

DALLAS JUNIOR FORUM INCORPORATED

BYLAWS

ARTICLE I – NAME

The name of the organization shall be Dallas Junior Forum, Incorporated (also known as DJF). DJF shall be an affiliate of Junior Forums, Incorporated, a non-profit organization, (also known as JFI).

ARTICLE II – MISSION STATEMENT

To create a greater interest among women in civic, educational, and philanthropic endeavors by serving the community through volunteer work focused on children, families, and the elderly.

ARTICLE III – MEMBERSHIP

SECTION A: CLASSIFICATIONS

Members shall be classified as Active, Professional Active, Sustaining, Provisional, Inactive, Non-Resident, and Honorary.

1. Active (A)

An Active member has successfully completed one year of Provisional membership. An Active member shall have all privileges and responsibilities of the organization to include paying dues, reporting hours, and completing service, development, and attendance requirements. An Active member not fulfilling her responsibilities will be dropped from membership at the end of the DJF physical year. Request for Exception must be presented in writing to the Vice President-Membership and approved by the Executive Board.

2. Professional Active (PA)

A Professional Active member in good standing has successfully completed one year of Provisional membership and has a professional career whereby she is actively employed a minimum of 20 hours weekly. A Professional Active shall have all privileges and responsibilities of the organization to include paying dues, reporting hours, and completing service, development, and attendance requirements. A Professional Active member not fulfilling her

responsibilities will be dropped from membership at the end of the DJF physical year. Request for Exception must be presented in writing to the Vice President-Membership and approved by the Executive Board.

3. Sustaining (S)

A Sustaining member in good standing has successfully completed at least 6 years of membership to include one year of Provisional membership plus at least five years of Active or Professional Active membership. A Sustaining member may not hold elected office but shall have all other privileges and responsibilities of the organization to include paying dues and reporting hours if served. A Sustaining member not fulfilling her responsibilities will be dropped from membership at the end of the DJF physical year. Request for Exception must be presented in writing to the Vice President-Membership and approved by the Executive Board. A Sustaining member may be reinstated as an Active member by request in writing to the Vice President-Membership and approved by the Executive Board.

*An Active or Professional Active member in good standing is eligible to convert to Sustainer status if she has successfully completed at least 6 years of membership to include one year of Provisional membership plus at least five years of Active or Professional Active membership. Active and Professional Active members may change status to Sustaining by written notification to the Vice President-Membership by the end of the DJF physical year.

*Exception (see Standing Rule 10) allows members in good standing to convert under current Bylaws through June 1, 2019.

4. Provisional (P)

A Provisional member has applied and been accepted for membership. A Provisional member may not vote with the exception of the election of officers for the following year. A Provisional member shall have all other privileges and responsibilities of the organization to include paying dues, reporting hours, and completing service, development, and attendance requirements. A Provisional member not fulfilling her responsibilities will be dropped from membership at the end of the DJF physical year. Request for Exception must be presented in writing to the Vice President-Membership and approved by the Executive Board. A Provisional member shall become eligible for Active or Professional Active status after successfully completing one year of the Provisional requirements.

5. Inactive (I)

An Inactive member in good standing has been an Active or Professional Active member for at least one year. An Inactive member may not hold office or vote but shall have all other privileges and responsibilities of the organization including paying dues and reporting hours if served. An Inactive member not fulfilling her responsibilities will be dropped from membership at the end of the DJF physical year. Request for Exception must be presented in writing to the Vice President-Membership and approved by the Executive Board. An Inactive member may not be inactive for more than two consecutive years and must reapply to the Vice President-Membership in writing by the end of the physical year to reactivate membership. The year(s) of Inactive member status shall not count toward the six-year commitment required to Sustain.

An Active or Professional Active in good standing may request a leave of absence if she has completed one (1) year of Provisional membership and at least one (1) year of Active or Professional Active membership. Active and Professional Active members requesting Inactive membership must do so by written notification to the Vice President-Membership and be approved by the Executive Board.

6. Non-Resident (NR)

A Non-Resident member must reside outside the Greater Dallas area and must apply in writing for Non-Resident status to the Vice President-Membership by the end of the DJF physical year. A Non-Resident member pays dues and may be reinstated upon written request to the Vice President-Membership and approved by the Executive Board.

7. Honorary

An Honorary member shall be a Non-DJF member who has given outstanding support to the organization. The individual shall be recommended by the Executive Board and approved by the membership. An Honorary member pays no dues.

SECTION B: EXCEPTIONS

Exceptions to all membership requirements shall be at the discretion of the Executive Board.

