

OPERATING PROCEDURES OF SENIOR SCHOLARS AT QUEENS (SSQ)

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

Last Amended: **January 8, 2025**

Procedure 1 – Weekly Live Educational Presentations

- a. Educational presentations will be held each Friday, from 10:00-11:00 AM (with a post-session 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 presentations will be scheduled for the Friday immediately after Thanksgiving. In lieu of an educational presentation, the first Friday in June will be reserved for a Spring Luncheon and the first Friday in December will be reserved for a Holiday Luncheon.
 - 3) Educational presentations will be publicized in advance on the Website and by means of weekly emails to members.
 - 4) SSQ will not meet in person when the Charlotte-Mecklenburg Schools are closed for in-person attendance due to inclement weather. A presentation by Zoom may be held if feasible. Members will be notified by email of any change in scheduled presentations.
- b. The current venue will be Wolfe Hall at Providence United Methodist Church (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 arrange for the review of membership cards as members arrive and report the attendance to the presiding chair.
- d. A representative of the Membership Committee will set up the Membership table for new members, renewing members, and guests. Dues (as approved January 2022) 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 for in-person attendance at an educational presentation.
 - 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 see that refreshments are available by 9:30 AM.
- f. A representative of the Technical Committee will arrange to set up the audiovisual system.
- g. The 1st Vice President will greet the speaker and arrange for the technical committee to give the speaker a microphone. Unless provided earlier, the speaker will give the Technical Committee a copy of the electronic file of slides to be used during the presentation. 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 and make opening comments.
 - 1) The President will 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, but no later than 11:00.

- 2) The President will thank the speaker, open a Q&A session, if time permits, and introduce the moderators, who will assist members in asking questions or relay questions asked online.
 - 3) The President will announce that the Organization will make a donation in the name of the speaker to their charity of choice, demonstrating community involvement, along with a one-year membership in Senior Scholars, with a membership card.
 - 4) The President will adjourn the session after presentation of the gift, which will occur no later than 11:30 AM. The President will close the session by ringing the bell.
- i. 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 Educational Presentations

- a. The procedure for virtual educational presentations will generally conform to the guidelines for live presentations. Virtual presentations will be announced to members in the same manner as the live presentations.
- 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 to the guidelines for live presentations. 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.
- f. Zoom registration for virtual programs requires current year membership or guest payment of \$5 plus \$1 PayPal fee.

Procedure 3 – Hybrid Educational Presentations

- a. Hybrid presentation procedures will generally conform to the procedures for live presentations. They will be announced to members in the same manner as live presentations.
- b. Hybrid presentations will consist of two simultaneous parts: 1) a live presentation in Wolfe Hall and 2) online streaming via Zoom for members who choose not to or cannot attend in person. Zoom registration for presentations requires current year membership or guest payment of \$5 plus \$1 PayPal fee.
- c. Moderators will assist in-person attendees in asking questions, track the Zoom Q&A feature and submit live questions to the speaker on behalf of Zoom attendees during the session’s live Q&A session. Moderators are encouraged to ask questions of their own.

Procedure 4 – Recording of Educational Presentations

- a. The Technical Committee will arrange to record each presentation and process such recordings pursuant to Procedure 6(e).

Procedure 5 – Treasurer Duties

- a. The Treasurer will:
 - 1) Prepare an annual budget for the coming year, to be submitted at least fifteen (15) days in advance of the end of the year for approval at the first Board of Directors meeting of the new 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 (i) up to \$100 approved by the President, or (ii) 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 Wildacres Retreat, and the like, into the Organization's checking account.
- 6) Ensure that expenses and revenues related to the Wildacres Retreat are settled.
- 7) Prepare revenue, expense, and investment reports as needed by the Board of Directors, and in conformance with requirements of Form 990-N, Nonprofit and Governmental Entity Claim for Refund of State Taxes, and with Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations.
- 8) Secure an insurance policy for the Organization with coverage of both General Liability and Directors and Officers exposures in independent amounts of \$1,000,000.
- 9) Serve as designated Agent of record for SSQ with the North Carolina Secretary of State's Office and file any documents required by that office.
- 10) Maintain a detailed document of Treasurer duties, including key contacts, to assist successors.

