

Preamble

By virtue of the authority granted in the Uniform Parish Regulations of the Greek Orthodox Archdiocese of America, Part Three, Chapter One, Article 21, the Parish Assembly of the Holy Trinity Greek Orthodox Church in Raleigh, North Carolina adopts the provisions contained herein, same having been approved in advance by the Metropolitan of the Metropolis of Atlanta. In so adopting these provisions, the Parish Assembly recognizes that the provisions are to serve as bylaws that address themselves to the requirements of local needs of the community of the Holy Trinity Greek Orthodox in Raleigh, North Carolina. It is further recognized that by so adopting these provisions, they become appended to the Uniform Parish Regulations (“Regulations”), and nothing contained herein is to be construed in a manner inconsistent with the spirit of said Regulations.

ARTICLE I Name and Purpose

The Holy Trinity Greek Orthodox Church of Raleigh, North Carolina is the official name of the parish, a non-profit corporation organized under the laws of the State of North Carolina (hereinafter referred to as “Parish”).

The Parish recognizes and adopts as its purpose the aims and purposes set forth in Part Three, article 15 of the Uniform Parish Regulations. In addition it is the aim and purpose of the Parish to particularize those specific purposes and assume them as goals in fulfilling the lives of its members with the enrichment of the Orthodox Christian Faith.

ARTICLE II Parishioners

- A. **General Membership:** Any person 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, abides by the Uniform Parish Regulations and these appended bylaws, and cooperates in every way toward the well being of the Parish is a parishioner.
- B. **Parishioner in Good Standing:** A parishioner in good standing is a member at least 18 years of age who is current in his or her stewardship obligations to the church and in good standing ecclesiastically with the church. A person will be considered in good standing and eligible to vote if:
1. He or she has been a Steward of the Church at least three months, and
 2. He or she has returned a completed stewardship pledge card for the current year pledging his or her fair share in financial support to the Parish, and
 3. He or she has fulfilled his or her previous year’s pledge (unless he or she is a new member).

A person may be considered in good standing and eligible to vote under special circumstances such as when the individual has pledged but not paid his or her financial commitment due to financial exigencies beyond his or her control. However, the individual must have demonstrated a past history of spiritual, moral and financial commitment and the Parish records indicate such a commitment. Under these special conditions the individual must petition to the Priest 7 days prior to a General Assembly meeting.

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

D. Obligations:

1. **NON-FINANCIAL:** 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 Orthodoxy, 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.

2. FINANCIAL: Each member should pledge his Stewardship to the financial needs of the Parish. The Stewardship pledge is determined by the member. It is up to every individual's conscience to contribute accordingly. Stewardship is recommended to be ten percent (10%) of one's annual income as stated in Holy Scripture to help meet the financial obligations of the Parish, the Metropolis and the Archdiocese.

E. Sacramental Privileges: All parishioners are entitled to all sacramental privileges in accordance with the Archdiocese bylaws. All sacramental participants in weddings and baptisms must be members in good standing. Fees for the use of church sanctuary by non-members may be set by the Parish Council if approved by the General Assembly and the Parish Priest. This article does not apply to social use of church property. The Priest shall, upon request, decide exceptions due to hardship or inability to meet financial obligations.

