

**Ukrainian Orthodox League
of the
United States of America**

**HANDBOOK
AND
CONSTITUTION**

DEDICATED TO OUR CHURCH



DEVOTED TO ITS YOUTH

Revised 2022

UOL HANDBOOK AND CONSTITUTION
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The Ukrainian Orthodox League (“UOL” or “the League”) is a vital organ of the Ukrainian Orthodox Church of the United States of America. The formation of the League was authorized during the Church’s Seventh Sobor in 1946. A committee under the direction of the late Very Reverend Father Volodymyr Bukata formulated the organization and the Ukrainian Orthodox League was incorporated in the State of New Jersey in 1948.

UOL EMBLEM AND MOTTO

DEDICATED TO OUR CHURCH



DEVOTED TO ITS YOUTH

UOL MISSION STATEMENT

The Ukrainian Orthodox League is a national volunteer organization of members in the Ukrainian Orthodox Church of the USA, who are committed to promoting the Orthodox Faith, supporting the Church, developing the potential of our youth and their active participation in the life of the Church, and preserving Ukrainian heritage and culture.

Місія УПЛіги

Українська Православна Ліга – це національна добровільна організація Української Православної Церкви в США, члени якої стара ться плекати православну віру, підтримувати Церкву, розвивати потенціал нашої молод и, її участь у житті Церкви і зберігати українську спадщину і культуру.

The UOL’s purpose is exclusively spiritual, charitable, and educational.

UOL SUNDAY

UOL Sunday occurs on the first Sunday of December and is designated as the day when all UOL Chapters encourage their members to participate in the Divine Liturgy and receive the Mystery of the Holy Eucharist.

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UOL FISCAL YEAR DEADLINES

June	1	Start of new fiscal year
July		National Executive Board Pre-Convention meeting Annual UOL Convention National Executive Board Post-Convention meeting
August	1	<i>UOL Bulletin</i> submission deadline (for Sept. issue)
September	1	<i>UOL Bulletin</i> submission deadline (for Oct. issue)
	1	Chapter Membership Drive--invite people to join your chapter!
	15	DEADLINE: Chapter Election reports due to Corresponding Secretary
	30	DEADLINES: CHAPTER & MEMBERSHIP DUES & MEMBERSHIP ROSTERS Mid-Month National Executive Board Fall meeting TBA
October	1	<i>UOL Bulletin</i> submission deadline (for Nov. issue) Distribution of Thanksgiving Project Plans to all Parishes
November	1	Fund Drive envelopes (UOL Bulletin) (MJSF, LSSK and Annual Fund)
	1	Annual Fund Drive mailing to chapters and parishes Thanksgiving Project
December	1	<i>UOL Bulletin</i> submission deadline (for Jan.-Feb. issue)
January		Mid-Month Essay Contest - first mailing Mid-Month National Executive Board Winter meeting TBA
February		Early February— "Souper Bowl" Sunday
	1	<i>UOL Bulletin</i> submission deadline (for March issue)
	28	LSSK applications mailed to chapters
March	1	UOL Awards Applications mailing
	1	<i>UOL Bulletin</i> submission deadline (for April issue)
	10	Essay Contest - second mailing
	1	Fund Drive envelopes (UOL Bulletin) (MJSF, LSSK and Annual Fund)
	30	Chapter Election and Delegate forms mailed
April	1	Annual Fund Drive reminder postcard mailing
	30	DEADLINE: CHAPTER ANNUAL REPORT
	30	DEADLINE: CHAPTER PROJECT CONTRIBUTION
	30	DEADLINE: UOL AWARDS APPLICATIONS
	30	DEADLINE: ESSAY CONTEST ENTRIES
	30	Convention registration forms mailed
May	1	<i>UOL Bulletin</i> submission deadline (for June issue)
Early-Mid		National Executive Board Spring meeting TBA
	31	End of fiscal year
	31	DEADLINE: LSSK applications

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Commented [CLM4]: This report was moved to Sept.

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- June**
- 1 DEADLINE: ANNUAL REPORTS -National Executive Board and Junior National Executive Board - due to Corresponding Secretary
 - ~~15 DEADLINE: Chapter Election reports due to Corresponding Secretary~~
 - 15 DEADLINE: Delegate Forms due to Financial Secretary
 - 15 DEADLINE: CONVENTION REGISTRATION PAYMENT

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COMPOSITION OF NATIONAL EXECUTIVE BOARD (NEB)

The composition, eligibility, election, and term, as well as vacancies of elected officers are delineated in ARTICLE V, Sections 1 through 4 of the UOL Constitution. ARTICLE VI, Sections 1-5 delineates the same for appointed Executive Board positions. To summarize: the elected officers of the League shall be the President, First Vice President, Second Vice President, Corresponding Secretary, Recording Secretary, Financial Secretary, Treasurer and Auditor. The Executive Board shall consist of the elected officers of the League, commission chairpersons, the immediate Past President, one (1) Spiritual Father, one (1) Spiritual Advisor, one (1) Annual Convention chairperson and those committee chairpersons appointed and specifically designated as a Board member by the President with approval from the Executive Committee.

RESPONSIBILITIES OF EACH NATIONAL EXECUTIVE BOARD MEMBER

1. Understand all the duties of the office to which he/she was elected and/or Commission and/or Committee to which she/he was appointed to Chair.
2. Attend all NEB meetings and actively participate in discussions and decisions.
3. Prepare a written report to be distributed to the NEB prior to every NEB meeting, except for the Pre- and Post-Convention Meetings.
4. Maintain a notebook which contains the UOL Handbooks as well as notes regarding duties of the office. This notebook is passed to the next individual elected to this office and serves to inform NEB officers of their responsibilities.
5. Maintain a section in the notebook of all relevant information and materials for the position and/or Commission/Committee of which he/she was Chairperson.
6. Be fiscally responsible and adhere to all financial guidelines and policies regarding expenses related to her/his position.
7. Submit Reimbursement Voucher/Request for Advancement of Funds Forms to the Treasurer when requesting any type of reimbursement or advance.
8. When appropriate, submit a budget request and adhere to approved amount.
9. Keep accurate and detailed financial records and present them for audit, as requested.
10. Respond to the President's or any other officer's questions or requests in a timely manner.
11. Inform and/or update the President, and, when appropriate, the entire NEB on pertinent Commission and/or Committee progress and issues of which he/she should be aware, or which need their attention and/or input.
12. Be a mentor to and work with the Jr. NEB member who holds the same office.
13. Regularly communicate with the Chapters to which she/he is a liaison and include pertinent information about his/her concerns and activities in each quarterly and Annual Report.
14. Submit a written Annual Report to the Corresponding Secretary by the deadline established by the NEB.
15. Attend the Annual Convention. If necessary, give an oral update to her/his Annual Report and actively participate in all business sessions.
16. Chair or participate in a specific Convention Committee's meeting (s) as requested by the President.

17. Upon leaving office or a chairmanship, transfer to his/her successor the notebook of information which he/she has gathered over the course of the year, and any other appropriate materials from his/her term of office and be available to assist in any way that will make the transition as smooth as possible.
18. Forward all other records from his/her term of office to the UOL Archives for review and disposition.
19. Be an active member of a UOC of USA parish and the UOL.

NATIONAL EXECUTIVE BOARD MEETINGS

The NEB meets five times a year as follows: (1) immediately following the conclusion of the Annual Convention; (2) in September or October; (3) in January or February; (4) in May; and (5) just before the opening of the Annual Convention. If financially feasible, the meeting in May ideally should be held in the city hosting the Annual Convention. The other two meetings are held in different locations at the request of Chapters and as dictated financially or via conference call.

CORRESPONDENCE

All correspondence written by NEB members to the Chapters shall also be sent to all Hierarchs and NEB members either in hard copy form or electronically. Correspondence to the chapters should be addressed to the Chapter President, Spiritual Advisor and other designated Chapter officers as provided by the Chapter on their Election Report.

ANNUAL REPORTS

Executive Board members are required to submit an Annual Report at the close of their term of office by the deadline set by the NEB (typically June 1st). This report is to be a comprehensive outline of all duties and projects accomplished during the year as well as reasons for those not accomplished. **Any Executive Board member who does not submit an Annual Report by the set deadline is not reimbursed for his/her Convention expenses.** All Senior and Junior NEB Annual Reports are submitted to the Corresponding Secretary who compiles them, along with the Annual Reports of the Senior and Junior Chapters. The complete final Annual Report is distributed to all Hierarchs, Junior and Senior NEB members and all delegates at the Annual Convention.

EXPENSES

Receipts for Donated Expenses – NEB members who donate the cost of expenses such as travel, supplies, postage, and telephone bills and do not request reimbursement, may receive a receipt for the said amount from the Financial Secretary as evidence of their donation provided that adequate documentation of the expense is submitted.

Meeting Expenses – When it is deemed appropriate, the NEB members receive expense reimbursements for attending meetings at the lesser of **the rate of 0.40 per mile if driving**, or the cost of public transportation (e.g., plane, bus, or train). Transportation costs greater than \$300 must be pre-approved by the NEB President. NEB members are expected to strive to minimize transportation costs to the greatest extent possible. NEB members are required to submit written reports summarizing their progress in each of their areas of responsibility for each NEB meeting except the meetings immediately preceding the opening and immediately following the conclusion of the Annual Convention. **If an NEB member fails to submit a written report at a meeting, his/her travel expenses for that meeting will not be reimbursed.**

Miscellaneous Expenses – In order to receive reimbursement for any expense (travel, supplies, postage, telephone bills), NEB members, Commission/Committee members, and any other authorized persons must

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prepare an official Reimbursement Voucher/Request for Advancement of Funds Form (see Appendix). Reimbursement for expenses will not be made to any person until this form is submitted with proper substantiation which includes receipts and bills. The relevant Commission/Committee Chair and/or the President should authorize Commission/Committee member expenses prior to submitting the appropriate form and documentation to the Treasurer. Expenses must be submitted within 90 days of the incurred expense to be reimbursed.

Annual Convention Expenses – NEB members are required to attend at least three of the five NEB meetings per year, unless excused by the President. Should any member fail to meet this requirement, his/her convention expenses will not be reimbursed. Should any NEB member fail to submit an Annual Report by the agreed upon deadline (typically June 1st), or not give all the necessary files to his/her successor at the post convention meeting, he/she will not be reimbursed for his/her convention expenses.

The amount of the reimbursement for convention expenses is determined by the NEB at its meeting just prior to the start of the Annual Convention. It has been typical practice that the Convention Registration packet, travel expenses and ½ of the hotel expenses are reimbursed to NEB members.

SPECIFIC DUTIES OF THE NATIONAL EXECUTIVE BOARD OFFICERS

In addition to the general duties stipulated in ARTICLE V, SECTION 5 of the UOL CONSTITUTION, more specific responsibilities of the Spiritual Advisor and officers are as follows:

SPIRITUAL ADVISOR is appointed by the Metropolitan of the Ukrainian Orthodox Church of the USA and shall have general supervision over all religious material in League publications and will work in collaboration with the *UOL Bulletin's* Spiritual Advisor on religious materials published in the *UOL Bulletin*. Other duties include:

- Attending and serving as a voting member at all NEB meetings and the Annual Convention.
- Offering spiritual advice and guidance on all matters which the League undertakes.
- Serving as an ex-officio member of all League Committees.
- Communicating with the Metropolitan on all spiritual matters of the UOL.
- Chairing a Commission or Committee, if so, deemed appropriate and approved by the Executive Committee.
- Being an active member and participating in the activities of a Chapter.

PRESIDENT is the chief executive officer of the UOL and has general and active control of its affairs and business as well as supervision over its officers. The duties of the President include but are not limited to:

- Supervising, sharing, and disseminating all information and regularly communicating with all members of the NEB.
- Ensuring that the UOL Constitution is followed and adhered to by the NEB and all the members of the League.
- Representing the UOL and its membership at the National Level and being an advocate for the League's purposes.
- Calling NEB meetings.
- Presiding over all NEB meetings and the Annual Convention.
- Preparing the agenda for such meetings.
- Preparing the Annual Convention agenda with coordination from the convention chair.
- Serving as a member of the Metropolitan Council of the UOC of USA.
- Preparing and presenting the Annual Report of the UOL to the Metropolitan Council.
- Facilitating interaction between the NEB and UOC of USA Consistory directors, offices, auditors, et al.
- Monitoring all financial aspects of the League.

- Scheduling the quarterly and annual audits of the Junior and Senior Financial Records.
- Soliciting qualified assistance for the Auditor to perform the audits.
- Coordinating with the Consistory Administration for the annual audit of the UOL financial records by the Consistory Auditors.
- Preparing and submitting a President's article for each issue of the UOL Bulletin.
- Inviting the Hierarchs to attend NEB meetings and the Annual Convention.
- Identify appropriate qualified candidates to serve as Commission/Committee Chairs subject to Executive Committee approval.
- Representing the UOL at various local, national, and public functions and presenting greetings on behalf of the organization.
- Sending letters of greetings on behalf of the UOL for special occasions such as parish anniversaries or anniversaries of ordinations.
- Appointing chapter liaisons.
- Visiting Chapters and potential chapters as well as encouraging NEB members to visit Chapters and potential chapters.
- Promoting Senior UOL Chapter visits by either the President or designated NEB member(s) or a non-NEB UOL member that the President and or NEB deems beneficial in assisting the chapter with any concerns/issues or as part of a membership drive and then sharing the Chapter Visitation Report with the NEB.
- Preparing the annual ad for the UOC of USA Calendar.
- Coordinating directly with current and future convention host chapters to execute convention contracts and insure that they have received the Convention Handbook and all other information necessary to fulfill their obligations.
- Responding to all correspondence and inquiries in a professional and timely manner.
- Chairing a Commission or Committee, if approved by the Executive Committee.
- Supervising the annual review and maintenance of the **UOL Handbook**. The president may also designate a board member(s) who will review, recommend any changes to the NEB and then make those changes approved by the board.
- Being an active member of a UOC of USA parish and the UOL.

FIRST VICE-PRESIDENT is responsible for:

- Assuming the duties of the President during the President's absence or incapacity and shall have all the rights and privileges of the office of President.
- Representing the UOL when so assigned by the President.
- Being available to assist the President as requested or deemed necessary by the President and/or the NEB.
- Chairing or being a member of the Constitution Committee.
- In addition to the Constitution Committee, chairing a Commission or Committee, if approved by the Executive Committee.
- Being an active member of a UOC of USA parish and the UOL.

SECOND VICE-PRESIDENT is responsible for:

- Assuming the duties of the President should both the President and First Vice-President be unable to do so with all the rights and privileges of the office.
- Representing the UOL when so assigned by the President.
- Being available to assist the President as requested or deemed necessary by the President and/or the NEB.
- Chairing at least one Commission or Committee, if approved by the Executive Committee.
- Being an active member of a UOC of USA parish and the UOL.

TREASURER is responsible for handling the finances of the UOL.

The treasurer is responsible for maintaining the financial records of the league. This includes:

- Using QuickBooks for financial record keeping.
 - The NEB of the Ukrainian Orthodox League uses the QuickBooks 2015 Edition. A copy of this edition is obtained by contacting the Treasurer of the UOC Consistory and following the instructions to access a web site to download the software.
- Updating the financial records into QuickBooks by recording:
 - Deposit transmittals into checking.
 - Voucher payments by written check.
 - Checks written on one of the Vanguard accounts.
 - Dividend deposits to checking
 - Deposit, withdrawals, or interest deposits to savings.
 - Deposit, withdrawals, dividends and gain or losses to Vanguard accounts.
- Maintaining a running check register to reconcile the checking account statement.
- Preparing reports using QuickBooks.
- Preparing financial reports using Excel.

Fiscal year process for reporting and review

1. UOL Fiscal Year includes:
 - a. 1st quarter – June 1 thru August 31
 - b. 2nd quarter – September 1 thru November 30
 - c. 3rd quarter – December 1 thru February 28/29
 - d. 4th quarter – March 1 thru May 31
2. Credit Union statements and Vanguard Statements are on a calendar year:
 - a. 1st quarter – January 1 thru March 31
 - b. 2nd quarter – April 1 thru June 30
 - c. 3rd quarter – July 1 thru September 30
 - d. 4th quarter – October 1 thru December 31

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All reports run for quarterly meetings, quarterly audits and the convention must use the fiscal dates.

General Treasurer Guidelines

- The date on the Deposit Transmittal is the date that should be entered into QuickBooks when recording individual check deposits into the checking account. The general ledger accounts each check should be recorded under will also be on the deposit transmittal. The Financial Secretary should not change these account numbers or the deposit date after sending this data to the Treasurer. This will ensure reports of the Financial Secretary and the Treasure will match each quarter on the totals to income accounts.
- Once deposit transmittals are added to QuickBooks, the deposit transmittal should be filed in the Transmittals and Vouchers Binder by quarter.
- Vouchers must have 2 signatures, the preparer, and the UOL President, before checks can be prepared for voucher payment.
- Receipts must be attached to vouchers for all amounts except mileage and tolls.
- Checks must have 2 signatures, the Treasurer, and the UOL President, before checks can be mailed to the preparer or vendor on the voucher.
- Vanguard checks must have 2 signatures, the Treasurer, and the UOL President, before checks can be mailed to the preparer or vendor on the voucher.

The Treasurer may order:

1. Additional checks as needed.
 2. Vanguard checks and deposit tickets.
 3. Additional vouchers as needed.
 4. Reimbursement for all should be made through a voucher.
- Once vouchers are approved for payment, and a check is written, the Treasurer needs to add this data to QuickBooks, then file the voucher and attached receipts in the Transmittals and Vouchers binder by quarter.
 - Checking account statements and Vanguard statements should be filed in the Account Statement binder by quarter.
 - Each quarter end, the Treasurer should create a disk copy of the QuickBooks backup and send this copy with a transmittal form to the Consistory Archivist, creating an offsite backup of the QuickBooks records.
 - The UOL Auditor audit the League books once each quarter. The data for the audit should be moved from the Transmittals and Vouchers binder and the Account Statement binder to the Audit Records binder for the audit. The check book and Treasurer financial reports should also be provided to the auditor.
 - To enable the auditor to trace transactions from QuickBooks to the source documents, a detail transaction report of all accounts should be run for each quarter under audit. The transactions should be limited only to the quarter under audit.
 - The Audit Records binder should be maintained through the entire year to be prepared for the Consistory Audit in July each year. Once this audit occurs then all records in the binder can be turned over to the Archivist at the Consistory.

