life of service to our Parish that is recognized as such by the unanimous vote of the Parish Council.

Section 3 The proper scroll from the Church and the Archdiocese shall be awarded, and the name of a life member will be remembered at the service of oblation each week. When a life member passes away, the remembering of his or her name will continue each Sunday.

ARTICLE VII

ADMINISTRATION

The Parish Priest and the Parish Council, conforming to the articles of this Parish and of the Uniform Parish By-laws of the Greek Orthodox Archdiocese of North America, shall administer the Parish.

ARTICLE VIII

CLERGY

Section 1 The Parish Priest shall have charge of divine worship, and the personnel connected therewith, and shall keep the registers of marriages, baptism and funerals.

Section 2 The Parish Priest shall be accountable to the Archbishop for the fulfillment of his sacred duties in keeping with the faith, worship and discipline of the Greek Orthodox Church, and in compliance with the encyclicals of the Archdiocese.
Section 3 The Parish Priest, by virtue of his position and high office, shall take part in the meetings of the board of trustees as a non-voting, ex-officio member thereof, and may state for the record his opinion on the business transacted.

Section 4 In every matter and at all times, the Parish Priest shall cooperate fully with the Council of the Parish.

Section 5 The Parish Priest shall arrange with the Parish Council for the holding of Holy Services and Sacraments, including the designation of the time of commencement and termination thereof.

Section 6 The Parish Priest shall not absent himself from the Parish for a single day without prior arrangement with and mutual consent of the Parish Council, and without the prior written authorization of the Archdiocese.

Section 7 The Parish Priest and the Parish Council shall keep a written record of the Priest’s paid vacations. The Parish Priest’s paid vacations shall not exceed two consecutive Sundays, regardless of how much paid vacation has been accrued.

ARTICLE IX
PARISH PROPERTY

Section 1 Church edifices and other buildings constituting Parish property shall be used to serve the religious, educational, and philanthropic needs of the Parish. Such property shall be held subject to and at all times administered in accordance with the regulations herein, the by-laws of the Parish, and the laws of the State in which the Parish is incorporated.

Section 2 The Parish shall have absolute title to and control of all real and personal property acquired by it.

Section 3 If this Parish proposes or intends to acquire land for the erection of a Church building or other Parish buildings and for major structural changes to existing buildings, then it shall notify the Archdiocese Council through the Auxiliary Bishop of such intention. Such notification shall include a record of decision by the Parish Assembly, a survey of the land and/or buildings, and a description of the surrounding area.

Section 4 Final architectural plans for the erection of a Church building or other Parish buildings and for major structural changes to existing buildings shall be submitted to the Archdiocese Council through the Auxiliary Bishop for approval.

Section 5 The Parish may purchase, sell, mortgage, or otherwise encumber its real property upon approval of two thirds of the members present at a Parish Assembly duly called ten days written notice and subsequent consent of the Archdiocese Council. The Archdiocese Council shall render its decision in writing within 30 days of the receipt of the Parish’s application for such consent. In the event that no response is received within such time, consent shall be deemed to have been granted.
Section 6  The Parish shall use all special bequests and gifts only for the purposes for which they were made in the name of the donor or his/her designee. These special bequests and gifts will be described in detail in writing and will require approval by a majority vote of the Parish Council.

Section 7  In the event of the legal dissolution of the Parish, or its disbandment as hereinafter provided in Part Two, Article XIX, Section 1, its real and personal property shall devolve to the Archdiocese, as temporary trustee, until the Archdiocese is able to turn over the said property to the use of the nearest duly organized Parish or Parishes for the benefit of the Greek Orthodox communicants in that area.

Section 8  In the event of heresy, schism, or defection from the Archdiocese, the segment of the Parish that remains loyal to the Church and Archdiocese shall retain title to the Parish property.