ARTICLE III **Parish Assembly**

- A. The Parish Assembly is the general meeting of the parishioners in good standing of the Parish and is the general policymaking and appropriating body of the Parish.
- B. A Parish Assembly consists of parishioners in good standing of the Parish who have met their stewardship obligations to the Parish in accordance with the Parish Bylaws. If a parishioner is delinquent for more than the current calendar year, he or she may vote at the Parish Assembly only after that parishioner has met the unfulfilled stewardship financial obligations at least thirty (30) days before the Parish Assembly. New parishioners may exercise their vote at Parish Assemblies if they have been parishioners in good standing for at least three months. The priest shall be a non-voting participant of the Parish Assembly.
- C. The presence of fifty (50) parishioners in good standing shall constitute a quorum for the transaction of any business. The parishioners at a regular or special Parish Assembly meeting at which a quorum was present when initially convened may continue until adjournment to validly and properly transact all appropriate business and take any proper actions notwithstanding the fact that such meeting may subsequently drop below fifty (50) parishioners; provided that for any action which requires a two-thirds (2/3) vote at a first called meeting there must be at least fifty (50) parishioners present to approve such actions. If a quorum cannot be achieved, a vote can not be taken. Within twenty-one (21) days, a Parish Assembly shall be called a second time. At such time, decisions may be taken by the number of parishioners in good standing present, with the exception of matters pertaining to the purchase, sale or encumbering of Parish property which shall require a quorum.
- D. Regular meetings of the Parish Assembly shall be held during the first and fourth quarter of each year. Special Parish Assemblies may be convened as set out in Section J below.
- E. At the fourth quarter Parish Assembly, the Parish Council shall prepare a financial statement for the current fiscal year and a budget for the coming fiscal year shall be submitted for approval; upon approval, said budget shall become binding on the incoming Parish Council.
 - 1. The budget should identify any fundraising project with proceeds intended for the general fund or special fund. Projects not approved by the General Assembly cannot be supported from the general fund. It is the duty of the Parish Council not to exceed the approved budget without approval of a General Assembly. Emergency maintenance is exempted from this rule.
 - 2. DISCRETIONARY (miscellaneous) AMOUNT PERMITTED TO BE SPENT ON UNFORESEEN ITEMS AT THE DISCRETION OF THE PARISH COUNCIL SHALL BE UP TO 1.5% OF THE TOTAL BUDGET.
 - 3. Proposed Parish budget shall reflect, at a minimum, the Fair Share Assessment to the Archdiocese.

- F. At the first quarter Parish Assembly, the first order of business shall be a report by the Treasurer of the Parish Council providing a financial statement of the Parish for the immediately preceding year, said report to include a statement of receipts and expenditures derived from all properties owned by the Parish.
- G. The Parish Council shall publish all documentary material reflecting all reports on the budget to be submitted at all Parish Assemblies and cause same to be mailed to all parishioners in good standing fourteen (14) days prior to the first and fourth quarter Parish Assemblies.
- H. Robert's Rules of Order shall control the order of business only if Parish Assembly is unable to reach consensus, and to the extent that it is not inconsistent with the Uniform Parish Regulations. Consensus is defined as broad unanimity, but does not require that all agree but rather that the participants can live with and support the decision or position. Consensus, not majority vote, is an expression of Christian fellowship where all actions reflect the positions of everyone.
- I. Proxies shall not be permitted at a Parish Assembly.
- J. Special Parish Assemblies shall be held when the Priest and/or Parish Council deem it necessary. Subject to Section B & C above, a special Parish Assembly may be convened. In addition, and except as otherwise prohibited by the Regulations or required by law, if at least ten percent (10%) of the parishioners in good standing of the Parish submit a written petition requesting a Parish Assembly, a special Parish Assembly shall be convened. Any such petition must be submitted to the Priest and the Parish Council stating the purpose for the meeting.
- K. The Chairman of the Parish Assembly shall be elected by the parishioners in good standing present.
- L. The secretary shall present the minutes of the previous Parish Assembly for approval or corrections. A copy of the previous meetings minutes would have been mailed to parishioners to read prior to the meeting. Approval of the minutes is followed by the Treasurer's report.

ARTICLE IV

Parish Council

- A. **Membership:** The Parish Council shall consist of the Priest, as the head of the Parish and fifteen (15) elected lay members. The Priest shall not have a vote. While not a voting member, the Priest has full standing as a member of the Parish Council, in order to cooperatively administer the Parish. A regular Parish Council meeting or a special Parish Council meeting may be held in the Priest's absence, if he is unable to attend and rescheduling is not practical, and such meeting will be deemed proper under these by-laws, and any action taken therein shall have full force and effect.
- B. **Terms Of Office:** Fifteen (15) Parish Council members shall be elected on or before the second Sunday in December for a term of two (2) calendar years. A member may be elected to serve on the Parish Council for two consecutive two-year terms and then must wait a full year before submitting his or her name for election. To maintain continuity in the conduct of the affairs of the Parish, members of the Parish Council shall be elected on alternating years. While the number of members elected each year should alternate between seven (7) and eight (8), it shall be permissible for more or less members to be elected in a given year if needed.
 - 1. No later than the second Sunday of January, a special ceremony will be held immediately after the Divine Liturgy at which the newly elected and all Parish Council members will take the affirmation of office before the entire congregation of the Parish. In the event that a member elected to the Parish Council is not present for the affirmation of office, the Priest shall administer the affirmation to such member at the first Parish Council meeting. The affirmation will be given by the Priest and will be repeated by the Parish Council members as follows:

