

ESSEX COUNTY (NJ) CHAPTER THE LINKS, INCORPORATED

ARTICLE I
NAME & BOUNDARIES

1. The name of this organization is Essex County (NJ) Chapter, The Links, Incorporated (hereinafter "Organization").
2. The boundaries of this Organization and service area shall include Essex, Hudson and Union counties in the state of New Jersey.

ARTICLE II
OBJECT

1. The purpose of this 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 and Bylaws of The Links, Incorporated that pertain to this Chapter.

ARTICLE III
MEMBERS

1. General Membership

- A. The membership shall consist of a maximum of 60 Non-(DOL) Daughters of Links active members and not fall below 20 active members. Daughters of Links (DOL) who are active members of a Chapter which has reached its maximum number of members shall not be included when calculating the total number of active members in the Chapter. No Alumna members are included in the total.
- B. A member must register and attend at least one (1) Area Conference or one (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 2002 in Chicago, Illinois. This provision shall not apply to Alumna, Active Platinum or Provisory members.

2. Types of Membership

A. Active Member

An active member in good standing is a member who has met all the obligations of her Chapter, Area, and National Assembly; is not under disciplinary action; has meet the minimum attendance requirements determined by the Chapter and the National attendance requirement for Assemblies or Area Conferences; has met the minimum forty-eight (48) hour service requirement of the Links, Incorporated; and has participated in Chapter activities and programs designed to implement the National programs of the Links, Incorporated.

1. An active member must remain active in the Chapter in which she was inducted for a minimum of two (2) years to retain her membership in The Links Incorporated, except when a member moves to another locality and request a transfer to a Chapter in her new locality. Any other exceptions to this policy must be approved by the Executive Council.

2. In the event an active member is unable to fulfill the Chapter's minimum attendance requirement, she may be placed on a sabbatical from attending Chapter meetings for one (1) year at the discretion of the Chapter. Non-attendance must be the result of employment or civic responsibilities and/or enrollment in a college or university course schedule on the same date and time as the Chapter meetings. At the discretion of the Chapter, this attendance sabbatical may be extended. The member shall meet all obligations of her Chapter, Area, and the National Assembly including the minimum forty-eight (48) hour service requirements. No Chapter shall grant the attendance sabbaticals that would prevent the Chapter from obtaining a quorum at Chapter meetings.
3. When an active member plans to leave the meeting before the meal is served, the hostess for the month must be notified 48 hours prior to the regular meeting. Any member failing to notify the hostess will be assessed in accordance with the amount set by the hostess and must reimburse the hostess within thirty (30) days of the meeting date.

Any member missing three (3) general membership meetings within the fiscal year (May – April) shall receive a notice that her membership status is in jeopardy. Upon a fourth absence, the member may be subject to suspension. Prior to this action, the membership committee shall notify said member by certified mail regarding her attendance. The member shall submit to the Membership Committee chairperson, within ten (10) days of receiving the notice, her reasons for non-attendance and her intentions regarding remaining an active member. The Membership Committee will review the circumstances and recommend appropriate action(s) to the Executive Board. The Executive Board will bring the issue to the general membership.

B. Affiliate

1. Affiliate status is a temporary status accorded a member.
2. 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
 - c. Requests a transfer from her Chapter to affiliate status after no longer than six (6) months.
3. An Affiliate member shall:
 - a. Meet the service requirement of The Links, Incorporated, i.e., forty-eight (48) hours per year, including presenting official documentation for having met the service requirement;
 - b. Be responsible for paying all National dues and assessments;
 - c. Meet the (1) one-in-five (5) attendance requirement for Area Conferences or National Assemblies.
4. An Affiliate member is entitled to all National and Area communications and privileges.
5. 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.

C. Alumna Member

1. Alumna – A member who has thirty (30) years of service; or is age seventy (70) with (10) years of service, has requested and been granted alumna status by the National Headquarters, is not responsible for any dues or assessments and has all the rights and privileges of The Links, Incorporated except voting, holding chairmanships of committees, and holding office.
2. An alumna member will be an alumna of The Links, Incorporated, and may participate in Chapter, Area and National activities provided she pay any fees that may be required.
3. Members who will meet the above requirements by June 30th of the next fiscal year and who notify the Chapter no later than the preceding March meeting shall be eligible for alumna status.
 - a. An alumna member shall assume financial responsibility for any Chapter, Area or National meeting which she attends, including the cost of meals, and registration, except when she is invited as a guest. To attend Chapter meetings, she shall inform the Chapter president of her intent.
 - b. An Alumna member shall give notice to the president when she plans to participate in any activity requiring a fee or assessment.
 - c. All financial responsibilities and required fees assumed by the alumna member must be paid through the Chapter. It is not mandatory that she retire from Active membership at age seventy (70) and ten (10) years of service, or at any age after (30) years of service. However, within a five (5) year period, alumna status can be reversed with no associated fees upon the request of the member to return to active membership, provided the Chapter has not reached its maximum number of members. The request shall be made through the Chapter to the National Headquarters of The Links, Incorporated.

