

LITHUANIAN AMERICAN COMMUNITY, INC.



BYLAWS AND RULES

2019 EDITION

2015 edition of the LAC Bylaws and Rules was revised and edited by the LAC Bylaws Commission: Arvydas Barzdukas, chairperson, Regina Balčaitienė, Rimas Bitėnas, Algirdas Grybas and Aušra Laurušaitė-Kromelis, J.D.

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Part of the text in Article 301 was replaced by the text of the law passed by the Republic of Lithuania Seimas (Parliament) on December 7, 2017. Some of the provisions pertaining directly with the representation of the Lithuanian American Community in the Joint Commission of the Seimas of the Republic of Lithuania and the Lithuanian World Community were edited and retained in this Article.

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The Lithuanian Charter

The Lithuanian American Community, Inc., was founded on the principles set forth in the Lithuanian Charter, proclaimed by the Supreme Committee for the Liberation of Lithuania in 1949. This Charter obligates all Lithuanians to preserve and foster their cultural heritage, language and traditions and to preserve Lithuanian national identity for future generations.

The Lithuanian Charter

1. A national kinship brings individuals together into a Community. No one may be forcefully compelled to sever this bond against his or her will. Lithuanians dispersed throughout the world comprise a unified Lithuanian Community.
2. All individuals have the birthright to freely profess and foster their national heritage. Lithuanians are committed and remain bound to the vitality of this legacy. This Lithuanian heritage, preserved by foregoing generations, shall be handed to future generations in order to perpetuate and to sustain it.
3. A native language is the strongest bond of any Community. Lithuanians shall honor and take pride in learning, knowing and communicating in the Lithuanian language.
4. Family is the foundation of national continuity. Lithuanians shall strive to form Lithuanian families.
5. Cultural accomplishments provide the path toward recognition and synergy among nations. Cultural achievements contribute to the advancement and improvement of all the people of the world. Every Lithuanian ought to foster an environment within which the Lithuanian cultural aspirations may thrive.
6. A Nation State is the ultimate expression of a human community. National Independence is a primary condition for the preservation and development of a native national culture. By their industry, education, treasure and dedication Lithuanians everywhere shall endeavor to preserve and defend an Independent Lithuanian state.
7. School is the hearth for nurturing the national spirit. Support for Lithuanian education is the noble duty of every Lithuanian.
8. Associations and societies are the operative supporters of ethnic culture. A Lithuanian establishes and supports religious, cultural, youth, mutual aid, professional and other civic organizations.
9. The struggle and sacrifice of our ancestors for the survival of the Lithuanian language in print is a testimonial of their will to obligate future generations to foster, maintain and support the Lithuanian language in written and printed form.
10. The history of a nation is its greatest teacher. A Lithuanian treasures his or her nation's past and national customs. A Lithuanian strives to be worthy of his or her ancestors, seeking to leave a respectful pride to subsequent generations.
11. National solidarity is the ultimate national virtue. All Lithuanians shall promote national harmony as brothers and sisters, and as members of one nation. As an expression of this solidarity, all Lithuanians shall contribute regularly for the financial well-being of their Community.
12. Lithuanian national colors are yellow, green and red and the National Holiday is February 16th, Lithuanian Independence Day. The motto of every Lithuanian shall be "Lithuanians we were born, Lithuanians we must remain!"
13. All Lithuanians shall be loyal to their country of residence. Every Lithuanian's relationship with others shall be based on brotherly love and respect for every individual's freedom, dignity, life, health and property.

Lithuanian American Community Declaration

Proclaimed at the founding of the Lithuanian American Community
and solemnly signed by all attendees

In the year of one thousand nine hundred fifty-one after the Birth of Christ, seven hundred first year of the introduction of Christianity in Lithuania, one hundred seventy-sixth year of the Declaration of Independence of the United States of America, thirty-fourth year of the Declaration of Independence of Lithuania, twelfth year of the occupation of Lithuania by the Soviet Union and in the eleventh year of the ongoing genocide of the Lithuanian Nation,

Lithuanians in the United States, enjoying the benevolence and freedom of living in this Country and as Lithuanians and Americans of Lithuanian descent, expressing a desire to:

- a. actively participate in the civic vitality of the United States and be involved in its struggle against international Communism;
- b. effectively share our cultural ethnic customs and traditions with the American people;
- c. maintain an amicable relationship with Lithuanians beyond the borders of the United States;
and
- d. faithfully support the efforts to regain the freedom of Lithuania and attain the liberation of the Lithuanian Nation,

hereby sincerely declare their solidarity with the LITHUANIAN AMERICAN COMMUNITY OF THE UNITED STATES.

PART ONE – BYLAWS OF THE LITHUANIAN AMERICAN COMMUNITY

101 OFFICIAL NAME

101.1 The official name of this organization is the Lithuanian American Community, Inc., abbreviated hereinafter as LAC. In Lithuanian it is “Jungtinių Amerikos Valstijų Lietuvių Bendruomenė (JAV LB)”.

102 SCOPE, PURPOSE AND OBJECTIVES

102.1 All Lithuanians living in the United States, as well as their non-Lithuanian spouses and the offspring of those marriages, are members of LAC. LAC membership may also be granted on request to individuals who have distinguished themselves through their efforts on behalf of Lithuania or the Lithuanian Community.

102.2 LAC adheres to the principles defined by the Lithuanian Charter and unites Lithuanians living in the United States.

102.3 The Lithuanian American Community is part of the Lithuanian World Community.

102.4 LAC:

- a. professes loyalty to its home country and contributes to life in the United States by providing cultural and ethnic attributes;
- b. interacts with Lithuanian institutions, associations and organizations, and with Lithuanian government institutions, associations and organizations;
- c. gathers and disseminates information about Lithuania and Lithuanian culture.

102.5 LAC:

- a. organizes educational, cultural, religious, civic and social institutions;
- b. works with and supports Lithuanian institutions, associations and organizations;
- c. maintains relations with Lithuanians living outside the United States;
- d. represents and provides information about Lithuanian culture and Lithuanian affairs;
- e. upholds human and civil rights.

102.6 LAC shall not participate in any activity prohibited by Section 501(c)(3) of the U.S. Internal Revenue Code of 1954, as amended and supplemented, concerning the tax-free status of organizations operated for charitable and educational purposes, where donations to such organizations are considered tax-deductible under the respective provisions of that law.

102.7 The Lithuanian American Community is incorporated in the State of Illinois as a non-for-profit corporation and is administered according to the laws of the State of Illinois. LAC provides goods and services to all who seek them without regard of their ability to pay. Upon request and based on the ability to pay, the LAC Executive Committee, the executive committees of any local chapter, or the organizing committee of any LAC event may reduce or eliminate any fees or other charges.

103 GENERAL PROVISIONS

103.1. Every Lithuanian residing in the United States, who is at least 18 years old and is registered with a local LAC chapter, has the following rights within the Community:

- a. the right to participate in decision-making by voting at LAC chapter meetings;
- b. the right to vote in all LAC and LWC (Lithuanian World Community) elections;
- c. the right to run for any elective office within LAC;
- d. in all LAC elections, meetings, sessions and conventions, members may cast only their own individual vote; members may not authorize another LAC member to vote for them by proxy, and no one may vote as a representative of a member;
- e. election voting may be conducted by mail, email, or other electronic means, or in other ways specified in existing rules for such voting or specified in rules for such voting announced in advance in a timely fashion.

103.2. Any Lithuanian who acts against the goals and principles of LAC or the common good of its membership may forfeit his rights as an LAC member.

103.3 The LAC Conflict Resolution Commission has the exclusive authority to annul membership rights.

103.4. The official language of LAC is Lithuanian. English may be used in meetings and correspondence when the need arises.

103.5. As an expression of Lithuanian solidarity and ethnic consciousness, every Lithuanian 18 years of age or older pays an LAC solidarity fee.

103.6. Solidarity fees, donations, gifts, bequests, and revenue from events sponsored by the organization, and other proceeds comprise the financial resources of LAC.

103.7. Under no circumstances shall any part of LAC revenues or its assets be transferred or paid to any LAC member, officer, or to any private individual, except as appropriate compensation for specific services rendered, or as reimbursement of direct expenses incurred promoting LAC goals.

103.8. Organizational units of LAC operate in accordance with the Rules of LAC adopted by the LAC National Board of Directors.

103.9 Unless otherwise specified in the bylaws, the current edition of *Robert's Rules of Order Newly Revised*, as adapted in Lithuanian for use at assemblies and meetings and entitled *JAV Lietuvių Bendruomenės susirinkimų ir posėdžių tvarkos taisyklės* (*LAC Rules of Order for Assemblies and Meetings*), applies at all assemblies and meetings of LAC affiliates, executive committees, commissions, councils and other institutions.

103.10 The LAC National Board of Directors, the LAC National Executive Committee, and all commissions and executive committees of other LAC affiliates may meet, discuss and vote on proposed resolutions by mail, telephone, fax or through the internet provided that all members who have the right to participate in such meetings and have the right to vote can participate in such discussions and voting directly and without restriction.

104 LITHUANIAN AMERICAN COMMUNITY NATIONAL BOARD OF DIRECTORS

104.1 The National Board of Directors of LAC (hereinafter: the Board) shall be the chief governing body of LAC.

104.2 The membership of the Board shall consist of the directors elected within the districts and electoral regions of the LAC, and the presidents of LAC districts, who will serve *ex-officio*. The directors shall be elected to a three (3) year term by the direct and secret vote of the LAC membership in accordance with the election procedures set forth in Part Two, Article 202 of the LAC Rules.

104.3 The number of the directors to be elected to a new LAC National Board of Directors shall be determined by the incumbent Board.

104.4 The Board shall do the following:

- a. determine the policies, goals and activities of LAC and the means of implementing them;
- b. enact and amend LAC bylaws and rules;
- c. elect to a three-year (3) term the president of the LAC National Executive Committee and confirm the officers of the LAC National Executive Committee selected by the president of the National Executive Committee;
- d. elect the members of the LAC Conflict Resolution Commission, the LAC Audit Commission and the delegates to the Joint Commission of the Republic of Lithuania Seimas and the World Lithuanian Community;
- e. appoint Board members to the Standing Commissions of the Board including the Bylaws Commission;
- f. approve the proposed LAC budget, the annual plan for LAC activities, and review and ratify financial statements of the LAC National Executive Committee and its institutions and their annual activities reports;
- g. ratify the reports of the LAC Audit Commission;
- h. decide the amount of the annual solidarity fee and its disbursement;
- i. elect and appoint the LAC delegates to the Lithuanian World Community annual Congress;
- j. consider all other matters set forth in the Bylaws and Rules of the LAC.
- k. approve the establishment of new institutions, their affiliates, their respective bylaws and changes of their bylaws.

104.5. The Board shall elect the Panel of Presiding Officers consisting of at least three Board members to serve during the Board's term of office.

104.6. Candidates nominated to the Panel of Presiding Officers, for the office of the president of the National Executive Committee, for the Conflict Resolution Commission, and for the Audit Commission, who are not in attendance at the session of the Board at which they are being nominated, must submit in advance a written statement of consent to be so nominated.

104.7. The Panel of Presiding Officers shall convene the sessions of the Board, propose their agenda, chair the session meetings, announce Board decisions, coordinate the work of the Board, execute its mandates, serve as its representative, and shall maintain liaison with the LAC National Executive Committee, the LAC Conflict Resolution Commission, and the LAC Audit Commission.

104.8. The Board shall deliberate and decide all matters before the Board at its sessions, which must be convened at least once a year.

104.9 The Panel of Presiding Officers, the LAC National Executive Committee, or at least five members of the Board collectively may present any matter for consideration by the Board. The Panel of Presiding Officers shall submit such matter by mail or email to the entire Board for consideration and decision.

104.10. When convening a session of the Board, the Panel of Presiding Officers shall notify the Board members in writing of the time, location and proposed agenda of the session at least 30 days in advance, and shall send invitations to the presidents of the LAC chapters and their executive committees to attend the session.

104.11. Sessions of the Board shall be considered valid if a majority of the directors elected in electoral districts and electoral regions register and obtain ballots and are in attendance at the beginning of the session. If less than a majority is in attendance at the session, the Board may consider only those matters which were included in the original agenda proposed by the Panel of Presiding Officers. Under such circumstances the initially proposed agenda of the session may not be altered or amended.

104.12. For a quorum to exist at a meeting of a session of the Board, those in attendance and registered must constitute a majority of the directors elected in electoral districts and electoral regions. Unless otherwise provided in these bylaws or in the Rules of Order for meetings, if a quorum is present, Board decisions shall be adopted by simple majority vote. No member may assign his vote to another member or person.

104.13 Attendance at Board sessions:

- a. Directors elected in districts and electoral regions are required to attend all meetings of the annual and special sessions of the Board. Any director who fails to attend a session and fails to notify the Panel of Presiding Officers in writing at least thirty (30) days prior to the session or within thirty (30) days after the session of a legitimate reason for his failure to attend shall be considered to have resigned from the Board.
- b. If a president of an LAC district is unable to attend a session of the Board and so notifies the Panel of Presiding Officers of the Board at least twenty (20) days prior to the session, he may appoint a member of the executive committee of the district or someone from an executive committee of a chapter of that district to represent him at the session.

104.14. If a director ceases to be a member of the Board, the resulting vacancy shall be filled by the candidate from the same electoral district or region who received the next largest number of votes in the most recent Board election.

104.15. By a two-thirds majority vote of all members of the Board, the Board may make a declaration of ‘no confidence’ in the LAC National Executive Committee or any of its members. The National Executive Committee or those members of the Committee who are subject to the declaration of ‘no confidence’ must resign.

104.16. Upon the recommendation of the president of the LAC National Executive Committee, the Board may remove from office any officer of the National Executive Committee by a simple majority vote.

105 LITHUANIAN AMERICAN COMMUNITY NATIONAL EXECUTIVE COMMITTEE

105.1. The LAC National Executive Committee (hereinafter: National Executive Committee) is the highest executive body of the LAC.

105.2. The National Executive Committee consists of the president of the National Executive Committee, other members invited by the president and the president of the U.S. Lithuanian Youth Association or his representative. All invited members or representatives must be confirmed by the LAC National Board of Directors.

105.3. The National Executive Committee:

- a. represents the LAC;
- b. implements the goals stated in the LAC Bylaws and the decisions of the LAC National Board of Directors;
- c. organizes and oversees Lithuanian educational, cultural, religious, civic, social and other activities;
- d. executes directives and action plans approved by the LAC National Board of Directors and submits its own activity reports, proposed budgets, and financial statements and those of National Executive Committee institutions to the LAC National Board of Directors;
- e. oversees the establishment of LAC chapters wherever Lithuanians live in the United States;
- f. oversees, encourages and coordinates the activities of LAC districts and LAC chapters;
- g. convenes annual national and regional meetings of LAC district and LAC chapter presidents or their executive committees to decide issues relating to LAC activities;
- h. raises funds to finance its projects;
- i. maintains ties with the executive committee of the Lithuanian World Community as well as with other Lithuanian organizations and associations;
- j. provides information about Lithuanian culture and Lithuanian affairs to Americans and Lithuanians;
- k. maintains ties with ethnic organizations of other nationalities as well as with agencies and officials of the U.S. government;
- l. maintains regular communication and cooperation with the Panel of Presiding Officers of the LAC National Board of Directors;
- m. prepares and submits necessary LAC communiq  s to agencies of the U.S. government;
- n. confirms the members of the councils of the LAC National Executive Committee;
- o. submits for approval by the LAC National Board of Directors the charters, bylaws and bylaw amendments of all National Executive Committee institutions and their affiliates.

