



ELECTED OFFICERS

Terri Rice
President

Verner Cartledge
Vice President- Membership

Q. DeShawne Boyd
Recording Secretary

Donna Douglas
Corresponding Secretary

Nelsonna Barnes
Treasurer

Shanna Bell Ahmad
Financial Secretary

APPOINTED OFFICERS

Rrachelle Breckenridge
Parliamentarian

Kenya Cox
Chaplain

Angela Scott
Chapter Programs

Prisca Barnes
Archivist/Historian

Crystal Turner
Technology

APPOINTED CHAIRS

Sharon Cranford
The Arts

Joy Barnes
International Trends and Services

Teketa Harding
National Trends and Services

Joi Lee
Health and Human Services

Carla Breckenridge
Services to Youth

Delia Shropshire
Beautillion Scholars, Chair

Jennifer Jones
Ethics and Standards

Cokie Diggs
Organizational Effectiveness



Linked in Friendship, Connected in Service
Wichita (KS) Chapter

Chapter Meeting
Saturday, February 23, 2019 – 10:00am to noon
Terradyne Country Club

Special Dress: All Red Attire “Go Red for Women” American Heart Association

AGENDA

Call to Order – Link Terri Rice, President (1 min)

Linkspiration & Prayer – Link Kenya Cox, Chaplain (3 mins)

Links Pledge & Song (3 mins)

Roll Call, Approval of Agenda & Minutes – Link Shawne Boyd, Recording Secretary (3 mins)

Correspondence – Link Donna Douglas, Corresponding Secretary (5 mins)

Financial Report – Link Shanna Bell-Ahmad, Financial Secretary and Link Nelsonna Barnes, Treasurer (10 mins total)

Technology – Link Crystal Turner, Chair (5 mins)

Amenities - Link Joi Lee, Chair (5 mins)

Parliamentarian – Link Rrachelle Breckenridge, Chair – “Revised ByLaws” (10 mins)

Ethics and Standards - Link Jennifer Jones, Chair (15 mins)

Services to Youth - Link Carla Breckenridge (11:00am)
Friendship Activity – Black History Month - “#BlackGirlsLoveAndFriendship” (15 mins)

Chapter Programming – (15 mins total)

Link Angela Scott, Program Chair

Link Prisca Barnes, Co-Chair Arts

Link Joi Lee, Chair HHS

Link Joy Barnes, Chair ITS

Link Teketa Harding, Chair NTS (via committee member)

Beautillion Scholars – Link Delia Shropshire, Chair or Link Joymesia Lee, Co-Chair (5 mins)

Membership – Link Verner Cartledge – Vice President – *Table Talk* (15 mins)

President’s Report – Link Terri Rice, President (5 mins)

Announcements (5 mins)

Closing – Meeting Adjourned

Links Recipe for Friendship

Blend lively conversation, head back laughter, work and fun together.

Slowly add trust and acceptance and mix well.

Stirring gently, soften with teardrops, tender heartedness.

Sweeten with empathy and understanding.

Sprinkle generously with your favorite memories, prayers and well wishes.

*Decorate with hugs, high 5s, fist bumps and smiles and **ENJOY!***



Wichita Chapter of The Links, Incorporated
Chapter Meeting – Saturday, January 26, 2019
Terradyne Country Club – 1400 W. Terradyne Dr
Andover, KS 67002

JANUARY 2019 CHAPTER MINUTES

Call to Order: Meeting called to order by President Terri Rice at 10:10am. Linkspiration and prayer provided by Link Delia Shropshire.

Roll call: Conducted by Link Shawne Boyd, Recording Secretary.

Approval of Agenda & Minutes: Link Shawne Boyd, Recording Secretary. Agenda corrections noted.

One-in-Five Certification Update: Link Shawne Boyd, Recording Secretary

- The current one-in-five certification period ends in 2022.
- Link Verner Cartledge, Cokie Diggs, Terri Rice, and Link Traci Williams have met their one-in-five obligation for this period; all other active links must attend a National or the Central Area Conference by year 2022.

Chapter Reports:

- **Correspondence:** Link Donna Douglas, Corresponding Secretary
- **Financial Report:**
 - Link Nelsonna Barnes, Financial Secretary
 - Link Nelsonna Barnes, Treasurer
- **Amenities:** Link Joi Lee
- **Organizational Effectiveness:** Link Cokie Diggs, Chair and Rrachelle Breckenridge, Parliamentarian/Co-Chair
 - Circle of Friends activity follow-up.
 - Open, objective, and effective communication.
 - Platinum Rule vs. Golden Rule
 - The difference between hearing and listening, and listening prior to responding.
 - Committing to the presumption of genuineness and clarifying understanding.
 - Keeping our obligation of the business aspect of our meetings, this community, and to Linkdom at the forefront of our mind.
 - Following parliamentary procedure during meetings.
 - Quote from Richard Bronson – Colleagues should take care of each other, have fun, celebrate success, learn by failure, look for reasons to praise not to criticize, communicate freely and respect each other.
 - We all share in the responsibility of our organization’s effectiveness.
- **National Trends and Services:** Link Teketa Harding, Chair
 - Friendship Activity “A New Year A New You”
- **Chapter Programming:** Link Angela Scott, Chair
 - Programming report – deadline is February 1, 2019
 - ITS: Link Joy Barnes, Chair
 - STY: Link Carla Breckenridge, Chair
- **Membership:** Link Verner Cartledge, Vice President
 - Shared Membership Matters report.
 - Service hour logs – we need service hour logs now, prior to paying for dues.
 - Fiscal year is May 1-April 30th. Hours are due by March 1, but hours may be projected through April 30, 2019.
 - Reminder to donate to Emerald City - \$1,000.



**Wichita Chapter of The Links, Incorporated
Chapter Meeting – Saturday, January 26, 2019
Terradyne Country Club – 1400 W. Terradyne Dr
Andover, KS 67002**

- Membership is asked to put together favorite recipes and send them to Link Shawne by February 14, 2019.
- Link Verner is having surgery Tuesday.

Presidents Report – Link Terri Rice

- Refer to weekly Monday's Minutes for up-to-date chapter information.
- Reminder to submit facet/committee reports.
- Request for alumni status received from Link Alisia Payne, effective March 1, 2019. Motion: 1st – Link Crystal Johnson-Turner, 2nd - Link Joi Lee. All in favor. None opposed. Unanimously approved.
- Link Pat and Link Kim are planning to transition back to active status.

Announcements:

- Celebrated January birthdays,
- Prayer request for Link Teketa for her mother's upcoming surgery.

Meeting adjourned 12:09 pm.

**Services to Youth Facet Report
February 20, 2019**

STY Facet met on Sunday, February 17, 2019.

The 7th Annual African American High School Leadership Conference was successful. There were 217 individuals registered for the conference, with over 150 in attendance.

- A. Workforce Alliance of South Central Kansas is interested in partnering and Bank of America is interested in being a sponsor with the Leadership Conference next year.
 - B. The conference has received additional small donations from supporters, and individuals requesting how they can support the conference next year.
 - C. The resource book was well received, and will serve as a solid resource for youth and organizations.
1. STY is the February hostess. We are requesting that Links wear Red in honor of Heart Disease Month. We will share a friendship activity with the chapter.
 - A. We will have blood pressure checks before and after the chapter meeting.
 2. Bossgirls 5th Grade Empowerment Group at Buckner Performing Arts & Elementary
 - A. Hailey Colborn, the reigning Miss Teen USA will visit Bossgirls Empowerment group on Wednesday, March 20th @ 12:30 – 1:10. Sister Links are welcome to attend.
 - B. Meetings are held twice monthly at Buckner during the lunch/recess period.
 - C. The participants are discussing self-esteem issues, and are eager participants.
 3. STY is determining how we will partner with Wichita Public Schools with two programs Early College Academy and BAASE (Better Academics and Social Excellence) is a distinguished club for male middle school students and The Greater Wichita Junior Football League Summer Program.

The next STY Facet Meeting will take place on Tuesday, March 5 2019 @7:00 pm.

