

**ARTICLES OF INCORPORATION & CONSTITUTION**  
**of the SLOVENIAN WOMEN'S UNION of AMERICA**

*(As amended by the National Convention assembled in the City of Utica, Illinois, June 22 and 23, 2007 and finalized by the National Board of Directors on July 13, 2007 in Joliet, Illinois.)*

**PREAMBLE**

We, the Slovenian Women of the United States of America, believing that it has become an absolute necessity to have a medium through which we may express ourselves as a unit in all matters which shall be of interest to us as loyal citizens of the United States of America, hereby unite ourselves in the Slovenian Women's Union of America and agree to become incorporated.

**ARTICLE I**

The name of this association shall be: Slovenian Women's Union of America. The name as translated in the Slovenian language is: Slovenska Ženska Zveza v Ameriki. The association shall be composed of Branches under this name.

**ARTICLE II**

The purposes for which the Slovenian Women's Union of America is formed are:

- a) To unite persons of Slovenian origin and their families, living in the United States of America, who are in good health, of good moral character and are Christians.
- b) To foster American and Slovenian ideals and to encourage participation in local and national civic affairs.
- c) To honor and pray at the interment of its deceased members.
- d) To establish a Burial Fund, as permitted by the laws of the State of Illinois and the Bylaws of this association, from which a sum not to exceed three hundred dollars (\$300.00) is paid to the beneficiary of deceased members enrolled prior to January 1, 2000.

**ARTICLE III**

The management of the association is vested in a National Board of Directors whose members are elected for a four (4) year term at the association's National Convention as provided in the Bylaws of the association. Any vacancy occurring between National Conventions is filled as provided in the Bylaws of the association.

**ARTICLE IV**

The supreme power to govern and legislate for this association is vested in the National Convention. This body shall be composed of the members of the National Board of Directors, National Officers and delegates elected by the individual Branches, as provided in the Bylaws of the association. The National Convention shall be convened every four (4) years at a time and place selected by the preceding Convention, and shall be conducted in accordance with the Bylaws of the association.

The National Convention shall have the power:

- a) To alter, amend or repeal these Articles of Incorporation;
- b) To adopt, alter, amend or repeal Bylaws for the governing of this association and its Branches;
- c) To determine dues and assessments payable by members and to regulate the collection thereof; and

d) To authorize or perform any and all acts deemed essential by it for the well-being of this association and consistent with the laws of the State of Illinois.

In the interval between National Conventions, and when the affairs of the association so demand, the powers of this body may be exercised by the National Board of Directors upon the majority consent of the Board or when authorized by a general vote of the membership, called and held in accordance with the Bylaws of this association.

#### **ARTICLE V**

The principal business office of the association shall be in the State of Illinois.

Signed by residents of the State of Illinois, in 1933:

Josephine Racic  
Mary Tomazin  
Josephine Erjavec  
Mathilda Duller  
Clara Foys  
Mary Kremesec  
Anna Motz

The names and residences of the Directors to manage the said association for the first year of its corporate existence are to wit:

Marie Prisland, President  
Sheboygan, Wisconsin

Josephine Racic, Secretary  
Chicago, Illinois

Mary Tomazin, Treasurer  
Chicago, Illinois

Josephine Erjavec, Auditor  
Joliet, Illinois

Mary Otonicar, Auditor  
Cleveland, Ohio

Josephine Schlosar, Auditor  
West Allis, Wisconsin

#### **CHARTER State of Illinois Department of Insurance**

I, the undersigned, Director of Insurance of the State of Illinois, do hereby certify that the annexed instrument is a full, a true and correct copy of the Notification of the Formation and Certificate of Association of the Slovenian Women's Union of America, now on file in the formation of a part of the records of this department.

IN TESTIMONY WHEREOF, I hereto set my office.

Done in the City of Springfield, Illinois, on the 23rd day of November, A.D.1933.

*Sid-Ernest Palmer, Director of Insurance*

**State of Illinois  
Department of Insurance**

I, Ernest Palmer, Director of Insurance, State of Illinois, hereby certify that I have this day examined the notification of the formation of the

**SLOVENIAN WOMEN'S UNION OF AMERICA**

A Burial Insurance Society, located at Chicago in the State of Illinois, as provided in Section three of "An Act in Relation to Burial Insurance Societies," and finding same to be not inconsistent with the provisions of said act, do hereby grant permission for the operation of such Society in accordance with the provisions of the act, above stated.

IN TESTIMONY WHEREOF, I hereto subscribe my name and affix the Seal of my office, at Springfield, Illinois, this 23rd of November, A.D. 1933.

*Ernest Palmer, Director of Insurance*

**GLAVNI NAMEN**

Slovenke, širom Združenih Držav Amerike, smo se združile v organizacijo z imenom: Slovenska Ženska Zveza v Ameriki. Naš osnovni namen je ohranjati in širiti Slovenkse kulturne-narodne vrednote in verske vrednote.

**BYLAWS of the SLOVENIAN WOMEN'S UNION of AMERICA**

*(As amended by the National Convention assembled in the City of Utica, Illinois, June 22 and 23, 2007 and finalized by the National Board of Directors on July 13, 2007 in Joliet, Illinois.)*

**DECLARATION OF PRINCIPLE**

The Slovenian Women's Union of America hereby declares its belief in and commitment to Christian principles and the United States concepts of freedom and democracy.

**ARTICLE I  
Name and Location**

1.01. The name of this organization is the Slovenian Women's Union of America, or as abbreviated, S.W.U.A. Translated into the Slovenian language, the name is Slovenska Ženska Zveza v Ameriki, or as abbreviated, S.Ž.Z. v A.

1.02. The principal office of this association will be located in the State of Illinois.

**ARTICLE II  
Formation, Purposes and Governing Laws**

2.01. The Slovenian Women's Union of America is composed of members organized into Branches, which are located in the United States of America. It was founded by Marie Prislant of Sheboygan, Wisconsin, on the 19th day of December 1926, at St. Stephen's Hall in Chicago, Illinois.

2.02. This association will have the purposes and powers as may be stated in its Articles of Incorporation and these Bylaws, and such powers as are now or may be conferred by the laws of the State of Illinois.

2.03. The purposes of this association are as follows:

- a) To unite persons of Slovenian or other descent and their families, who are Christians;
- b) To promote the social, moral and intellectual development of its members;
- c) To promote Slovenian-American ideals;
- d) To encourage participation in local and national civic affairs;
- e) To honor and pray at the interment of its deceased members;
- f) To maintain a burial fund from which payments not in excess of three hundred dollars (\$300.00) may be paid to the beneficiary of deceased members enrolled prior to January 1, 2000. There will be no issuance of burial insurance policies from January 1, 2000 onward.

2.04. These Bylaws will constitute the guidelines adopted by the Slovenian Women's Union of America for the management of its affairs. Mutual ideals and understanding shall govern all practices and procedures.