105.4. The National Executive Committee is accountable to the LAC National Board of Directors for its activities, finances, as well as for the implementation of its plans and the directives of the National Board of Directors.

105.5. The president of the National Executive Committee cannot serve more than two consecutive terms of office.

106 LITHUANIAN AMERICAN COMMUNITY NATIONAL EXECUTIVE COMMITTEE INSTITUTIONS

106.1. In order to plan and accomplish the main objectives of the National Executive Committee, the following councils operate within the National Executive Committee: the Educational, Cultural, Public Affairs, Human Services and Religious Affairs.

106.2. Other institutions and affiliates established by the National Executive Committee:

- a. On the recommendation of the National Executive Committee or the recommendation of the Organizational Affairs Commission of the LAC National Board of Directors, the LAC National Board of Directors may establish or abolish National Executive Committee institutions (councils, committees, commissions and other affiliates). The legal and organizational structure of these institutions as well as changes to that structure must be ratified by the LAC National Board of Directors.
- b. the same procedures apply when establishing or abolishing affiliates of councils of the National Executive Committee.
- c. the National Executive Committee and its councils may form their own working committees. These committees are directly accountable to the institutions that established them. Such working committees acquire legal status only upon their ratification by the LAC National Board of Directors.

106.3. The Lithuanian Educational Council of the USA, Inc. – a separately incorporated body of the LAC National Executive Committee – organizes and oversees Lithuanian education in the United States. Its responsibilities include:

- a. organizing Lithuanian schools in the United States and establishing their educational programs;
- b. expanding the network of such schools and improving their working conditions;
- c. preparing and publishing textbooks and educational materials;
- d. training new teachers;
- e. conducting any other activities related to Lithuanian education;
- f. implementing the directives of the National Executive Committee.

106.4. The Cultural Affairs Council of the LAC National Executive Committee is responsible for planning and organizing general cultural programs and events for the Lithuanian community in the United States. This Council:

- a. prepares guidelines for cultural, academic and arts activities;
- b. encourages creation and cultivation of Lithuanian cultural values;
- c. undertakes publication of works of Lithuanian philology, science, literature, art, theater, music, bibliography and other works representative of Lithuanian culture;
- d. organizes and coordinates the collection and safekeeping of materials relating to Lithuanian language, literature and culture;
- e. organizes conferences and meetings of those working to promote Lithuanian culture, arts and sciences;
- f. implements the directives of the National Executive Committee.

106.5. The Public Affairs Council of the LAC National Executive Committee is responsible for planning and organizing activities relating to social issues of concern to the Lithuanian community in the United States. This Council:

- a. plans LAC public affairs activities;
- b. collects and safeguards research and informational materials;
- c. organizes conferences to study issues pertaining to public affairs;
- d. coordinates the public affairs activities of LAC chapters;
- e. establishes and maintains ties with those who influence public opinion, and prepares and disseminates informational materials;
- f. implements the directives of the National Executive Committee.

106.6. The Lithuanian Human Services Council of the USA, Inc. - a separately incorporated entity of the LAC National Executive Committee - is the agency responsible for managing matters relating to the social welfare of Lithuanians in the United States. This Council:

- a. organizes and plans the collection of information on social welfare issues of concern to Lithuanians;
- b. organizes and provides social services by establishing senior centers for Lithuanians and local affiliates, and by other means;
- c. advocates on behalf of the social welfare interests of Lithuanians before agencies of the U.S. Government as well as before academic and public media institutions;
- d. implements the directives of the National Executive Committee.

106.7. The Religious Affairs Council of the LAC National Executive Committee is responsible for organizing and assisting in activities relating to the religious concerns of Lithuanians in the United States and for supporting the needs of the faithful in Lithuania. This Council:

- a. encourages and fosters cooperation, mutual awareness and tolerance among Lithuanians of various faiths and beliefs;
- b. participates in actions in support of civil and religious rights;
- c. attends to matters related to the religious life of Lithuanians;
- d. implements the directives of the National Executive Committee.

106.8. Each National Executive Committee council is chaired by a president invited by the President of the National Executive Committee and confirmed by the LAC National Board of Directors. The president of each LAC National Executive Committee council is automatically a member of the National Executive Committee.

106.9. The president of each National Executive Committee council chooses the members of that council, and the National Executive Committee confirms these members. On each council there shall be a representative of the U.S. Lithuanian Youth Association, who shall serve as an *ex officio* member of that council.

106.10. Each council of the National Executive Committee operates according to the procedures specified in the Operating Rules of the LAC National Executive Committee institutions.

107 LITHUANIAN AMERICAN COMMUNITY CONFLICT RESOLUTION COMMISSION

107.1. The LAC Conflict Resolution Commission (hereinafter: the Commission) explains LAC Bylaws and the LAC Rules, settles misunderstandings between LAC members, responds to election complaints, and resolves any other issues pertaining to the LAC Bylaws and the LAC Rules.

107.2 The Commission:

- a. Shall consist of seven (7) permanent members and three (3) alternates elected to a three-year (3) term at the first session of the annual meeting of the National Board of Directors.
- b. Any member of the Lithuanian American Community, twenty-one (21) years of age may be elected to the Commission. Candidates to the Commission may be nominated by the members of the Board, or by any five members of any local LAC Chapter.
- c. A written consent to be nominated must be submitted to the incumbent president of the Presiding Panel of the Board for all nominees who are not members of the Board at least ten (10) days prior to the first session of the incoming Board. Members of the Board may be nominated at the session of the Board when the Commission is elected. A written consent to be nominated must be submitted for the Board members who are not in attendance.

107.3. If any member of the Commission withdraws from the Commission, the Panel of Presiding Officers of the LAC National Board of Directors shall invite the unelected candidate who had received the largest number of votes to serve in place of the member who has withdrawn. If there is no such candidate, then the Panel shall select another LAC member who has expressed an interest to serve, subject to the approval by the Board.

107.4. The LAC National Board of Directors may remove a member of the Commission from office by two-thirds (2/3) majority vote.

107.5. The Commission elects a Commission chairperson from within its ranks to a three-year term.

107.6. In resolving conflicts between LAC members, the Conflict Resolution Commission may:

- a. issue a warning;
- b. issue a reprimand;
- c. rescind membership rights granted under the LAC Bylaws;
- d. remove from office an elected or appointed official of any LAC executive body.

107.7. The Panel of Presiding Officers of the LAC National Board of Directors implements the decisions of the Commission.

107.8. The Commission operates in accordance with the procedures specified in the Working Rules of the LAC Conflict Resolution Commission.

108. THE LITHUANIAN AMERICAN COMMUNITY AUDIT COMMISSION

108.1. The LAC National Board of Directors, during the first session of its term of office, elects from within its ranks a three-member LAC Audit Commission to a three-year term. The LAC Audit Commis-

sion (hereinafter: the Commission) elects a chairperson from within its ranks.

108.2. The Commission is responsible to the LAC National Board of Directors for the audit of the minutes and memoranda of the budgets, prepared accounts, and assets of the LAC National Executive Committee and LAC institutions.

108.3. The Audit Commission may examine the activities and inspect the accounts of the LAC National Executive Committee and LAC institutions at any time but must do so at least once a year when reports for the annual financial accounting are presented.

108.4. The following may be the auditors of the Commission:

- a. members of the LAC Audit Commission;
- b. Lithuanians who possess membership rights in the LAC and are appointed by the Commission;
- c. accountants hired by the Commission.

108.5. The report of each audit shall be signed by the auditors of the Commission and by each member of the Commission. In the report containing the audit of annual financial accounting the Commission shall:

- a. define the scope of the audit;
- b. evaluate the effectiveness of internal accounting practices;
- c. identify each inspected account and assess whether the information contained therein is valid.

108.6 No later than fourteen (14) days after the audit the Commission shall deliver the report to each audited institution and to the Panel of Presiding Officers of the LAC National Board of Directors, and shall present those reports at the next annual session of the LAC National Board of Directors.

108.7. The Commission operates in accordance with the procedures specified in the Rules of the LAC Audit Commission.

109 LITHUANIAN AMERICAN COMMUNITY DISTRICTS

109.1. LAC Districts (hereinafter: the districts) implement LAC goals, coordinate activities and oversee the affairs of LAC chapters.

109.2. The LAC National Board of Directors establishes and dissolves districts on the recommendation of the LAC National Executive Committee. When a district is dissolved, the National Executive Committee assumes its assets and resources.

109.3. The highest governing authority of a district is the district convention. The meeting decides matters pertaining to its LAC district and elects the district executive committee and an audit commission for a three-year term.

109.4. The executive committee of each district shall call a district convention no less than once a year.

109.5. The following may participate with a right to vote in a district convention: members of that district's executive committee, members of the LAC National Board of Directors who were elected from that district, members of the executive committees of LAC chapters belonging to that district, and representatives of LAC chapters elected at a meeting of each LAC chapter. One representative shall be elected for every fifty (50) chapter members who voted in the most recent LAC National Board of Directors election. Guests in attendance shall have voice but no vote.

109.6. The term of office for a district executive committee coincides with the term of office for the LAC National Board of Directors.

109.7. The district convention may express lack of confidence with any member of the executive committee of the district by a two-thirds majority vote. The member subject to an expression of lack of confidence must resign from the executive committee. All other matters presented for consideration at the convention are decided by a simple majority vote.

109.8. The executive committee of a district:

- a. implements the tasks specified in the LAC Bylaws, LAC National Executive Committee directives and the decisions reached at the district convention, and ensures further that those tasks, directives and decisions are implemented by its member LAC chapters;
- b. organizes and promotes the establishment of new LAC chapters;
- c. encourages, coordinates and supports the activities of LAC chapters;
- d. attends to issues of general concern that affect Lithuanians living within district boundaries;
- e. prepares an activity report and financial accounting statements and presents them to the district convention;
- f. represents the district;
- g. maintains a list of Lithuanians in the district who are not LAC chapter members;
- h. creates and maintains a district website including information about its activities, the e-mail and U.S. mail addresses of the LAC National Executive Committee and the district and LAC chapter executive committees, published LAC documents, a calendar of activities and events, and information about current projects and their implementation;
- i. conducts and coordinates elections to the LAC National Board of Directors according to the established rules for LAC National Board of Directors elections.

109.9. Each district shall prepare an annual financial report for the district and shall submit it as directed in the LAC Finance and Accounting Rules. (see section 211.18)

109.9.1 District Audit Commission:

- a. audits the district's annual financial statements and reviews and validates expenditures;
- b. audits the district activity records;
- c. prepares the Audit Commission report, presents it during the district's convention, submits it to the LAC Executive Committee vice president for financial affairs no later than one week after the convention. (District conventions shall be held in June, July or August.)

109.10. The district executive committee of each LAC district operates in accordance with the procedures specified in the Operating Rules for LAC Districts.

110 LITHUANIAN AMERICAN COMMUNITY CHAPTERS

110.1. A chapter of the LAC shall be established within each geographic location of the United States in which Lithuanians reside.

110.2. The LAC National Executive Committee is responsible for establishing chapters, defining their boundaries, and, in the event a chapter ceases to operate, closing it.

110.3. The general chapter meeting is the highest governing authority of each LAC chapter.

110.4. The general chapter meeting:

- a. annually elects one half of the members of the chapter's executive committee to a two-year term of office or, if so decided at the meeting, elects the executive committee to a one-year term;
- b. elects a chapter audit commission of three members to a two-year term;
- c. evaluates the activities and financial accounts of the chapter's executive committee, as well as the reports of the chapter audit commission;
- d. decides matters pertinent to the chapter's activities;
- e. elects representatives to the LAC district convention. One representative shall be elected for every fifty (50) chapter members who voted at the last LAC National Board of Directors election.

110.5. All Lithuanians living within the boundaries of an LAC chapter who are registered with that chapter are fully eligible to participate in the general chapter meeting.

110.6. Matters presented for discussion at the general chapter meeting are decided by a simple majority vote.

110.7. General chapter meetings are held on an as-needed basis, but not less frequently than once a year.

110.8. The executive committee of a chapter calls the general chapter meeting. The chapter's executive committee must publicly announce the time, location and proposed agenda for the meeting at least two weeks in advance.

110.9. If twenty five or more Lithuanians registered in a chapter propose in writing issues for discussion or if the chapter audit commission does so, the chapter executive committee must call for a general chapter meeting no later than four weeks after receiving the written proposal, and is obligated to include those proposed issues for discussion in the agenda of the meeting.

110.10. The general chapter meeting may express lack of confidence with any member of the executive committee of the chapter by a two-thirds majority vote. The member subject to an expression of lack of confidence must resign from the committee.

110.11. Chapter activities are conducted by the chapter executive committee which:

- a. implements the tasks enumerated in the LAC Bylaws, the directives of the LAC National Executive Committee, and the decisions of the LAC district convention, as well as the decisions of its own general chapter meeting;
- b. attends to the ethnic, cultural and educational issues that affect Lithuanians living within its boundaries;
- c. establishes and supports local Lithuanian educational institutions as well as local Lithuanian associations devoted to culture, youth, sports, and other matters;
- d. makes an effort to ensure that issues of concern to Lithuanians are publicized in the locality encompassed by the chapter and represents the chapter before local American government in-

- stitutions as well as before other local ethnic organizations;
- e. supports Lithuanians in need;
 - f. collects LAC solidarity fees;
 - g. registers Lithuanians living in the chapter and maintains the chapter membership list.

110.12. The general chapter meeting determines the number of members in the chapter executive committee. The chapter executive committee, at its first meeting following the general chapter meeting, elects the chapter president and the other members decide among themselves which respective duties they will assume.

- a. One member of the executive committee is in charge of educational matters.
- b. Local sports groups assign one person to be a member of the executive committee *ex officio* to handle sports-related matters.

110.13. In order to improve the activities of the chapter, the chapter executive committee may establish permanent commissions for Lithuanian matters, cultural activities, mutual assistance, youth, sports, and other commissions.

110.14. At least once a year, the chapter audit commission must audit the assets and cash holdings of the chapter executive committee, the validity of its expenditures, its files, minutes of meetings and must check that the decisions of the general chapter meeting are being implemented.

110.15. After each such audit, the chapter audit commission must submit a written report to the chapter executive committee and to the LAC National Executive Committee and must present the report at the next LAC general chapter meeting.

110.16. In order to register Lithuanians within chapter boundaries, improve mutual relations, collect annual solidarity fees and accomplish other tasks, the chapter may divide it into sub-units headed by moderators who serve at the invitation of the chapter executive committee.