ARTICLE IX ADDENDUM

CHURCH COMMUNITY CENTER

Section 1  Under normal circumstances, a $50,000 minimum trust fund will be maintained for Community Center maintenance and repairs. In the event of financial exigency, the Parish Council is authorized to encumber any part of the $50,000 minimum in order to pay for repairs or modifications of the Community Center by a majority vote of all Council members and the approval of a majority of attending members at a properly warned regular or special General Assembly.

Section 2  The Parish Council will nominate three trustees for election for staggered three-year terms, with one member being replaced every three years. The trustees will be elected at the Fall General Assembly meeting. The duties of the trustees are to (1) maintain all Community Center accounts, (2) properly invest the Community Center trust fund in order to grow the principal, (3) transfer monies to the Council checking account for necessary Community Center maintenance and repairs as needed above the $50,000 minimum described in Section 1, and (4) in the event of financial exigency and legally mandated votes as described in Section 1, transfer monies to the Council checking account for necessary Community Center repairs or modifications that may encumber the $50,000 trust fund minimum.

Section 3  General expenses for the Community Center will be provided by the Parish's general fund and any Community Center rentals by members and non-members. Normal one-time rental cost shall be $150 for nonmembers and $100 for members. Rentals by the day, week or month shall be negotiated by the Parish Council on the basis on prevailing rental costs in the community for comparable space. Rental fees shall be subject to change by vote of the Parish Council.

Section 4  Nothing will be placed on the walls, floors, etc. of the Community Center proper without approval of the Parish Council. This applies to such things as floor coverings, hardware, hooks, shelves, icons.
Section 5 The Treasurer of the Parish Council shall be a nonvoting member of the Community Center Trustees and not subject to the election rules described in Section 2. The sole purpose of the Treasurer's membership shall be to substitute for a Trustee to process financial transactions due to unavailability of the trustees.

ARTICLE X
PARISH COUNCIL

Section 1 Membership. The membership shall consist of 11 members in good standing. Ex-officio members with no right to vote are: The Parish Priest, Honorary Council Member and Legal Counsel.

Section 2 Elections. Elections shall take place every year on a staggered basis; six members shall be elected every two years and five members during the alternate two years. Membership shall be for a two-year term, commencing early in the calendar year, as soon as election results have been verified by the Archdiocese or its representative. Elections shall take place as soon as it is practicable during the month of November.

Section 3 Eligible Voters. Regular members of the community already enrolled in the Parish registry, but who have neglected to pay their current financial obligations may cast ballots in an election as long as (1) they pay their financial obligations no later than the day of elections before voting or (2) they have paid their previous year's dues.

In order to have the right to vote, a member of the Parish must have been enrolled in the register of the Parish at least three (3) months prior to the election.

Section 4 Officers. The officers of the Parish Council shall consist of a President, Vice President, Treasurer and Secretary. They shall be elected by the newly seated Parish Council as soon as is practicable after the new Council members have been administered the oath.

Section 5 Duties. The Parish Council shall have the following duties:

To attend divine services regularly and to participate in the sacramental life of the Church, thereby setting an example for the Parish;

To administer the affairs of the Parish, including (1) collection of the revenue of the Church, (2) issuance of appropriate receipts, (3) payment by check the salaries of the Parish personnel, Parish expenses, budgetary grants-in-aid for the Parish educational and philanthropic organizations and such sums as may be fixed by the Biennial Assembly for the support of the Archdiocese, (4) buying, selling, or mortgaging Parish Property in accordance with Parish and Archdiocese regulations, and (5) submission annually to the Archdiocese the Parish Budget for the ensuing year and the audited financial statement for the prior year.
Section 6  
*Parish Hiring.* The Parish Council shall engage all Parish personnel, including School Teachers, with the consent of the Parish Priest.

Section 7  
*Council – Priest Conflict.* In the case of any matter and/or disagreement in the Parish that the Parish Priest and Parish Council are unable to resolve, the same shall be referred to the Auxiliary Bishop. His decision thereon when confirmed by the Archdiocese shall be deemed final.

