

THE REGULATION
OF THE KASIMATEIAN OLD AGE HOME OF
POTAMOS IN KYTHERA

CONSTITUTING, per provisions of the article 96
in Compulsory Law 3039/1939, a function, of the
Athens established Foundation which is titled
TRIFYLLIAN HOSPITAL OF KYTHERA
and Chapter of Independent Management
its remaining property being separated
- distinguishable-

Booklet issued in Athens in 1975.-

Translator S. Papadopoulos
Athens August 24, 1987

Μεταφραστικό Γραφείο Υπουργείου Εξωτερικών, Αθήνα.

Bureau des Traductions du Ministère des Affaires Etrangères
de la République Hellénique, Athènes.

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Le ministre des Affaires étrangères a l'honneur de vous adresser ci-joint le rapport que vous lui avez demandé de faire.

Je vous prie d'agréer, Monsieur le Ministre, l'assurance de ma haute considération.

Le Secrétaire d'État



(2)

Royal Decree dated June 25, 1957

Published in the Gazette of the Government of the Kingdom of Greece in the A¹ volume and under number 128 of July 20, 1957.-

P A U L

KING OF THE HELLENES

Having taken under consideration :

1. The Notarial act under number 359 which had been compiled on November 14, 1956 before the Piraeus Notary Public Ioannis S. Varypatis, regarding the creation of Hospital, under the title TRIFYLLIAN HOSPITAL OF KYTHERA, 2. the ordinances of articles 108 and 110 and 112 in the Compulsory Law 2250/1940 " regarding the Civil Code " 3. The concurring opinion under number 9 made on March 28, 1957 of the Central Board for Medical Care etc. and 4. the opinion under number 238/1957 which had been produced by the Council of the State from which it does result that the Royal Decrees which are being issued in applying the provisions of article 110 of the Civil Code and which are referring to Charters of Foundations, they are lacking regulatory character and are not subjected to the processings of the Council of the State, per proposal made by Our Minister of Social Welfare, we decided and rule :

Single Article.

We approve the foundation and the functioning of the Hospital

which had been constituted by virtue of the contract

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[The body of the document contains several paragraphs of text that are extremely faint and illegible due to the quality of the scan. The text appears to be a formal letter or report.]



(3)

contract under number 359 compiled on November 14, 1956 before the Notary Public of Piraeus Ioannis S. Varypatis, Hospital under title TRIFYLLIAN HOSPITAL OF KYTHERA which is aiming at the servicing of the hospitalisation needs of the inhabitants of the island of Kythera by means of providing to them medical and pharmaceutical and hospitalisation care.

This Foundation is governed by the Organisation charter set by the aforementioned contract of constitution and it is a Legal Entity of Private Law, having its seat in Athens.

To the Minister of Social Welfare aforesaid, we assign the publication and the implementation of this Present Royal Decree

In Athens June 25, 1957

P A U L R.

The Minister of Social Welfare

Lina P. Tsaldaris.

translator S. Papadopoulos

Athens August 24, 1987



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F. DEPARTMENT OF

MINISTERS

REPUBLIC OF





(4)

ADMINISTRATION-MANAGEMENT

The Administrative Council of the TRIFYLLIAN HOSPITAL OF KYTHERA and of the K'SLIANTILIAN OLD AGE HOME OF KYTHERA as well as of another ten -10- Kytherian Legacies, Inheritances and Donations it is being e l e c t e d their members - who manddtorily Kytherians - being elected every five years by means of secret balloting in which they participate its members of :

1. The Foundation's departing Administrative Council
2. The Administrative Council of the Kytherian Association of Athens
3. The Administrative Council of the Kytherian Brotherhood of Piraeus -Athens . The Council comprises today :

Honorary Presidents :

1. Grggorios Kasimatis - University Professor, Minister in the Govrenment -Member of the Academy of Arts in Athens (voting member
2. Ioannis Fotios - Director Honoris causa in the Ministry of National Educationhe who wholehearteadly follows-up and advises and enlightens ever pronouncing the voice of truth of kindness and honour.
3. Panayotis . G. Kasimatis , Honorary Inspector General Chairman.
4. Theodoros I. Arkondulis , Honorary Lawyer Vice-Chairman.
5. Ioannis S. Kasimatis , J ournalist

Secretary General.