D. Provisory

An active member who is medically unable to participate in any activity outside of her home. The member may request provisory status by presenting a notarized certificate from her doctor. Her Chapter may grant her provisory membership status. A Provisory member shall be responsible for National dues and assessments only. When the member's medical condition is such that she can participate in chapter meetings and activities, she shall return to active member status. Any member who falsely claims provisory membership status shall be subject to immediate loss of membership as voted by the Executive Committee of the Executive Council and the National Membership Committee Chair must be notified.

E. Platinum

A Platinum member is an active or alumna member who has reached eighty (80) years of age or older and who has given thirty (30) years of service or who has given at least (50) years of active service. Platinum status is the highest honor accorded a member on recommendation of a Chapter and approval by the National Executive Council. An Active Platinum member shall not be responsible for National dues and assessments but will be required to pay chapter dues and assessments voted by 2/3 of the active members present and voting annually. Platinum members are exempt from the minimum forty-eight (48) hour service requirement.

F. 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.

3. New Membership

The membership may be open to new members once a year if the membership is less than 60 and two thirds (2/3) of the active members present and voting desire that new members be invited to join. Active Daughters of Links (DOL) and Alumna members are not included in total membership. The procedure for the selection of a new member is as follows:

1. Applications for new members will be available in October. Each applicant must have a sponsor in good financial standing. Applicants must be at least twenty-one (21) years of age; meet the membership requirements and reside in the chapter boundaries.
2. Daughters or granddaughters of Links, who are sponsored by their grandmothers that are at least twenty-one (21) years of age, meet the membership requirements and reside in the chapter boundaries may apply for membership.
3. All applications will be submitted electronically to the Members Only web site prior to the November meeting.
4. The Chairperson of the Membership Committee shall report to the Chapter regarding each applicants' profile during the December meeting.
5. Active members will vote during the January meeting in accordance with the procedure established by the membership committee.
6. New members except for a daughter or granddaughter of a Link, shall be elected by two thirds (2/3) affirmative vote of active members who are present and voting between November and January. Voting on DOLs nominated for membership may take place at any regular chapter meeting between September and January. DOLs shall be elected by a majority vote of the active members who are present and voting. Voting will be by secret ballot. Absentee voting is prohibited.
7. New members will be inducted between May 1 and June 30.
8. New members will pay any and all dues and assessments as designated, in accordance with National guidelines.
9. Each newly inducted, transferred or returning member will be given one facet committee assignment by the Program Coordinator. The member may also select one or more additional committees of her own choosing. New members are expected to remain on the primary assignment for at least one year.
10. All members inducted into The Links, Inc. after January 1, 2012 shall be assessed a \$600 fee which will be used for maintenance of the National Headquarters located in Washington, D.C. Membership processing with National Headquarters and the induction of new member(s) shall follow the Bylaws, Article I Membership, and the procedures established in the Manual of Procedures, Bylaws, Article I.
11. All new members and transferring members shall participate in a mentoring program. All new members shall have a one-year development period. New members may not hold a chapter elected office during this one-year development period.

4. Leave of Absence

Any active member in good standing may request a leave of absence for a year at a time, and under no circumstances will leave be granted for more than two (2) consecutive years and in excess of ten (10%) of the chapter membership during any fiscal year. Leave of absence can occur at the discretion of the chapter because:

- a. Her employment or civic responsibilities prevent her from attending chapter meetings; or
- b. She is enrolled in a college or university course that meets on the day and time of Chapter meetings; or
- c. She is the primary caregiver or a spouse or parent who is medically unable to care for him or herself. Appropriate medical documentation of her primary caregiver status shall be provided to the chapter president or vice president and presented to the chapter for approval.

Members on leave shall continue to receive all chapter communications. The member on leave is to receive written communication from the membership committee chair stating the dates for the beginning and the end of the leave and the financial responsibilities of the member. In addition, the member must be told that if she does not return on the date designated at the end of the leave, she will be counted as ABSENT on that date. The leave will begin the month following the date that it is approved in accordance with the fiscal year, May 1st – April 30th. Such member(s) must, however, pay all annual national dues and assessments. A member who returns from a leave of absence is responsible only for assessments which are due that were voted and approved while she was still an active member in the year she returns.

5. Resignation and Reinstatement

A. Resignation

Any active member desiring to resign from the Links, Incorporated must do so in writing to their chapter. Resignations become final when accepted by the Chapter and formally acknowledged at the National Assembly. The acceptance of the member's resignation must be reflected in the minutes of the meeting at which the resignation was acted upon.

B. Reinstatement

Reinstatement to membership in The Links, Inc. shall require adherence to the following: A former member who resigned in good standing and applies for reinstatement within two (2) years of the date of resignation shall be reinstated upon application, approval of the chapter by a majority vote of the active chapter membership and payment of all current local, area and national dues and assessments. The member must pay a reinstatement fee to National Headquarters. Reinstatement shall be effective 35 days after all fees are processed and the maximum number of Non-Daughter of Links has not been reached.