The specific duties of the Treasurer include but are not limited to:

- Paying all expenses when properly submitted and substantiated. Reimbursement Voucher/Request For Advancement of Funds Form must be submitted when requesting any type of reimbursement or advance.
- Verifying the necessity of all expenses prior to payment, ensuring that the specific Commission/Committee Chair has approved such expenditures and that they fall within the approved budget.
- Recording all income and posting to the proper account in the appropriate spreadsheet/record.
- Receiving bank and investment statements.
- Working closely with the Financial Secretary to verify proper posting of income.
- Recording all expenses and posting to the proper account in the appropriate spreadsheet/record.
- Balancing the checkbook to the bank statements **monthly**.
- Preparing quarterly financial reports (Income Statement and Statement of Financial Position) for each Board meeting and the annual financial report for the Annual Convention. The Income Statement should include a quarterly summary of income and expenses and should provide a comparison to the approved budget and comparable prior year time period. The Statement of Financial Position should summarize the financial position of the League for the appropriate reporting period, listing its bank and investment balances in all accounts, highlighting any outstanding liabilities, and providing a comparison to the same period of the previous year.
- Serving as a resource to the Auditors during the quarterly and annual audits.
- Maintaining an ongoing record of activities within the various restricted accounts including a specific accounting of all advances and repayments to the restricted accounts established by the NEB and preparing a report summarizing this activity as requested by the NEB.
- Classifying and binding all records not needed for the next fiscal year for submittal to the UOL Archives.

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- Obtaining and bringing the necessary financial *change of signature* cards/papers to the post-Convention board meeting so that appropriate officers can sign them, and they can be sent in immediately, thus minimizing any necessary change transition time.
- Preparing Treasurer's financial records (checkbook, spreadsheets, paper records and associated electronic files) along with all vouchers, bank and investment account statements which must be available prior to each NEB meeting and the Annual Convention for audit at the time and place specified by the President.
- Preparing for the UOC of USA Annual Audit of UOL Financial Records. Annually, the financial records of the Junior and Senior League must be forwarded to the Consistory in South Bound Brook, New Jersey for review and audit by the Consistory Auditors. The National UOL President coordinates the logistics of these transfers.
- Chairing a Commission or Committee, if approved by the Executive Committee.
- Being an active member of a UOC of USA parish and the UOL.

Specific Detailed Procedures for the Treasurer

For each check to be written, the following tasks are to be performed:

1. Review the Reimbursement Voucher/Request for Advancement of Funds Form to be sure that all totals are correct, expenses are those approved by the appropriate officer and/or Commission/Committee Chair and are within the approved budget. Receipts for each expense listed should be attached to the Reimbursement Voucher.
2. Write the check to the indicated individual and balance the checkbook.
3. Record the check and a new total in the appropriate spreadsheet/record.
4. In the circumstance where expenses to date within a category are approaching the approved budget level, the Treasurer should notify the appropriate officer and/or Commission/Committee Chair so that expenses may be curtailed or a budget revision be considered, subject to NEB approval.
5. Checks issued from restricted accounts need to be entered in the appropriate restricted account tracking system. These accounts include LSSK, MJSF, YAC, Membership Development and others as may be established from time to time. All advances and repayments to these accounts should be tracked specifically and reported to the NEB on a quarterly basis. Receivables and payables among these accounts will be reported as balance sheet transactions in the Treasurer's reports and recorded in specific accounts in the appropriate spreadsheet/record. The requirements for dispersal from the various restricted accounts are detailed below.
6. The checkbook should be balanced each month to correspond to the monthly/quarterly bank/investment account statement.
7. The Treasurer is to ensure that the Financial Secretary has properly recorded all interest income as reported in the bank/investment account statements.
8. The checkbooks should be closed approximately two weeks prior to quarterly audits and on May 31, the fiscal year end, in preparation for the annual audit.

Deposits should be recorded based on transmittals received from the Financial Secretary. These should also be crosschecked and verified with the bank/investment account statements.

FINANCIAL SECRETARY is responsible for keeping accurate records of all incoming funds of the UOL and conducting all correspondence in reference to collection of funds. The Financial Secretary cooperates closely with the Treasurer in executing the financial program of the League.

The specific duties of this office include but are not limited to:

- Preparing appropriate acknowledgement for monies collected and donated expenses. Recording all collections in appropriate financial records and sending an acknowledgement for each submittal.

- Preparing Transmittal Reports for each deposit and sending copies to the President and Treasurer in a timely fashion. Transmittals should be prepared, and monies deposited as soon as possible, but no less than monthly. Each transmittal shall include a listing of the monies received, each check number and corresponding receipt number.
- Making deposits to the bank or investment accounts, as appropriate.
- Managing the annual membership dues process by:
 1. Issuing "Membership Letter to Chapters," "Membership Roster Form" and "Dues Payment Form" (samples are in Appendix) to all chapters in August of each year. Responses are due to the Financial Secretary by September 30.
 2. Issuing Membership dues renewal forms to all members-at-large.
 3. Sending a letter of acknowledgement of dues payment (sample letter in Appendix) to the respective chapters, upon receipt of chapter rosters and dues.
 4. Forwarding a hard copy of chapter rosters and members-at-large to the *UOL Bulletin* Editor.
 5. Updating the electronic spreadsheet of names and addresses of all members of the League in good standing.
 6. Distributing the membership spreadsheet to all NEB members.
 7. Coordinating with the Public Relations a membership list for the membership mailing list that can be used for email blasts and all correspondence.
- Preparing Chapter Status/Members-at-large Report for each Executive Board meeting. The Chapter Status Report includes a summary listing of members-at-large and all chapters specifying the number of members, dues paid, and Chapter Project Contribution for the year-to-date and a comparison of the same to the corresponding time period for the previous year.
- Preparing a statement of income for each NEB meeting and the Annual Convention. The statement of income should reflect the income of the quarter, year-to-date and include a comparison to the quarter and year-to-date of the previous year. Mailing the Chapter Delegate Form to Chapter Presidents and Spiritual Advisors **by March 31 of each year**.
- Verifying the "Chapter in Good Standing" status of each Chapter and the end of each fiscal year. Indicate at the bottom of each delegate form submitted by a Chapter its status regarding the fulfillment of its annual financial obligations. Copies of this completed Delegate form should be forwarded to the President and Annual Convention Chair prior to the beginning of the Annual Convention.
- Preparing Annual Chapter Status Report for the Annual Convention. The Annual Chapter Status Report includes a summary listing of all Chapters specifying the number of members, dues paid, and Chapter Project Contribution for the fiscal year and a comparison to the previous five years. Included in this report is data on members-at-large.
- Preparing and reading the roll call of convention delegates and the credentials report (number in attendance) at the Annual Convention. The attendance record of delegates is submitted to the Recording Secretary for inclusion in the Annual Convention minutes.
- Preparing Financial Secretary's complete records for Audits specified by the President (typically prior to each NEB meeting and at the Annual Convention). Documents prepared for the audit include: all transmittals, bank deposit slips/receipts, copies of checks deposited and bank and investment account statements as well as any associated electronic files.
- Preparing the Financial Secretary records and forwarding to the Consistory in South Bound Brook, New Jersey for review and audit by the Consistory Auditors. The National President coordinates the logistics of these transfers.
- Chairing a Commission or Committee, if approved by the Executive Committee.
- Being an active member of a UOC of USA parish and the UOL.

Specific Detailed Procedures for the Financial Secretary:

1. Spreadsheets and/or other appropriate financial records should be arranged with account names across the top. Make sure account names and numbers agree with those of the Treasurer.

2. Depositing Money and Acknowledging Receipt of Funds:

- a. Fill out general revenue Transmittal Report, account number, check number, and amount. Transmittals received from a Commission/Committee Chairs should be identified and numbered consecutively per Commission/Committee separately from general transmittals. Prior to deposit of all transmittals, the Financial Secretary should verify the entries with the checks/monies and totals. A copy of each transmittal, both general and Commission/Committee is to be sent to the President and the Treasurer in a timely fashion.
- b. A letter acknowledging payment should be sent by the Financial Secretary for each entry deposited to the general revenue account. Each check is stamped "Pay to the order of UOL" prior to deposit.
- c. Make a single entry in the appropriate financial record (i.e., spreadsheet) for each check/money to be deposited. To enter a transmittal from a Commission or Committee, it is necessary only to enter its title, e.g., Bulletin, Education, LSSK, etc.
- d. Each month, the Treasurer and Financial Secretary should confer to verify that each has received the same transmittals and that all deposits to the general revenue or investment accounts have been properly reported.
- e. A bank deposit slip or letter must be completed to submit each deposit. Each check should be listed individually. It helps to list the check number and the Commission for future reference.
- f. Carry the total under the correct account. Sometimes a single check may be for two or more accounts, e.g., chapter and membership dues. Be sure to enter the proportionate amount under the correct heading.
- g. Make a copy of the deposit slip or letter and checks prior to sending in the deposit. This also helps for future reference and serves as a check and balance system. Once the deposit receipt is received, attach it to the copy of the checks.
- h. As directed by the President, coordinate with the Treasurer as to which date the books will be closed prior to the meeting/convention. The report for the meeting will include all information of the quarter up to that date.
- i. When closing the books for the quarter, compute the total income received for each account for the quarter and the total income received year-to-date in the appropriate financial record.

RECORDING SECRETARY is responsible for recording all proceedings of the meetings of the National Executive Board and the Annual Convention. The specific duties of the office include, but are not limited to, the following:

- Maintaining an attendance roll of the National Executive Board for each meeting, as well as for each session of the Annual Convention.
- Preparing the official minutes of each NEB meeting and distributing these minutes via e-mail or regular mail to the meeting attendees for comment, correction, and approval within 45 days of the meeting date.
- Upon approval of the majority of the NEB, duplicating and distributing these minutes in hard copy or electronic format to all Hierarchs, NEB members, Commission and Committee Chairpersons, Chapter Spiritual Advisors and Presidents, Junior Executive Board members, and any individual that makes such a request.
- Coordinating the efforts of the convention secretaries in the preparation and distribution of the Annual Convention minutes. Annual Convention minutes are to be completed by October 30th. Distribution may be in hard copy or electronic format. An electronic file should be sent to the next convention chairperson for duplication and inclusion in the convention registration packet of each senior delegate and priest in attendance.

- Chairing a Commission or Committee, if so, deemed appropriate and approved by the Executive Committee.
- Being an active member of a UOC of USA parish and the UOL.

CORRESPONDING SECRETARY is responsible for all correspondence of the UOL. The specific duties of the office include but are not limited to the following:

- Preparing and mailing all correspondence as directed by the President.
- Preparing the roster of the Executive Committee and Commission and Committee Chairpersons who comprise the National Executive Board and distributing the list to all concerned.
- Updating the list of Chapter Presidents, Spiritual Advisors, and other designated chapter contacts names and addresses upon receipt of each Election Report and distributing the list and each update to the NEB.
- Mailing "Election Report" forms (UOL Form 106) to Chapter Presidents, Spiritual Advisors, and other designated chapter contacts **by March 31 of each year**. Election Reports are due back to the Corresponding Secretary September 10th/15th. ~~June 15~~. The Corresponding Secretary should forward copies of the completed forms to the President and the Chapter Liaison.
- Soliciting Annual Reports from all Junior and Senior NEB members and UOL Chapters.
- Noting the date, a report is received from an NEB member and informing the President of any report(s) not received by the established deadline which is typically June 1st.
- Preparing the official UOL Annual Report which includes the reports of all parties listed above, the current UOL NEB Goals and Objectives, a listing of the names and addresses of the NEB and all UOL Chapter Presidents, Spiritual Advisors and Advisors, both Junior and Senior (as indicated on the Election Report due June 15th). This report is distributed at the Annual Convention to the Hierarchs, Senior and Junior NEB members, and Convention delegates in their convention packets. Following the Convention, Annual Reports should be forwarded to all Junior and Senior chapters who did not send a delegate to the Annual Convention. Twenty (20) copies of the Annual Report should also be forwarded to the Consistory for distribution to the members of the Metropolitan Council.
- Chairing a Commission or Committee, if so deemed appropriate and approved by the Executive Committee.
- Being an active member of a UOC of USA parish and the UOL.

Commented [CLM10]: September 10/15th

AUDITOR is responsible for auditing all the financial records of the Senior and Junior UOL as well as the Annual Convention financial records with the assistance of qualified persons from the site of the Executive Board Meeting/Annual Convention. The specific duties of this office include but are not limited to the following:

- Attending Executive Board meetings to audit the Senior and Junior League financial records using the following tentative schedule:
 1. Fall Meeting – complete unfinished audits from the Annual Convention and audit of the first quarter financial activity of the Junior and Senior Leagues.
 2. Winter Meeting – audit the Annual Convention records and issue an auditors' letter stating its acceptance of the Annual Convention financial reports so that the Convention rebate check may be issued. Audit of the second quarter and year to date financial activity of the Junior and Senior Leagues.
 3. Spring Meeting – Audit of the third quarter and year to date financial activity of the Junior and Senior Leagues.
 4. At the Annual Convention, complete the audit of the Treasurer and Financial Secretary's records for the entire fiscal year; audit all other financial records of Commissions and Committees of the UOL.
- Preparing and signing the Auditors' letter at the Annual Convention when all auditing is completed.
- Chairing a Commission or Committee, if approved by the Executive Committee.
- Being an active member of a UOC of USA parish and the UOL.

Specific Detailed Procedures for the Audit

Audit of Financial Secretary Records

Financial Secretary's Financial Report – This is the Income Statement which reports all revenues received for the most recent quarter and year to date and compares said receipts to the quarter and year to date income of the previous year and total year end income budget by account category. To audit this report, the auditor(s) will need to verify that the column totals match the audited column and summary totals in the income spreadsheet/record for both the current and previous year.

1. *Income*

- a. Ensure that all interest and dividends reported in the bank/investment account statements are reflected in the Income spreadsheet/record.
- b. Add account columns in the income record to determine the quarter total for each account.
- c. Sum the quarter total row and compare to the total amount deposited via transmittal for the quarter.
- d. Check account and summary totals from the previous quarter and show the year-to-date amounts.

2. *Income Transmittal*

- a. Compare a sample of general revenue transmittal entries to the entries in the Income record.
- b. Compare a sample of the general revenue transmittal entries to those recorded in the receipt book. (These entries are the only ones to which the Financial Secretary issues a receipt; the other income types or accounts (e.g., Tribute Fund, Annual Fund Drive) may have their own receipt books).
- c. Compare a sample of transmittals to each income type of account (e.g., Tribute Fund, LSSK, Annual Fund Drive) listed in the income spreadsheet/record.
- d. Compare total transmittals per quarter to deposits reported in the bank/investment account statements.

Audit of Treasurer's Records

Financial Report of the Treasurer – The Treasurer prepares a Statement of Financial Position and an Income Statement report.

The *Statement of Financial Position* summarizes the balances in all bank/investment accounts and reconciles any bank/investment statement discrepancies via liability accounts. The period ending account balance should be equal to the previous period's account balance plus the total revenue for the period minus the total expenses for the period.

The *Income Statement* should reflect the total income received for the period and year-to-date and compare these totals to the same periods of the previous year and to the year-end budget. This revenue segment of the Income Statement should match identically to the revenues reported by the Financial Secretary. The Treasurer's Income Statement should also summarize the total expenses for the period and year-to-date and compare these totals to the same period of the previous year and to the year-end budget. The auditors should verify that the numbers in the report reflect the audited totals in the Treasurer's Spreadsheet/record. The summary of the Income Statement should reflect the Income/(Loss) for the respective periods.

1. *Income Accounts*

- a. Ensure that all interest and dividends reported in the bank/investment account statements are reflected in the Income Spreadsheet/record.
- b. Add account columns in the income to determine the quarter deposits total for each account.

- c. Sum the quarter total row and compare to the total amount deposited via transmittal for the quarter.
 - d. Check account and summary totals from the previous quarter to determine the year-to-date amounts.
 - e. Compare the Treasurer's totals to the Financial Secretary's income spreadsheet/record to verify accuracy.
 - f. Verify total deposits against all bank/investment account statements.
2. *Disbursement Accounts*
- a. Add account columns in the disbursement spreadsheet/record to determine the quarter disbursements total for each account.
 - b. Sum the quarter total row and compare to the total amount disbursed via check for the quarter.
 - c. Check account and summary totals from the previous quarter to determine the year-to-date amounts.
 - d. Verify total disbursements against all bank/investment account statements.
 - e. Compare a sample of individual vouchers to each disbursement entry recorded to ensure that total amount and distribution among the expense accounts is properly recorded.
 - f. Compare a sample of vouchers to the actual disbursement checks and verify the amount of the checks and the payees.
3. *Checkbook(s)/Investment Accounts*
- a. Verify all checks are accounted for by checking the numeric sequence of the checks in the checkbook(s) and the bank/investment account statements.
 - b. Identify missing or outstanding checks.
 - c. Verify that bank statements are reconciled to the checkbook every month.

Auditor Guidelines with QuickBooks

- Obtain the General Ledger Detail Report for the period to be audited from the Treasurer.
- Trace each line item back to an original source document. These documents include vouchers, transmittal forms, Checking and Savings account statements, and Vanguard statements.
- Verify the G/L number and amount in the G/L Detail report matches what is recorded on each source document. This step ensures the Treasurer is properly recording UOL data in QuickBooks. This step will also ensure the accuracy and integrity of all other reports produced by the Treasurer, as the data is moved from one report to another.
- Verify the UOL checkbook balance is reconciled to the Checking account statement monthly.
- Verify the Savings account and Vanguard investment accounts statements are reconciled to QuickBooks balances each calendar quarter.
- Ensure the deposit receipt is attached to the transmittal form for the same date and verify total amount on receipt matches total dollar amount on transmittal form. Ensure Treasurer has accounted for any differences. This step ensures the Financial Secretary deposited all checks listed on the transmittal form, and the Treasurer has identified any differences and made adjustments to QuickBooks.

Audit of Previous Annual Convention

The **first or second quarter** audit should include the complete financial records of the previous Annual Convention. At the completion of the audit, auditors should sign and date all records and forward them to the UOL Archives.

COMMISSIONS AND RELATED COMMITTEES

Composition, eligibility and term of Chairperson, duties and disbandment of a Commission are explained in ARTICLE VIII, Section 1- 4 of the UOL Constitution. The activities of the Commissions are financed through the National UOL Treasury. Some Commissions are parallel to certain Offices of the Consistory of the UOC of USA. The UOL's obligation is to coordinate, whenever possible, its activities and projects with those Offices and provide appropriate and agreed upon support.