SECTION C: REINSTATEMENT

A member in good standing who resigns as an Active, Professional Active, or Sustaining member may be reinstated by submitting a written request to the Vice President-Membership, paying current dues, and obtaining approval of the Executive Board.

SECTION D: APPLICATION

Membership shall be open to women who are residents of the Greater Dallas area.

SECTION E: SOLICITATIONS

Member lists and information are to be used for purposes only related to DJF and JFI. Member lists and information may not be used for business or other solicitations unrelated to DJF.

ARTICLE IV — DUES

SECTION A: REQUIREMENTS

Active, Professional Active, Provisional, Sustainer, Non-Resident, and Inactive dues are payable to the Treasurer before May 1st for the upcoming year. A member not paying dues by May 1 will receive notice by mail, telephone or email requesting payment. If dues are not received by June 1, the member shall not be included in the Directory. For reinstatement, see Article III, Section C.

SECTION B: EXCEPTIONS

Any member in good standing whose financial circumstances might prevent from continuation as a DJF member, may be granted complimentary membership for one year by the Executive Board. The request may come from the member or from a fellow member and may be granted only twice during the life of the membership.

ARTICLE V – VOLUNTEER HOURS REQUIREMENTS

SECTION A: SERVICE

Service hours must be completed by April 30 and reported to the Hours Manager by April 30. Anyone serving fewer than the required hours by May 31 shall be dropped from membership and shall not be eligible for readmission; however, the Executive Board may make an exception on a case-by-case basis. All service hours earned by DJF members must be related to DJF service projects. Furthermore, the hours must be earned during events that are specified by DJF available to all members. Exceptions are Provisional or Sustainer projects. Hours contributed to a member's involvement with an unrelated DJF organization shall not be considered DJF service hours. Vice President-Service must review and approve any service hours that are in question.

SECTION B: DEVELOPMENT

Development hours may be acquired through any approved fundraising projects of DJF. Members are required to give financial support to projects as approved by the Executive Board as outlined in the Standing Rules.

SECTION C: STANDING COMMITTEES

All members are eligible to serve on at least one standing committee each fiscal year. (See ARTICLE XI, SECTION B for Standing Committees.)

ARTICLE VI – MEETINGS

SECTION A: REQUIREMENTS

There shall be a minimum of nine General Meetings scheduled each year. Active and Provisional members are required to attend five meetings. Professional Active members are required to attend one meeting. Sustainers are encouraged to attend one meeting a year and to support the annual fundraiser.

SECTION B: SPECIAL MEETINGS

The President or the Executive Board may call special meetings by written request. Ten percent of the Active membership is required to call a special meeting. Each voting member shall receive notification of the purpose or purposes for calling a special meeting not less than ten nor more than fifty days before the date of the meeting.

SECTION C: QUORUM

Twenty percent of the Active membership shall constitute a quorum at both regular and special meetings. All questions shall be decided by a simple majority except as outlined in these Bylaws or in **Robert's Rules of Order, Newly Revised**.

ARTICLE VII – ELECTION OF OFFICERS

SECTION A: ELECTED OFFICERS

There shall be nine elected officers: President, President-Elect /Parliamentarian, Vice President-Membership, Vice President-Service, Vice President-Development, Vice President-Communications, Secretary, Treasurer, and JFI Representative.

SECTION B: NOMINATING COMMITTEE

The Nominating Committee shall consist of the President-Elect /Parliamentarian as chair and four members in good standing, to be elected at the November General Meeting. The committee shall prepare a slate of officers, together with input from the President, Vice President-Membership, and Immediate Past President to be presented at the March General Meeting.

SECTION C: ELECTION

1. Election

Election of officers shall be held at the General Meeting in April. Installation shall be at the May General Meeting. No nominee may be elected without nominee's consent.

2. Term of Office

Elected officers shall serve for a period not to exceed two consecutive terms in the same office. Exceptions to this rule require Board approval.

SECTION D: VACANCIES

All vacancies shall be filled by the Executive Board except that of the President, which shall be filled in the regular manner of election.

ARTICLE VIII– EXECUTIVE BOARD

SECTION A: MEMBERS

The Executive Board shall consist of the elected officers. The term of office for the Executive Board shall run from June 1 through May 31.

SECTION B: QUORUM

A majority of the Executive Board members shall constitute a quorum for the transaction of business.

SECTION C: MEETINGS

There shall be a minimum of nine meetings of the Executive Board each year. A special meeting may be called by the President or by a majority of the Executive Board. Each Executive Board member is required to attend the meetings. In the event of an emergency, all Executive Board members must send a proxy to represent the member as outlined in the Standing Rules.