“I, _____, solemnly swear that I shall uphold the dogmas, teachings, traditions, holy canons, worship and moral principles of the Greek Orthodox Church, as well as the constitutional charter, discipline

and Regulations of the Greek Orthodox Archdiocese of America, and that I will faithfully and sincerely fulfill the duties and obligations required of a member of the Parish Council. So help me God.”

2. No affirmation taking ceremony shall be considered binding until the elections are ratified by the Metropolitan.
- C. **Officers:** Annually, at its first meeting following the qualifying and swearing in of the Parish Council, the Parish Council shall elect from its number the following officers by a secret ballot: a President, a Vice President, a Secretary, a Treasurer and such other officers as may be required. The term of office of the officers is to be one (1) year. In the event vacancies occur in the office of Vice President, Secretary or Treasurer, or other such officers as the Parish by-laws require, the Parish Council shall immediately elect a replacement to serve for the remainder of the term of office. In the event a vacancy occurs in the office of President, the Vice President shall succeed to the office of President, and the Parish Council shall immediately select a replacement to serve as Vice President for the remainder of the term of that office.
- D. **Duties:** It shall be the duty of the Parish Council to coordinate those affairs of the Parish as set out herein in furtherance of the aims and purposes of the Church and in accordance with the dictates of the Uniform Parish Regulations, specifically Chapter One: Parish and Parish Organization: Articles 15, 24, 28 and 29 contained therein.
1. The Parish Council shall hold a regular meeting at least once a month and shall hold special meetings whenever the Priest, the President or a majority of members of the Parish Council shall call a special meeting. The presence of more than one-half (1/2) of the members of the Parish Council during the duration of the entire meeting will constitute a quorum for the transaction of business. Notification of a special meeting shall be given by the Secretary of the Parish Council at the direction of the President by oral notification or a majority of the Parish Council members in writing.
 2. It shall maintain in a conspicuous place in the church, a current list of all members of the Parish currently fulfilling their financial obligation to the Parish, provided that said list does not indicate specific amounts pledged or paid by individual members.
 3. It shall have the exclusive power to recommend to the Parish Assembly, by majority vote, the purchase, sale or mortgage of Parish-held property, which is thereafter subject to approval of the Parish Assembly, as set out in Article 29, Section 1 of the Uniform Parish Regulations.
 4. It shall have exclusive power to collect the revenues of the Parish against receipts for same and shall pay only by check the salaries of the Parish employees, all Parish expenses within the limitations imposed by the budget.
 5. A physical count of all Church property shall be made annually. In addition, an inventory of all documents and insurance policies shall be checked.
 6. It shall annually determine and publish all fees, dues and charges deemed appropriate for use of any and all facilities owned by the Parish.
 7. Under the leadership of the Priest, the Parish Council shall assist the Priest in the administration of the affairs and ministries of the Parish. All legal documents must be signed by the President and Secretary to be valid.
 8. The Parish Council, with the guidance of the Priest, shall determine all Parish matters within jurisdiction. The Parish Council shall supervise the regular fulfillment of all financial obligations of the Parish toward the Archdiocese, toward the Priest and personnel of the Parish and toward such other parties with whom the Parish transacts necessary business of any nature.

