

STATUTES & BYLAWS

OF THE

DIOCESAN RESOURCE COMMITTEE

OF THE

UKRAINIAN EPARCHY OF ST. JOSAPHAT IN PARMA

DIOCESAN RESOURCE COMMITTEE

MISSION STATEMENT

EPARCHY OF ST. JOSAPHAT IN PARMA

QUOTES FROM

"THE DECREE ON THE APOSTOLATE OF LAY PEOPLE"

Vatican II, *Apostolicam Actuositatem*, 18 November, 1965

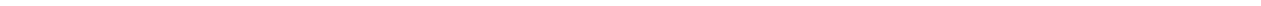
"The urgent need for a many-sided apostolate is shown by the manifest action of the Holy Spirit moving laymen today to a deeper and deeper awareness of their responsibility and urging them on everywhere to the service of Christ and the Church. In the organism of the living body no member plays a purely passive part, sharing in the life of the body it shares at the same time in its activity. The same is true for the Body of Christ, the Church: "the whole body achieves full growth in dependence on the full functioning of each part (Eph. 4:16). Between the members of this body there exists further, such a unity and solidarity (cf. Eph. 4:16) that a member who does not work at the growth of the body to the extent of his possibilities must be considered useless to both the Church and to himself."

The word lay ("laikos" in Greek) has a highly positive meaning in our tradition. Holy Scripture refers to those who have been baptized as a "chosen race, a royal priesthood, a holy nation, God's own people." Lay people thus have a high calling brought out in the liturgy, for the very word *leitourgia* means a common corporate action in which all those who are present take an active part. Chosen and sanctified by God, His people serve him in a special way. They were ordained into the laity (the royal priesthood) through Baptism, and given the power to be Christians through Confirmation, that is, made responsible participants in the work of the Church. The laity is ordained to serve and work for the Lord as His people in the world today.

The St. Josaphat Diocesan Resource Committee is organized to provide a forum for an active lay ministry in the Diocese of St. Josaphat. The expertise and resources of the lay community will support the pastoral, educational and social diocesan programs; assist in the planning of diocesan programs and the development and implementation of timely new diocesan programs; provide advisory services to the diocese and provide staffing and resources for diocesan committees and sub-committees.

In addition, the Diocesan Resource Committee recognizes the importance of funding for diocesan programs and will develop, support and promote an endowment fund program for the Eparchy of St. Josaphat.

March 20, 1988



ARTICLE I

NAME OF ORGANIZATION

The organization shall be known as the Diocesan Resource Committee of the Ukrainian Catholic Eparchy of St. Josaphat in Parma. The use of the initials DRC, shall refer to and constitute the same as using Diocesan Resource Committee.

ARTICLE II*

PURPOSE

Section 1

It shall be the goal of the Diocesan Resource Committee to tap the expertise and resources of the lay community:

- 1) to support and augment the pastoral, educational and social progress of the eparchy;
- 2) to lend assistance in the planning of eparchial programs;
- 3) to assist in developing and implementing new and timely programs;
- 4) to advise on these matters; and

to provide staffing and resources for diocesan committees and sub-committees.

Section 2

In view of these goals, the Diocesan Resource Committee shall develop, support and promote an endowment fund for the benefit of the eparchy; without prejudice to its right to make modest donations to other worthwhile parochial endeavors when the recipients have been supportive of the work of the Diocesan Resource Committee.

ARTICLE III

STRUCTURE

Section 1

There shall be one Diocesan Resource Committee for the Ukrainian Catholic Eparchy of St. Josaphat in Parma.

Section 2

The DRC is instituted as an organizational entity of the Ukrainian Catholic Eparchy of St. Josaphat in Parma. The work of the DRC shall continue should a vacancy occur in the office of the eparch for the diocese.

The work of the DRC may be suspended by the eparch, or in the case of a vacancy in the office of eparch, by other competent church authority.

The DRC may be suppressed (dissolved) by the eparch, or in the case of a vacancy in the office of the eparch, by other competent church authority. Upon suppression (dissolution) of the DRC, all monies held by the DRC shall be transferred to the St. Josaphat Eparchial Endowment Fund for final disposition according to Article VII, Section 9, in the Bylaws for the St. Josaphat Eparchial Endowment Fund.

ARTICLE IV

MEMBERSHIP

Section 1

Membership in the DRC is open to all laity. It is the goal of the DRC to have at least, as part of the membership, one member from each parish in the eparchy.

Section 2*

Membership is obtained by submitting ones name to the Recording Secretary.
Membership is lost by failure to attend three consecutive meetings unexcused (before or after the fact).