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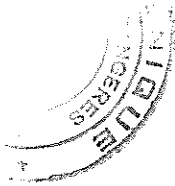
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95)

6. Vasileios P. Baveas , merchant and industrialist
1st Treasurer
7. Demetrios L. Komis , lawyer .former AgriBank Inspector
2nd Treasurer
8. Ioannis N. Stais Lawyer , member
9. Panayotis G. Levounias, Medical doctor, member
10. Panayotis A. Trifyllis , writer, Inspector of the
Greek Monopolies, member

As members of the Administrative Council , they have served the Athens Foundation and their own fatherland they have helped in the execution of the two first major projects (the asphalt coating of the central National Road of the island and the construction of the Hospital) and also in the realisation and achievement of its other purposes as well (Education of young boys and girls of Kythera , economic support to every project which is being undertaken on the island etc) the Kytherians as listed below :

1. His Beatitude the Metropolitan of Thera Gabriel Kalokerinos
2. ex MP Ioannis Kondoleon. deceased
3. ex MP Krito Dilaveris deceased
4. ex Welfare Minister - Dem. Marsellos deceased
5. ex University Professor Fan. Fotinos deceased

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6. Lawyer Theodoros Katrakis deceased
7. Businessman Nikos Kastrisos
8. Chief veterinarian Pan. Trifyllis.
9. Social Welfare Ministry Director General Pan. Panaretos.
10. Businessman Pan. Gavrilis
11. Notary Public Anargyros Stamatigos
12. Lawyer Antonios Kouellis
13. Businessman Pan. Viaropoulos

Per article 2 of the 359/14.11.1956 Charter of the Athens Foundation named TRIFYLLIAN HOSPITAL OF KYTHERA The Administrative Council outside its other purposes in case there are leftovers from the sources of the Foundation , after the satisfaction of the needs of the Hospital , may assign such for the servicing of other Kytherian projects and purposes of common benefit within which the education of Kythera youths ,boys and girls, distinguished in morality and diligence preferably Medical doctors and registered nurses as long as they would undertake the obligation to serve the Foundation after completion of their studies and over a period of five years.

translator S. Papadopoulos

Athens August 24, 1987

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SPECIAL REGULATION

For the operation of the Old Age Home at Potamos of Kythera of the
TRIFYLLIAN HOSPITAL OF KYTHERA

I n t r o d u c t i o n .

In the implementation of the article 2 number 1A of the Regulation in force of the Athens established Foundation of Private Law which is under the title of TRIFYLLIAN HOSPITAL OF KYTHERA that had been constituted by virtue of the contract under number 359 made on November 14, 1956 before the Notary Public of Piraeus Ioannis Sp. Varypatis within which there is inserted also the Organisation of the Foundation aforesaid, as such Organisation Charter of the above mentioned Foundation had been supplemented by means of the act number 13955 compiled on May 17, 1968 before the very same Notary Public of Piraeus Ioannis Sp. Varypatis, through the addition in its 2nd article of a special paragraph shown under numbers 1A and in accordance to which there had been determined that : " also purpose of the Foundation it is the establishment and the functioning of Old Age Home in Potamos of Kythera for the residence and the care within same of old aged individuals of both sexes and in accordance to the provisions of the special Regulation which is going to be compiled with respect to same by the

Foundation's Administrative Council " Foundation of which its

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formal constitution had been ratified pursuant and by virtue of The Royal Decree of June 25, 1957 which was published in the issue number 128 of July 20, 1957 - the first volume - of the Gazette of the Government of the Kingdom of Greece, and it is at present and by means of this present Special Regulation that there is set the manner of the Administration and functioning of the Old Age Home.

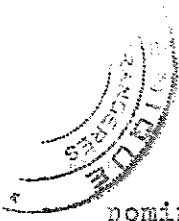
This Regulation had been passed by unanimous vote made by the Administrative Council of the Foundation TRIFYLLIAN HOSPITAL OF KYTHERA during its special meeting held by it on February 28, 1975(- nr. of minutes report 102-) such Regulation being comprised of fifteen -15- articles as follows :

Article 1.

