Serbian Orthodox Cathedral

of St. Sava

of New York City, NY, USA

Church-School Congregation Bylaws (Addendum)

FOR USE IN CONJUNCTION WITH THE UNIFORM RULES AND REGULATIONS FOR ALL PARISHES AND CHURCH CONGREGATIONS OF THE SERBIAN ORTHODOX CHURCH IN NORTH AND SOUTH AMERICA

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PREAMBLE

We, the members of the Church-School Congregation of the Serbian Orthodox Cathedral of St. Sava in New York City, NY, USA, having established a Church-School Congregation within the Parish, obedient and subservient to the Serbian Orthodox Church in North and South America and further, having registered/incorporated said Church-School Congregation under the applicable statutes of the State of New York do hereby resolve as follows:

SECTION 1: We, the members of this Parish and Church-School Congregation shall worship and labor together according to the tenets, traditions, and teachings of the Serbian Orthodox Church, as prescribed by the Holy Assembly of Bishops. We expressly subject ourselves and agree to be bound by the discipline, rules and usage of the Serbian Orthodox Church in North and South America as set forth in the Constitution and the Uniform Rules and Regulations of the Serbian Orthodox Church in North and South America.

SECTION 2: We resolve and agree that any amendment to the Articles of Incorporation of this Church-School Congregation, or to the Bylaws (Addendum) enacted thereunder, must be approved in writing by the Bishop of the Eastern American Diocese of the Serbian Orthodox Church within whose Diocese we are geographically located before becoming effective. We understand and agree that this Church-School Congregation is and shall remain an integral and subordinate part of said Diocese, and we expressly reject and waive on our behalf and on the behalf of all future parishioners of said Congregation, who in becoming parishioners in this Parish and Church-School Congregation, join in, consent to, and adopt these resolutions as their own, any and all privileges and rights of which we and they may otherwise be possessed to unilaterally withdraw from said Diocese.

SECTION 3: Insofar as the Bylaws (Addendum) or other regulatory enactments of this Church-School Congregation enacted and promulgated pursuant to the authority of this Charter shall be deemed in any fashion to conflict with the Constitution of the Serbian Orthodox Church in North and South America or the Uniform Rules and Regulations of the Serbian Orthodox Church in North and South America as determined by the Episcopal Council of the Serbian Orthodox Church in North and South America, then the conflicting Rules provisions of the Bylaws (Addendum) or Charter of Incorporation, or enactments shall be null, void, and of no effect legal or otherwise, upon this Congregation, and all acts done or taken thereunder shall be null and void abinitio.

SECTION 4: We resolve and agree that, in the event of any dispute among the parishioners of the Church-School Congregation, those parishioners of the Congregation whose allegiance and loyalty remain with the Serbian Orthodox Church, as determined by the Episcopal Council of the Serbian Orthodox Church of North and South America, shall continue to administer and to enjoy full and complete possession and control of all property both tangible and intangible, personal, and real, of this Church-School Congregation.

SECTION 5: We agree, in the event; of any intra congregational dispute relating to the matters of faith, morals, administration, or property to be subject to and bound by the Constitution and the Uniform Rules and Regulations of the Serbian Orthodox Church in North and South America.

SECTION 6: The Serbian Orthodox Cathedral of St. Sava Church-School Congregation was incorporated on March 20, 1940, under the name of the Serbian Eastern Orthodox Church of St Sava in New York. The present edifice was purchased from the Trinity Church on January 18, 1943, and was consecrated on June 11, 1944 as the Serbian Orthodox Cathedral of St. Sava in New York.

SECTION 7: The Serbian Orthodox Cathedral of St. Sava with its Church Hall and Rectory (office) was designated a Landmark Building by the City of New York on April 18, 1968, and subsequently received the designation of a National Landmark by the federal government.

ARTICLE I
GEOGRAPHICALBOUNDARIES

SECTION 1: This Parish and Church-School Congregation of the Serbian Orthodox Cathedral of St. Sava is comprised of those Orthodox Christian parishioners who have voluntarily obligated themselves in accordance with the Constitution, Uniform Rules and Regulations of the Serbian Orthodox Church in North and South America and these Bylaws (Addendum) as parishioners in this Congregation, and who reside on the territory of the Serbian Orthodox Cathedral of St. Sava.

SECTION 2: The Parish Church of this Church-School Congregation is the Serbian Orthodox Cathedral of St. Sava located at 15 West 25th street, New York, NY, 10010. The Cathedral Rectory (office) is located at 16-20 West 26th Street, New York, NY 10010. The geographic boundaries of the Parish of St. Sava Church-School Congregation include greater New York City and the surrounding area.

