
Standing Policies and Duties

Senior-Junior Forum

Revised March 2021

Senior Junior Forum

Standing Policies and Duties

General Rules

1. A minimum of \$60 toward member dues 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 May Installation Banquet or make financial arrangements with the Treasurer. The second half (\$60.00) of member dues are payable on or before the September General Meeting unless arrangements have been made with Treasurer. Reference Bylaws, Article VI, Section 1b for more information, including payment arrangements, penalties for late payments, and membership removal for non-payment.
2. Actives and Novices shall obtain a minimum of twenty-one (21) Service Hours each fiscal year.

Definitions

A. Service Hour:

A service hour is 60 minutes, in actual time spent, actively performing work or providing a service on one or all of the following:

1. Community Service Project, as defined below.
2. Ways and Means Project, as defined by the Ways and Means Committee.
3. Executive Board or Senior-Junior Forum Committee or sub-committee.
4. Woman's Forum Board.

B. Community Service Project:

1. A Community Service Project is any volunteer project through an organization designated as a Community Service Organization beneficiary of volunteer hours by the Goals and Long-Range Committee and having been approved by the membership for that fiscal year.
2. A Community Service Project may include special Service Projects approved by the Executive Board, as requested by the Ways and Means Co-Chairs, to be effective for that current fiscal year only.

C. Community Project Hour

1. A Community Project Hour is 60 minutes, in actual time spent, in a Community Service Project.
2. To avoid conflicts of interest and ensure members get exposure with a variety of service organizations, Community Project Hours **EXCLUDE:**
 - a. Duties required as an employee of an approved service organization. If a member works for a service organization supported by Senior-Junior Forum, they may not claim hours worked as an employee as Community Service Project Hours. If your participation is a requirement of the job, it cannot be counted as Community Project Hours.

b. Serving on the Board of an approved service organization. Serving on the Board is a personal commitment and does not count as Community Project Hours but may be counted in the members total Service Hours. However, if the Board member volunteers hours outside of the Board meetings in a volunteer capacity to support the approved service organization through volunteering or fundraising, those hours MAY be counted as Community Project Hours.

3. Required Hours for Actives.

Of the 21 required Service Hours –

1. A minimum of 6 Community Project Hours (as defined above) and
2. A minimum of 3 hours must come from the Ways and Means fundraising project exclusive to the Senior-Junior Forum, as designated by the Ways and Means Committee. Unless prior approval is obtained by the Ways & Means Co-chairs and current SJF President if unable to fulfill. Additional hours may be assessed at the discretion of Ways & Means and current year SJF President on a case by case basis.

Example: 2017-2018 the Ways and Means fundraising project exclusive to the Senior-Junior Forum was the Red River Wine and Beer Festival.

3. No more than 3 hours per fiscal year may be claimed to meet the *minimum* number of hours for Community Service Project by donating items to Service Organizations, including designated “Items for Hours” at each meeting, although “Item’s for Hours” may go towards the overall Service Hours count.
4. All Service Hours should be turned in on a monthly basis to the Membership Chair, due not later than the General Meeting following.
5. An Active may be excused from the requirement of the minimum 3 hours from the Ways and Means project exclusive to the Senior-Junior Forum under extraordinary circumstances, if she requests such excusal from the Executive Board, in writing submitted to the Membership Chair, prior to the event. The Executive Board must approve the excusal from participation only upon good cause, due to extraordinary circumstances, and only upon a 2/3 vote of all Executive Board members.

4. Required Hours for Novices.

Of the 21 required Service Hours –

1. 3 hours must be obtained by attending a mandatory training and orientation session(s).
2. A minimum of fifteen (15) Community Project Hours (as defined above) and as selected by the Novice Class and their Novice Chair, and Approved by the Executive Board; and
3. A minimum of 3 hours from the designated Ways and Means fundraising project exclusive to the Senior-Junior Forum, as designated by the Ways and Means Committee, prior approval Ways & Means Co-chairs and current SJF President if

unable to fulfill. Additional hours may be assessed at the discretion of Ways & Means and current year SJF President on a case by case basis.

Example: 2017-2018 the Ways and Means fundraising project exclusive to the Senior-Junior Forum was the Red River Wine and Beer Festival.

4. No more than three (3) hours per fiscal year may be claimed to meet the *minimum* number of hours for Community Project Hours by donating items to Service Organizations, including designated “Items for Hours” at each meeting, although “Item’s for Hours” may go towards the overall Service Hours count.
 5. All Service Hours should be turned in on a monthly basis to the Novice Chair, due not later than the General Meeting following.
 6. A Novice may be excused from the requirement of the minimum 3 hours Ways and Means project under extraordinary circumstances, if she requests such excusal from the Executive Board, in writing submitted to the Novice Chair, prior to the event. The Executive Board must approval the excusal from participation only upon good cause, due to extraordinary circumstances, and only upon a 2/3 vote of all Executive Board members.
5. All resignations or transfers need to be written in a letter to the Membership Chair who presents them to the Board. Reference Bylaws, Article V, Sections 3 & 4.
 6. Meetings will be at scheduled times, rescheduled, or canceled at the discretion of the President.
 7. Anyone wishing to be on the agenda at a General Meeting should notify the President the Friday prior to the meeting.
 8. All action taken by the Executive Board concerning a member is subject to appeal.
 9. All written correspondence sent out to the public representing the Senior-Junior Forum must be approved by the President. All financial obligations in the form of contracts, leases, or other negotiable instruments must be reviewed, approved and signed by the President prior to execution of the Agreement.
 10. Dress at all Senior-Junior Forum General Meetings will be business casual attire or dress jeans, excluding shorts, and sports attire.
 11. Children are not allowed at Senior-Junior Forum Executive Board, General Membership, or Committee Meetings.
 12. For distributions from the Special Request Fund, any member may request funds for a worthy cause. Requests are presented to the President; the Executive Board examines the requests and authorizes each transaction.
 13. A member must disclose the existence of a possible conflict of interest when Senior-Junior Forum is contemplating entering into a transaction. Member must remove herself from the discussion and decision of said transaction. Any question concerning conflict of interest should be addressed to the Executive Committee.