110.17. For the coordination of local Lithuanian activities, the general chapter meeting may establish a coordinating board consisting of chapter executive committee members and representatives of other local Lithuanian organizations.

110.18. In the event that any chapter ceases to operate, the LAC National Executive Committee assumes control of the chapter's assets and funds.

110.19. The chapter executive committee and the chapter audit commission operate in accordance with the procedures specified in the Operating Rules of LAC Chapters.

111. COVERAGE OF POSSIBLE LOSSES

111.1 With the exception of cases of intentional, deliberate or willful criminal behavior or wanton negligence, the LAC organization agrees to cover substantiated material losses incurred by any LAC official, paid employee, voluntary assistant, or invited or appointed representative, which are incurred or are threatened to be incurred as part of an ongoing or concluded civil or criminal action, lawsuit or other legal, administrative or investigative process, when these losses are incurred because the individual is or was a LAC official, paid employee, voluntary assistant or invited or appointed representative, including losses connected with lawsuits, legal processes, decisions, fines and reasonable attorney's fees, as mandated and permitted by the Illinois General Not For Profit Corporation Act of 1986, as later supplemented

and amended, and also in accordance with other relevant statutes in force at that time.

111.2. The clauses of this Article are held to be a contract between the LAC organization and each of its officials, paid employees, voluntary assistants, and invited or appointed representatives who act or work in the positions here enumerated while this Article is in force. The repeal or amendment of this Article does not change the rights or mutual obligations of the individuals enumerated in this Article with respect to prior claims, lawsuits or legal processes which were in existence while this Article was in force or prior to the time of its repeal or amendment.

111.3. The LAC organization may obtain and maintain paid insurance policies in the name of each official, employee, voluntary assistant and invited or appointed representative to cover liabilities related to their responsibilities or work to the extent such policies are permitted by the aforementioned Illinois statute.

111.4. The coverage of material losses as provided in this Article does not in any way limit the legal rights under operating statutes of the individuals enumerated in this Article, and this coverage remains in force even in the event that the duties of these individuals as LAC officials, paid employees, voluntary assistants or invited or appointed representatives have terminated, and it applies to the heirs of these individuals, the executors of their estates, or in the event of disability, to their guardians.

112. AMENDING THE BYLAWS AND THE DISSOLUTION PROCESS

112.1. The procedures for amending the Bylaws and Rules are as follows:

- a. Proposals for amendments to the Bylaws and Rules may be made by members of the LAC National Board of Directors, by the LAC National Executive Committee, by district and chapter presidents, and by members of the LAC Conflict Resolution Commission, the LAC Audit Commission, and the Bylaws Commission.
- b. Proposals for amendments must be submitted to the Bylaws Commission of the LAC National Board of Directors no later than ninety (90) days before the general session of the Board.
- c. Proposals for amendments should conform to the format of the Bylaws and should indicate the appropriate section number of the bylaws or rules to be amended. Words recommended for deletion should be ~~crossed out~~ and the proposed new text should be underlined. All proposals should briefly explain why the change is recommended.
- d. Proposed changes to LAC Bylaws and Rules are to be included in the agenda of the general session of the LAC National Board of Directors, which, as required by the Bylaws, must be announced in advance.
- e. Proposals for amending the LAC Bylaws and Rules, together with the recommendations of the LAC Bylaws Commission to approve or reject them, must be sent to all members of the LAC Board of Directors at least twenty (20) days before the general session of the Board.

112.2. Amendments to the LAC Bylaws require a two-thirds majority vote of the members of the LAC National Board of Directors in attendance at the general session of the Board provided a prior notice of the proposed changes has been given and a quorum is present as required by the Bylaws.

112.3. Adoption of the amendments to the LAC Rules require a simple majority vote of the members of the LAC National Board of Directors in attendance at the general session of the Board provided a prior notice of the proposed changes has been given and a quorum is present as required by the Bylaws.

112.4. The LAC National Board of Directors may amend the LAC Bylaws and Rules by mail or internet vote. In that case, amendments to the Bylaws require a two-thirds majority vote of all members of the

Board. Amendments to the Rules require a simple majority vote of all members of the Board.

112.5. Only the LAC National Board of Directors may decide to dissolve the LAC and may do so only if the proposal for dissolution has been included in advance in the written agenda of the general session of the Board. The decision to dissolve the LAC requires the vote of at least two-thirds of the Board members present at the session.

112.6. Upon adoption of a resolution to dissolve, all LAC assets, after legitimate creditor claims have been satisfied, must be transferred to the Lithuanian World Community, provided that the LWC at that time is recognized as a nonprofit organization according to Section 501(c)(3) of the U.S. Internal Revenue Code of 1954, or the assets must be distributed at the discretion of the LAC National Board of Directors to other organizations which qualify under that statute as organizations operating for charitable, educational, religious, or scientific purposes. Any undistributed assets shall be transferred to organizations operating for similar purposes by the court having jurisdiction at that location.

PART TWO – RULES OF THE LITHUANIAN AMERICAN COMMUNITY

201 GENERAL PROVISIONS

201.1 The Rules of the Lithuanian American Community govern the LAC National Board of Directors election procedures and the internal policies of the LAC National Board of Directors, the Panel of Presiding Officers of the Board, the standing commissions of the LAC National Board of Directors, the LAC National Executive Committee, the component institutions of the LAC National Executive Committee, the LAC Conflict Resolution Commission, the LAC Audit Commission, the executive committees of LAC districts and chapters, the audit commissions of LAC districts and chapters and their finances and accountability.

202 ELECTION RULES OF THE LITHUANIAN AMERICAN COMMUNITY NATIONAL BOARD OF DIRECTORS

202.1 General Provisions

202.1.1 Elections to the Lithuanian American Community National Board of Directors (hereinafter: the Board) shall be held throughout the entire territory of the United States every three years between the first (1) and the fifteenth (15) day of May.

202.1.2 All members of the Lithuanian American Community have the right to vote in Board elections. Voting shall be secret and in person.

202.1.3 Elections shall be conducted within districts, voting regions and chapters.

202.1.4 Voting shall be in person at chapter voting locations, by mail, or by the internet.

202.1.5 Individuals who live within the boundaries of a voting district but who are not registered with any active chapter may vote by mail at the address published by the district executive committee, or by internet at the website established by the LAC National Election Commission.

202.1.6 Compensation of the election expenses.

- a. The LAC National Executive Committee shall pay the LAC National Election Commission expenses;
- b. The executive committee of each district shall pay the expenses of its own district and electoral regions;
- c. The executive committee of each chapter shall pay the expenses of its own chapter election commission.

202.2 Preparations for Elections

202.2.1 *The LAC National Executive Committee shall:*

- a. announce the elections no later than five (5) months prior to the election date;
- b. disseminate information about the elections through leaflets, the internet and the Lithuanian news media;

- c. appoint an LAC National Election Commission and announce its composition no later than four (4) months before the election;
- d. announce the rules and provide supplementary instructions about the election no later than three (3) months before the election;
- e. direct district executive committees to initiate the procedures for the conduct of the election not later than three (3) months prior to the election.

202.3 Election Commissions

202.3.1 *The LAC National Election Commission shall:*

- a. establish and announce a deadline for the nomination of the candidates for the Board. Such deadline shall be no later than two (2) months prior the date of the election;
- b. be responsible for the orderly conduct and success of the election;
- c. disseminate information and shall respond to inquiries regarding the election, shall establish the election calendar, and shall prepare sample ballots and voter applications in Lithuanian and English. The applications shall include voter's first and last names, the mailing and e-mail addresses and shall indicate membership in the LAC chapter, if any. The application shall be signed.
- d. not later than two (2) months prior the election, prepare and announce all information regarding the election and shall implement the registration of Lithuanians living in the United States who wish to vote by internet. Such voters must provide their first and last names, their mailing address, email address, and their chapter affiliation, if any, and must confirm that they are over eighteen (18) years of age;
- e. prepare lists of voters registered to vote by internet arranged by district or electoral region and chapter, shall send those lists to the appropriate districts and chapters no later than one (1) month before the Board election, and shall request the district and chapter executive committees to verify the lists of their voters;
- f. determine the process of secret voting by internet, shall announce voting instructions (with a link to the voting website) in Lithuanian and English on the LAC website no later than one (1) month before the election, and shall inform all those who have registered to vote by internet of these arrangements individually by email;
- g. send by email the voting results of those who voted by internet to the appropriate districts and chapters no later than two (2) days after the last day of the election;
- h. verify the voting results reported by the districts;
- i. consider and adjudicate all complaints regarding alleged violations of the election rules, irregularities in the election procedures, or inaccurate voting results;
- j. at the conclusion of the election, determine proportionally the number of the Board directors elected by the number of valid votes received in each district and election region; (see Art. 202.8.3)
- k. no later than thirty (30) days after the last day of the election, announce to the districts the first and last names, addresses, telephone numbers, and email addresses of the directors who have been elected, the number of votes they have received, and the names and the vote count of the remaining candidates;
- l. at the conclusion of the Board election, no later than two (2) months after the election, send the election results, related documents and other election materials to the LAC National Executive Committee, which shall maintain custody of those materials for the period of three (3) years.

202.3.2 Executive committees of LAC districts shall:

- a. upon the announcement of the elections, direct chapter executive committees to appoint the chapter election commissions, shall ratify these commissions, and shall inform the LAC National Election Commission of the first and last names, addresses, telephone numbers and email addresses of the commission members no later than one (1) month before the election;
- b. at its discretion, temporarily appoint an individual to the district executive committee to assist with the conduct of the election;
- c. ensure the chapter executive committees provide the chapter election commissions with voter lists and other election materials in a timely manner;
- d. ensure that the candidates to the Board in their districts are nominated in a timely manner;
- e. check that the candidates nominated to the Board comply to the LAC Bylaws and LAC Board election rules;
- f. compile a list of candidates from their respective districts (or a separate list of candidates from their respective electoral regions, if any), including the last and first name of each candidate listed alphabetically, their occupations and their currently held or previously held positions in the LAC, shall include this list on the district's website, in newsletters and in the Lithuanian news media, and shall send this list to the LAC National Election Commission no later than six (6) weeks before the election.
- g. in accordance with the provided samples, prepare and print in Lithuanian and English the ballots, the candidate information leaflets, and the voter declaration forms, to include the voter's first and last names, address, the LAC chapter affiliation and a line for voter's personal signature, and shall submit these materials to the chapter election commissions no later than one (1) month before the Board election;
- h. no later than one (1) month prior to the election, post on the district website the list of candidates, the election information, the sample of the ballot, the voter declaration form, and the district mailing address for those voting by mail, as well as the webpage address established by the LAC National Election Commission for those voting by internet;
- i. compile the district or electoral region voter lists of those voters who are not affiliated with any local chapter;
- j. oversee the work of chapter election commissions and shall assist them;
- k. check the voter lists provided by the chapter election commissions to ensure that no one has voted more than once;
- l. total the election results provided by the chapter election commissions, determine the total number of votes cast in the district, prepare a report, sign it, and send it to the LAC National Election Commission no later than ten (10) days after the last day of voting;
- m. after the conclusion of the election, maintain custody of the election results, related documents, voter lists and other election materials for a period of one (1) year.

202.3.3 The LAC chapter election commissions shall:

- a. ensure that the chapter executive committees prepare and submit chapter voter lists in a timely manner;
- b. determine and announce, within the period allocated for the election, the date, day, time and location for voting at a place provided by the chapter executive committee, where at least two commission members may observe the voting;
- c. provide a ballot box for secret voting and other voting materials;
- d. supply the ballot, an envelope, the voter's declaration and the mailing address of the chapter

- election commission to voters voting by mail or, at the discretion of the chapter election commission, to all chapter voters who are not voting by internet;
- e. announce to the local Lithuanian community where ballots and other information may be obtained, along with directions on how to vote by mail or by internet;
 - f. ensure that the largest number of LAC members participate in the voting by contacting them in person, by telephone, through the internet, and by providing necessary information and emphasizing the importance of their obligation to vote;
 - g. count the votes, prepare and sign the voting report, attach to it lists of the chapter members who have voted, and no later than five (5) days after the last day of voting submit it to the executive committee of its district;
 - h. after the conclusion of the elections, submit its election reports, related documents, ballots and other voting materials to the chapter executive committee, which shall retain them for a period of one (1) year.

202.3.4 A candidate to the Board has the right to request that the opening of the ballot envelopes and the vote counting is observed by an impartial observer. If any issues arise, a candidate has the right, no later than five (5) days after the last day of voting, to request the district in writing to recount the votes.

202.4 LAC Board Election Districts

202.4.1 *The Western District* includes chapters and LAC members living in the states of Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington and Wyoming. The Western District is divided into three (3) voting regions.

- a. The first region includes chapters and LAC members living in the states of California and Hawaii;
- b. The second region includes chapters and LAC members living in the states of Alaska, Idaho, Montana, Oregon, Washington and Wyoming;
- c. The third region includes chapters and LAC members living in the states of Arizona, Nevada, New Mexico and Utah.

202.4.2 *The Crossroads District* includes chapters and LAC members living in the states of Arkansas, Colorado, Kansas, Louisiana, Mississippi, Missouri, Nebraska, Oklahoma and Texas.

202.4.3 *The Midwest District* includes chapters and LAC members living in the states of Illinois, Indiana, Iowa, Minnesota, North Dakota, South Dakota and Wisconsin. The Midwest District has three (3) voting regions.

- a. The first region includes chapters and LAC members living in the state of Illinois, except for the Waukegan-Lake County and Greater St. Louis chapters;
- b. The second region includes chapters and LAC members living in the state of Indiana;
- c. The third region includes chapters and LAC members living in the states of Iowa, Minnesota, North Dakota, South Dakota, and Wisconsin, and the Waukegan-Lake County and Greater St. Louis chapters.

202.4.4 *The Michigan District* includes chapters and LAC members living in the state of Michigan.

202.4.5 *The Ohio District* includes chapters and LAC members living in the states of Kentucky and Ohio, and in the western part of the state of Pennsylvania.

202.4.6 *The New England District* includes chapters and LAC members living in the states of Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.

202.4.7 *The Connecticut District* includes chapters and LAC members living in the state of Connecticut.

202.4.8 *The New York District* includes chapters and LAC members living in the state of New York.

202.4.9 *The Southeast District* includes chapters and LAC members living in the states of Delaware, Maryland, New Jersey, Pennsylvania, Virginia, West Virginia and Washington D.C. The Southeast District has two (2) voting regions.

- a. The first region includes chapters and LAC members living in the state of New Jersey, except for the southern part of the state;
- b. The second region includes chapters and LAC members living in the states of Delaware, Maryland, Pennsylvania (except for the western part of the state), Virginia, West Virginia, Washington D.C. and the southern part of the state of New Jersey.

202.4.10 *The Southern District* includes chapters and LAC members living in the states of Alabama, Florida, Georgia, North Carolina, South Carolina and Tennessee, and in the U.S. Virgin Islands and Puerto Rico.

