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# *Bylaws*

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*Senior-Junior Forum*

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*May 2017*

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*The Senior-Junior Forum  
Wichita Falls, Texas*

## *Bylaws*

- Article I. Name**  
The name of this organization shall be the Senior-Junior Forum: a department of the Woman's Forum.
- Article II. Purpose**  
The purpose of the Senior-Junior Forum shall be to benefit the community.
- Article III. Governing Policy**  
The administrative, fiscal, and service year of the Senior-Junior Forum shall be for twelve (12) months, beginning with the May Installation. The Senior-Junior Forum shall be governed by its own Constitution, Bylaws, and Policy/Duties except when in conflict with the Woman's Forum.
- Article IV. Membership**
- Section 1. Classes of Membership  
There shall be four (5) classes of membership: Novice, Active, Service, Associate and Honorary. Members shall be extended all privileges of the Woman's Forum.
- Section 2. Proposal of Members  
Proposals for membership shall be made in writing by two (2) members: membership is by invitation only. The proposals shall be voted on by the Admission/Novice Committee and the Executive Board. Two (2) negative votes in Committee or three (3) negative votes in Executive Board constitutes a "no" vote. All voting will be by secret ballot.
- Section 3. Privileges of Membership
- a. Transfer  
All requests for transfer shall be submitted in writing to the Executive Board for approval.
- (1) Any member who has fulfilled her financial and service obligations may transfer to the Woman's Forum with approval of the Executive Board. Those failing to fulfill these obligations may apply directly to the Woman's Forum, but without sanction of the Senior-Junior Forum.
- (2) Any Junior Forum member in good standing with an introductory letter endorsed by one (1) Senior-Junior Forum member may transfer to the Senior-Junior Forum upon acceptance by the Admissions/Novice Committee and the Senior-Junior Forum Executive Board.
- (3) Any Woman's Forum member in good standing with an introductory letter endorsed by one (1) Senior-Junior Forum members may transfer to the Senior-Junior Forum upon acceptance by the Admissions/Novice Committee and the Senior-Junior Forum Executive Board.
- (4) Any transferee to the Senior-Junior Forum who has not fulfilled the twenty-one (21) Novice hours shall be considered a novice.
- b. Leave of Absence  
An active member may apply in writing for a leave of absence of not longer than twelve (12) months to the Executive Board. Leaves of absence apply only to service and project hours, and general meetings. She shall meet all financial obligations. Leave of absence year is not credited toward the Service Award.
- c. Honorary Membership  
The title of Honorary Member may be conferred for life by a two-thirds vote of the Board and a majority vote by membership present at General Meeting. The title

“Honorary” shall be awarded to a member who has given greatly by service or merit, has been a member for many years but has become inactive due to illness or hardship. Honorary member will hold no obligation or pay dues to the organization and will have no voice in voting, holding office, or making a motion. She will be welcome to attend all functions and will be valued as an Honorary member. Should her circumstances change in the future, she may apply in writing for reinstatement. A reinstatement fee of \$15 will be charged at that time and membership dues will be collected. All privileges will be regained.

Section 4. Resignations

Any member who has fulfilled all her responsibilities to date may resign in good standing. Resignations shall be made in writing to the Membership Chair before the May Installation.

Section 5. Removals

Any member failing to fulfill her obligations, financial and service, shall have her name removed from the roll, subject to appeal to the Executive Board.

Section 6. Objection to Member

In case of the objection to a member, the accusation shall be written and signed by five (5) members. It shall state the objections to the accused member. The Executive Board shall have the power to appoint a committee of three (3) to investigate said member. After the report of the investigation committee to the Executive Board, a ballot vote shall be cast by the Board, a two-thirds vote of the entire Board being necessary to drop a member from the Senior-Junior Forum.

Section 7. Reinstatements

Reinstatements may be applied for in writing to the Membership Chair for consideration of approval by the Executive Board by any member who has fulfilled all obligations. If the former member has not fulfilled the twenty-one (21) Novice hours, she shall be considered a Novice. An Active member who resigns in bad standing and wishes to reapply must appeal to the Executive Board. The Executive Board will decide each case on an individual basis.