Old Age Home Administration.

1. The responsibility for the sound and orderly administration and the functioning of the Old Age Home is in the hands of the Administrative Council of the Foundation. However for the handling and processing of the subjects referring to the operation and administration occurring within the seat of the Old Age Home there is being formed " Local Commission " of the Old Age Home which is having its seat in Potamos of Kyjthera and which it is comprised of five - 5 - members who have their permanent residence on the island.

2. The members of the " Local Commission " will be nominated by the Administrative Council of the Foundation, by means of resolution which is being made by majority vote of the members



nominated among respectable compatriots of ours selected in the free opinion and judgement of the council or out of a catalogue which is being compiled by means of submission of candidatures among interested individuals who are being invited in this respect through announcement which is published through the local press two months prior to the date of the such election.

3. The term of service of the members of the " Local Commission " it is being set to be of three years, the specific date of the commencement of their tour of duty being specified within the act of their election.

There is not excluded the re-election of the same persons for more than one tours of duty.

4. The Office of the members of the " Local Commission " is honorary and bears no salary .

5. In the instance in which and for whichever reason this may happen member of the Local Commission were to withdraw prior to completion of his tour there is taking place supplementation of the Commission through act made by the Administrative Council. The newly nominated member follows the tour of duty period of the others.

6. The Local Commission through secret ballot is electing among its members its President and Vice President and Secretary and Cashier. The duties of the Cashier may be assigned to the Commission's Secretary.

7. The Local Commission will mandatorily be meeting once a month

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and also extraordinarily further to written invitation issued by its President. The resolutions are being made on basis of majority vote. In the course of the meetings of the Local Commission there may be in attendance without right to vote, also the members of the Administrative Council of the Foundation who may be expressing opinions.

8. The resolutions which are made by the Local Commission are further to the care of the Secretary entered in a special Record of the Minutes and it is signed by the attending members and it is communicated to the Administrative Council of the Foundation which has the right of annulment, revocation or amendement of such resolutions, in the judgement of the Council and on the basis of justified resolution which is being made by at least six -6- votes.

Article 2.

Competencies of the Local Commission.(LC)

The LC cares and looks after the sound functioning of the Old Age Home maintains the ordnances of this present and the special instructions and mandates which are from time to time and per instance being produced by the Foundation's Administrative Council and more particularily, the ICommission :

1. It introduces suggestions before the Administrative Council about the supplementation or the amendement of this present Special Regulation depending to the existing exigencies and needs and on the basis of the experience which had been acquired out of the operation of the Old Age Home and for the more complete



servicing of the inmates of the Old Age Home.

2. It compiles a budget for Incomes and Expenditures for the functioning of the Old Age Home and yearly activity report which it does submit for approval before the Administrative Council and also for the compilation of the Accounting Rendering report for each one period of gestion.

3. It does hire or it terminates the auxilliary personnel of the Old Age home, further to the approval of the Administrative Board and it determines the remuneration and the work of each one observing the lawful formalities.

4. It does follow up with the due dilligence the living conditions in general, the health and the entertainment of the inmates of the Old Age Home.

5. It approves the application for the admission of inmate in the Old Age Home within the number of inmates which had been set as a limit by the Administrative Council and it determines the amount of each one's contribution against the expenses for his feeding requirements.

6. It determines by means of special resolution which are made by the IC the matters pertaining to the internal operation of the Old Age Home the rights and the obligations of the lower personnel and of the inmates, making such known by announcements made by it towards the interested parties. Copies from resolutions as above

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will be communicated also to the Administrative Council.

Article 3.

President's Competencies.