SECTION D: BUDGET

A budget shall be prepared by the Budget Committee and approved by the Executive Board. All requests for checks shall be submitted on an expense documentation form approved by the appropriate Committee or Service Chair and by the President or President-Elect /Parliamentarian. Check requests require backup documentation and approval with one signature. Checks over \$250.00 require two signatures.

SECTION E: PROPERTY

All property in the possession of officers and chairs shall be delivered to their successors no later than June 1.

ARTICLE IX – DUTIES OF THE OFFICERS

SECTION A: PRESIDENT

The President presides over all meetings and has general supervision of the affairs of DJF and she serves as chair of the Executive Board. The President signs or countersigns all contracts or other instruments of DJF as authorized by DJF and performs all other duties incidental to her office and is an ex-officio member of all committees. The President is a member of the JFI Board of Directors and attends the JFI Convention and JFI Board Meetings.

SECTION B: PRESIDENT-ELECT /PARLIAMENTARIAN

The President-Elect /Parliamentarian is a member of the Executive Board, chairs the Nominating, Bylaws and Tellers, and Policies and Procedures Review Committees, and serves as ex-officio member of all other committees. The President-Elect /Parliamentarian shall be in charge of the installation of the new officers at the May meeting, purchase the outgoing President's gift in an amount up to \$100.00 and shall preside at all meetings in the absence of the President and exercises all functions of the President.

SECTION C: VICE PRESIDENT-MEMBERSHIP

The Vice President-Membership is a member of the Executive Board and serves as an ex-officio member of the Nominating Committee, is in charge of membership and chairs the Membership Committee, and oversees the Provisional Chair(s), Social Chair(s), Sustainer Chair(s), Directory Chair(s), and Hours Manager. The Vice President-Membership recruits new members and maintains all current membership responsibilities, presides at all meetings in the absence of the President and President-Elect /Parliamentarian and exercises all functions of the President.

SECTION D: VICE PRESIDENT-SERVICE

The Vice President-Service is a member of the Executive Board, is an ex-officio member of the Development Committee, oversees the activities of all Service Chairs and the Grants Committee, chairs the Service Committee and presides at all meetings in the absence of the President, President-Elect /Parliamentarian, and Vice President-Membership, and exercises all functions of the President.

SECTION E: VICE PRESIDENT-DEVELOPMENT

The Vice President-Development is a member of the Executive Board and coordinates all income generation other than annual dues. She oversees the Development Committee, which consists of the Underwriting Chair, the Major Events Chair and the Petite Events Chair, and collaborates with the Treasurer to formulate a fundraising plan to meet the financial needs of the organization. She presides at all meetings in the absence of the President, President-Elect /Parliamentarian, Vice President-Membership, and Vice President-Service, and exercises all functions of the President.

SECTION F: VICE PRESIDENT-COMMUNICATIONS

The Vice President-Communications is a member of the Executive Board, coordinates all internal and external communications of the organization, oversees the Website Chair, Publicity Chair, Newsletter Chair, and the Historian(s). The Vice President-Communications shall preside at all meetings in the absence of the President, President-Elect /Parliamentarian, Vice President-Membership, Vice President-Service, and Vice President-Development, and exercises all functions of the President.

SECTION G: SECRETARY

The Secretary is a member of the Executive Board and shall keep an accurate record of the proceedings of all meetings. The Secretary (1) sends approved minutes of General Meetings and approved Executive Board actions to the general membership; (2) sends a copy of the minutes of the General Meeting each month to the President and Second Vice President of JFI; and (3) provides an up-to-date copy of the Bylaws, a current financial statement, and service resume to the JFI President, JFI First Vice President-Service, and JFI Treasurer by June 1. The Secretary handles the correspondence of the organization.

SECTION H: TREASURER

The Treasurer is a member of the Executive Board and oversees the Budget, Financial Review, and Investment Committees. She is a member of the Grants and Development Committees and the custodian of all DJF chapter funds, responsible for all deposits and disbursements. The Treasurer shall furnish a detailed monthly report at general and Executive Board Meetings and deliver all books and records of DJF to the Financial Review Committee at the end of the fiscal year or at the request of the Executive Board. The Treasurer shall

be responsible for filing all federal and state tax returns and/or applicable forms to maintain 501(c)(3) non-profit status.

SECTION I: JFI REPRESENTATIVE

The JFI Representative serves as a liaison between DJF and JFI. As stated in the JFI Bylaws, the JFI Representative serves a term of two years to coincide with the election of JFI Officers and represents DJF at the JFI Convention and the JFI Board Meetings and informs DJF of all pertinent matters.