ARTICLE II
PURPOSEANDAFFILIATION

SECTION 1: The purpose of this Parish and Church-School Congregation is the sum total of that which is expressed and implied by the Constitution of the Serbian Orthodox Church in North and South America in all of its parts.

SECTION 2: This Parish and Church-School Congregation is under the direct jurisdiction of the Serbian Orthodox Diocese of Eastern America with its See in Mars, Pennsylvania, USA. This

Serbian Orthodox Parish and Church-School Congregation is ecclesiastically, judicially, and canonically an integral part of the Serbian Orthodox Diocese of Eastern America, one of the Serbian Orthodox Dioceses which comprise the Serbian Orthodox Church in North and South America which is an integral part of the Serbian Orthodox Church (Patriarchate) with its See in Belgrade, Serbia.

ARTICLE III
GOVERNANCE

This Parish and Church-School Congregation is governed by the Constitution, Uniform Rules and Regulations of the Serbian Orthodox Church in North and South America, and these Bylaws (Addendum) as approved and ratified by the Diocesan Bishop.

SECTION 1: The income of the Parish Priest is detailed in Article 18, Uniform Rules and Regulations. Money from any of the icons belongs to the Church.

ARTICLE IV
GOVERNING RULESANDREGULATIONS

The official Bylaws (Addendum) of this Serbian Orthodox Church-School Congregation are those prescribed by The Uniform Rules and Regulations for Parishes and Church- School Congregations of the Serbian Orthodox Church in North and South America, and these Bylaws (Addendum) and together with the Constitution above-mentioned, supersede any and all previous Bylaws (Addendum), regulations, charters or documents and forms of registration which may have existed from its founding to the present, i.e., to the date of the adoption of the Constitution and Bylaws (Addendum) approved and ratified by the appropriate ecclesiastic bodies and authorities thereunto appertaining.

ARTICLE V
OPERATING PROCEDURES

Consistent with the Uniform Rules and Regulations cited above, the following operational procedures shall apply to the unique needs of this Church-School Congregation:

SECTION 1: In addition to the officers of the Executive Board as provided for by the Constitution and Uniform Rules and Regulations, this Congregation shall also have five (5) members at large who shall be members of the Executive Board.

Subsection 1.1: Members on the Executive Board shall perform the duties of their office without pay. Officers whose efforts incur approved expenses are entitled to reimbursements.

Subsection 1.2: Board members may not vote on decisions where by they are deemed to have a personal conflict of interest.

Subsection 1.3: In the event a vacancy in office occurs either by death, resignation, departure, or expulsion, such a vacancy shall be filled at the first meeting of the Executive Board, which shall notify the Diocese requesting confirmation of the changes. Vacated posts having no specified procedure for succession will be filled by the Executive Board from one of the members at large on the Executive Board.

Subsection 1.4: In addition to the duties that are prescribed in the Uniform Rules and Regulations, the officers shall have the following specific duties:

President: The President of the Church-School Congregation is its lawful representative before authorities, both civil and ecclesiastical. The President calls Executive Board meetings, opens and closes them, proposes matters for discussions, brings them to a vote and announces its findings and decisions. The President ensures that peace and order is maintained at the meetings and that the agenda followed. The President is the lawful custodian of the congregation's seal. (Article 47, Uniform Rules and Regulations). The President is by his or her position the delegate of the Church-School Congregation at the Sabor and Diocesan Assembly. If the President is not able to attend those meetings, then the first Vice-President acts as the substitute. The first Vice-President substitutes for the President if the President is unable to perform his or her duty as President (Article 48(a), Uniform Rules and Regulations).

a) Candidates for President must have been members of the Church-School Congregation in good standing for at least three consecutive years.
b) The President is an ex-officio (voting right) member of all Church-School Congregation committees, except the Auditing Board.
c) The President has the right to propose items for a vote and the President has an equal vote with all other members in making decisions.
d) All Checks and Savings account withdrawals must be co-signed by either two of the following officers: President, First Vice-President, Secretary, and/or the Treasurer.
e) The President conducts all approved purchasing and contracting for the Church-School Congregation with outside vendors, contractors, in accordance with recorded decisions of the Executive Board.
f) The President supervises the work of the janitor, cleaning and other personnel hired by the Congregation in accordance with the work agreements drawn up by the Executive Board with these employees.
g) The President may delegate some duties to the Vice President(s) or other members of the Executive Board for more effective administration. Such delegated members

performing these tasks will be responsible to the President who in turn is responsible to the Executive Board and Congregation.