### **ARTICLE III Membership**

3.01. The members of the Slovenian Women's Union of America are those persons having membership rights in accordance with these Bylaws.

3.02. Any individual, whether of Slovenian or other descent, who subscribes to the purposes and Bylaws of the Slovenian Women's Union of America, may become a member of this association. All members are subject to compliance of these Bylaws.

3.03. The Slovenian Women's Union of America will have five (5) Classes of members. (Note: Social Class members are not issued burial insurance policies.) The Class designations for membership are as follows:

- a) Adult Class A: Valid for members who joined under the age of 66 and before January 1, 1996.
- b) Adult Class B: Valid for members between 18 and 65 years of age who joined between January 1, 1996 and December 31, 1999.
- c) Junior Class J: Valid for children and young adults up to age 18 years who joined before January 1, 2000.
- d) Junior Class X: Valid for children and young adults up to age 18 years who joined since January 1, 2000.
- e) Social Class: Valid for members 66 years of age and above who joined on or after January 1, 1988 and also for those members 18 years of age and above who joined since January 1, 2000.

3.04. Individuals applying for membership in this association will ordinarily be accepted at duly convened meetings of the Branch considering the application. A potential member may only be rejected if a two-thirds majority of those members attending the Branch meeting vote against the application. During membership drives, a Branch President and two (2) officers of a Branch may accept a new member on their own volition. However, in such cases the members of the Branch retain the right to reject the new member by a two-thirds majority vote at the next duly convened meeting.

3.05. The National Board of Directors of this association shall have the power to postpone acceptance of a membership application, if, in its judgment, such action is warranted. Good cause for such action would exist if there were reasonable grounds to believe that the applicant would not uphold the principles and purposes of the Slovenian Women's Union of America and would not abide by the Bylaws of the association. In such a case the National Board of Directors shall give written notice of the grounds for its decision to postpone acceptance to the Recording Secretary of the Branch from which the application originated. The matter will then be brought before the National Board of Directors at its next duly convened meeting. The Board's decision to accept or reject the tendered application will be final.

3.06. It shall be the duty of all members to uphold the principles upon which the Slovenian Women's Union of America is based and to abide by the Bylaws of the association. Ignorance of the Bylaws shall be no excuse for violation. Additionally, all members shall be expected to attend the business meetings of their individual Branches, to pay their yearly assessments regularly, and to promote the development of this association and its individual Branches to the best of their abilities. To preserve unity and friendship within the organization, members will be expected to be courteous and respectful to their fellow members.

3.07. All adult members will be entitled to one (1) vote on each matter submitted to a general vote of the members of this association. Additionally, each adult member is entitled to vote in all elections in her/his Branch and on all matters brought before the members of that Branch. Each adult member shall be eligible to serve for all offices in the association and in her/his Branch, as specified in these Bylaws.

3.08. Junior Class members shall not be entitled to vote in any election or general referendum of this association and its Branches. Such members also shall not be eligible for any office of the association or its Branches. The participation of Junior Class members in the activities of their Branches will be regulated by those Branches.

3.09. Members who fail to pay their yearly assessment by the third month of every year will be cancelled and shall forfeit all benefits for any insurance claims submitted in the remaining portion of the year. Any member who has failed to pay her/his assessment by the third month of the year may be reinstated any time during that year upon payment of the full delinquent assessment and current assessment. Any member who joined prior to January 1, 2000 with a burial insurance policy benefit who does not pay her/his full assessment in a given year nor is reinstated that same year may join as a new member at a later date without a burial insurance policy benefit.

3.10. A member may transfer from one Branch to another upon the issuance of a transfer form by the National Corresponding/Recording Secretary. Such transfer forms must be requested in writing and will only be issued when the member's yearly assessment has been paid.

3.11 Every Branch Recording Secretary shall be entitled to receive a copy of the Bylaws of this association, and additional copies made available.

3.12 Each insured member shall receive without charge a certificate upon which shall be printed the conditions of membership. This certificate shall also list the names of the member's beneficiaries, which may be changed at any time at the request of the member. Upon the death of a member, the association will pay entitled benefits after receipt of the certificate and a death certificate. If a named beneficiary should be deceased, the member's benefits will be paid at the direction of the executor or personal representative of the member's estate.

#### **ARTICLE IV National Convention**

4.01. A National Convention will be convened every four (4) years in the month and place designated by the preceding Convention.

4.02. The official voting delegates of the National Convention shall be composed of the members of the National Board of Directors, the National Officers and the delegates elected by the Branches in accordance with these Bylaws. Two-thirds of all eligible Convention delegates attending must be present at the business meeting to constitute a quorum. No act of a Convention will be official unless a quorum exists.

4.03. The National President and the National Vice President of Outreach shall preside over the Convention. A Parliamentarian and Recording Secretary for the National Convention will be appointed by the National President.

4.04. The National Convention will have the supreme power to govern and legislate for the association. It shall possess the power to alter, amend or repeal the Articles of Incorporation of the organization and these Bylaws. The Convention will also possess the power to determine the assessments to be paid by all members in order to achieve the objectives of the Slovenian Women's Union of America. Additionally, it shall decide all issues concerning the well being of the association which come under its authority or which may be presented to it by the National Board of Directors.

4.05. All official Convention delegates present must vote on all issues and motions submitted to the decision of the Convention. All motions and elections will be decided by a majority vote of the official Convention delegates assembled. Amendments of the association's Articles of Incorporation and Bylaws must be approved by a two-thirds majority of the official Convention delegates assembled.

4.06. Resolutions and motions of Branches requesting amendments to the Articles of Incorporation and the Bylaws must be presented to the National Board of Directors no later than six (6) months in advance of the National Convention to allow for Board review and distribution to all members through the official publication, Zarja - The Dawn.

4.07. The business of the National Convention shall be conducted by special committees appointed by the National President. Such committees may include the following:

- a) Bylaws
- b) Credentials
- c) Culture and Heritage
- d) Membership, Promotion and Publications (Zarja – The Dawn)
- e) Member Activities including Sports
- f) Nominations
- g) Resolutions and Greetings
- h) Salaries and per diems
- i) Scholarships
- j) Youth Activities
- k) Fund-Raising

4.08. The Nomination Committee shall present to the National Convention a slate of candidates for the seven (7) National Board of Director positions of the association. Additional candidates may be nominated by Convention members from the floor. All nominations shall be public. Voting will be by secret ballot only if more than one candidate accepts nomination to the same office.

4.09. Any adult member is eligible to be a delegate or alternate to the National Convention if she/he is at least eighteen (18) years of age and a member in good standing. She/He must also be a member for at least one (1) year and must have attended the majority of meetings of her/his Branch during the year prior to the Convention as verified by Branch records. Attendance and membership requirements may be waived in the case of newly organized Branches organized within the past year and Branch thirty (30), which consists of members from all over the United States of America who do not live within a reasonable distance to a Branch. To be elected as a delegate or alternate, an individual member must receive a majority of the votes cast during the Branch's delegate and alternate elections.