202.5 Candidates for the LAC Board

202.5.1 Any LAC member not younger than 18 years of age and living within the boundaries of an LAC district may be a candidate for the Board. Where the district is divided into electoral regions, only an LAC member living within the region may be a candidate.

202.5.2 Nominations of a candidate or candidates for the Board must be made to the executive committee of a district by not fewer than ten (10) LAC members living within the boundaries of that district. Where the district is divided into electoral regions, nominations of a candidate or candidates from an electoral region must be made by not fewer than ten (10) LAC members living within that electoral region.

202.5.3 All nominations must be submitted in writing and signed by those who are nominating the candidates, and must include the nominee's first and last name, the age, address, telephone number, email address, occupation, and the currently held or previously held positions in the Lithuanian American Community and other organizations. The nominating petition shall contain the first and last name and address of each person making the nomination along with the name of a representative whom the district executive committee may contact if need arises.

202.5.4 The district executive committee may return a list of candidates to the representative of those making the nomination to correct any inaccuracies or ambiguities.

202.5.5 A signed consent to be nominated must be attached to the nomination of each candidate.

202.5.6 Any member of the LAC Election Commission, a chapter election commission, or a district executive committee who has agreed to be a candidate for the Board may continue to perform technical tasks associated with elections but may not directly take part in the counting of the votes.

202.6 Voter Lists

202.6.1 The executive committee of each chapter shall compile a list of all voters who are members of the LAC and the chapter.

202.6.2 The executive committee of each district shall compile a list of voters who are members of the

LAC and who live in the district but are not affiliated with a chapter.

202.6.3 The chapter executive committee must submit the list of voters to its chapter election commission no later than thirty (30) days before the Board election.

202.6.4 Individuals who live where there is no LAC chapter must register to vote with their district's executive committee by mail or by internet.

202.6.5 Voters may declare their intent to vote to the chapter election commission at the polling location on the day of the election, or, if they intend to vote by mail, by contacting the chapter or the district election committee by mail, telephone, or by internet at least ten (10) days before the election.

202.6.6 LAC members who want to vote by internet must register at the email address designated by the LAC National Election Commission no later than thirty (30) days before the election.

202.7 Voting

202.7.1 Lithuanians living in the United States, as well as their non-Lithuanian spouses, members of their families, and their descendants are entitled to vote, provided they are at least eighteen (18) years of age. It is a civic duty and an honor to participate in the election.

202.7.2 One may only vote in person. No one may vote for another person.

202.7.3 Voters may vote for the candidates nominated in the district within which boundaries the voters reside. Where the district is divided into electoral regions, voters may vote for the candidates nominated in the electoral region within which boundaries the voters reside.

202.7.4 Each voter may vote only once. Voting shall take place at the chapter polling locations or, by the date specified in the voting information, by mail at the address designated by the chapter election commission or the district, or by internet as indicated on the LAC National Election Commission website.

202.7.5 The LAC National Election Commission shall decide and announce the number of candidates for whom votes may be cast in each district and in each electoral region. Voters may vote for fewer candidates than the number to be elected.

202.7.6 A vote shall be invalid if it is cast for more candidates than the number to be elected in the district or the region, if the ballot has been mutilated, or if any comments have been written on it.

202.7.7 Prior to the beginning of voting at a polling location, the chapter election commission, with voters or poll observers present, shall verify that the ballot box is empty and impermeable, and then shall seal it.

202.7.8 The chapter election commission shall verify each voter's identity by checking the last name, first name and address of each person who comes to vote against the list of voters. A voter may receive only one ballot. If a voter has inadvertently damaged the ballot, the voter must return the damaged ballot to the chapter election commission in order to receive a replacement ballot.

202.7.9 After marking the choices on the ballot, the voter shall fold the ballot and deposit it in the ballot box in the presence of a member of the chapter election commission.

202.7.10 At the request of the voter, the chapter election commission shall explain the voting procedure. Campaigning for any candidate at the polling location is prohibited.

202.7.11 At the conclusion of voting, the chapter election commission shall open the ballot box, remove and count the ballots, check them and separate valid from invalid ballots, indicate the number of each on the report, count the votes cast for each candidate on the valid ballots and enter the results on the report.

202.7.12 Voting by mail, the voter shall place the marked ballot in a plain envelope, shall seal it and place it along with a signed voter's declaration into a second envelope addressed to the appropriate district executive committee or the chapter election commission.

202.7.13 When voting by mail, the ballot envelope must be postmarked no later than the last day of voting. If voting in person takes place on a Sunday, then the mailed ballot with the Monday's postmark is valid.

202.7.14 The chapter election commission shall open the envelopes received by mail, check the voter's declarations, verify that the voter did not vote in person at the polling location, confirm that the voter is on the list of voters, remove the envelopes which contain the ballots, shuffle the envelopes, open them, remove and count the ballots, separate the valid ballots from invalid ballots, record the number of each on the report, count the valid votes for each candidate and enter the results on the report, check the results received from the LAC National Election Commission of those who have voted by internet and record them on the report, add the number of votes each candidate has received by mail, by internet and at the polling location, enter the result for each candidate on the report, sign the report and within five (5) days submit it along with the list of voters to the district executive committee.

202.7.15 Upon receiving the reports and the voter lists from the chapters, the district election commission shall open the votes received by mail in that district, check the voter declarations, check the chapter election commission lists to verify that the voter had not voted in person at the polling place, note the voter on the voter lists, remove and shuffle the ballot envelopes, remove and count the ballots, separate valid ballots from invalid ballots and record the number of each in the election report, count the valid votes for each candidate and enter the results on the report, check the election results received from the LAC National Election Commission of those who have voted by internet, add the number of votes each candidate received in the entire district, indicate this in the report, sign it, and no later than ten (10) days after the last day of voting, submit it to the LAC National Election Commission.

202.8 Voting Result Summary

202.8.1 In preparing the summary of the voting results received from chapters, district and regions, if any, for submittal to the LAC National Election Commission, the district executive committee shall include the following information:

- a. the number of votes each candidate received in the district and in each electoral region of the district;
- b. the addresses, telephone numbers and e-mail addresses of all candidates;
- c. the number of voters who voted in the district and in each electoral region of that district;
- d. the number of invalid ballots.

202.8.2 In calculating the number of directors elected from a district or an electoral region, the LAC National Election Commission shall add the number of valid votes in all districts and electoral regions and divide that sum by the number of directors to be elected. The result is the UNIT OF VOTES required for election. By dividing the number of valid votes in each district or electoral region by the UNIT OF VOTES, a whole number and a decimal value are obtained, with the whole number representing the number of candidates elected in that district or electoral region. By adding the whole numbers from such calculation in each district or electoral region, the total number of elected candidates is obtained. If this total number is less than the number of directors to be elected, the difference is made up by assigning additional candidates to the districts or electoral regions which have the largest decimal values. (See Art. 202.8.4)

202.8.3 After the number of directors assigned to each district is calculated proportionally, those candidates in each district or electoral region who have received the most votes in succession are elected to the Board.

202.8.4 Sample calculation.

Sixty (60) directors are to be elected. A total of 3,660 valid votes were cast in the districts and voting regions. Dividing 3,660 by 60, the numerical UNIT OF VOTES obtained and required for election is 61. In the table below, the numbers in parentheses are not included in the total number of votes.

Region	Votes cast	Calculation	Number elected
District I	178	$178 \div 61 = 2.918^*$	3
District II	236	$236 \div 61 = 3.869^*$	4
District III	175	$175 \div 61 = 2.869^*$	3
District IV	254	$254 \div 61 = 4.164$	4
District V	364	$364 \div 61 = 5.967^*$	6
District VI	248	$248 \div 61 = 4.066$	4
District VII	182	$182 \div 61 = 2.984^*$	3
District VIII	641	-----→	10
Electoral region 1	(202)	$202 \div 61 = 3.311$	(3)
Electoral region 2	(439)	$439 \div 61 = 7.197$	(7)
District IX	804	-----→	14
Electoral region 1	(472)	$472 \div 61 = 7.738^*$	(8)
Electoral region 2	(98)	$98 \div 61 = 1.607^*$	(2)
Electoral region 3	(234)	$234 \div 61 = 3.836^*$	(4)
X District	528	-----→	9
Electoral region 1	(232)	$232 \div 61 = 3.803$	(4)
Electoral region 2	(155)	$155 \div 61 = 2.541$	(2)
Electoral region 3	(191)	$191 \div 61 = 3.131$	(3)
Total votes cast	3,660	Adding the whole numbers: 51 directors are elected. Remaining 9 are to be assigned as shown below*.	Total 60

*Votes for the remaining candidates are assigned according to the largest numerical value after the decimal point. In the example above, Districts I, II, III, V and VII, Regions 1, 2 and 3 of District IX and Region 1 of District X.

Thus, the districts have the following number of directors:

District I: 3 District II: 4 District III: 3 District IV: 4 District V: 6 District VI: 4 District VII: 3
 District VIII: 10 District IX: 14 District X: 9

The total number of directors elected is 60.

202.9 Complaints

202.9.1 Complaints regarding the validity of the qualifications of the candidates for the Board, violations of the election rules, irregularities in the election process or inaccuracies in voting result data must be signed by the complainant and delivered to the district executive committee within five (5) days from the last day of election. The district executive committee shall review each complaint, attach its opinion and, shall submit the complaint to the LAC National Election Commission no later than five (5) days after receiving the complaint.

202.9.2 The LAC National Election Commission shall resolve the complaints within two (2) weeks after receiving them from the district executive committee and shall inform the complainants and the district executive committee of its decision.

202.9.3 A complainant may appeal the decision of the National Election Commission to the LAC Conflict

Resolution Commission no later than five (5) days after receiving the decision. The Conflict Resolution Commission shall decide the appeal within thirty (30) days, and its decision shall be final.

202.10 Validity of Elections

202.10.1 In the event there are complaints about the validity or the accuracy of the voting results, the elections become valid after the LAC National Election Commission or the LAC Conflict Resolution Commission have ruled on the complaints. If there are no complaints, the election results become valid two (2) weeks after the conclusion of voting.

202.10.2 Not later than ten (10) days after the election has been validated, the LAC National Election Commission shall announce publicly in each district and electoral region the elected Board members and remaining candidates.

203 OPERATIONAL RULES FOR THE PRESIDING PANEL OF OFFICERS OF THE LITHUANIAN AMERICAN COMMUNITY NATIONAL BOARD OF DIRECTORS

203.1 As provided in Sections 104.3 and 104.5 through 104.10 of the LAC Bylaws, the following operational rules for the Presiding Panel of Officers of the LAC National Board of Directors are established.

203.2 The LAC National Board of Directors (hereinafter: the Board) shall determine the number of members in the Presiding Panel of Officers of the LAC National Board of Directors. At the first meeting of the first session of its term of office the Board shall elect an Election Commission of not fewer than three members, to receive the nominations by the Board members of the candidates for the Presiding Panel of Officers of the Board, the candidates for the president of the LAC National Executive Committee and for other positions to be elected at the session. Candidates may be nominated from the floor during the meeting when such elections are held.

203.3 The Presiding Panel of Officers of the Board (hereinafter: the Presiding Panel) shall be elected as the final agenda item of the last meeting of the second day of the first annual session of the Board.

203.4 Upon election, the Presiding Panel shall decide among themselves which respective duties the Panel members will assume. The Presiding Panel consists of a chairperson, a secretary and members.

203.5 The Presiding Panel shall assume the duties of presiding at the beginning of first meeting following the meeting at which the Presiding Panel was elected.

203.6 All of the documents of the Presiding Panel, including minutes, shall be transferred to the new Presiding Panel at the first session of the Board.

203.7 The Presiding Panel within one week shall send a notification to the Board members to confirm the list of candidates whom the newly elected president of the LAC National Executive Committee has invited to serve on the Executive Committee. No later than thirty (30) days after the president of the National Executive Committee has presented this list of candidates, the Presiding Panel must announce the confirmation results to the members of the National Executive Committee, to the members of the Board and to the general public.

203.8 At the conclusion of its term of office, the Presiding Panel of the Board must convene the first session of the newly elected Board no later than October 1st.

203.9 The chairperson of the Presiding Panel shall call all meetings of the Presiding Panel of the Board, prepare their agendas and preside over the meetings. If he is temporarily unable to do so, then the secretary shall preside.

203.10 The chairperson of the Presiding Panel shall prepare a report of Panel activities and send it to Board members no later than fourteen (14) days before the session of the Board.

203.11 The chairperson of the Presiding Panel has the right to attend all meetings of LAC Board commissions.

203.12 The secretary of the Presiding Panel shall prepare the minutes of Presiding Panel meetings and shall send them to members of the Presiding Panel before the next meeting.

203.13 Not later than thirty (30) days after the conclusion of each Board session the secretary of the Presiding Panel shall send to the National Executive Committee and to the Lithuanian news media the resolutions and a summary of the motions which were adopted by the Board. Furthermore, no later than ninety days (90) days after the session, the secretary shall email PDF version of the session minutes to the members of the Board, the National Executive Committee and to the LAC Conflict Resolution Commission.

203.14 Decisions of the Presiding Panel shall be made by a majority vote of the members attending the meeting. Decisions in writing or by telephone shall also be made by a majority vote of those responding by a set date and time. If the votes are evenly divided, the motion under consideration is not adopted. If the person presiding at the meeting has abstained from voting, he or she may cast the deciding vote.

203.15 Meetings of the Presiding Panel shall be called by announcing them orally or in writing at least seven (7) days before the meeting.

203.16 The members of the Presiding Panel of the Board shall not be compensated for their services other than reimbursement of expenses. Expenses to be reimbursed do not include expenses incurred by participation at the annual sessions of the LAC National Board of Directors.

203.17 The LAC National Executive Committee shall pay for the operational expenses of the Presiding Panel.

204 OPERATIONAL RULES FOR THE STANDING COMMISSIONS OF THE LITHUANIAN AMERICAN COMMUNITY NATIONAL BOARD OF DIRECTORS

204.1 The Presiding Panel of Officers of the LAC National Board of Directors shall appoint the members of the Board to serve on the standing commissions of LAC National Board and shall coordinate the activities of the Commissions during the Board's term of office.

204.2 Every member of the Board must serve on at least one commission.

204.3 Board commissions shall consider matters assigned to them by the Board, the Presiding Panel, and the National Executive Committee and its affiliates. A commission may consider other matters on its own initiative.

204.4 Board commissions shall keep the Presiding Panel informed about their activities and the matters they are considering and shall send the minutes of their meetings to the Presiding Panel no later than fourteen (14) days after the commission's meeting.

204.5 The Presiding Panel shall nominate commission members to serve as chairpersons of commissions,

but each commission shall elect its secretary. The appointment of the chairpersons and secretaries of the commissions are subject to the confirmation by the Board.

204.6 During Board sessions the commissions shall meet at times designated in the session agenda.

204.7 Board commissions may conduct their meetings by mail, telephone or the internet and may meet throughout the year between Board sessions.

