

SERBIAN UNITY CONGRESS
OFFICE POLICES & PROCEDURES

April 29, 2006

These policies and procedures were approved at the meeting of the Board of Directors of the corporation held in Highland, Illinois on April 29, 2006. These policies and procedures apply to both the Washington, D.C. office and the Belgrade office.

REPORTING

1. Each vice president in charge of an office shall write a monthly report to the president with copies to the board. This report should address strategic issues, longer term plans, personnel needs, financial needs, etc.; it is not a substitute for the weekly or other reports of the office directors.
2. Each office director shall write weekly reports to the vice president in charge of an office with copies to the president and to the board.
3. Tracking time is important to maintaining the corporation's 501(c)(3) and 501(h) status and to monitoring the efficiency of operations. Accordingly, the directors and employees of each office shall keep time records of the hours spent on SUC matters: administrative matters, projects, etc. These time records should be submitted weekly to the vice president in charge of an office with a copy to the president and the treasurer.
4. Each office director, after consultation with the office vice president(s), shall submit to the president with a copy to the board a report on his or her office's activities for the past year and a plan for the next year's activities. This report shall be due one week prior to the SUC's annual convention so that the board has time to review it in preparation for its annual meeting.

FINANCES

1. The funds on deposit in various SUC bank accounts in the US, Serbia or elsewhere are the property of the corporation. Such funds are not the property of any one office and may be used only for such purposes and in such locations as the board determines.
2. The SUC treasurer, in consultation with the president and the board, is responsible to decide where corporate funds shall be deposited, for how long and under what terms and conditions. The decisions of the treasurer are for the benefit of the corporation as a whole.

3. Among other duties, it is also the duty of the director of an office
 - a. To provide monthly financial reports to the treasurer no later than one week after the end of the preceding month; and
 - b. To promptly transmit a copy of all bank statements to the treasurer.
4. The treasurer shall audit, at least annually, the financial and banking transactions of each office of the SUC.
5. Employees (including office directors) of the SUC shall be reimbursed for reasonable expenses incurred directly by them for the benefit of the corporation upon presentment to the treasurer of a written expense report and copies of all receipts for expenditures in excess of \$25.00 (USD) or 20€ (Euros). [This amount will change from time to time as US tax regulations change.]

PRESS RELEASES

1. Press releases must be approved in advance of publication by the president, after consultation with the team assigned to an office.
 - a. Press releases issued in Washington, D. C. must be pre-approved by the president, after consultation with the Washington Team, which now consists of M. Jovanovic, R. Bozinovic, D. Bilbija, N. Vukicevic and J. Vujic.
 - b. Press releases issued in Belgrade must be approved by the president, after consultation with the Belgrade Team, which now consists of S. Skoric, E. Kronic, N. Vukicevic and J. Vujic.
 - c. From time to time, the president will ask the entire board for input and approval for press releases.
 - d. With respect to press releases addressing administrative matters, only the president's pre-approval is necessary.
2. Press releases shall be issued in both the English and Serbian languages. The president, with input from other directors, will review translations for accuracy and consistency.
3. Press releases issued by the SUC shall bear the corporation's name and logo.
 - a. Any joint press release issued together with a separate organization may also bear the other organization's name and logo, *provided that* the joint

press release and addition of another logo has been pre-approved by the president pursuant to the procedures set forth above.

4. It is improper for any individual, who is a current or former director, officer or employee, to cite his or her status with the SUC when making public statements that express personal views, which are not consistent with the positions of the SUC or which have not been approved by the board. If necessary, such personal statements should carry a disclaimer.

TITLES

1. The corporation has a “board of directors” (also referred to as “directors” or “members of the board”) and corporate “officers” (also referred to as “officers”). At present, all corporate officers are also members of the board. Corporate officers include the president, two executive vice presidents, a treasurer, a secretary and other vice presidents.
 - a. At present, the corporation does *not* have a chairman of the board or “почасни преседник” or any “honorary” or “почасни” directors, officers or members.
 - b. Past presidents of the SUC (whether or not they are currently members of the board) may be referred to as “past” or “бивши” presidents but *not* as “honorary” or “почасни” presidents
2. The directors of an office are not members of the board or corporate officers.
3. Members of the International Advisory Board (IAB) are persons who have made significant financial contributions to the SUC, who are life members and whose advice the board seeks and encourages. However, members of the IAB are not directors or officers and have no legal status vis-à-vis the corporation.
4. The SUC was organized by a group of founders or co-founders – оснивачи или саоснивачи. It is inaccurate and improper to call any single individual “the founder” or “оснивач” rather the term should be “један од оснивача” or “саоснивач.”

CONFLICTS OF INTEREST, USE OF OFFICE SPACE, RESOURCES

1. It is the policy of the SUC that its offices and staff cannot be involved in activities on behalf of any entity, other than SUC, unless such activities have been approved by the board. If an office of the SUC or its staff is requested to assist or perform work on behalf of another organization (including, but not limited to, a foundation, a religious organization, or a governmental entity), the project or concept and scope of work of any and all such assistance must be pre-approved by

the board. Further, the office director must report on the progress of such assistance or work in his or her weekly reports to the board.

2. It is the policy of the SUC that its offices and staff cannot be involved in non-SUC related activities on behalf of any individual member of the board, officer, SUC member or other person, unless such activities have been approved by the board. If an office of the SUC or its staff is requested to assist or perform work on behalf of such an individual, the project or concept and scope of work of any and all such assistance must be pre-approved by the board. Further, the office director must report on the progress of such assistance or work in his or her weekly reports to the board.
3. The office space and equipment leased or owned by the corporation is to be used for the work of the SUC, other than occasional incidental personal use.
4. The office leases in Belgrade and Washington have their respective restrictions on the use of space, which restrictions must be complied with.

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