4.10 A Convention year shall be considered the twelve (12)-month period ending on the last day of June immediately preceding the Convention. Each Branch, of which members' yearly assessments have been paid on or before the last day of June preceding the Convention year, is to be represented at the National Convention as follows:

- a) Each Branch with up to 200 adult members shall be entitled to one delegate.
- b) Branches with 201 to 400 adult members shall be entitled to two delegates.
- c) Branches with more than 401 adult members shall be entitled to three delegates.

4.11 No Branch shall be entitled to more than three (3) National Convention delegates.

4.12. Delegates and alternates to the National Convention will be elected by individual Branches at their Branch meetings in the year preceding the National Convention. Delegates' and alternates' names shall be submitted to the National Convention Credentials Committee at least sixty (60) days prior to the National Convention. In case of unforeseen conflict/emergency, the alternate delegate becomes the primary delegate. If that person cannot serve, the Branch shall elect a substitute in a timely manner. All delegate and alternate nominations shall be public. Elections may be by secret ballot if any member so requests. If more than one (1) candidate is nominated, and if a majority is not achieved by any one (1) candidate, the two (2) nominees with the highest total vote shall be voted upon to decide the election. Separate elections shall be held for each delegate position. Alternates will be elected in a similar manner. Unanimous elections by voice shall be valid only if one candidate has been nominated and all members assembled so signify.

4.13. Delegate credentials shall be prepared and signed by the Branch President, Branch Recording Secretary and Branch Treasurer presiding at the election of delegates of the Branch. These credentials shall be presented to the Convention Credentials Committee by the delegate.

4.14. Delegates to the National Convention shall receive travel allowances as specified by the National Board of Directors. Remaining expenses are the responsibility of the delegate and/or participating Branches.

**ARTICLE V**  
**National Board of Directors**

5.01. The National Board of Directors of the Slovenian Women's Union of America is that group of persons vested with the management of the affairs of the association. It shall have the administrative and executive authority to conduct the business of the association and to regulate the affairs of the Branches in a manner consistent with the decisions of the National Convention, the Bylaws of the association, and the laws of the State of Illinois.

5.02. The National Board of Directors of the association will consist of seven (7) official members. The official Boards' members shall include the National President, as Chairperson; the National Vice President of Outreach, the National Vice President of Home Office, the National Vice President of Culture and Heritage, the National Vice President of Marketing and Fund-Raising, the National Corresponding/Recording Secretary; and the National Treasurer.

5.03. The members of the National Board of Directors will be elected for their offices at the National Convention. Voting will be by secret ballot only if more than one candidate accepts nomination to the same office. Board members shall be adult members of the association and may serve for a maximum of two (2) terms, a term consisting of four (4) years each. Elected Board members shall assume their respective offices on the first day of July following the National Convention.

5.04. The annual meeting of the National Board of Directors will be held within the first three (3) months of the year. Special meetings may be called at any time by the National President or a majority of the official members of the Board, and may be held at the Home Office. It shall be the duty of the Board members at the annual meeting to conduct an audit of all the financial accounts, records and investments of the association and to determine the organization's program for the coming year. The presence of four (4) official members of the Board shall constitute a quorum. All matters before the Board shall be decided by the majority vote of the official members present. Members of the association may be invited to attend Board meetings by either the National President or a majority of the National Board. Such invitees will be allowed a voice in the meeting but on no matter shall they be allowed to vote.

5.05. Any action required by the Articles of Incorporation of this association or these Bylaws, or any action which otherwise may be taken at a meeting of the National Board of Directors may be taken without a meeting if a consent in writing, setting forth the action to be taken, is signed by all of the persons entitled to vote with respect to the subject matter of the consent. Such consent will have the same force and effect as a unanimous vote.

5.06. All members of the National Board of Directors shall be responsible to the National President and the National Convention for their work. Additionally, each member of the Board shall present a written report concerning their activities for the association to the National Convention. Such reports shall be published in the official publication, Zarja – The Dawn.

5.07. Members of the National Board of Directors shall have access to the regular or special meetings of any Branch.

5.08. If a National Board member chooses to resign her/his office, she/he shall, if possible, provide the Board with notice of her/his decision sixty (60) days prior to the effective date of her/his resignation. A Board member relinquishing her/his position shall immediately surrender to the Board all properties of the association, which may be in her/his possession. When a vacancy occurs on the National Board of Directors, the Board shall have the authority by a two-thirds majority vote to fill the position from among the adult members of the association.

5.09. If a National Board member should neglect her/his official duties, violate the Bylaws or act dishonestly, the Board shall have the right to remove the member from her/his office by a special trial. The National President will preside at such trials, unless she/he is the accused, in which case the following order of responsibility will be followed: National Vice President of Outreach, followed by National Vice President of Home Office, followed by National Vice President of Culture and Heritage, followed by National Vice President of Marketing and Fund-Raising. A majority of the votes cast by the members of the Board in such a trial shall be decisive.

5.10. No member will be eligible for the National Board of Directors if she holds an executive office in another substantial organization, which would prevent her/him from fulfilling her/his duties with this association.

5.11. Board members shall be entitled to reasonable travel and per diem expenses for Board meetings and National Conventions.

5.12. The National Board of Directors shall supervise the publication of the association's official publication, Zarja – The Dawn, and any other document issued by the organization.

## **ARTICLE VI Committees**

6.01. A Scholarship Program Committee shall be formed consisting of a Scholarship Program Director/Committee Chairperson and six (6) members. The Scholarship Program Director/Committee Chairperson is appointed by the National Board of Directors. The six (6) Scholarship Program Committee members are selected from nominees recommended by the Branches. Selection and approval of Committee members is made by the Scholarship Program Director and the National Board of Directors. Committee members will serve one (1) term of four (4) consecutive years.

6.02. It shall be the duty of the Scholarship Program Committee to award scholarships to qualified member candidates. A candidate must be a graduating High School senior, or an adult member contemplating, continuing, or returning to higher education at an accredited college, university, or technical trade school. A Branch may have more than one (1) of its members receive a scholarship in a given year and a family may have more than one (1) family member receive a Slovenian Women's Union of America scholarship. An individual may receive more than one (1) Slovenian Women's Union of America scholarship. The number of scholarships to be awarded each year shall be determined by the Scholarship Program Committee.

6.03. Members of the National Convention Credentials Committee are selected each National Convention year by the host Branch (s) to serve for the duration of the National Convention. The National Convention Credentials Committees' responsibilities will be determined by the National Convention Chairperson (s).

6.04 The National Board of Directors shall appoint a Nominations Committee Chairperson prior to the National Convention. Members of the Nominations Committee will be selected by the Nominations Committee Chairperson and approved by the National Board of Directors. The Nominations Committee shall have the responsibility to present and recommend to the official delegates at the National Convention a slate of members willing to be nominated for individual positions, and, if elected, to serve as an Officer in the Slovenian Women's Union of America; to take office on July 1<sup>st</sup> following the National Convention.