Vice President(s): The First Vice President shall substitute for the President in his or her absence or upon the President's request. In the event the President's position becomes vacant, the First Vice President will fill the vacancy until the next Annual Assembly, or, if the Executive Board deems it necessary, until the convocation of a Special Assembly.

a) Candidate for Vice President(s) must have been members of the Congregation in good standing for at least two (2) years.

Secretary: It is preferable that a bilingual Secretary be elected if possible.

a) The Secretary is primarily responsible for all minutes, documents, and correspondence, and records written in the Serbian Cyrillic language as well as the English language. The official language of the minutes kept for legal purposes will be English. However, should it be deemed necessary by the Executive Board that a Serbian translation is needed, it may so direct such translation be made to meet that need. The Secretary will, upon request of Executive Board member, provide any documentation requested for perusal.
b) The Secretary sends out meeting notices, informational letters, and other correspondence as deemed necessary.
c) The Secretary keeps an inventory of all church-owned furniture, fixtures, utensils, operating equipment, and belongings.
d) Conducts all correspondence of the Congregation, which he or she signs together with the President.

Treasurer:

a) Pays out all Assessments to the Diocese.
b) The Treasurer receives all monies from individuals authorized to collect same in the name of the Church-School Congregation, records the amount in the financial books or financial software, and deposits the money in the bank account.
c) The Treasurer makes all disbursements of church funds, upon presentation of proper invoices, via commercial check.
d) Keeps a record of all income and expenditures of the Congregation throughout the entire year.
e) The Treasurer signs all checks or saving account withdrawals with the President, and/or Secretary, and/or Financial Secretary.
f) The Treasurer secures change for money-raising affairs.
g) The Treasurer reconciles the financial books monthly with bank accounts.
h) The Treasurer submits a year-to-date financial report every month and an annual report to the Assembly.

Financial Secretary:

a) In addition to duties prescribed in the Uniform Rules and Regulations, the Financial Secretary collects dues and issues membership books/cards and signs the same. Issues a receipt for dues collected and records the transaction in the Membership Ledger. All monies collected must be transferred to the Treasurer. Is also responsible to verify with the Treasurer receipts at various functions to jointly count the receipts and verify numbers on tickets used.
b) The Financial Secretary issues membership applications and parochial statistical forms to all potential new members upon request.
c) Keeps the Membership Ledger, recording the payment of dues in such a manner that they can be clearly and easily audited by the Auditing Board.
d) Remind members who do not pay their dues regularly, as prescribed by these By-Laws, in writing. Lapsed members will be informed of dues in arrears.
e) Submits a monthly report to the Board on the membership status within the Congregation and annually to the Assembly.

SECTION 2: The Executive Board shall be authorized to appropriate funds for some unforeseen need, necessity or emergency not to exceed the amount of $40,000 (forty thousand dollars) if such needs have not been previously anticipated in the Budget of the Congregation adopted at the Annual Assembly. In the event that the need or emergency should exceed the above limit, the Executive Board shall be required to act in accordance with Article 33 of the Uniform Rules and Regulations.

Subsection 2.1: The Executive Board is obligated to reply and vote on time-sensitive proposals sent via E-mail, phone, or other communication means. Such decisions on spending cannot exceed $10,000 (ten-thousand dollars) in expenses.

SECTION 3: ANNUAL ASSEMBLY

Subsection 3.1: The quorum for the Annual and Special Assemblies of this Church School Congregation shall be at least 45 (forty-five) parishioners in good standing (see Article VIII). In the event that a quorum is not attained, the provisions of Article 38XX35 of the Uniform Rules and Regulations shall apply. The Annual Assembly shall be held each year during the month of December.

Subsection 3.2: The agenda, date, and place for the Annual Assembly are decided by the Executive Board of the Church-School Congregation. A written notice with the agenda attached is to be sent to all members at least fourteen (14) days prior to the Annual Assembly. In addition, the Parish Priest will announce in Church the time and place of

the Assembly. In the event that unforeseen questions or proposals arise, the Presiding Officer may incorporate them under the item "Questions and Proposals".

Subsection 3.3: The Annual Assembly opens with a prayer by the Parish Priest. The President of the Church-School Congregation calls upon the Annual Assembly to elect the Chairman, Vice-Chairman, Secretary and two (2) members to verify the minutes.