Classes of Membership

Novices:

1. Shall attend an orientation.
2. Are required to attend mandatory training for which they will receive three (3) service hours.
3. Shall attend monthly General Meetings. For each missed General Meeting, one extra service hour is required.
4. Shall support all Ways and Means projects through active participation. Required to volunteer a minimum of three (3) service hours at a major Senior-Junior Forum fundraiser as defined by Ways & Means Chair.
5. Shall have a minimum of twenty-one (21) service hours obtained by (3) hours orientation, (3) hours Ways & Means Service project and remaining (15) hours from selected Community Service Project as defined in the General Rules (Items 2 – 4) of the Standing Policies and Duties
6. Shall turn in service hours monthly to the Admissions Novice Chair.
7. Shall serve on social committee as assigned.
8. May propose or endorse new members after all service obligations are fulfilled. (21 service hours)
9. May be required to attend one Executive Board Meeting, as arranged through the President.
10. Shall enjoy all privileges of membership of the Senior-Junior Forum and the Woman's Forum, except change of membership classification.
11. **Are not allowed to vote at General Meetings until they become Active Members.**
12. Shall have their name removed from membership for failing to fulfill either financial or service obligations. Any member may be removed from the roll by the Executive Board upon the recommendation of the Executive Committee. All actions may be appealed to the Executive Board.
13. Shall submit requests for service hour extensions and resignations in writing to the Admissions Novice Chair for approval by the Executive Board.

Actives:

1. Shall have a minimum of twenty-one (21) service hours obtained by participation on the Executive Board, any Senior-Junior Forum Committee, Ways and Means Projects, with at least six (6) hours from Community Service Projects as defined in the General Rules (Items 2 – 4) of the Standing Policies and Duties.
2. Shall attend all monthly General Meetings. For each missed meeting, one extra service hour is required.
3. Shall turn in service hours monthly to the Membership Chair.

4. Shall support all Ways and Means projects through active participation.
5. Shall serve on at least one committee as well as the Ways and Means major project.
6. May propose or endorse new members.
7. Shall enjoy all the privileges of membership of the Senior-Junior Forum and the Woman's Forum.
8. Shall submit requests for service-hour extension, leave of absence, transfer, change in membership classification or resignation in writing to the Membership Chair for approval by the Executive Board.
9. Shall have their name removed from membership for failing to fulfill either financial or service obligations. Any member may be removed from the roll by the Executive Board upon the recommendation of the Executive Committee. All actions may be appealed to the Executive Board.

Service Members:

1. Are members who have completed eight years of active service (not to include novice year) or have served as Senior-Junior Forum President.
2. Are not required to attend General Meetings.
3. Are encouraged, but not required, to participate on Ways and Means projects.
4. Are eligible to serve on committees and the Executive Board.
5. May propose or endorse new members.
6. Shall enjoy all privileges of membership of the Senior-Junior Forum and the Woman's Forum.
7. Shall submit requests for leave of absence, transfer, change in membership clarification or resignation in writing to the Membership Chair for approval by the Executive Board.
8. Shall have their names removed from membership for failing to fulfill financial obligations. Any member may be removed from the roll by the Executive Board upon the recommendation of the Executive Committee. All actions may be appealed to the Executive Board.

Associate Members:

1. Shall pay seventy-five (\$75.00) dollars in addition to her dues in lieu of General Meeting attendance and service hours.
2. Are eligible to serve on committees.
3. May propose or endorse new members.

4. Shall enjoy all privileges of membership of the Senior-Junior Forum and the Woman's Forum.
5. **May not count years in this classification toward service award.**
6. Shall submit requests for leave of absence, transfer, change in membership classification, or resignation in writing to the Membership Chair for approval by the Executive Board.
7. Shall have their name removed from membership for failing to fulfill financial obligations. Any member may be removed from the roll by the Executive Board upon the recommendation of the Executive Committee. All actions may be appealed to the Executive Board.
8. Must be approved by two-thirds vote of the Board.
9. After five (5) years as an Associate Member, the member must return to Active membership. Additional extension of the Associate Membership will be considered by special request of the Executive Board on a year by year basis.

Honorary Members:

1. Are members who have given greatly by service or merit.
2. Has been a service member for many years but has become inactive due to illness or hardship.
3. Honorary members will hold no obligation or pay dues to the organization and will have no voice in voting, holding an office, or making a motion.
4. Are not required to attend General Meetings, but welcome to attend all functions and will be valued as an Honorary member.
5. Shall enjoy all privileges of membership of the Senior-Junior Forum and the Woman's Forum.
6. Should circumstances change in the future, member may apply in writing for reinstatement. A reinstatement fee of \$15 will be charged at that time and current year membership dues will be collected. All privileges will be regained. Must be approved by two-thirds vote of the Board.

President

Before May

1. Advisory Committee
 - a. Obtains a list of community leaders to serve on the Advisory Committee, as selected by the Executive Board.
 - b. Invites each community leader in writing or by phone.
2. Parliamentary Committee
 - a. Serves on Parliamentary Committee as a voting member.
 - b. Calls those members who serve automatically to remind them of this obligation.
 - c. Asks the most recent Past President available if a Past President cannot serve.
3. Admissions Novice Committee
 - a. Selects three members to serve two-year terms on the Admissions Novice Committee. This committee is composed of six members plus the Chair.
 - b. Replaces any member who cannot fulfill their term on the committee for their remaining uncompleted term.
 - c. Selects extremely reliable ladies who can competently deal with confidential matters.
4. Committees
 - a. Selects or helps committee chairs select all committee members by June 1.
 - b. Surveys Service Members before committee assignments. See President-Elect duties.
 - c. Makes sure each chair knows her responsibilities.
 - d. Attempts to select committee chairs from previous year's committee membership.
5. Yearbook
 - a. Selects two (2) special guests for General Meetings (permission shall be obtained).
 1. The special guest giving invocation is listed first in the yearbook.
 2. The special guests for the December General Meeting are traditionally the Woman's Forum President and the immediate Past President of the Senior-Junior Forum.
 - b. Works with the Social chair to select the hostesses for each General Meeting.