1. If the former member who resigned in good standing and applies for reinstatement more than two (2) years after her resignation, she must participate in orientation sessions and be inducted as in the process for a new member between May 1st and June 30th. Two-thirds (2/3) affirmative vote of the Chapter members present and voting is required.
2. A former member who forfeited membership for non-payment of dues and applies for reinstatement within (2) years of her forfeitures shall be reinstated upon application, a majority vote of the Chapter members present and voting, payment of all current Chapter

and National dues and assessments and all dues and assessments owed at the time of her forfeiture. A reinstatement fee must be paid to the National Headquarters.

A former member who forfeited membership for non-payment of dues and applies for reinstatement more than two (2) years after her forfeiture, is required to participate in orientation sessions and shall be inducted as in the process of a new member between May 1st and June 30th. Two-thirds (2/3) affirmative vote of the Chapter members present and voting is required.

The time period for reinstatement begins when the membership accepts the resignation or when the member forfeits her membership, whichever comes first.

3. A member seeking reinstatement may apply through her Chapter between September and November. The fiscal year for reinstated members will begin May 1st. All dues and assessments owed the Chapter, Area, and National at the time of separation from the Chapter must be paid by April 1st, before she can be reinstated.

6. Transfers

A transfer member is an active member who moves to a residence located in another Chapter's boundaries and upon request, be permitted to transfer to that Chapter. A member desiring to transfer to another chapter 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. It is mandatory that the Chapter honors the transfer provided that the Chapter has not reached its maximum number of members. She is responsible for all dues and assessments of the new chapter. The active member may not transfer to a new Chapter which is closer to her residence for at least two (2) years unless there has been a change in the member residence. Members shall be granted a period not to exceed six (6) months to request the form from National Headquarters and to complete the transfer process.

7. Forty-eight Hour Requirement

All active members must meet the service requirement of the Links, Incorporated, i.e., forty-eight (48) hours per year sanctioned by and a part of the Chapter's programmatic thrust. Hours can be earned by attending Chapter meetings and participation in Chapter activities. The one -year period mirrors the fiscal year of The Links, Incorporated i.e., May 1st through April 30th. Committee chairs can project service hours after the submission of the Master Data Form and by April 30th if necessary and will be responsible for ensuring the integrity of the service hours.

8. Disciplinary Action

Relative to conduct, a member who is found culpable by the Chapter of conduct tending to injure the good name of The Links, Incorporated, disturb its well-being, or hamper it in its work, shall be subject to disciplinary action. The Membership Committee, (Chapter, Area, or National, whichever is applicable) after a thorough investigation of the facts, shall recommend to its body the form of discipline that shall be imposed.

Disciplinary action may include a mandatory apology, censure, suspension or expulsion depending on the seriousness of the offense. In cases of recommended suspension or expulsion, the procedures as outlined in the Bylaws and Manual of Procedures.

A. Mandatory Apology

The offending member must submit a written apology to the chapter, in care of the president, stating the offense, expressing contrition and the intent not to repeat the offense.

B. Suspension

Suspension shall refer to a total withdrawal from all activity within The Links, Incorporated for a specific period not to exceed one (1) year. Any active member failing to adhere to the general rules and regulations of the Organization shall be suspended for a period not to exceed one (1) year by two third (2/3) majority of members present and voting. Such members will not be able to participate in any of the Organization's activities.

A suspended member may be reinstated when the matter(s) causing the suspension is (are) resolved. Such applicant must receive two thirds (2/3) vote of the members present and voting to be reinstated. Said member shall be responsible for all National, Area, and Local dues and assessments occurring during the suspension.

C. Expulsion

Expulsion is a total severance of a member's relationship with The Links, Inc. A two-thirds (2/3) vote of the active members is required for expulsion. The member is entitled to a fair and impartial hearing with full opportunity to participate prior to any expulsion vote. Expulsion becomes final by two-thirds (2/3) vote of the National Assembly. An expelled member may not be reconsidered for membership.

D. Appeal

Any member has the right to appeal any matter on which disciplinary action is taken. The appeal procedure is established by the National Organization of The Links, Incorporated.

9. Fiscal Year

The Fiscal Year is May 1st to April 30th.

ARTICLE IV
OFFICERS

Officers

The elected officers of the organization, all of whom shall be chosen from the membership, shall be President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer and Archivist. The Parliamentarian, Program Coordinator, Special Events Treasurer and Special Events Financial Secretary are appointed officers by the president.