## **ARTICLE VII Elected and Appointed National Officers Regional Presidents National Auditors and Appointed Directors**

7.01. The National Officers of the Slovenian Women's Union of America will consist of the following personnel:

- a) The seven (7) elected members of the National Board of Directors, namely, the National President, National Vice President of Outreach, National Vice President of Home office, National Vice President of Culture and Heritage, National Vice President of Marketing and Fund-Raising, National Corresponding/Recording Secretary, and the National Treasurer.
- b) The six (6) elected Regional Presidents.
- c) The six (6) appointed positions, namely, the Editor of Zarja - The Dawn, Scholarship Program Director, Director of Membership, Director of Special Projects, Heritage Museum Director, and On-Line Newsletter Editor.

Members of the National Board of Directors will be elected at each National Convention and may serve in their individual positions for a maximum of two (2) terms, a term consisting of four (4) years each. In addition,

National Officers, namely, the Editor of Zarja – The Dawn, Scholarship Program Director, Director of Membership, Director of Special Projects, Heritage Museum Director, and the On-Line Newsletter Editor may be appointed by majority decision of the National Board of Directors.

7.02. The National President will be the Chief Executive Officer of the association; while overseen by the National Board of Directors, she/he shall supervise and manage the affairs of the association. The National President shall perform all duties incident to such Office and such duties as may be provided in these Bylaws or as may be prescribed from time to time by the National Board of Directors or National Conventions. By virtue of her/his office, the National Conventions and all meetings of the Board of Directors or directorial committees, she/he shall have the authority to call meetings of the National Board of Directors, and to sign all official association papers and documents, as may be required.

7.03. The National President will be at least thirty (30) years of age and a member of the association for at least two (2) years. The National President should be able to promote the principles of the Slovenian Women's Union of America to the utmost of her/his abilities.

7.04. The National President shall be responsible to the National Convention and the National Board of Directors for all work carried out on behalf of the association. She/He shall present a report of her/his activities at all meetings of the National Board of Directors. She/He shall also provide a written report covering her/his term of office to the National Convention. This report will be published in the official publication, Zarja – The Dawn.

7.05. The National Vice President of Outreach will perform all duties and exercise all powers of the National President when the President is absent or otherwise unable to act. She/He shall assist the National President in presiding over National Conventions and perform such other duties as may be prescribed from time to time by the National President and the National Board of Directors. The National Vice President of Outreach will have the same age and membership qualifications as the National President. In the event that the office of National President should become vacant, the Vice President of Outreach will succeed to the position.

7.06. The National Vice President of Outreach will oversee and be responsible for the following areas: publication of the Zarja - The Dawn, along with the Zarja – The Dawn Editor; maintaining and updating of the official website, along with the Webmaster; production of the On-Line Newsletter, along with the On-Line Newsletter Editor; and maintaining the Scholarship Program; working with the Scholarship Program Director.

7.07. The National Vice President of Home Office will be the custodian of the official documents and records of the association. She/he shall maintain a strict account of the transactions of the association, and subject to the direction of the National Board of Directors, shall allocate all accumulated interest to the association's funds. In addition, the National Vice President of Home Office shall give all notices as are required by law or by these Bylaws and, generally, shall perform all duties incident to the office of National Vice President of Home Office and such other duties as may be assigned from time to time by the National President and the National Board of Directors.

7.08. The National Vice President of Home Office will have knowledge of accounting and record keeping. To allow her/him to fulfill her/his association duties the National Vice President of Home Office shall not hold an executive office in a Branch, which would conflict with such duties.

7.09. The National Vice President of Home Office on behalf of the National Board of Directors, shall accept new members and Branches into the association, accept petitions for admissions and Bylaws; issue yearly assessment invoices to all members; record all membership transactions and maintain a list of individual Branches according to number and date of organization.

7.10. The National Vice President of Culture and Heritage will have the duty to awaken the consciousness of our members to their cultural heritage and to promote activities which will relate to or reflect upon the contributions of Slovenians to the American way of life. She/he shall be engaged in ongoing interpretive research and development that identifies Slovenian culture and heritage to the membership, the general public and specifically to and for children.

7.11. The National Vice President of Culture and Heritage will oversee the operation of the Heritage Museum and ensure that museum standards are maintained. She/he shall direct the acquisition and exhibition of collections, promote fund-raising, procure grants, and shall communicate with the membership through the official publication, Zarja - The Dawn.

7.12. The National Vice President of Marketing and Fund-Raising will direct all aspects pertaining to the creation of marketing techniques to benefit and expand the membership of the Slovenian Women's Union of

America. The National Vice President of Marketing and Fund-Raising will be responsible to develop public relations, media and press opportunities, and develop ongoing communication with the Editors of Zarja – The Dawn and the On-Line Newsletter and the association's Webmaster.

7.13. The National Vice President of Marketing and Fund-Raising shall develop and manage fund-raising activities; write grant proposals; develop volunteer networks and cultivate strategic planning as directed by the National President and National Board of Directors.

7.14. The National Corresponding /Recording Secretary shall work with the National President to prepare and distribute agendas for meetings of the National Board of Directors. The National Corresponding/Recording Secretary shall handle the general correspondence of the National Board of Directors as directed by the National President.

7.15. The National Corresponding/Recording Secretary shall record, maintain and distribute minutes of all meetings of the National Board of Directors as directed by the National President.

7.16. The National Treasurer will act as a financial liaison between the National Board of Directors and the Branches. She/he will assist the National Vice President of Home Office in matters pertinent to assessments and perform her/his duties as required and assigned by the National Board of Directors.

7.17. The National Treasurer shall maintain a record of all receipts and disbursements of the association. She/He shall sign all checks presented to her/him by the National Vice President of the Home Office and the National Vice President of Culture and Heritage, and she/he shall deposit all bonds, investment papers and documents pertaining to the funds of the association in a safety deposit box located in a bank approved by the National Board of Directors. She/He will have access to the safety deposit box only when accompanied by the National President or the National Vice President of Home Office or the National Vice President of Culture and Heritage.

7.18. The National Treasurer will be an adult member of the association for at least two (2) years. She/He should have knowledge of accounting, finance and investments. The Treasurer shall be responsible for arranging for an audit of the financial accounts, records and investments of the association to be conducted by the appointed National Auditors in conjunction with the annual meeting of the National Board of Directors.

7.19. The National Auditors will have the following responsibilities:

- a) To ensure the integrity of the administrative and financial affairs of the association;
- b) To certify to the National Board of Directors, the National Conventions and the members of the Slovenian Women's Union of America through the official publication, Zarja – The Dawn, that they have performed their annual and periodic examinations of the books, accounts, records and investments maintained on behalf of the association by the National President, National Vice President of Home Office, National Vice President of Culture and Heritage, National Treasurer, Editor of Zarja – The Dawn, Scholarship Program Director and Heritage Museum Director.
- c) To give notice to the National President and the National Board of Directors of any discrepancy or irregularity in the financial affairs of the association which may come to their attention in the execution of their duties.