The President of the Local Commission has the following competencies:

1. He convokes and he chairs the Local Commission.
2. He orders the Cashier for the payment of any expenditure which is made within the approved Budget (approved by the Administrative Council) he collects together with the Cashier the remittances which are being made for the account of the LC and he signs every document which is outgoing from the service of the Old Age Home together with the Secretary or together with the Cashier depending of contents of such document as well as the supporting documentation of the management.
3. He looks after and he cares about the implementation of the mandates and the resolutions which had been made by the Administrative Council and the Local Commission.
3. The President while in absentiam and when he is impeded is being replaced in all of his competencies by the VicePresident.

Article 4.

Cashier's competencies.

The Cashier has the following duties :

1. Collects every amount which is being remitted to the LC by the Administrative Council and the eventual contributions of the inmates by issuing duplicate slip of collection duly visaed and signed by the President of the Local Commission.



2. Executes every payment that is on the basis and within the Budget that had been approved by the Administrative Council by means of payment orders which are jointly signed also by the President of the Local Commission.
3. Maintains Cashier's record which will be daily updated and he does submit at the end of every month to the Administrative Council cashier standing report -statement- attached to which there are all of the supporting documents in regard to the payments and the collections.
4. With the President jointly signing, he withdraws deposits which are in the name of the Old Age Home and he collects the countervalue of checks whereby there will be remitted advances on the part of the Administrative Council so that there will be faced the monthly expenses for the functioning of the Old Age Home . -
5. Maintains the records for materials, Furnishings, Tools, Cloathing etc. During every change in the person of the Cashier a protocol for delivery-receipt will be compiled with respect to all materials and values which are being followed-up and administered by the Cashier.
6. Per resolution of the Local Commission the competencies of the Cashier may be assigned to the Secretary or to employee of the Old Age home, under the approval on the part of the Administrative Council.

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Article 5.

Competencies of the Secretary.



The Secretary of the Local Commission has the following competencies and obligations :

1. Maintains the record of the resolutions made by the LC within which he does enter same and cares about the signature of these on the part of the members who had been in attendance when such resolutions had been made.
2. He compiles and he jointly signs together with the President all of the outgoing documents of the Old Age Home.
3. Cares and looks after the safeguarding of the Archives and the eventual seal of the Old Age Home and maintains the record-protocol of the documents which are incoming and outgoing and in general he cares and looks after the sound operation of the Offices of the Old Age Home.
4. Competencies of the Secretary may be assigned further to decision by the Local Commission which is being also communicated to the Administrative Council of The Foundation , to the Cashier or other capable employee of the Old Age Home.
5. Outside of the above, the Secretary maintains and updates the following records :
 - a. inmates register
 - b. updated individual files of inmates
 - c. record of deceased
 - d. Complete register and individual files of the personnel.

Article 6.

Personnel.-



Persohnel.

The personnel of the Old Age Home is distinguished into :
Administrative, Medical, Treatement (hospitalising), Auxil-
liary and Special personnel and it is consisting off :

A. Administrative

1. of one -1- Director.
2. one-1- position of administrator-manager
3. one-1- position of typist

B. Medical.

Of one medical doctor who prefereably will have specialised
in Geriatrics as long as the inmates of the Old Age Home will be
more than fifty-50- In cases of smaller number of inmates it is
possible the hiring of external medical doctor on basis of
special agreement by decision made by the Administrative Council.

C. Treatement-hospitalisation-

1. One-1- position of superior nurse holder of diploma of
school of three years of studies.
1. One-1- position of a nurse graduate of school of one year
of studies , as long as the inamates will be more than
20 in number.

D. Auxilliary.

1. One -1- position of cook.
2. one -1- position of char woman per 15 beds.
3. one-1- position of waiter(table servant) per 15 beds.

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Auxilliary personnel numbers may be larger or smaller further to the approval of the Administrative Council and in accordance with the requirements of the Old Age Home in conjunction and in function to the auxilliary services which the inmates of the Old Age Home they may be able of providing themselves or other persons which may be willing to voluntarily offer their such services, free of charge.

E. Special personnel.

One-1- position of social worker as long as the inmates will exceed the number of 50-fifty-

The employees of the Old Age Home, outside the ones who are non-salariate employees, they are being hired further to selection which is taking place among the more capable ones out of those who are interested to be hired within the Foundation and who are being invited in that respect through announcement made in the Press of Kythera, and they are connected through relationship of Private Law being subjected to the immediate orders of the Chairman and of The Director of the Old Age Home.