- c. Assists Communications Chairman compiling the Woman's Forum Yearbook.
- d. Advises the Woman's Forum Yearbook Chair that she will proof the copy of the Senior-Junior Forum section of the yearbook.
- e. Determines the deadline for the yearbook. The Woman's Forum will advise Senior Juniors of the deadline, which is usually June 1.

Duties

1. Makes sure all officers understand the following:

EVERYTHING DISCUSSED AT BOARD MEETINGS IS CONFIDENTIAL AND IS NOT TO BE REPEATED.

RESIGNATION IS AUTOMATIC IF TWO CONSECUTIVE BOARD MEETINGS ARE MISSED UNLESS APPROVED BY THE PRESIDENT.

2. Presides at General, Executive Board, and Advisory Committee Meetings.
3. Attends the Woman's Forum Executive Board Meetings, as called for by the Woman's Forum President. Submits oral and written reports on activities, making two copies: one for the Forum Secretary and one to keep in the Senior-Junior files. Turns in Senior-Junior report for the Woman's Forum Mirror Newsletter.
4. Serves on all committees as an Ex-Officio Member with the exception of Parliamentary on which she is a voting member.
5. Checks regularly with all officers and committees to see that plans are made and executed.
6. Makes arrangements at the beginning of the year for the rooms to be used for each meeting. Reminds The Forum office two weeks ahead of each meeting. Notifies The Forum office if anything special will be needed for the meeting.
7. Obtains year-end reports by April 30.
8. Makes sure all correspondence is written promptly.
9. Makes sure correspondence of interest is read at Executive Board and General Meetings.
10. Co-signs all orders on the treasury.
11. Signs all contracts.
12. Keeps all keys to all locks.
13. Appoints committees as necessary.
14. Encourages the membership to attend functions of the Woman's Forum. Ensures that the Woman's Forum President receives complimentary tickets to Senior-Junior Forum events.

15. Makes sure nothing is planned that interferes with dates of the Woman's Forum, whether our function is at the Forum or not.

May

1. Discusses duties with each new board member.
2. Presents list of nominees to the Advisory Committee for approval at the Executive Board Meeting.
3. Presents proposed budget at the Executive Board Meeting.
4. Works with Communications Chair on the coming yearbook.
5. Reminds Community Service chair to prepare committee recommendation for donations for the past year and present at June Board meeting.

June

1. Holds vote on the budget for the coming year at the Executive Board Meeting. (After the Community Service Committee determines the Wine Festival Distribution to service organizations).
2. Announces the Advisory Committee to the Executive Board.
3. Has the Executive Board vote on community service donations for the past year.
4. Holds vote on Novice project(s) for coming year at the Executive Board Meeting.
5. Determines if door prizes will be awarded at the General Meeting and arranges for them.

July

1. Reminds Treasurer to pay half of the annual stipend to the Arts Council of Wichita Falls by July 10.

September

1. Has the Community Service Chair hold vote on community service donations for the past year at the General Meeting.
2. Reminds Treasurer to collect remainder of membership dues by September General Meeting.

October

1. Presentation of community service donations at General Meeting.

November

1. Reminds Parliamentary Committee that the slate of officers should be presented to the Executive Board at the January Board Meeting.
2. Reminds Parliamentary Committee to review the Bylaws.
3. Reminds the Treasurer to contact any member who is delinquent in payment of dues.

December

1. Checks with Parliamentarian to ensure that the Slate of Officers is completed for presentation at the January Executive Board Meeting.
2. Informs the “Woman of the Year” Chair (most recent recipient available) of her committee. Reminds Woman of the Year chair to inform the General Membership in January of the March deadlines for letters, nominating the “Woman of the Year.”
3. Reminds Chair to purchase “Woman of the Year” gift to be presented at the Installation. (Not to exceed \$100.00)

January

1. Has the Executive Board approve a Slate of Officers.
2. Has Goals and Long-Range Chair present future projects to the Executive Board.
3. Check with Novice chair concerning nomination forms and set deadline date.
4. Reminds Scholarship chair to set application deadline and begin distributing application forms.
5. Reminds Treasurer to pay half of the annual stipend to the Kemp Center by January 10 and to pay Senior Junior Forum dues to the Woman’s Forum.
6. Reminds Treasurer to present a list of members who have not paid all dues at the January Board Meeting.

February

1. Has the Parliamentarian read the slate of nominations at the February General Meeting and place proposed officers in the newsletter.
2. Has Goals and Long-Range Chair present future projects at the General Meeting.

March

1. Has the Parliamentarian hold the election of officers at the General Meeting.
2. Has Parliamentarian take nominations for two Active and two Service Members, at large, for the Parliamentary Committee.
3. Has Goals and Long-Range Chair give report on any immediate actions needed for the coming year at the Executive Board Meeting.
4. Has Goals and Long-Range Chair hold election on future projects at the General Meeting.
5. Reminds president-elect to survey members for committee assignments for next year.

April

1. Has the Parliamentarian hold vote on Parliamentary Committee Members, at-large nominations (two Active and two Service Members) at the General Meeting.
2. Check with Community Service chair to ensure letter is sent to Community Service Organizations concerning their funding requests.
3. Writes the President's Report, summarizing the year from reports submitted by officers. This same report is used for the Woman's Forum May Brunch (due April 1), our Installation Program, the President's Report for the yearbook for the next year and can also be submitted to the Past President's (yearly) Meeting. A permanent copy is to be placed in the President's file.
4. Schedule Officers Transition Meeting.

May

1. Writes thank you letters to the Advisory Committee.
2. Attends the May Brunch for the Woman's Forum.
3. Attends the Senior-Junior Past Presidents Meeting and gives report for the year. Suggests where their yearly donation needs to be spent.
4. Holds the Officers Transition Meeting prior to the Joint Board Meeting. Ask outgoing board members to evaluate Standing Policies and Duties and make recommendations for changes.
5. Compiles the President's Book documenting her year's activities for use by the incoming President to be stored as electronic files on flash drive.
6. Reminds incoming President to present a budget at her May Executive Board meeting.