The Annual Assembly of the Church-School Congregation performs the following duties:

a) Elects the officers of the assembly.
b) Elects delegates to the Sabor of the Serbian Orthodox Church in North and South America, and to the Diocesan Assembly.
c) Elects the Executive Board of the Church-School Congregation and other necessary committees.
d) Adopts budget(s) and the annual financial report of the Church-School Congregation and submits them to the Diocesan Executive Board for approval.
e) On the recommendation of the Executive Board, decides on the salaries and fringe benefits of the clergy and other personnel of the Church-School Congregation.
f) Reviews proposals for major repairs, maintenance, and improvements for the property of the Church-School Congregation.
g) Deliberates on all other matters and proposals which are related to the Church-School Congregation.
h) Proposes "Operating Procedures" with the approval of the Diocesan Council.
i) Adopts regulations for specific needs of the Church-School Congregation.
j) Decides on amendments of its By-Laws and submits them to the Diocesan authorities for approval (Article, 35, Uniform Rules and Regulations).

Subsection 3.4: After the election of the Executive Board members, the list is to be sent immediately to the Diocesan authorities for approval. This list is to be signed by the Parish Priest, President, and the recording Secretary of the Annual Assembly.

Subsection 3.5: If there is more than one (1) candidate for an office, election is to be by secret ballot (Article 39(a), Uniform Rules and Regulations).

SECTION 4: Church membership dues will be decided by the Annual Assembly of the Congregation and published in the Parish Bulletin:

a) $100 for persons over 18 years of age.
b) $50 for Senior citizens, sixty-five (65) years and older retired members and students.

A member who fails to pay dues for one year loses all membership privileges. Such a member can be re-instated into membership only after having paid in full all dues in arrears or a

reinstatement fee of an extra amount equal to one full year of dues. No dues will be accepted or collected on the day of the Annual Assembly.

SECTION 5: For all legal purposes, the "Board of Trustees" of this Church-School Congregation shall be deemed to be the duly appointed Parish Priest and the duly elected and confirmed parishioners by the Diocese as Executive Board members who shall occupy those offices and positions from year to year.

SECTION 6: Church Ritual fees. Fees for members and non-members for marriages, funerals, requiem services, and other sacraments and services are determined by the Annual Assembly of the Church-School Congregation (Article 24, Uniform Rules and Regulations). A list of fees shall be published in the Church Bulletin.

a) New members pay the same fees as non-members until they have completed six (6) months as members in good standing in the Church-School Congregation.
b) Fees for funeral services for poor but worthy Orthodox Serbs, who do not possess the means to pay for those services, can be waived upon the recommendation of the Parish Priest and the Executive Board.
c) There will be no fee required for baptism. Any voluntary contribution to the Church will be accepted.
d) All the monies received by the Parish Priest must be submitted to the Church Treasurer, listing all fees received on a monthly basis. The Treasurer must give the Priest a written receipt for the money received.

SECTION 7: The President of the Serbian Orthodox Cathedral of St. Sava must be at least twenty-five (25) years old and the other members of the Executive Board and those of the Audit Board must be at least eighteen (18) yeas old.

SECTION 8: The mandate of office shall be from Annual Assembly to Annual Assembly.

SECTION 9: Regular Board meetings of the Executive Board are to be held once monthly, and special meetings are to be held as needed.

SECTION 10: Only the elected executive Board, Priest(s), and the Chairperson of the Restoration and Development Committee are to attend Executive Board meetings. Every member in good standing may request to attend an Executive Board meeting in order to present his or her specific proposal or question to the Board. The topic and reason for the member's attendance has to be for a specific subject and scheduled in advance.

SECTION 11: BANKING

Subsection 11.1: The Serbian Orthodox Cathedral of St. Sava deposits daily income into two different bank accounts, and pays expenses out of the two different bank accounts depending on whether the income or expenses is related to the Church or Restoration and Development.

Subsection 11.2: Church Checking Account. The Church Checking Account is the main bank account used for storage of Church funds and for Church transactions. Church income, such as offering, candle sales, general Church sales, general Church rentals, Church donations, income from Church organized events, and membership income is deposited into the Church Checking Account. All Church expenses, such as the salary of the Parish Priest(s) and purchases for the Church, are paid using the Church Checking Account.

Subsection 11.3: Restoration and Development Savings Account. The Restoration and Development Savings Account is the primary account for the funds of the Restoration and Development. Net-income (income minus expenses) from events organized by the Restoration and Development committee is deposited into the Restoration and Development Savings Account.

Subsection 11.4: A withdrawal from the Restoration and Development Savings Account must be approved by the Diocesan Bishop. In such a case, a letter must be written for approval by the Board to the Diocesan Bishop.

