

OPERATING PROCEDURES OF SENIOR SCHOLARS

A Subordinate Addendum to the Bylaws of Senior Scholars (the "Organization")

Last Adopted or Amended: OCTOBER 10, 2021

Procedure 1 – Weekly Live Meetings ("Meeting")

- a. Meetings will be held each Friday, from 10:00-11:00 AM (with a post-meeting Q&A ending no later than 11:30 AM) generally on the following weekly schedule:
 - 1) Beginning the second week of January through the first week of June and beginning the second Friday in September through the first Friday in December.
 - 2) The schedule may be adjusted by the Curriculum Committee to account for holidays and venue conflicts. No Meeting will be scheduled for the Friday after Thanksgiving. The Meeting on the first Friday in June may be reserved for a Spring Luncheon. The Meeting on the first Friday in December may be reserved for a Holiday Luncheon.
 - 3) Meetings will be publicized in advance on the Website and by means of e-mail blasts to members.
- b. The current venue will be Wolfe Hall at PUMC, with a podium, lectern, and up to 500 chairs.
- c. The 2nd Vice President will review the venue, arrange signage, and place the opening bell and speaker's water bottle at the podium. The 2nd Vice President will review membership cards as members arrive.
- d. A representative of the Membership Committee will set up the Membership table for new members, renewing members, and guests. As of January 2022, dues will be as follows:
 - 1) New members: \$35 per year (including magnetic ID badge)
 - 2) Renewing members: \$25 per year
 - 3) Guests: A suggested contribution of \$5 per Meeting, plus a \$1 handling fee for on-line payments
 - 4) Members over age 90: No charge, complimentary magnetic ID badge
 - 5) Service fees for payment processing and taxes, if any, may be added.
- e. A representative of the Social Committee will have coffee available by 9:30 AM.
- f. A representative of the Technical Committee will set up the audiovisual system.
- g. The 1st Vice President will greet the speaker and give the speaker a lapel or hand-held microphone. Unless provided earlier, the speaker will give the Technical Committee a copy of the electronic file of slides to be used during the Meeting. The 1st Vice President will escort the speaker to a seat near the podium.
- h. At 10:00 AM, the President will ring the opening bell, make opening comments, and call on the 1st Vice President or a Curriculum Committee member to introduce the speaker. Speakers should begin their talk around 10:05 AM and conclude around 10:45 AM. The President will thank the speaker, open a brief Q&A session, if time permits, and adjourn the Meeting at or about 10:55 AM. The President will close the Meeting by ringing the bell.
- i. The President will conduct a post-meeting extended Q&A until no later than 11:30 AM, with the assistance of the 1st Vice President and the 2nd Vice President.
- j. The 2nd Vice President will close the venue and store the bell and signage. The 2nd Vice President will draft and send an appropriate thank-you letter to the speaker on behalf of the Organization.

Procedure 2 – Virtual Electronic Meetings

- a. The procedure for virtual Meetings will generally conform to the guidelines for live Meetings. Virtual Meetings will be announced to members in the same manner as the live Meetings.
- b. Zoom Webinar software will be used with a license permitting up to 500 virtual attendees.
- c. The timing of the speaker's talk will generally conform with the guidelines for live Meetings. The Zoom Q&A feature will be used in place of a live Q&A session.
- d. There will be no membership or social arrangements.
- e. The Curriculum Committee may organize other virtual programs for members with the approval of the Board of Directors.

Procedure 3 – Hybrid Meetings

- a. Hybrid Meeting procedures will generally conform to the procedures for live Meetings. They will be announced to members in the same manner as live Meetings.
- b. Hybrid Meetings will consist of two parts: 1) a live Meeting in Wolfe Hall and 2) on-line streaming via Zoom for members who choose not to attend in person.
- c. The 1st Vice President will appoint on-line monitors who will track the Zoom Q&A feature and submit live questions to the speaker on behalf of Zoom attendees during the Meeting's live Q&A session.

Procedure 4 – Recording of Meeting

- a. Electronic recordings of Meetings will be retained on the Organization's website for member viewing for at least four weeks.