ARTICLE V

COMMITTEES

Section 1

There will exist within the DRC the following standing committees:

- a. Executive Committee.
- b. Committee for the Endowment Fund
- c. Auditing Committee.
- d. Nominating Committee.

Section 2

Other special project committees or subcommittees (SIG meaning Special Interest Group) may be appointed by the Chairperson as deemed necessary.

ARTICLE VI

CONDUCT OF BUSINESS

Section 1

The DRC shall conduct all business according to the most recently published Robert's Rules of Order.

Section 2

The DRC will meet as often as required to conduct the business of the organization.

Section 3

The DRC shall produce timely written minutes of all meetings held. Such minutes shall be forwarded to the eparch at the same time they are provided to the membership.

Section 4

The DRC is comprised of volunteers. Members serve without compensation or fee (pro bono). Members may be reimbursed for legitimate expenses, if approved in advance by the DRC. The DRC may engage third party organizations, businesses or persons to render services to the DRC in furtherance of its work with prior authorization from the Executive Committee or the full membership of the DRC.

Section 5

All checks of the DRC shall be signed by two officers. The treasurer should, as far as possible, always be one of the signatories along with either the chairperson or the secretary.

ARTICLE VII

OFFICERS

Section 1

The DRC shall have at least the following elected officers:

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary
- d. Treasurer

Section 2

These four officers and the Bishop's representative shall constitute the Executive Committee of the DRC. The Executive Committee may be empowered to act upon a specific issue if it is needed and if there is not a sufficient amount of time to call a meeting of the entire DRC. The decision of the Executive Committee shall be the act of the entire DRC.

Section 3

Elections shall be held at the first meeting following the first of November. Newly

elected officers shall assume their offices on the following January 1. Candidates for elected offices must be twenty-one years of age prior to the date of election. Candidates for elected offices shall be proposed by the Nominating Committee, composed of three members of the DRC. Candidates for elected offices may also be proposed from the floor at the meeting at which elections are held.

Section 4

Vacancies in an office shall be filled as soon as possible by an election at a meeting of the DRC. The duties of the vacant office may be fulfilled, until an election is held, by a DRC member appointed by the remaining officers acting as the Executive Committee.

Section 5

The work of the DRC shall be conducted in accordance with these Statutes and Bylaws

Section 6

The Chairperson shall announce the date, time, and place of the next meeting of the DRC before the adjournment of the current meeting. A separate written notice of the date, time and place of the next meeting shall accompany the minutes of the prior meeting.

Section 7

The eparch shall appoint one person from among the clergy serving in the eparchy to act as his representative member on the DRC. The DRC shall, without prejudice to the eparch's right to appoint any cleric of his choice, submit by way of a suggestion the name of a cleric to the eparch.

Section 8

The chairperson conducts all meetings of the DRC and the Executive Committee. The chairperson draws up the agenda for any meeting he/she chairs.

The chairperson delegates responsibilities, as the need arises, to members of the DRC.

He/she may institute committees or subcommittees, and appoint members to serve on them.

The chairperson, or his/her delegate, shall sign all documents, including any contracts of the DRC.

The chairperson is, ex officio, a member of all DRC committees or subcommittees.

Section 9

The vice-chairperson shall assume the duties of the chairperson in his/her absence.

The vice-chairperson shall carry out such duties as are assigned to him/her by the DRC or by the chairperson.

Section 10

The secretary shall keep the minutes of all the DRC and Executive Committee meetings, and shall take attendance at all such meetings. He/she shall sign the approved minutes of all such meetings.

The secretary shall provide the minutes of each DRC meeting to all members within the time set by the DRC.

The secretary shall provide the minutes of each Executive Committee meeting to all members of the Executive Committee within the time set by said committee.

The secretary shall maintain a reference set of approved minutes for the DRC and Executive Board meetings.

The secretary shall maintain an additional and separate set, for the record; of adopted policies or guidance resolutions.

Section 11

The treasurer shall open operating (checking) and saving accounts for the DRC, and shall be responsible for keeping up-to-date all necessary signature cards current.

The treasurer shall maintain appropriate records for all receipts and disbursements of the DRC, and should be one of the signatories on all DRC checks.

The treasurer shall report current balances in all accounts at each meeting.

The treasurer shall cooperate with the diocesan chancery office concerning funds held and used by the DRC. The treasurer shall prepare an annual report on the DRC's funds for the eparch.

The treasurer shall work, as needed, with the Committee for the Endowment Fund.

ARTICLE VII

BY-LAWS

Section 1

The Diocesan Resource Committee may enact Bylaws for the continuous improvement of its work.

Section 2

Proposed Bylaw changes must be mailed to the DRC's membership at least one month prior to the monthly meeting at which the changes will be voted upon.

