



*Serbian Orthodox Church in North and South America*

*Serbian Orthodox Diocese  
of New Gracanica and Midwestern America*

Proposed

**Local Regulations (By-Laws) of the  
Church-School Congregation of  
Saint Sava  
Serbian Orthodox Church  
Located in Milwaukee, WI USA**

Local Addendum/Supplement to:  
SOCNSA Constitution  
SOCNSA Uniform Rules and Regulations  
SOCNSA General Rules and Regulations

highlighted sections are either additions or modifications to the previous by-laws.

## 1. Name, Location/Territory, History, Antimension, Relics

- 1.1. The name of this Church-School Congregation is: Saint Sava Serbian Orthodox Church.
- 1.2. This Church-School Congregation is located in Milwaukee, WI, USA and was assigned the following canonical territory: The city of Milwaukee and all other areas in the state of Wisconsin –which are not already part of another Serbian Orthodox Parish and Church School Congregation.
- 1.3. This Church-School Congregation was established on February 8<sup>th</sup> in the Year of our Lord 1912.
- 1.4. The Holy Antimension used for the Holy Services was entrusted to the Parish Priest of this Parish by His Eminence Metropolitan Christopher in the Year of our Lord 1999, March 17<sup>th</sup>

## 2. Status

- 2.1. St. Sava Serbian Orthodox Church is ecclesiastically, juridically and canonically an integral part of the Serbian Orthodox Diocese of New Gracanica and Midwestern America, one of the Serbian Orthodox Dioceses which comprise the Serbian Orthodox Church in the North and South America, an integral part of the Serbian Orthodox Church (Patriarchate), with its See in Belgrade, Serbia.
- 2.2. This Church-School Congregation is under the direct jurisdiction and authority of the Diocesan Bishop and the Diocesan Governing Authorities/Bodies of the Serbian Orthodox Diocese of New Gracanica and Midwestern America.

## 3. Governing Documents

- 3.1. This Church-School Congregation is governed by the Constitution of the Serbian Orthodox Church in North and South America and Uniform Rules and Regulations of the Serbian Orthodox Church in the North and South America.
- 3.2. This Church-School Congregation is also governed by these Local Regulations (By-Laws). However, these Local Regulations (By-Laws) are merely a Local Addendum/Supplement to the two governing documents identified in 3.1. Should there ever be an inconsistency between these Local Regulations (By-Laws) and the governing documents named in 3.1, the governing documents identified in 3.1 prevail.
- 3.3. Once approved by the Diocesan Bishop and the Diocesan Administrative Board, these Local Regulations (By-Laws), together with the governing documents identified in 3.1, automatically supersede and replace all previous bylaws, regulations, charters, articles, etc. which may have existed from the founding of the Church-School Congregation.

## 4. Assembly

4.1.1. The quorum for both the Annual and Special Assemblies of this Church-School Congregation shall be 10% of the members of the church school congregation (heretofore "members") in good standing. If a quorum is not attained, the relevant provisions of the Uniform Rules and Regulations shall apply.

4.1.2. The Annual Assembly shall be held each year between December 15<sup>th</sup> and January 15<sup>th</sup>.

4.1.2.1. The summons for the Assembly shall be issued by the Executive Board not less than fourteen days prior to the date of the Annual Assembly. This summons may be made by letter, post card, radio or other means acceptable to the Executive Board.

4.1.2.2. Order of business of the Annual Assembly:

1. Opening with prayer
2. Welcome address by the President to the members and election of the Presidium (Chairman and two secretaries.)
3. Presidium assumes the chair and convenes the Assembly
4. Reading of the decisions of the last Annual Assembly
5. Year End Financial report of the treasurer. This report is submitted to all members of the congregation, preferably together with the summons to the Assembly.
6. Report of the Auditing Board concerning the examination of the books
7. Approval of the financial report and proposed budget.
8. Report of the Parish priest(s).
9. Report of the President (Executive Board and Standing committees).
10. Election of the delegates for the Sabor of the Serbian Orthodox Church and for the Annual Assembly of the Diocese.
11. Proposals for the benefit of the Congregation.
12. Election of the officers in accordance with the Constitution.
13. Miscellaneous
14. Closing with prayer.

### 4.1.3 Semi -Annual Informative Meeting

The Semi-Annual Meeting is informative in nature and may provide recommendations to the Executive Board. It shall be held within the first two weeks of July.

All other rules regarding the Annual Assembly apply to this meeting.

4.1.2.3. Order of Business of the Semi-Annual Informative Meeting.

1. Opening with prayer.
2. Welcome address by the President to the members
3. Parish priest(s) report and recommendations to the Executive Board
4. Treasurer's report
5. School Board report
6. Committee reports
7. Closing with prayer.

## **5. Executive Board**

5.1. Regular meetings of the Executive Board are held monthly. Special meetings of the Executive Board are held as needed.