Procedure 5 – Treasurer Duties

- a. The Treasurer will:
 - 1) Prepare an annual budget for the coming year, to be approved at the final Board of Directors meeting of the concluding year.
 - 2) Prepare an operating reserve forecast and, in keeping with the annual budget process, recommend to the Board of Directors any changes to future expenses and income to maintain a minimum operating cash reserve of \$30,000.
 - 3) File state and federal tax returns, including IRS Form 990-N.
 - 4) Disburse funds for budgeted expenses and for unbudgeted expenses per reporting month up to \$100 approved by the President, or up to \$500 as approved by the Executive Committee. All other unbudgeted expenditures must be approved by the Board of Directors.
 - 5) Deposit cash, checks and credit card receipts from dues, donations, the Retreat, and the like, into the Organization's checking account.
 - 6) Ensure that expenses and revenues related to the Retreat are settled.
 - 7) Prepare revenue, expense, and investment reports as needed by the Board of Directors, and in conformance with Form 990-N requirements.
 - 8) Secure a Directors & Officers insurance policy with coverage of up to \$1,000,000 for the Organization.

Procedure 6 – Curriculum Committee Duties

- a. The Committee will be chaired by the 1st Vice President, assisted by the 2nd Vice President and the Program Managers.

- b. The Great Decisions Program Manager will be responsible for securing speakers to talk on the subject of selected chapters in the Great Decisions Briefing Book each year. For this purpose, the Committee will reserve up to eight (8) weekly meeting slots in the late Spring and Fall Meeting schedule for purposes of scheduling Great Decision speakers.
- c. The Chairperson and the Program Managers will be responsible for:
 - 1) Securing from each speaker his/her contact info, e-mail address, phone number, photo image, a summary of experience and credentials, talk title and summary.
 - 2) Ensuring publicity for each speaker.
 - 3) Preparing and sending a thank-you note to each speaker.
- d. The Committee will not invite a speaker who has announced as a candidate for election or an elected official who could announce for re-election within a year of the proposed talk.

Procedure 7 – Secretary Duties

- a. The Secretary will:
 - 1) Distribute a draft of the minutes of Board of Directors Meetings to Board Members for approval in advance of the next following Board of Directors Meeting.
 - 2) Collect and maintain an archive of pertinent Organization documents, including minutes, budgets, financial reports, and contracts.

Procedure 8 – Technical Vice President Duties

- a. The Vice President will chair the Technical Committee and oversee efforts to:
 - 1) Develop and maintain up-to-date electronic systems for the Organization’s activities.
 - 2) Provide assistance as needed to the Website Committee and Membership Committee Chairpersons.

Procedure 9 – Social Chairperson(s) Duties

- a. The Chairperson(s) will chair the Social Committee and:
 - 1) Organize coffee service for live Meetings.
 - 2) At the Board’s request, organize a Spring Luncheon for members, on or around the first Friday in June, and a Holiday Luncheon, on or around the first Friday of December.

Procedure 10 - Wildacres Retreat Chairperson(s) Duties

- a. The Chairperson(s) will:
 - 1) Preside over the Committee and provide all planning and arrangements for the retreat.
 - 2) Work with the Wildacres staff to secure the retreat date.
 - 3) Recruit a speaker for the retreat and advise the Curriculum Committee.
 - 4) Prior to retreat registration, advise the Executive Committee and the Board of the retreat budget.
 - 5) Manage the day-to-day operation of the retreat.
 - 6) Publicize the retreat and encourage participation by members, officers, chairpersons, and the Board.

Procedure 11 – Membership Committee Chairperson(s) Duties

- a. The Chairperson(s) will:
 - 1) Maintain an electronic database of members.
 - 2) Accept annual membership renewals for the coming year from the first week of September until the end of the concluding year.
 - 3) Provide the Board of Directors with a monthly summary of the number of new members, renewing members, guests, notified non-members, and Meeting attendees.
 - 4) Provide data for electronic or printed directories to be made available to members.