Please use this conference call information for conference calls:

Conference Call access:

Dial: (605) 472-5400 Access code: 355800

Respectfully submitted:

Link Carla Breckenridge, STY Chair

Link Kenya Cox

Link Cokie Diggs

Link Claudette Harrison, Alumna

Link Tiffinie Irving, STY Co-Chair

Link Terri Rice, Chapter President

Link Delia Shropshire

Link Betty Wesley, Alumna

INTERNATIONAL TRENDS AND SERVICES FACET SERVICE PROJECTS

International Women's Day- March 9: Post a picture on Links, Facebook Page #IWD2019
#WomensDay #BalanceforBetter #ICTLINKS #CALINKS

(International Women's Day 2019, which will take place on 8 March, is "Think equal, build smart, innovate for change". #WomensDay-United Nations)



Student Refugee & Family Day- Thursday, March 28 5-7pm

Resource Day for migrant refugee students and their families with give a-ways, donations of basic needs and community resource guides. Partnership with USD 259 at Exploration Place

- REFUGEE FAMILY CLOSET DONATIONS NEEDED: 1T-5T clothes @ DUNBAR

Project Ghana Packing Party Donation Drive- (January-June 2019)

- ITS will be lead facet and propose integrated facet project by asking other facets to donate towards hygiene kits to pack and send to village in Ghana. ITS will also secure local donations and ask other community organizations to partner. Contact NPHC for support/donations.
- **2019 Links Interfacet Service Project (Goal: 200 care packages for Ghana, Africa)**
 - ITS: Feminine Hygiene Items
 - NTS: Deodorant
 - ARTS: Shampoo & Conditioner/Haircare
 - STY: SOAP
 - HHS: Toothbrush/Toothpaste/Floss

BACK TO SCHOOL ENROLLMENT- at Dunbar Learning Center-JULY/AUGUST 2019

- SCHOOL UNIFORM DONATIONS: MENU OF SIZES AND ACCEPTABLE UNIFORM ATTIRE (khakis pants, polo tops) FOR REFUGEE STUDENTS IN NEED. Sizes for students' grades K-8 need. School supplies and backpacks will be donated from Link Fannette (Nananom Foundation LLC)

LINKS INTERNATIONAL FOREIGN AFFAIRS AND BUSINESS EMPOWERMENT FOR YOUTH (LIFE) PROGRAM

-Proposal: Work with West High School GEAR UP students starting Fall 2019 or Spring 2020
-Proposal: Inter-Facet with NTS (Bullying/Human Trafficking) and STY (STEM)

- The LIFE program is designed to expose minority high school students, grades 9-10, to career possibilities in foreign affairs and international business (corporate and state department jobs, and Foreign Service appointments.) Chapters of The Links, Incorporated partner with local high school, college and university faculty and administrators to implement a two-week program curriculum which includes site visits, guest speakers, webcasts and case studies on business and foreign service.

Next ITS Facet Meeting- Saturday, March 2 4-6pm at the home of Link Tracy Williams

BEAUTILLION RESPONSIBILITIES

- Provide Kente for Beau Scholars-Saturday, March 24, Century II
- Rites of Passage Ceremony- Saturday, April 20 at 1:00-3:00pm, WSU, Rm #-TBA
 - Conduct Ritual (Provide materials needed for ritual) Serve as hostess-greeters, help as needed.

ITS SERVICE HOURS

9/20	September ITS Facet Meeting	1.5 Hours
10/25	October ITS Facet Meeting	1 Hour
10/27	Little Dresses For Africa-Sewing Party	4 Hours
11/8	November ITS Facet Meeting	1 Hour
11/17	November Chapter Meeting*Chapter Hostess “Friendship Month-Thankful Wall”	2 Hours
11/17	Hygiene Kit Collection: Link Care Packages	2 Hours
11/30	Seasonal Wraps and Hygiene Kit Donation Drop Off	1 Hour
1/6	Beautillion Photography Session (Beaux/Mentors)	3 Hours
1/10	January ITS Facet Meeting	1.5 Hours
1/12	Beautillion Photography Session (YRS)	3 Hours
1/13	Beautillion Photography Session (Belles)	4 Hours
1/24	Beautillion Photography Session (Make Up)	1 Hour
3/2	March ITS Facet Meeting	2 Hours
3/28	Refugee Family Resource Day	3 Hours

TOTAL 30 HOURS

- Any extra hours spent on sewing dresses please add accordingly.
- Monthly Chapter Meetings
- Executive Committee Meetings
- Links Retreat
- Beautillion Meetings
- Beautillion Activities/Events/Rehearsals

Next ITS Facet Meeting- Saturday, March 2 4-6pm at the home of Link Tracy Williams



PROGRAM FACETS/RESTRICTED ACCOUNT BALANCES (FIDELITY)

Fiscal Year 5/1/2018 thru 4/30/2019

Report Period: Jan 1 - January 31, 2018

	Budget	Balance 12/31/18	Transactions		Balance 01/31/18
			(Add)	(Deduct)	
The Arts	\$ 750.00	\$ 750.00	\$0.00	\$0.00	\$750.00
International Trends and Services	\$ 750.00	\$ 533.26	\$0.00	\$43.06	\$490.20
National Trends and Services	\$ 750.00	\$ 650.00	\$0.00	\$149.50	\$500.50
Services to Youth	\$ 750.00	\$ 750.00	\$0.00	\$0.00	\$750.00
Health and Human Services	\$ 750.00	\$ 714.88	\$0.00	\$0.00	\$714.88
Linkages to Life	\$ 1,105.00	\$ 855.00	\$0.00	\$0.00	\$855.00
Local Projects	\$ 1,500.00	\$ 900.00	\$0.00	\$0.00	\$900.00
Umbrella Project	\$ 600.00	\$ 600.00	\$0.00	\$0.00	\$600.00
Restricted Contingency	\$ 430.00	\$ 430.00	\$0.00	\$0.00	\$430.00
50th Anniversary	\$ 5,000.00	\$ 2,536.37	\$0.00	\$0.00	\$2,536.37
Totals	\$ 12,385.00	\$ 8,719.51	\$0.00	\$192.56	\$8,526.95

UNRESTRICTED ACCOUNT BUDGETED BALANCES (INTRUST)

Fiscal Year 5/1/2018 thru 4/30/2019

Report Period: Dec 1 - December 31, 2018

	Budget	Balance 12/31/18	Transactions		Balance 01/31/18
			(Add)	(Deduct)	
President	\$ 200.00	\$ 200.00	\$0.00	\$0.00	\$200.00
Recording Secretary	\$ 25.00	\$ 25.00	\$0.00	\$0.00	\$25.00
Corresponding Secretary	\$ 25.00	\$ 25.00	\$0.00	\$0.00	\$25.00
Financial Secretary	\$ 25.00	\$ 25.00	\$0.00	\$0.00	\$25.00
Treasurer	\$ 25.00	\$ 25.00	\$0.00	\$0.00	\$25.00
Membership	\$ 1,000.00	\$ 1,000.00	\$0.00	\$0.00	\$1,000.00
Amenities	\$ 1,500.00	\$ 1,290.00	\$0.00	\$0.00	\$1,290.00
Archives	\$ 300.00	\$ 0.00	\$0.00	\$0.00	\$0.00
Unrestricted Contingency	\$ 300.00	\$ 168.84	\$0.00	\$0.00	\$168.84
Totals	\$ 3,400.00	\$ 2,758.84	\$0.00	\$0.00	\$2,758.84

Respectfully - Link Nelsonna Barnes, Treasurer - February 23, 2019



**Wichita Chapter of Links, Inc.
Treasurer's Report
Feb-19**

Beautillion Account (Commerce Bank)

GENERAL CHECKING ACCOUNTING:

Balance Brought Forward 12/31/2018 \$ 1,410.08

INCOME:

1/17/2019	Alpha Phi Alpha	\$ 150.00
1/25/2019	Newman University	\$ 150.00
1/28/2019	Beau Deposit, Ads, Scholarship	\$ 5,350.00

Total Income and Interest **\$ 5,650.00**

Total Brought Forward, Income and Interest **\$ 7,060.08**

EXPENDITURES:

Date		Amount
1/28/2019	4229-Northrock Lanes	\$ 781.96

Total Expenditures for Month **\$ 781.96**

Balance **\$ 6,278.12**

Less: Bank Charges - Service Charge \$ 15.98

Ending Balance January 31, 2019 **\$ 6,262.14**

OUTSTANDING CHECKS

Date	Check No. - Payee - Purpose	Amount
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Total Outstanding Checks **\$ -**

Respectfully - Link Nelsonna Potts Barnes, Treasurer - February 23, 2019



**Wichita Chapter of Links, Inc.
Treasurer's Report
February, 2019**

Intrust Bank - Certificate of Deposit

Certificate of Deposit 01/02/2019	\$ 4,782.91
Interest Paid 1/25/2019	\$ 7.87
Ending Balance on 02/01/2019	\$ 4,790.78