9. With the guidance of the Priest, the Parish Council shall acquire the necessary holy vessels and materials for divine services and shall be responsible for order during the services. It will be the responsibility of the Priest to inform the Parish Council of any needs in this area.
 10. The Parish Council members shall attend the Divine services regularly thereby setting the example of devout fulfillment of one's religious duties.
 11. Upon expiration of their term, the Parish Council members shall surrender to the succeeding Parish Council members all Parish records including membership lists, minute books, bank books, check books, journals, all records of financial data of the Parish, all keys and any other church property.
 12. The Parish Council shall form an Executive Committee consisting of the officers and the clergy to meet as needed to carry out the business of the Parish Council. The Executive Committee shall act in the absence of the Parish Council when it is imperative and a called Parish Council meeting is not feasible. Minutes of all Executive Committee meetings shall be kept and presented to the Parish Council.
- E. Vacancies:** The Parish abides by Article 24, Sections 5 & 6 of the Uniform Parish Regulations relative to vacancies of Parish Council Members. Therefore, in the event a member of the Parish Council is absent without justifiable cause for three (3) consecutive meetings, he or she shall be considered relieved of his or her duties upon said third consecutive absence, and the Parish Council shall give written notice to said member, which notice shall be recorded in the minutes of the Parish Council. However, if said member shows justifiable cause for one or more said absences at the next regular meeting of the Parish Council, the Parish Council may elect by majority, secret ballot vote, to maintain said member on the Parish Council. If said member chooses to make no such showing, the Parish Council shall then proceed to fill the vacancy as set out in Article 24, Section 7 of the Uniform Parish Regulations.
- F. Conduct of Business:** The presence of a majority of the members of the Parish Council shall be necessary to constitute a quorum for any meeting. Robert's Rules of Order shall control the conduct of business, only if Parish Council is unable to reach consensus, and when not inconsistent with the Uniform Parish Regulations. The business of the Parish Council shall be preceded and ended by a prayer and reflection from the Priest, if he is present. If the Priest is not present, the President shall delegate an individual and/or individuals to say the opening and closing prayer. The President, in consultation with the Priest, shall prepare an agenda to include, but not limited to the following:
1. Reading and approval of the minutes of the previous meeting;
 2. Report from the President;
 3. Report from the Vice President;
 4. Report from the Secretary;
 5. Report from the Treasurer;
 6. Committee reports, Ministries reports and status;
 7. Report from Priest on matters requiring Parish Council action;
 8. Old Business;
 9. New business.
- G. Organizations of the Parish:**
1. All Parish ministries and organizations shall be under the guidance and supervision of the Priest.

2. Parish Council members shall be assigned to ministries as liaisons for coordination purposes.
3. A communicant under 18 years of age may be a member of any Parish youth organization, irrespective of whether his or her parents are parishioners in good standing of the Parish, upon approval of the Priest.
4. The Parish shall endeavor to have or support such ministries as the following: AHEPA; Acolytes; Ambassadors; Book Store; Budget Committee; Capital Campaign; Chanters; Choir; College Outreach; Dance; Festival; Greek Orthodox Youth of America (GOYA); GOYA Basketball Teams; GOYA Volleyball Teams; Greek Language School; Angels/Hope/Joy; Orthodox Christian Fellowship (OCF); Orthodox Christian Mission Center (OCM); Ladies Philoptochos Society; Preschool; Prison Ministry; Scholarship and Education; Spring Dance/Fundraisers; St. Anthonys; St. John the Merciful; Stewardship; Sunday (Catechetical) School; Website; Welcome Committee; Young Adult Ministry (YAM); Mommy and Me, and such other ministries as are necessary to meet the spiritual and cultural needs of the Parish.
5. The Bylaws of Parish organizations shall comply with the Charter and Regulations and shall be subject to the approval of the Priest, Parish Council and the respective Hierarch.

ARTICLE V

Duties of Officers

- 1) At least two (2) Parish Council officers authorized by the Parish Council shall sign all checks made in payment for Parish expenditures. All checks shall be fully filled in and completed before signing.
- 2) **President:**
 1. To be responsible for the proper administration of the Parish as prescribed by the Uniform Parish Regulations, these bylaws, the laws of the State of North Carolina and the Parish Assembly.
 2. To preside at all meetings of the Parish Council.
 3. To call special meetings of the Parish Council.
 4. To execute on behalf of the Parish any contracts, mortgages, notes or other documents entered into within the authorities prescribed by the Uniform Parish Regulations, these bylaws, the State of North Carolina and the Parish Assembly.
 5. To appoint Committees for the purpose of carrying out such duties as may be assigned to each Committee.
 6. To supervise the administrative functions of the Parish, including the duties of the office personnel.
- 3) **Vice President:**
 1. To act on any and all matters in the absence of the President.
- 4) **Secretary:**
 1. To oversee the keeping of minutes of meetings of the Parish Council and Parish Assembly.
 2. To supervise all Parish correspondence.
 3. To ensure availability of the Parish Seal within the custody of the Priest. The Parish Seal should include the icon of the patron saint of the church centered thereof and the name of the Parish on the periphery.
- 5) **Treasurer:**