Section 3

These Bylaws can only be amended by the vote of the DRC in conformity with the Statutes and Bylaws and with the concomitant approval of the eparch. Disapproval by the eparch in writing automatically voids any proposed changes passed by the DRC.

Section 4

- a. A quorum for an ordinary meeting of the DRC shall be a majority of its members present.
- b. A quorum for consideration of Bylaws changes shall be a majority of those present whether to pass a new Bylaw, change an old Bylaw or delete a Bylaw. Bylaws enacted by the DRC must be submitted to the eparch for his approval.

ARTICLE VIX

BYLAWS

FOR THE ST. JOSAPHAT EPARCHIAL ENDOWMENT FUND

Definition

Section 1

The St. Josaphat Eparchial Endowment Fund (hereafter Endowment) is a financial reserve, augmented by fund raising activities and donations, whose interest is divided each year into two equal measures: one portion, one-half of the earning to be transferred to the eparch of the Ukrainian Catholic Eparchy of St. Josaphat in Parma to be used at his discretion for any work of the eparchy; and the second, equal portion, returned to capitalize and augment the reserve.

Section 2

The capital and earnings of the Endowment are the property of the Ukrainian Catholic Eparchy of St. Josaphat in Parma, its legal heirs and assigns, and cannot be alienated by any other body. Furthermore, the eparch of St. Josaphat in Parma and his successors agree to abide by the limitations and specifications provided in these Bylaws.

Section 3

The Diocesan Resource Committee may determine the calendar date in each calendar year on which the disbursement of the earnings shall take place

Conserving the Endowment

Section 4

The Endowment shall be held in trust for the eparchy in a financial institution or financial vehicle selected by the Committee for the Endowment Fund (hereafter CEF).

Should the DRC cease to exist, the eparch shall appoint a board of at least four (4) members to conserve and regulate the Endowment according to the: regulations laid out in these Bylaws.

Section 5

For as long as the DRC exists, it shall institute a committee of four (4) members elected by the members of the DRC to govern, conserve and regulate the Endowment in the same way in which any such committee or subcommittee is elected. The CEF shall elect one of its members to chair its meetings.

The CEF shall work pro bono, and receive no compensation whatsoever. However, reimbursement from the operating budget of the DRC may be made for actual out-of-pocket expenses incurred in caring for the Endowment.

Should the DRC no longer exist, the eparch agrees to make these reimbursements.

Section 6

To effect transfers from one institution or vehicle to another, signatures authorizing withdrawals are required. Therefore the eparch shall appoint two individuals (cleric or lay) to sign on his behalf, and the DRC shall elect two individuals to sign on its behalf. One from each group shall be required to sign authorization for a withdrawal.

Section 7

The financial institutions or vehicles used to conserve the Endowment must have the eparch's expressed approval in writing. Such writing shall be the investment policy statement for the CEF and DRC. Once approval is given it remains in force until such time as the eparch might withdraw that approval in writing. Upon the withdrawal of approval for a specific financial institution or vehicle, the CEF shall have no more than ten (10) working days to transfer the funds to another permanent or temporary vehicle or institution.

Augmenting the Endowment

Section 8

Transfers to the Endowment shall be made by the DRC from proceeds acquired from its fund raising activities for this purpose. The eparchy, and the DRC, may also solicit donations to the Endowment. The Endowment cannot serve as an account for any other business whatsoever, and withdrawals cannot be made except as strictly noted in these Bylaws.

The Transfer of the Endowment

Section 9

- a. In the event that the Ukrainian Catholic Eparchy of St. Josaphat in Parma shall be canonically suppressed, the Endowment shall be handed over to whatever Ukrainian Catholic ecclesiastical jurisdiction, or jurisdictions, shall assume the care of the souls in the former eparchy. In the event that the entire territory of the eparchy of St. Josaphat shall be divided between two or more ecclesiastical jurisdictions, each succeeding jurisdiction shall receive a share prorated on the number of souls ascribed to it from the old jurisdiction.
 - b. In the event that the Ukrainian Catholic Eparchy of St. Josaphat in Parma is divided to form additional jurisdictions (dioceses, eparchies, exarchates, etc.), a portion of the Endowment shall be given to the new jurisdiction with the proviso that it accepts the conditions and limitations imposed upon this fund. Should the agents of the new jurisdiction decline to accept the fund under the rules and regulations set out here, the fund shall remain with the Ukrainian Catholic Eparchy
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of St. Josaphat in Parma. The amount to be handed over to the new jurisdiction of the Eparchy of St. Josaphat shall be determined by the number of souls to be incorporated in the new jurisdiction(s).