7.20. The National Auditors will be three (3) in number, and shall include the First National Auditor, the Second National Auditor, and the Third National Auditor. They will be appointed by the National Board of Directors after the National Convention for a limit of two (2) terms of four (4) years each. They will be adult members of the association for at least two (2) years. They should possess some experience in business or accounting. The First National Auditor will have the duty to preside over the activities of the National Auditors, and shall present any and all reports on behalf of the group. The National Auditors will have no voting privileges at neither the National Board of Director meetings or at the National Convention.

7.21. Regional Presidents will have the duty to foster interest in the association in their respective areas. They shall promote the development of the organization generally, and shall program activities on a region-wide level. In addition, they will organize and preside over Regional Conventions. The Regional Presidents shall send a report within two (2) weeks after their Regional Convention to the National President and Editor of Zarja – The Dawn for publication. Each year the Regional Presidents shall submit a written report to the National President prior to the National Board of Directors' meeting. Regional Presidents shall strive to attend one (1) meeting of the individual branches within their jurisdiction each year, and will supervise all

regional membership campaigns. Regional Presidents shall attend the National Convention and shall present reports describing the activities of the branches within their respective jurisdictions. In addition, they shall perform such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be assigned from time to time by the National President and the National Board of Directors.

7.22. Each Regional President will be an adult member of the association for a minimum of two (2) years, and a member of a Branch within the respective region. She/He should be able to promote the principles of the association to the best of her/his abilities.

7.23. The Regional Presidents will be elected at the annual Conventions of their respective regions, which immediately follow the association's National Convention. The term of office of each Regional President will commence on the first day of January of the year following the National Convention. Regional Presidents may serve for a maximum of two (2) terms, a term consisting of four (4) years each. The election of a Regional Vice President shall be left to the discretion of the Regional President.

7.24. The Editor of Zarja – The Dawn will have the duty to publish the official publication of the association in accordance with the Bylaws and the decisions of the National Board of Directors. The Editor shall communicate and distribute a newsworthy publication to promote Slovenian/American culture and heritage among all adult members, and seek to aid youthful members in their intellectual and cultural development. In furtherance of these objectives, the Editor will administer and manage the production of the official publication. The Editor shall accept advertisements and subscriptions, maintain the publisher's account of receipts and expenditures, and ensure that all entitled members are given a copy of the official publication. In addition, the Editor shall perform such other duties as may be required by the State of Illinois, by the Articles of Incorporation, or by these Bylaws, or which may be assigned from time-to-time by the National President, the Vice President of Outreach, and the National Board of Directors.

7.25. The Editor of Zarja – The Dawn will be appointed by the National Board of Directors, will be an adult member of the association and will work with the National Vice President of Outreach in communicating with the association's membership.

7.26. The Scholarship Program Director will be appointed by the National Board of Directors, will be an adult member, and will chair the Scholarship Program Committee. She will have the duty to supervise the activities of the Scholarship Program of the association. She/he shall manage the Scholarship Fund, conduct the Scholarship Program, accept contributions and make all necessary payments to award winners. Each year the Scholarship Program Director shall present to the National Board of Directors a written report giving an accounting of the Scholarship Fund's income and disbursements and listing the current scholarship winners. She/He shall also present a written report to the National Convention detailing the activities and actions of the Scholarship Program Committee. Such reports will be published in the official publication of the association, Zarja – The Dawn.

7.27. The Director of Membership will be appointed by the National Board of Directors, will be an adult member, and will have the duty to promote a building membership campaign on an annual basis as approved and directed by the National President and the National Board of Directors.

7.28. The Director of Special Projects will be appointed by the Board of Directors, will be an adult member, and will have the duty to promote and organize special projects and programs as approved and directed by the National President and the National Board of Directors.

7.29. The Heritage Museum Director will be appointed by the National Board of Directors, will be an adult member, will oversee day-to-day operations of the Heritage Museum and ensure that Museum standards are maintained, as approved and directed by the National President, the Vice President of Culture and Heritage and the National Board of Directors.

7.30. An On-Line Newsletter Editor may be appointed by the National Board of Directors to be responsible for providing a forum for the membership to communicate via computer items of interest on related Slovenian topics as approved and directed by the National President, the National Vice President of Outreach, and the National Board of Directors.

7.31. A Webmaster may be appointed by the National Board of Directors to be responsible for all technical aspects and general maintenance of the Slovenian Women's Union of America's website as approved and directed by the National President, the National Vice President of Outreach, and the National Board of Directors for a term to be determined by the National Board of Directors.

7.32. A Spiritual Director may be appointed by the National Board of Directors to serve in this capacity for a term to be determined by the National Board of Directors.

7.33. National Officers, whether elected or appointed, may assist each other with their respective position responsibilities.

## **ARTICLE VIII**

### **Initiative and General Referendum**

8.01. If the National Board of Directors finds itself unable to solve a question pertaining to the general good of the Union, it may be submitted to a general vote. However, this decision must be reached by a two-thirds majority of the National Board of Directors. The entire procedure shall be submitted in writing to the Branches and also explained in the official publication, Zarja – The Dawn. The Branches shall call all members to a meeting, where the voting shall take place. The majority of the votes cast shall decide the question. The ballots shall be forwarded to the Home Office immediately after the date set for the vote. When two (2) weeks have passed after the voting, all the votes sent in after that date shall be considered void.

8.02. Every Branch shall have the right on behalf of its members to propose an amendment or repeal of any of the Bylaws, except in the regulation of assessments, and may propose any measure it may deem proper for the success of the association.

8.03. Such proposal shall be called an Initiative and shall be made by members in good standing. If a proposal is accepted by a majority of the members present at a Branch meeting, all the members of that Branch shall be invited in writing to the next meeting. The proposal shall be explained to them and it shall be stated that a ballot will be taken for or against the acceptance of the initiation of the proposal. After the proposal has been read and thoroughly explained at the meeting, a vote shall be taken. If the majority of membership is in favor of the proposal, it shall be sent to the home office, signed by the presiding Branch officers and by the member who sponsored it.

8.04. The National Corresponding/Recording Secretary shall forward the proposal to every member of the National Board of Directors. In the event the proposal is rejected by the members of the National Board of Directors, and this may happen if the proposal is contrary to the Articles of Incorporation or Bylaws, the reason shall be so stated in the official publication, Zarja – The Dawn. However, if two-thirds of the members of the Board are in favor of the proposal, its contents shall be published in the official publication, Zarja – The Dawn. After such notice, ten (10) Branches, located in at least three (3) different states, must approve the proposal before it will be submitted to a general vote of the membership. If such approval is given, the National Corresponding/Recording Secretary will announce a General Referendum and forward the ballots to all the Branches. A period of sixty (60) days will be allowed to complete the vote and submit the ballots to the home office.