Section 8  
*Council Transitions.* Upon expiration of its term, the Parish Council shall surrender to the succeeding Parish Council all Parish records, including membership lists, minute books, bank books, checkbooks, journals, final records, and all other property of the Parish. Such transfer shall be effected by letter of transmittal, a copy of which shall be sent to the Auxiliary Bishop by the Parish Priest and Parish Council President. Said records are to be kept in designated places within Church buildings.

Section 9  
The Parish Council and its officers may exercise all additional authority consonant with the regulations herein, the Parish by-laws, and the limitations imposed by the laws of the state in which the Parish is incorporated.

**ARTICLE XI**

**FISCAL YEAR, FINANCIAL REPORTS AND BUDGET**

Section 1  
The Parish fiscal year shall be the calendar year. At the first Parish Assembly of each year, the Parish Council shall present a financial report covering all income and expenses for the preceding year.

Section 2  
The budget for the ensuing fiscal year shall likewise be submitted for the approval at the first regular Parish Assembly of the year.

Section 3  
The Parish budget shall include appropriations for the financial support of the Holy Cross Theological School, Saint Basil’s Academy, Clergy Pension Fund, Teacher’s Pension Fund, Archdiocese Endowment Fund, as well as for travel and related expenses of its representatives to the Biennial Assembly.

Section 4  
The minimal annual financial obligation to the Parish of every adult Orthodox Christian, i.e., each husband, each wife and each emancipated child (over 18 years of age) shall be $200.00 or, in the case of Stewardship, the appropriate yearly contribution as determined by the Parish Council. Members wishing to be released from this requirement shall petition the Officers of the Parish Council for relief. By virtue of at least three officers agreeing, relief may be granted.

Section 5  
The Parish shall remit annually to the Archdiocese for Archdiocese and Diocesan needs a minimum of $300.00 per month or some lesser amount in the case of financial exigency. Financial exigency shall be determined by a majority vote of the Parish Council.

Section 6  
The Archdiocese Council shall have the Power to suspend or otherwise discipline a Parish for its failure to meet its Archdiocese financial obligations as herein before set forth.
ARTICLE XII
PARISH ORGANIZATION

Section 1  All Parish organizations shall be under the supervision of the Parish Council in consultation with the Parish Priest.

Section 2  Any adult communicant of the Church desiring to join any Parish organization shall be required to first become a member of the Parish.

Section 3  It shall be the concern of each Parish to have a Greek Ladies Philoptochos Society, a youth organization to be known as the Greek Orthodox Youth of America, and such other organizations as meet the needs of the Parish.

Section 4  The local by-laws of such organizations shall comply with the uniform by-laws of the said organizations as approved by the Archdiocese.

ARTICLE XIII
BOARD OF ELECTIONS

Section 1  The Board of Elections shall consist of three members elected at the last Parish General Assembly preceding an election to the Parish Council from those members in good standing who are not members of the Parish Council or candidates for election to the Council at that time.

Section 2  The Board of Elections, in cooperation with the Parish Priest and the Parish Council, shall check the list of candidates, notify all eligible members concerning the elections, supervise the elections and tabulate the report and results.

Section 3  The Board of Elections shall supervise the elections for the members of the Parish Council and the Board of Auditors according to the Rules and Regulations of the Uniform Parish Regulations of the Archdiocese.

ARTICLE XIV
BOARD OF AUDITORS

Section 1  The Board of Auditors shall consist of three members elected at the last Parish General Assembly preceding an election from those members in good standing who are not members of the Parish Council or candidates for election to the Council at that time.

Section 2  The Board of Auditors shall audit regularly the accounting records of the Parish and prepare in duplicate a report of such audit for presentation the Parish Assembly, one copy of which shall be transmitted to the Archdiocese by the Parish Priest and Parish Council President.
ARTICLE XV

VACANCY ON PARISH COUNCIL

Section 1  *Automatic Reasons for Vacancy.* A vacancy on the Parish Council shall be considered to exist under any of the following circumstances: (1) the resignation of a member thereof; (2) the invalidation of the election of a member thereof; (3) the determination by an ecclesiastical tribunal of the Archdiocese that a member thereof is not or has ceased to be loyal to the doctrines, canons, worship, discipline, constitution, administrative rulings, customs, practices, regulations and encyclicals of the Archdiocese, or that he or she does not recognize its duty constituted ecclesiastical authority; (4) the physical or mental incapacity of a member thereof; and (5) determination by the ecclesiastical tribunal of the Archdiocese that a member thereof is guilty of a serious moral transgression.