Intrust Bank Unrestricted Account

GENERAL CHECKING ACCOUNTING:

Balance Brought Forward 01/02/2019	\$ 4,690.68
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INCOME:

1/17/2019	Doris Lee-Alumni Dues	\$ 15.00
1/25/2019	C. Diggs Dues	\$ 408.00
1/28/2019	Dues	\$ 1,632.00

Total Income and Interest	\$ 2,055.00
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Total Brought Forward, Income and Interest	\$ 6,745.68
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EXPENDITURES:

1/31/2019	2992-Sharon Cranford (Courtesy)	\$ 35.00
1/30/2019	2993 Thomas Johnson (Courtesy)	\$ 35.00
1/30/2019	2995 Angela's Floral & Gifts (Courtesy)	\$ 64.50

Total Expenditures for Month	\$ 134.50
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Balance	\$ 6,611.18
Less: Bank Charges - Maintenance Fee	\$ 12.05

Ending Balance - February 01, 2019	\$ 6,599.13
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OUTSTANDING CHECKS:

Date	Check No. - Payee - Purpose	Amount
2/24/2018	2938 Inger Shaw Memorial (Amenities)	\$ 100.00
1/16/2019	2994 Carver Briley (Courtesy)	\$ 35.00
1/26/2019	2996 Verner Cartledge (Membership)	\$ 86.16
1/26/2019	2997- Joi Lee (Amenities)	\$ 21.50
1/28/2019	2998 Prisca Barnes (50th Celebration)	\$ 161.19

Total Outstanding Checks	\$ 403.85
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Respectfully - Link Nelsonna Potts Barnes, Treasurer - February 23,2019



**Wichita Chapter of Links, Inc.
Treasurer's Report
February Report**

Restricted Account (Fidelity Bank)

GENERAL CHECKING ACCOUNTING:

Balance Brought Forward 01/01/2019 \$ 3,415.78

INCOME:

1/28/2019 Dues, Leadership U Conference \$ 1,385.00

Total Income and Interest \$ 1,385.00

Total Brought Forward, Income and Interest \$ 4,800.78

EXPENDITURES:

Date		Amount
1/9/2019	1521 -Tekata Harding (NTS Facet)	\$ 67.80
1/23/2019	1522-The Links Foundation	\$ 100.00

Total Expenditures for Month \$ 167.80

Balance \$ 4,632.98

Less: Bank Charges - Maintenance Fee \$ -

Ending Balance - January 31,2019 \$ 4,632.98

OUTSTANDING CHECKS:

Date	Check No. - Payee - Purpose	Amount
4/28/2018	1489 Donna Douglas (Arts)	\$ 182.97
1/21/2019	1523 Central Area Links	\$ 25.00
1/26/2019	1524 Verner Cartledge (ITS Facet)	\$ 8.18
1/30/2019	1525 Janice Mills (HHS Facet)	\$ 206.73

Total Outstanding Checks \$ 422.88

Respectfully - Link Nelsonna Potts Barnes, Treasurer - February 23, 2019

ARTICLE I

NAME AND BOUNDARIES

SECTION 1. The name of this organization shall be The Wichita Chapter of The Links Incorporated, hereinafter referred to as “The Chapter”.

SECTION 2. The boundaries and service area of The Chapter shall be within a fifty (50) miles radius of Sedgwick County. [Boundary changes must be approved by the Executive Council.](#)

~~SECTION 3. If The Chapter desires to change its Chapter boundaries, it shall submit the request to the Area Executive Committee for approval. If approved, the proposed new boundaries shall be approved by the Executive Council before The Chapter’s boundaries can be changed.~~

ARTICLE II

OBJECT PURPOSE

The purposes of the organization shall be to promote and engage in educational, civic, and intercultural activities in order to enrich the lives of Members and the larger community, and to work together towards achieving common goals. ~~These bylaws shall outline specific rules not otherwise covered by the National Constitution & Bylaws of the Links, Incorporated that pertain to The Chapter.~~

ARTICLE III

MEMBERS

SECTION 1. ELIGIBILITY FOR MEMBERSHIP

There shall be no more than sixty (60) non Daughters of Links. (When the Chapter reaches sixty (60), daughters of Links shall not be counted when calculating number of Active Members in The Chapter for Membership purpose.) Alumna Members are not included.

Membership in The Chapter shall be by invitation only and contingent upon compliance with requirements as specified in the Bylaws. [Women shall be eligible for membership in the Thee Links, Incorporated who:](#)

- 1) [Are at least twenty-one \(21\) years of age;](#)
- 2) [Meet the membership criteria; and](#)
- 3) [Reside in The Chapter’s boundaries](#)

Membership shall be limited to women who have identifiable abilities and interests in educational, civic, and intercultural activities and who reside in the locality for which The Chapter is established to serve.

A. ~~Any Person...~~ New Member Candidates

1. A Link Member in good standing may submit one (1) name of a candidate for Membership in The Chapter **per intake period**. There shall be no limit to the number of times the name of a candidate may be submitted.
2. The candidates name and profile must be submitted to the Membership chairman on or before the November meeting and the profile will be read at the November meeting.
3. New Members shall be voted on after the second reading of their application, which will occur at the January meeting or via a call meeting in December, determined by The Chapter President. Voting tellers shall be appointed by The Chapter President. Membership shall have been notified in writing 30 days prior to voting for new Members.
4. New Members shall be elected by a two-thirds (2/3) affirmative ballot vote of Active Members of The Chapter who are present and voting.
5. Each new Member shall pay a joining fee plus National Dues and Assessments for the current year and a capital endowment fee, a program endowment fee, and a technology fee. A \$600.00 fee shall be assessed for maintenance of the National Headquarters located in Washington, DC. New Members shall also pay dues and Assessments as prescribed by The Chapter. All fees due to National Headquarters shall be postmarked thirty-five (35) days prior to induction. The total amount required at The Chapter level can be equal to but shall not exceed the amount required at the National level.
6. The Membership Committee shall conduct three (3) Orientation Workshops for new Members prior to induction. Induction shall occur between May 1 and June 30.
7. ~~New Members and transferring Members shall participate in a mentoring program.~~ **All** New Members **and transferring Members** shall participate ~~have a~~ in a one (1) year **mentoring program**. ~~development period~~

B. Daughter or Granddaughter of Members

1. The daughter or granddaughter of a Member of The Links, Incorporated who is at least twenty-one (21) years of age, meets the Membership criteria, and resides in

the locality The Chapter is established to serve, shall be eligible for Membership. A completed profile form shall be given or sent by the nominator to the President of The Chapter or the chairman of the Membership committee who shall report it to The Chapter.

2. Voting upon the candidate (daughter or granddaughter) shall take place at any regular Chapter meeting between September and May. A majority vote of Active Members present and voting shall elect the candidate to Membership.
3. Dues, Assessments and fees for a daughter or a granddaughter shall be the same as any other new Member.
 - a. A daughter or granddaughter shall also participate in a one (1) year mentoring program.

~~C. Membership Processing and Induction of New Members~~

~~Membership processing with National Headquarters and the induction of the new member(s) shall follow the National Bylaws, Article I Membership, Section 8, and the procedures established in the Manual of Procedures.~~

SECTION 2. CLASSIFICATION OF MEMBERS ARE:

A. Active

1. An Active member is a Member in good standing who:
 - a. Has met all the obligations of the Wichita Chapter of Links, Incorporated, Central Area, and the National Assembly
 - b. Is not under disciplinary action;
 - c. Has met all attendance and financial requirements of The Chapter; 3
 - d. Has met the minimum service requirements of 48 hours per year;
 - e. Has participated in Chapter activities and programs designed to implement the National programs of The Links, Incorporated.
 - f. An Active Member of The Chapter must serve on at least (2) committees – one (1) standing and one (1) facet and shall attend scheduled meetings with active participation.

B. Leave of Absence.

1. A Member on leave of absence is an Active Member in good standing that, for reasons

acceptable to The Chapter, is granted a leave of absence for one year. The request must be made no later than the February meeting preceding the fiscal year for which the leave is being requested. Dues are to be paid by March 1st. At the discretion of The Chapter, this leave may be extended for an additional year. A leave of absence for a longer period of time must have the approval of the Central Area Director. See National Bylaws, Article I, Membership, Section 8B.