5.1.1. Order of business of the Monthly Meeting of the Executive board:

1. Opening with prayer
2. Roll call of the Executive Board
3. Approval of the minutes from the previous meeting
4. Reading of the correspondence
5. Priests' reports and recommendations
6. Treasurer's report
7. Financial secretary's report
8. Membership secretary's report
9. Inventory report
10. Committee reports
11. Old business
12. New business for the good of the congregation
13. Closing with prayer.

5.2. In addition to the officers of the Executive Board, this Church-School Congregation shall also have up to 9 members at large who, together with the Executive Board, shall comprise the Church Board.

5.3. Members who are employees of the church or who have a direct business relationship with the church shall be ineligible to hold office in the Congregation.

5.4. The Church Board shall be authorized to secure funds for unforeseen needs, necessities, or emergencies not to exceed the amount of **\$25,000 per event** if such needs have not been previously anticipated in the budget of the Church-School Congregation adopted at the Annual Assembly. If the need or emergency should exceed the above limit, the Executive Board shall be required to act in accordance with the relevant provisions of the Uniform Rules and Regulations.

5.5. The mandate of the offices of the Executive Board and Board Members at Large shall be from Annual Assembly to Annual Assembly.

## **5.6 President**

5.6.1 Must be a church member, over twenty-five years of age and a citizen of the United State of America.

5.6.2 He/she must be a member of this congregation in good standing for at least five years prior to nomination to the office of president.

5.6.3 He/she must be a church member who has served previously on any working committee of the church for two years at any time prior to the nomination.

5.6.4 It is preferable that he/she be bilingual: Serbian and English

## **5.7 First Vice President**

5.7.1 The First Vice President of the congregation shall have the same qualifications as those of the President, except that the candidate must be a church member who has served previously on the Executive Board or on any working committee of the church for one year at any time prior to the nomination.

5.7.2 When the President of the Executive Board is unable to perform his/her duties, the First Vice President is the substitute.

## 5.8 Second Vice President

5.8.1 The Second Vice President shall have the same qualifications as the First Vice President.

## 5.9 Treasurer

5.9.1 The Treasurer shall qualify to be bonded.

5.9.2 The Treasurer shall keep all financial books and documents in the office of this congregation.

5.9.3 The Treasurer shall be prepared always to have the books available for examination by congregational and higher church authorities

## 5.10 Secretary

5.10.1 The Secretary shall **ideally** be bilingual: Serbian and English.

## 5.11 Financial Secretary

5.11.1 The books of the Financial Secretary and Treasurer must be in accord and closed on November 30<sup>th</sup> of the year.

## 5.12 Membership Secretary

5.12.1 The Membership Secretary shall keep an accurate account of all membership dues.

5.12.2 The Membership Secretary shall keep a membership file.

5.12.3 The Membership Secretary shall inform the Nominating Committee of the status of dues payments of nominees for office.

5.12.4 Before the Annual Assembly the Membership Secretary shall compile a list of all members who are eligible to vote and distribute at the election meeting written ballots to members who are eligible to vote.

## 5.13 Auditing Board

5.13.1 In addition to the provisions of the Constitution and Uniform Rules and Regulations, the Auditing Board may at their discretion, audit and examine all books, records, accounts, and financial matters, all of which shall forthwith be made available to the Executive Board.

5.13.2 Shall immediately upon taking office see that the Treasurer is properly bonded and that proper insurance be provided for all church members who are authorized to collect money.

5.13.3 Require a special assembly of the members of the congregation if, in their opinion, they deem it necessary and in the best interests of the congregation to deal with a special subject.

5.13.4 **The Auditing Board schedules quarterly meetings with the Executive Board.**

## 5.14 Personnel

5.14.1 The Church Board appoints and removes the administrative and supporting personnel needed to operate this Church-School Congregation. The work of said personnel is reviewed annually by the Church Board.

## 6. Special Local Provisions related to Parishioners

6.1 Members in good standing are those Orthodox Christians who have satisfied the requirements and obligations set forth in the governing documents identified in Article 26 of the Uniform Rules and Regulations for Church-School Congregations of the Serbian Orthodox Church in North and South America, as well as any supplemental financial/stewardship obligations promulgated by the Annual Assembly this Church-School Congregation.

6.2 Members who violate provisions of the Constitution or Uniform Rules and Regulations of the Serbian Orthodox Church in North and South America shall be subject to disciplinary procedures as determined by the Parish Priest in conjunction with the Executive Board, and possible expulsion from the congregation.

6.3 Any member or official of this congregation guilty of the embezzlement of funds of the church or violation of a sacred trust shall be subject to disciplinary procedures by the Executive Board and higher ecclesiastical authorities, which may result in expulsion from the congregation **and/or criminal prosecution.**

6.4 Any member who is delinquent in the payment of his dues may restore his/her good standing in the congregation by payment of a maximum of three years' dues.

6.5 Only members in good standing are eligible to vote at the Annual Assembly or Meeting of the Church-School Congregation. Non-members may attend Assemblies as observers only.

