

STANDARD OPERATING PROCEDURES
FOR
LOCAL CHAPTERS OF THE
SERBIAN UNITY CONGRESS

I. ORGANIZATION OF CHAPTERS

- A. Pursuant to the Charter and Bylaws of the Serbian Unity Congress (The “S.U.C” or the “Organization”), the local Chapters shall be organized as follows:
1. There shall be a President, Treasurer and Secretary, and as many Vice Presidents as the majority of voting Chapter members designate and elect.
 2. Any 10 S.U.C. Supporters (as defined in the Bylaws) may join to organize a Chapter, subject to approval by a majority of the members of the Board of Directors.

II. ELECTION OF CHAPTER OFFICERS

- A. All Chapter officers shall be elected for a one year term at an annual meeting of the current Chapter members, by the greatest number of votes cast by the Chapter members present and voting. A Quorum will require a minimum of 10 chapter members, or 30% of the chapter members (whatever is a greater). A Quorum must be present to elect the chapter officers. Once a quorum is met, a simple majority of those present and voting can elect the slate of officers. Relatives cannot hold both the office of president and of the treasurer. Such annual meeting is to be held not later than one year after the previous election meeting. Notice of the meeting with names and a short biography of nominees is to be sent to Chapter members no less than two weeks in advance of the meeting. No Chapter members shall hold two offices, except the office of Secretary-Treasurer. The President shall hold only the title of President.
- B. Only current Chapter members who have been S.U.C. Supporters in good standing as provided for in the S.U.C. Bylaws will be eligible to vote for the election of Chapter officers.

- C. Only current members who have been members in good standing may be nominated and elected as Chapter officers.
- E. Each Supporter may select to become a Chapter member, form his or her own chapter with 9 other Supporters or remain a member at large. The Supporter must notify the Central Office of his or her selection. If the Supporter makes no selection, the Supporter will remain a member at large.

III. **REPORTING STRUCTURE**

- A. All Chapter officers shall report about future local projects, and major events, or issues within the Chapter to the VP of Chapters Operation or the President of the S.U.C.
- B. Any project conducted by a Chapter needs to be authorized first by the Board of Directors.
- C. Presidents of the Chapters should attend Board of Directors meeting once a month, or as needed, to report about the ongoing affairs and future plans.

IV. **MEETINGS**

- A. The Chapter Officers shall meet no less than once each month, either in person or by phone.
- B. Each Chapter shall hold an open membership meeting with or without entertainment or a cultural event or lecture for the Chapter members and guests at least ONCE every quarter.
- C. Each Chapter shall hold one (1) Fund-raiser for profit of S.U.C. Central Office at least once a year.
- D. Each Chapter meeting should be announced via email at least a week in advance with a proposed Agenda. Meeting minutes need to be taken at each meeting and distributed to all attendees in timely fashion. These minutes need to be kept and made available to the Board upon request.

V. **THE CHAPTERS AND CHAPTER OFFICERS FUNCTIONS**

- A. The primary function/obligation of the Chapters and Chapter officers shall be to:
 - 1. Increase and renew membership;
 - 2. Raise funds for the Local Chapter and Parent Organization; The Chapter should raise and contribute to the Parent Organization a minimum of \$2000 per annum

through Chapter fundraising activities or projects. The Board of Directors may make exceptions to this fundraising minimum.

3. Implement specific or general, national or local, programs and activities of the Organization as resolved, and aligned with the overall program and activities defined, by the Board of Directors of the Serbian Unity Congress.;
4. Recommend to the Board of Directors and, if approved, pursuant to Article VI below, implement programs and activities for the Chapter within the scope of the Charter and Bylaws of the Organization;
5. Cooperate and participate in the programs and activities of other Chapters and other Serbian and Non-Serbian organizations, with the prior approval of the Board of Directors.

B. The Chapter Officers shall also have the following specific duties and responsibilities:

1. The Chapter President shall be responsible for ensuring compliance with these Chapter Bylaws, the Charter of Serbian Unity Congress and, in consulting with the Board of Directors, all laws and regulations, including those governing not-for-profit organizations.
2. The Treasurer shall be responsible for (i) complying with the Standard Operating Procedures for financial management attached hereto and incorporated herein by reference financial S.O.P.s); (ii) maintaining and updating the financial books and records of the Chapter in accordance with the financial S.O.P.s; (iii) sending monthly financial reports to the Central Office within 15 days after the close of each month in the format prescribed in the financial S.O.P.s; (iv) if the Chapter is authorized by the Board of Directors pursuant to Article VI below to maintain a local bank account, reviewing the monthly bank statements and ensuring that all funds are promptly deposited or withdrawn from the account as appropriate according to the financial S.O.P.s; (v) reviewing for substantiation and paying by check all Chapter expenses from the local bank account, if one is authorized to be maintained; (vi) sending promptly to the Central Office membership applications together with dues, in the event members did not send such applications and dues directly to the Central Office.
3. The President shall: (i) prepare agendas, in consultation with the Chapter Officers, for Chapter meetings; (ii) the Secretary shall keep minutes of the meetings which are sent to the Central Office monthly; (iii) ensure that all meetings are conducted in a professional and orderly manner; (iv) prepare and

forward to the Central Office on a monthly basis a short summary of past and upcoming events and activities of the Chapter to the Board; (v) maintain a list, with membership information; and (vi) ensure that all mailings and notices of the Chapter, as directed by the Chapter Officers pursuant to Article VI below, are sent promptly.