2. A Member on leave of absence has no Chapter responsibilities; however, she must pay National Dues and National Assessments through her Chapter. A Member on leave of absence has no Chapter privileges, but must pay all local Assessments and Chapter Dues that were voted on at the time she was an Active Member.

3. Acceptable reasons for a leave of absence include medical, family or personal reasons. The leave request must be presented to The Chapter in writing and voted on accordingly.

4. No Member may be granted a leave of absence, which would result in more than ten percent (10%) of the Active Membership of The Chapter being on leave of absence.

C. Alumna

1. An Alumna Member is a Member who:

a. Has thirty (30) years of service; or; b. Is age seventy (70) with ten (10) years of service; 4 1) Has requested and been granted alumna status by the National Headquarters; 2) Is not responsible for any dues or Assessments; 3) Is exempt from the minimum forty-eight (48) hour service requirement; and 4) Has all the rights and privileges in The Links, Incorporated, except voting, holding office, and holding chairmanship of committees.

2. Members who will meet the above requirements by the beginning of the next fiscal year (May 1) and who notify The Chapter no later than the preceding March meeting shall be eligible for alumna status.

3. An Alumna Member shall assume financial responsibility for any Chapter meeting(s) which she attends, including the cost of meals, except when invited as a guest of the hostess. She shall give the hostess notice of her intention to attend the meeting.

4. An Alumna Member shall give notice to the President when she plans to participate in any activity requiring a fee or assessment.

5. All financial responsibilities and required fees assumed by the Alumna Member must be paid through The Chapter.

6. It is not mandatory that she retire from Active Membership at age 70 and ten (10) years of service, or any age after 30 years of service. However, within a five year period, alumna status can be reversed with no associated fee upon the request of the Member to return to Active Membership providing The Chapter has not reached its maximum number of Members.

D. Platinum

A Platinum Member is an Active [or Alumna Member](#) who has reached eighty (80) years of age or

older and who has given at least thirty (30) years of service, or who has given at least 50 years of active service or who, regardless of age, has given at least forty-five (45) years of active service & has served in an elected position in her Chapter and/or an elected or appointed position on the Area or National level. **Members who meet the above requirements by June 30th of any given year and who submit the “50 year Member Notification Form” by February 1st of the following year, shall be granted platinum status in the year in which she becomes eligible.** A Platinum Member shall not be responsible for National Dues and Assessments and is exempt from the minimum forty-eight (48) hour service requirement and Chapter Dues and Assessments at the discretion of The Chapter. Platinum status is the highest honor accorded a Member on recommendation of a Chapter and approval by the National Executive Council.

E. Affiliate

1. Affiliate status is a temporary status accorded a Member.
2. **Affiliate status can only be granted from National.**
3. An Affiliate Member is an Active Member in good standing who:
 - a. Moves to a locality where there is no Chapter of The Links Incorporated;
 - b. Moves to a locality where the existing Chapter(s) has/have reached the maximum number of Members; and
 - ~~e. Demonstrates that she must travel, at minimum, eighty percent (80%), and can't get to Chapter meetings due to out-of-state business and/or civic responsibilities;~~
 - c. Requests a transfer from The Chapter to Affiliate status after no longer than six (6) months.
4. An Affiliate Member shall:
 - a. Meet the requirement of The Links, Incorporated, i.e., forty-eight (48) service hours per year, including presenting official documentation for having met the service requirement.
 - b. Be responsible for paying all National Dues and Assessments; and,
 - c. Meet the One-in-Five (1-in-5) attendance requirement for Area Conferences or National Assemblies.
5. An Affiliate Member is entitled to all National and Area communications and privileges.
6. An Affiliate Member may participate in the Chapter establishment process that occurs in the locality of her residence. She may become a charter Member of the new Chapter.

F. Provisory.

Provisory Member is an Active Member who is medically unable to participate in any activity outside of her home. Upon request and with a notarized certificate from her doctor, she may be granted Provisory Membership status by The Chapter. A Provisory Member shall be responsible for National Dues and Assessments only. If and when the Member becomes well enough to

participate in activities outside of her home, she shall reactivate her classification to Active Member status.

G. Honorary

An honorary Member is a Member elected in recognition of noteworthy achievement at the National level. She shall have all privileges of Membership except voting, chairing committees and holding office. No former Link shall be elected to honorary Membership.

SECTION 3. ATTENDANCE REQUIREMENTS

1. Chapter Meetings

Each Member shall be required to attend a minimum of five (5) meetings per fiscal year. After three absences, the Membership Committee Chairperson shall send a notice to the Member reminding her of the attendance requirements. A Member may contact the Membership Committee Chairperson and request an excused absence. The Membership Committee shall consider illness, death in the family and unavoidable absences when reviewing requests for excused absences. After the fourth absence, the Member shall be subject to disciplinary action pursuant to National Bylaws Article I, Section 14. If a Member knows in advance or becomes aware during the course of the year that she will not be able to meet her attendance obligations, it shall be the responsibility of the Member to request a meeting with the Membership Committee to discuss the concern(s). The Membership Committee shall meet with the Member and decide whether the absence(s) is(are) excused. A Member may appeal the Membership Committee's decision to the Chapter. The Chapter's decision regarding a Member's attendance obligations is final.

2. National/Area Meetings

Each Active Member must register and attend at least one (1) Area Conference or (1) National Assembly within every five (5) year period in order to retain her Membership. ~~The initial five-year period began at the 33rd National Assembly held in Chicago, Illinois.~~ ~~The One-in-Five (1-in-5) meeting requirement does~~ ~~This provision shall~~ not apply to Alumna, Active Platinum, or Provisory Members.

If a documented life-altering or life-threatening event occurs unavoidably preventing an Active Member from attending either the Area Conference or National Assembly in the fifth and final year of the requirement, and a Member has not yet fulfilled the requirement during the first four years, she shall be allowed to provide documentation explaining the unavoidable circumstances.

1. The documentation must show that the circumstances were unavoidable, not an inconvenience, however great the inconvenience may be. 2. The documentation, if accepted and approved by the National Executive Council, will prevent her from forfeiting her Membership for failure to fulfill the one (1) Area Conference or one (1) National Assembly within every (5) years requirement. 3. The process of approval shall begin with submitting the documentation to The Chapter for approval. The Chapter shall send approved documentation to the Area Executive Team for approval. The Area Executive Team shall send approved documentation to the National Executive Council, which shall have final approval or rejection of the documentation. 4. Once approval has

been received from The Chapter, Area, and the National Executive Council, the Member will be notified that she does not have to fulfill the requirement. She will be advised to attend the next scheduled Area Conference or National Assembly without the possibility of exception.

SECTION 4. DUES

Chapter Dues shall be **proposed to the membership for a vote determined** annually by the Finance Committee after thorough consideration of local programs, Chapter expenses, travel and National fiscal responsibility.

All National, Chapter Dues and Assessments must be paid to The Chapter Financial Secretary, in full, by March 1st to avoid a late fee. The following late fees shall apply to dues received after March 1st: March 2nd through March 31st \$ 50.00 April 1st through April 30th \$ 75.00

Dues received after May 1st shall be returned and Membership shall be forfeited. Member must apply for reinstatement. See National Bylaws, Article I, Membership, Section 12. ~~Dues are payable annually to National Headquarters by April 30, and if not paid, are delinquent when Master Data form is submitted to Headquarters.~~

SECTION 5. RESIGNATIONS

A Member **in good standing** may resign in writing provided dues and Assessments are paid in full. A Member who desires to resign from The Links, Incorporated must submit the resignation in writing to The Chapter. The resignation becomes final when accepted by The Chapter and formally acknowledged at the National Assembly.

SECTION 6. REINSTATEMENT

A Member may be reinstated provided she meets the requirements in National Bylaws, Article I, Member, Section 12.

Reinstatement to Membership in The Links, Incorporated shall require adherence to the following:

A. Former Members

A former Member shall at no time become a Member of The Links, Incorporated except through the process contained in this Section and shall pay a reinstatement fee. She shall apply for reinstatement between September and November. All dues and Assessments for reinstated Members shall be due April 1st and the program year for reinstated Members will begin May 1st. A Chapter may consider a former Member for reinstatement if it has not reached its maximum number of Members.

1. A former Member who resigned in good standing and applies for

reinstatement within two (2) years of her resignation shall be reinstated upon application and a majority ballot vote of the Chapter Members present and voting. She shall pay current National and Chapter Dues and Assessments and a reinstatement fee in an amount determined by the National Finance Committee and approved by the National Assembly.

