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Bylaws

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Senior-Junior Forum

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September 2018

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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. Mission**

Our mission is to provide help, hope, and opportunity to those in need by volunteering, partnering with local community service organizations, and through monetary donations.

**Article IV. Governing Policy**

The administrative, fiscal, and service year of the Senior-Junior Forum shall be for twelve (12) months, beginning on May 1<sup>st</sup> of each year and ending on April 30<sup>th</sup> of the following year. The Senior-Junior Forum shall be governed by its Bylaws and Policy/Duties, except when in conflict with the Woman's Forum.

**Article V. 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 from Committee or three (3) negative votes from the Executive Board constitutes a "No" vote.

Section 3. Privileges of Membership

a. Transfer

All requests for transfer shall be submitted in writing to the Membership Chair who presents them 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 member 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 hours, project hours, and general meetings. The member shall continue to

meet all financial obligations of membership. The 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 Executive Board and a majority vote by membership present at the 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 to 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. Honorary Membership years are not credited toward the Service Award.

**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 who presents them to the Executive Board

**Section 5. Removals**

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

**Section 6. Objection to Member**

In case of the objection to a member, the objection shall be written and signed by five (5) members. It shall state the reason for the objection of 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 Executive Board is required to drop a member from the Senior-Junior Forum based on member objection.

**Section 7. Reinstatements**

Reinstatements may be applied for in writing to the Membership Chair for consideration and approval by the Executive Board by any member who has fulfilled all obligations and is in good standing. If the former member has not fulfilled the twenty-one (21) Novice hours, she shall be considered for reinstatement as 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 reinstatement on a case by case basis. A two-thirds vote of the Executive Board is required for reinstatement. A reinstatement fee is required as noted in Article VI. Section 2.

**Section 8. Request for Extension of Service Hour Requirements**

Any Active member failing to fulfill her service hour obligations by the end of the fiscal year (April 30<sup>th</sup>) may request an extension of time to complete service hours of up to three (3) months. Requests must be submitted to the Membership Chair and approved by the Executive Board. Novices may submit requests for extensions through the Admissions Novice Chair and require approval by the Executive Board. If service hour obligations are not fulfilled at the end of the extension for either class of membership, the member will be removed from the rolls of the organization.

**Article VI. Dues and Fees**

**Section 1. Annual Dues**

a. **Amount**

All classes of membership will pay dues in the amount of \$120.00. Twenty dollars (\$20.00) of each member's dues is paid to the Woman's Forum. The remaining

amount (\$100.00) will be used to operate the Senior-Junior Forum, as determined by the Executive Board.

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 that time. Members are required to pay one-half (\$60.00) of their dues on or before June 1 or make financial arrangements with the Treasurer. If one-half of dues are not paid on or before June 1<sup>st</sup> or payment arrangements are not made with the Treasurer, a ten (\$10.00) dollar penalty shall be assessed. The second half of dues (\$60.00) is due on or before the October General Meeting. If full dues (\$120.00) are not paid or arrangements made with the Treasurer by November 1<sup>st</sup>, 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 in addition to the current year's dues. Members shall be reinstated upon fulfilling the requirements outlined in Article V. Section 7 and upon receipt of the fee and dues, payable to the Senior-Junior Forum.

Section 3. Refunds

There shall be no refunds.

**Article VII. 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 change the date of the general meeting(s).

**Article VIII. 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 three (3) to five (5) interested citizens from the community, as appointed by the Executive Board annually. They shall meet as scheduled by the President.

**Article IX. 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 X. 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 Chairs (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 the event of a tie vote.

Section 4. Term Limits

Board members shall be limited to serving no more than two (2) consecutive terms in the same Board position. After serving two (2) consecutive terms in the same Board position, Board members must rotate out of that position for a minimum of one year. If a member is appointed to serve the remainder of an unexpired term of a Board member, this shall not count toward the two consecutive term limit. The Executive Committee (as defined in Article IX) has the authority to waive the term limit in the event that a Board position remains unfilled and the incumbent is willing to continue to serve in that position.

**Article XI. Election of Officers**

The Parliamentary Committee shall make nominations for the Executive Board. 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 present the slate of nominees at the February General Meeting. The election officers shall be held at the March General Meeting.

The Parliamentary Committee shall fill any Board vacancies.

**Article XII. 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 the Executive 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 XIII. Amendments**

All proposed amendments to the Bylaws must be submitted and approved by the Executive Board by a two-thirds vote and presented twice to the Senior-Junior membership, once in writing and once orally, before being voted on by the membership. A majority vote of the membership present at the general meeting is required for Amendments submitted for membership vote.

**Article XIV. Rules**

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