8.05. In a General Referendum the majority of the votes cast shall decide the issues. The results of the Referendum will be announced as soon as possible.

8.06. The Referendum shall be equal to the National Convention as a means for the membership to exercise its supreme power of control of this association.

## **ARTICLE IX**

### **Assessments, Investments Income and Disbursements**

9.01. a) In order to meet the obligations of the association, a yearly assessment will be levied on those members of the Adult, Social and Junior Classes required to make such payments. Assessments shall be determined and authorized in accordance with the Articles of Incorporation and the Bylaws of the association.

9.01. b) All Classes are eligible for a lifetime membership which is guaranteed for as long as the Slovenian Women's Union of America is in existence. A lifetime assessment, one (1) time per lifetime, is \$500.00.

9.02. A yearly assessment is payable one (1) time per year immediately upon billing, usually in January, February or March of each year. The regular yearly assessments are as follows:

- a) Adult/Social Classes:     \$20.00 per year

b) Junior Classes: \$ 5.00 per year

9.03. A special assessment may be levied when the financial conditions of the association so demand. Such assessments shall be based upon the amount of burial insurance subscribed to by the individual member. Members refusing to pay special assessments will automatically lose their membership rights.

9.04. The National Vice President of Home Office, subject to the supervision of the National Board of Directors, shall invest the funds in accordance with the laws of the State of Illinois, the Articles of Incorporation and the Bylaws of the association. The investment decisions of the National Board of Directors shall be governed by that degree of skill, judgment and care which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not in regard to speculation but in regard to the permanent disposition of their funds, considering the probable income as well as the probable safety of their capital.

9.05. A General Fund will be established for the association and will be comprised of the income received from assessments and other sources. This fund shall support the financial obligations of the association. The General Fund shall be comprised of monies and properties received from, but not necessarily limited to, the following:

- a) All yearly and special assessments
- b) Other fees paid by association members
- c) Interest, dividends, and capital appreciation earned on association investments
- d) Rental income from association real estate
- e) Proceeds from the sale of association publications
- f) Contributions

9.06. All death benefits, salaries, management expenses, official publication (Zarja – The Dawn) expenses, National Convention expenses, per diem expenses, travel expenses and educational activity expenses will be paid from the General Fund and other association promotional funds.

9.07. a) A self-sustaining Scholarship Fund will provide educational scholarships and cover the expenses of the Scholarship Program Committee. This fund will be comprised of monies received from contributions, investments and from activities held for the benefit of the fund.

b) A self-sustaining Heritage Fund will provide for the promotion of Slovenian culture, heritage, and the Slovenian Heritage Museum of the Slovenian Women's Union of America.

9.08. Eligible members shall be entitled to all death benefits, which the association may grant. Deceased members shall be cared for as follows:

a) The members shall honor and pray at the interment of its deceased members if so requested or permitted by the deceased's family.

b) The association shall pay the following sum to beneficiaries of deceased members in membership classes as listed:

- (1) Adult Class A: \$100.00 for a deceased member.
- (2) Adult Class B: For deceased members as listed:

\$300.00 for all who joined between the ages of 14 and 30 years (inclusive)  
\$250.00 for all who joined between the ages of 31 and 40 years (inclusive)  
\$200.00 for all who joined between the ages of 41 and 45 years (inclusive)  
\$200.00 for all who joined between the ages of 46 and 55 years (inclusive)  
\$100.00 for all who joined between the ages of 56 and 65 years (inclusive)

(3) Junior Class J: \$100.00 to \$300.00 for a deceased member as applicable.

9.09. If upon the death of a member in Class A, it is found that such member upon admission to the association was older than the age limit for admission according to the Bylaws, the association shall not pay any amount for the benefit of such member, but shall, however, refund to the beneficiaries of the deceased all

monies which she may have paid as a member into the mortuary fund. If upon the death of a member in Class B there is found to be a difference in true age from that given in the application, the association shall pay such amount to which the member would be entitled if the correct age had been given.

9.10. National Officers shall be entitled to travel expenses and per diem allotments for activities carried on for the association as determined by the National Board of Directors. The outgoing National Board of Directors shall determine the salaries and stipends to be paid to the incoming National Board of Directors.

9.11. The bonding of certain National Officers, for faithful performance of their duties shall be as follows:

- a) Members of the National Board of Directors - \$5,000.00 each.
- b) Scholarship Program Director - \$1,000.00
- c) Heritage Museum Director - \$1,000.00

The bonding of the National Officers shall be provided for by the association and the policy shall be kept in a safety deposit box in a designated bank.

## **ARTICLE X**

### **Official Publication, Zarja – The Dawn**

10.01. For the purposes of progress and better understanding of the aims of the Slovenian Women's Union of America, this association shall issue an official publication called Zarja – The Dawn. Copies published shall be sent to each family of the association in the Adult and Social Classes. Family members who hold an adult membership may receive individual copies upon request.

10.02. The official publication, Zarja – The Dawn, shall be edited in conformity with the Bylaws. Articles which shall promote harmony and progress within the organization shall be published in the publication. No articles or letters shall be published which would cause dissention in the association or harm the National or Branch Officers or individual members. No article shall be published which would tend to ridicule the members, National Officers or Officers of individual Branches.

10.03. The official publication, Zarja – The Dawn, shall also publish the activities of the Branches, reports, and motions approved at the meetings of individual Branches, the National Board of Directors, and Regional and National Conventions. Unsigned articles shall not be published. Resolution documents sent by Branches will be published only if approved by three-fourths of the membership present at the Branch meeting.

10.04. The National Board of Directors shall decide on all articles of doubtful content.

10.05. Changes in the Articles of Incorporation or Bylaws, as approved by a National Convention or decisions made by the National Board of Directors shall be made known to the members only through the official publication, Zarja – The Dawn.

10.06. Zarja – The Dawn shall be published in English. Only advertisements of reliable concerns and individuals shall be published.

10.07. The publication shall be published in a printing shop. The Editor of the Zarja – The Dawn shall seek estimates for printing of the official publication. The concern submitting the most acceptable bid shall be awarded a contract for a specified period as determined by the National Board of Directors.

10.08. All expenses for the issuance of the official publication, Zarja – The Dawn, shall be covered by the General Fund.

## **ARTICLE XI**

### **Junior Classes**

11.01. The National Board of Directors shall supervise the Junior Classes, and shall have exclusive power to make decisions and Bylaws for administering the Junior Classes.

11.02. Junior Class members shall have the right to attend the meetings and functions of their individual Branches. However, they shall not be entitled to receive the official publication, Zarja – The Dawn, or to participate in any elections of the association or the Branches. Members who sponsor junior members will be responsible for the yearly assessments of the junior member and for all information stated in the junior membership application.