7. Reminds incoming President that a vote on Novice project(s) will be held at her June Board meeting.

President-Elect

1. Shall acquaint herself with the Bylaws, Standing Policies and Duties Handbook and assist in any duties as designated by the President.
2. Becomes familiar with the President's duties throughout the year.
3. Attends all meetings as a voting member.
4. Contacts special guests (selected by the President) to confirm attendance at the meeting that they are being presented. Obtains gifts for each special guest. The first guest listed in the Woman's Forum Yearbook gives the invocation.
5. May survey the membership at the January meeting to determine interests and issues necessary for planning for the upcoming year.
6. Survey membership in April for committee assignments.
7. Attends the May Brunch for the Woman's Forum.
8. Places copies of the Woman's Forum Yearbook and Senior Junior Banquet Program in the Senior Junior office.
9. Turns in an updated notebook at the Officers Transition Meeting.

Secretary

1. Records and types all proceedings for the Executive board, Advisory Committee (as needed) , and General Meetings in the Senior-Junior minute format.
2. Provides copies of Executive and Advisory Committee (as needed) minutes to all Board Members and a copy of the General Meeting minutes to the President and Communications Chair to be distributed to the General Membership.
3. Posts prior month's General Meeting minutes at the General Meeting, if not read at the General Meeting.
4. Invites the Advisory Committee Members to meetings if requested by the President.
5. Invites the Woman's Forum President to all meetings.
6. Sends minutes to the Advisory Committee if requested by the President.
7. Submits a copy of the minutes to the Communications Chair for distribution to General Membership for the General Meeting minutes and Executive Board for the Board minutes.
8. Gives a copy of motions to the President and keeps the original in the Secretary's notebook.
9. Turns in an updated notebook at the Officers Transition Meeting.

Treasurer

1. Collects dues at the May Installation along with the incoming Treasurer.
2. Arranges a meeting with the bank for transition of signatures on accounts. Officers that may sign on the account are Treasurer, President and Parliamentarian.
3. Keeps the books of the Senior-Junior Forum within the SJF QuickBooks system, makes deposits and pays all bills for the organization promptly. See SJF QuickBooks Instructions.pdf for detailed instructions on use of the system.
4. Organizes records in such a way as to facilitate the audit of the books at the end of the year.
5. Maintains a manual individual record of each member's dues, payment of those dues, and other actions (i.e. late payment penalties, reinstatement fees, Associate Dues, resignations, etc.) throughout the year.
6. Gives a report of all bank accounts at the Executive Board and General Meetings. Copies of this report are to be given to all Board members and posted or read at the General Meetings. A summary report to be given at General Meetings and a detailed report given at Board Meetings.
7. Keeps the Membership Chair advised on members past due on annual membership dues.
8. Sends bills for unpaid dues, any miscellaneous fees, and outstanding meal reservations.
9. Writes acknowledgments and thank you notes for any donations received.
10. Pays half of contracted payment to the Arts Council of Wichita Falls no later than June 1 (or per the current contract).
11. Sends a check to Midwestern State University by early August to fund the scholarships granted at the May Installation. The check and a letter noting the amount of the scholarships and the names of the recipients should be send to the Assistant Director of University Development for Donor Services and Scholarships at MSU.
12. Before September General Meeting reminds members who still owe dues that those dues must be paid by the September General Meeting or make arrangements with Treasurer. If dues are not paid by October 1, a \$25 late penalty will be added. The member could be dropped from membership if dues have not been paid by October 1 of SJF fiscal year.
13. Contacts members still owing dues in September reminding them that dues must be paid by October 1.
14. Pays the second half of contracted payment to the Arts Council of Wichita Falls no later than January 1 (or per the current contract).
15. Insures the Ways & Means Treasurer files an annual report with the Texas Comptroller, paying any sales tax for wine and beer purchased for the RRWBF not collected by the wineries or beer supplier. This must be filed by January 20. If the tax due is paid from the SJF General Account, it will be reimbursed by the SJF Ways and Means Operating Account.
16. Pay Senior-Junior Forum dues (\$20 per member) to the Woman's Forum in January. The remainder of the dues will be deposited into the Senior-Junior Forum Operating Account.

17. Pays the \$75 received from Associate members in lieu of service hours to the Ways and Means Bookkeeper in January.
18. In January presents a list of members who have not paid all dues to the Executive Board.
19. Makes announcements in March and April General Meetings and puts in the newsletter that at least ½ of dues are due at the May Installation and are subject to penalty fee after June 1. Encourages timely payment of dues.
20. Bills each Senior-Junior Forum member for dues for the following year by April 15 (Invoice Dated May 1) payable at the May Installation.
21. Take the following items to the scheduled Audit meeting:
 - a. Monthly Bank Statements for each Bank Account.
 - b. Physical Check Book / Register
 - c. Printed QuickBooks Check Register for every Bank Account (start from last check cleared in previous year through all checks printed to date).
 - d. Envelope for each month of the year with details (Approved Reimbursement Forms with attached Receipts/Invoices, QuickBooks [Deposit Detail for each Deposit](#)).
22. Provide the following information to the Auditor to take to the CPA for preparation of the required tax reports.
 - a. Balance Sheet Previous Month Comparison (as of April 30, current year).
 - b. Income & Expenses (May 1, prior year through April 30, current year).
 - c. Check Register (May 1, prior year through April 30, current year).
 - d. Uncleared Transactions (Checks and Deposits) as of April 30, current year.
 - e. Names, Positions, and Average Hours per week Devoted to Position for each Board Member for the year being audited.
23. Turns in an updated notebook at the Officers Transition Meeting.

Parliamentarian

1. Shall be the most immediate Past President available.
2. Has full voting privileges.
3. Advises the President and others on procedures and rules of order if requested.
4. Chairs the Parliamentary Committee. The Parliamentary Committee is responsible for:
 - nominating new officers,
 - replacing officers who have resigned (from the Executive Board approved list of nominees), and/or replaces at-large members of the Parliamentary Committee,
 - revising the Bylaws,
 - revising the Standing Policies and Duties found in the Senior-Junior Handbook.

The Parliamentarian shall read the following statement at the beginning of each Nominating Committee Meeting:

“Members of the Parliamentary Committee shall not volunteer to serve on the Executive Board. If another member of the Parliamentary Committee nominates a member of the Parliamentary Committee for a particular position, the nominated member shall leave the room while the discussion and voting for that particular position is taking place.”