2. A former Member who forfeited her Membership for non-payment of dues and applies for reinstatement within two (2) years of her forfeiture, shall be reinstated upon application, payment of all current Chapter and National Dues and Assessments, payment of all National and Chapter Dues and Assessments owed at the time of her forfeiture, and a majority ballot vote of the Chapter Members present and voting. She shall pay a reinstatement fee in an amount determined by the National Finance Committee and approved by the National Assembly.

3. A former Member who resigned in good standing and applies for reinstatement more than two (2) years after her resignation, shall be reinstated upon application, a two-thirds (2/3) affirmative ballot vote of the Chapter Members present and voting, and payment of current National and Chapter Dues and Assessments. She shall be inducted as in the process for a new Member. She shall pay a reinstatement fee in an amount determined by the National Finance Committee and approved by the National Assembly.

4. A former Member who forfeited her Membership for non-payment of dues and applies for reinstatement more than two (2) years after her forfeiture, shall be reinstated upon application, payment of all current Chapter and National Dues and Assessments, and payment of all National and Chapter Dues and Assessments owed at the time of her forfeiture, and a two-thirds (2/3) affirmative ballot vote of the Chapter Members present and voting. She shall be inducted as in the process for a new Member. She shall pay a reinstatement fee in an amount determined by the National Finance Committee and approved by the National Assembly.

5. The time period for determining whether a former Member is requesting reinstatement within two (2) years of her Membership resignation or forfeiture, or more that two (2) years after her Membership resignation or forfeiture, shall begin on the date the Chapter accepted her resignation or May 1 of the year of non-payment of Chapter and/or National Dues.

6. A former Member who resigned or forfeited her Membership and had not satisfied her One-in-Five (1-in-5) requirement for that period must adhere to the following: if she seeks reinstatement within the same One-in-Five (1-in-5) period of her separation, then she must fulfill the requirement during that period.

SECTION 7. TRANSFERS

A Member desiring to transfer to another Chapter, or to affiliate status, shall be a Member in good standing with The Chapter. The Member's status shall be verified with the Membership Committee Chairman and Financial Officers before forms are signed and forwarded to National. An Active Member must have a change in residence.

SECTION 8. SERVICE REQUIREMENT

A service requirement of 48 hours per year per Member must be documented and hours recorded on a monthly basis by the Membership Chairperson.

It shall be the responsibility of the Member to record their service hours and make documented service hours available to the Membership Chairperson for record keeping purposes. A Member that does not meet the 48 hour service requirement shall be considered as not having met her

Membership obligations and will be subject to loss of Membership in The Links, Incorporated.

Further, a Member's Dues shall not be submitted to National without the 48 hour service requirement having been met.

All National, Chapter Dues, Assessments, and documented 'Service Hours' must be submitted by March 1st or be subject to a late penalty pursuant to Article III, Section 4 of the local Links Incorporated Bylaws.

Each Chapter meeting will qualify as two (2) HOURS OF SERVICE. Chapter meetings, committee meetings, preparatory work done prior to committee and or Chapter meetings, and 'any time' on Service Programs that are sanctioned and supported by The Chapter shall be considered 'service' and counted toward the 48 hours of service as required by the National office.

National and Area conference attendance shall not be counted as 'service hours'. Attendance at a Leadership Summit may be counted as 'service hours' [as determined by the National Executive Council and/or the Area Director](#).

SECTION 9. FISCAL YEAR

The fiscal year is [May 1 to April 30](#).

ARTICLE IV OFFICERS

SECTION 1. Elected Officers are President; Vice-President (Membership Chair); Corresponding Secretary; Recording Secretary; Treasurer; and Financial Secretary.

SECTION 2. Appointed Officers are Parliamentarian, Historian, Chaplain, and Program Chair.

SECTION 3. Qualifications for Each Office - All elected and appointed officers shall have been active in The Chapter for a period of two years before being nominated for office or appointed to office. She shall have met all financial obligations and requirements of The Chapter.

A. To qualify for the office of President, a Member shall have at least the following: Organizational and executive ability, poise, dignity, and articulate speech. Knowledge of the organization's structure and programs. The President must have been active in The Chapter and must have attended a National Assembly or Area Conference within four (4) years prior to election.

B. To qualify for the office of Vice-President a Member shall have at least the following: Organizational and executive ability, poise, dignity and articulate speech. Knowledge of the organization's structure and programs. The Vice-President must have been active in The Chapter and have attended a National Assembly or Area Conference within four (4) years prior to election.

C. To qualify for the office of Treasurer a Member shall have at least the following: Experience in handling organizational funds and demonstrates the ability to keep accurate records. She shall possess general knowledge about organizational or corporate funds in relation to tax exempt status.

D. To qualify for the office of Corresponding Secretary a Member shall have at least: Good writing and organizational skills.

E. To qualify for the office of Recording Secretary a Member shall have at least: Professional

technology-based secretarial skills appropriate to organization management, including the ability to record, organize, and edit proceedings for dissemination.

F. To qualify for the office of Financial Secretary a Member shall have at least: Experience in handling organizational funds and demonstrates ability to keep accurate records. She shall possess general knowledge about organizational or corporate funds in relation to tax exempt status.

SECTION 4. Term of Office.

Elected officers shall serve a term of office for two years. The elected officers may not serve more than two consecutive terms of office. An officer completing the unexpired term of an office shall be eligible to serve a full term in that office and any consecutive terms authorized by these bylaws. All officers shall serve the terms for which they were elected or until their successor has been elected.

No Member may hold more than one office in The Chapter at a time. No Member of the Chapter may hold a Chapter office while holding a National or Central Area elected or appointed office.

SECTION 5. NOMINATION PROCEDURE AND ELECTION OF OFFICERS AND NOMINATING COMMITTEE

A. A Nominating Committee of five (5) Members shall be elected by ballot at the February meeting. The Member receiving the highest number of votes shall serve as the chairperson. If there is a tie, the Members of the committee shall elect a chairperson. The nominating committee shall:

1. Nominate **at least** one candidate for each office to be filled at the regular April Meeting. **The Committee may submit more than one name for a position.**
2. Report at the regular meeting in March.
3. **Remain active until the term expires and will be consulted to fill unexpected vacancies automatically discharged when its report is formally presented to the assembly. or Is only revived** if a nominee withdraws before the election.

B. Nominations from the Floor. Before the election at the regular April meeting, additional nominations from the floor shall be permitted.

C. The Nominating Committee shall report the nominees at the next meeting.

D. Elections shall be held at the April or annual meeting of the Membership.

1. Elections shall be by ballot. **The Tellers Committee, which is appointed by the President, shall nominating committee will** tally the votes.
2. In the event there is only one nominee for any office, the vote for that office may be by voice vote.
3. Absentee voting is prohibited.

E. Consent of Nominee. No name may be placed in nomination without the consent of the nominee.

F. Vacancies.

1. A vacancy in the office of President shall be filled by the Vice President for the unexpired term.
2. A vacancy in any other office shall be filled by the President and/or executive board for the unexpired terms.

G. Removal from Office. Officers may be removed for failure to perform their duties, misconduct, etc. Two-thirds vote of the Membership required.

ARTICLE V DUTIES OF OFFICERS

SECTION 1. THE PRESIDENT SHALL:

- A. Serve as official spokesperson of The Chapter.
- B. Preside at all regular, special and Executive Committee meetings of The Chapter.
- C. Coordinate and facilitate The Chapter workshop following the National Assembly or Central Area Conference.
- D. Appoint the chair and Members of all committees with the exception of the Nominating Committee.
- E. Sign all vouchers and checks.
- F. Issue, sign and forward all vouchers to Treasurer for payment.
- G. Appoint all appointed officers authorized by these bylaws.
- H. Coordinate and prepare The Chapter handbook for distribution at the September meeting.
- I. Serve as The Chapter Delegate to the National Assembly, the Central Area Conference, and as a representative at other designated meetings.
- J. Serve as an ex-officio Member of all committees (with exception of the Nominating Committee).
- K. Be bonded at expense of The Chapter.
- L. Administer the National, Area and Local programs.
- M. Chair the Executive Committee.
- N. Install all newly elected and appointed officers.
- O. Perform other duties as directed by The Chapter or as may be incident to this office.