11.03. Junior Class members may transfer to an adult membership (without loss of burial benefit) when she/he attains the age of eighteen (18). The assessment for an adult membership is required beginning with the year of transfer. Juniors enrolled after January 1, 2000 will be uninsured members and shall be assessed \$5.00 per year until the age of eighteen (18).

## **ARTICLE XII Regional Conventions**

12.01. To create additional interest, sociability and to foster new ideas benefiting the welfare of the organization, Regional Conventions will be held once a year in each region. Each Branch in a region will send a representative-at-large. The Regional President will preside over the Convention and a Recording Secretary of the hostess Branch will serve at each Convention. The minutes of the Convention will be published in Zarja –The Dawn. There shall be six (6) regions, with each being entitled to one Regional President. The regions are:

- a) First Region: Maryland, New York, Pennsylvania, Virginia and Washington, D.C.
- b) Second Region: Michigan and Ohio
- c) Third Region: Illinois and Indiana
- d) Fourth Region: Wisconsin
- e) Fifth Region: Minnesota
- f) Sixth Region: California, Colorado, Kansas, Missouri, Oregon, and Washington

## **ARTICLE XIII Branch Meetings**

13.01. An annual meeting must be held by each Branch in the month of October, November or December for the purpose of electing Branch officers. Other Branch meetings may be held at times and places selected according to governing Branch Bylaws, to transact Branch business. Special Branch meetings shall be called by the Branch President when the welfare of the Branch so demands or when one-fourth of the Branch's members so request in writing. Only those issues for which a special Branch meeting is called may be discussed therein.

13.02. The presence of six (6) members at a Branch meeting shall constitute a quorum. Special Branch meetings shall require the presence of one-fourth of the Branch's members for a quorum.

13.03. All Branch elections and resolutions shall be decided by a majority of the votes cast. In the event that a majority of votes does not exist, further ballots shall be held until a majority is achieved.

13.04. Any member may speak at a Branch meeting upon permission of the Branch President. The Branch President, however, shall have the right to have any member whose actions are improper removed from a meeting.

13.05. The Branch President shall interpret to the members every motion that has been made. Important motions may be tabled for a subsequent meeting. If the Branch President wishes to make a motion or to participate in a motion, she/he shall for that time relinquish the chair to the Branch Vice President.

13.06. If a Branch should desire to present or protest any resolution relating to the Bylaws or the management of the association, it may forward to the Home Office a written document which specifically sets forth its positions and arguments. This document, however, must first be approved by three-fourths of the membership present at the Branch meeting. Such approval must then be certified by the Branch President, Branch Recording Secretary, and Branch Treasurer.

13.07. If a member of the National Board of Directors attends a Branch meeting on official business, the Branch shall allow her/him to examine any of its records and hear any matter brought before the members assembled.

## **ARTICLE XIV Branch Officers**

14.01. Each Branch shall elect from its adult members the following officers:

- a) President
- b) Vice President
- c) Corresponding Secretary
- d) Recording Secretary
- e) Treasurer
- f) Auditors - minimum of two (2)

Branches may also elect a:

- g) Sergeant at Arms
- h) Program Chairperson
- i) Historian/Heritage Officer
- j) Youth Officer.

14.02. The Branch President shall conduct all Branch meetings in accordance with the Bylaws of the association and see that the business of the Branch is properly transacted. She/He shall further appoint all special committees, and one month before Branch Officers' elections, a Nominating Committee.

14.03. It will be the responsibility of the Branch President to see that appropriate honor is shown to every deceased member. The Official Ritual is recommended.

14.04. The Branch Vice President shall assist the Branch President in conducting the affairs of the Branch. If the Branch President should be unable to perform her/his duties for any reason, the Branch Vice President shall act in her/his stead.

14.05. The Branch Corresponding Secretary shall work with the Branch President to prepare and distribute agendas and notices for Branch meetings. She/he shall handle the general correspondence of the Branch as directed by the Branch President.

14.06. The Branch Recording Secretary shall give prompt notice to the Home Office of the death of a Branch member. When a benefit is claimed, she/he shall ensure that all documents required by the association, such as Death Certificates, are submitted to the National Vice President of Home Office or her/his designee.

14.07. The Branch Recording Secretary shall record, maintain and distribute minutes of the Branch meetings as directed by the Branch President. She/he shall keep a record of the names and addresses of all Branch members.

14.08. The Branch Treasurer shall receive all Branch monies collected for all purposes and shall maintain records of Branch receipts and expenditures. The Branch Treasurer shall deposit all Branch funds in suitable accounts maintained at a bank designated by the Branch Officers. When approved by the Branch President she/he shall also pay all legitimate obligations of the Branch. All records and accounts held by the Branch Treasurer shall be submitted to the Branch Auditors for audit.

14.09. The Branch Treasurer shall provide to the Branch accurate monthly and semiannual reports of its expenditures and receipts. The Branch Treasurer shall be held accountable for the Branch financial income and shall perform any other related duties as may be assigned to her/him by the Branch President.

14.10. It shall be the responsibility of the Branch Auditors to insure the integrity of the administrative and financial affairs of the Branch. To this end, it shall be their duty to see that the Branch's business is carried on lawfully and in accordance with the association's Bylaws. Audits of the Branch's financial standing shall be conducted annually unless otherwise required.

14.11. The Branch Auditors shall make regular reports of their findings to the membership of Branch meetings. However, if discrepancies are discovered in the Branch's accounts and records during the course of an audit, it shall be their duty to notify the Branch President of the fact immediately.

14.12. The Branch Sergeant at Arms shall preserve and maintain order at Branch meetings, keep attendance records and welcome new members, as well as assist at Branch functions.

14.13. The Branch Program Chairperson shall have the responsibility to promote and supervise the educational, recreational and social activities of the Branch.

14.14. The Branch Historian-Heritage Officer shall have the responsibility to keep and preserve, to collect and assemble for posterity, Branch archives and memorabilia.

14.15. The Branch Youth Officer shall have the responsibility to create programs and/or activities which foster interest in the culture and heritage of the Slovenian Women's Union of America.

14.16. If a member believes that their rights have been duly denied by the Branch, they shall be entitled to present the grievance to the National Board of Directors and seek a determination of their case. When a matter is brought before the National Board of Directors, it shall hear all of the involved parties and conduct a thorough investigation of the situation. Its ultimate decision shall be reported to the membership at the next Branch meeting convened. The National Board of Directors shall have the right to take the following actions.

- a) Enter a reprimand on the record of the Branch.
- b) Restore misappropriations of the Branch's funds and proper
- c) Remove members from office.

14.17. If any serious grievance within a Branch cannot be resolved by an appointed five (5) member Board of Directors, then the National Board of Directors will serve as a mediator. If its decision is unsatisfactory, an appeal may be made to the next National Convention for ultimate resolution.