Section 2  *Conditional Reason for Vacancy.* When a member of the Parish Council has absented himself or herself without justifiable cause from more than three of its meetings consecutively, s/he may be relieved of his or her duties upon a resolution of the Parish Council to that effect.

Section 3  *Filling a Vacancy.* A vacancy on the Parish Council shall be filled by the Parish Council through its election of a successor from among the members of the Parish in good standing. Once elected and sworn in, the new member shall serve out the unexpired portion of the term of such vacancy.

ARTICLE XVI

MEETINGS OF PARISH COUNCIL

Section 1  The Parish Council shall hold regular meetings at least once each month, and special meetings whenever the Parish Priest, President, or a majority of the Parish Council shall deem it necessary.

Section 2  A majority of the members of the Parish Council shall constitute a quorum for the transaction of business.

Section 3  The Priest, the President and the Secretary shall sign the minutes of the meetings of the Parish Council.

ARTICLE XVII

PARISH COUNCIL MEMBERS’ OATH OF OFFICE

The first meeting of the Parish Council after its election and written ratification thereof by the Archdiocese shall be called by the Parish Priest on the Sunday immediately following the ratification the elections and after the members thereof have taken the following oath of office before the congregation:
"I, ______________________, solemnly swear that I shall uphold the
dogma, teachings, traditions, holy canons, worship, language, and moral principles of
the Greek Orthodox Church, as well as the constitution, discipline and Regulations and
Uniform Parish By-laws of the Greek Orthodox Archdiocese of North and South
America, and that I shall faithfully and sincerely fulfill the duties of office to which I have
been elected. So help me God."

All the members of the Parish council without exception are obligated to take this oath. At the
conclusion of the divine liturgy the Parish Council shall convene again under the chairmanship
of the Parish Priest in order to elect its officers, that is, the President, the Vice President, the
Treasurer, the Secretary and such other officers as may be required.

The duties of the Parish Council begin as soon as the members have taken the oath. Any
member refusing to take the oath will be replaced in accordance with Article XVI, Section 3.
Without the written ratification of the election by the Archdiocese, and without the oath
taking, the newly elected Parish Council cannot assume the duties of the office.

ARTICLE XVIII

POWERS AND DUTIES OF THE PARISH COUNCIL OFFICERS

The powers and duties of the President are as follows:

Section 1 To call meetings of the Parish Council and the General Assemblies of the
members of the Parish after consultation with the Parish Council.

Section 2 To call the meetings of the Parish Council to order by requesting the Parish
Priest to give the opening prayer.

Section 3 To present the agenda of the meetings.

Section 4 To lead the discussions, to rule upon motions, to submit questions to vote, to
give the floor to speakers, and to do whatever may be necessary for the orderly
transaction of the business thereat.

Section 5 To sign the minutes of the meetings, correspondence and documents together
with the Secretary of the Parish Council and the Parish Priest, and to oversee
the signing of financial reports, statements, receipts and checks written by the
Treasurer.

Section 6 To supervise the operations of the Parish personnel and the condition of the
treasury.

Section 7 To exercise all the authority vested in him as President, under the law, these by-
laws, regulations and the canons.
The Vice President shall have all the powers and duties of the President whenever s/he acts in his or her place and stead.

The powers and duties of the Secretary shall be as follows:

Section 1 To have custody of the Parish Seal.

Section 2 To attend all meetings of the Parish Council and of the General Assembly and to keep the minutes of all such meetings.

Section 3 To keep the official correspondence and the records of the Parish.

Section 4 To consign with the President and the Parish Priest all documents of the Parish.