1. Election and Term of Office

- a. All officers shall have been members for at least one year prior to election and reside physically in the locality that the Chapter serves.
- b. Officers will serve for two years or until a successor is elected. They shall be active members.
- c. An elected officer may succeed herself in office. She shall not serve more than two (2) consecutive elected terms in the same office.
- d. Should an officer be unable to complete her term, her successor completing the unexpired term may also be eligible for election for two (2) full terms in office.
- e. A slate of officers to be elected will be presented by the Nominating Committee at the March meeting of an election year.
- f. The election shall take place in April and installation shall take place between May 1st and June 30th. The officers will begin their term of office immediately following installation.

- g. Officers will be elected by secret ballot by a majority of members present and voting. If there is only one candidate, the vote may be by voice.
- h. An officer may be removed by an affirmative vote of two-thirds (2/3) of the membership. Grounds for removal, but not limited to may include failure to perform duties and/or misconduct.

2. Qualifications and Eligibility for Holding Office

- A. President. To be eligible for election to the office of President, member must have been a member for at least one year prior to election and have attended at least one national or area conference, within the last five (5) years. She shall exhibit executive ability, poise, dignity, articulate speech, and have demonstrated leadership skills.
- B. Vice President. To be eligible for election to the office of Vice President, member must have been a member for at least one year prior to election and have attended at least one national or area conference, within the last five (5) years. She must be able to fully execute the duties of the Chapter President in her absence.
- C. Recording Secretary. To be eligible for election to the office of Recording Secretary, member must have been a member for at least one year prior to election. She must possess documented professional technology-based secretarial skills appropriate to organization management, including the ability to record, organize, and edit meetings for dissemination.
- D. Corresponding Secretary. To be eligible for election to the office of Corresponding Secretary, member must have been a member for at least one year prior to election.
- E. Financial Secretary. To be eligible for election to the office of Financial Secretary, member must have been a member for at least one year prior to election.
- F. Treasurer. To be eligible for election to the office of Treasurer, member must have been a member for at least one year prior to election and some knowledge of nonprofit organization financial accounting requirements. This includes filing of form 990 and financial implications of 501C4 designations. She must possess documented professional technology-based financial credentials or expertise.
- G. Archivist. To be eligible for election to the office of Archivist, member must have been a member for at least one year prior to election.
- H. Parliamentarian. To be eligible for the appointment as the Parliamentarian by the President, member must have been a member for at least one year prior to appointment and general knowledge of Parliamentarian procedures.
- I. Program Coordinator. To be eligible for the appointment as the Program Coordinator, member must have been a member for at least one year prior to appointment and have attended at least one national or area conference, within the last five (5) years.
- J. Nominating Committee Members. To be eligible for the election to the Nominating Committee or appointment as Nominating Committee Chair, member must have been a member of the Essex County (NJ) of The Links, Incorporated or at least one year prior to election. The President cannot serve on this Committee.

3. Duties

A. President

The President shall serve as the official spokesperson of the Chapter. Shall preside over all regular, special, Executive Committee and Executive Board meetings, shall coordinate and facilitate the chapter workshop following the National Assembly or Area Conference. She shall make

appointments to unelected offices and chairpersons of committees, except the Nominating Committee. She shall sign all vouchers and checks and forward all vouchers to the Treasure and Special Event Treasurer for payment. The President shall coordinate and prepare the chapter handbook for distribution at the September meeting. She shall serve as delegate to the National Assembly, Area Conference and as representative to the Summit or other designated meeting. The President shall serve as an ex-officio member of all committees except the Nominating Committee, the Internal Audit Committee and the Ethics and Standards Committee. She shall perform duties as directed by the Chapter or as may be incident to this office.

B. Vice President

The Vice President serves as the presiding officer in the absence of the President. In the event of disability or resignation of the President, she shall serve as President for the remainder of the unexpired term. She handles all matters relating to membership prior to such matters being presented to the general body. She shall serve as the chair of the Membership Committee and be responsible for all matters relating to new candidates and the voting and induction process, and take necessary action regarding a member's status in the Chapter. She shall serve as a member of the Executive Committee, Executive Board and Ethics and Standards Committees. She shall perform duties as directed by the Chapter, or as may be incident to this office.

C. Recording Secretary

The Recording Secretary shall ensure that records of the deliberations of executive committee, executive board, general body and special meetings are recorded, approved, duplicated in required quantity, distributed and appropriately stored, and are accessible to members as approved. Updates the chapter profile in the Member Management System (MMS) located in the Member's Only Section of the national website before July 1st of each year and as needed throughout the calendar year. Confirms that the Chapter member's One-in-Five certification data in MMS is correct each year by running chapter reports, distributing information to chapter members and forwarding discrepancies to the chapter vice president and area secretary according to published deadlines. She reviews Chapter member's profiles in MMS and encourages members to complete their personal profile, updates necrology information of Links, Connecting Links and Heir-O-Links in MMS and notifies the Area Secretary within 24 hours of death notifications. The Recording Secretary runs chapter reports in MMS such as One-In-Five Certification, Member Status, Chapter Roster and Necrology Report as requested by the executive committee. She shall receive Ethics & Standard Member Acknowledgement Forms from the Chapter Ethics & Standards Committee Chair, copy and store these documents by September 30th and call a meeting to order and ask for nominations for a Chair Pro-tem in the absence of the President and Vice President. She will also act as custodian of the official seal. She shall serve as a member of the Executive Committee and Executive Board, and perform other duties as outlined by the Chapter, or as may be incident to this office.