14.18. Branches may set term limits for their Officers consistent with the term limits of National Officers.

14.19. Branch Officers may assist each other with their position responsibilities.

## **ARTICLE XV**

### **Heritage Museum**

15.01 The association shall operate a Museum for the purpose of preserving, protecting and interpreting the story of the Slovenian Woman and the Slovenian people in general, as immigrants to and citizens of the United States. As part of the operational activity, the Museum will provide educational services as a means of increasing and enriching public knowledge about the Slovenian Story.

15.02 Overall direction for the Heritage Museum will be determined by the National Vice President of Culture and Heritage and the National Board of Directors. The National Board of Directors may appoint a Heritage Museum Director to oversee day-to-day operations.

15.03 Funding for Heritage Museum operations will be encouraged by each Branch of the association on an annual basis. The monies received will be administered by the National Board of Directors.

15.04 The National Vice President of Culture and Heritage, along with the Heritage Museum Director, will prepare and submit a report and an annual operating budget for the Heritage Museum for approval by the National Board of Directors.

## **ARTICLE XVI**

### **General**

16.01. The Branches may formulate and adopt Bylaws to govern their internal activities. Such Bylaws shall be valid if they do not conflict with the Articles of Incorporation and are confirmed by the National Board of Directors.

## **ARTICLE XVII**

### **Parliamentary Authority**

17.01. It is recommended that National Convention business meetings, National Board of Director's meetings and Branch meetings be conducted according to procedures outlined in the latest edition of ROBERT'S RULES of ORDER. All National Officers and Branch Officers shall familiarize themselves with proper parliamentary procedure.

## INDEX

### A

Amendments-----	1,5,12
Annual Meetings-----	7,10,15
Articles of Incorporation-----	1
Assessments-----	1,5,6,12,13
Lifetime-----	12
Special-----	13
Yearly-----	4,5,6,12,13,14
Attendance-----	4,6,15
Audits-----	7,10,16

### B

Beneficiaries-----	1,5,13,14
Board of Directors, Appointed-----	17
Bonding-----	14
Branch(s)-----	1,6,7,15,16,17
Annual Meeting-----	15
Auditors-----	16
Bylaws-----	15,17
Corresponding Secretary-----	16
Funding of Heritage Museum-----	17
Historian-Heritage Officer-----	16,17
Meetings-----	7,15,16
Nominating Committee-----	16
Officers-----	15,16,17
President-----	4,6,15,16
Program Chairperson-----	16
Recording Secretary-----	4,5,6,15,16
Representative-at-Large-----	15
Sergeant at Arms-----	16
Special Meetings-----	15
Term Limits-----	17
Transfers-----	5
Treasurer-----	6,7,16
Vice President-----	16
Youth Officer-----	16,17
Branch 30-----	6
Burial Fund-----	1,4
Burial Insurance Policy/Insurance-----	5,13,15
Burial Insurance Society-----	3
Business Office-----	2
Bylaws-----	3 thru 17
Bylaws Copies-----	5

### C

Certificate-----	5
Charter-----	2,3
Chief Executive Officer-----	9
Christian Principles-----	3
Christians-----	1,4

### D

Death Certificates-----	5,16
Declaration of Principle-----	3

Directors, Appointed-----	11,12
Spiritual Director-----	12
Webmaster-----	9,10,11
Director of Insurance-----	2,3
Director of Membership-----	11
Director of Special Projects-----	11
<b>E</b>	
Editor, On-Line Newsletter-----	8,9,11
Editor, <u>Zarja – The Dawn</u> -----	8,9,10,11,14
Elections-----	1,5,6,7,15
<b>F</b>	
Formation-----	1,2,3
<b>G</b>	
General Fund-----	13
Glavni Namen-----	3
<b>H</b>	
Heritage Fund-----	13
Heritage Museum-----	9,13,17
Heritage Museum Director-----	10,11,17
Home Office-----	7,12,15,16
<b>I</b>	
Initiative-----	12
<b>J</b>	
Junior Classes-----	5,14,15
<b>L</b>	
Location-----	3
<b>M</b>	
Membership-----	4,5,12,17
Cancelled-----	5
Classes (5) -----	4
Grievances-----	17
Lifetime-----	12
Postponement-----	4
Reinstatement-----	5
Rejection-----	4
Transfer-----	5
<b>N</b>	
Name-----	1,3
National Auditors-----	10
National Board of Directors-----	1 thru 17
Annual Meeting-----	7,10
Corresponding/Recording Secretary---	5,7,8,10,12
President-----	5,7,8,9,10,11
Resignation-----	7
Treasurer-----	7,8,10
Vice Pres. of Culture & Heritage-----	7,8,9,10
Vice Pres. of Home Office-----	7,8,9,10,13,16
Vice Pres. of Marketing & Fund-Raising-----	7,8,9
Vice Pres. of Outreach-----	5,7,8,9,11,12
National Convention-----	1,2,5,6,7,8,9,13
Alternate Delegates -----	6
Chairperson(s)-----	8
Committees-----	6

Credentials Committee-----	6,8
Delegates-----	5,6
Nominations Committee-----	6,8
Nominations Committee Chairperson-----	8
Parliamentarian-----	5
Recording Secretary-----	5
National Officers, Appointed-----	8,9,10,11,12,14
Director of Membership-----	8,9,11
Director of Special Projects-----	8,9,11
Editor, <u>Zarja –The Dawn</u> -----	8,9,10,11,14
Heritage Museum Director-----	8,9,10,11
On-Line Newsletter Editor-----	8,9,10,11
Scholarship Program Director-----	8,10,11

**O**

Official Publication-----	5,6,7,8,9,10,11,12,13,14,15
Official Ritual-----	16
On-Line Newsletter Editor-----	9,10,11

**P**

Parliamentary Authority-----	17
Preamble-----	1
Principal Office-----	2,3
Prisland, Marie-----	2,3
Purposes-----	1,3,4

**R**

Referendum-----	2,5,12
Regional Convention-----	15
Recording Secretary-----	15
Representative-at-Large-----	15
Regional President-----	8,10,11,15
Regional Vice President-----	11
Regions, 1 <sup>st</sup> thru 6th-----	15
Resolutions-----	5,14,15
Robert’s Rules of Order-----	17

**S**

Salaries/Stipends/Per Diem-----	8,13,14
Safety Deposit Box-----	10,14
Scholarship Fund-----	13
Scholarship Program Committee-----	8,11
Scholarship Program Committee/Chair-----	8
Scholarship Program Director-----	8,9,11
Secret Ballots-----	6,7
Special Trial-----	7
Spiritual Director-----	12
State of Illinois-----	1,2,3,7,13

**T**

Transfer Forms-----	5
---------------------	---

**V**

Vacancy-----	1,7
--------------	-----

**W**

Webmaster-----	9,10,11
----------------	---------

**Z**

<u>Zarja – The Dawn</u> (see Official Publication)	
--	--