VOCATIONS AND CLERGY SUPPORT COMMISSION

This Commission was organized in 1964 for the purpose of encouraging and assisting young men toward the goal of priesthood under the name Clergy Candidate Commission. The Commission Chair is responsible for the administration of the Metropolitan John Scholarship Fund which is used to award scholarships and continuing education grants to seminarians and clergy of our Church. This Commission works closely with the Consistory's Office of Vocations and the Rector of Saint Sophia Seminary to promote vocation programs and activities. It is also responsible for notifying and encouraging chapters to honor their Spiritual Advisors on Clergy Appreciation Sunday.

- **Clergy Appreciation Day** – In 1969, the 22nd Annual Convention resolved that the first Sunday after Ascension Day be established as Clergy Appreciation Day. This Sunday is designated as a day when Chapters may take an opportunity to honor their Spiritual Advisors.
- **Metropolitan John Scholarship Fund** – The Metropolitan John Scholarship Fund grants scholarships and loans to seminarians and clergy. Any seminarian with the goal of becoming a priest in the Ukrainian Orthodox Church of the USA, or any clergy of the Ukrainian Orthodox Church of the USA interested in furthering his education that relates to his pastoral duties, may request a grant. After determining that a candidate has met all requirements, the chair presents the request for NEB approval. Scholarships and grants are given in accordance with the MJSF Administrative Guidelines.

Metropolitan John Scholarship Fund Administrative Guidelines

The Metropolitan John Scholarship Fund (MJSF) was established by the Ukrainian Orthodox League of the USA (UOL) in honor of Metropolitan John Theodorovich, the first Metropolitan of the Ukrainian Orthodox Church of the USA (UOC). The first MJSF scholarship was awarded in 1966.

The purpose of the MJSF scholarships is to provide scholarships, and loans to seminarians preparing to enter the priesthood in the UOC, and grants to Clergy of the Ukrainian Orthodox Church of USA for continuing education. Monies are collected annually for the fund from the faithful of the UOC, the UOL and friends, and deposited in the MJSF Restricted Savings Account of the UOL.

Guidelines Governing Expenditures from MJSF

A maximum of fifty percent (50%) of the total amount in the MJSF may be utilized in a given academic year as follows:

Scholarships

A maximum of twenty-five percent (25%) of MJSF funds may be awarded in a given academic year for seminarian scholarships. These scholarships are awarded to full-time seminarians who are registered and attending St. Sophia Seminary of the Ukrainian Orthodox Church of the USA or another seminary or theological program that is sanctioned by our UOC Hierarchs. The Rector of St. Sophia Seminary and the President of the Consistory must nominate all candidates for such scholarships. In order to qualify for the scholarships, a seminarian must submit a transcript(s) of academic performance indicating the

course name and the grade received for each course. This information will be added to the seminarian's permanent files and be available for yearly review prior to awarding scholarships. In addition, each seminarian must provide a written narrative from instructors or the Rector of the Seminary. This narrative will indicate adequate progress and performance in coursework at the Seminary. This information will be used to determine awards for scholarships by the Vocations and Clergy Support Commission in conjunction with the President of the Consistory. The Metropolitan, as President of the Board of Directors of St. Sophia Seminary, must give final approval for all scholarships.

The amount of each scholarship is determined by the UOL Vocations and Clergy Support Commission (VCSC) in consultation with the Rector of St. Sophia Seminary and the President of the Consistory. The number of seminarians enrolled in seminaries or other sanctioned programs determine the total amount to be awarded in a given academic year. The Vocations and Clergy Support Commission is not obligated to use the full twenty-five percent (25%) of the MJSF funds available for distribution in any given academic year. Under no circumstances will the VCSC approve a blanket award of any percentage of the MJSF monies to cover all students.

Presentation of Scholarships: Following the recommendation of the Vocation and Clergy Support Commission to the UOL Executive Board to award MJSF Scholarships, and upon approval of the UOL Executive Board, scholarship checks will be prepared payable in the name of both the seminarian and St. Sophia Seminary (or the seminary in which the seminarian is enrolled). The check(s) will then be presented to the seminarian(s) at a scheduled meeting at the seminary or during the Annual UOL Convention.

Seminarian Loans, Clergy Grants, and Foreign Student Grants

A maximum of twenty-five percent (25%) of the MJSF funds available in a given academic year will be made available for loans to seminarians, grants to clergy, and scholarships to international seminarians.

Loans:

Seminarian Loans are awarded based on financial need. These are low interest (3%) loans of \$500 maximum per year per student and are awarded with the understanding and expectation that they will be repaid. The total loan limit to any individual seminarian is \$2000. A seminarian must be in his second year of seminarian studies to be eligible for an MJSF loan. A letter of request for a loan must explain in detail:

- (1) the purpose for which the loan money will be used and
- (2) the financial status of the seminarian's household.

The Vocations and Clergy Support Commission, subject to the approval of the UOL Executive Board, will make such loans and design a repayment plan that shall be signed by the recipient of the loan prior to a check being issued.

Clergy Grants:

Clergymen of the Ukrainian Orthodox Church of the USA are eligible for continuing education grants from the MJSF. The maximum amount per class (or other specified program) in continuing education is \$500. The total grant limit to any individual clergyman shall not exceed \$2000. All such classes and/or programs must have the approval of a UOC Hierarch

A clergyman must submit a letter of request for a continuing education grant to the Vocations and Clergy Support Commission, which will consider such a request only when proper and adequate written original documentation of satisfactory and successful completion of a course/program, **in the form of an official transcript**, is included with the letter of request. The letter requesting a Clergy Grant must also include the amount and nature of other financial support which the clergyman is receiving for a

particular request. **Supporting documentation of costs such as cancelled checks, credit card receipts and bill from the educational institution is required.**

Foreign Student (Seminarian) Grants:

Full-time seminarians from Ukrainian Orthodox jurisdictions in the Diaspora registered and studying at St. Sophia Seminary, who plan to return to their homelands and serve as Ukrainian Orthodox Clergy, are eligible for academic grants from the MJSF. **The same proof of academic progress is required for foreign students as other seminarians.** Such students must be identified and nominated for grants by the Rector of St. Sophia Seminary and the President of the Consistory. The total amount of funds available for such grants shall not exceed five (5) percent of the MJSF funds available in any given year for Loans and Clergy/Foreign Student Grants.

Part-Time Theological Study

Individuals who are pursuing theological studies with the approval of a Hierarchy of the Ukrainian Orthodox Church of the USA at St. Sophia Theological Seminary, South Bound Brook, NJ, and/or through the St. Stephen's Program are eligible for financial aid (scholarships) from the U.O.L. Metropolitan John Scholarship Fund for successfully completed study.

1. **Requirements (Part-Time Seminarians)**

- A. The student must submit a written statement with the **request** for an MJSF Scholarship declaring his intent to become a priest in The Ukrainian Orthodox Church of the USA.
- B. The student applying for part-time financial assistance must have the written support of a Hierarchy of the Ukrainian Orthodox Church of the USA.
- C. The applicant must have completed and submitted certification of passing grades – a minimum of “C” or its equivalent – in courses for which MJSF aid is being sought.
- D. The UOL Vocations and Clergy Support Commission will monitor, with the cooperation of the Rector of the Seminary, the academic progress of a recipient of a MJSF Scholarship to ensure that the student is making adequate continuous progress toward the completion of his theological studies. (A student who has taken only one course during a single academic year and who does not continue studies in the following year will not be eligible for MJSF aid.)

2. **Allocation of MJSF Scholarships to Part-Time Students**

The guidelines for the allocation of scholarships to part-time students/seminarians is as follows:

- A. A part-time student may receive a scholarship equal to the percentage of credits he is taken, in comparison to the amount of the scholarship awarded to a comparable full-time student.
For Example: If a full-time student is awarded a scholarship of \$2,000 at a time when the student is registered for 15 to 17 credit hours, then the part-time student who is registered for only three credit hours (which would be equal to 25% of the 12-hour minimum required to be considered a full-time student), would be eligible for a scholarship of \$500.00 maximum.
- B. A part-time student may receive a maximum of \$3,000 in scholarship aid from the MJSF over a maximum three-year period.

Responsibilities of the MJSF Chairperson include but are not limited to:

1. Coordinating scholarship application process and distributing information to MJSF committee members.
2. Informing the NEB of scholarship applications and Committee recommendations.
3. Coordinating the MJSF Fund Drive.
4. Submitting articles to the *UOL Bulletin* regarding vocations.

CHRISTIAN CAREGIVING AND MISSIONS COMMISSION

This Commission is responsible for Christ-centered outreach to all people by providing information and assistance to Chapters in establishing outreach programs as well as establishing national and international missions. This Commission works in close coordination with the Consistory's Office of Missions and Christian Charity.

The chair is also responsible for providing appropriate and detailed information to the Annual Convention Christian Caregiving and Missions Committee and participating in the committee's discussions. After the Convention, the chair is responsible for fully exploring, analyzing, and determining the feasibility of every new recommendation presented by the Committee and approved by the delegates. The chair presents the results of results of this analysis to the National Executive Board for discussion and action. The chair is responsible for implementing a recommendation(s) or documenting the reasons why the recommendation was not completed. The outcome of each recommendation of the Christian Caregiving and Missions Committee is documented in the chair's annual report and presented to the committee at the next Annual Convention.

The Christian Caregiving and Missions Commission (CCMC) has coordinated fundraising efforts for Thanksgiving Tithing, Souper Bowl Sunday, and a Spring Fundraiser. Donations have been made to support Mission Parishes, St. Andrew Society, Zoe for Life, and the Eastern Orthodox Foundation.

Responsibilities of the CCMC Chairperson include but are not limited to:

1. Coordinating Christian Caregiving and Missions Fund Drives.
2. Working with the Junior UOL CCMC Chairperson.
3. Sending thank you notes to all individuals who made donations.
4. Submitting articles regarding the CCMC Fund Drives to the *UOL Bulletin*.

EDUCATION COMMISSION

This Commission oversees the UOL Essay Contest Committee and is responsible for determining and filling the educational needs of the UOL through publications, programs, and speakers. The Commission chair works closely with the Annual Convention committee to determine and help sponsor the educational portion of the Annual Convention.

The chair is also responsible for providing appropriate and detailed information to the Annual Convention Education Committee and participating in the committee's discussions. After the convention, the chair is responsible for fully exploring, analyzing, and determining the feasibility of every new recommendation presented by the committee and approved by the delegates. The results of which are then presented Chair presents the results of this analysis to the National Executive Board for discussion and action. The chair is responsible for implementing a recommendation(s) or documenting the reasons why the recommendation was not completed. The outcome of each recommendation of the Education Committee is documented in the chair's annual report and presented to the committee at the next Annual Convention.

Projects of the Education Commission:

UOL Essay Contest is open to all members of the Church and to members of the Orthodox community. Age-appropriate topics and specific questions are developed by the Essay Contest Chair and Committee and submitted for approval by the Metropolitan or other bishop. Upon approval, the questions and other pertinent information are sent to all parishes inviting nationwide participation. The essays are judged by a committee of judges designated by the Contest Chair. Winners are announced and prizes are awarded at the Annual Convention. Winning essays are usually published in the *UOL Bulletin*.

Commented [CLM11]: Update as highlighted/suggested by T. L.

A chairperson is designated by the Education Commission Chair to oversee the contest. Responsibilities of the UOL Essay Contest Chairperson include but are not limited to:

1. Establishing essay contest topics for all age groups.
2. Distributing materials about the essay contest to all chapters and parishes.
3. Establishing criteria for judging entries.
4. Coordinating judging of entries.
5. Making certificates for all entries and winners.
6. Purchasing prizes for all winners.
7. Preparing list of essay topics and list of winners for the *UOL Bulletin* and *Ukrainian Orthodox Word*.
8. Prepare a summary report for the contest including the number of entries received to present to the NEB and the Education Commission Chair.

UOL Retreats - The Education Commission oversees the planning of UOL Retreat(s). A chairperson is established for the retreat(s) who plans the retreat, including advertisement, planning of speakers and locations, and preparing summary reports to the NEB and Education Commission Chair.

Responsibilities of the UOL Retreat Chairperson include but are not limited to:

1. Coordinating the location for the Retreat.
2. Coordinating topics and Speakers for the Retreat.
3. Creating Retreat Registration forms.
4. Advertising in the *UOL Bulletin* and *Ukrainian Orthodox Word*.
5. Mailing Retreat Registration forms to all Senior and Junior Chapters as well as previous participants.
6. Purchasing materials needed for the retreat and staying within Budget.
7. Preparing educational packets for retreat participants.
8. Presenting a summary report regarding the retreat to present to the NEB and Education Commission Chair.

Educational Seminars at the St. Thomas Pilgrimage – The Education Commission oversees selecting a chairperson who plans educational seminars that are provided at the St. Thomas Pilgrimage in South Bound Brook, NJ.

Responsibilities of the Chairperson include but are not limited to:

1. Coordinating topics and speakers for the Pilgrimage
2. Mailing information regarding the Pilgrimage to all Senior and Junior Chapters.
3. Publicizing the Pilgrimage in *UOL Bulletin* and *Ukrainian Orthodox Word*.
4. Preparing a summary report regarding the seminar to present to the NEB and Education Commission Chair.

Publication of Educational Materials - Over 50 publications have been published by the UOL.

Commented [CLM12]: Do we have an official list anywhere? Noting the ones that are still valid/current? Maybe list here or somewhere?

WAYS AND MEANS COMMISSION

This Commission coordinates and administers the UOL's fundraising efforts such as the Annual Fund Drive, Tribute Fund, and marketing and sales of "The ABC's of My Church" children's books: *Anne Learns about Holy Communion* and *Andrew's First Confession*. The Chair of this Commission also works with various Committee Chairs and the Consistory Office of Development to ensure that all fundraising efforts are coordinated and do not conflict with other efforts.

The chair is also responsible for providing appropriate and detailed information to the Annual Convention Ways and Means Committee and participating in the committee's discussions. After the convention, the chair is

responsible for fully exploring, analyzing, and determining the feasibility of every new recommendation presented by the committee and approved by the delegates. The Chair presents the results of this analysis to the National Executive Board for discussion and action. The Chair is responsible for implementing a recommendation(s) or documenting the reasons why the recommendation was not completed. The outcome of each recommendation of the Convention Ways and Means Committee is documented in the Chair's annual report and presented to the committee at the next Annual Convention.

Each Chair of a committee under this Commission is responsible for submitting an annual report in addition to any others deemed necessary or desirable by the Commission Chair or the National Executive Board.

Annual Fund Drive— The Annual Fund Drive is an effort to raise funds for the UOL operations. This Fund Drive has typically occurred in November.

From 1998-2008 the UOL coordinated all fund drive appeals into one fundraising effort. During this time the Annual Fund Drive for UOL Projects, Metropolitan John Scholarship Fund and the Lynn Sawchuk-Sharon Kuzbyt Scholarship Fund were coordinated into one mailing.

Responsibilities of the Annual Fund Drive Chair include but are not limited to:

1. Writing and sending a letter to all Chapters (President and Spiritual Advisors) as well as to all previous donors.
2. Preparing an ad and article for the *UOL Bulletin* November and March issues.
3. Printing of donation envelopes that will be included in the *UOL Bulletin* in the November and March issues.
4. Keeping accurate and complete records of all donations received.
5. Sending acknowledgements for all donations.
6. Forwarding all donations and appropriate transmittals to the Financial Secretary in a timely fashion.
7. Presenting all necessary documents and records for audit.

UOL Tribute Fund was established by the NEB in 1994 as a means of generating additional general income. The Tribute Fund provides a unique opportunity for anyone to Congratulate, Celebrate, and Commemorate special people and occasions. The honoree receives a printed acknowledgement card stating who donated to the Fund and the occasion (the amount is kept confidential). The donor also receives an acknowledgement card. Donor and honoree information is published in the next upcoming issue of the *UOL Bulletin*.

Responsibilities of Tribute Fund Chair include but are not limited to:

1. Reporting to the Ways and Means Commission Chair and the NEB.
2. Receiving donations and sending checks and appropriate financial information to the Financial Secretary.
3. Sending acknowledgement cards to honorees and donors.
4. Sending donor name(s), name of honoree and occasion for which donation was made to the *UOL Bulletin* editor before the deadline.
5. Maintaining accurate records of donations, contributors, and honorees.
6. Keeping detailed and accurate records of all expenses and staying within budget.
7. Submitting a written report for all NEB meetings and for the Annual Report.
8. Presenting all Tribute Fund information to the Convention Ways and Means Committee and discuss ideas for promoting the fund, as well as any concerns or changes.
9. Keeping inventory of supplies, reordering when necessary.

10. Promoting the Fund whenever possible in the *UOW*, in every issue of the *UOL Bulletin*, and having donation envelopes available along with posters, flyers or other promotional material(s) at Conventions and other appropriate occasions, such as Sobor, and other UOC of USA events.

The ABC's of My Church - Children's Books were published in 1987 and 1988 by the UOL Education Commission. In 2003 publication of the second printing of both books, *Andrew's First Holy Confession* and *Anne Learns about Holy Communion* was coordinated by the Ways and Means Commission Chair, Helen Greenleaf, with assistance from Clint Greenleaf and his publishing company, Greenleaf Book Group. In addition to being a revenue source, the books are also used and distributed for educational purposes and activities such as those at All Saint's Camp.