- 5) Design and distribute annual member cards.
- 6) Manage payments and provide related reports to the Treasurer.

Procedure 12 – Webmaster(s) Duties

- a. The Webmaster(s) will:
 - 1) Chair the Website Committee.
 - 2) Ensure that the website contents include, among other website contents selected by the Website Committee:
 - (a) Directory of members.
 - (b) Brief history of the Organization.
 - (c) The most recent copy of the Bylaws and these Procedures.
 - (d) Current officers, directors, and chairpersons of the Organization.
 - (e) List of past Presidents of the Organization.
 - (f) List of past members who have provided exceptional service to the Organization as determined by the Board of Directors.
 - (g) Summary of financial statements for the preceding year as presented by the Treasurer.
 - 3) Update the website content on an appropriate frequency (i.e.: speaker updates on a weekly basis, current officers on an annual basis, etc.
 - 4) Ensure that membership e-mails are sent as required.
 - 5) Ensure that website and e-mail statistics are collected and reported as needed to the Board of Directors.

Procedure 13 – Nominating Committee Chairperson(s) Duties

- a. The most recent past President will chair the Nominating Committee and oversee efforts to:
 - 1) Propose a nominee from the membership to fill the position of 2nd Vice President for the coming year. Nominees may not be prior past Presidents.
 - 2) Propose three nominees from the Standing Committee members to fill the three positions of At-Large Director whose three-year terms are ending in the current year. Nominees may serve multiple terms as At-Large Directors.
 - 3) Present nominees to the Board of Directors for approval at least thirty (30) days before the final Member Program of the year.

Procedure 14 – Field Trip Committee Chairperson(s) Duties

- a. The Chairperson(s) will:
 - 1) Select, publicize and manage signups for field trip itineraries of interest to the membership.
 - 2) Lead field trip events and arrange transportation and member payments as necessary.

Procedure 15 – Lunch Bunch Committee Chairperson(s) Duties

- a. The Chairperson(s) will:
 - 1) Select locations for lunch following the Member Programs and manage signups for members.

Procedure 16 – Venue Liaison Committee Chairperson(s) Duties

- a. The Chairperson(s) will:
 - 1) Maintain contacts with staff at PUMC relating to the Facility Use Agreement.
 - 2) Report to the Board of Directors on current events at PUMC.

Procedure 17 – Queens Liaison Committee Chairperson(s) Duties

- a. The Chairperson(s) will:
 - 1) Maintain contacts with leadership staff at Queens University relating to the most-current Memorandum of Understanding between Queens and the Organization.

Procedure 18 – Diversity Committee Chairperson(s) Duties

- a. The Chairperson(s) will:
 - 1) Seek to make the membership aware of the need to increase diversity within the Organization.
 - 2) Encourage members to build relationships with all groups in the wider community.
 - 3) Meet with members interested in methods to increase diversity.
 - 4) Represent the Organization at meetings of diverse social and religious organizations and clubs.

Procedure 19 – Winding-Up

- a. In the event of dissolution of the Organization, if any, the Board will direct the remaining net assets, if any, to the benefit of one or more non-profit supporting senior concerns.

Procedure 20 – Miscellaneous

- a. E-mails and any other correspondence addressed to the Organization will be collected and reviewed by the 2nd Vice President, or the 2nd Vice President's representative, who will forward the communication to the appropriate officer or chairperson for response.
- b. Live Meeting speakers may sell their publications to members at the end of their talk, if approved in advance by the President.
- c. The Membership period for both New and Renewed Membership extends from the date of purchase to:
 - 1) The end of the current year if purchased prior to Sept. 1.
 - 2) The end of the subsequent year if purchased after Sept. 1.
- d. These procedures may be adopted, modified, or deleted by a vote of more than 50% of the Board of Directors.

IN WITNESS WHEREOF, the Organization has adopted these Procedures as an addendum to the Bylaws as of the date above written.

Senior Scholars, a North Carolina Non-Profit Corporation

Affirmed by: Ruth McDevitt, Secretary
Don Campbell, President