- a. See Article XII for Bylaw changes.
 - b. Standing Policies and Duties are approved by the Executive Board.
5. Presents a list of members from which the Parliamentary committee will choose the slate of officers to the Executive Board in October for approval. Shall survey the members at the November General Meeting for leadership positions.
 6. At the January Executive Board Meeting, presents the slate of Board Nominees selected from the Executive Board approved list. Presents this slate to the General Membership at the February General Meeting to be voted on at the March General Meeting.
 7. Serves in the capacity of the President should the President be unable to do so.
 7. Responsible for acquiring and presenting the gift to the President from the membership at the Installation. (Not to exceed \$200.00). Also acquires and presents the President’s goblet. Works with Social Chair to assure past president goblets are available at Installation banquet for attendees.
 9. Responsible for obtaining nameplates for outgoing President and Woman of the Year plaques which are displayed outside the Senior-Junior Room.
 10. Sends all changes to the By-Laws and Standing Rules to the Communications Chair.
 11. Co-signs checks when necessary.
 12. Takes nominations for at-large members, two Active and two Service, for the coming year’s Parliamentary Committee at the March General Meeting and conducts the election at the April General Meeting.

13. Takes minutes at Past President's Dinner and gives the invocation. Responsible for planning Past President's Dinner the following year.
14. Turns in an updated notebook or provides electronic files/flash drive at the Officer Transition Meeting.

Admissions Novice

1. Chairs the Admissions Novice Committee, which consists of six members, each serving two-year terms. Three new members are appointed by the President each year and three members automatically serve their second year. The President appoints a replacement for the remainder of the term if someone cannot serve.
2. The Chair will schedule first committee meeting before June 15th of the current Senior-Junior fiscal year.
3. Along with the President, arranges mandatory Novice training.
4. In June presents all Novice Projects to the Executive Board for approval.
5. After the three (3) hours of mandatory novice training, along with her Committee and Novice Members, selects a Community Service Project(s) at which Novices will obtain at least fifteen (15) hours plus three (3) hours of major Ways and Means fundraiser service hours for total of twenty-one (21) hours.
6. Along with her committee, shall guide and advise the Novice Members of their financial and service obligations and be available to help them through their Novice year.
7. Furnishes the membership with Admissions Novice applications and sets due date.
8. Responsible for the screening of applicants for membership.
9. Conducts the voting by secret ballot on applicants for membership. Two negative votes for members of this committee constitutes a “No” vote in regard to membership. The Chair of this committee does not vote unless one member is absent or in the event of a tie.
10. Presents approved applicants to the Executive Board for approval in March. Three negative votes in the Executive Board constitutes a “No” vote. Voting is by secret ballot.
11. Sends invitations to join and an information letter to applicants who are approved by the Executive Board.
12. Plans an orientation meeting in the Spring for potential Novice Members, inviting the Executive Board, the incoming Admissions Novice Chair, the Admissions Novice Committee, and the proposers of the invited Novice Members.
13. Invites approved applicants who have accepted membership and paid dues to the Installation, where each applicant is introduced as a Novice.
14. Keeps the Executive Board advised on progress of Novices.
15. Novice Chair, along with the members of the current novice class, selects Novice of the Year. Award recipient will be presented at installation banquet concluding their novice year.
16. Turns in an updated notebook at the Officers Transition Meeting.

Auditor

1. Serves with the President, Treasurer, and the Parliamentarian in auditing all accounts and acts in an advisory capacity when needed.
2. Acquaints herself with all accounts. (Ways and Means Operating, Ways and Means Reserve, General Operating, Special Request, Past President's, and Scholarship)
3. Arranges the audit for all books of the Treasurer and Ways and Means accounts after the fiscal year ends on April 30. The audit shall be completed by May 31. Those present at the Audit Committee meeting should be:
 - a. Outgoing and incoming Presidents
 - b. Outgoing and incoming Ways & Means Co-Chairs
 - c. Outgoing and incoming Treasurers
 - d. Outgoing and incoming Ways and Means Bookkeepers
 - e. Outgoing Parliamentarian
 - f. Outgoing and Incoming Auditors
4. Ensures that the Treasurer and Ways and Means Bookkeeper bring the following items to the scheduled Audit meeting for their respective areas of responsibility.
 - a. Monthly Bank Statements for each Bank Account
 - b. Physical Check Book / Register
 - c. Printed QuickBooks Check Register for every Bank Account (start from last check cleared in previous year through all checks printed to date)
 - d. Envelope for each month of the year with details (Approved Reimbursement Forms with attached Receipts/Invoices, QuickBooks Deposit Detail for each Deposit)
5. Oversees the following Audit Process:
 - a. With four individuals (see step 3 above) not having direct responsibility for the books, make a comparison of the following for each bank account for each month starting with the first fiscal month of the year to be audited:
 - i. Bank Statement
 - ii. Physical Check Book
 - iii. QuickBooks Check Register
 - iv. Backup Data in envelopes (Approved Reimbursement Forms with attached Receipts/Invoices, QuickBooks Deposit Detail for each Deposit)
 - b. First person calls aloud each item (date, check #, amount) on the Bank Statement and ticks it off on the statement. Once all items on a statement for a month are reconciled, this person places their initials at the top of the statement.
 - c. Second person places their initial by that check #/amount on the Physical Check Book.
 - d. Third person places a tick mark beside that check #/amount on the QuickBooks Check **Register**
 - e. Fourth person finds the detail authorization for that transaction and initials the top right corner of the document.
 - f. Resolve any discrepancies and document the resolution.
 - g. All in attendance sign the Physical Check Register on the last check of the fiscal year to be cleared.
6. Files all documents related to the Audit in the Senior-Junior Forum Room.
7. Responsible for seeing that the necessary tax forms are completed and filed by a qualified person. (990EZ is due by September 15). Checks with the CPA in summer on progress of tax forms. The following reports/information are to be taken to the CPA firm by June 15th:
 - a. Senior-Junior Forum Operating
 - i. Balance Sheet Previous Month Comparison (as of April 30, current year)