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. The 1st Vice President will appoint the Program Managers. The 1st Vice President will also appoint a Moderator Coordinator to identify and support the Q&A moderators.
- b. The Great Decisions Program Manager will be responsible for securing speakers to talk on the subjects of selected chapters in the Great Decisions Briefing Book each year. For this purpose, the Committee will reserve up to eight (8) educational presentation slots in the late Spring and Fall 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, email address, phone number, photo image, a summary of experience and credentials, talk title and summary.
 - 2) Ensuring publicity for 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.

Video recordings of speakers' presentations will be made by the Technical Committee as set forth in Procedure 4. The 1st Vice President shall review each presentation to determine whether posting that video might create undesirable risk for the Organization, on account of potential violations of copyright law or another concern. Upon completing such review, the 1st Vice President shall determine whether to post the video on the public-facing portion of the Organization's website or on the members-only portion of the Organization's website. In each case, the 1st Vice President shall determine how long the video shall remain on the website, up to a maximum period of two years."

- e. The 1st Vice President will maintain a detailed document of Curriculum Committee duties, including key contacts, to assist successors.

Procedure 7 – Secretary Duties

- a. The Secretary will:
 1. Prepare and distribute a draft of the minutes of Board of Directors and Executive Committee meetings to respective members for review in advance of the next following meetings. The Secretary will forward approved minutes to the Webmaster for posting to the website where they may be accessed by Board members.
 2. Serve as Parliamentarian.
 3. Track Board member attendance and maintain up-to-date roster of officers and Board members.
 4. Collect and maintain an archive of pertinent Organization documents, including minutes, budgets, financial reports, and contracts.
 5. Collaborate with the Membership Chair in producing an annual Board of Directors Handbook, to include Board Roster, cell phone and email contacts, Articles of Incorporation, Bylaws, Operating Procedures, and meeting schedules.
 6. Update Senior Scholars Bylaws and Operating Procedures to incorporate changes made by the Board.
 7. Maintain a detailed document of Secretary duties, including key contacts, to assist successors.

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, software programs, and protocols for the Organization's activities.
 - 2) Provide assistance as needed to the Website Committee and Membership Committee Chairpersons.
 - 3) Maintain a detailed document of Technical duties, including key contacts, to assist successors.
- b. Support and coordinate the work of Technical Committee members, report budgetary needs to the Treasurer, and make regular reports to the Board of Directors and, as requested, to the Executive Committee.

Procedure 9 – Social Committee and Subcommittee Duties

- a. The Chairperson(s) will chair the Social Committee and
 - 1) Provide assistance to subcommittees as needed.
 - 2) Hold Social Committee meetings as needed.
 - 3) Attend Executive Committee meetings, as needed, to report on activities.
 - 4) Attend monthly Board of Directors meetings to report on activities.
 - 5) Prepare an annual budget for Social Committee activities.
 - 6) Maintain a detailed document of Social Committee and Subcommittee duties, including key contacts, to assist successors.
- b. Field Trip Subcommittee Duties.
 - 1) Planning and managing day trips in the Charlotte area for interested members, including selecting, publicizing and managing signups. Field trips are selected in Coordination with the Curriculum Committee, often to broaden the experience that members have in some presentations. programs.
 - 2) Leading field trips and arranging transportation and collecting member payments, as required.
- c. Lunch Bunch Subcommittee Duties
 - 3) Planning and managing luncheons at Charlotte area restaurants for interested members following regular speaker programs.
 - 4) Publicizing luncheons and managing signups.
- d. Coffee Subcommittee Duties

- 1) Providing coffee, tea and treats/donuts at regular speaker programs.
- 2) Purchasing coffee supplies, setting up and cleaning up.

e. Luncheons Subcommittee Duties

- 1) At the Board's request, organizing a Spring Luncheon, on or around the first Friday in June and a Holiday Luncheon, on or around the first Friday of December.
- 2) Planning and managing Spring and Holiday Luncheons including arranging speakers in coordination with the Curriculum Committee.