SECTION J: IMMEDIATE PAST PRESIDENT

The Immediate Past President is a member of the Executive Board, serves in an advisory capacity, and is a member of the Nominating Committee.

ARTICLE X – COMMITTEES

SECTION A: STANDING COMMITTEES

Standing committees shall be as follows: Budget, Bylaws and Tellers, Communications, Development, Directory, Financial Review, Grants, Historian(s), Investment, Membership, Nominating, Policies and Procedures, Provisional, Social, Special Event, Sustainer, and Service.

SECTION B: SPECIAL COMMITTEES

Special committees may be set up by a majority vote of the body with members appointed by the President. The special committees cease to exist when the work is completed and a report is submitted.

ARTICLE XI – DUTIES OF CHAIRS AND COMMITTEES

SECTION A: STANDING AND SPECIAL COMMITTEE CHAIRS

Each committee chair shall call committee meetings when needed and shall inform the President of the meeting. A committee report is given at the next Executive Board Meeting. The chair shall file a written annual report with the Secretary at the end of the DJF fiscal year.

SECTION B: STANDING COMMITTEES

1. Budget

The Budget Committee shall outline a budget that shall be presented to the Executive Board for approval by the March Board Meeting. The committee shall consist of six members: Treasurer as chair, President, President-Elect /Parliamentarian, Vice President-Development, and two appointed members.

2. Bylaws and Tellers

The Bylaws and Tellers Committee shall have an up-to-date copy of the Bylaws and propose changes annually. The committee shall hand out ballots and count votes. This committee shall consist of the President-Elect /Parliamentarian as chair, President, and three appointed members.

3. Communications

The Communications Committee shall report to the Vice President-Communications. The members include Publicity Chair, Newsletter Chair, Website Chair, Historian(s), Internal Communications Manager, and two appointed members.

4. Financial Review

The Financial Review Committee shall audit the Treasurer's books biannually or as requested by the President and/or Treasurer. The committee shall consist of four members: Treasurer as chair, President, President-Elect /Parliamentarian, and one appointed member.

5. Grants

The Grants Committee shall distribute grant applications to approved service agencies and make recommendations for dispensing of available funds. After receiving approval of the Executive Board, the Committee shall supervise the allocation of funds. The Grants Committee shall consist of nine members: Vice President-Service as chair, President, President-Elect /Parliamentarian, Vice President-Development, Treasurer, and four appointed members. After receiving approval of the Executive Board and being brought to the general membership for discussion, the committee shall supervise the allocation of funds.

6. Development

The Development Committee shall be responsible for the overall supervision of fundraising events. All fundraising events must first have Executive Board approval and be brought to the general membership for discussion. The Development Committee shall report to the Vice President-Development, as chair and shall consist of the Major Events, Petite Events, and Underwriting Chairs. Each Committee shall notify the Vice President-Development of all fundraising event committee meetings.

7. Investment

The Investment Committee shall report to the Treasurer. The Investment Committee shall oversee investment strategies and make investment recommendations. The Investment Committee shall consist of the Treasurer as chair, President, and two members appointed by the President.

8. Historian(s)

The Historian(s) shall report to the Vice President-Communications and compile a pictorial history of outstanding events and create a collection of mementos. The out-going President shall be custodian of the memory book.

9. Membership

The Membership Committee assists the Vice President-Membership with the planning and execution of all membership recruitment events, and other items as requested by the Vice President-Membership. The Committee shall consist of: Vice President-Membership as chair, President, President-Elect /Parliamentarian, Directory, Provisional, Social and Sustainer Chairs, the Hours Manager, and one appointed member.

10. Nominating Committee

The Nominating Committee shall consist of the President-Elect /Parliamentarian as chair and four members in good standing, to be elected at the November Meeting. This committee shall prepare a slate of officers, together with input from the President, Vice President-Membership and immediate Past President to be presented at the March Meeting.

11. Provisional

The Provisional Chair(s) report to the Vice President-Membership. The Provisional Committee includes the Provisional Chair(s), President-Elect /Parliamentarian, Vice President-Membership, Vice President-Service, and

one member appointed by the Provisional Chair(s). The Provisional Chair(s) schedule and supervise orientation meetings and training programs and communicate all activities pertaining to the Provisionals.

12. Social

The Social Committee shall report to the Vice President-Membership. The Social Committee shall have charge of all social activities, including, but not limited to, scheduling hostesses for the General Meetings, assisting with the membership recruitment event, making arrangements for the Installation Luncheon, and planning any additional social activities approved by the Executive Board.