**Article V. Dues and Fees**

Section 1. Annual Dues

a. Amount

All classes of membership will pay dues in the amount of \$120.00 with \$20.00 going to the Woman’s Forum. The remaining amount (\$100.00) will be used for general operation and Ways and Means.

b. Payments

One-half of the dues (\$60.00) are payable by the May Installation or total dues (\$120.00) may be paid in full at this time. When at least one-half (\$60.00) is not paid by June 1 or arrangements made with the treasurer, a ten (\$10.00) dollar penalty shall be assessed. The remaining one-half (\$60.00) is due at the October General Meeting. When full dues (\$120.00) are not paid or arrangements made with the treasurer by November 1, a ten (\$10.00) penalty fee shall be assessed. Any member failing to pay dues in full or make arrangements with the treasurer will be dropped from membership on December 1.

Section 2. Reinstatement Fee

The reinstatement fee shall be fifteen (\$15.00) dollars. Members shall be reinstated upon receipt of the fee and dues, payable to the Senior-Junior Forum.

Section 3. Refunds

There shall be no refunds.

**Article VI. Meetings**

The Senior-Junior Forum shall hold general meeting(s) the first Tuesday of each month as set by the President. In case of conflict, the President may request the Executive Board to change the date of the general meeting(s).

**Article VII. *Advisory Committee***

The Advisory Committee shall consist of the Senior-Junior Forum President as Chair, President of the Woman's Forum, a Senior-Junior Forum Past President, and five (5) interested citizens from the community, as appointed by the Executive Board annually. They shall meet as scheduled by the President.

**Article VIII. *Executive Committee***

Members of the Executive Committee shall be the President, President-Elect, Secretary, Treasurer, Parliamentarian, and Ways and Means Co-Chairs. The Executive Committee shall meet as called by the President. The Executive Committee can make recommendations to the Executive Board regarding Senior-Junior Forum business and shall make decisions in case of an emergency.

**Article IX. *Executive Board***

Section 1. Members of the Executive Board

The members of the Executive Board shall be: President, President-Elect, Secretary, Treasurer, Parliamentarian, Admissions/Novice, Auditor, Communications, Community Service, **Goals and Long Range (2)**, Membership, Program, Public Relations, **Outreach**, Social and Ways and Means Co-Chairs (2). The Woman's Forum President is an ex-officio member of the Executive Board.

Section 2. Quorum

Nine (9) voting members of the Executive Board shall constitute a quorum for the transaction of business.

Section 3. Voting

All transactions of business shall require a two-thirds vote of the voting members of the Executive Board present at any regular or special meeting. **The President only votes in a tie.**

**Article X. *Election of Officers***

The Parliamentary Committee shall make nominations. The committee shall consist of the Parliamentarian, who shall be chair, President, President-elect, Membership Chair, and four (4) members at large [two (2) Active members and two (2) Service members to be chosen by the General Membership]: all are one (1) year terms.

The Parliamentarian shall read the slate of nominees at the General Meeting in February. The election officers shall be at the General Meeting in March.

The Parliamentary Committee shall fill board vacancies.

**Article XI. *Woman of the Year Award***

The Senior-Junior Woman of the Year Award shall be presented each year, if merited, at the May Installation to a Service member for recognition of their continuous service. Persons nominated must be members in good standing and have served on a Board of the Senior-Junior Forum. This person must be actively involved in the organization and should work diligently to further all causes and obligations of the Senior-Junior Forum. A Senior-Junior member can only receive this Woman of the Year Award one time.

The Senior-Junior Forum will pay for up to five (5) guests of the Woman of the Year for the banquet.

“Woman of the Year Award” Committee shall be chaired by the immediate past ‘Woman of the Year’ recipient; and that committee will consist of the four (4) most recent available past honorees of this award.

***Article XII. Amendments***

All proposed amendments to the bylaws must be submitted by the Executive Board and presented twice to the Senior-Junior membership, once in writing and once orally, before being voted on by the membership.

***Article XIII. Rules***

Robert’s Rules of Order shall be the basis for Parliamentary decisions not specifically covered by the Charter, Bylaws and Standing Policies of the Senior-Junior Forum and The Charter or the Constitution and Bylaws of the Woman’s Forum.