SECTION 2. THE VICE-PRESIDENT SHALL:

- A. Serve as presiding officer in the absence of the President.
- B. Serve as President for the remainder of the un-expired term if the office of the President should be vacated.
- C. Serve as chair of the Membership Committee.
- D. Follow necessary procedure regarding a Member's status in The Chapter as stipulated by the bylaws.
- E. Be bonded at the expense of The Chapter.
- F. Perform other duties as directed by The Chapter, or as may be incident to this office.

SECTION 3. THE RECORDING SECRETARY SHALL:

- A. Record the proceedings of all meetings of The Chapter and the Executive Committee.
 - 1. Take and keep careful, detailed, and authentic notes of the proceedings of the meetings as a basis for preparing the minutes.
 - 2. Prepare and certify the correctness of the minutes and enter them into the official Chapter records.
 - 3. Prepare a list of Members present and call the roll when directed by the President.
 - 4. Make minutes and records available to Members upon request.
 - 5. Send out minutes prior to each meeting.
- B. Keep The Chapter's official Membership roll.
 - 1. Bring to each meeting the minutes from prior meetings, copy of bylaws, rules and policies, list of Members, a list of standing and special committees of The Chapter.
 - 2. Provide the chairperson of each standing and special committee with a list of her committee members.
 - 3. Notify the Vice-President (Membership Chair) when a member has missed the allotted number of meetings.
 - 4. Keep the official Active records of [the Area](#) Conference, and [National](#) Assembly attendance and membership induction dates.
- C. Have custody of all books and papers except those specifically assigned to other officers and chairs.
- D. Call a meeting to order in the absence of the President or Vice-President and preside until the election of a Chairman pro-tem, which should take place immediately.
- E. Perform other duties as directed by The Chapter, or as may be incident to this office.

SECTION 4. THE CORRESPONDING SECRETARY SHALL:

- A. Notify all Members of regular and special meetings.
- B. Conduct the general correspondence of The Chapter:
 - ~~1. Report the content of all correspondence received by The Chapter.~~
 - 1. Review and disperse all correspondence sent to or received on behalf of The Chapter.
 - 2. Send notification of other organizations events.
 - 3. Read correspondence requiring action at meetings and provide a written summary of all non-action items.
 - 4. Keep a complete written summary of all correspondence generated by The Chapter.
- C. Keep attendance records of all meetings including Executive Committee.
- D. Notify the Membership Committee chair of Members not meeting attendance requirements.
- E. Prepare Chapter reports for submission to the Central Area and the National Office.
- F. Notify Members of call meetings (acting as “Chair of Calling Committee”) all regular Chapter meetings that are not hosted, and other special activities.
- G. Serve as an assistant secretary in the absence of the Recording Secretary.
- H. Assist the Recording Secretary when necessary.
- I. Perform other duties as directed by The Chapter, or as may be incident to this office.

SECTION 5. THE FINANCIAL SECRETARY SHALL:

- A. Receive and record all monies of The Chapter.
 - 1. Present a financial report of the receipt of funds to The Chapter at each Chapter meeting.
 - 2. Present an annual written report to The Chapter, followed by the submission of the financial records for internal or external audit.
 - 3. Keep a complete itemized account of all monies received and prepare a written monthly report for the Treasurer as needed.
- B. Write receipts in triplicate, one for the payee, one for the treasurer and one for her file.
- C. Reconcile her receipts to the total received and turn over the cash/checks and a set of receipts to the treasurer.
 - 1. Forward all collections within five (5) days immediately to the Treasurer.
- D. Advise The Chapter when a budget item is to be exhausted.
 - 1. Have all financial records current prior to the scheduled meetings.
- E. Keep accurate records of the financial obligations of each Member and notify each of her status in accordance with The Chapter bylaws. She shall give each Member a copy of this record.

1. Collect, monitor, and record all payments of Membership Dues and Assessments, installation fees, special project Assessments, and all other monies due The Chapter.
 2. Advise the Chair of the Membership Committee of any Member who has not met all financial obligations by the March meeting.
 3. Notify each Member of her financial status by the January meeting.
 4. Indicate a designated Member of the Budget/Finance Committee to receive monies and submit reports in the absence of the Financial Secretary.
- F. Be thoroughly familiar with Article X. Finance, of the National Bylaws *and the current Financial Handbook of the Links, Incorporated*.
- G. Serve as a Member of the Finance Committee.
- H. Be bonded at the expense of The Chapter.
- I. Perform other duties as directed by The Chapter, or as may be incident to this office.

SECTION 6. THE TREASURER SHALL:

- A. Receive all monies collected by the Financial Secretary, giving her proper receipt for the same.
- B. **Promptly** Deposit monies to the credit of The Chapter **within five (5) days of receipt from the Financial Secretary**, in account maintained in the name of The Chapter at a bank selected by The Chapter.
- C. Pay all accounts approved by The Chapter and accompanied by voucher duly signed by the President.
- D. Write authorized checks according to budgeted amounts which must be co-signed by the President, or the Vice President in the absence of the President.
- E. Maintain a record of all monies disbursed, to whom paid, and the reason for the expenditure.
- F. Keep accurate records of the bank balance in the checkbook.
- G. Submit all dues, Assessments, financial forms and reports to National Headquarters by the published deadline date.
- H. File the Tax Form 990 yearly by September 15th with National Headquarters and/or the appropriate regional office of the Internal Revenue Service.
- I. Present a financial report of the receipt and disbursement of funds to The Chapter at each Chapter meeting.
- J. Present an annual report at The Chapter's Annual Meeting in May with the report of the previous year's audit committee attached.
- K. Submit records to the audit committee or outside auditor not later than May 31st each year.
- L. Be thoroughly familiar with Article X. Finance, of the National Bylaws *and the current*

Financial Handbook of the Links, Incorporated.

M. Serve as chair of the Finance Committee.

N. Be bonded at the expense of The Chapter.

O. Perform other duties as directed by The Chapter, or as may be incident to this office.

SECTION 7. THE PARLIAMENTARIAN SHALL:

A. Serve as a consultant to the President and other officers, committee and Members on matters of parliamentary procedure when requested.

1. Be familiar with parliamentary procedure.
2. Attend periodic workshops on parliamentary procedures.
3. Arrange parliamentary workshop for Members as needed.

B. Maintain a position of impartiality in giving parliamentary opinions during meetings.

C. Be seated **next to** ~~near~~ the presiding officer for convenient consultation.

D. Have current copies of The Links, Incorporated's Constitution and Bylaws, The Links, Incorporated Manual of Procedure, The Chapter Bylaws, and the latest edition of Robert's Rules of Order Newly Revised at all Chapter meetings.

E. Chair the Bylaws Committee.

F. Annually submit The Chapter Bylaws and any revisions thereof to the National and Area Parliamentarian of The Links, Incorporated.

G. Perform other duties as directed by The Chapter, or as may be incident to this office.

SECTION 8. THE HISTORIAN/ARCHIVIST SHALL:

A. Keep a narrative account of the history of The Chapter. B. Develop methods of collecting all documents, artifacts, correspondence and memorabilia of The Chapter and implement collecting and codifying same.

C. Keep all records, awards, news clippings, pictures, and any other news pertaining to The Chapter in the form of a Scrapbook.

D. File all yearly communication from each office, reports, and minutes into The Chapter archives.

E. Perform the duties as defined in the Archivist Manual.

F. Chair the Archives Committee.

G. Serve as a Member of the Executive Committee.

SECTION 9. THE CHAPLAIN SHALL:

A. Arrange for and present a meditation at each Chapter meeting, program, or workshop.

B. Be familiar with the rituals of The Links, Incorporated.

C. Be a Member of the Membership Committee.

D. Be a Member of the Executive Committee.

SECTION 10. THE PROGRAM CHAIR SHALL:

A. Coordinate all programs developed by committees representing the five National program facets of The Links, Incorporated.

B. Keep a calendar of The Chapter activities to avoid conflict of events scheduled.

C. Hold no less than one (1) meeting with all facet program Chairpersons and monitor their activities to ensure their alignment with national Links programs, goals, and objectives, which includes coordinating an umbrella project.

D. Report to The Chapter at regular meetings.

E. Coordinate the writing of program reports and submit such reports to the Area Director and/or National headquarters.

F. Be an ex-officio Member of all facets.

ARTICLE VI MEETINGS

SECTION 1. REGULAR MEETINGS

A. The Chapter will meet the fourth Saturday of each month from 10:00 a.m. until noon, beginning the fourth Saturday in September and closing the fourth Saturday in May unless otherwise ordered by The Chapter. A Saturday in June may be substituted for the final meeting, if the Membership agrees. The request to change the date or time of a meeting shall be made at a meeting preceding the meeting affected.