Responsibilities of ABC's of My Church Books Chair include but are not limited to:

1. Reporting to the Ways and Means Commission Chair and the NEB.
2. Working closely with the Treasurer and Financial Secretary to ensure that all financial records are accurately recorded and maintained.
3. Developing and implementing a marketing plan, which maintains contact with established wholesale and retail customers and expands both bases.
4. Designing special sale promotions and creating custom flyers or publicity for target groups such as UOC of USA parishes, UOL Chapters, attendees of the UOL Annual Convention, and other appropriate occasions, such as Sobor, and various UOC of USA events.
5. Promoting the sale of the books in the March issue of the *UOL Bulletin*, targeting First Confession classes, which start in the spring.
6. Reviewing the actual shipping cost (postage and envelope) and determining the postage and handling amount charged to customers so that those expenses are adequately covered by that charge.
7. Maintaining complete and accurate inventory, distribution, sales, and other financial records.
8. Presenting financial records for audit before each Executive Board meeting, the Annual Convention and whenever requested.
9. Submitting a written report for all Executive Board meetings and for the Annual Report.
10. Being prepared to present information to the Convention Ways and Means Committee and participate in any discussions regarding any aspect of the books.
11. At the end of each quarter, send Treasurer and Financial Secretary a summary list.
12. Mailing instructions:
 - a. The books are best shipped in a bubble-lined envelope. An adequate supply of various size envelopes should always be on hand.
 - b. Send an order no more than a few days after receiving it or inform customer of any delay in doing so. Orders are sent via the US Post Office at the least expensive rate, which is usually the media material or book rate. This of course does not apply to rush orders for which the customer is charged more than the usual postage and handling charge.
 - c. Record the date the order was received, the customer, purchase order or check number, amount receivable or paid, number of each book ordered, any standard or promotional discount, postage and handling charged to the customer and actual postage expense.
 - d. For wholesale customers, calculate and print an invoice, which includes the purchase order number. For retail customers send an acknowledgement of payment and "thank you for your order." When appropriate, include an order form.

YOUTH COMMISSION

The duties of this Commission include but are not limited to advising and directing the Junior UOL and conducting all projects and programs for the Juniors in addition to all programs for Pre-Juniors and Young Adults

in the UOL and working with the Office of Youth and Young Adult Ministry. The Chairperson of the Youth Commission may also serve as the advisor of the Junior UOL, or the President may appoint the Junior Advisor separately. The Junior Advisor would also serve as a Commission member. The Junior Advisor, with the help of the Youth Commission, oversees the Junior Executive Board, the Junior National Treasury, the Junior Annual Convention, and all projects undertaken by the Junior League. Specifically, the responsibilities of the Youth Commission include:

1. Assisting or serving as the Advisor to the Junior League.
2. In cooperation with the Young Adults Chair, coordinating all activities and projects for the benefit of the Young Adult members of the League and maintaining contact with these young adults through correspondence or publications.
3. In cooperation with the Pre-Junior Coordinator, designing and implementing a program for pre-juniors at the Convention, and establishing contact with pre-juniors and their parents throughout the year.
4. Gathering names and addresses of graduating Junior UOL members.

The Junior League Advisor is appointed by the Senior Executive Board. He/she serves as the advisor of the Junior UOL and as a member of the Senior Board. In this capacity, the Jr. League Advisor, oversees the Junior Executive Board, the Junior National Treasury, the Junior Annual Convention, and all projects undertaken by the Junior League.

Specifically, the Junior League Advisor has the responsibility of the following:

1. Overseeing all activities and projects of the Junior UOL.
2. Attending all Junior Executive Board Meetings.
3. Advising the Junior Executive Board.
4. Assisting with the planning and supervision of the Junior Annual Convention, including the preparation, and mailing of the Junior UOL Convention Rules and parental consent forms.
5. Conducting the Junior Chapter Achievement Award Program, including distribution of Annual Report Forms and coordinating selection of the Junior Chapter of the Year.
6. Soliciting nominations for the Very Reverend Volodymyr Bukata Award and coordinating selection of award winner.
7. Aiding in preparation of the Junior budget in August of each year and submitting the Budget to the Senior National Executive Board for approval.
8. Serving as liaison to the Senior National Executive Board by submitting a report for each meeting and attending meetings as requested.
9. Overseeing the transfer of records to newly elected officers.
10. Coordinating the transfer of records to the UOL Archives Room headquartered in the Cultural Center of the UOC.

Young Adult Chair plans activities for Young Adult members of the UOL. Events that have been planned included a Retreat at All Saints Camp during Memorial Day Weekend, Pre-Convention Days and a Ski Weekend in January.

Responsibilities of the Young Adult Chairperson for the Young Adult events:

1. Maintaining a list of UOL Young Adults.
2. Coordinating locations for Young Adult Events.
3. Coordinating topics and speakers for the Young Adult Event.
4. Creating and distributing registration information.
5. Advertising in the *UOL Bulletin*, *UOW*, *UOL Website & social media*, *UOC of USA Website & social media*.
6. Preparing a budget for each event.
7. Purchasing any materials needed for the Young Adult event and staying within Budget.

Commented [CLM13]: Also, advertising on the UOL website and on UOCOFUSA.org.

8. Preparing a summary report for each event to present to the NEB.

Pre-Junior Coordinator- plans an educational program for pre-juniors at the UOL Convention. The Pre-Junior Coordinator works closely with the Convention Committee to plan an educational program for pre-juniors (ages 8-11) at the National UOL Convention. Registration is organized by the Convention Committee.

PUBLIC RELATIONS COMMISSION - is responsible for the dissemination of information pertaining to the Ukrainian Orthodox League across different platforms of print and electronic media. The commission oversees the distribution of all content generated by National Executive Board members and Chapter members. ~~Consistory Office of Public Relations, and Consistory of Office of Youth and Young Adult Ministry.~~

Responsibilities of the Public Relations Chairperson **should** focus on the UOL website, ~~Email blast~~, **maintaining NEB emails, social media, and print material (if needed).**

~~For the website, the Chairperson or his/her designated webmaster is responsible for:~~
Website duties: the Chairperson or his/her designated webmaster are responsible for:

- Maintaining the UOL Officer listing for Jr & Sr. information.
- Updating the forwarding email addressed for the Jr. & Sr. UOL officers.
- Update related officer information such as: responsibilities, tasks, and chapter liaisons
- Updating UOL documents and resources.
- Maintain the UOL Google calendar with events as deemed necessary.
- Prepare the News link articles for ease in social media posting & email blast distribution by the corresponding secretary.
- Maintain lists of information on the website including award information, donor information and convention information.
- Updating the UOL website to include information from UOL Chapters as well as National events.
- Upload and maintain UOL images and artifacts for viewing from website.
- Serving as liaison to the company providing webhosting.

~~For the Email Blast the Chairperson is responsible for:~~ **Believe this needs to be maintained by Corresponding Secretary.**

- ~~1. Maintaining and updating a UOL email list that can be used for email blasts.~~
- ~~2. Distributing information via email blast when indicated. Information is provided to the Public Relations Chairperson for distribution.~~

For social media - the Chairperson or his/her designated social media liaisons are responsible for:

1. Maintaining social media sites (Facebook, Instagram & YouTube) by ensuring information in description areas are accurate and up to date, security for account is appropriate, designated admins are current and valid, reviewing comments/messages received.
2. Develop/determine a UOL social media posting schedule/calendar for general items (holidays) and normal UOL functions & events. Create a post & information. The information should also be included on the website and shared for UOL Bulletin publication as needed.
3. Maintain a record of statistics of information related to various social media accounts as appropriate for each platform.
4. Use social media to post live updates from League events (Conventions, meetings, etc.).
5. Maintain a PR technical manual for turnover of detail technical information.

Commented [CLM14]: Update.

Commented [CLM15R14]: Emailing should still be part of corresponding secretary.

Commented [CLM16]: Section re-written

Commented [CLM17]: Remove and place under corresponding secretary as it is "correspondence"

~~Social Media duties: the Chairperson is responsible for:~~

- ~~1. Maintaining social media sites.~~
- ~~2. Posting information about the UOL.~~
- ~~3. Using social media to post live updates from League events (Conventions, meetings, etc.).~~

Commented [CLM18]: Re-written as shown above

For printed materials the Chairperson is responsible for:

1. Preparing and/or assisting in the creation and updating of printed material (brochures) about the Ukrainian Orthodox League.
2. Distributing printed materials as requested.

The Chairperson will provide a written summary report at each NEB meeting and the Convention that includes information about the UOL website and updates and social media platforms usage status and future technology perspectives.

Commented [CLM19]: Updated wording

COMMITTEES NOT WITHIN A COMMISSION

Composition, eligibility and term of Chairperson, duties and disbandment of a Committee are in ARTICLE IX, Section 1- 4 of the UOL Constitution. Committees may be comprised of one person, the Chair, or a group of members who would be responsible for accomplishing a given task.

Committee Chairs participate in National Executive Board meetings at the invitation of the President.

Committees are expected to conduct their business and accomplish their tasks through correspondence and other cost-effective means. Committee members, other than the Chairperson, are not reimbursed traveling expenses for the purpose of attending Committee meetings or activities except for special situations that are approved in advance by the President or NEB.

All Saints Camp Committee Delegate is the liaison between All Saints Camp Committee (a Committee of the UOC of USA) and the NEB. He or she is responsible for representing the League at Camp Committee meetings and functions.

UOL Archives – The League’s archives have been filed and stored at a central location. Maintenance is coordinated and supervised by the Chair, who is responsible for the following:

1. Establishing a procedure for receiving archival material (historical UOL records).
2. Maintaining and updating the UOC Archives files located in the Cultural Center in South Bound Brook, NJ.
3. Selecting at least one person, who lives near the UOC Headquarters in South Bound Brook, NJ, to serve on the UOL Archives Committee.
4. Collecting archival materials and UOL historical records and scheduling “working sessions” to update the UOL Archives.
5. Reminding the National UOL President (Sr. and Jr.) to forward appropriate archival materials to S. Bound Brook for inclusion in the UOL Archives.
6. Maintaining a written UOL Archives inventory and computer database.
7. Maintaining a written log of all persons who request and are given advance permission to conduct research in the UOL Archives.
8. Maintaining a clean and organized Archives Room, with the assistance of the UOC Consistory staff.
9. Preparing and adhering to an Archives budget as approved by the NEB.

Awards Committee – The Awards Committee Chair is responsible for administrating the Awards of the UOL, including the UOL Chapter Achievement Award, V. Rev. Stephen Hallick-Holutiak Award, the Metro

J. Baran award and the Distinguished National Service Award which are presented at the UOL's Annual Convention. The responsibilities of the Awards Committee Chair include but are not limited to:

1. Distributing Senior UOL Awards forms to all chapter Presidents and Spiritual Advisors in March, which are due back to the chair by the deadline approved by the NEB.
2. Distributing copies of all nominations to all NEB members prior to the Spring meeting for review and voting. Each form is photocopied for each NEB member. Voting members include all Board Members as defined in ARTICLES V and VI of the Constitution.
3. The names of nominees for the Metro J. Baran Award and the UOL National Distinguished Service Award are considered with individual names revealed on the nomination forms. Names on the Chapter Achievement and Hallick-Holutiak award applications will be blocked out.
4. Coordinating voting of the NEB to determine winners of the awards.
5. Ordering plaques and icons for the awards in time for their presentation at the Annual Convention.
6. Following the Spring meeting, giving all Chapter Annual Report submissions to the Corresponding Secretary for use in completing the UOL Annual Report.

SENIOR UOL AWARDS

Metro J. Baran Achievement Award – This award is presented “for outstanding service with the Youth of the Ukrainian Orthodox Church.” The award was instituted to honor the memory of Metro (Jimmie) Baran for his many years of dedicated service and efforts in working with the Juniors of the UOL. This award may be presented annually, but it is not necessarily an annual award. It is to be presented only when after reviewing and discussing all submissions; the NEB determines that an extraordinary candidate has been nominated. The NEB presents this award to a member of the Ukrainian Orthodox Church of the USA who has done truly outstanding work with the Junior members. Any layperson or clergyman may qualify and may be a League or non-League member

The purpose of the Award is:

1. To honor such a person for his/her untiring efforts and devoted duty in service of the Ukrainian Orthodox Church in working with the youth.
2. To honor that person who unselfishly gives of his/her time and energy in directing, counseling, training and/or educating the Junior members of the Ukrainian Orthodox Church.
3. To recognize with honor that person who exceeds all others in working with the Youth of the Ukrainian Orthodox Church in their preparation as future Church leaders.

Very Reverend Protopresbyter Stephen Hallick–Holutiak Senior Recognition Award

In 1957, the Orthodox of the Year Award Program was created by St. Vladimir's Senior Chapter of Cleveland to recognize a lay member of the League for their accomplishments in furthering the aims and goals of the League. In 1991, the name was changed to the Senior Recognition Award. In 1995, the award was given the name of Father Stephen Hallick-Holutiak to honor the lifelong role of Father Hallick-Holutiak in the life of the League. This Award is presented to a UOL member in good standing during the year of consideration. However, NEB members are not eligible.

Senior Chapter Achievement Award – This award is presented to the Senior Chapter that has shown the greatest achievement in terms of accomplishing the aims and purposes of the UOL during a one-year period. The winner of this award is selected based upon the Annual Report submitted by each chapter. Annual Report forms are mailed to the chapters in March and are to be completed and returned to the Awards Chair prior to the deadline designated.

Distinguished National Service Award – This award was established by the 1999-2000 NEB in May 2000 and was presented for the first time during the 53rd Annual Convention. This award recognizes a member of the Senior UOL who truly exemplifies a superior sense of dedication and devotion to the League and the Ukrainian Orthodox Church of the USA and has contributed excellent and sustained service to the Ukrainian Orthodox League on a national level. The nominee must be a member of the League in good standing at the time to be eligible for consideration. Members of the NEB are eligible, but a member may not be nominated solely for service as a board member or as national president of the UOL. This award will be presented only when the NEB, by two-thirds vote, determines that a qualified nominee meets all the criteria which exemplify the outstanding qualities, sustained service, and substantial accomplishments which, on a national level, had a positive impact and furthered the UOL Mission.

JUNIOR LEAGUE AWARDS

The Senior NEB also votes on the Jr. League's Bukata Award.

Very Reverend Volodymyr Bukata Award – This award is presented to a Junior member and is considered the Junior Orthodox of the Year Award. It is given to a Junior member who has done outstanding work toward accomplishing the goals and aims of the UOL, said work to be on a national, regional, chapter or local church level. Nomination forms are mailed in the Spring and are to be completed and returned to the Youth Commission Chair. Both the Senior and Junior NEB vote on the Award recipient and runner-up. The basis of selection for the Award is as follows:

1. Participation in church organizations and activities.
2. Offices held in church organizations.
3. Inter-Orthodox and intra-Orthodox activities (activities within Ukrainian Orthodox and Orthodox groups of other nationalities).
4. Action or activities that bring before the public a favorable manner of the Ukrainian Orthodox Church.
5. Any other activity not mentioned above which would help the League achieve its goals.

Chapter and Membership Development Committee is responsible for:

1. Initiating and continuing correspondence with groups or individuals interested in becoming members of the UOL. Providing information about chapter formation to prospective chapters.
2. Submitting a Member-at Large mail-in form and information about the requirements and benefits of individual membership in the UOL.
3. Exerting special effort to disseminate information pertaining to and about the UOL to parishes that do not have UOL Chapters.
4. Disseminating information through the *UOL Bulletin* and during the Annual Convention that will stimulate interest in developing organizational and leadership skills of all members.
5. Sending reminders to chapters and information about UOL Sunday to the UOL Bulletin, which occurs on the first Sunday of December, and is designated as the day when all UOL Chapters encourage their members to attend, as a group, the Divine Liturgy and receive the Mystery of the Holy Eucharist. This Sunday is observed to remind UOL members and other Church members that the UOL is, indeed, "Devoted to our Church ..."
6. Sending letters to chapters encouraging membership drives.
7. Preparing membership displays for UOC events.

Constitution and Handbook Committee is responsible for maintaining updated, printed copies of the UOL Constitution and Handbook, as well as reviewing the document and bringing any changes proposed

by the NEB, the committee, any Annual Convention committee, or delegate to the Annual Convention body for consideration and approval. Specific responsibilities include but are not limited to:

1. Receiving, reviewing, and making recommendations of all proposed amendments or additions to the Constitution which are made during the Annual Convention,
2. Updating the approved changes to the Constitution immediately following the Annual Convention.
3. Distributing copies of the updated UOL Constitution and Handbook, to the NEB and chapters as soon as possible after the Convention.
4. Writing an article for the *UOL Bulletin* in which the Convention approved constitutional changes are presented and, including information as to how updated copies can be obtained.
5. Ensuring that hard copy and electronic versions of the most current constitution are available throughout the year.
6. Having copies of the constitution available at every Annual Convention.
7. Consulting annually with the NEB and Convention Chair(s) to determine if there is a need and/or desire to have a copy included in every delegate's registration packet.
8. Assessing the need for a Convention Constitution Committee after two or three years when there have been no changes.

Cultural Committee is responsible for promoting knowledge and awareness of Ukrainian culture through educational workshops, contests, articles in the *UOL Bulletin* and other dissemination of information. Specific responsibilities include but are not limited to:

1. Coordinating Junior and Senior cultural contests, which may include preparing advertisements, sending notification to Chapters, creating displays, and presenting NEB approved prizes at the Annual Convention. The Committee Chair and/or a selected jury judges' entries during the convention.
2. Planning a cultural workshop or activity during the Annual Convention.
3. Preparing articles for publication in the *UOL Bulletin* and *Ukrainian Orthodox Word*.

Strategic Planning Committee is the method used by the NEB to incorporate Annual Convention Committee recommendations, policy resolutions, and board initiatives into an annual working plan based on goals and objectives. It involves starting with the "big picture" and the "long range" and narrowing the focus to broad goals, which are further narrowed to specific objectives, and finally an action plan.

UOL Bulletin Editor is responsible for the production and distribution of the UOL's official publication, which is published seven times per year and mailed to all members. It contains timely news of interest to all members and highlights news items on national, regional, and local events and activities. The editor is appointed by the President with the approval of the Executive Committee and serves as a member of the Executive Board. The Editor of the *UOL Bulletin* is responsible for the following:

1. Arranging with a printer to produce the *UOL Bulletin* in a timely fashion.
2. Accepting, reviewing, editing, and approving all materials, pictures and ads that will appear in the *UOL Bulletin*.
3. Creating and designing a publication that is attractive to the readers and includes articles pertaining to the League, the Church, Ukrainian Culture, and general interest of the UOL membership.
4. Recruiting the assistance of other UOL members to proofread all materials that will appear in the publication.
5. Recruiting a priest of the UOC of USA Diocese to serve as Spiritual Advisor for the *UOL Bulletin*, with the responsibility of providing religious articles for the *UOL Bulletin*.
6. Coordinating the mailing of the *UOL Bulletin*.
7. Maintaining an updated *UOL Bulletin* mailing list.

8. Maintaining a file of at least two *UOL Bulletins* from each issue to be forwarded to the UOL Archives in South Bound Brook, NJ.
9. Receiving contributions and acknowledging same with thank-you notes.
10. Monitoring and respecting the established budget for the *UOL Bulletin*.