D. Corresponding Secretary

The Corresponding Secretary shall keep a roster of the membership for the purpose of notifying all members of regular and special meetings and for circulating general materials. She shall maintain a complete file of her correspondence. She shall respond to correspondence as directed by the Board/membership in a timely manner. She shall keep attendance records of all meetings including Executive Committee and Executive Board, and perform other duties as directed by the chapter, or as may be incident to this office.

E. Financial Secretary

The Financial Secretary shall collect all payments of membership dues, assessments including fundraising events, chapter induction fees, etc., and write receipts in triplicate; one for the payee, one for the treasurer and one for her file. She shall reconcile funds to total receipts including the purpose for which funds were received and turn over funds with a set of receipts to the treasurer within five (5) business days of receipt. The Financial Secretary must keep a record of the obligations of the individual members and notifies each of their status in accordance with the chapter bylaws. She shall make complete financial reports to the membership detailing all transactions and serve as a member of the chapter Finance Committee as well as serving in an ex-officio capacity on the Membership Committee. The Financial Secretary must be bonded and submit her books to the Internal Audit Committee for audit at the end of the fiscal year (April 30). Transfer of all financial documents to the new chapter financial secretary must be completed no later than September 15. She shall be thoroughly familiar with Article X Finance of the National Bylaws, the Manual of Standard Procedures and the Handbook of The Links, Incorporated, and shall perform other duties as directed by the Financial Handbook, Chapter or as may be incident to this office.

F. Treasurer

The Treasurer shall receive the audited books and other pertinent materials from the past treasurer. Responsible for depositing all funds collected by the financial secretary, giving her proper receipt for all funds received. She shall deposit all funds in a bank maintained in the name of "Essex County" Chapter of the Links, Incorporated; verifies the total receipts from the financial secretary and makes the deposit to the appropriate bank accounts within five (5) business days of receiving funds from the financial secretary. The Treasurer shall chair the Finance Committee with other members appointed by the president, keep the official financial records of the chapter, and meet regularly with the financial secretary to ensure that records of the two are in alignment. She shall report the records of monies disbursed, the name of recipient, and the reason for the expenditure where all checks written must be documented with a voucher. Reconciles book balances with monthly bank statements and prepares bank reconciliations. Complete financial reports must be provided at each executive board meeting followed by a report at the monthly chapter meeting. The financial reports can be sent electronically, but must be provided via a secure file sharing solution, such as a drop box. The Treasurer shall file the appropriate IRS tax forms (Tax Form 990, 990-EZ or 990-N e-Postcard) with the Internal Revenue Service before September 15th or each year. She shall serve in an ex-officio capacity of the Membership Committee and be bonded as stated in The Links, Incorporated Financial Handbook. The Treasurer shall prepare fiscal year-end reports and submit her books to the Internal Audit Committee at the end of the fiscal year (April 30). Bonding insurance and the certification of all Financial Reports including the Internal Audit Report must be submitted to National Headquarters by September 15th of each year. She shall perform other duties as directed by the Financial Handbook, Chapter, or as may be incident to this office.

G. Archivist

The Archivist will be responsible for maintaining an accurate record of all the Organization's activities, including pictures, programs, tickets and other memorabilia.

H. Nominating Committee

A. The Nominating Committee shall consist of five (5) members who shall be elected by ballot at the January regular chapter meeting. The member receiving the highest number of votes

shall serve as the Chair. If there is a tie, members of the committee shall elect a Chair. If a vacancy occurs on the Nominating Committee, a replacement shall be appointed by the Executive Committee.

B. The Nominating Committee shall:

1. Nominate candidates for the offices to be filled for a two years term, and
2. Present its report at the regular chapter meeting in March.

C. After the Nominating Committee presents its report and before voting takes place, additional nominations from the floor shall be permitted.

D. Election of officers shall be held at the April regular chapter meeting.

1. Officers shall be elected by ballot or other electronic method approved by the chapter.
2. In the event there is one nominee for any office, the vote for that office may be by voice vote or acclamation.

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

F. Vacancies

1. The vice president shall fill a vacancy for the office of president for the unexpired term.
2. A vacancy in other officers shall be appointed by the president with the approval of the Executive Committee for the unexpired term.

I. Parliamentarian

The Parliamentarian shall serve as a consultant to the President and other officers, committees and members on matters of parliamentary procedure when requested. She shall maintain a position of impartiality in giving parliamentary opinions during meetings. She shall be seated near the presiding officer for convenient consultation, and shall have current copies of Constitution and Bylaws, Manual of Standard Procedure, the Chapter Bylaws and the latest edition of Robert's Rules of Order Newly revised at all chapter meetings. She shall serve as Chair of the Bylaws Committee and serve as a member of the Executive Committee, Executive Board and the Ethics and Standards Committee. She shall perform other duties as directed by the chapter, or as may be incident to this office.