204.8 If the chairperson of a commission is temporarily unable to perform his duties, the secretary of that commission shall act in his place.

204.9 The chairperson of a commission shall call commission meetings at his discretion or at the request of at least two commission members.

204.10 As needed, commissions may invite specialists and other necessary individuals to its meetings as consultants, with voice but no vote.

204.11 The commissions shall consider, study and discuss issues within their scope, review and evaluate the activities and budgets of the National Executive Committee and its affiliates, and submit their proposals and recommendations to the Board.

204.12 The commission proposals made at commission meetings shall be adopted by a majority vote of commission members in attendance. Decisions by mail or telephone shall be made by majority vote of the responding commission members. If the votes are evenly divided, the motion under consideration shall not be adopted.

204.13 Members of Board commissions shall not receive any compensation for their work, other than reimbursement for expenditures. Covered expenditures do not include travel, lodging and registration expenses incurred while participating in annual sessions of the LAC National Board of Directors.

204.14 The National Executive Committee shall finance the activities of commissions as part of the expenses of the Presiding Panel.

204.15 At the conclusion of a Board commission's term of office, all its files and minutes shall be transferred to the Presiding Panel of the incoming LAC National Board of Directors.

205 OPERATIONAL RULES OF THE LITHUANIAN AMERICAN COMMUNITY NATIONAL EXECUTIVE COMMITTEE

205.1 Based on Sections 104.4, 104.9, 104.16, 104.17, and Sections 105.1 - 105.6, the following operational rules for the Lithuanian American Community National Executive Committee are established.

205.2 The National Executive Committee consists of a president, an executive vice president, presidents of the councils of the National Executive Committee, vice presidents for specific tasks, a secretary, a treasurer, the president of the U.S. Lithuanian Youth Association (or his representative) and other members.

205.3 The LAC National Board of Directors shall confirm the members of the National Executive Committee for the duration of its term of office.

205.4 The president of the National Executive Committee shall:

- a. select the members of the National Executive Committee and submit the list to the LAC National Board of Directors for confirmation no later than thirty (30) days after the president of the National Executive Committee is elected;
- b. invite the previous and the new national executive committees to engage in the transfer and acceptance of responsibilities, assets and files no later than thirty (30) days after the National Executive Committee is confirmed;
- c. call at his discretion meetings of the National Executive Committee, but not less frequently than every three (3) months;
- d. if one-third of the members of the National Executive Committee request a meeting and submit matters for discussion, the president must call a meeting of the National Executive Committee no later than two (2) weeks after the request;
- e. prepare the agenda of each meeting;
- f. preside at meetings of the National Executive Committee;
- g. represent the National Executive Committee;
- h. have the right to attend meetings of the councils of the National Executive Committee;
- i. appoint a member of the National Executive Committee to assemble the annual reports of the members of the National Executive Committee, who will edit a consolidated National Executive Committee report and submit it to the members of the Board of Directors at least fourteen (14) days prior to the annual session of the Board;
- j. prepare a report of his activities and at least thirty (30) days prior to the annual session of the Board submit it to the member of the National Executive Committee who is appointed to edit the consolidated National Executive Committee annual report.

205.5 The executive vice president of the National Executive Committee shall:

- a. assume the responsibilities of the president if the president is unable to perform them;
- b. perform the tasks which the president of the National Executive Committee assigns to him;
- c. prepare a report of his activities and at least thirty (30) days prior to the annual session of the Board submit it to the member of the National Executive Committee who is appointed to edit the consolidated National Executive Committee annual report.

205.6 The presidents of the councils of the National Executive Committee shall:

- a. perform the duties listed in section 206.6 of the Operational Rules of the Institutions of the National Executive Committee;
- b. attend meetings of the National Executive Committee;
- c. inform those attending National Executive Committee meetings of the activities and plans of their respective councils;
- d. present the plans of their respective councils to the National Executive Committee for approval.
- e. prepare a report of their activities and at least thirty (30) days prior to the annual session of the Board submit it to the member of the National Executive Committee who is appointed to edit the consolidated National Executive Committee annual report.

205.7 The vice presidents for specific tasks of the National Executive Committee shall:

- a. perform tasks assigned to them by the National Executive Committee or the president of the National Executive Committee;

- b. attend meetings of the National Executive Committee;
- c. inform the National Executive Committee of activities they are undertaking and of their plans;
- d. present their plans to the National Executive Committee for approval;
- e. prepare a report of their activities and at least thirty (30) days prior to the annual session of the Board submit it to the member of the National Executive Committee who is appointed to edit the consolidated National Executive Committee annual report.

205.8 The vice president for financial affairs of the National Executive Committee shall:

- a. manage the treasury and the finances of the National Executive Committee; with the approval of the Committee he may obtain the services of another person to assist with the bookkeeping;
- b. endeavor to raise funds for the treasury of the National Executive Committee;
- c. determine the procedures and forms, which shall be approved by the National Executive Committee, by which the finances of all LAC affiliates and institutions shall be administered, their accounts and account books managed, and their assets supervised;
- d. prepare semiannual accounting reports of the National Executive Committee as well as the budget for the following year, which shall contain the cost of planned projects, the administrative expenses and the projected completion dates for the projects;
- e. by July 31st of each year prepare and present for consideration by the National Executive Committee a semiannual accounting report and a budget for the following fiscal year. Upon approval by the National Executive Committee, such accounting report and the budget shall be submitted to the National Board of Directors.
- f. prepare, sign and mail National Executive Committee reports and required documentation to the U.S. Internal Revenue Service and other government institutions; send copies to the Presiding Panel of Officers of the LAC National Board of Directors;
- g. oversee and verify financial and asset accountability of the councils of the National Executive Committee and may consult with the president of the National Executive Committee as needed.
- h. prepare a summary report based on the accounts and budgets of the councils for approval by the National Executive Committee.
- i. send the report of the accounts and the budget which has been approved by the National Executive Committee and the financial reports received from districts and the chapters, as well as an inventory of all the assets of the LAC, to all members of the LAC National Board of Directors no later than fourteen (14) days before the annual session of the Board;
- j. follow the Finance and Accounting Management Rules of the Lithuanian American Community, Inc.

205.9 The treasurer of the National Executive Committee shall:

- a. manage income and expenditures from the treasury of the National Executive Committee by keeping the necessary financial accounting books;
- b. follow the Finance and Accounting Management Rules of the Lithuanian American Community as well as the directives of the vice president for financial affairs of the National Executive Committee;
- c. keep all funds in the bank in the name of the National Executive Committee; the bank account must be accessible to the treasurer and one more member of the National Executive

- Committee who is responsible for financial affairs.
- d. keep books listing the assets of the National Executive Committee.

205.10 The secretary of the National Executive Committee shall:

- a. prepare minutes of meetings and send copies to members of the National Executive Committee before the next meeting;
- b. request ratification of the minutes of the National Executive Committee meetings;
- c. sign the minutes ratified by the National Executive Committee and shall present them either in person or by email to the president of the National Executive Committee for his signature;
- d. compile, maintain and update as needed the lists, including their contact information, of members of the National Board of Directors, its Panel of Presiding Officers, members of the standing commissions of the Board, the councils of the National Executive Committee, the Conflict Resolution Commission, the Audit Commission, the names of the LAC delegates to the Joint Commission of the Seimas (Parliament) of Lithuania and the World Lithuanian Community, and the presidents of the LAC districts and local chapters.
- e. at the request of the president of the National Executive Committee, arrange for teleconference voting or voting by internet by the Committee and keep a record of the voting results;
- f. assist the president of the National Executive Committee with correspondence;
- g. participate in the preparation of legal documents and shall attend to their safekeeping;
- h. prepare a report of his activities and at least thirty (30) days prior to the annual session of the Board submit it to the member of the National Executive Committee who is appointed to edit the consolidated National Executive Committee annual report.

205.11 The president of the U.S. Lithuanian Youth Association shall:

- a. attend meetings of the National Executive Committee;
- b. represent the U.S. Lithuanian Youth Association;
- c. inform the members of the National Executive Committee about the activities and plans of the U.S. Lithuanian Youth Association;
- d. prepare a report of his activities and at least thirty (30) days prior to the annual session of the Board submit it to the member of the National Executive Committee who is appointed to edit the consolidated National Executive Committee annual report.

205.12 Other members of the National Executive Committee shall:

- a. attend the meetings of the National Executive Committee and perform the tasks assigned to them by the president of the Committee and by Committee decision;
- b. prepare a report of their activities and at least thirty (30) days prior to the annual session of the Board submit it to the member of the National Executive Committee who is appointed to edit the consolidated National Executive Committee annual report.

205.13 The term of office of the National Executive Committee shall begin only after the LAC National Board of Directors confirms the membership of the National Executive Committee and after it assumes responsibilities from the outgoing National Executive Committee.

205.14 The incumbent National Executive Committee shall continue in office and shall work closely with the newly elected president of the National Executive Committee until the new National Executive Committee is confirmed and assumes office.

205.15 If the president of the National Executive Committee is temporarily unable to perform his duties, members shall stand in for him in the following order: the executive vice president, the secretary, the treasurer.

205.16 The National Executive Committee deliberations may be conducted at in-person meetings, by mail, by internet or by telephone. Minutes of all such deliberations must be kept.

205.17 Meetings of the National Executive Committee must be called no less often than every three (3) months.

205.18 Regular meetings of the National Executive Committee shall be called by notifying members orally or in writing at least thirty (30) days before the meeting. Special meetings shall be called as specified in Section 205.4 d.

205.19 Decisions of the National Executive Committee shall be made by simple majority vote of members in attendance at the meeting. Decisions by mail or by internet shall be made by majority vote of those responding.

205.20 All members of the National Executive Committee have equal and full rights. Every member has one (1) vote. The president of the National Executive Committee or the member presiding at the meeting shall vote last. If the votes are equally divided, the proposal under consideration is held rejected.

205.21 Members of the National Executive Committee shall receive no compensation for their service other than reimbursement for incurred expenses.

205.21.1 The president of the National Executive Committee shall be reimbursed at 100% of expenses incurred attending the National Board of Directors session. Expenses of the other members of the National Executive Committee shall be reimbursed at 25% of expenses incurred attending the National Board of Directors session. These expenses include travel, lodging and the registration fee.

205.22 A meeting of the National Executive Committee is valid if more than one half of the committee members are present. If such a number does not arrive on time, the meeting shall commence 15 minutes later and shall be valid whatever the number of members of the National Executive Committee are in attendance. In the latter case the agenda proposed in advance may not be changed.

205.23 The National Executive Committee may establish temporary committees consisting of its members or invited non-member consultants for specific tasks. The decisions made by these committees shall be subject to the ratification by the full National Executive Committee. As needed, special consultants who are not members of the National Executive Committee may be compensated for their services.

205.24 The National Executive Committee may invite special consultants or other individuals to attend its meetings as advisors. The president of the National Executive Committee shall issue such invitations at his discretion or at the request of at least three members of the National Executive Committee.

205.25 At the conclusion of the term of office of the Committee, all of its files, minutes, assets and treasury files and those of its councils shall be transferred to the incoming National Executive Committee at the time of the transfer of the Committee duties.

206 OPERATIONAL RULES OF THE LITHUANIAN AMERICAN COMMUNITY NATIONAL EXECUTIVE COMMITTEE INSTITUTIONS

206.1 Based on Article 106 of the LAC Bylaws, the following operational rules of the Educational, Cul-

tural, Public Affairs, Human Services, Religious Affairs Councils of the LAC National Executive Committee are established.

206.2 The councils of the National Executive Committee shall deliberate, study and discuss matters assigned to them by the LAC Bylaws, and they shall present their decisions and recommendations to the National Executive Committee or to the institutions, organizations or governmental agencies as directed by the National Executive Committee.

206.3 Each council of the National Executive Committee shall be headed by a president who shall be invited to serve by the president of the National Executive Committee and confirmed by the LAC National Board of Directors.

206.4 Each council of the National Executive Committee consists of a president, a vice president, a secretary, a treasurer and members.

206.5 The number of members on each council of the National Executive Committee is not limited.

206.6 The president of each council of the National Executive Committee shall:

- a. invite individuals to be members of the council of the National Executive Committee and shall present them to the National Executive Committee for confirmation;
- b. call meetings of the council of the National Executive Committee at his discretion or when a third of the members of the council of the National Executive Committee request a meeting and submit matters for consideration;
- c. prepare the meeting agenda;
- d. preside over meetings of the council of the National Executive Committee;
- e. act as a representative of the council of the National Executive Committee;
- f. prepare a report of council activities and at least thirty (30) days prior to the annual session of the Board submit it to the member of the National Executive Committee who is appointed to edit the consolidated Committee annual report.

206.7 The vice president of each council of the National Executive Committee shall:

- a. serve as president if the president is unable to serve;
- b. perform the tasks assigned to him by the president.

206.8 The secretary of each council of the National Executive Committee shall:

- a. prepare the minutes of meetings and before the next meeting send copies to members of the National Executive Committee and to the members of the council of the National Executive Committee of which he is the secretary;
- b. ask that the minutes of the last meeting of the council of the National Executive Committee be ratified by the council members;
- c. sign the ratified minutes of the meeting and present them to the president of the council of the National Executive Committee for his signature;
- d. at the request of the president, organize meetings of the council of the National Executive Committee and organize voting by mail, by internet and by telephone and prepare the minutes of these meetings;
- e. assist the president with correspondence.

206.9 The treasurer of each council of the National Executive Committee shall:

- a. oversee the National Executive Committee council's treasury income and payments of ex-

- penses and keep the financial accounting books necessary for these purposes;
- b. follow the Finance and Accounting Management Rules of the LAC and the directives of the National Executive Committee vice president for financial affairs;
 - c. prepare semi-annual accounting reports of the council of the National Executive Committee and the budget for the following year, which is to contain the cost of planned projects as well as administrative expenses and the projected completion dates for the projects;
 - d. present to the vice president for financial affairs of the National Executive Committee the semi-annual accounting reports approved by the council of the National Executive Committee no later than thirty (30) days after the midyear date and the budget approved by the council of the National Executive Committee before July 31st;
 - e. keep council's funds in a bank in the name of the council of the National Executive Committee; the account shall be accessible to the council's treasurer and one more member of the National Executive Committee.
 - f. if the council of the National Executive Committee is a separately incorporated entity, it prepares and sends the required reports and documents to the U.S. Internal Revenue Service and other U.S. government agencies; furthermore, it shall send copies of these reports and documents to the National Executive Committee and to the Presiding Panel of the LAC National Board of Directors.

206.10 Members of a council of the National Executive Committee shall:

- a. perform the tasks assigned to them by the council of the National Executive Committee;
- b. attend meetings of the council of the National Executive Committee.

206.11 If the president of a council of the National Executive Committee is unable to perform his duties, members of that council of the National Executive Committee shall stand in for him in the following order: the vice president, the secretary, the treasurer.

206.12 The term of office of a council of the National Executive Committee coincides with the term of office of the National Executive Committee.

206.13 Deliberations of a council of the National Executive Committee may be conducted through in-person meetings, in writing, by email or by teleconference.