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 one or more speakers 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.
- 7) Maintain a detailed document of Wildacres Retreat duties, including key contacts, to assist successors.

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, and guests. The March report will include the number of lapsed members who have been notified but who have not renewed their memberships.
- 4) Provide data for an electronic membership directory to be made available to members. No print version of a member directory will be prepared. Members may access the online Member Directory containing names and email addresses once their membership credentials are verified. Addresses and phone numbers will not otherwise be made available.
- 5) Design and distribute annual membership cards.
- 6) Manage membership payments and provide related reports to the Treasurer.
- 7) Collaborate with the Secretary in printing and distributing an annual Board of Directors Handbook.
- 8) Maintain a detailed document of Membership Committee duties, including key contacts, to assist successors.

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.
- 3) Update the website content on an appropriate frequency (e.g., speaker updates on a weekly basis, current officers on an annual basis, etc.)

- 4) Ensure that membership emails are sent as required.
- 5) Ensure that website and email statistics are collected and reported as needed to the Board of Directors.
- 6) Maintain a detailed document of Webmaster duties, including key contacts, to assist successors.

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 these nominees to the Board of Directors each year for information at the October Board meeting and for approval at the November Board meeting. The approved nominees will be announced to the members at the Annual Meeting and begin their terms on the first day of the coming year.
 - 4) Propose Standing Committee Chairperson nominees to the Executive Committee for approval as needed.
 - 5) Maintain a detailed document of Nominating Committee duties, including key contacts, to assist successors.

Procedure 14 – Venue Liaison(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 that might impact on the Organization’s use of the facility.
 - 3) Maintain a detailed document of venue liaison duties, including key contacts, to assist successors.

Procedure 15 – Queens Liaison(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.
 - 2) Maintain a detailed document of Committee duties, including key contacts, to assist successors.

Procedure 16 – Marketing and Cultural Diversity Committee Chairperson(s) Duties

- a. The Chairperson(s) will:
 - 1) Lead committee activities, in conjunction with other committee chair partners.
 - 2) Communicate with committee members and hold committee meetings as needed.
 - 3) Recruit committee members as needed.
 - 4) Request any funding needed for activities from President or Board, depending on level of funding requested required.
 - 5) Be responsible for providing committee projects, status and future plans to the Board of Directors at monthly meetings, and other meetings as requested, and obtain any necessary approvals.
 - 6) Maintain a detailed document of Committee duties, including key contacts, to assist successors.
- b. The Committee will:
 - 1) Increase awareness of the organization through written or electronic materials and through outreach with other groups in the community.
 - 2) Organize and participate in events at educational presentations of the organization or in conjunction with other groups that benefit and enhance member satisfaction with the organization.

- 3) Participate in the events of other community groups to help raise awareness of the organization.
 - 4) Organize and participate in events and contacts that will serve to raise the cultural diversity of the membership, programs and organization.
- c. Organizations interested in group access to Senior Scholars' presentations may be offered a 30-day free trial, at the end of which they would have the opportunity to sign up for annual membership.
 - d. Organizations and retirement homes are offered an annual group rate, as set by the Board, with a trial period to make sure they can coordinate their equipment with Senior Scholars' programs.
 - e. Promotions of other organizations and their offerings to SSQ members are limited to those of Queens University, unless the organizations are participating in SSQ educational presentations or expos.

Procedure 17 – *<To be added for Email Committee.>*

Procedure 18 – 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 organizations supporting senior concerns.

Procedure 19 – Miscellaneous

- a. Emails 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. Educational presentation 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 June 1.
 - 2) The end of the subsequent year if purchased on or after June 1.
- d. These procedures may be adopted, modified, or deleted by a vote of more than 50% of the entirety of the Board of Directors with designated voting power.

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: s/Steven A. Lauer
Steve Lauer, President

s/Barbara Devinney
Barbara Devinney, Secretary