Section 5 To turn all Parish records over to his successor in good order and by receipt, a copy of which shall be forwarded to the Archdiocese.

Section 6 If necessary, a salaried person may be hired by the Parish Council to perform the duties of the Secretary and the treasurer. This person shall not, however have a vote or voice on the said board.

Section 7 The Parish Office shall be shared by the Priest and the Parish Council for the execution of their respective duties, and shall use designated file cabinets, closets and storage space within Church buildings.

The powers and duties of the Treasurer shall be as follows:

Section 1 To collect Parish funds and deposit same in the name of the Parish with depositories selected by the Parish Council.

Section 2 To keep a separate record of the revenue and expenses of the Parish.

Section 4 To obtain a surety bond for the protection of Parish funds, the premium of which shall be paid out of the Parish treasury.

Section 5 To turn over everything pertaining to the Treasurer's office at the conclusion of his/her term to the new treasurer in good order upon proper receipt, a copy of which shall be sent to the Archdiocese.

All records of the Parish Council, Secretary, Treasurer and clerical assistant shall be kept in the office of the Greek Orthodox Community of Burlington, Vermont, Inc.

ARTICLE XIX

GENERAL ASSEMBLY

Section 1 The General Assembly is the general meeting the members of the Parish.
Section 2  The Parish Council shall convene the regular General Assemblies twice each year in October and March. Special General Assemblies shall be held when the Parish Priest and/or Parish Council deem it necessary, or when ten percent of the members of the Parish submit a written petition to the Parish Council stating the purpose thereon for such meeting.

Section 3  The members are summoned to General Assemblies by written notice, mailed at least ten days prior thereto, and listing its agenda thereon.

Section 4  The General Assembly consists of the members of the Parish who have met their financial obligations to the Parish Assembly. Eligible members are defined in Article XI, Section 3.

Section 5  The quorum for the General Assembly is 20 members in good standing. If a quorum is not present, the General Assembly shall be called a second time within 30 minutes. At such time decisions may be taken therein regardless of the number of members present.

Section 6  General Assemblies shall be conducted to conform to the Archdiocese by-laws.

ARTICLE XX

THE PARISH SEAL

The Parish shall have a Seal with the icon of the Patron Saint of the Church in its center and the name of the Parish on the periphery. This Seal shall be kept in the office of the Parish. One Seal should also be kept in the office of the Parish Council in care of the Secretary.

ARTICLE XXI

DISSOLUTION OF THE PARISH

If it is determined by the Parish Council that the Parish is incapable of supporting itself and wishes to be dissolved, a general assembly of the members of the Parish shall be called and if three fourths of the existing members in good standing confirm such a determination, the Archdiocese shall dissolve the Parish and dispose of its property in the manner provided for in the by-laws of the Archdiocese.

ARTICLE XXII

SUNDAY (CATECHISM) SCHOOL

The Parish Council and Greek Ladies Society of Philoptochos "Panagia" officers, with the Parish Priest, shall under the rules and regulations of the Religious Educational Board of the Greek Archdiocese of North America institute and conduct the proper program in Greek and English. Parents are strongly encouraged to bring their children over five years of age to attend Divine Liturgy service on Sunday.
ARTICLE XXIII

GREEK SCHOOL

To preserve the Greek language in which the Gospels were originally written and to uphold it through proper instruction thereof to our children, the Parish Council and Philoptochos officers, with the Parish Priest shall, under the rules and regulations of the Religious Educational Board of the Greek Archdiocese of North America institute an independent, self-governing and self sufficient School.

ARTICLE XXIV

CHOIR

The Choir shall be under the jurisdiction of the Parish Priest and the Parish Council. They shall appoint the Choir director and the Organist. All Choir material is to be stored in designated space in the Church and robes in a designated space.