206.14 Meetings of a council of the National Executive Committee shall be called by written or oral notice announced at least seven (7) days before the meeting.

206.15 Decisions of a council of the National Executive Committee shall be made by simple majority vote of members in attendance at the meeting. Decisions by mail or by email shall be made by majority vote of those responding.

206.16 All members of a council of the National Executive Committee have equal and full rights. Every member has one (1) vote. The president of the council of the National Executive Committee or the member presiding at the meeting votes last. If the votes are equally divided, the proposal under consideration is held rejected.

206.17 Members of councils of the National Executive Committee shall receive no compensation for their work other than compensation for expenses arising from completed work.

206.18 A meeting of a council of the National Executive Committee is deemed valid if more than half of the members of the council of the National Executive Committee are present. If such a number does not

arrive on time, the meeting shall commence 15 minutes later and shall be deemed valid whatever the number of members of the council of the National Executive Committee is in attendance. In the latter case the agenda proposed in advance may not be changed.

206.19 Councils of the National Executive Committee may establish temporary committees of council members or invited non-member consultants for particular tasks. The council of the National Executive Committee which has established a temporary committee shall ratify the tasks completed by the committee. If the need arises, specialists who are not members of a particular council of the National Executive Committee may be compensated for their services.

206.20 A council of the National Executive Committee may invite specialists or other necessary individuals to attend its meetings as advisors. The president shall issue such invitations at his own discretion or at the suggestion of at least three members of the particular council of the National Executive Committee.

206.21 The National Executive Committee shall finance the activities of the councils of the National Executive Committee. The National Executive Committee shall ratify the action plans for the fiscal year submitted by the councils of the National Executive Committee.

206.22 At the conclusion of the term of office of a council of the National Executive Committee, all of its files, minutes, and treasury books shall be transferred to the new National Executive Committee at the time the transfer of duties occurs.

207 OPERATIONAL RULES OF THE LITHUANIAN AMERICAN COMMUNITY CONFLICT RESOLUTION COMMISSION

207.1 Once the LAC Conflict Resolution Commission (hereinafter: the Commission) is elected, the oldest member of the Commission shall call an in-person or a teleconference meeting of the Commission to elect a chairperson no later than thirty (30) days after the members of the Commission have been elected.

207.2 The chairperson of the Commission shall be in charge of preparing case files and shall chair meetings of the entire Commission. The chairperson may appoint another member of the Commission to chair the meeting or to collect the materials necessary for the preparation of case files.

207.3 Complaints must be submitted to the chairperson of the Commission in writing. The chairperson of the Commission shall send copies of the complaints to all members of the Commission within five (5) days.

207.4 Collection of case file materials:

- a. within ten (10) days of receiving a complaint, the chairperson of the Commission shall send a copy to the opposing party, which must submit its response and explanations and a list of possible witnesses to the chairperson of the Commission in writing within twenty-one (21) days of receiving the copy;
- b. the Commission has the right to request from the parties and from LAC institutions any decisions, minutes, explanations and other written information needed as evidence.

207.5 The chairperson of the Commission shall appoint a hearing panel consisting of three Commission members to adjudicate the case and shall assign one of the hearing panel members to preside over the hearing panel.

207.6 Any Commission member who may be associated with any party in the case or who may be partial

for any other reason may not participate in hearing and deciding the case. The chairperson must appoint another Commission member in his place.

207.7 Within ten (10) days after the materials have been collected, the chairperson of the Commission shall send all of the collected documents to all members of the hearing panel and to representatives of both parties by email or in some other manner.

207.8 No later than thirty (30) days after the materials have been sent, the chairperson of the hearing panel shall call a teleconference of the hearing panel to deliberate and decide the case. In special situations the Commission may decide, if possible, that the meeting should be conducted in person if the plaintiff or the defendant so request and two-thirds (2/3) of all the members of the Commission concur.

207.9 The plaintiff and/or his or her representative, the defendant and/or his or her representative and witnesses called by both sides shall take part in the teleconference.

207.10 The procedure for a teleconference of the hearing panel:

- a. The chairperson of the hearing panel shall announce who is participating:
 - members of the hearing panel;
 - the plaintiff or his or her representative, if there is one;
 - the defendant or his or her representative, if there is one;
 - witnesses and other invited participants, if there are any.
- b. The chairperson:
 - shall present the agenda for the examination process;
 - shall orally give a short account of the materials received for the case;
 - if necessary, shall point out the LAC bylaws and rules pertaining to the case.
- c. Opening statements describing the position of each side of the dispute, what each side is seeking and what each side will try to prove. (Note: opening statements by each party or the statements of their representatives do not constitute testimony or evidence.)
 - the plaintiff
 - the defendant
- d. Presentation of accusations and witnesses:
 - (1) The plaintiff's evidence:
 - presentation of what the plaintiff is trying to prove and testimony of witnesses, if there are any;
 - cross-examination by the defendant or his or her representative;
 - the plaintiff's rebuttal or further examination of witnesses based on the testimony presented by the witnesses.
 - (2) The defendant's response to the accusations or evidence that was presented:
 - direct examination of the defendant or of witnesses;
 - cross-examination by the plaintiff or his or her representative;
 - the defendant's rebuttal or further examination of witnesses based on the testimony presented by the witnesses.
 - (3) Rebuttal evidence of the plaintiff.

- e. Questions by members of the hearing panel. Members of the hearing panel may ask questions or ask for explanations at any time during the meeting.
- f. Short closing arguments:
 - the plaintiff or his or her representative;
 - the defendant or his or her representative.
- g. The chairperson of the hearing panel shall conclude the inquiry, and the members of the hearing panel (or of the Commission) shall deliberate the case in closed session immediately, or at another agreed-upon time. If the decision is not reached at the time of the teleconference deliberation, the hearing panel (or Commission) participants shall present their opinion, interpretation and proposed resolution to the chairperson in writing by a fixed date.

207.11 The hearing panel proceeding at which a decision is reached is not open to the public, and the course of the deliberations at the proceeding shall not be recorded and shall not be made public.

207.12 The plaintiff must prove the fault or transgression. A finding of fault or transgression requires a preponderance of the testimonial or documentary evidence (i.e. that there is greater likelihood that what the defendant is accused of existed or occurred than there is doubt of the transgression or offense). The board may postpone the deliberation proceedings and ask both sides to provide additional probative materials or evidence in writing or orally.

207.13 After the complaint and the probative materials have been deliberated, the chairperson of the hearing panel shall prepare a decision, in which he shall state the circumstances of the case and the reasons on which the decision is based and shall present it to the members of the hearing panel deliberating the case for their vote.

207.14 Decisions of the hearing panel are made by majority vote. Voting at the hearing panel proceeding is done openly, and the presiding member votes last. Any member who disagrees with the majority opinion or its reasoning may express a separate opinion.

207.15 Within thirty (30) days of the decision, a copy of the hearing panel's decision shall be sent to the parties, to the chairperson of the Commission and to the chairperson of the Presiding Panel of Officers of the LAC National Board of Directors.

207.16 The chairperson of the Commission is responsible for documentation of the cases, the announcement of decisions and for other administrative matters of the Commission. At every session of the LAC National Board of Directors, the chairperson of the Commission or a representative delegated by him from the members of the Commission shall provide a summary report of the activities of the Commission, which shall be sent to members of the LAC National Board of Directors fourteen (14) days before the session of the Board.

207.17 The chairperson of the Commission may invite someone to be the secretary of the Commission to perform the technical and administrative tasks assigned to him.

207.18 The decision of the hearing panel may be appealed to the entire Commission for its deliberation. The petition to appeal by the party dissatisfied with the decision must be presented to the chairperson of the Commission, together with a \$50 check made out to the LAC National Executive Committee, no later than thirty (30) days after the decision of the initial hearing panel is announced.

207.19 The teleconference appellate proceeding must be called no later than thirty (30) days from the day the petition to appeal is received. The Commission shall follow the same procedure in examining and considering the case as specified for hearing panel proceedings. The chairperson of the Commission or a Commission member appointed by him presides at the proceeding.

- a. The Commission members who had been assigned to the hearing panel which considered and decided the case shall not participate in appellate deliberations.
- b. All of the written materials associated with the case must be sent in advance by email to the remaining members of the Commission.
- c. All of the presented written materials associated with the case and the reasoned opinion of the hearing panel shall be examined and considered at the proceeding. If the Commission finds that there were procedural or legal errors in the deliberation of the case, it may decide that the whole Commission must conduct an examination of the case *de novo* and must deliberate the case according to the procedures specified above for the deliberations by the initial hearing panel.

207.20 The entire Commission may:

- a. affirm the decision of the hearing panel;
- b. change, in its discretion, the decision of the hearing panel;
- c. remand, with its comments and references, the decision to the hearing panel for reconsideration;
- d. reverse the decision of the hearing panel. If the decision of the hearing panel is reversed, the \$50 payment presented with the petition to appeal shall be refunded to the appealing party.

207.21 The party dissatisfied with the decision of the entire Commission may appeal to the chairperson of the Presiding Panel of Officers of the LAC National Board of Directors in writing no later than within thirty (30) days. If the chairperson of the Presiding Panel of Officers finds that this appeal has merit, he shall arrange for the chairperson of the Commission to recommend for confirmation three LAC members who are impartial and who have had no connection with the case, and within thirty (30) days of being recommended they shall examine all the written materials associated with the case and reconsider the decision in the case. If during such an examination it is found that procedural or legal errors were committed during the proceedings in the case, the individuals invited by the chairperson of the Presiding Panel of Officers may conduct a new hearing according to the procedures specified here for the initial deliberations and may consider the case anew. The decision made during the reconsideration of the case is final.

207.22 Members of the Commission shall receive no compensation for their services other than reimbursement of expenses.

207.23 The Commission shall transfer all case files and correspondence to the chairman of the newly elected Commission within thirty (30) days of the election of the new Commission.

208 OPERATIONAL RULES OF THE LITHUANIAN AMERICAN COMMUNITY AUDIT COMMISSION

208.1 During the first session of the LAC National Board of Directors the newly elected Audit Commission (hereinafter: Commission) shall decide among themselves which respective duties of the Commission they will assume and shall immediately inform the Board.

208.2 Before responsibilities have been assigned, the oldest member of the Commission shall preside at the first meeting of the Commission.

208.3 During the first session of the LAC National Board of Directors the new Commission shall assume responsibilities, files and minutes of the previous Commission.

208.4 If a member of the Commission ceases to be a member, his place shall be taken by the candidate who sequentially received the most votes.

208.5 All decisions of the Commission shall be made by a simple majority vote of commission members.

208.6 Fourteen (14) days before conducting an audit, the Commission must notify the institution to be audited about the audit, except in unusual circumstances. The Audit Commission shall determine which circumstances are unusual.

208.7 When the Commission conducts an audit, a representative or representatives of the institution being audited shall participate in the audit to explain any questions that arise. If the Commission audits correspondence, files, minutes and accounts without participation by representatives of the audited institution, the Commission must resolve any questions and uncertainties that arise with representatives of the respective institution before writing the audit report.

208.8 Members of the Commission shall receive no compensation for their services other than reimbursement of expenses.

209 OPERATIONAL RULES OF LITHUANIAN AMERICAN COMMUNITY DISTRICTS

209.1 Based on Article 109 of the LAC Bylaws, the following operational rules of LAC districts are established.

209.2 The annual convention of an LAC district (hereinafter: district) shall be called during the months of June to August inclusively.

209.3 The district executive committee, when calling the district convention, shall notify convention participants of the time, place and proposed agenda of the convention at least three (3) weeks in advance.

209.4 It is advisable for the district executive committee to call a district convention to discuss its activities before the annual session of the LAC Board of Directors.

209.5 The president of the district shall preside at the district convention, but if he is not present, the vice president shall preside.

209.6 The secretary of the district shall act as the secretary of the district convention, but if he is not present, another member of the executive committee shall act as the secretary.

209.7 The district convention shall determine the number of members in the district executive committee, which must not be less than three (3) members.

209.8 The president of the district executive committee which has completed its term of office shall call the first meeting of the new district executive committee within two (2) weeks after its election, but if he is unable, the vice-president shall call the meeting.

209.9 The district executive committee members shall decide among themselves which respective duties they will assume (president, vice president, secretary, treasurer and members).

209.10 The district executive committee which has completed its term of office shall transfer its duties, files and treasury to the new district executive committee at the first meeting of the executive committee after it has assumed respective duties.

209.11 Within two (2) weeks after determining office assignments, the district executive committee shall submit in writing to the LAC Board of Directors, to the LAC National Executive Committee, and to the executive committees of chapters within the district a list of the officers of the executive committee, their duties, their addresses, telephone numbers and email addresses.

209.12 A meeting of a district executive committee is deemed to be valid if all members of the executive committee were notified in advance and if a majority of the members of the executive committee are present.

209.13 Decisions at meetings of a district executive committee shall be made by majority vote of participating members. If the vote is evenly divided, the proposal under consideration shall be deemed rejected.

209.14 If a member of a district executive committee ceases to be its member, his place shall be taken by the candidate who sequentially received the most votes at the district executive committee election. If no such candidate exists, the district executive committee may co-opt a member to complete the term of office.

209.15 The secretary shall keep the minutes of the district executive committee meetings, recording the decisions and the proceedings, and shall promptly send the minutes to members of the committee. The minutes shall be reviewed and approved at the next committee meeting and signed by the committee president.

209.16 Prior to drafting the audit report, the district audit commission shall invite a member of the district executive committee to review and clarify any discrepancies or ambiguities that may have been discovered during the review process.

209.17 The district executive committee shall reimburse audit commission expenses.

209.18 The district audit commission's term of office shall coincide with the term of the district executive committee.

209.19 If a member of the district audit commission withdraws from the commission, his place on the commission shall be assumed by a candidate receiving the next largest number of votes in the commission election.

209.20 Members of a district executive committee and the district audit committee shall receive no compensation for their services other than reimbursement for expenses.

210 OPERATIONAL RULES OF LITHUANIAN AMERICAN COMMUNITY CHAPTERS

210.1 Based on Article 110 of the LAC Bylaws, the following operational rules of LAC chapters are established.

210.2 A chapter member is registered once he is listed in the chapter registry by the chapter executive committee. To be in the registry, an individual who wants to be a member must:

- a. declare his membership in the Lithuanian American Community in writing or orally, or
- b. pay a voluntary solidarity fee at least once, or
- c. vote in LAC National Board of Directors elections from his chapter at least once, or
- d. register with the election commission during LAC National Board of Directors elections.

210.3 Annual chapter meetings shall be held in the months of January, February or March.

210.4 A chapter meeting is deemed valid if not less than ten percent (10 %) of registered chapter members are in attendance. If this number does not assemble in time, a meeting called fifteen (15) minutes later is deemed valid regardless of the number of members participating.

210.5 The president of the LAC chapter executive committee shall open and chair the chapter meeting, or in his absence, the vice president shall do so, or in his absence, the chapter executive committee member oldest in age shall do so, or a presiding panel for the meeting shall be elected if the meeting so decides.

