
Bylaws

Senior-Junior Forum

Revised - September 2021

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 1st of each year and ending on April 30th 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 five (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 no 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. If reinstatement is requested mid-year, complete dues and volunteer hours will be required for that Senior-Junior fiscal year.

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 30th) 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.

Section 9. Member Values

A. Standing members of the Senior Junior Forum, not exhibiting the below values, could result in suspension of membership (See Article V. Section 6)

- Commitment to the public good
- Accountability to the public
- Commitment beyond the law
- Respect for worth and dignity of individuals
- Inclusiveness and social justice
- Respect for pluralism and diversity
- Transparency, integrity, and honesty
- Responsible stewardship and resources
- Commitment to excellence and to maintaining the public trust

B. Senior Junior Forum is committed to an environment in which all individuals are treated with respect and dignity.

Each member has the right to volunteer her time in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment.

Therefore, Senior Junior Forum expects all relationships between volunteers, each other, guests, and our benefiting organizations be business like and free of bias, prejudice, discrimination, and harassment. This includes volunteering, socials, and other events associated with the Senior Junior Forum Organization.

Any complaints should be submitted confidentially in writing to the current Senior Junior Forum President and reviewed by the Executive Committee. The Executive Committee can determine if an investigation should follow and/or steps to be taken.

Section 10. Extenuating Circumstances

In the event of extenuating circumstances, the Executive Board with a $\frac{3}{4}$ margin of approval may choose to make changes to the operational requirements for the current Senior-Junior fiscal year.

Examples of Extenuating Circumstances: COVID, pandemic, city-wide quarantine.

Examples of Changes to Operational requirements: reduction of required service hours for the current Senior-Junior fiscal year.

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

A minimum of \$60.00 is 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 May Installation or make financial arrangements with the Treasurer. The second half of dues (\$60.00) is due on or before the September General Meeting. If full dues (\$120.00) are not paid or arrangements made with the Treasurer by October 1 a twenty-five (\$25) penalty fee shall be assessed. Any member failing to pay dues in full or make arrangements with the Treasurer by October 1 (current SJF annual year), the member name (s) will be presented at the following October Board meeting for possible membership review.

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 and format 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 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 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 limits. 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.