1. To supervise collection of Parish funds and to deposit same with depositories selected by the Parish Council, in the name of the Parish.
2. To see that adequate records of Parish revenues and expenditures are properly and promptly recorded and to submit a balance sheet and a statement of receipts and expenditures monthly to the Parish Council together with such additional financial information the Parish Council may request.
3. To oversee the Parish accounting system and ensure its availability to the Parish Council upon request.
4. To call a meeting with the Audit Committee prior to the end of each year to discuss the review of the accounting records of the Parish.
5. He (she) shall not hold office concurrently with any related church organization in the capacity of Treasurer, to avoid conflict of interest.

6) Assistant Treasurer:

- 1) To act on any and all matters in the absence of the Treasurer.
- 2) To perform any duties the Treasurer so designates.

ARTICLE VI

Audit Committee

The Audit Committee consisting of at least four (4) parishioners none of whom are members of the Parish Council, shall be elected for a term of two (2) years. To maintain continuity, members shall rotate yearly with two (2) members on and two (2) members off. The committee shall have the following powers and duties:

- 1) It shall audit annually the accounting records of the Parish, prepare a report of such audit, and present same to a Parish Assembly.
- 2) It shall have access to the Parish records at all times. However, the Audit Committee is not empowered to remove the Parish records from the business office of the Church.
- 3) After the licensed auditor prepares the annual reports of the revenues and expenditures of the Parish, the Audit Committee for the term covered by the annual audit shall sign their approval of the report prior to submission to the members of the Parish.

ARTICLE VII

Election Committee

- A. The Election Committee shall be composed of at least three (3) members, from those who are not current Parish Council members nor candidates for election to the Parish Council, to be elected by the Parish Assembly at the Fall meeting, and it shall be the duty of the Election Committee to conduct and supervise the annual election. A Chairperson will be elected by the committee.
- B. **Procedure:** The Election Committee shall, check with the Priest to ensure that candidates are eligible to stand for election by being ecclesiastically and fiscally members-in-good-standing, active in the Parish for at least one (1) year preceding the date of elections. The Election Committee shall notify all eligible parishioners concerning the elections, shall supervise the elections, tabulate and report the results. The Election Committee shall be responsible for preparing all necessary materials required, and the election shall be executed by secret ballot. Ballots shall be deposited in a sealed box.

- C. A vacancy on the Election Committee shall be filled by the Parish Council by electing a successor therefore from amongst the members of the Parish in good standing.