J. Program Coordinator

The Program Coordinator is responsible for seeing that the facet programs are in compliance with National initiatives. She reviews facet budgets and presents them to the Executive committee, and ensures that the facets are operating within their budgets. The Program Coordinator hands out primary facet committee assignments to new and transferred members. She is responsible for assembling the Organization's bi-annual program reports.

K. Special Events Treasurer

The duties of this appointed office include but are not limited to:

1. recording the receipt and dispensing of funds;
2. depositing the funds in a special account;
3. overseeing the budget and paying the bills for the event;
4. reporting the financial outcome of the event to the Organization.

The Special Event Treasurer must be bonded to hold this office

L. Special Events Financial Secretary

The Special Events Financial Secretary shall collect payments for chapter fundraising events and/or assessments, keep a record of all monies received and submit to the Special Events

Treasurer within five (5) business days of receipt of funds received. She shall make reports to the Chapter of all fundraising revenue turned over to the Special Events Treasurer.

ARTICLE V
MEETINGS

Types

1. Regular Chapter Meetings
There will be monthly meetings from September through June. The time for said meetings will be determined by a majority vote of active members present and voting. Regular meetings shall be held face-to-face, unless otherwise directed or approved by the Executive Council. Hostesses for the regular meetings will be determined by the Membership Committee and will follow alphabetical order.
2. Special Meetings
Special meetings shall be held as necessary and called by the President, Executive Committee, or a specified number of active members nearly equal to a quorum. Only specific item(s) stated in the call shall be considered. Members will not be penalized for non-attendance; however, no official voting can take place in the absence of a quorum.
3. Notice of Meetings
Seven (7) days- notice of a general meeting is required. Twenty-four (24) hour notice shall be given for special meetings where practical.
4. Quorum
A simple majority of the active membership shall constitute a quorum. No official voting can take place in the absence of a quorum.
5. Annual Meetings
The regular chapter meeting held in April shall be known as the Annual meeting and shall be for the purpose of receiving the written annual reports of officers and committees, and any other business that may arise.
6. Voting
Any active member as defined herein, who is present in person, shall be entitled to vote on all matters coming before the Organization. There shall be no absentee balloting.
7. Electronic Meetings
Special meetings. Called in accordance with these bylaws, and committee meetings may be held by means of a telephone conference or similar communication technologies provided participants can hear and communicate with each other. Participation in a meeting as provided by this provision shall constitute presence in person.

ARTICLE VI
EXECUTIVE COMMITTEE

The Executive Committee

1. The Executive Committee shall consist of the President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Archivist, Parliamentarian, Program Coordinator, Program Facet chairs, Publicity chair, Nominating chair, Protocol, Special Events chair, Special Events Treasurer, and Immediate Past President.

2. The Board shall meet monthly to discuss the business of the organization and bring recommendations forward to the general body.
3. The Executive Committee shall be subject to the orders of the organization, and none of its acts shall conflict with action taken by the organization.
4. At least four (4) of the elected officers and three (3) other committee members shall constitute a quorum.
5. Members of the Executive Committee shall remain on the Committee from the date of their installation until their successors are duly installed.
6. The Executive Committee shall have the authority to act as needed between Chapter meetings. All efforts shall be made to use all means of communication with the Chapter members before such actions.
7. This Committee shall have the authority to hear appeals and other matters brought to its attention by members.

ARTICLE VII

FACETS AND STANDING COMMITTEES

The Chair of each Facet and Committee or her designee shall report at the Executive Committee meeting prior to bringing her committee report to the Organization. All committee reports must be presented in writing for general meetings.

Each of the five (5) Program Facets shall consist of one fifth of the Active members of the chapter.

1. FACETS
 - A. Services to Youth
 - B. International Trends and Services
 - C. National Trends and Services
 - D. Health and Human Services
 - E. The Arts

2. COMMITTEES
 - A. Standing

In addition to such other committees as the Executive Committee may periodically authorize and/or the general active membership elect, there shall be the following Standing Committees:

1. Executive Committee
2. Program
3. Fund Raising/Special Events
4. Hospitality
5. Membership
6. Bylaws
7. Protocol
8. Budget and Finance
9. Internal Audit

10. Nominating
11. Publicity
12. Ethics
13. Public Affairs
14. Strategic Planning

B. Ad-Hoc

Past Presidents' Advisory

Members of the Ad Hoc Committee shall include past presidents of the organization.