B. The Chapter shall hold at least eight (8) regular meetings from September through May. There will be no formal meeting in December as this month is reserved for The Chapter's special Christmas gathering.

SECTION 2. ANNUAL MEETING

The last regular meeting held in May or June of each fiscal year shall be known as the annual meeting and shall be for the purpose of:

A. Receiving the written annual reports of officers and committees; and

B. Any other business that may arise.

SECTION 3. SPECIAL MEETINGS

Special meetings may be called by the President, Executive Committee, or by five or more Active Members.

~~A. Authorization must be in the bylaws in order to have special, or called meetings.~~

A. Notice shall be sent at least three (3) days prior to the meeting, with an exception for emergencies.

B. Only those purposes stated for ~~in~~ the special ~~called~~ meeting shall be discussed.

D. Notice shall be given to the Membership by the Corresponding Secretary.

SECTION 4. FACETS AND COMMITTEES

Conference calling shall be allowed for Facets and other committees as a means of conducting meetings.

A. The conference calls should be documented in the following manner: The calls can be recorded or minutes of the calls must be taken if the calls cannot be recorded. Minutes should include beginning and ending time, a list of the Members present, and an agenda. Minutes must be submitted to Program Chair.

SECTION 5. QUORUM

The designated quorum for all meetings is a majority of the Active Members of The Chapter or Committee.

SECTION 6. VOTING

All major issues shall be voted on by ballot.

SECTION 7. HOSTING REQUIREMENTS

A. Each meeting will have at least four (4) hostesses.

B. The President shall select the hostesses for each meeting.

C. Hostesses are responsible for securing the location for The Chapter meeting unless a permanent locale has been pre-determined and agreed upon by The Chapter. Hostesses are responsible for paying for any meal served with no supplementation from The Chapter.

D. The President shall incorporate transferees or new Members into the hostess schedule.

E. Active Members who do not RSVP to hostesses by the meeting notification deadline will be responsible for reimbursement of their meal to The Chapter Hostesses or otherwise will be considered in a non-financial status. Alumni Members shall be expected to abide by the same RSVP rules. A Member unable to fulfill her duty as hostess is responsible for securing an alternate hostess.

SECTION 8. PLANNING WORKSHOP

A. Hosted by The Chapter.

B. Coordinated by the President.

C. Held in August following the National Assembly or Area Conference.

ARTICLE VII EXECUTIVE COMMITTEE

SECTION 1. COMPOSITION

The elected officers, appointed officers, and the Immediate Past President shall constitute the Executive Committee. Any additional Members of the Executive Committee shall be recommended by the President, (i.e., Beautillion Chair) and shall be presented to the Executive

Committee for approval. The Parliamentarian and the Immediate Past President shall not vote.

SECTION 2. DUTIES AND POWERS

A. The Executive Committee has the authority to administer the affairs of The Chapter between its regular meetings.

B. The Executive Committee shall be subject to the orders of The Chapter and none of its acts shall conflict with action taken by The Chapter.

C. The Executive Committee ~~shall~~ may make recommendations to The Chapter.

D. Any action taken by the Executive Committee shall be reported fully to The Chapter and ratified at the next meeting.

SECTION 3. EXECUTIVE COMMITTEE MEETING DATES

The Executive Committee shall meet prior to each regular Chapter meeting.

Additional meetings may be called at the request of the President or at the written request of five (5) Members of the Executive Committee.

SECTION 4. QUORUM

A majority of the elected officers serving on the Executive Committee shall constitute a quorum. Business that requires a vote shall not be conducted without a quorum present.

SECTION 5. CANCELLATION OF MEETINGS OR CHAPTER EVENTS

In case of inclement weather or other emergency, the Chapter President will Consult the Chair of the program nor event regarding cancellation of The Chapter event, AAMEI meeting or other Link sponsored event as soon as feasibly possible. Cancellation must be based upon an official weather report or other information indicating an emergency situation. If the decision is made to cancel an event or The Chapter meeting, the Corresponding Secretary will be notified to activate The Chapter Calling Committee to contact each Member. The appropriate Facet/Committee Chairs responsible for notifying Beautillion participants, Rising & Youth Scholars and guests, will also be notified to activate their Appropriate Calling Committee(s).

In the event of a cancellation, Chapter Members and/or Program Participants will be notified within seventy-two (72) hours of the New Meeting date and time.

ARTICLE VIII PROGRAM FACETS AND STANDING COMMITTEES

SECTION 1. PROGRAM FACET PARTICIPATION

Each of the five (5) Program Facets shall consist of one-fifth of the Active Members of The Chapter.

SECTION 2. The President shall appoint a Chair and committee Members for each Facet, whose duties are as follows:

A. Services to Youth

1. Responsible for planning and developing programs related to the purposes of The Links, Incorporated in support of disadvantaged youth.

B. The Arts

1. Responsible for planning and developing programs related to the purposes of The Links, Incorporated in the area of the Arts.

C. National Trends and Services

1. Responsible for planning and developing programs related to the purposes of The Links, Incorporated in the areas of Education.

D. International Trends and Services

1. Responsible for planning and developing programs related to the purposes of The Links, Incorporated in the area of international interests, especially on the continent of Africa.

E. Health and Human Services

1. Responsible for planning and developing programs related to the purposes of The Links, Incorporated in the areas of health and human services.

SECTION 3. The President shall appoint the chair and Members of the Standing Committees for a two (2) year term. The Appointed Committees duties are as follows:

A. Membership Committee. The Membership Committee shall:

1. Be chaired by the Vice President.
2. Be Responsible for administering the Membership Guidelines as provided by the National Bylaws and Manual of Procedures.
3. Be responsible for new Member orientation.
4. Be responsible for new Member induction ceremony.
5. Conduct activities to engage Members in fostering love and friendship.

B. Program Committee. The Program Committee shall:

1. Consist of the five (5) Facet Chairs.
2. Be responsible for implementing The Chapter programs.
3. Assist the chair in compiling The Chapter Program Report in a timely manner.

C. Finance Committee. The Finance Committee shall:

1. Be chaired by the Treasurer and include the President, Financial Secretary, Immediate Past President, Immediate Past Treasurer and at least one (1) other Member who has previously served on Finance Committee.
2. Prepare the Proposed Budget for presentation to the Executive Committee and the Membership in the October meeting for first reading, and adoption in the November meeting. Each Member shall receive a written copy.

3. Prepare and present financial records for audit timely.

D. Bylaws Committee. The Bylaws Committee shall:

1. Be chaired by the Parliamentarian.
2. Receive all bylaw amendments submitted appropriately and prepare each for submission to The Chapter.
3. Be authorized to originate proposed amendments.
4. Prepare and submit the proposed revision to The Chapter for consideration.

E. Strategic Planning Committee: The Strategic Planning Committee shall:

1. Consist of a minimum of 2 Members.
2. Ensure that The Chapter has an up-to-date strategic plan.
3. Be responsible for open lines of communication on strategic planning between the National Strategic Planning and The Chapter.

F. Archives and History Committee: The Archives and History Committee shall:

1. Keep a narrative account of the history of The Chapter.
2. Develop methods of collecting all documents, artifacts, correspondence and memorabilia of The Chapter and implement collecting and codifying same.
3. File all yearly communication from each office, reports and minutes into The Chapter Archives.
4. Perform the duties as defined in the Archivist Manual.

G. Ethics and Standards Committee: The Ethics and Standards Committee shall:

1. Oversee the process for handling ethical complaints.
2. Serve as a resource for Members on ethical issues.
3. Monitor implementation of the Code of Ethics.
4. Oversee and ensure due process involving alleged violations of the Code of Ethics.

H. Nominating Committee: The Nominating Committee shall:

1. Fulfill all duties as outlined in The Chapter Bylaws, Article IV, Section 5.

SECTION 4. SPECIAL COMMITTEES

Special Committees shall also be appointed by the President and are not specifically limited to the following:

A. Amenities and Protocol Committee: The Amenities and Protocol committee shall:

1. Provide amenities that will meet the needs and provide comfort and convenience to The Chapter Members in the instances of illness, death, marriage, childbirth, etc., as outlined in the Amenities

Guidelines adopted by The Chapter.