VI. **THE CHAPTER DUTIES AND RESPONSIBILITIES TO THE ORGANIZATION**

- A. No Chapter Officer or member shall incur any indebtedness on behalf of the Chapter or Organization without prior written approval of the Board of Directors.
- B. No Chapter Officer or member shall enter into any binding agreement or contract on behalf of the Chapter or Organization without prior written approval of the Board of Directors.

VII. **FINANCIAL GUIDELINES**

- A. No Chapter shall open a bank account without prior written approval of the Board of Directors. If, at the discretion of the Board of Directors, a chapter is permitted to maintain a local bank account, each month the Chapter shall provide the Treasurer of the Organization, copies of all monthly bank statements and a financial report.”
- B. All funds collected for S.U.C. Central Office are to be sent directly and promptly to the Central Office.
- C. Each Chapter shall submit for approval by the Board of Directors, a yearly proposed budget during the month of January detailing its projects operating expenses for the year.
- D. All membership dues and membership applications or renewals shall be forwarded promptly and directly to the Central Office. Checks for dues are not to be deposited in local bank accounts, but are to be forwarded to the central Office for deposit.
- E. All fundraising activities, where funds raised are earmarked for any purpose other than purposes reflected by existing funds of the Serbian Unity Congress, must be approved in writing in advance by a majority of the Board of Directors.
- F. All actions taken, programs implemented, or decisions made by the Chapter which affect the Chapter, its members or the Organization shall be done by a vote of a majority of the Chapter Members present and voting. All substantive written communications by Chapter Members on the Chapter's or the Organizations stationary or on behalf of the Chapter or Organizations must be approved in advance by at least two Chapter officers.

- G. All programs, activities, actions or statements of position which affect the entire Organization must be approved in advance by the S.U.C Board of Directors.
- H. Members may not make decisions, implement programs, or take other actions, including fundraising, on behalf of or in the name of the Chapter or Organization without obtaining the approval required above by Chapter officers and/or Executive Committee of S.U.C.

VIII. **CONFIDENTIALITY**

- A. All Chapter officers shall maintain as confidential the names, addresses and other information concerning our members to ensure their privacy and must sign an S.U.C. confidentiality agreement.
- B. All other information designated by any member of the Board of Directors or Chapter officers shall be keep confidential by all.

IX. **TERMINATION FOR CAUSE**

- A. Chapter officers can be removed for cause by a 2/3 majority vote of the full Board of Directors of Organization.
- B. A Chapter of the Serbian Unity Congress, or any group of individuals improperly representing themselves as a SUC Chapter, can be terminated by the Chapter membership, or the Board of Directors by a 2/3 resolution can authorize that such Chapter or individuals immediately cease holding themselves out as representing the SUC and using SUC symbols.
- C. Membership may be terminated by 2/3 majority vote of the full Board of Directors for cause and dues shall be refunded for the year to such terminated member.
- D. "For cause" shall mean a violation of this Standard Operating Procedures for local Chapters of Serbian Unity Congress, the Bylaws or the Charter of the Organization, financial impropriety, violation of any laws or regulations, especially those governing not-for-profit Organizations, or any other major disruption or detriment to the Organization, its members and its reputation. In making such determination the recommendation of the Chapter officers shall be considered.
- E. In the event that a quick resolution is needed Board member approval or vote may be obtained by fax, phone or letter.

X. **SLAVA**

Each Chapter shall celebrate St. Archangel Michael as the organization's adopted Slava (November 21).

XI. **REPORTING**

Each Chapter officer has the responsibility to report to the S.U.C. Board any violations of law, of this Standard Operating Procedures for local Chapters of the Serbian Unity Congress, or the Bylaws of the Organization.

XII. **QUESTIONS**

Questions concerning the Standard Operating Procedures are to be directed to the VP Chapter Operations.

XIII. **DEFINITIONS**

All definitions, including the definition of the Board of Directors found in the Charter Bylaws of the Organization shall govern here.

APPROVED BY THE FULL BOARD OF DIRECTORS
AT THEIR MEETING ON AUGUST 22, 2008

ACKNOWLEDGMENT

I hereby acknowledge that I have read and understand the Standard Operating Procedures For Local Chapter of the Serbian Unity Congress and that I will fully comply with such Policy.

Dated: _____

Name

Officer Title

Chapter