- ii. Income & Expenses (May 1, prior year through April 30, current year)
 - iii. Check Register (May 1, prior year through April 30, current year)
 - iv. Uncleared Transactions (Checks and Deposits) as of April 30, current year
 - v. Names, Positions, and Average Hours Per Week Devoted to Position for each Board Members for the year being audited.
 - vi. **Note:** The President for the year being audited must sign the return before it is filed with the IRS.
- b. Senior-Junior Forum Way & Means
- i. Balance Sheet (as of April 30, current year)
 - ii. Profit & Loss (May 1, prior year through April 30, current year)
 - iii. In-Kind Donations (May 1, prior year through April 30, current year)
 - iv. Uncleared Transactions (Checks and Deposits) as of April 30, current year
 - v. \$5,000+ In-Kind Donor Detail (if none, so state)
8. Completes a mid-year expense review of Operating and Ways and Means accounts in January, as needed. Other expense reviews can be done as Auditor sees fit.
9. Turns in an updated notebook at the Officer Transition Meeting.

Community Service

1. Chairs the Community Service Committee, which consists of at least six members and serves as a member of the Goals and Long-Range Committee.
2. The Chair will schedule first committee meeting before August 1st of the current Senior-Junior fiscal year.
3. She and/or her committee contacts the approved designated volunteer projects coordinator to set up and implement the volunteer program for our Active Members as follows:
 - a. Determine the minimum number of hours required, such as daily, weekly, or monthly requirements.
 - b. Determine the actual job description from each project.
 - c. Determine the minimum number of Senior Juniors required per project.
4. Keeps members informed of Community Service opportunities through newsletters, weekly updates. And at general meetings will provide detailed sign-up sheets for volunteer opportunities.
5. In April, sends letter to Community Service Projects asking for written requests for financial assistance (giving deadline of May 25).
6. Receives community requests for volunteer service hours and/or financial assistance during the current year. Along with her committee, she makes a recommendation to the Executive Board concerning these requests.
7. Chair makes recommendations to the Executive Board in June concerning financial requests from current Community Service Projects and holds vote at the September General Meeting.
8. Before October General Meeting contact representative from each organization that will be receiving a check to invite them to attend the meeting and have a “large check” ready for presentation.
9. Committee will need to remain intact until July 1st for community service recommendations are determined.
10. Works with the Membership Chair in keeping records on volunteers and advising the Executive Board on individual progress with volunteer obligations.
11. May be required to attend Board Meetings of community projects as a liaison only.
12. Turns in an updated notebook at the Officer Transition Meeting.

Goals and Long Range

1. There shall be two Chairs of the Goals and Long-Range Committee. Each chair will serve a 2-year commitment and the Chairs will rotate off in alternating years.
2. Chairs share equal responsibility. The Chairs will schedule first committee meeting in August of the current Senior-Junior fiscal year.
3. Responsible, along with their committee, for developing a plan which will strengthen the commitment of each Senior-Junior Member. Chairs serve as a member of the Community Service Committee.
4. Gives recommendations for two- and three-year long-range plans for proposed changes in Community Service and Ways and Means projects.
5. Plans and researches where we should concentrate efforts to accomplish long range goals, both volunteer and/or financial aid.
6. Works with committee to set yearly goals.
7. Works with President to lead any sub-committee created as a result of the prior year's Goals & Long-Range recommendations.
8. Will focus on sustaining membership and ensuring growth of the Senior-Junior Forum organization.
9. Reviews long range plans each year. Presents for Executive Board's approval in January. Upon approval, the recommendation will be presented to the General Membership twice, once in writing, and at the February General Meeting. The vote will be taken the month following at the March General Meeting.
10. Plan to have more than one proposal for approval to the Executive Board.
11. If a project(s) that was voted on is not feasible, Goals and Long-Range Committee will make recommendations for project changes, to be presented to the Executive Board for approval. Upon approval, the recommendation will be presented to the General Membership twice, once in writing, and at the next General Meeting. The vote will be taken the month following at the General Meeting.
12. Turns in an updated notebook at the Officers Transition Meeting.

Membership

1. Sends changes in membership list to the Communication Chair for changes to be made on the website.
2. Meets with the past Membership Chair, who explains the files in detail.
3. Keeps reference notebook, making notes of dues paid, where service hours are given, number of service hours, committees served on, offices held, events chaired, special awards received, transfer and resignation with dates and any Board action with regard to a particular member. Notifies the resigning member in writing of the results of the Board's action.
4. Keeps information pertaining to former Senior-Junior members electronically on flash drive as well as in a notebook in the Senior-Junior office.
5. Makes new file sheets for each Novice, being sure to note the completion date of the Novice period. Obtains record sheets from Admissions Novice Chair.
6. Keeps the Executive Board Members and Communications Chair informed of any and all changes in membership.
7. Informs the Woman's Forum of any transfers and resignations as they occur.
8. Checks files for Service Awards with the President in February or March. Submits names to the Executive Board for approval and makes a presentation at the Installation.
 - a. Service Awards are given for eight full years of service, consisting of paying Senior-Junior dues, and completing a minimum of twenty-one (21) service hours, plus additional hours required for missed meetings. Service gifts are given for every five years of service starting with the fifteenth year of service. Leave of absence years or Associate years do not count as service years.
 - b. A year of service begins May 1st and ends the following April 30th.
 - c. Awards may not be given if Senior-Junior dues have not been paid.
9. Keeps attendance records for each member. A sign-in sheet should be available for each meeting.
10. Compiles a list of service hours by project for the year-end report and Form 990-EZ (IRS purposes).
11. Orders all membership pins. Coordinates with the Admissions Novice on new Active members' pins for the Installation and orders any pins for members who have lost their pin or directs them to the company who supplies the pins.
12. Turns in an updated notebook at the Officers Transition Meeting.