13. Special Event

Special Event Chair(s) report to the Vice President-Development. The Chair(s) shall be responsible for the overall supervision of the individual special or fundraising event. All special or fundraising events must first have Board approval and be brought to the general membership for discussion. The Chair(s) shall notify the Vice President-Development of all special or fundraising event committee meetings.

14. Directory

The Directory Chair(s) reports to the Vice President-Membership and is responsible for updating and coordinating the printing of the DJF Directory.

15. Sustainers

The Sustainer Committee reports to the Vice President-Membership. The Sustainer Chair(s) shall be a liaison between the Sustainers and the DJF Board. The committee shall plan social events and service opportunities during the year to encourage and promote continued support.

16. Policies and Procedures

The Policies and Procedure Committee shall report to the President-Elect /Parliamentarian. The Policies and Procedures Committee shall maintain and update the Policies and Procedures Manual. The Policy and Procedures Committee shall consist of three members appointed by the President.

17. Service Committee

The Service Committee shall report to the Vice President-Service. The committee shall annually evaluate current service areas and make recommendations for adding or deleting service areas. Input must be

reviewed from Service Chairs Hours Manager, and Grants Committee. The Committee shall consist of the Vice President-Service as chair, President, and two members appointed by the President.

ARTICLE XII – PARLIAMENTARY AUTHORITY

Robert’s Rules of Order, Newly Revised is the authority in all proceedings not covered in the Dallas Junior Forum Bylaws.

ARTICLE XIII – AMENDMENTS

SECTION A: BYLAWS

The DJF Bylaws may be amended at a General Meeting once a year by ninety percent vote of the members present and voting, provided notice of the proposed amendments has been made at a previous meeting, or email or written notice is sent to the membership no fewer than ten days in advance.

SECTION B: STANDING RULES

Standing rules may be amended at any General Meeting with two-thirds vote of the present and voting members, provided the membership has been notified at a previous meeting, or email or written notice is sent to the membership no fewer than ten days in advance.

ARTICLE XIV- DISSOLUTION OF DALLAS JUNIOR FORUM

In the event the general membership votes to dissolve or liquidate DJF, the final Executive Board shall direct that all debts, obligations, and expenses be paid. The remaining assets shall be distributed to other tax-exempt organization(s) at the discretion of the final Executive Board.

Amended and Approved: April 2018

STANDING RULES

1. Each member shall have the option of receiving development credit of one hour in exchange for each \$100.00 of personal donation dollars up to \$1,000.00.
2. Active, Professional Active, Sustaining, and Provisional members shall pay annual dues of \$100.00. Provisional members shall pay a one-time non-refundable fee not to exceed \$50.00 for DJF supplies. Inactive and Non-Resident members shall pay annual dues of \$25.00.
3. Active, Professional Active, and Provisional members shall pay an event charge not to exceed \$150.00.
4. Members who agree to fulfill a service area commitment but are unable to fulfill their specific time shall notify the Service Chairs.
5. Communication with the membership by the Executive Board may be in writing, by telephone or by email.
6. Any member serving on the Executive Board may count the first five hours spent in the Executive Board position as service hours.
7. Active, Professional Active, and Provisional members are required to perform a minimum of 25 hours of service plus five development hours. Five development hours above the minimum required, may be counted as service hours.
8. Any product, event, or event location to be endorsed by DJF shall be presented to the Vice President-Development and Vice President-Service for approval before presented to the Executive Board for approval. The presentation shall include detailed information regarding the product, event, or event location and a proposed budget for promoting the product, promoting and staging the event or the location where the event will be held. The approval will signify that the product, event, or event location meets the fundraising and service requirements of DJF and will benefit both the financial needs and integrity of the organization. If the proposal is approved by the Executive Board, the proposal will be brought to the full membership for approval by simple majority.

9. Members in good standing who would like to have a DJF expense reimbursed must turn in the receipt for that expense to the Treasurer no later than 2 months after the expense was incurred. A signed DJF Expense Reimbursement Form must accompany the receipt. Expense receipts for the previous year that are received after June 15 will be considered a donation.
10. Prior to June 1, 2019 a current Active or Professional Active member in good standing is eligible to convert to Sustainer status if she has successfully completed at least five (5) years of membership to include one (1) year of Provisional membership plus at least four (4) years of Active or Professional Active membership.
11. Due to insurance liability issues, only current DJF members in good standing may serve in DJF-sanctioned service projects.