Lynn Sawchuk-Sharon Kuzbyt Memorial Scholarship Committee oversees the application and distribution process for the scholarship, as well as coordinates all fundraising efforts for LSSK.

History: The untimely deaths of two lovely, dynamic, and vibrant young women in late 1974 and early 1975 left an indelible mark in the life of the Ukrainian Orthodox Church, the Ukrainian Orthodox League and in the personal lives of their many friends. Therefore, a memorial scholarship in honor and memory of Lynn and Sharon was established at the 28th Annual Convention to perpetuate their memory. This scholarship will be awarded when an applicant who is a member of a Junior Chapter or within five years of school graduation is considered outstanding in several areas: serving the League and the Church, academic performance in high school, and involvement in extra-curricular civic activities. This scholarship need not be awarded each year. It will be awarded only when the Scholarship Committee feels and applicant is outstanding in these areas. The LSSK Scholarship is awarded in accordance with the LSSK Administrative Guidelines Ukrainian

Composition of the Committee: The Committee will be comprised of five (5) members; one member must be a Spiritual Advisor and one member who must also be the Junior League Advisor. The other three members are selected by the Chair and presented to the NEB for approval. The Chair of this committee need not be a member of the UOL Executive Board.

The Chairman of the LSSK Scholarship Committee is responsible for:

1. Conducting the annual scholarship award process.
2. Submitting recommendations for LSSK Committee Members to the UOL NEB for approval.
3. Preparing and submitting quarterly reports for each UOL Executive Board meeting.
4. Submitting information about the scholarship and applications to the UOL Bulletin for publication.
5. Submitting the total amount to be awarded in LSSK Scholarships for that year to the UOL Executive Board for approval at its pre-convention meeting.
6. Presenting the scholarships during the Banquet at the Annual UOL Convention.
7. Providing the UOL Bulletin editor with all the information requested regarding the recipients of the scholarship.
8. Coordinating Fundraising for LSSK Scholarship.

LSSK Administrative Guidelines:

This scholarship is to be awarded to a UOL member who is in good standing and is enrolled in or about to enter a program of advanced education (e.g., college, university, trade school, computer school, technical school, etc.) was previously active in his/her Junior Chapter is eligible for this scholarship.

This scholarship is designed to be awarded to an individual other than a seminarian.

An individual may only receive the Lynn Sawchuk-Sharon Kuzbyt Memorial Scholarship once.

Applications for this scholarship may be accepted subject to the discretion of the Scholarship Committee.

Guidelines for determining scholarship recipients:

The recipient of the Lynn Sawchuk-Sharon Kuzbyt Memorial Scholarship will select based upon the following criteria:

1. A Junior UOL member in good standing; a past Junior UOL member enrolled in or about to enter a program of advanced education but not beyond five (5) years from high school graduation. (7/78)
2. A record of outstanding performance in the service to the Ukrainian Orthodox League and the Ukrainian Orthodox Church.
3. Academic performance in high school.
4. Involvement in extracurricular and civic activities.
5. Be of high ethical and moral character.

If the applicant(s) submitted in a given year do not meet or satisfy the above criteria, the scholarship will not be awarded for that year.

An emphasis will always be place on "outstanding performance in the service to the Ukrainian Orthodox League and the Ukrainian Orthodox Church", and students with only above average grade point average and outstanding contributions to the League and the Church will be considered for the scholarship. (7/91)

Scholarship Funds and Formula for Making Financial Awards

1. Donations to the Scholarship Fund will be solicited as part of the UOL Annual Fund Drive (7/99).
2. \$400.00 plus thirty percent (30%) of the remaining principal will be awarded each year (7/81).
3. The scholarship Committee may divide the total annual scholarship amount authorized so that it may be awarded to more than one (1) recipient (7/78).
4. A check in the amount the scholarship will be prepared in the name of the recipient with the understanding that all scholarship monies will be used for educational expenses.

Scholarship Application Process

1. An announcement will be distributed to each chapter and Spiritual Advisor pertaining to the availability of the scholarship application forms.
2. Scholarship application forms will be available each year from April 1st, with a DEADLINE of May 31st.
3. The scholarship process will commence with applications being accepted during the month of May, with a DEADLINE OF May 31st.
4. The recipient(s) will be announced at the next Annual UOL Convention.

POLICIES OF THE UOL

RELATIONSHIP WITH OTHER ORGANIZATIONS

The UOL is committed to maintain a friendly Christian relationship and open communications with other organizations. When the UOL is officially invited to participate or be represented at a function of another organization, the President is to decide whether such representation is in the best interests of the UOL, seeking the counsel of the Spiritual Father and Executive Board. Extraordinary travel expenses must be approved by the Executive Board.

UOL MEMBERSHIP ROSTER DISTRIBUTION

The UOL will not make its membership roster available to other organizations which are not part of the UOC of USA, nor will it mail to its membership, information on other organizations unless approved by the NEB.

ALCOHOL AND DRUG USE

The Ukrainian Orthodox League of the USA expects members and guests to behave in a Christian and exemplary manner. Any behavior which violates rules and regulations of the League, or exhibits behavior which casts a negative light on the Ukrainian Orthodox Church or the UOL will result in appropriate penalties or sanctions as outlined in this document.

- Junior UOL members and junior guests are not permitted to use, consume, or be in possession of any alcoholic beverage or illegal drug during any activities or functions sponsored by the UOL.
- Senior UOL members and guests are prohibited from furnishing or giving alcoholic beverages or illegal drugs to Junior UOL members or their guests during UOL activities or functions. Senior UOL members and guests are also reminded that in addition to the above prohibitions, the furnishing or giving of alcoholic beverages or illegal drugs to underage persons is a violation of state and federal law.
- All UOL members is reminded of his /her serious responsibility to serve as a model member of the UOL, to behave in a manner which is expected of members of the Ukrainian Orthodox Church, and to uphold the goals and objectives of the Ukrainian Orthodox League.
- Every adult who participates in any UOL activity, event, or function is expected to adhere to support, and uphold all behavior regulations as established by the Ukrainian Orthodox League.
- Every adult is cautioned of the personal liability and possible civil/criminal litigation attached to furnishing or giving of any amount of alcoholic beverage or illegal drug to a member or guest of the Junior UOL (or any underage person).

ACTIONS AND PENALTIES

When it has been determined that a Junior UOL member and/or guest and/or underage person is using, consuming, or in possession of alcoholic beverages or illegal drugs, the UOL Youth Commission or the responsible UOL official(s) will conduct an emergency/immediate meeting to consider the allegations and consider the implementation of one or more of the following actions with respect to either a Junior or Senior member:

- Immediate removal from the UOL activity.
- Letter of reprimand with copies being forwarded to parents, Spiritual Advisors, and Senior and Junior chapters.
- Denial of the privilege of participating in future UOL events, holding a UOL office, receiving awards or scholarships, or representing the UOL in any official capacity for a specified period of time.
- Discussion of specific violations by the convention body organizing committee, responsible officers and/or National Executive Board.
- Letter of reprimand to Senior UOL member and/or guest.

ANNUAL CONVENTION

ANNUAL UOL CONVENTION

The UOL Annual Convention is held at a time and location determined by the NEB and the hosting chapter and ratified at a preceding Annual Convention. It is usually convened each year in the second half of July. The site of the Convention varies from year to year. Chapters bid to host the Convention two or more years in advance. A majority vote by the convention delegates determines who will host a convention.

Once selected, the hosting chapter is responsible for appointing a convention chairperson, choosing a Convention site (hotel or motel), handling all the details involved in making arrangements for the convention, preparing adequate publicity for the convention and coordination of all of the arrangements with the NEB through a convention committee. All profits from the convention go to the National UOL Treasury. The hosting chapter receives a ten percent (10%) rebate on the profit after its detailed financial report of the convention is approved and accepted by the NEB. The Junior UOL receives 20% of the convention profits.

CONVENTION DELEGATES

During the 56th Annual Convention (July 2003) an amendment to the UOL Constitution was passed which eliminated restrictions on the number of delegates from a Senior UOL chapter. Thus, a chapter in good standing* may send an unlimited number of members in good standing to the Annual Convention as a delegate.

****Chapter delegates will not be seated unless all chapter obligations are fulfilled prior to the convention. Chapter obligations are: payment of chapter and membership dues, annual donation and the timely submittal of membership rosters, election reports, delegate forms and the annual report. A Delegate form is mailed to all chapters well in advance of the Convention, and the names of all chapter delegates must be submitted to the Financial Secretary prior to the Convention on the Delegate form.***

Chapters are encouraged to defray some or all the expenses of their delegates.

Delegates to the UOL Convention must be members of the UOC of USA.

UOL CHAPTER MEMBERSHIP

During the 66th Annual Convention (July 2013), an amendment to the UOL Constitution was passed which opened UOL membership to Orthodox Christians. Previously, membership in the UOL is restricted to those persons who are members of the Ukrainian Orthodox Church of the USA. All clergy of the Diocese are members of the League with all duties pertaining thereto. Any member of the Church and a local Parish may become a member in that parish's League chapter. Additionally, a member of a local Orthodox parish may join a UOL chapter with approval of the Spiritual Advisor. The Senior UOL has members 18 years of age and over, while the Junior League encompasses ages 10 to 18. Age ranges may vary with local conditions.

SENIOR UOL CHAPTER RESPONSIBILITIES

All Senior UOL Chapters must fulfill certain responsibilities to remain in good standing with the National organization. These include the following **ANNUAL** responsibilities, which coincide with the UOL's fiscal year June 1 – May 31:

1. Submit the **Chapter Annual Report** to the Corresponding Secretary, postmarked no later than June 1. This information will be printed in the Annual Report of the UOL which is distributed at the Convention
2. Submit the **Election Report** to the Corresponding Secretary by September 10th
3. Submit **Convention Delegate Form** to the Financial Secretary by June 15.
4. Submit **Chapter and Membership Dues** and **Membership Roster** to the Financial Secretary by September 30.
5. **Financial Obligations:**

Commented [CLM20]: September 10th

- a. Chapter dues of \$125 by September 30
- b. Membership dues of \$20 per chapter member by September 30
- c. Make a donation to the UOL by April 30
 Note: Chapters will often have a specific fundraiser, the profits of which are designated for this donation.

6. Other Donations:

Optional donations to other UOL sponsored appeals such as the UOL Annual Fund Drive, LSSK and MJSF Scholarship Funds are encouraged and always greatly appreciated.

If a Chapter has not fulfilled all of its obligations, including payment of any late fines, prior to the Annual Convention, no member of that chapter will be seated as a delegate at the Convention until such obligations are fulfilled.

NATIONAL EXECUTIVE BOARD LIAISONS TO SENIOR UOL CHAPTERS

The National Executive Board is determined to keep the lines of communication not only open, but quite active between them and all Senior UOL chapters Chapter Presidents are encouraged to stay in touch with their Board liaison and to contact him or her for any assistance. As Board liaisons they are committed to meeting the needs of our membership.

HOSTING A MEETING OF THE NATIONAL EXECUTIVE BOARD

The hosting chapter is responsible for:

1. Providing a location for the Friday evening audit.
2. Providing a location for NEB meeting on Saturday.
3. Providing overnight housing accommodations.
4. Providing transportation from and to airports.
5. Providing meals throughout the weekend.

The hosting chapter may also choose to plan a fellowship or social activity to coincide with the date of the meeting to foster fellowship between the NEB, and the local chapter and parish members.

REQUESTING A VISIT FROM THE NATIONAL UOL PRESIDENT OR BOARD MEMBER

Through the generosity of Mr. Wasyl Pysh, a special designated fund for chapter development and membership recruitment was established in 1998. If a visit from the National UOL President or an Executive Board member would be beneficial for your chapter or parish then any expenses related to that visit would be covered by the fund. To request a visit the Chapter President should contact the National UOL President or the chapter liaison.

FORMING A CHAPTER

PETITION FOR MEMBERSHIP

A group may petition for membership as a Chapter of the UOL when a minimum of five individuals who are members or affiliates of the Ukrainian Orthodox Church of the USA express interest in formulating a Chapter of the UOL.

A "Petition for Membership" form (In Appendix) may be requested from any Sr. National Executive Board Member. The Board Member will then mail the "Petition for Membership" form and necessary instructions and forms to the interested group. The following procedure should then be used:

1. A minimum of five members should be identified.
2. Officers of the chapter are elected as follows: President, Vice-President, Secretary, Treasurer. A Spiritual Advisor (typically the priest of the sponsoring chapter) is also needed.
3. The official name of your chapter is selected. (This is usually the same as the name of your church.)
4. Chapter Constitution and By-laws are written. (This should be modeled on the UOL National Constitution and By-Laws). If you prefer not to write a Constitution and By-laws immediately, you may submit a statement indicating that you have reviewed the UOL Constitution and By-Laws and agree to abide by them.
5. The "Petition for Membership" is completed and submitted to the National President along with Election Report, Membership Roster, check for membership and chapter dues and Chapter Constitution and By-laws (if adopted).

When this procedure is completed, the UOL President will present the "Petition for Membership" to the National Executive Boards for approval. Once the Executive Boards grant approval of a Petition for Membership, an official charter is prepared for the new Chapter.

CHARTER PRESENTATION

When a Petition for Membership is approved by the Senior National Executive Board, it is necessary to arrange a charter presentation, at which time the new Chapter's charter is officially presented to the group by the Senior National President of the UOL or his/her appointed representative. It is traditional for the charter presentation to take place in Church at the conclusion of Divine Liturgy or following a special "Moleben" service. All Chapter officers and members are to be present. The actual presentation takes place at the front of the Church and involves the National President (or his/her representative), the Chapter Spiritual Advisor, and Chapter President. The National President presents the charter to the Spiritual Advisor who passes it on to the Chapter President. It is then customary to follow the charter presentation with a luncheon or dinner where the National President or his/her representative has the opportunity to address the Chapter.

MEMBERS-AT-LARGE

Only an individual who is a member of an Orthodox Church, not residing within the geographical area of a local UOL chapter and is at least ten (10) years old for junior and 18 years old for senior membership, is eligible to apply for member-at-large status. The individual must agree to be governed by the League's Constitution and Policies, participate in those League projects deemed appropriate by the Executive Board, support all efforts toward the achievement of the League's purposes and goals and fulfill all financial obligations as stipulated in the UOL Constitution.

Ukrainian Orthodox League of the USA

CONSTITUTION

ARTICLE I NAME

The name of this organization shall be THE **UKRAINIAN ORTHODOX LEAGUE OF THE UNITED STATES OF AMERICA**; hereinafter referred to as the League

ARTICLE II PURPOSES

The League is a national volunteer organization of members and supporters of the Ukrainian Orthodox Church of the United States of America, hereinafter referred to as the Church, who are committed to:

1. Promoting active participation in all aspects of the Orthodox faith and supporting the Church.
2. Developing and maintaining programs and projects which:
 - a. educate members and promote dedication and commitment to the Church, her teachings, traditions, and missions.
 - b. provide opportunities for the development of leadership skills and responsibility among Ukrainian Orthodox youth.
3. Providing and promoting information on Ukrainian heritage and history to the general public and establishing means which ensure the continuation of cultural awareness and pride within our membership.

Its purpose is exclusively spiritual, charitable, and educational.

ARTICLE III MEMBERSHIP

Section 1. Composition

The membership of the League shall consist of Senior Chapters, Junior Chapters, Members-At-Large and Honorary Members. There shall be only one (1) senior chapter and only one (1) junior chapter per parish with no less than five (5) members per chapter.

Section 2. Qualifications and Requirements

a. **Senior Chapter**

1. **New Chapter Qualifications**

In order to qualify as a member chapter in the League, a newly established chapter petitioning for membership must agree to be governed by the League's Constitution and Policies, elect chapter officers, adopt chapter By-Laws modified only as approved the Executive Board, and fulfill all financial obligations as stipulated in Article III, Sec. 5.

2. Maintaining Chapter Membership

In order to maintain membership and be in good standing in the League, a chapter must abide by the League's Constitution and Policies, meet regularly, send at least one delegate to the Annual Convention, accept the formal decisions made during League meetings as binding, support all and participate in League endeavors and fulfill all financial obligations as stipulated in Article III, Section 5 a.

b. Junior Chapter

In order to qualify for and maintain membership in the League, a junior chapter must fulfill the membership requirements as stipulated in Article III, Section 2 and those in the Junior League Constitution, and fulfill all financial obligations as stipulated in Article III, Section 5 a.

c. Member-at-Large

Only an individual who is a member of an Orthodox Church, not residing within the geographical area of a local UOL chapter and is at least ten (10) years old for junior and 18 years old for senior membership, is eligible to apply for member-at-large status. The individual must agree to be governed by the League's Constitution and Policies, participate in those League projects deemed appropriate by the Executive Board, support all efforts toward the achievement of the League's purposes and goals and fulfill all financial obligations as stipulated in Article III, Section 5 a.

Section 3. Admission to the League

a. Senior and Junior Chapters

The Executive Board may grant a charter and admission into the League to a chapter which fulfills all membership requirements as stipulated in Article III, Section 2 a. and Section 5 a.

b. Member-At-Large

Upon thorough review of the application only the Executive Board may grant member-at-large membership to an individual who meets all the requirements as stipulated in Article III, Section 2 c.

c. Honorary

All members of the Clergy roster of the Church shall automatically be Honorary Members of the League.

Section 4. Admission to Local Chapter

a. Senior

Any member of the Church and a local Parish who is eighteen (18) years of age or older may become a member in that parish's senior League chapter. Additionally, a member of a local Orthodox parish may join a UOL chapter with approval of the Spiritual Advisor.

b. Junior

Any member of the Church and a local parish who is between the local chapter' s minimum age limit and eighteen (18) years of age, may become a member of that parish's junior League chapter. Additionally, a member of a local Orthodox parish may join a UOL chapter with approval of the Spiritual Advisor.

Section 5. Dues and Financial Obligations

a. League

1. Each amount of annual dues per chapter, newly organized chapter, member, member-at-large and a late fine for every month of delinquency, shall be recommended by the Executive Board and approved by a majority vote of the delegates at the Annual Convention. In the absence of such a determination, the previous dues or late fine amount shall continue in effect. St. Sophia Seminary Chapter shall be exempt from payment of League dues.

2. Each chapter shall make an annual donation.

3. Payment deadlines will be recommended by the Treasurer and approved by a majority vote of the Executive Board. The Financial Secretary will inform appropriate members of any payment deadline changes at least three months in advance of the deadline.

b. Chapter

Each chapter shall determine the amount of its annual membership dues which shall include League membership assessments as determined in Article III, Section 5, a.