Program

1. Responsible for planning programs with her committee for the General Membership Meetings in time for publication in the yearbook.
2. The Chair will schedule first committee meeting before May 31st of the current Senior-Junior fiscal year.
3. Informs the program speaker definite time limits for program (15-20 minutes) and notifies them of the exact time that they should arrive for the program.
4. Recommends to the Executive Board the honorarium for program presenters for that year.
5. Introduces the speaker and announces the next program at each General Meeting.
6. Writes thank you notes promptly to program presenters.
7. Gives the Communications Chair a list of program presenters so that it can be included on the meeting notifications mailed to members.
8. Gives information concerning programs and speakers to the Public Relations Chair in order that publicity may be obtained.
9. Responsible for seeing that the room is arranged correctly for General Meetings, including the President's chair and Secretary's table and chair.
10. Responsible for gathering reports from all officers and for printing a program for the Installation. Printing of the program is charged to the Installation Banquet Account.
11. Plans the order of the May Installation Program, along with the President and the Social Chair.
12. Responsible for Installation of Officers. Checks with the incoming President when selecting a speaker for the Installation. Makes sure past presidents and guests are introduced.
13. Makes sure the current Board is introduced before installation of new Board members. After installation of new Board, insures that publicity takes a group picture.
14. Turns in an updated Officers Transition Notebook.

Public Relations

1. Keeps in close contact with all committee chairs for publicity. All publicity should be cleared with appropriate chairs and the President.
2. Makes it clear to all officers that all publicity goes through this committee to avoid confusion with the news media.
3. Writes thank you notes promptly to media.
4. Is responsible for the following or appoints someone from her committee to:
 - a. Arrange for newspaper coverage of special events.
 - b. Take pictures at all functions.
5. Works in cooperation with the Historian who will compile a scrapbook consisting of all newspaper articles, posters, and pictures to the outgoing President at Installation.
6. Takes group picture of new Board Members, Novices and Woman of the Year at the Installation Banquet.
7. Turns in an updated notebook at the Officers Transition Meeting.

Communications

1. Edits and publishes a newsletter and monthly and weekly notes at the President's request. All material should be approved by the President.
2. Conducts correspondence to Senior Juniors under the direction of the President.
3. Notifies the Executive Board Members of Board Meetings and relays all information to the Board Members that the President may request.
4. Arranges for members photos to be taken at the Installation Banquet and includes on website.
5. Assists the President in compiling information for the Woman's forum yearbook.
6. Turns in an updated notebook at the Officers Transition Meeting.
7. Updates website as necessary.

Social Chair

1. Responsible for all social activities. The Chair will schedule first committee meeting before May 31st of the current Senior-Junior fiscal year. The Chair will work with their committee to choose and schedule monthly socials. The chair will present the schedule of socials to the president by July 1st for approval by the Executive Board and inclusion in the yearbook.
2. Assists the President in selecting the hostesses for General Membership meetings. Assigns responsibility for table decorations and the serving table.
3. Checks to make sure that all arrangements and hostesses are in place.
4. Acts along with committee as hostesses for any social events.
5. Responsible for the President's Christmas Party. The Social Committee arranges for the food under the direction of the President and Social Chair, President has final decision.
6. Responsible for social events during the year, as chosen by her committee and approved by the Executive Board, with the exception of the President's Christmas Party. Parties will be paid for by those attending. The committee will decide if guests are to be invited. Inviting guests usually helps to pay for the party.
7. Responsible for arrangements for all parties but is not responsible for cooking or purchasing all food.
8. Coordinates the May Installation with the Program Chair and the President. The Social Chair:
 - a. Plans menu and decorations.
 - b. Is responsible for place cards for the head table.
 - c. Sends invitations to Past Presidents (President has list), Advisory Committee, guest speaker, Woman's Forum President. Includes in the invitation price of meal and deadline for the reservations. Senior Juniors pay for the Advisory Board, speaker and guest, Woman's Forum President, four (4) scholarship recipients and one guest each and a maximum of five (5) guests of Woman of the Year.
 - d. Checks with President and the President-Elect for guests they wish to invite.
9. Turns in an updated notebook at the Officers Transition Meeting.

Outreach

1. The Chair will schedule first committee meeting before July 1st of the current Senior-Junior fiscal year.
2. The committee will work to divide responsibility for outreach to members to include:
 - a. Cards - Sends cards of acknowledgements for birth, illness, sympathy or congratulations when necessary.
 - b. Flowers - Only members should receive flowers (\$35 - \$50) if hospitalized, all other family members will be sent a card. Upon death of a member or her immediate family, to include spouse, child or parent, flowers will be sent.
 - c. Meals - Meals will be offered upon hospitalization or death of member or immediate family to include member, spouse, child, parent or parent-in-law. Gift cards for meals may be given.
 - d. In the event of a death of a mother –in-law or father-in law, a card will be sent and a meal or gift card for a meal will be offered. If the member deems a meal unnecessary a donation in honor of the parents –in-law to either a charity of their choice or to one of the supported Senior Junior Forum charities will be made in the amount of \$25.
 - d. Graduation Recognition - Obtains a list of graduating Seniors (high school and college) from General Membership and sends congratulatory cards.
3. Members will work with Membership Chair to contact monthly General Meeting Novice and Active absentees. May contact by email, regular mail or phone.
4. The Chair will work with the President to select a general meeting to highlight and honor Service Members. Committee will work to provide a special way to honor the Service Members.
5. Turns in an updated notebook at the Officers Transition Meeting.

Ways and Means

1. There shall be two Chairs of the Ways and Means Committee. Each chair will serve a 2-year commitment and the Chairs will rotate off in consecutive years.
2. Share equal responsibility. The Chair will schedule first committee meeting before June 1st of the current Senior-Junior fiscal year and begin planning the fall project.
3. Selects a secretary to record all meetings. Copies of the minutes of Ways and Means meetings should be given to the President and the President-elect.
4. Select a bookkeeper (before the May audit) to:
 - a. Keep accurate books.
 - b. Sign all checks with one of the co-chairs or President.
 - c. Have change at each fundraiser when necessary.
 - d. Be responsible for collecting financial obligations from members.
 - e. Be responsible for collecting other accounts receivable.
 - f. Have books ready for audit by Auditor after Installation.
 - g. Have signature cards on bank account changed after Installation.
 - h. Give copies of reports to President and President-elect on fundraisers.
 - i. Furnish a monthly financial report to the Executive Board.
 - j. Transfer all profit to the Senior-Junior Forum Operating Account after audit, leaving a balance of \$6,000 for the incoming Ways and Means Co-Chairs.
5. Submit plans (after approval by your committee) to the Executive Board for approval including:
 - a. Dates of projects.
 - b. Price of tickets.
 - c. Additional service hours, if required.
6. Selects a steering committee for each major fundraising project.
7. Make sure dates do not interfere with the Woman's Forum activities.
8. Obtain insurance rider for Fundraisers.
9. Keep a complete record on all projects.
10. Turn in an updated notebook at the Officers Transition Meeting.
11. Ensures Ways & Means Treasurer files the sales tax return for the wine & beer purchased for the Wine Festival. They are required to file only on only the wine & beer that sales tax was not paid on at purchase. Due Jan 20th of the following year, but pay as soon as the Wine festival books are closed and proceeds are calculated. Keep a copy of the return with the checkbook and give a copy to the Treasurer for the files.
12. Take the following items to the scheduled Audit meeting:
 - a. Bank Statement
 - b. Physical Check Book