## 7. Committees

7.1 The Annual Assembly of this Church-School Congregation may create special committees to address critical situations.

7.2 The duration of a committee shall be until the next Annual Assembly.

7.3 A committee shall have a chairperson and the requisite number of members elected by the Annual Assembly.

7.4 Vacancies on a committee which occur during the year are filled by the Executive Board.

7.5 Committees make monthly reports to the Executive Board and shall make an annual report of their work to the Annual Assembly.

**7.6 The Church Board may create working committees to assist with projects as needed.**

## 8. Auxiliaries

8.1 This Church-School Congregation has the following auxiliary organizations:

- i. Circle of Serbian Sisters
- ii. Loyal Order of St. Sava
- iii. Stevan Sijacki Choir
- iv. St. Sava Parochial School
- v. Sunday School

- 8.2 An auxiliary organization is any organization approved by the Executive Board of this Church-School Congregation after reviewing its original organizational regulations as well as amendments to the same, all of which must be submitted to the Diocesan Bishop and the Diocesan Administrative Board for approval.
- 8.3 Each auxiliary organization, operating under the church umbrella, shall submit an annual report to the Church Board at the end of their fiscal year. The Executive Board has the right to review by-laws, financial and membership information for each auxiliary organization.
- 8.4 At the discretion and under the control of the Executive Board, an auxiliary organization may be allowed to use of the buildings and facilities of this Church-School Congregation.
- 8.5 At the discretion of the Executive Board a representative of an auxiliary organization may be invited to attend and participate in Church Board meetings, but shall not have the right to vote.
- 8.6 By his position, the Spiritual Advisor (Duhovnik) of each auxiliary organization is the Parish Priest. The Parish Priest must be informed of all auxiliary organization meetings and must be invited to attend and participate in same.
- 8.7 The Parochial School Board shall consist of seven members assigned by the Dean and approved by the Bishop. The Executive Board shall appoint a member of the Church Board as a liaison to the School Board.

## **9. Organizations**

- 9.1 Youth organizations (including but not limited to folklore groups and sports teams) are not considered auxiliary organizations and are by their nature part of the educational program of this Church-School Congregation and as such are under the direct jurisdiction and control of the Diocesan Bishop, and his local educational designee, the Parish Priest.
- 9.2 Serbian patriotic, national, and fraternal organizations (or their local branches/chapters) are not auxiliaries of this Church-School Congregation.
- 9.3 At the discretion and under the control of the Executive Board, such organizations may be allowed to use of the buildings and facilities of this Church-School Congregation.

## **10. Property**

- 10.1 The governing documents identified in 3.1 contain provisions which define and govern the ownership, administration, and disposition of the real and personal property of this Church-School Congregation. (See Article 27 in the Constitution of the Serbian Orthodox Church in North & South America.)
- 10.2 With respect to US federal tax status, the Serbian Orthodox Church in North and South America has received a US Group Tax Exemption under IRS Code 501 (c) (3). All Serbian Orthodox Dioceses, Monasteries, Church-School Congregations and Parishes in the United States of America, including but not limited to this Church-School Congregation in the State of Wisconsin, are covered by this Group Tax Exemption. Therefore, all contributions to this Church-School Congregation and its related corporations are tax exempt pursuant to the provisions of IRS Code 501 (c) (3).

## **11. General Provisions**

- 11.1 All Assemblies (Annual, Special), Executive Board meetings and Committee meetings shall be conducted in accordance with Roberts Rules of Order.
- 11.2 The descriptive headings in these Local Regulations (By-Laws) are for convenience only and are not to be considered determinative of the meaning and intent of the provisions there under. In all instances, the language of the specific provisions of these Local Regulations (By-Laws) -controls.
- 11.3 These Local Regulations (By-Laws) were drafted in English, which is the official version for all purposes. Should these Local Regulations (By-Laws) be translated into Serbian, the Serbian translation is not controlling.

## **12 Amendments**

- 12.1 These Local Regulations (By-Laws) may be amended at either an Annual Assembly or at a Special Assembly summoned specifically for that purpose.
- 12.2 Said Annual or Special Assembly must be duly summoned as prescribed by the governing documents.
- 12.3 In the event the Executive Board approves the proposed amendment, the same shall be submitted at the Annual or Special Assembly. The proposed amendments must be passed by a vote of two-thirds (2/3) of the parishioners in good standing in attendance and then submitted for approval by the Diocesan Bishop and the Diocesan Administrative Board.
- 12.4 The proposed amendments have no force or effect until and unless they are approved by the Diocesan Bishop and the Diocesan Administrative Board.



Administrative Board of the  
Serbian Orthodox Diocese  
of New Gracanica and Midwestern America

No. \_\_\_\_\_  
\_\_\_\_\_ 20\_\_.

Third Lake, IL

The attached Local Regulations (By-Laws) of the Church-School Congregation of St. Sava Serbian Orthodox Church of Milwaukee, Wi/ with the included official corrections, are hereby approved confirmed, and become effective under the above number and date.

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PRESIDENT  
DIOCESAN ADMINISTRATIVE BOARD

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BISHOP OF NEW GRACANICA AND MIDWESTERN AMERICA