3. DUTIES

A. Program Committee

The Program Committee shall consist of the Program Coordinator and the chairpersons for Health and Human Services, Services to Youth, The Arts, National Trends and Services, and International Trends and Services. This committee shall be responsible for developing program projects for the organization consistent with the mandates of the national organization of The Links, Incorporated specifically; Health and Human Services, Services to Youth, The Arts, National Trends and Services, and International Trends and Services. Any and all programs/projects shall be presented before the general body for approval. Such approval is to be obtained by majority vote of the active members present and voting.

B. Fundraising / Special Events Committee

The Fundraising/Special Events Committee shall be responsible for all fundraising development and special events sponsored by the organization. Any and all fundraising/special event programs and projects shall be presented before the general body for approval. Such approval may be obtained by a majority vote of the active members present and voting.

C. Hospitality Committee

The Hospitality Committee shall be responsible for keeping the membership informed of such events affecting membership including but not limited to birthdays, marriages, births, deaths, and illness of a member or immediate family members. Members are responsible for notifying the Hospitality Committee of these occurrences.

D. Membership Committee

1. The Vice President of the Organization chairs the Membership Committee. The chairperson is responsible for certifying that all members are in good standing and is charged with the responsibility of recommending any necessary action.

2. She shall also contact delinquent member(s) as herein prescribed in Article III Section 2A

8. This committee shall be responsible for establishing the necessary procedures regarding new membership.

a. The Committee will provide profiles of the applicants for membership.

b. It will be responsible for all programs and events for new member intake including coordination of the orientation workshops and induction activities.

c. It shall also be the responsibility of this committee to arrange social and/or cultural events for the enhancement and cohesiveness of the membership.

E. Bylaws Committee

The Bylaws Committee shall receive and make recommendations for amendments and/or revisions to the Bylaws. The Committee shall be chaired by the Parliamentarian.

F. Protocol Committee

The Protocol Committee shall insure that all rituals, ceremonies and programs are conducted in the proper manner. This includes courtesies extended to National and Area officers. The chair of this committee is appointed by the president.

G. Budget and Finance Committee

The Budget and Finance Committee is appointed by the Chapter President and includes the Financial Secretary, Treasurer, Special Events Treasurer and the immediate past president. The budget should include anticipated income from all sources, including any balance carried forward from the preceding year, and anticipated expenses. The committee should prepare and present the budget to membership no later than November and be approved by the chapter no later than February 1st. The committee will recommend the amounts of dues to be paid by the membership and follow the guidelines of the National Financial Handbook.

H. Internal Audit Committee

The Internal Audit committee shall consist of three (3) to five (5) members appointed by the President. This committee should not include financial officers, the President, and members of the Finance and Fundraising Committee. The committee shall receive the treasurer's books at the end of each fiscal year in order to examine the records or accounts to check for accuracy and compliance with the National Constitution and Bylaws of The Links, Incorporated, the National Financial Handbook and Manual of Procedures.

I. Publicity Committee

The Publicity Committee shall publicize the Organization's programs through print, TV, radio and social media. The chair of each committee is responsible for sending all information to be published to this committee in a timely fashion.

J. Ethics and Standards Committee

The Ethics and Standards Committee shall consist of five members, two of whom shall be the Vice President and the Parliamentarian. The Chapter President shall appoint three members, one of whom shall serve as the chair of the committee. The Ethics Committee shall be responsible for overseeing the process for handling ethical complaints, serves as a resource for members on ethical issues, and monitor implementation of the Code of Ethics.

K. Public Affairs

L. Strategic Planning Committee

The Strategic Planning Committee is responsible for guiding the inclusive strategic planning process for the chapter. The committee designs and manages the process of developing a strategic plan, identifies resources and tools and ensures that the plan is properly positioned for implementation.

5. Minutes and Reports

All committees shall cause minutes to be kept and such minutes shall be reported at the next

general meeting. A copy of the committee(s) report(s) will be kept by the Recording Secretary and included as part of the monthly minutes. Committee chairs must turn over all records, minutes, reports and correspondence to their successors.

6. Reports

In addition to the reports specifically described herein, the Organization shall submit required Reports to the Area Director, National Headquarters and other personnel as directed.

7. Delivery of Documents

Each officer shall deliver promptly to her successor all records, files, supplies and other official materials within forty-five (45) days after installation.

ARTICLE VIII

FINANCE

1. Checks

All checks, drafts, and orders for the payment of money for the Chapter shall be signed by the President and Treasurer, and/or Special Events Treasurer. The Vice President may sign a check that is payable to the President or when acting on behalf of the President.

2. Dues

Chapter dues will be determined by a majority vote of active members present and voting. Chapter dues must be paid by the close of the October meeting. Final payment of all dues, assessments, and fees is due by the close of the February meeting. Assessment are payable one month after the due date, or February, whichever comes first.

All dues and assessments shall be paid electronically to National Headquarters from Chapters Operating Account payable to The Links, Incorporated by April 1 of each year. A late fee shall be paid if added after that date.