210.6 The chapter secretary shall act as secretary for the chapter meeting, or in his absence, another member of the executive committee shall do so.

210.7 Those in attendance at the chapter meeting shall elect a one-time election committee consisting of three persons to count the votes.

210.8 If a member ceases to be a member of the chapter executive committee, the candidate who sequentially received the most votes at the last LAC chapter executive committee election shall take his place to complete the term of office of the member who has withdrawn. If the number of votes were tied, the eldest person shall serve.

210.9 The chapter executive committee shall consist of a president, vice president, secretary, treasurer and other members to head various areas of chapter activities.

210.10 Chapter executive committee meetings shall be called as the need arises, but not less frequently than every two (2) months.

210.11 The president, or if he is unable, the vice president, shall call the meeting of the chapter executive committee.

210.12 The secretary of the executive committee shall keep minutes of the chapter executive committee meetings recording proceedings and decisions. If the secretary is absent, the president shall appoint another member of the executive committee to serve temporarily as the secretary. The minutes shall be reviewed and approved at the next committee meeting and signed by the committee president.

210.13 A meeting of a chapter executive committee is deemed valid if all members of the chapter executive committee are notified in advance and a majority of the members of the chapter executive committee attend.

210.14 Decisions at meetings of a chapter executive committee shall be made by majority vote of participating members. If a vote is evenly divided, the proposal under consideration is deemed rejected.

210.15 The current president of the chapter executive committee, or if he is unable, the vice president, shall call the first meeting of the newly elected chapter executive committee within two (2) weeks of the annual chapter meeting. At this meeting a new president shall be elected, and the remaining members shall decide among themselves which respective duties they will assume.

210.16 At the first meeting of the new chapter executive committee, immediately after assuming respective duties, the chapter executive committee, which has completed its term of office, shall transfer its duties, files, minutes and treasury to the new chapter executive committee.

210.17 If the need arises, a chapter executive committee may make changes in the committee office assignments. Such changes must be reported to the LAC National Executive Committee and to the appropriate district executive committees within two (2) weeks.

210.18 Within two (2) weeks of electing a president and assuming respective duties, the chapter executive committee must submit in writing to the LAC National Executive Committee and to the executive committees of its district a list of the officers of the chapter executive committee, their addresses, telephone numbers and email addresses.

210.19 Before the district convention, the executive committee of each chapter shall provide the district executive committee with a list of its representatives who are authorized to attend the district convention.

210.20 The chairperson of the chapter audit commission or a commission member designated by him has the right to attend meetings of the chapter executive committee in an advisory capacity.

210.21 Within two (2) weeks of its election, the chapter audit commission shall elect a chairperson and so inform the chapter executive committee.

210.22 The chapter audit committee shall audit chapter's assets, financial accounting, activities files and minutes of meetings. Prior to drafting the audit report, the chapter audit commission shall invite a member of the chapter executive committee to review and clarify any discrepancies or ambiguities that may have been discovered during the review process.

210.23 The chapter executive committee shall reimburse the chapter audit commission expenses.

210.24 The term of office of the acting chapter audit commission shall terminate and the term of office of the new chapter audit commission shall commence once the annual chapter meeting elects a new chapter audit commission.

210.25 If a member of a chapter audit commission ceases to be its member, his place shall be taken by the candidate who sequentially received the most votes.

210.26 Members of a chapter executive committee and chapter audit commission shall receive no compensation for their services other than reimbursement of expenses.

211 FINANCE AND ACCOUNTING MANAGEMENT RULES OF THE LITHUANIAN AMERICAN COMMUNITY

211.1 Management of the finances and accounts of the Lithuanian American Community shall be conducted according to the Finance and Accounting Management Rules of the Lithuanian American Community.

211.2 The fiscal year of the Lithuanian American Community coincides with the calendar year.

211.3 Accounting must be done in such a way that the status of the treasury and the status of separate projects specified in the budget can be determined and that data necessary for the preparation of financial and tax accounting, gathered either individually or grouped according to institution, can be collected.

211.4 The vice president for financial affairs of the National Executive Committee shall determine, and the National Executive Committee shall confirm, the procedure for keeping the financial books of the National Executive Committee and the supervision of its assets.

211.5 The vice president for financial affairs of the National Executive Committee shall inform the treasurer of the National Executive Committee and the treasurers of the councils of the National Executive Committee with the procedure for financial management and the supervision of assets that were confirmed by the National Executive Committee.

211.6 The books of the financial accounts and the assets of all councils of the National Executive Committee shall be kept according to the same procedure used for the books of the treasury and the assets of the National Executive Committee.

211.7 The treasurers of the National Executive Committee and its councils shall prepare semi-annual financial accounting reports and shall provide them to the vice president for financial affairs of the National Executive Committee no later than thirty (30) days after the midyear date.

211.8 The councils of the National Executive Committee shall submit to the vice president for financial affairs of the National Executive Committee their budgets for the following year by July 31st. The budgets must include the administrative income and expenses of planned projects and the projected timeline for their completion .

211.9 If the need arises, special budgets may be submitted later for previously unanticipated projects.

211.10 The vice president for financial affairs of the National Executive Committee shall prepare general annual financial reports and budgets of the National Executive Committee, which shall be confirmed by the National Executive Committee.

211.11 The general and the special annual financial reports and budgets of the National Executive Committee prepared by the vice president for financial affairs of the National Executive Committee and ratified by the National Executive Committee shall be presented to the LAC National Board of Directors for confirmation. During the third year of the term of office of the National Executive Committee, the vice president for financial affairs of the National Executive Committee shall be responsible for preparation of the financial accounting for that year, for submission of all reports required by law to agencies of the U.S. government before the fixed deadlines, and for transmission of that accounting to the LAC National Board of Directors which is assuming the new term of office.

211.12 The bills of those who render services shall be paid in accordance with the annual or special budgets upon presentation of the required valid receipts without the need for confirmation by the National Executive Committee.

211.13 Any expenses or payments not anticipated in annual or special budgets must be approved by the National Executive Committee before they are paid. The National Executive Committee may authorize the president of the National Executive Committee to approve bills of not more than \$1,000.

211.14 Before they are paid, expenses must be verified to ensure that they are authorized, that they do not exceed the permitted amount, and that the method of payment does not conflict with LAC Bylaws.

211.15 Chapters of the Lithuanian American Community, which are separately incorporated under various titles in various states of the United States and which consider themselves to be part of the Lithuanian American Community must keep the necessary accounting books. The National Executive Committee shall oversee the financial bookkeeping of the separately incorporated institutions (councils) of the National Executive Committee. All other separately incorporated institutions or affiliates of the Lithuanian American Community must directly provide U.S government agencies with all financial accounting required by law and must send copies to the vice president for financial affairs of the LAC National Executive Committee. These institutions or affiliates of the Lithuanian American Community, Inc. are required to abide by all LAC Bylaws and Rules.

211.16 The vice president for financial affairs of the National Executive Committee shall act as controller for the National Executive Committee and the councils of the National Executive Committee.

211.17 Financial accounting for the National Executive Committee, for the councils of the National Executive Committee, and for districts and chapters shall be conducted according to U.S. financial account-

ing standards. Documentation shall be provided to U.S. government institutions in English.

211.18 District and chapter executive committees shall prepare annual financial reports each year in accordance with forms prepared by the National Executive Committee. These reports:

- a. shall show the income and expenses of the district or chapter treasury. These reports must be sent to the National Executive Committee no later than March 31st, along with copies of bank statements as of December 31st of the previous year.
- b. The National Executive Committee shall issue a written warning to chapters which have failed to submit the annual financial reports on time. Chapters which do not respond to the warning by the time determined by the National Executive Committee and fail to submit their financial reports shall forfeit their right to use the LAC IRS tax-exemption number until they provide these financial reports to the National Executive Committee.
- c. If a chapter's financial reports do not show any activity for three consecutive years, it is assumed that the chapter has become inactive. In that case, the possibility to elect a new chapter executive committee may be explored, or the matter may be referred to the National Executive Committee for consideration to close the chapter.

211.19 Each year chapter executive committees shall collect national solidarity fees from members living within the chapter territory. The amount of the national solidarity fees is twenty dollars (\$20) for every individual over 18 years of age.

211.20 The collected national solidarity fees are allocated as follows:

- (1) 35% shall remain in the chapter treasury;
- (2) 20% shall be submitted to the district executive committee;
- (3) 30% shall be submitted to the National Executive Committee;
- (4) 15% shall be submitted to the Lithuanian World Community through the LAC National Executive Committee.

211.21 Chapters shall collect donations for the National Executive Committee on the occasion of the 16th of February and the 11th of March (days of the Declaration of Lithuanian Independence). All donations designated for the National Executive Committee shall be sent to the vice president for financial affairs. Donations for educational purposes shall be collected in the month of September. They shall be sent to the Educational Council.

211.22 Donations of money and real property as well as testamentary bequests designated for LAC chapters or districts must be made to the Lithuanian American Community, Inc. when U.S. federal or state laws so require, and must be allocated subject to the following conditions:

- a. As long as it does not conflict with conditions previously specified by the donor in writing, the financial allocation of property or gifts, after legally required expenses and other expenses are paid, shall be done by written contract between the National Executive Committee and the executive committee of the district or chapter to which the property was donated or bequeathed. The National Executive Committee has the right to receive less than fifty percent (50%) of the amount of the gift or bequest. The LAC National Board of Directors must ratify this financial allocation of contributions or bequests.
- b. The National Executive Committee and the chapters or districts shall designate all assets realized through such a gift or bequest as assets to be used for the activities of the Lithuanian American Community, Inc.
- c. If the National Executive Committee and the executive committees of the chapters or districts to whom the property was donated or bequeathed are unable to reach an agreement, the LAC

National Board of Directors shall determine the allocation of the gift or bequest. However, the portion of the gift or bequest allocated to the National Executive Committee, after legally required expenses and other expenses are paid, cannot be less than ten percent (10%).

- d. If the donor's written pre-conditions for the gift or bequest are unacceptable to the LAC National Board of Directors, the National Executive Committee has the right to refuse the gift or bequest in the name of the Lithuanian American Community, Inc.

211.23 Each year the chapter executive committees shall account for:

- a. national solidarity fees by June 30th;
- b. donations collected commemorating February 16th (Lithuanian Independence Day) by April 30th;
- c. donations collected in September for educational purposes by December 15th.

211.24 The district and chapter executive committees shall keep their funds in banks or savings institutions in the name of the LAC district or chapter. These accounts must be accessible to the treasurer and to at least one other member of the district or chapter executive committee.

211.25 Each year the district and the chapter executive committees shall submit a copy of their audit commission report to the National Executive Committee vice president for financial affairs no later than thirty (30) days after the annual district convention or annual chapter meeting.

211.26 On October 11, 1998, at the session of the LAC National Board of Directors which took place in Cleveland, Ohio, an account named "A Gift to the Community" was established. The principal of this account is irremovable. Profits obtained from investments made from the "A Gift to the Community" account may be used for LAC National Executive Committee activities.

211.27 The Lithuanian American Community as a not-for-profit organization in compliance with the laws of the United States must be registered with the Office of the Secretary of State of the state in which it operates according to the laws of that state. According to the requirements of each state, the Lithuanian American Community must register separately with the attorney general of the state in which it operates, with the department governing charitable organizations. All such registrations shall be made by the National Executive Committee vice president for financial affairs.

PART THREE – TIES WITH OTHER ORGANIZATIONS

301 REGULATIONS OF THE JOINT COMMISSION OF THE REPUBLIC OF LITHUANIA SEIMAS AND THE LITHUANIAN WORLD COMMUNITY

(Note: *Seimas* is the Republic of Lithuania legislative body, the Parliament. The paragraph and article numeration in the original Seimas law is shown in brackets [].)

301.1 Law No. XIII-867, passed by the Republic of Lithuania Seimas on December 7, 2017, in Vilnius, confirming the regulations governing the Joint Commission of the Republic of Lithuania Seimas and the Lithuanian World Community.

The Republic of Lithuania Seimas decided:

Article 1

Confirm the regulations of the Joint Commission of the Republic of Lithuanian Seimas and the Lithuanian World Community (attached herewith).

Article 2

Declare null and void the Republic of Lithuania Seimas law No. X-1103, dated April 19, 2007, regarding “Confirmation of the regulations of the Joint Commission of the Lithuanian Republic Seimas and the Lithuanian World Community,” including all its revisions and amendments.

Signed: Viktoras Pranckietis, Speaker of Seimas, presiding

302.2 Regulations of the Joint Commission of the Republic of Lithuania Seimas and the Lithuanian World Community.

302.2.1. Article I. General Regulations

- a. [1] The Joint Commission (hereinafter: Commission) of the Republic of Lithuania Seimas (hereinafter: Seimas) and the Lithuanian World Community (hereinafter: LWC) is established for the term of the Seimas.
- b. [2] In all its activities the Commission will be guided by the Constitution of the Republic of Lithuania, the statutes passed by the Seimas, the Lithuanian Charter, the Laws of the Republic of Lithuania, all other applicable legal requirements and these regulations.
- c. [3] The Commission is financed by funds appropriated to the Seimas in the National budget. The funding of the Commission shall be approved by the Seimas Executive Panel.

301.2.2 Article II. The Goals and Functions of the Commission

- a. [4] The goals of the Commission are to foster cooperation among Lithuanians living in Lithuania and abroad, provide interdependent assistance and support, exchange scientific, cultural and other information, provide recommendations to the Seimas and other national agencies and institutions toward strengthening and fostering the values of democratic governance, encourage Lithuanians living abroad to return and live in Lithuania and to make recommendations toward implementation of those goals.
- b. [5] The goals of the Commission activities consists of the following:

- (1) [5.1] increasing the interest of Lithuanians living abroad about present-day Lithuania;
 - (2) [5.2] preserving the Republic of Lithuania citizenship and strengthening of the Lithuanian identity;
 - (3) [5.3] broadening the ties among LWC and the established Lithuanian Communities throughout the world to Lithuania, and to bolster cooperation in the economic, cultural, education and science, health and social areas;
 - (4) [5.4] assuring the legal and social rights for Lithuanians returning to Lithuania, bolstering their employment and entrepreneurship possibilities, and strengthening of the governmental assistance and support towards their integration into society;
 - (5) [5.5] improving governmental assistance and defense of the rights of the Lithuanian citizens living abroad;
 - (6) [5.6] enhancing the security of the Lithuanian governmental information;
 - (7) [5.7] strengthening the sense of national belonging, civic consciousness, national identity and patriotism;
- c. [6] The Functions of the Commission consist of the following:
- (1) [6.1] submitting to the Seimas recommendations regarding broadening of ties with the LWC and other established Lithuanian community entities abroad, strengthening the Lithuanian statehood and national identity, fostering of the democratic tradition, scientific and cultural development and other matters related to the Commission purposes;
 - (2) [6.2] attending the deliberations of proposed legislation related to the Commission activities and purposes;
 - (3) [6.3] attending to the programs related to the scope of the Commission activities, assurance of their financing and proposing recommendations for long-term governmental and other strategic policies;
 - (4) [6.4] implementing the establishment of the “Global Lithuania” program and its oversight and management;
 - (5) [6.5] acquainting itself with the information and proclamations, which the national and local governing bodies receive about the enforcement and enactment of laws and other government legal orders of the Republic of Lithuania pertaining to the Commission activities;
 - (6) [6.6] organizing seminars and conferences pertaining to the Commission activities and actively participating in such activities conducted by other institutions;
 - (7) [6.7] promoting international cooperation of the Republic of Lithuania with other countries and international organizations regarding matters vital to Lithuanians and their communities abroad;
 - (8) [6.8] enhancing and strengthening ties between Lithuanians and their communities abroad.