Subsection 11.5: Money collected for Charities must be distributed to the appropriate parties only with blessing of the Diocesan Bishop.

ARTICLE VII
AUXILIARY ORGANIZATIONS

SECTION 1: All auxiliary organizations come under the ultimate charter and control of the Serbian Orthodox Cathedral of St. Sava of New York City, NY, USA. These consist of:

a) The Circle of Serbian Sisters (Kolo Srpskih Sestara).
b) The Serbian Orthodox Cathedral of St. Sava Choir.
c) The St. Sava Children's Sunday School.
d) Other such auxiliary organizations which from time to time are created and approved by the Annual Assembly or any duly called Special Assembly.

Subsection 1.1: The Parish Priest shall supervise and counsel all auxiliary organizations so that their activities are in accordance with the Teachings of the Church.

SECTION 2: The auxiliary organizations the Serbian Orthodox Cathedral of St. Sava of New York City, NY, USA are duty bound and obligated to this Church-School Congregation, and their Bylaws (Addendum) must be approved in accordance with the Serbian Orthodox Church in the United States of America and Canada and submitted for confirmation.

ARTICLE VIII
MEMBERSHIP AND STEWARSHIP

SECTION 1: Parishioners in good standing are those individuals who have satisfied the requirements as determined by these Bylaws (Addendum), and certified by the Parish Priest and the Executive Board, as having fulfilled their stewardship spiritual and sacramental obligation.

SECTION 2: In order for a parishioner to be considered a member in good standing of a Church-School Congregation, in addition to the fulfilling of his/her financial obligations to the Church-School Congregation, the parishioner must meet the following conditions:

a) Is a member in good standing of the parish.
b) Is at least eighteen (18) years old.
c) Leads an exemplary Christian moral life, according to the teachings of the Holy Orthodox Church.
d) Is ready at all times to defend the interest of the Serbian Orthodox Church and Orthodoxy in general.
e) Is a good and constructive member of the Church and civil community in which he or she resides.
f) Regularly participates in Church worship services.
g) Regularly receives the Holy Sacraments of Confession and Communion in his or her parish church and fulfills other Christian duties prescribed by the Church.

SECTION 3: Any individual whose status to be a parishioner has been rejected, or any parishioner who has been designated as not being in good standing, or any individual whose efforts to reinstate his or her status as a parishioner in good standing have been denied, has the right to petition the Diocesan Council and appeal these decisions and/or actions. The written petition for an appeal must be submitted officially through the Executive Board. The decision of the Diocesan Council shall be final.

ARTICLE IX
AMENDMENTS

These Bylaws (Addendum) may be amended at the Annual Assembly or a Special Assembly of the Congregation summoned for that purpose or included in its Agenda, and duly summoned as prescribed by the Uniform Rules and Regulations of the Serbian Orthodox Church in North and South America by a vote of two-thirds (2/3) of the parishioners in good standing in attendance. These changes and amendments become effective when approved by the Diocesan Council.

ARTICLE X
GENERAL PROVISIONS

SECTION 1: All annual and special assemblies of the Church-School Congregation, all meetings of the Executive Board, and all meetings of the standing subcommittees shall be conducted in accordance with the Robert's Rules of Order, to the extent that the Robert's Rules of Order do not conflict with the Constitution OR the Uniform Rules and Regulations of the Serbian Orthodox Church in North and South America OR with these Bylaws (Addendum).

SECTION 2: The descriptive headings in these Bylaws (Addendum) are for convenience only and are not to be considered determinative of the meaning and intent of the provisions thereunder. In all instances, the language of the specific provisions of these Bylaws (Addendum) controls.

SECTION 3: The English version of these Bylaws (Addendum) is the official version for all purposes. To the extent that these Bylaws (Addendum) have been translated into the Serbian language, the translated version is for convenience only and is not controlling as to the meaning and intent of these Bylaws (Addendum).

BYLAWS (ADDENDUM)
OF THE CHURCH-SCHOOL CONGREGATION OF THE
SERBIAN ORTHODOX CATHEDRAL OF ST. SAVA OF
NEW YORK CITY, NY, USA

These Bylaws (Addendum), adopted by the Serbian Orthodox Cathedral of St. Sava Church-School Congregation of New York City, NY, USA at the Annual Assembly of December 8, 2013, and submitted on December, ____ 2013 shall become effective and in force when approved by the Diocesan Bishop of the Eastern American Diocese and the Diocesan Council.

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Presiding officer of Assembly of 2013	V. Rev. Djokan Majstorovic, Parish Priest