In order for a member to be in good standing, all dues must be paid to the chapter by the established due dates. National and Foundation dues will not be paid for a member who is not in good financial standing. To remain active, a member must be in good financial standing.

3. Assessments

A. Disruptive Behavior and/or Violations if the Code of Conduct – Any active member exhibiting disruptive, defiant and/or disrespectful behavior including but not limited to profanity, screaming, verbal abuse of another member, not relinquishing the floor when called out of order, or failing to adhere to the general rules and regulations of the Organization shall be assessed one hundred dollars (\$100) per occurrence. The President or Parliamentarian will be responsible for calling the member out of order for disruptive behavior. The assessment will be made by vote of a majority of the active members present at the meeting. A member also has the right to move on the disruptive behavior of another member. If the motion is approved, the affecting member will be fined \$100. Three such infractions (disruptive behavior fines) during a club year shall result in suspension for up to one year.

- B. Meals – A member who reserves a meal and is not present at the time the meal is served is financially responsible for that meal by the next meeting. A member who is unable to attend a meeting or plans to leave the meeting before the meal is served must notify the hostess for the month no later than 48 hours prior to the regular meeting. Any member failing to notify the hostess will be assessed in accordance with the amount set by the hostess and must reimburse the hostess within thirty (30) days of the meeting date.
- C. Members may be assessed other fees as necessary. The Executive Committee will determine the amount of the assessment(s), which must be approved by the membership.

4. Suspension of Voting Privileges

All assessments are due and payable no later than 30 days after the established deadline date for Chapter events, or February, whichever comes first. The Financial Secretary shall establish a list of members who have not fulfilled their assessment obligation and report these members to the Membership Chair. Chapter voting privileges shall be suspended for members failing to meet this requirement until the member is in compliance.

5. Financial Responsibility

Any Expenditure, of an event sponsored by the Chapter or program facet, that would represent an excess of the budget by 10% should be approved by the Executive Committee of the Chapter provided funds are available. Approval must be obtained prior to the expenditure. A member, which causes the Chapter to incur expenses which exceed more than 10% beyond the total amount of the approved budget, or the membership, shall be held personally responsible for such expenditure. (Refer to additional guidelines as outlined in the Financial Handbook from National.)

6. INSURANCE

- 1. The Chapter shall be covered by liability insurance for all activities and events to cover members and their guests.
- 2. The President, Vice President, Treasurer, Financial Secretary and Special Events Treasurer shall be bonded through National at the expense of the chapter.

ARTICLE IX
DELEGATE AND ALTERNATE

- A. The President and Vice President shall be the delegate and alternate delegate to area conferences, national assemblies and represent the chapter at other official meetings requiring a delegate.
- B. If the President is unable to attend, the delegate shall be the Vice President.
- C. In the event the President nor the Vice President can attend, the delegate shall be elected by majority vote at a regular or special chapter meeting.
- D. The delegate shall present a printed report of the business proceedings, programs, events and complete an accounting of expenses for which the chapter is responsible. The report is due no later than the second chapter meeting after the conference.

- E. The following delegate's expenses shall be paid by the chapter:
 - 1. Registration Fee
 - 2. Round-trip transportation to Assembly/Conference city.
 - 3. Single occupancy room rate for days requiring delegate's attendance
 - 4. Transportation to and from hotel
 - 5. Tips and gratuities
 - 6. All meals not included in registration fee
- F. The following alternate's expenses shall be paid in full by the chapter:
 - 1. Registration fee
 - 2. Round-trip transportation to Assembly/Conference city
 - 3. Single occupancy room rate for days requiring alternate's attendance
 - 4. Transportation to and from hotel
 - 5. Tips and gratuities
 - 6. All meals not included in registration fee

ARTICLE X
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts' Rules of Order Newly Revised shall govern this 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 of Procedures of The Links, Incorporated and any special rules of order this chapter may adopt.

FILING

These Bylaws shall be reviewed by the Parliamentarian of the National Organization of The Links, Incorporated and filed with the Area Director and National Headquarters.

ARTICLE XI
AMENDMENT OF THE BYLAWS

- 1. These bylaws may be amended at any regular meeting:
 - A. By a two-thirds vote provided that:
 - 1. The amendment(s) be presented in writing by 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.
 - B. By a nine-tenths (9/10) vote without previous notice
 - C. To be in compliance with the National Bylaws, any amendments 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.
 - D. Amendments to the chapter bylaws shall (also) take effect immediately following adjournment of the National Assembly at which they are adopted. To be in compliance with the Constitution & Bylaws of The Links, Incorporated, any applicable amendments to the Constitution and Bylaws adopted at the National Assembly, that shall be cause for related

changes in chapter bylaws, may be made by the chapter without the chapter having to adhere to the established process prescribed at the chapter level.

The chapter bylaws should not only reflect the change(s), but notice of the change(s) must also be sent to each chapter member in writing, clearly indicating where the chapter bylaws such change(s) have been placed by specifically listing the Article, Section and line where located in the chapter document.