Remunerations of the personnel are determined on the basis of the Collective Bargaining Agreements in force and are subjected to the lawful retentions.

Article 7.

Director's Qualifications and duties.

The Director must be the holder of Degree of the Highest or Higher Educational level and special -if possible- experience around the organisation and the functioning of Foundations of this character and be distinguished for his ethos.



He is hired by the Foundation's Administrative Council which is also determining his remunerations and the period of his tour of duty.

The Director is the Supervisor of all of the Services of the Old Age Home and he will be dedicating all of his service and all of his time exclusively in the administration and the functioning of the Old Age Home and he will be permanently residing on the Island. In order that he will distant himself away from his seat he will be needing permission in writing on the part of the Chairman of the IC.

The Director has the responsibility for the observance of the Regulation and of the resolutions of the Administrative Council and the Local Commission, the proper and sound maintainance of the Old Age Home, and of the installations and tools and implements and of the material of all nature.

The Director is the Executive officer of the Administrative Council and of the Local Commission for all matters which are referring to the administration the functioning and the management and the proper maintainance of the Old Age Home and he will have the competency on all matters which are pertaining to the supervision the contro, and the disciplinary power over the personnel of the Old Age Home and in addition he will be making recommendations to the Local Commission about hiring or terminating of auxilliary personnel.

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The Director is informing the Administrative Council and the Local Commission as to the shortages of the Institution in food supplies medicaments and materials in such a way that there will be made possible to timely manage the re-supplying of the Institution.

As long as the number of inmates of the Old Age Home will not be exceeding the figure of 40-forty- duties of Director may be exercised further to the approval of the Administrative Council the Chairman of the Local Commission without salary or against payment of the indispensable representation expenses such being determined by the Administrative Council.

Article 8.-

Administrator's qualifications and duties.

The Administrator must have a Diploma of graduation from High School or from Medium Commercial School . He is hired further to the introduction on the part of the Local Commission by resolution made by the Administrative Council the latter determining his remunerations his tour of duty etc.

He looks after the procurement and the transportation on the grounds of the Old Age Home of the foods supplies and of any other item which is useful for the maintainance and the functioning of the Old Age Home, and for their safeguarding with the responsibility required in this regard.

To the Administrator further to the resolution of the Local Commission and upon approval by the Administrative Council , there may be assigned duties and competencies of the Cashier of the



of the Old Age Home.

Depositing of corresponding guarantee on the part of the Administrator there may be required in accordance with the judgement of the Local Commission.

Article 9.

Qualifications of other personnel.

As long as there is no limitation which may be originating from this present Special Regulation, the qualifications and the Obligations of the other personnel will be regulated by means of resolutions to be made by the Local Commission of the Old Age Home.

Article 10.

Old Age Home sources of Funds.

The Old Age Home represents and is function of the Foundation TRIFYLLIAN HOSPITAL OF KYTHERA and in accordance with the provisions of article 96 para 1 of the Compulsory Law 2039 of 1939 it is a Chapter of Autonomous Administration with the remainder of its property being separated. Therefore the sources of funds of the Old Age Home are being observed and followed up into own accounts being administered independently and originating from :

- a. rentals which are coming from its imovable properties
- b. from any donation, contribution inheritance legacy on the part of third parties which are being specifically entered in favour

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of the Old Age Home. c. due to any other grant offer on the part of the State or by any other Institutions and foundations Associations be such domestic or foreign of Kytherian origin or not or on the part of natural bodies. d. out of contributions which are eventually paid by the inmates of the Old Age Home, and e. from interest generated from deposits and receipts of dividends thereof.

Out of the above listed sources of funds, the Cashier of the Local Commission is administering only the contributions of the inmates and the remittances of the Administrative Council addressed to the Local Commission and which are intended for the facing of the expenditure for the operations of the Old Age Home against rendering of account .

Article 11.

Inmates of the Old Age Home.