Section 6. Suspension or Withdrawal of Membership

A member-at-large or chapter may be suspended, or have membership in the League withdrawn, if any requirement stipulated in Article III Section 2. is violated and the Executive Board determines that a suspension or withdrawal is in the best interest of the League. The Corresponding Secretary of the League shall send, by registered mail, a notice of suspension or withdrawal to the member-at-large or President and Spiritual Advisor of the chapter. Within sixty (60) days of the mailing, the individual or chapter may file an appeal with the Corresponding Secretary of the League. The individual's appeal shall be considered at the next Executive Board meeting. The chapter's appeal shall be considered at the next Annual Convention.

Section 7. Chapter Resignation

A member chapter may resign from the League provided that all financial and other obligations to the League have been fulfilled, and upon resolution by a three-fourth (3/4) vote of the active membership of the chapter. Such action shall be certified by the chapter President and Spiritual Advisor and forwarded to the Corresponding Secretary of the League. The resignation shall become effective when accepted by the Executive Board and immediately thereupon the chapter loses all right to the use of the name, emblem, or other insignia of the League.

Section 8. Chapter Reinstatement

Upon written application from a chapter which has resigned, the Executive Board shall reinstate the chapter to membership in the League. A chapter whose membership has been suspended or revoked due to a violation

may be reinstated at the discretion of the Executive Board after, acceptable corrections have been made and verified.

ARTICLE IV REGIONS

Section 1. Composition

Chapters within the boundaries of a region defined by the Executive Board.

Section 2. Governance

The Executive Board shall establish, oversee, and approve the operations and viability of regions. The Board may dissolve a region by a two-thirds vote if, after review and appropriate communication with region officers, it is determined to be in the best interest of the League.

Section 3. Accountability

A region must report to the Executive Board on a timely basis; provide any and all information requested by the Board and submit a written report for the League's annual report which is presented at the Annual Convention. All official records shall become the property of the League

ARTICLE V ELECTED OFFICERS AND AUDITOR OF THE LEAGUE

Section 1. Composition

The elected officers of the League shall be the President, First Vice President, Second Vice-President, Corresponding Secretary, Recording Secretary, Financial Secretary, and Treasurer and one (1) elected Auditor.

Section 2. Eligibility

Any recognized member of the Church who is eighteen (18) years of age or older and is a delegate to the League's Annual Convention is eligible to be nominated for a position on the Executive Board as an officer or auditor. No officer or auditor shall hold two (2) or more elected positions at the same time nor be eligible to be slated for the same office for more than three (3) consecutive terms.

Section 3. Election and Term

Officers and the Auditor shall be elected by delegates at the League's Annual Convention. Term of office shall begin at the close of the Annual Convention at which they are elected and end at the close of the following year's Annual Convention or until their respective successors are elected.

Section 4. Vacancies

A vacancy in the office of the President shall automatically be filled in the following sequence: (1) First Vice President, (2) Second Vice President and (3) Treasurer. A vacancy in any other office shall be filled by the Executive Board. Such officer or auditor shall serve only until the next Annual Convention. An officer or auditor filling half or less than half of a term shall be eligible to serve three consecutive terms. An officer or auditor filling more than half of a term shall be considered to have served a term.

Section 5. Duties of Officers and Auditor

a. President

The President shall be the chief elected officer and representative of the League, have overall management of all League related matters, and preside at all meetings of the League and Executive Board. The President shall supervise the consideration of resolutions and recommendations made at the Annual Convention and execute the decisions of the Executive Board. The President may appoint individuals to serve on the Executive Board as commission or committee chairs and in other capacities with approval from the Executive Committee. The President shall be an ex-officio member of all commissions and committees.

b. First Vice-President

The First Vice-President shall preside in the absence of the President, perform the duties, and have all rights and privileges of the President in such an absence. The First Vice-President shall assist the President, and chair at least one (1) commission or committee mutually agreed upon with the President and approved by the Executive Committee.

c. Second Vice-President

The Second Vice-President shall preside in the absence of the President and the First Vice-President, perform the duties, and have all rights and privileges of the President in such an absence. The Second Vice-President shall assist the President, and chair at least one (1) commission or committee mutually agreed upon with the President and approved by the Executive Committee.

d. Corresponding Secretary

The Corresponding Secretary shall prepare and distribute in a timely manner, all League correspondence, forms, rosters and reports as directed by the President. The Corresponding Secretary shall chair at least one (1) commission or committee, mutually agreed upon with the President and approved by the Executive Committee.

e. Recording Secretary

The Recording Secretary shall be responsible for recording and distributing minutes of all League meetings and maintaining all, with the exception of financial, records of the League which become the property of the League. The Recording Secretary shall submit an outline of each Executive Board meeting to the UOL Bulletin and the Ukrainian Orthodox Word. The Recording Secretary shall chair at least one (1) commission or committee mutually agreed upon with the President and approved by the Executive Committee.

f. Financial Secretary

The Financial Secretary shall be responsible for all deposits and correspondence relating to all financial transactions. The Financial Secretary shall cooperate with the Treasurer in regard to all financial matters of the League and maintain accurate records which shall become the property of League. The Financial Secretary may chair a commission or committee mutually agreed upon with the President and approved by the Executive Committee.

g. Treasurer

The Treasurer shall preside in the absence of the President, First Vice-President, and Second Vice-President, perform the duties and have all rights and privileges of the President in such an absence. The Treasurer shall be responsible for the care and custody of all funds and securities of the League and keep and maintain accurate financial records, which shall be the property of the League. The Treasurer shall be responsible for a complete financial report at the Annual Convention and throughout the year as requested by the President and/or Executive Board. The Treasurer may also chair a commission or committee mutually agreed upon with the President the Executive Committee.

h. Auditor

The Auditor shall examine and certify the accuracy of all financial books and records of the League, including those of the Financial Secretary, Treasurer and Junior League throughout the year as requested by the President and/or Executive Board and at the Annual Convention. The Auditor shall chair at least one (1) commission or committee mutually agreed upon with the President and approved by the Executive Committee.

ARTICLE VI EXECUTIVE BOARD

Section 1. Composition

The Executive Board shall consist of the elected officers of the League, one (1) elected auditor, commission chairpersons, the immediate Past President, one (1) Spiritual Father, one (1) Spiritual Advisor, one (1) Annual Convention chairperson and those committee chairpersons or other, appointed and designated as a Board member by the President with approval from the Executive Committee.

Section 2. Eligibility and Term

a. Elected Officers and Auditor

Eligibility, election and term of elected officers and auditor as stipulated in Article V, Sections 2 and 3.

b. Commission Chairperson

Any recognized member of the Church who is eighteen (18) years of age or older and a member of the League is eligible to be appointed by the President to chair a League Commission, with approval from the Executive Committee. A Commission Chairperson shall serve as an Executive Board member for a one (1) year term.

c. Immediate Past President

The Immediate Past President of the League shall serve as an Executive Board member and chair at least one (1) commission or committee mutually agreed upon with the President and approved by the Executive Committee, for a term of one (1) year from the time he/she leaves the office of President.

d. Spiritual Father

The Spiritual Father of the League shall be a Bishop of the Church who is appointed by the Metropolitan of the Church.

e. Spiritual Advisor

The Spiritual Advisor of the League shall be a Clergy of the Church who is annually appointed by the Metropolitan of the Church after the election of officers at the Annual Convention.

f. Annual Convention Chairperson

The Chairperson of the Annual Convention, as determined by the hosting Chapter, shall serve as an Executive Board member for a one (1) year term prior to the Convention.

g. Committee Chairperson

Any recognized member of the Church who is eighteen (18) years of age or older and a member of the League is eligible to be appointed by the President to chair a League standing or special committee and may be designated as an Executive Board member with approval from the Executive Committee. A standing committee chairperson shall serve a one (1) year term. A special committee chairperson shall serve for the specified period of time for that committee.

h. Other

The President may appoint and designate any recognized member of the Church who is eighteen (18) years of age or older and a member of the League, as an Executive Board member in a special capacity for a one (1) year term with approval from the Executive Committee. No more than two (2) positions shall be filled in this manner.

Section 3. Vacancies

A vacancy in an officer or auditor position shall be filled as provided in Article IV; Section 4. with the exception of Spiritual Father and Advisor, all other vacancies on the Executive Board shall be filled by the Executive Board. Such Executive Board member shall serve only until the next Annual Convention.

Section 4. Duties of Executive Board

The internal and external affairs of the League shall be managed under the direction of the Executive Board, which shall be responsible for the general supervision of the work and finances of the League in the interim between Annual Conventions. The Executive Board shall execute all decisions, tend to resolutions, and consider all recommendations made at the Annual Convention. It shall define goals for the League, maintain a strategic plan, oversee programs and resources of the League to ensure the achievement of its purposes, and maintain a communication link to the membership. All Executive Board members shall submit reports requested by the President or the Executive Board, and for the League's annual report which is presented at Annual Convention. At the end of a term of office, all appropriate materials and records shall be forwarded to their successors. All other official records in their possession shall be forwarded to the UOL Room at the Diocesan Headquarters.

Section 5. Duties and Power of Spiritual Father and Spiritual Advisor

The Spiritual Father and Spiritual Advisor shall give counsel to and assist the Executive Board, be an ex-officio member of all League committees, be the League's and Executive Board's liaison to the Church Consistory and have the right to vote at all Executive Board and League meetings. The Spiritual Father shall have general supervision over religious material in League publications.

Section 6. Executive Board Meetings

a. Regular Meetings

There shall be at least three (3) regular meetings of the Executive Board each year. Other meetings may be called by the President with consensus from the Executive Board or by a majority of the Executive Board.

b. Special Meetings

Special Meetings of the Executive Board may be called by the President at any time, or by a majority of the Executive Board.

Section 7. Notice

Notice of time, place and purpose of each meeting shall be given to all Executive Board members at least thirty (30) days prior to the date of the scheduled meeting.

Section 8. Voting and Quorum

A majority of the votes cast may decide any question brought before a meeting of the Executive Board. A majority of the members of the Executive Board shall constitute a quorum for the transaction of business at all regular and special meetings of the Executive Board. If at any meeting of the Executive Board there is less than a quorum present, the President may reschedule the meeting or choose to secure a vote by contacting those members of the Executive Board not present.

Section 9. Removals

Proceedings for removal of a member from a position on the Executive Board may be instituted only by a majority vote of the Executive Board. The Executive Board member whose removal is sought shall receive a written statement of cause for removal no less than thirty (30) days before the meeting regarding the matter. Only the information included in the statement of cause shall be introduced during the meeting deciding the case. A vote for removal by three-fourths (3/4) of all Executive Board members is required.

ARTICLE VII EXECUTIVE COMMITTEE

Section 1. Composition

The Executive Committee shall consist of the League's elected officers and auditor, the Spiritual Father, and Spiritual Advisor.

Section 2. Power and Duties

The Executive Committee shall have the authority of the Executive Board between meetings of the Executive Board. The duties of the Executive Committee shall be to counsel the President as to appointment of chairs,

assignment of charges and issues to be addressed by the Executive Board, commissions or committees, and such other responsibilities as may be necessary to conduct the business of the League.

Section 3. Meetings

The Executive Committee shall have an organizational meeting immediately after the close of the League's Annual Convention and shall meet at the call of the President or upon the request of at least seven (7) of its members.

Section 4. Quorum

A majority of the members of the Executive Committee shall constitute a quorum for all meetings of the Executive Committee.

ARTICLE VIII COMMISSIONS

Section 1. Composition

A commission shall be established only at an Annual Convention by a majority vote of the delegates in attendance for the purpose of coordinating all efforts of a major project, program, or other endeavor.

Section 2. Eligibility and Term of Chairperson

Eligibility and term of commission chairperson as stipulated in Article VI, Section 2, b.

Section 3. Duties of Chairperson

A commission chairperson shall be responsible for the budget and overall management and of the commission, including overseeing any and all committees within the commission. A Commission chairperson shall submit a report as requested by the President or Executive Board and for the League's annual report which is presented at the Annual Convention.

Section 4. Disbandment

A commission which is deemed no longer viable shall be disbanded only at an Annual Convention by a majority vote of the delegates in attendance.

ARTICLE IX COMMITTEES

Section 1. Composition

a. Standing Committee

A standing committee shall be established in one of the following manners: (1) a majority vote of the delegates in attendance at Annual Convention; (2) the President; or (3) Executive Committee or Board for the purpose of performing and maintaining a particular task throughout the year, functioning on its own or within a commission.

b. Special Committee

A special committee may be established in one of the following manners: (1) a majority vote of the delegates in attendance at Annual Convention; (2) the President; or (3) Executive Committee or Board for the purpose of addressing a unique issue or endeavor for a specified period of time, functioning on its own or within a commission.

Section 2. Eligibility and Term of Chairperson

Eligibility and term of standing and special committee chairperson as stipulated in Article VI, Section 2, g.

Section 3. Duties of Chairperson

A committee chairperson shall be responsible for managing all aspects of the committee's specific task or endeavor and submit reports as requested by the President, Executive Board or, when applicable, commission chairperson.

Section 4. Disbandment

a. Standing Committee

A standing committee which is deemed superfluous or no longer viable shall be disbanded by a majority vote of the Executive Board or delegates in attendance at Annual Convention.

b. Special Committee

A special committee shall cease to function when they have completed their duties and submitted a report, or by a majority vote of the Executive Board.

ARTICLE X JUNIOR UKRAINIAN ORTHODOX LEAGUE

The Junior Ukrainian Orthodox League shall be an integral organization within the League. The Executive Board shall have jurisdiction over the Junior Executive Board which shall be responsible for the administration of all programs, projects and other endeavors related to the junior membership of the League. Proposed amendments to the Junior League Constitution shall be presented to the senior delegates at Annual Convention for approval.

ARTICLE XI MEETINGS OF THE LEAGUE

Section 1. Annual Convention and Special Meetings

The annual meeting of the League, known as the Annual Convention, shall be held at a time and location determined by the Executive Board and the hosting chapter, and ratified at a preceding Annual Convention. The purpose of the Annual Convention is to elect officers and auditor and the transaction of such other business as may properly come before the meeting. In case of failure for any reason to hold the Annual Convention, a Special Meeting for the same purpose shall be called by the President as soon as possible thereafter. Special Meetings of the League may be called by the President or Executive Board at any time or upon the written request of one-third (1/3) of the member chapters.

Section 2. Notice

All chapters and members-at-large shall receive by direct notification all information regarding the Annual Convention at least ninety (90) days prior to the date. Direct notification of the date, time, location and purpose of a Special Meeting shall be at least thirty (30) days before the meeting.

Section 3. Delegates and Guests

Each member of the executive board and all members of the clergy roster of the church shall be delegates. A chapter in good standing may send an unlimited number of its members who are in good standing to the annual convention as delegates. A member-at-large who is a member of the UOC of USA may be a delegate. A member of a chapter that is not in good standing, and any member of the Ukrainian Orthodox Church of the USA may attend as a guest. A chapter member or member-at-large who is not a member of the UOC of the USA may only attend as a guest.

Section 4. Qualifications and Voting

Only a chapter member in good standing whose status is certified by the Spiritual Advisor and President of the chapter is eligible to be a delegate to the Annual Convention. A member-at-large who has complied with the requirements as stated in Article III, Section 2 c shall be certified by the League's Spiritual Advisor and Membership Chairperson. Only delegates who fulfill all registration fees and requirements will have motion presenting and voting privileges. Convention Guests who fulfill all registration fees and requirements may attend all meetings without motion presenting or voting privileges.

Section 5. Quorum

A majority of the delegates in attendance at any meeting during the Annual Convention or Special Meeting shall constitute a quorum.

ARTICLE XII THE LEAGUE IN RELATION TO THE CHURCH

Section 1

The League, being a subsidiary and integral part of the Ukrainian Orthodox Church of the United States of America, shall conduct its activities in accordance with the basic principles and the Constitution of the Church as decided upon by the Church Sobor and the Consistory of the Church.

Section 2

The League shall not legislate on matters which lie within the jurisdiction of the Church Sobor except when it shall be deemed desirable to call to the attention of, or recommend to, the Church governing body the collective views of the League members.

Section 3

This article is expressly excluded from possibility of amendment, alteration or repeal under Article XV.

ARTICLE XIII LEAGUE MEMBERSHIP IN OTHER ORGANIZATIONS

Membership of the League in an organization which is not associated with the Church must be approved by the Church Metropolitan Council. On becoming associated or affiliated with such an organization, the League's Executive Board must assert its right to exercise veto power on any motion, resolution or amendment which is contrary to the teachings, canons, and dogma of the Church.

ARTICLE XIV PARLIAMENTARY AUTHORITY

Roberts' Rules of Order, Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the League's Constitution.

ARTICLE XV AMENDMENTS

A chapter or member in good standing may propose an amendment(s) to this Constitution in writing to the Executive Board any time prior to the Annual Convention or to the Constitution Committee at Annual Convention. Excluding Article XI, the Constitution may be amended by a two-thirds (2/3) vote of the delegates present at Annual Convention or at a Special Meeting.

Amended and ratified at Annual Convention, July 26, 2013.

RESTRICTED ACCOUNTS

UOL MEMBERSHIP RECRUITMENT AND CHAPTER DEVELOPMENT

Benefactor: Mr. Wasyl Pysh
Amount: \$5,000.00 Established: 6/15/98

I. ALLOCATION/DISBURSEMENT: A total of \$5,000.00 is contributed to the Ukrainian Orthodox League of the USA to be used exclusively for travel expenses associated with an effort to increase the League's membership. At the request of the donor, the purpose of the contribution is to recruit members for the UOL.

II. INSTRUCTIONS

A. RESTRICTED ACCOUNT FOR TRAVEL EXPENSES

The amount of \$5,000.00 will be deposited in an interest-bearing restricted account of the UOL Executive Board solely for travel expenses to include transportation, lodging, and food associated with efforts to increase League membership.

The funds in this account may be used to reimburse travel expenses associated with the recruitment of UOL members at the discretion of the Senior UOL Executive Board.

(Note: As a "restricted account", these funds may not be used for any purpose other than that which is the expressed wish of the donor.)