Article VIII

Election Process Of Parish Council Members

- A. Members of the parish Council shall be elected by parishioners in good standing of the Parish in accordance with the Regulations and the Parish Bylaws. The election day for the Parish Council must fall on or before the second Sunday of December, immediately following the Divine Liturgy in the Fellowship Hall or Sunday School Wing and will end at 1:00pm. Ballots will be distributed as follows: All eligible voting members (having been determined as such previously by the Secretary and the Treasurer) shall receive their ballots personally by signing the statement that they have received their unnumbered ballot bearing the Church Seal.
- B. A new parishioner of the Parish may vote in the election if he/she has become a member in good standing at least three (3) months prior thereto.
- C. Salaried employees of the Parish cannot serve on the Parish Council, the Board of Auditors, the Election Committee or any other standing committee. Salaried Orthodox employees shall have voting rights.
- D. **Nominations:** All candidates nominated for the Parish Council should be in attendance at the Fall Parish Assembly in which nominations are made. Any candidate nominated from the floor of the Parish Assembly must be present to accept the nomination. A list of the nominees for the Parish Council will be posted on the **Church bulletin board after nominations close at the conclusion of the Parish Assembly.**
- E. A sample ballot with a photograph (optional) and biographical sketch of each candidate will be mailed to all parishioners in good standing, with a letter, no less than fourteen (14) days prior to the elections, which will also advise them of the availability of absentee ballots for those parishioners requiring them.
- F. **Voting by Absentee Ballot:** Those members wishing to vote, but unable to come to the Fellowship Hall or Sunday School Wing, must request his or her Absentee Ballot from the Church Office, during regular office hours, in person or by personal phone call. One Absentee Ballot, bearing the Church Seal, shall be mailed to the voting member only. The Chairman of the Election Committee can waive this requirement, if the voting member is incapacitated or elderly, by dispensing the ballot to the appointed family member.
- 1) The Church Office shall keep a written log of the number of Absentee Ballots dispensed and the names of the requesters. Absentee ballots with the Church Seal will be dispensed by the Church Office Manager in accordance with the prescribed procedures stated above by the Chairman of the Election Committee. The Absentee Ballot requested shall be dispensed with two (2) envelopes.
 - 2) The packet mailed will include:
 - a) One plain, unmarked envelope containing the ballot.
 - b) One outer envelope self-addressed to the Church and stamped with required postage. The voter's name will be printed in the upper left hand corner of this envelope. The voting parishioner must personally sign his/her name below his/her printed name. If the outer envelope used to mail back the Absentee Ballot is unsigned, the ballot will be voided. After the Absentee Ballot is properly marked with crosses next to the name of candidates, it must be hand delivered or mailed to: Election Committee, Holy Trinity Greek Orthodox Church, 5000 Leadmine Road, Raleigh, NC 27612-3434.
 - 3) **ABSENTEE BALLOTS MUST BE RECEIVED NOT LATER THAN 1:00PM, ON THE SATURDAY BEFORE THE ELECTION. ANY RECEIVED AFTER THE ABOVE DEADLINE WILL BE VOIDED. THEREFORE, IT IS SUGGESTED YOU REQUEST YOUR ABSENTEE BALLOT AT LEAST SIX (6) TO SEVEN (7) DAYS PRIOR TO ELECTION DAY, AND MAIL TO THE CHURCH NO LATER THAN THURSDAY PRIOR TO ELECTION DAY.**

- 4) No proxies shall be accepted (i.e. you cannot vote for your spouse even if they are a member in good standing but cannot be there for the election).
- G. **Protesting or Questioning Validity of Parish Council Elections:** Any member of the Parish in good standing who questions the validity of the election may do so within five (5) days after such election, by means of a written protest directed to the Metropolitan, through the Priest. Such protest must be signed by the protesting member and at least four (4) other members in good standing. The decision of the Metropolitan shall be final.
 - H. At the conclusion of voting, the ballots will be counted and recorded. If the number of ballots received differ from the number of ballots distributed, the above procedure shall be repeated until no discrepancy exists. All counting will be done by Election Committee members.
 - I. Upon verification of the number of ballots, the Elections Committee shall begin tabulation with the Priest present. Only the Election Committee members and the Priest shall be present where the votes are being tabulated. The results of the election will be posted immediately on the bulletin board and published in the following Sunday bulletin. Calls to all candidates shall be made after results are posted informing them of the elections results. Calls can be made by a member of the Elections Committee or by the Parish Priest.
 - J. The election will be considered officially ratified upon receipt of verification by the Metropolitan.
 - K. Candidates for election to the Parish Council shall attend a seminar conducted by the Priest prior to the election at which the Priest shall discuss and explain to the candidates the Uniform Parish Regulations, and the significance of the affirmation of office.
 - 1) In the event that an otherwise eligible candidate(s) cannot attend the scheduled seminar(s) for justifiable cause, the Priest shall meet privately with such individual(s) to provide the seminar.
 - 2) At the conclusion of the seminar, all candidates must sign a statement acknowledging that they understand the Regulations and will abide by them and the affirmation of office. If a candidate for the Parish Council does not attend a seminar and sign the statement, his/her name shall be deleted from the list of candidates.

ARTICLE IX

Amendments

These Parish Bylaws may be amended by a two-thirds (2/3) vote of voting members present and voting at a special or regular meeting of the Parish Assembly, provided that notice of said meeting is given at least ten (10) days prior to same. Notice shall be given by mail to all parishioners on the church roll and copies of the proposed amendments are to be sent along with said notice.