ARTICLE XXV

SACRAMENTS

In accordance with Article IX, Section 5, the Parish Priest and Parish Council shall approve the date, time, and selection of Cleric for the Holy Sacrament, except that Sunday Sacrament Services will be held between 12:30 p.m. to 5:00 p.m. All participants in the Sacrament shall be in good standing with the Greek Orthodox Church. Fees are waived for Parish members in good standing. For Orthodox Christians who are not members of this Parish, the following fees apply:

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Optional Fees:

<table>
<thead>
<tr>
<th>Event</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psalter</td>
<td>$25</td>
</tr>
<tr>
<td>Organist</td>
<td>$50</td>
</tr>
<tr>
<td>Sexton</td>
<td>$25</td>
</tr>
</tbody>
</table>

ARTICLE XXVI

PROCEDURES

The approved Decorating, Maintenance, and Operating Procedures will be followed. Such procedures appear as an attachment to these articles.

ARTICLE XXVII

AMENDMENTS

These by-laws may be amended as local needs suggest by a majority of members in good standing at a general assembly meeting, provided that they are consistent with the uniform Parish by-laws of the Archdiocese.
ATTACHMENT

DECORATING, MAINTENANCE, AND OPERATING PROCEDURE.

1. **Maintenance.** For safety, health, insurance, and economy purposes, the Church, the Community Center, and all other Church property will be maintained in a clean, neat, and orderly manner at all times. Because space is at a premium, all equipment, records, materials, supplies, etc. will be maintained and stored in allotted areas. Any person using equipment will be responsible for its return to its proper place. Any person or group using the Church or the Community Center for business socials or meetings, will be responsible for cleanup of the area. In addition, the grounds outside the Church and the Community Center will also be maintained in a neat and orderly manner.

2. **Services.** During all services, office entrance door and doors to the office will be unlocked. During night services, all lights will be on - interior and exterior lights (spotlights, church name sign, office entrance, office, foyer, etc.) for safety purposes.

3. **Keys.** All keys to be in the custody of the Parish Council. This includes keys to all doors, cabinets, desks, candle stands, safe deposit, padlocks, etc. for the Church, Community Center, and the Parish House.

4. **Parish Office at 600 South Willard Street.** Space shall be allocated for the storage needs of the Priest, Parish Council, Psalte, Choir members, and Ladies Philoptochos Society. Cabinets, closets, and other storage areas shall be clearly marked and maintained.

5. **Church Proper.** Nothing will be placed on the walls, floors, etc. without approval of the Parish Council. This applies to such things as floor coverings, hardware, hooks, shelves, icons.

6. **Altar.** Space shall be allocated for the storage needs of the Priest, Psalte, and Altar Boys. All storage areas shall be clearly marked and maintained.

   - Sink cabinet is for storage of cutting board, knife, livani, charcoal, and hot plate.
   - Icon cabinet is for storage of holy vessels.
   - The back of the Altar screen is for hanging icons. The arrangement of the cross, banners, etc. behind the Altar will not be disturbed.

7. **Candle Stands.** These stands are located in the rear of the Church. Candles for immediate use will be stored, here. Bulk storage of candles will be in the basement of the Church. The cover for the candle stand will be removed for each service, and replaced after the service. The Bulletin frame is for display of messages. Name Day Saints will be stored in the candle stand. The responsibility for using the proper Saint for various services rests with the Priest. Choir books, hymnals, Sunday school books, etc. will be stored here in labeled areas.

8. **Basement.** This area is for storage of church material in labeled areas and spaces, and is for the use of all recognized Church organizations. Used candles will be stored in a metal container, and these will be shipped to the candle maker whenever a box full has accumulated.

9. **Smoking.** Smoking is not permitted in any section of the Church or Community Center buildings.
10. **Purchases.** Purchase of equipment, materials, supplies, etc. will be made only by the Parish Council, or by a Council member so designated by the Council.

11. **Stationery.** Approved format for letterheads and envelopes will not altered.

12. **Church Name.** The Church name will be correctly listed in directories, periodicals, newspapers, etc., and only with Parish Council approval.

13. **Publicity.** All radio, T.V., and press releases, replies, etc. require approval of the Parish Council.