B. FISCAL ALLOCATION AND SUPERVISION

1. This account may be used during any given period of time deemed necessary and appropriate by the Senior UOL Executive Board and/or the UOL President for travel expenses in the recruitment of UOL members, the development of new UOL Chapters and the reorganization of old Chapters.
2. At the discretion of the UOL President, this restricted account may be used for travel expenses for Board members or other dedicated UOL members who assist with this initiative for the purpose of membership recruitment and chapter development.
3. This program is to emphasize personal face-to-face contact between prospective UOL members and knowledgeable and dedicated UOL members who are currently active in the League.
4. The program plan will be developed to address the critical issues of membership recruitment and chapter development. After the plan has been implemented and the expenditure of the \$5,000.00 has been completed, an assessment will be conducted by the UOL Executive Board and those individuals who have played key roles in this effort to increase UOL membership in order to determine the effectiveness, successes and/or failures of these endeavors.
5. If this initiative is successful, resulting in an increase in membership and/or member chapters, the UOL will be required report back to the Annual Convention body with its recommendations regarding the continuance of this program, the person, or persons to carry forward such a program and how such an effort would continue to be funded.

RESTRICTED ACCOUNTS
UOL YOUNG ADULT RETREATS

Benefactor: Mr. Wasyl Pysh
Amount: \$15,000.00

I. ALLOCATION/DISBURSEMENT: A total of \$15,000.00 is contributed to the Ukrainian Orthodox League of the USA to be used exclusively to support Young Adult Retreats. Disbursements from this account are to be in increments not to exceed \$1,500.00 per individual retreat. This financial support is to **augment** the regular funding which the UOL has provided for past Young Adult Retreats.

Exception: If a number of Young Adults interested in a particular retreat exceeds the initial projections, the Chairperson may request and be given up to an additional \$500.00 from this account for that retreat. Under no circumstances will funding exceed \$2,000.00 for any individual retreat. (3/24/98)

At the request of the donor, the purpose of this contribution is to improve the quality of the retreats while maintaining a minimal registration fee in an effort to attract more participants, especially college students.

II. INSTRUCTIONS:

A. RESTRICTED ACCOUNT FOR UOL Young Adult Retreats

The amount of \$15,000.00 will be deposited in an interest-bearing restricted account of the UOL Executive Board solely for the benefit and support of Young Adult Retreats sponsored by the UOL Youth Commission.

The interest generated in this account may also be used for Young Adult Retreats, at the discretion of the Senior UOL Executive Board.

(Note: As a "restricted account", these funds may not be used for any purpose other than that which is the expressed wish of the donor.)

B. FISCAL ALLOCATION AND SUPERVISION

1. Upon request of the Chair, UOL Youth Commission and subject to the approval of the Senior UOL President and/or UOL Senior Executive Board, the amount of \$1,500.00 will be disbursed to the Retreat Chair to cover expenses for an individual Young Adults Retreat.

Exception: Upon request of the Retreat Chair, an additional \$500.00 may be used from this account when the number of Young Adult participants exceeds the initial planned number. This exception increases the total amount available for a retreat to \$2,000.00. (3/24/98)

2. Requests must be submitted in writing and must be accompanied by a detailed financial budget describing the financial income and expenses of the Retreat.
3. A reconciliation of the financial results of the Retreat, documenting all income and expenses and along with the associated receipts, is due to the National President and/or Executive Board within 45 days of the completion of the Retreat.

Approved: Mr. Wasyl Pysh 4/7/98

RESTRICTED ACCOUNTS
EDUCATIONAL PROGRAMS

Benefactor: Mr. & Mrs. Edward Kulyk
Amount: \$5,000.00

I. ALLOCATION/DISBURSEMENT: A total of \$5,000.00 is contributed to the Ukrainian Orthodox League of the USA to be used exclusively to support Educational Programming for UOL members. Disbursements from this account are to be in increments not to exceed \$500.00 per individual function. This financial support is to **augment** the regular funding which the UOL is able to allocate for its annual Educational Programs.

At the request of the donor, the purpose of this contribution is to improve the scope and quality of the educational programs by supporting educational publications, lectures or retreats, attracting more participants and benefiting UOL members.

II. INSTRUCTIONS:

A. RESTRICTED ACCOUNT FOR UOL EDUCATIONAL PROGRAMS

The amount of \$5,000.00 will be deposited in an interest-bearing restricted account of the UOL Executive Board solely for the benefit and support of Educational Programs sponsored by the UOL.

The interest generated in this account may also be used for Educational Programs, at the discretion of the Senior UOL Executive Board.

(Note: As a "restricted account", these funds may not be used for any purpose other than that which is the expressed wish of the donor.)

B. FISCAL ALLOCATION AND SUPERVISION

- Upon request of a program/project Chair, and subject to the approval of the Senior UOL President and/or UOL Senior Executive Board, an amount up to \$500.00 will be disbursed for a project.
- Requests must be submitted in writing and must be accompanied by a detailed description of the proposed program/project, its target audience and intended purpose, along with a detailed financial budget describing the financial income and expenses of the project.

A reconciliation of the financial results of the project/program, documenting all income and expenses and along with the associated receipts is due to the National President and/or Executive Board within 45 days of the completion of the program/project.

Ukrainian Orthodox League
REIMBURSEMENT VOUCHER/REQUEST FOR ADVANCEMENT OF FUNDS

Name:
 Address:
 Phone:
 Email:

<u>REQUEST FOR REIMBURSEMENT</u>			
Account (Commission, NEB, restricted)	Purpose***	Amount	Source of attached receipts/Vendor

<u>REQUEST FOR ADVANCEMENT OF FUNDS</u>				
Account (Commission, NEB, restricted)	Purpose***	Date needed	Check payable to:	Amount Requested

Total Amount Requested:

I verify that this request is complete and accurate.
 _____ (signature of requestor)

Approvals: _____
 Commission Chair/ President/Advisor

Fund balance in Restricted Account:
 New total of funds Outstanding:

Request Received: (date)

Checks Issued this request.	Check Number/Acct:	Amt.	Date:
1.			
2.			
3.			
4.			

Receipt of reimbursement to UOL for advance:

Date: Amount: # receipts attached:

***Purpose: Travel (tolls, parking, mileage, plane fare, etc.), Telephone, Postage, Supplies, etc.

For Travel, list total as follows:

Train or Plane			\$ _____
Automobile	\$ _____ (per mile) x _____ (mileage)		\$ _____
Parking fees			\$ _____
Tolls _____ (from) _____ (to)			\$ _____
TOTAL Travel			



Ukrainian Orthodox League
SENIOR CHAPTER DUES PAYMENT FORM

Deadline September 30

Chapter _____

City and State _____

Enclosed are the following :

1. Chapter Dues - \$125 \$ _____
2. _____ Member Dues @ \$ 20 each \$ _____
3. Chapter Project Donation \$ _____
4. Other \$ _____

Check number _____ TOTAL \$ _____

5. Chapter Membership Roster: Enclosed _____ or Emailed _____

Name _____

Position _____

Telephone _____

Email address _____

Please send this form, payment, and chapter membership roster to the UOL Financial Secretary



Ukrainian Orthodox League
SENIOR CHAPTER ELECTION REPORT FORM

Chapter Name: _____

City, State: _____

Date of Election: _____

President:	
Address: _____	
Phone #: _____	Phone #: _____
Email: _____	
Prefer to receive information via: Email Mail Both	
Vice-President:	
Address: _____	
Phone #: _____	Phone #: _____
Email: _____	
Prefer to receive information via: Email Mail Both	
Recording Secretary :	
Address: _____	
Phone #: _____	
Email: _____	
Prefer to receive information via: Email Mail Both	
Corresponding Secretary:	
Phone #: _____	
Email: _____	
Prefer to receive information via: Email Mail Both	

Treasurer
Address:
Phone #:
Email:
Prefer to receive information via: Email Mail Both
Auditor
Address:
Phone #:
Email:
Prefer to receive information via: Email Mail Both
Reporter:
Address:
Phone #:
Email:
Prefer to receive information via: Email Mail Both
Spiritual Advisor
Address:
Phone #:
Email:

Please return to NEB Corresponding Secretary by June 15th

Commented [CLM21]: September 10/15th

Late fee: \$10.00 per month

President Signature _____

Spiritual Advisor Signature _____

Please indicate which officers should receive the main chapter mailings/information from the UOL NEB:

- 1)
- 2)
- 3)



Ukrainian Orthodox League
SENIOR CHAPTER CONVENTION DELEGATE FORM

Chapter _____

Address _____

City & State _____

Each member of the National Executive Board and all members on the Clergy roster of the Ukrainian Orthodox Church of the USA shall be delegates. A chapter in good standing may send an unlimited number of members in good standing to the Annual Convention as a delegate. UOL Members-At-Large may be delegates. A motion was passed at the 56th Annual Convention (July 2003) eliminating the sending of alternates to the convention.

The following individuals will attend as delegates representing their Chapter:

Your Chapter must have fulfilled the following obligations to have delegates seated at the Convention. Checked items are those fulfilled by the Chapter.

- ___ Election Report Form
- ___ Membership Dues
- ___ Chapter Dues
- ___ Membership Roster
- ___ Chapter Project Donation
- ___ Annual Progress Report
- ___ Late Fines (if any)

 President's Signature

DEADLINE: JUNE 15
 Return to Financial Secretary

 Spiritual Advisor's Signature



Ukrainian Orthodox League
SENIOR UOL CHAPTER ANNUAL REPORT
 May 1, 2___ - April 30, 2___

Name of Chapter: _____

City and State: _____

Number of Members

Current Year: _____

Previous Year: _____

Reason for Change in Membership: _____

Number of Business Meetings during the Year: _____

Donations

Chapter Project Donation: _____

Other Donations / Gifts: _____ (Local, Regional, National)

<u>Amount</u> _____	<u>Donations / Gift</u>
---------------------	-------------------------

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Indicate Number of Chapter Members Participating in the Following:

- | | |
|---------------------------------|--------------------------------------|
| _____ Choir | _____ Ukrainian Folk Dancing |
| _____ Nativity Caroling | _____ Parish Officers |
| _____ Church School Instruction | _____ Bulletin Assistants |
| _____ Altar Servers | _____ Cultural Contest |
| _____ Altar Readers | _____ Assist Junior UOL |
| _____ National Executive Board | _____ # Delegates at last Convention |

_____ Other _____

_____ Other _____

Fund Raising Projects

<u>Chapter Members Participating</u>	<u>Activity</u>	<u>Profit</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Social Projects / Activities

<u>Chapter Members Participating</u>	<u>Project/Activity</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Missions and Caregiving

<u>Chapter Members Participating</u>	<u>Mission Work</u>
_____	_____
_____	_____
_____	_____
_____	_____

Remarks of the Spiritual Advisor:

Signature _____ Date _____

Remarks of the Sr. Chapter President:

Signature _____ Date _____

DEADLINE: POSTMARKED APRIL 30, 2__



Ukrainian Orthodox League
Petition for Membership

I. The _____ (Chapter Name, Location) hereby petitions National Executive Board of the Ukrainian Orthodox League of the USA for official recognition and membership.

II. The _____ (Chapter Name) hereby consents to be governed by and respectful of the prescribed Ukrainian Orthodox League Constitution and By-Laws.

Further, the _____ (Chapter Name) consents to faithfully fulfill the duties and obligations as outlined in the National UOL Constitution and By-Laws, and those directives/decisions rendered by the National Executive Board and Conventions.

III. Charter Members:

IV. Authorized Signatures:

Chapter President _____
Vice President _____
Treasurer _____
Secretary _____
Parish President _____
Spiritual Advisor _____
Date _____

Important - This form must be completed and submitted to: The National President of the Ukrainian Orthodox League, accompanied by:

1. Chapter Constitution and By-Laws
2. Election of Officers Report
3. Membership List
4. Chapter and Membership dues



Ukrainian Orthodox League
MEMBER-AT-LARGE APPLICATION FORM

I hereby request member-at-large status in the UOL. I certify that I am a member of the Ukrainian Orthodox Church of the USA, and do not live within the geographical area of a UOL Chapter. I agree to be governed by the UOL's Constitution and Policies, participate in those League projects deemed appropriate by the Executive Board, support all efforts toward the achievement of the League's purposes and goals and fulfill all financial obligations.

Name(s) _____
(Please print)

Present or most recent Parish _____

Pastor's name _____

(Your Signature(s))

Annual Membership dues are \$ 20 per adult and include a subscription to the *UOL Bulletin*.

Enclosed is \$ _____ for _____ membership(s) Check number(s) _____

Please make check payable to: The Ukrainian Orthodox League

Address _____

Phone _____ Fax _____

Email _____

Please return to: UOL President or Membership Chairman

Ukrainian Orthodox League
CHAPTER/PARISH VISITATION REPORT

I. **CHAPTER:** _____

PARISH: _____

DATE of Visit: _____

II. **PURPOSE:** _____

III. **AGENDA:** _____

IV. **ATTENDANCE:** Number Senior UOL Members _____
Number Junior UOL Members _____
Number of Prospective Members _____
(attach sign-in sheet)

V. **ISSUES AND CONCERNS:** _____

VI. **CHAPTER/PARISH STRENGTHS:** _____

VII. **CHAPTER/PARISH WEAKNESSES:** _____

VI. **POSSIBLE HELP BY UOL EXECUTIVE BOARD:** _____

VII. **COMMENTS:** _____

RECOMMENDED FOLLOW-UP: _____

Executive Board Representative

UOL Member/Executive Board Member

Additional comments on the Nominee by the Spiritual Advisor:

Signature _____ Date _____

Additional comments on the Nominee by the Chapter President:

Signature _____ Date _____

DEADLINE: POSTMARKED APRIL 30, 2__



Ukrainian Orthodox League
VERY REV. PROTOPRESBYTER STEPHEN HALLICK-HOLUTIAK
SENIOR UOL RECOGNITION AWARD

Nominee

Name of Nominee: _____

City and State: _____

List activities below:

<u>Church Organization</u>	<u>Offices Held</u>	<u>Committees/Special Projects</u>
----------------------------	---------------------	------------------------------------

Part I. To be completed by the Chapter Spiritual Advisor:

<u>Does the Candidate:</u>	<u>Yes</u>	<u>No</u>
1. Attend church regularly?	_____	_____
2. Partake of the Eucharist frequently?	_____	_____
3. Assist with special church projects?	_____	_____
4. Promote harmony and Christian attitudes among other members?	_____	_____
5. Display willingness to help with church projects and activities?	_____	_____

Comments / Additional Information

Part II. To be completed by Sr. Chapter President or Vice President in the event the President is being nominated:

<u>Does the Candidate:</u>	<u>Yes</u>	<u>No</u>
1. Attend meetings regularly?	_____	_____
2. Initiate projects?	_____	_____
3. Organize and follow through on projects?	_____	_____
4. Take active part in cultural activities?	_____	_____
5. Show willingness to help with chapter projects and affairs?	_____	_____

Has this person received an award from your chapter? _____

Please explain the qualifications of that award: _____

Does this candidate participate in any Inter-Orthodox Activities? (List)

Comments or Additional Information:

The above description is an accurate account of our candidate.

Signed: Sr. Chapter Pres. / V. Pres. _____ Date _____

Chapter Spiritual Advisor _____ Date _____

DEADLINE: POSTMARKED APRIL 30, 2____



Ukrainian Orthodox League

LYNN SAWCHUK-SHARON KUZBYT SCHOLARSHIP APPLICATION FORM

DEADLINE: MAY 31st

(The Applicant is to complete this form and forward to the L.S.S.K. Scholarship Committee Chair along with their transcripts and all other recommendation forms in the proscribed manner.)

APPLICANT'S NAME _____

ADDRESS _____

U.O.L. CHAPTER _____

REFERENCE FORM TO BE COMPLETED BY JR. CHAPTER PRESIDENT OR VICE PRESIDENT

JR. CHAPTER and CHURCH ACTIVITIES

MEMBER U.O.L. CHAPTER: # YRS. _____

OFFICER: Yes ___ No ___ OFFICES _____

CHURCH CHOIR Yes ___ No ___ _____

DANCE GROUP Yes ___ No ___ _____

CHURCH READER Yes ___ No ___ _____

ALTAR SERVER Yes ___ No ___ _____

DANCE INSTR. Yes ___ No ___ _____

CATERING SVC. Yes ___ No ___ _____

CHURCH COMM'S. Yes ___ No ___ _____

ADDITIONAL COMMENTS: _____

HIGH SCHOOL ACADEMIC TRANSCRIPT: AN OFFICIAL COPY OF THE APPLICANT'S HIGH SCHOOL ACADEMIC TRANSCRIPT MUST BE FORWARDED ALONG WITH THE APPLICATION FORMS AND RECOMMENDATION LETTERS TO THE SCHOLARSHIP CHAIR AS DIRECTED IN THE ENCLOSED INSTRUCTIONS.

SIGNATURES: Jr. UOL Chapter President/Vice President _____

Jr. UOL Chapter Advisor _____

Spiritual Advisor _____

NOTE: Statements of performance must NOT be prepared by the applicant or a family member.

Completed Applications are to be sent to: LSSK Chair

(Reference Questionnaire)

LYNN SAWCHUK-SHARON KUZBYT SCHOLARSHIP APPLICATION FORM

SPIRITUAL ADVISOR FORM

DEADLINE: MAY 31st

(The Spiritual Advisor is to complete this form and return it to the Applicant in a sealed envelope for submittal to the L.S.S.K. Scholarship Committee Chair.)

APPLICANT'S NAME _____

U.O.L. CHAPTER _____

JR. CHAPTER/CHURCH ACTIVITIES:

UOL Member Yes ____ No ____ Years _____

Officer Yes ____ No ____

Dance Group Yes ____ No ____

Church Reader Yes ____ No ____

Altar Server Yes ____ No ____

Dance Instr. Yes ____ No ____

Reg Attendance at Liturgies Yes ____ No ____

Reg. Participation in Sacraments Yes ____ No ____

Volunteers Yes ____ No ____

Other:

COMMENTS:

SPIRITUAL ADVISOR (Signature) (Print Name) (Date)

Questions regarding applications may be directed to: LSSK Chair

LYNN SAWCHUK-SHARON KUZBYT SCHOLARSHIP APPLICATION FORM

JUNIOR UOL CHAPTER ADVISOR FORM

DEADLINE: MAY 31st

(The Jr. Chapter Advisor should complete a copy of this form and return it to the Applicant in a sealed envelope for submittal to the L.S.S.K. Scholarship Committee Chair.)