- c. QuickBooks Check Register
 - d. Backup Data in envelopes (Approved Reimbursement Forms with attached Receipts/Invoices, QuickBooks Deposit Detail for each Deposit).
- 13.. Provide the following information to the Auditor to take to the CPA for preparation of the required tax reports:
- a. Balance Sheet (as of April 30, current year).
 - b. Profit & Loss (May 1, prior year through April 30, current year).
 - c. In-Kind Donations (May 1, prior year through April 30, current year).
 - d. Uncleared transactions (Checks and Deposits) as of April 30, current year.
 - e. \$5000+ In-Kind Donor Detail (if none, so state).

Scholarship Chair

1. In August request the SJF Treasurer issue a check to MSU for the total value of the annual Scholarships awarded in May.
2. Based on the recommendation of the Community Services Committee at the beginning of the SJF fiscal year, the Scholarship Committee will offer scholarships to undergraduate students, who are or will be enrolled for 12 hours or more, attending or planning to attend Midwestern State University in Wichita Falls (MSU) or Vernon College (VC) for the school term beginning in September of the following year.
3. Scholarships are managed by MSU and VC and will be awarded for the Fall and Spring semesters separately. Based on MSU/VC policy, scholarships are used for Tuition, Fees, and Room & Board. Any awarded scholarship not consumed by these expenses will be given to the student in cash by MSU/VC each semester once these expenses are paid.
4. Relatives (child, grandchild, niece, nephew, stepchild, step-grandchild) of the Scholarship Committee Chair are not allowed to apply for the annual scholarship. Any Scholarship Committee Members who's relative (child, grandchild, niece, nephew, stepchild, step-grandchild) applies for the scholarship, may not participate in the evaluation of applications and selection of winners.
5. Scholarships are offered only to existing undergraduate students at MSU/VC and to students graduating in May of the current year from of high schools within a 100-mile radius of Wichita Falls who are planning to attend MSU or VC. A student may win a scholarship for no more than two years.
6. By the end of January, mail a letter with a copy of the **Scholarship Application** to High School Counselors within 100 miles of Wichita Falls and the Coordinator of University Scholarships at MSU (Laura Peterson as of this writing) or the current Coordinator of Scholarships at Vernon College.
7. Applications must be received (postmarked, physically received, or email dated) by April 1st (or the next Monday if April 1st falls on a Saturday or Sunday).
8. With the concurrence of the SJF President, schedule a meeting of the Scholarship Committee as soon as possible after the deadline for submission.
9. Depending on the number of applications and committee members participating in the evaluation/selection meeting, divide the applications among the committee members. Each application must be evaluated by no fewer than 3 committee members.
10. Each application is evaluated based on the **Rubric for SJF Scholarship Selection**. Each committee member should independently complete the evaluation for assigned applications. Following independent evaluation, the evaluations for each individual applicant will be averaged.
11. Note that ACT scores range from 1-36, with the average being 20. Print a recent comparison of ACT and SAT scores to aid in evaluating students' academic performance. One potential source of this information can be found at: <http://www.act.org/content/dam/act/unsecured/documents/ACT-SAT-ConcordanceTables.pdf>
12. Following the averaging of individual applications, the ratings will be ranked and discussed. At least one reviewer for each of the top ten applicants should share the merits of the applicant with the entire committee.
13. Although they may compete on an equal basis, no special consideration will be given to any applicants related to a member of SJF. This is to ensure that the SJF 501c3 non-profit status is not jeopardized.

14. The committee will select four winners (or the number of scholarships authorized by the Community Service Committee) and an equal number of alternate winners. Alternate winners will not be notified of their status unless they are selected to replace a winner who declines the scholarship or becomes ineligible to receive the scholarship (i.e. chooses not to attend MSU/VC, does not maintain an acceptable GPA in first semester). Alternate winners will be chosen based upon the order in which they are reported to MSU/VC. If the first Alternate winner is not eligible, the scholarship will go to the next Alternate on the list.
15. Issue a letter to each Scholarship Winner notifying them of their selection and inviting them to attend the May Installation Banquet along with one guest at no charge. Additional guests may attend at the prevailing cost of the event.
16. Issue a letter to the applicants who did not get selected, informing him or her of the decision of the committee.
17. Send a letter or email to the MSU Assistant Director of University Development for Donor Services and Scholarships (Laura Peterson @ laura.peterson@mwsu.edu as of this writing) or the current Director of Scholarships at Vernon College notifying them of the name, address, date of birth, educational institution where currently enrolled (MSU/VC or high school) and MSU/VC student ID number of Scholarship Winners and Alternate Winners. (Note: Do not include Social Security numbers on the document. Student ID numbers can be obtained from MSU/VC if not provided by applicants.)
18. Notify the Social Committee Chair of the Scholarship Winners for inclusion in the Installation Banquet program. Also inform her of the number of Scholarship Winners and their guests that plan to attend the Installation Banquet. Request that a table be reserved at the Banquet for the Scholarship Winners and their guests.
19. Welcome the Scholarship Winners at the Installation Banquet and show them to their table. Introduce the Scholarship Winners during the program of the Installation Banquet.
20. Turn in an updated notebook and thumb drive at the Officers Transition Meeting.