2. Adopt and implement the protocols of The Links, Incorporated as outlined in the National Protocol Manual.

B. Communication and Publicity Committee: The Communication and Publicity Committee shall:

1. Handle all news concerning the Links, Incorporated with the President as the official spokesperson for the organization.

2. Provide press releases, articles, etc., to news media and outlets for publicity as approved by the Membership.

3. Provide press releases, articles and pictures, and any other information as approved by the Membership to the National and Area offices.

C. Beautillion Committee: The Beautillion Committee shall:

1. Plan and coordinate the Beautillion Scholar Program pursuant to the Beautillion Guidelines as adopted by The Chapter.

D. Calling Committee. The Calling Committee shall:

1. Be responsible for notifying Chapter Members of urgent information.

2. Only be activated at the call of the President.

E. Auditing Committee. The Auditing Committee shall:

1. Shall consist of three to five Members, appointed by the President, that review the Chapter's records annually. These Members are not the current financial officers or Members of the Finance Committee. They shall have some knowledge of the Chapter's fiscal operations (i.e. past financial officers). Immediate past financial officers can be Members of the internal audit committee, as long as they are not auditing financial transactions that occurred during their tenure.

2. Recommend an independent auditor for the annual review if applicable, provide a least 2 bids and propose to the Executive Committee of the Chapter.

3. Review the Chapter's records and indicate any material weaknesses and propose internal controls.

4. Verify receipts, expenditures and balances for the period.

5. Ensure presence of expenditure documentation (receipts, invoices, etc.).

6. Ensure adherence to budget line items.

7. Ensure adherence to separation of fiduciary responsibilities.

8. Shall meet with the fiscal officers to present the findings of audit report, prior to submission to the Executive Committee.

9. Present the audit report to The Chapter, and if needed, the findings/recommendations.

F. Special Programs

The President may appoint a Chair for a Special Program as approved by the Membership. The Committee follows the prescribed protocol for budgeting and committee participation in the traditions of The Links, Incorporated.

ARTICLE IX FINANCE

SECTION 1. DUES

A. Dues are determined annually by the approved budget of National Dues and Assessments, and all other Chapter expenses. Dues represent the equal division of the total approved budget by Active Chapter Members.

B. Dues are defined as all National Dues and Assessments, and all other Chapter expenses, in total. Active Members shall meet all financial obligations as determined by the approved budget.

SECTION 2. DEADLINES AND LATE FEES

A. The Deadline for payment in full for Dues is March 1st.

B. The National deadline for receipt of all Dues is May 1st. Dues received after this date shall be returned and Membership automatically terminated. The Member may be eligible for reinstatement. See National Bylaws, Article I, Membership, Section 12.

SECTION 3. AUTHORIZED SIGNATURES

A. The Treasurer and President serve as the primary cosignatories for checks.

B. The Signers on all Links' accounts shall be the President, Vice-President, Treasurer, and Recording Secretary.

C. All Accounts shall require two signatures for disbursements.

D. The Financial Secretary shall not be a signer on Links' accounts.

SECTION 4. AUDITING INFORMATION

A. The fiscal year of the Links, Inc. shall be May 1st through April 30th.

B. The Chapter's financial records shall be audited annually between July 1st and August 1st by a committee appointed by the President.

C. At least one of the auditing committee Members must be from the previous year's Auditing Committee. The Treasurer and Financial Secretary may not serve on the Auditing Committee; nor the President, Vice-President, or Recording Secretary who hold signing authority on checking accounts.

D. All financial operations of The Chapter must be within the framework of a tax-exempt organization.

SECTION 5. VOUCHER SYSTEM

A. Disbursements are made for duly authorized expenditures. Members are reimbursed with documentation of disbursements.

B. Authorized expenditures are those approved budgeted items or items approved by The Chapter vote.

C. Members requesting payments/reimbursements shall properly fill out a voucher with appropriate signatures with the invoice/receipt and present it to the Treasurer.

D. Members shall not request funds from Treasurer without following the Voucher System procedures.

SECTION 6. LATE FEES AND OBLIGATIONS

A. Late fees shall apply to Dues received after March 1st:

1. March 2nd through March 31st \$ 50.00 2. April 1st through April 30th \$ 75.00

B. Active Members understand that financial obligations are their responsibility. Every effort shall be made by Members to promptly fulfill financial obligations.

C. Members shall be responsible for mailing or bank fees charged to The Chapter, because of returned checks and/or stop payments, late payments, etc., and shall not be considered financial until all obligations are met.

SECTION 8. FINANCIAL HANDBOOK

These bylaws shall be in compliance with the Financial Handbook of The Links, Incorporated.

ARTICLE X DELEGATE AND ALTERNATE

SECTION 1. DELEGATE

A. The President shall be The Chapter Delegate to the National Assembly, the Central Area Conference, and the Leadership Summit, as well as any other meeting The Chapter should be represented.

B. If the President is unable to attend, the Delegate shall be designated in the following order: Vice President, Treasurer, Recording Secretary, and Financial Secretary.

C. In the event no elected officer is able to attend, the Delegate shall be elected by two-thirds (2/3s) vote at a regular or special meeting.

D. The Delegate shall present to The Chapter a written report of the business proceedings, programs, and events of the National Assembly/Area Conference at the first monthly meeting following attendance at the conference.

SECTION 2. ALTERNATE

A. The Vice President shall be the Alternate to the Delegate.

B. If the Vice President is unable to attend, the Alternate shall be designated in the following order: Treasurer, Recording Secretary, and Financial Secretary.

C. In the event no elected officer is able to attend, the Delegate shall be elected by two-thirds (2/3) vote at a regular or special meeting.

D. The Alternate shall present to The Chapter a written report of the business proceedings, programs, and events of the National Assembly/Area Conference at the first monthly meeting following attendance at the conference.

SECTION 3. EXPENSES

A. The following Delegate's expenses shall be paid by The Chapter, if funds are available:

1. Registration fee.
2. Round-trip transportation to Assembly/Conference city.
3. Hotel expenses.
4. Transportation to and from hotel.
5. Tips and Gratuities.
6. All meals not included in registration fee.

B. The following expenses for the Alternate to the Delegate shall be paid by The Chapter, if funds are available:

1. Registration fee.
2. Round-trip transportation to Assembly/Conference city.
3. Hotel expenses.
4. Transportation to and from hotel.
5. Tips and Gratuities.
6. All meals not included in registration fee.

E. The Delegate shall present a complete and printed accounting of the above stated expenses for which The Chapter is responsible. The report shall be presented to The Chapter at the first monthly meeting following the Delegate's attendance at the conference or official meeting.

F. The Alternate to the Delegate shall present a complete and printed accounting of the above stated expenses for which The Chapter is responsible. The report shall be presented to The Chapter at the first monthly meeting following the Alternate to the Delegate's attendance at the conference or official meeting.

G. The Alternate shall share a room with the Delegate. If the Alternate chooses not to share a room with the Delegate, she is responsible for her lodging expenses.

ARTICLE XI PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern The Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the Bylaws of The Links, Incorporated, the Manual or Procedures of The Links, Incorporated and any special rules of order adopted by The Chapter.

ARTICLE XII AMENDMENTS TO THE BYLAWS

SECTION 1. AMENDMENTS

These bylaws may be amended at any regular meeting:

A. By a two-thirds (2/3) vote of Active Members of The Chapter provided that:

1. The amendment(s) is presented in writing to the Bylaws Committee at least thirty-five (35) days prior to the meeting at which it will be considered.
2. The proposed amendment(s) is circulated to Active Members of The Chapter at least twenty-five (25) days prior to the meeting at which it will be considered.
3. By a nine-tenths (9/10) vote without previous notice.

SECTION 2. REVISION

These bylaws may be revised only upon authorization of the Active Members of The Chapter:

A. Drafting an authorized revision shall be the duty of the Bylaws Committee.

B. The proposed revision shall be presented to the Active Members of The Chapter at least twenty-eight (28) days prior to the meeting at which it will be considered.

C. The proposed amendment may be recommended by a Member, or any committee of The Chapter.

SECTION 3. COMPLIANCE

To be in compliance with the National Bylaws, any amendment(s) to the National Bylaws of The Links, Incorporated, shall be cause for related changes in these Chapter bylaws, without adhering to the process prescribed in this article.

Adopted: December 7, 1968 Amended: November 21, 2009 Amended: March 2016 Amended: October 22, 2016 Amended October 27, 2018