APPLICANT'S NAME _____

U.O.L. CHAPTER _____

JR. CHAPTER/CHURCH ACTIVITIES:

UOL Member Yes ____ No ____ Years _____

Officer Yes ____ No ____

Dance Group Yes ____ No ____

Dance Instructor Yes ____ No ____

Church Reader Yes ____ No ____

Altar Server Yes ____ No ____

Other:

COMMENTS:

JR. CHAPTER ADVISOR (Signature)

(Print Name)

(Date)

Questions regarding applications may be directed to: LSSK Chair

(Reference Questionnaire)

LYNN SAWCHUK-SHARON KUZBYT SCHOLARSHIP APPLICANT FORM

SCHOLASTIC ADVISOR FORM

DEADLINE: MAY 31st

(A high school principal, guidance counselor or teacher should complete a copy of this form and return it to the Applicant in a sealed envelope for submittal to the L.S.S.K. Scholarship Chair.)

Please note an official copy of the student's transcripts must also be submitted.

APPLICANT'S NAME _____

U.O.L. CHAPTER _____

HIGH SCHOOL EXTRACURRICULAR/CIVIC (COMMUNITY) ACTIVITIES:

Student Council Yes ____ No ____

Office(s) _____

Theater Yes ____ No ____

Band - March Yes ____ No ____

Band - Symphony Yes ____ No ____

Athletics Yes ____ No ____

Intramurals Yes ____ No ____

Honors/Awards _____

Clubs/Organizations _____

COMMENTS: _____

High School Representative (Signature)

(Print Name)

(Date)

Questions regarding applications may be directed to: LSSK Chair

LSSK APPLICATION REQUIREMENTS

APPLICATION DEADLINE: MAY 31ST

- I. All LSSK scholarship applications must be submitted via CERTIFIED MAIL with RETURN RECEIPT REQUESTED, or another comparable means (e.g., FedEx, UPS, etc.) that provides a return receipt or tracking number/process.
 1. Each Recommendation Form must be submitted in a separate envelope.
 2. These envelopes should be sealed by the Recommender and signed by the Recommender ACROSS THE SEAL OF THE ENVELOPE.
 3. The Recommender's sealed envelope should be returned to the applicant to be submitted with his/her application and official transcript.
 4. All materials for the scholarship should be sent by the applicant as one packet to the LSSK Chairman VIA CERTIFIED MAIL, or another carriers as indicated above.

- II. A post card or letter indicating receipt of the application will be sent to each applicant and will notify said applicant of any incomplete information.
 1. If the application arrives on or before the deadline date and is complete, the postal card will indicate that the application is complete and will be considered for a scholarship.
 2. If the application arrives on the deadline date and is not complete, the postal card will indicate that the application was incomplete and will not be considered for this year's scholarship.
 3. If the application arrives after the deadline date, the postal card will indicate that the application did not meet the deadline and will not be considered for a scholarship.

Sample letters:

Ukrainian Orthodox League of the USA

TO: Chapter President:

RE: Chapter and membership dues and Membership Roster

Enclosed you will find the Chapter Dues Payment form which is to be sent with the chapter's membership roster. Remember, our UOL fiscal year begins June 1st. The Chapter Dues are \$125.00 per Chapter per year, and Member Dues are \$20.00 per person per year. These dues must be paid by September 30, to avoid penalties. Individuals who join the chapter after the September 30 deadline may be added to the chapter roster simply by sending the information requested below and their dues. Also, please remember that each Chapter must submit a project donation payable no later than April 30.

Please type your chapter's membership list and include the following information

Chapter Name

City & State

For each member please list name, address, phone and email address. All clergy of our Diocese are honorary members of the League and should be included in the list.

Example: Smith, John
 123 Main Street
 Chicago, IL 60600*
 (800) 555-1212
 Jmsmith@email.com

*A Zip Code must be included with every address in order for it to be placed on the UOL Bulletin mailing list. If there is an address change, please include the individual's old Zip code.

Send typed list or email in Word or Excel format to the Financial Secretary

Should there be any questions, please contact me.

Yours in Orthodoxy,

Financial Secretary

Ukrainian Orthodox League of the USA

Date:

Dear

Thank you for your payment of chapter and members dues in the amount of \$_____, check number _____, dated _____

All paid chapter members will receive the UOL BULLETIN, which is published seven times a year. It will be mailed to the members' addresses that you sent on your chapter's membership roster. Please remember and understand it cannot be mailed to any address that was or is submitted without a zip code.

For your convenience, I am also enclosing an additional membership roster form and a remittance letter which can be used for registering any additional members who may join your chapter over the course of the year.

Yours in Orthodoxy,

Financial Secretary

Ukrainian Orthodox League

GUIDELINES FOR JUNIOR UOL CONVENTION CHAPERONES

The Ukrainian Orthodox League of the USA has set forth the following policy regarding chaperoning of Juniors at the Annual Convention. This policy has been established as to better supervise our Juniors. The UOL is genuinely concerned about the health and welfare of its members, and for these reasons this policy has been instituted. The UOL will not bear any responsibility for "policing" (room checks, hall monitoring, etc.) the behavior of Junior UOL members during the UOL Convention. Each Junior must have a responsible Senior UOL member or another responsible adult registered at the Convention who accepts total responsibility for his/her Junior's behavior during the Convention.

Specific rules concerning the selection and responsibilities of these chaperones are as follows:

1. All chaperones must be a Senior UOL member or a responsible adult who is 25 years of age or older and who accepts responsibility for the Junior UOL member in their charge at the Annual UOL Convention.
2. Chaperones will take responsibility for policing (room checks, hall monitoring, etc.) the behavior of Junior UOL members in their charge at the Annual Convention.
3. Each chaperone will be responsible for no more than four Juniors.
4. Chaperones will be required to attend all Junior social functions at the Convention in the capacity of monitoring his/her Juniors.
5. Each chaperone must be approved by the parent/guardian of the Junior member as well as the Junior Chapter Spiritual Advisor and Senior Advisor.
6. Each chaperone must stay at the hotel where the Convention is being held as long as the Junior they are chaperoning is in attendance.

All chaperones will meet with the Jr. League Advisor and Spiritual Advisor immediately following the end of the Business Session on Wednesday Evening of the Annual Convention to discuss the responsibilities of Chaperones and on Sunday at the Farewell Luncheon to discuss any developments of the week.

Ukrainian Orthodox League
JUNIOR UOL CONVENTION RULES

The following rules have been established by the Ukrainian Orthodox League of the USA for use at the UOL Convention. If any of these rules are violated and the Youth Commission deems necessary, penalties will be imposed to the extent of sending violators home. PARENTS AND PARISH PRIESTS WILL BE NOTIFIED OF ANY JUNIOR COMMITTING ACTIONS UNBECOMING AN ORTHODOX CHRISTIAN. Any such actions will not be tolerated and may result in immediate expulsion from the Convention and in the Junior being barred from UOL office or from receiving UOL sponsored awards or scholarships.

1. All Juniors registered with the Junior Convention are required to attend ALL convention sessions, religious services and scheduled social activities.
2. All Juniors are required to wear Convention identification badges during business sessions and if possible during social activities.
3. Any activity which will disturb, harm or injure other people is prohibited and will not be tolerated.
4. Any Junior damaging property will be required to pay for it.
5. Juniors shall not possess or consume alcoholic beverages or indulge in any type of drug abuse.
6. Smoking by Juniors is prohibited.
7. During scheduled free time, if Juniors wish to leave the hotel, they must sign out at the registration desk and inform their chaperone. They must indicate their destination and expected time of return. They also must sign in and inform their chaperone upon returning to the hotel.
8. All Juniors must be in groups of two or more when walking in or outside the hotel when not in sessions.
9. Curfews will be set and adhered to. Curfew will generally be one hour after the ending of a scheduled activity.
10. Code of dress: Good judgment should be used by Juniors for all clothing worn during business sessions and social functions. (Shorts, tank tops, halter tops and t-shirts are not permitted.)
11. Guests are expected to abide by these rules when socializing with the Juniors. Registered Junior guests are required to attend all business and social functions.
12. Juniors must keep hotel doors locked at all times and not open the hotel doors unless the visitor is seen and identified.
13. Juniors should not hesitate to contact the Junior League Advisor with any questions or problems during the Convention.
14. Juniors not staying at the hotel are NOT permitted back at the hotel following the social function unless they are with a chaperone.
15. Any Senior delegate, alternate or guest staying or visiting a Junior room must abide by all of the above Junior rules.

** Any guest under the age of 18, regardless of whether registered with the UOL Convention, is required to follow all Jr. UOL Convention Rules.

A BRIEF OUTLINE OF PARLIAMENTARY PROCEDURES

Parliamentary Procedure is a set of rules defined in Roberts Rules of Order which, if used correctly, helps a group run meetings without confusion and without waste of time or effort. There are three basic ideas behind these rules:

1. All persons in the group are equal; the rights of one are the rights of all.
2. The will of the majority will be carried out, but only after the minority has had a fair chance to have its say.
3. Common sense and courtesy are the expected norm.

THE BASICS

1. Meeting is called to order by the President. The "Order of Business" is the agenda. Commissions and Committees will report out when indicated on the agenda.
2. In order to take **action** on any item, a **MOTION** must be made. There are basically six (6) steps involved in completing a motion:
 1. A member makes a motion. In doing so, the following must occur:
 - a. The member asks to be recognized.
 - b. The President (chair) recognizes the member.
 - c. The motion is then stated. "I move that....."
 2. Another member (without waiting to be recognized) seconds the motion.
 3. The chair states the question, that is--repeats the exact words of the motion and calls for discussion. "It has been moved and seconded that..... Is there any discussion?"
 4. Members debate the motion. (See below for Debate/Discussion Rules)
Debate is strictly limited to the motion on the floor.
 5. At the end of the discussion, the chair puts the question to a vote. "Are you ready for the question?" (pause) "All those in favor of the motion, say 'aye'. Those opposed say 'no'. Any abstentions?"
 6. The chair announces the results of the vote: "The motion is adopted and...."

DEBATE / DISCUSSION RULES

1. Each member is able to speak once to a question. The mover of the motion has the privilege of speaking first in the debate.
2. Members should avoid making personal judgments or statements based only on emotions.
3. All inquiries should be made through the chair.
4. The chair must remain neutral.

Quorum is the number of members necessary to conduct business. According to the UOL Bylaws, a majority of the members entitled to vote upon a question to be considered shall constitute a quorum; i.e. if the total is 15, 8 is a quorum.

Majority is more than half of those members voting. In the case of the above example, with 8 as a quorum, a majority would be 5.

AMENDMENT(S) TO A MOTION

A motion can be substituted or amended before the final vote is taken. Basically you follow the same steps as when the initial motion was made. You are allowed to amend a motion twice. Amendments may be made in one of three (3) ways:

1. Inserting or adding words
2. Striking or deleting words
3. Substitution of new words for some original words.

Only two (2) amendments may be offered as motions before one must be voted on. Only one amendment motion may be discussed at a time, and then voted upon in the order, beginning with the last motion. The amendment is voted on. If it passes, you must then vote on the motion.

INCIDENTAL MOTIONS

There are some special emergency procedures which are not used in the ordinary handling of business, but can be used to take care of something that cannot wait. They are termed procedures because they are not ordinary motions; they do not require a second, they may interrupt other speakers, and usually they must be taken care of immediately. **THEY SHOULD NOT BE USED TO INTERFERE WITH THE RIGHTS OF OTHERS OR TO FRUSTRATE BUSINESS.** If they are used properly, they can be very helpful in insuring the rights of each member to participate fully in the business-taking place and to make decisions. Of the many listed in Robert's Rules, the following six motions (with brief definition) seemed the most appropriate to the UOL.

- | | |
|----------------------------|---|
| 1. Point of Order | Correct an error in parliamentary procedure. |
| 2. Appeal | Object to a ruling by the chair |
| 3. Parliamentary Inquiry | Obtain advice on proper procedure |
| 4. Request for Information | Ask for information which might impact a decision |
| 5. Point of Privilege | Complain about noise, missing handout, vision, etc. |
| 6. Object to Consideration | Object to considering a motion |

Ukrainian Orthodox League

INDUCTION OF OFFICERS ELECTED TO THE NATIONAL AND CHAPTER EXECUTIVE BOARDS

(Following the prayer before the amvon, those elected to the Executive Board shall approach the Tetrapod in the center of the church, each bearing a candle in hand, and stand in a half circle around the Tetrapod in preparation for their induction into office.)

BISHOP OR PRIEST: People of God in the Ukrainian Orthodox League of the USA: Those whom you have elected to serve as Executive Board Officers are now to be admitted to their offices Because their office is of such importance and responsibility, it is to be hoped that you have chosen only such persons as will faithfully perform their duties. Support them in their work for God and His Holy Ukrainian Orthodox Church and keep them especially in your prayers.

READER: Psalm 84 - How beloved is Your tabernacle, O Lord of hosts! My soul longs, yes, even faints for the courts of the Lord; my heart and my flesh cry out for the living God. Even the sparrow has found a home and the swallow a nest for herself, where she may lay her young - even Your altars, O Lord of hosts, my King and my God. Blessed are they who dwell in your house; they will still be praising You. Blessed is the man whose strength is in You, whose heart is set on pilgrimage. As they pass through the Valley of Baca, they make it a spring; the rain also covers it with pools. They go from strength to strength; each one appears before God in Zion. O Lord God of hosts, hear my prayer, give ear. O God of Jacob! O God, behold our shield, and look upon the face of Your anointed. For a day in Your dwelling is better than a thousand. I would rather be a doorkeeper in the House of my God than dwell in the tents of wickedness. For the Lord God is sun and shield; The Lord will give grace and glory; No good thing will He withhold from those who walk justly. O Lord of hosts, blessed is the man who trusts in You.

(Then the Priest or Bishop presents the Executive Board Members to the presiding Hierarch or Clergyman, saying:)

PRIEST OR BISHOP: Your Beatitude (or Eminence or Grace or Rev. Father). I present to you these persons who have been elected to Executive Board Offices of the Jr. and Sr. Ukrainian Orthodox League and I certify that they are communicants in good standing and that no objection has been made to their election.
(Then addressing the candidates, he says:)

Beloved brothers and sisters in Christ: you have been duly elected to executive office in the Ukrainian Orthodox League of the USA. Your office is sacred by reason of its importance not only to the League and the Ukrainian Orthodox Church's welfare, but to the extension of the Kingdom of God. Your office gives you the opportunity to serve that Kingdom. You must never be distracted from what is really vital about the Church. You must focus your attention on the Lord and the joy of joining with others, your brothers and sisters in the Faith, to celebrate His presence, for when we can honestly say that our hearts are set on coming into His presence, God will open doors and allow you and us to lead. Let us emphasize love for God above love for leadership.

Do you, in the presence of God and before the faithful here gathered, declare that you will fulfill loyally and faithfully the duties of the office to which you have been chosen in the Ukrainian Orthodox League, abiding by the statutes and canons of the Church and League?

CANDIDATES: I will, the Lord being my helper

PRIEST OR BISHOP: Do you promise to promote the peace, unity, purity and tranquility of the Church?

CANDIDATES: I do.

PRIEST OR BISHOP: Beloved ones, you are admitted to the offices of the UOL Executive Boards and you are bound to discharge the duties and responsibilities of your office to the utmost of your ability, seeking in no way to disregard your promise or to abandon your faith.

PRIEST OR DEACON: Let us pray to the Lord

CHOIR: Lord. have mercy.

PRESIDING CLERGYMAN: Lord, God of our Fathers, Who built the Church upon the foundation of the Apostles and Prophets. Jesus Christ, Himself being the head cornerstone: Grant that these Your servants may work in union with Your holy purpose, and in living unity with Your beloved Son, our Savior, that by the power of your Holy Spirit, they may be inspired by the love of You and the desire to extend Your Kingdom among men. Bless and guide their good works in Your Holy Church. Prosper all their undertakings, grant them perseverance in their labors and stimulate others by their example to enthusiasm in Your service. Grant them to be joined together in unity of spirit with Your Church; that they each may be made a holy temple acceptable to You, for unto You we offer glory, honor and praise, now and forever and unto ages of ages.

CHOIR: Amen.

PRESIDING CLERGYMAN: Peace be with you all!

CHOIR: And with your spirit.

DEACON: Let us bow our heads unto the Lord.

CHOIR: To You, O Lord.

PRESIDING CLERGYMAN: Lord God. Heavenly Father, Who in Your good and beneficent care for Your Church has given to the Ukrainian Orthodox League and the Holy Ukrainian Orthodox Church men and women willing to serve for Your sake, grant these Your servants, we beseech You, the gifts of Your Holy Spirit, that they may give themselves wholly to the service to which they have been called, with all fidelity, reverence, sincerity and singleness of mind Let Your blessing descend upon the League and Church, and so lead and direct it by Your Spirit, that it may be holy and without blemish. For you are a merciful God and the lover of mankind and to You we render glory to the Father and to the Son and to the Holy Spirit, now and forever and unto ages of ages.

CHOIR: Amen.

(Those inducted to office shall extinguish their candles, reverently cross themselves and await the veneration of the Precious and Life-Giving Cross of our Lord, Then follows the conclusion of Divine Liturgy)

UKRAINIAN NATIONAL ANTHEM

"Ukraine Has Not Yet Perished"

Ukraine has not yet perished, nor her glory nor freedom,

Shche ne vmer-la Ukra-yee-na, nee sla-va nee vo-lya

Upon us fellow brothers fate shall smile one more

Shche nam brat-tya mo-lo-dee -yee u smeech-net-sia doh-lia

Our enemies will vanish, like the dew in the morning sun,

z hi-noot na-she vo-rozhen-ky yak ro-sa na son-tsee

and we too shall rule, brothers, in a free land of our own.

za pa-nu-yem ee mih brat-tia y svo-yeah-ye sto-ron-tsi

We'll lay down our souls and bodies to attain our freedom,

Doo-shoe tee-lo mih po-lo-zhem za na-shoe svo-bo-doo

and we'll show that we, brothers, are of the Kozak nation.

ee po-ka-zhem shoho mih brat-tia ko-zats-ko-ho ro-doo

Updates Made: 7/2022

p.5 and through out document: Handbook: updated “,” and spacing items as appropriate.

p.6 and 7 updates to reference to Fiscal year updated.

p.8 meeting expenses for mileage amount updated y/n?

p.12 Fiscal year references need to be updated/corrected.

p. 16 change from June 10th to September 10th concerning Election Report.

p. 22 added wording for Orthodox community to Essay Contest

p. 26 #5 updated list of places to advertise.

p. 27 & 28 updated wording for PR Commission Chairperson

p. 35 updated from June 10th to September 10th