301.2.3 Article III. Establishment of the Commission

- a. [7] The Commission is established by law of the Seimas. Commission consists of the following:
 - (1) [7.1] ten members of the Seimas proportionally representing political factions of Seimas. All factions of the Seimas shall be represented on the Commission;
 - (2) [7.2] ten members appointed by the LWC Executive Committee selected from the candidates nominated by the Lithuanian Communities which are members of LWC.
- b. [8] The political factions of Seimas, taking into consideration the interests of their membership, shall recommend as many faction members as are allocated to them on the Commission. The political factions and the LWC Executive Committee shall also appoint or elect alternate Commission members who will participate in the Commission meetings substituting for members who are unable to attend. At the Commission meetings, the alternate member in attendance will have all the rights of the absent regular member.
- c. [9] Chairperson of the LWC Executive Committee shall submit the list of the LWC representatives and their alternates to the Speaker of Seimas.
- d. [10] The Commission shall elect two chairpersons and two alternates. One of the chairpersons and his alternate shall be elected by a majority vote of not fewer than one half of the members representing the Seimas, and the second chairperson and his alternate shall be elected by a majority vote of not fewer than one half of the members representing LWC.
- e. [11] The Commission chairpersons and their alternates shall be confirmed by Seimas.

301.2.4 Article IV. The Rights and Duties of the Commission Chairpersons and Members

- a. [12] The chairpersons shall preside and oversee the Commission's agenda by mutual agreement. The duties of the chairpersons consist of the following:
 - (1) [12.1] plan Commission activities and propose an agenda for the Commission meetings;
 - (2) [12.2] guide the process of developing matters for consideration by the Commission;
 - (3) [12.3] call and chair the Commission meetings;
 - (4) [12.4] sign the meeting minutes and other Commission documents;
 - (5) [12.5] implement other tasks assigned to them by various legal mandates.
- b. [13] Every Commission member is entitled to the following:
 - (1) [13.1] receive all information related to the Commission activities;
 - (2) [13.2] submit proposals to the Commission chairperson for organizing tasks of the Commission;
 - (3) [13.3] submit proposals to the Commission chairperson for the Commission meeting agenda;
 - (4) [13.4] state a dissenting opinion to the Commission chairperson if in disagreement with a

- Commission decision.
- c. [14] Every Commission member is obligated to do the following:
- (1) [14.1] maintain confidentiality pertaining to national, employment, commercial or other legally protected data and information;
- (2) [14.2] avoid all conflicts of interest and not use the data and information obtained as a member of the Commission for personal benefit or for use by other persons.

301.2.5. Article V. Organizational Aspects of the Commission's Work

- a. [15] The Commission at its meetings deliberates and decides matters within its purview.
- b. [16] The Commission shall meet twice each calendar year at a time decided by the Commission. In addition to the bi-annual meetings special meetings of the Commission may be called. All meetings shall be called and chaired by the Commission chairpersons or, at their direction, their alternates.
- c. [17] One more than half of the membership of the Commission shall constitute the quorum for a meeting.
- d. [18] A Commission member who is unable to attend a scheduled meeting shall inform one of the Commission chairpersons about the absence.
- e. [19] Members of the Lithuanian national government, of the various departments of the government, of other governmental institutions, as well as members of civic organizations, LWC representatives and expert consultants from Lithuania and abroad may be invited to attend the Commission meetings.
- f. [20] All Commission meeting shall be open to the public.
- g. [21] When neither of the two Commission chairpersons can attend or perform their duties, their alternates shall assume the Commission chairmanship.
- h. [22] The Commission may assign some of the Commission work to a designated Commission member or members, or to an ad hoc committee established by the Commission.
- i. [23] Joint meetings of the Commission with the standing committees of Seimas may be called to deliberate matters within the purview of the Seimas committees or commissions.
- j. [24] Commission may form working groups for the initial preparation of materials to be deliberated and resolved by the Commission. Such may include members of the Commission, representatives of the government institutions and representatives of civic organizations, and expert consultants.
- k. [25] Minutes of all Commission meeting shall be kept, and all meetings shall be recorded by video and audio means, and by verbatim transcriptions. All Commission meetings shall be conducted in Lithuanian. The minutes, conforming to the accepted clerical standards, shall be kept by the meeting secretary.
- l. [26] The minutes shall be signed by the Commission chairperson who chaired the meeting and the meeting secretary.

- m. [27] At the conclusion of the meeting the Commission shall preliminarily decide the dates of other meetings and shall confirm such decision.
- n. [28] The secretarial staff of the Seimas chancellery shall provide secretarial services to the Commission.

301.2.6 Article VI. Commission Decision-Making Process

- a. [29] In implementing its mandate, the Commission decides matters before it. Decisions shall be recorded in the meeting minutes or may be issued as a separate document.
- b. [30] At Commission meetings motions shall be adopted by a majority vote of those present and voting by show of hands. Every member of the Commission has one vote.
- c. [31] The decisions made by the Commission may be forwarded as appropriate to the offices of the national or local governmental institutions, and to civic and other organizations. After their due considerations, the recipients of the Commission recommendations shall respond to the Commission with information about the means and the results of implementing the decisions.

301.2.7 Article VII. Public Information [32] After every meeting of the Commission a communiqué may be issued to the news media. The public may be informed directly at a press conference or in writing by the chairpersons of the Commission, or by the designated Commission members.

301.3 Representation of the Lithuanian American Community (LAC) in the Commission

301.3.1 The number of the LAC representatives to the Commission will be determined by the LWC Executive Committee and sixty (60) days prior to the initial Commission meeting shall inform the Panel of Presiding Officers of the Lithuanian American Community.

301.3.2 The Board of Directors, either at its session, or by an internet vote shall elect the required number of representatives and their alternates, and will submit their names, their *curriculum vitae* and contact information to LWC Executive Committee.

301.3.3 Candidates for representation on the Commission shall submit a written consent to be nominated and a *curriculum vitae* including education, professional experience and involvement in civic and community activities.

301.3.4 Commission members representing LWC are accountable for their activities to the LWC Executive Committee and to the LAC Board of Directors. During participation in the Commission, these representatives are obligated to adhere to the priorities established by LWC Congress and the LWC Executive Committee.

301.3.5 The term of the representatives to the Commission coincides with the term of the officers of the LWC Executive Committee.

301.3.6 A member of the Commission withdrawing from the Commission shall be replaced by one of the elected alternates. Should an alternate not be able to assume the position, the LAC Board of Directors shall elect and submit another representative.

301.3.7 No travel, housing or other expenses related to the representation on the Commission shall be reimbursed by either Seimas or the LWC Executive Committee. LWC representatives on the Commission receive no compensation and are responsible for all expenses related to their representation on the Commission.

301.4 The Duties of the LWC Executive Committee consist of the following:

- a. decide the date, the procedure and the timeline for the nomination of the candidates for Commission representatives;
- b. provide information pertaining to the voting for the representatives;
- c. submit the names of the elected representatives to the Seimas and announce the election results to the news media;
- d. approve the rules of conducting the Commissions work;
- e. coordinate the Commission activities with the governing bodies of the member Lithuanian Communities of LWC;
- f. provide information about the Commission activities, decisions and adopted resolutions, together with the minutes of meetings, to the Boards of Directors and Executive Committees of the member Lithuanian Communities of the LWC. This report shall be shared with all WLC Commission members. If in disagreement with the content of the report, LWC representatives who disagree with the content of the report are entitled to a written dissenting opinion which the LWC Executive Committee is required to disseminate as stated above;
- g. remove from office any LWC representative from the Commission upon a written request signed by not fewer than seven LWC representatives. Reasons for such request must be clearly stated.

301.5 LAC representatives on the Commission shall adhere to the principles of the Lithuanian Charter and the LWC Constitution and shall respect the laws of the Republic of Lithuania and of the countries of their residence.

301.6. Representatives on the Commission shall refrain from making public statements that may infer favoritism to any political party or leaning or may be personally injurious or objectionable.

301.7 In the event the LWC representatives on the Commission are unable to reach a consensus on a given subject, they shall confer among themselves, will consult with the LWC Executive Committee and shall decide the matter by a vote. On substantial matters the LAC representatives are obligated to adhere to the established and declared policies of the LWC Executive Committee. Majority opinion is binding to all LWC representatives and is considered to reflect the official position of the LWC.

301.8 The Chronology of the Commission Regulations

- Algimantas Gečys was the author of the initial project of the RL Seimas and LAC Commission Regulations. (March 23, 1995).
- Changes to the original project were made in Chicago on April 22, 1995, with representatives of the Public Affairs Commission of the LAC Board of Directors and representatives of the National Executive Committee participating. Pranas Zundė was the chairperson of the meeting; Regina Narušienė, JD was the president of the LAC National Executive Committee.
- The Public Affairs Commission of the LAC Board of Directors completed preparation of regulations for Commission activities on June 10, 1995, in Arlington, Virginia. Liūda Rugienienė was the chairperson of the meeting, Juozas Ardys was the vice chairperson, and Jonas Urbonas was the secretary. The XIV LAC Board of Directors ratified the Commission regulations with commentaries by the Board by mail vote on August 18, 1995.

- At the XVI Session of the LAC Board of Directors on September 22, 2002, four members of the RL Seimas and the LAC Commission (with Liūda Rugienienė presiding) and the Presiding Panel of Officers of that Board (with Regina Narušienė, J.D., president) presented their separate proposals for the regulations. The Presiding Panel of Officers of the Board and the LAC representatives in the Seimas /LAC Commission met to coordinate the proposals on October 21, 2002, in Lemont, Illinois. Due to differences of opinion and due to the refusal of the Presiding Panel of Officers of the Board to let the process go forward, the Commission had to continue to operate under the regulations previously ratified.
- The Presiding Panel of Officers of the XVII LAC Board of Directors requested the original rules and regulations be updated by the author of the said rules and regulations, Algimantas Gečys. After said proposed revisions dated August 23, 2005, were submitted to the Presiding Panel of the Board (Regina Narušienė, J.D. president), they were presented to the members of the XVII Board of Directors in its third session for approval. Because of differences of opinion among the LAC members of the Seimas/LAC Commission, the proposed revisions were not adopted.
- On February 15, 2007, Regina Narušienė, the president of the LWC Executive Committee, asked Algimantas Gečys to prepare a draft of regulations for procedures and activities of the newly established Commission consisting of the representatives of the Seimas of the Republic of Lithuania and representatives of the Lithuanian World Community. This draft was prepared in collaboration with Regina Narušienė and was based on regulations previously used by the Commission of Seimas and the Lithuanian American Community. It was presented to the LWC Executive Committee for review and commentary. The LWC Executive Committee ratified these regulations on March 9, 2007.

302 TIES BETWEEN THE LITHUANIAN AMERICAN COMMUNITY AND THE LITHUANIAN FOUNDATION

302.1 The Lithuanian Foundation was incorporated in the State of Illinois on March 14, 1962, based on an agreement with the National Executive Committee of the Lithuanian American Community of March 19, 1961. This agreement, which has been incorporated into the bylaws of the Lithuanian Foundation and has been in effect since 1961, provides important rights to the Lithuanian American Community within the Lithuanian Foundation. These four points (Lithuanian Foundation Minutes No. 5) constitute the core of the agreement:

- 1) The Lithuanian Foundation is established alongside the Lithuanian American Community;
- 2) Funds for the Lithuanian Foundation shall be raised by its founders and the Lithuanian American Community.
- 3) Trustees selected from contributors shall safeguard the Lithuanian Foundation and guarantee its inviolability;
- 4) Each year a Foundation Commission, consisting of representatives of the National Executive Committee of the Lithuanian American Community and representatives of contributors, shall allocate the profits of the Lithuanian Foundation.

302.2 The valid bylaws of the Lithuanian Foundation (the last revision), based on the 1961 agreement mentioned, were adopted at the meeting of Lithuanian Foundation members held on March 25, 1995, and were ratified by the XIV National Board of Directors of the Lithuanian American Community on May 26, 1995. The following sections of the bylaws of the Lithuanian Foundation set forth the rights which the Lithuanian American Community has in the Lithuanian Foundation:

#7 Contributions made by institutions or affiliates of the Lithuanian American Community, an Illinois corporation, do not require the approval by the Foundation Board of Directors.

#10 The limitation on the assignment of proxies does not apply to the representatives of the institutions or affiliates of the Lithuanian American Community.

#35 The Board of Directors of the Lithuanian Foundation shall designate three (3) of its members to the Lithuanian Foundation Grants Commission, and the National Executive Committee of the Lithuanian American Community shall be invited to designate three (3) members to the Grants Commission. The chairman of the Grants Commission shall be elected from among the Foundation's members.

#39 The bylaws of the Lithuanian Foundation may be amended at the annual meeting of the shareholders of the Lithuanian Foundation, but any changes shall take effect upon approval by a simple majority vote of the National Board of Directors of the Lithuanian American Community. The changes to the bylaws shall become effective without the approval of the LAC National Board of Directors if they are approved by three-fourths (3/4) vote majority of shareholders registered in attendance at the subsequent annual meeting of the Foundation.

#41 Approval by a majority vote of qualified members of the National Board of Directors of the Lithuanian American Community is required for dissolution or dispositions of the Lithuanian Foundation.

302.3 According to the agreement between the Lithuanian American Community and the Lithuanian Foundation and the bylaws of the Lithuanian Foundation, the National Executive Committee of the Lithuanian American Community shall designate to the Lithuanian Foundation Grants Commission half of that Commission's members and an alternate for a period of three years. This appointment by the National Executive Committee must be ratified by the National Board of Directors of the Lithuanian American Community. All representatives of the Lithuanian American Community appointed to the Grants Commission must be members of the Lithuanian Foundation. The representatives of the Lithuanian American Community serving on the Lithuanian Foundation Grants Commission shall be overseen by and shall be accountable to the National Executive Committee and the National Board of Directors of the Lithuanian American Community.

302.4 The National Executive Committee of the Lithuanian American Community shall maintain ties with the governing body of the Lithuanian Foundation. The National Executive Committee is obligated by the Lithuanian American Community National Board of Directors to preserve and protect the rights of the Lithuanian American Community in the Lithuanian Foundation.

302.5 The Lithuanian American Community shall work closely with the Lithuanian Foundation in fostering the Lithuanian heritage and preserving it for future generations.