There are being admitted in the Old Age Home for due care and are fed within same freely, old individuals of both sexes who have exceeded the 60th anniversary of their birth, who are incapable to work and preferably such who are provably indigent or abandoned or who have relatives or family members of theirs who are incapable on account of pevrty or on account of illness of their own to take care of them, originating from and preferably being residents of the Island.

The care of the Old age Individuals it is being granted totally free of charge. However the ones of them who do have an income of their own, they will be contributing to the Old Age



an amount of monies corresponding to the expenditure required for their maintenance such being established by the Local Commission.

Article 12.

No person is admitted in the Old Age Home, if he is suffering of contagious or incurable disease or by psychopathy, even of light character nor there is permitted that they will be entering the Old Age Home persons which had been afflicted by such ailments and diseases. Meanwhile they are not being admitted those permanently immobilised in bed, those blind and those who are unable to service their own selves.

In very exceptional instances the Local Commission may deviate with respect to the two latter instances (those blind and those incapable of servicing their own needs by themselves) as long as there were to secured the sources of funds so that the Foundation would be able to face such additional expenses.

Article 13.


Procedure of inmates admission.

The admission of inmates in the Old Age Home, is taking place further to the application filed by the interested party or on the part of relative of his or by The President of his Community or by the Priest of his Parish and the such application must be accompanied by : Certificate of birth and of family status issued

by Municipality or Community which if possible should contain

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particulars about financial status of candidate. 
certification given by the Priest in his Parish attesting to the fact that he is in need of caring in the Institution.

Upon the aforementioned application the Local Commission is pronouncing itself on basis of justifications, after prior examination of the applicant by the so assigned Medical Doctor of the Old Age Home, and compilation on the part of said Doctor or certification to the effect that the applicant does not come under any of the interdictions which had been referred in the previous article.

The Administrative Council of the Foundation, may proceed to investigation in order to ascertain whether the inmates admitted are worthy of the care of the Old Age Home and such investigation may be undertaken by one of its members.

Article 14.

Obligations of the inmates.

The one who is admitted in the Old Age Home, must be bringing with himself out of his dresses only those of the objects which are in good condition and which are useful to himself. Cloathing items of which he is short there will be provided by the Old Age Home.

The inmates are obliged to have a decent appearance and representation and a conduct in general within or outside the Old Age Home visavis the Administrative Council and the Local Commission and the Director and of the other personnel and the visitors of the Institution as well as among each other.



Every inmate is obliged to observe the present Regulation and the decisions which are made by the Local Commission.

Complaints among the and between the inmates or versus the personnel are being referred to the Director and complaints against the Director are referred to the Administrative Council.

There is not permitted to any one of the inmates the exercising of professional preoccupation in his own benefit. Yet there may be requested from any one of the inmates to provide light work in accordance with his own capacity -on a regular or on an extraordinary basis - in favour of the needs of the Old Age Home.

The inmates may be allowed outings from the Old Age Home further to permission granted by the Director or by his replacement.

Inmates who are not complying with the Regulation and with the resolutions which are being made by the competent officers -systematically - are expelled from the Institution, further to introduction made by the Director and per justified decision made by the Local Commission.

The schedule of daily activities, program, menu, visiting procedures and any other matter related to the internal functioning of the Old Age Home which is not being contained in this present Regulation will be regulated by means of decisions of the

Μεταφραστικό Γραφείο Υπουργείου Εξωτερικών, Αθήνα.

Bureau des Traductions du Ministère des Affaires Etrangères
de la République Hellénique, Athènes.

Local Commission with information to the Administrative Council
of the Foundation.

Article 15

Amendements improvements of Regulation

Above Special Regulation may be supplemented or amended
freely by resolutions of the Administrative Council of the Foundation
which are made by 2/3 two thirds of its members

In Athens February 28, 1975.-

The Honorary Presidents

Gregory P. Kasinatis - Ioannis P. Fotios.

The Chairman P. G. Kasinatis

The Secretary General Ioannis S. Kasinatis.

The members : Theod. Arhondulis , Vas. Baveas , Ioannis Stais

Panay. Trifyllis , Dem. Konis.

translator S. Papadopoulos

Athens August 24, 1987

