CHAPTER BYLAWS

Amended 2017

<u>Proposed Amendments for 2018 Bold & Underlined</u>

WESTCHESTER COUNTY (NY) CHAPTER

THE LINKS, INCORPORATED
Founded 1946

Chapter 1: FOREWORD FOR THE WESTCHESTER COUNTY (NY) CHAPTER OF THE LINKS, INCORPORATED

1991 BYLAWS

"When Sarah Scott and Margaret Hawkins of Philadelphia combined their efforts and ideas to found the first Chapter of The Links, Incorporated, they set in motion a series of events and established standards of civic responsibility and participation which have helped to change the course of life in Black communities across the United States." On November 9, 1946 Sarah Scott and Margaret Hawkins summoned their friends to "link their friendship" and resources to form a chain of strength which would work to "improve the quality of life" and provide hope for black citizens who were less advantaged, both culturally and educationally." *(1983 National Directory Foreword)*

The Westchester County Chapter of The Links, Incorporated was established on June 10, 1950. The Chapter is a recognized leader in the Westchester community. Its membership has conducted programs for youth and families, provided scholarships and worked cooperatively with the private sector, government and social and community organizations. Hundreds of youth have responded to the support of the members, have been helped to realize their full potential, and are now successful in their careers and family life.

Chapter 2: THOUGHTS ON A LINK'S COMMITMENT

I shall not wait to be drafted for service to Linkdom.

Chapter 3: I SHALL VOLUNTEER

I shall be loyal in my attendance, generous in my giving, kind in my criticism, creative in my suggestions, loving in my attitudes
I shall give to Linkdom my interest, my enthusiasm, my devotion and most of all, Myself.

(Adapted from 1983 National Directory)

ARTICLE I
NAME AND BOUNDARIES

This organization shall be known as the Westchester County (NY) Chapter of The Links, Incorporated.

ARTICLE II
PURPOSE

The purposes of the organization are:

Section 1.

To identify and respond to critical issues and needs by planning and executing programs and activities that will lead to improving the quality of life for African American youth, adults, families and the general community, following the five-fold areas of the National body; and

Section 2.

To promote fellowship, civic, cultural and educational activities for the benefit of its members.

ARTICLE III
LOCATION

Membership shall consist of duly inducted women who are residents of Westchester, Putnam, Dutchess, Rockland, Orange Counties and the Boroughs of New York City.

ARTICLE IV
MEMBERSHIP

Section 1.

Total membership shall neither fall below twenty (20) active members nor exceed sixty (60) non-DOL members. Total membership shall include inducted members and transferees, but shall not include alumna members. However, if the Chapter has reached its maximum membership of sixty (60), Daughters of Links who are active members of the Chapter shall not be included when calculating the total number of active members.

Section 2.

Membership in the Chapter is a privilege. Members are expected to uphold the core values of the organization and to abide by the letter and intent of the National Constitution, Chapter Bylaws, Manual of Procedures, and other rules and regulations.

Section 3.

Members shall be accorded all rights and privileges in the Chapter according to their classification of membership. These include voting, holding office, and participating in the activities of the National Assembly, Area Conference, and the Chapter.

Section 4. New Member Intake

A. The daughter or granddaughter (DOL) of a member of The Links, Incorporated shall be eligible for membership by meeting the following requirements:

1. Is at least twenty-one (21) years of age;
2. Meets the membership criteria;
3. Resides in the Chapter's boundaries; and
4. Is sponsored by her **mother or** grandmother who is a member of The Links, Incorporated. **Rationale: Provides clarification regarding DOLs. Proposed by Link Ginger Watters. Bylaws Committee supports.**

B. Women shall be eligible for membership in The 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.

C. A completed profile form shall be submitted for each nominee for membership. The Chair of the Membership Committee shall report to the Chapter about the profile forms received.

D. Voting on Daughters of Links (DOL) nominated for membership may 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. Absentee voting is prohibited.

E. Voting on non-DOLs for membership may take place at any regular Chapter meeting between [November and January] [January]. Non-DOLs shall be elected by a two-thirds (2/3) affirmative vote of the active Chapter members who are present and voting. Absentee voting is prohibited.

F. Candidates for Chapter membership are presented no later than the November Chapter meeting and voted on in the January Chapter meeting at the latest. Candidates receiving a 2/3 majority vote for active members in good standing present and voting at a Chapter meeting in which the vote for membership is taken shall be offered membership.

G. Nominees must be introduced to the membership at least two (2) times prior to the voting, following the procedures established by the Membership Committee.

H. **After confirmation if received from the Area Director and National, s**uccessful candidates shall be sent an invitation by way of registered mail, return receipt requested, by the Membership Chairman, which shall state all relevant deadlines. **The Membership Chair shall also send a courtesy copy of the invitation via email to the candidate, unless the candidate has no email address or that information is not provided to the Membership Chair.** If a candidate fails to accept the invitation within two (2) weeks, ~~her name will be dropped~~ **she will not be considered for membership.** It is the responsibility of the sponsoring Link to confirm that the candidate is aware of all the relevant deadlines. **Rationale: Clarify when invitation may be sent and provide sisterly language regarding those not responding to the invitation. Also, expedite receipt of invitation and avoid any confusion about the registered correspondence. Link Terry and Link Sandi. Bylaws Committee supports.**

I. Fees

1. Initiation fee for new members shall be established by the Chapter. From this amount, National assessments shall be paid for the first fiscal year.

2. New members shall pay National Links, Incorporated a joining fee which consists of National initiation dues, Grants-in Aids, capitol improvement assessment (one time only), foundation dues, and chapter joining fee, (which will be recommended by Membership Committee to Executive Committee and to the general membership), and local dues. All fees must be received by National thirty (30) days prior to the induction of new members.

3. All members inducted into the Links, Incorporated after January 1, 2012 shall be assessed a $600 fee which will be used for maintenance of the National Headquarters located in Washington, DC.

   a. The building assessment of $600 must be paid not later than three (3) years after their induction date.

   b. The Building Assessment Payment Schedule should be adhered to and payments timely made.

   c. Building fees are paid online as directed by National and the member must notify the Financial Secretary of this payment. Rationale: Building fees must be paid online and the Financial Secretary will be unaware of payment if not so advised by the member. Bylaws Committee supports.

J. New members shall be inducted between May 1st and June 30th except for newly chartered Chapters.

K. New members shall be presented with the *Links History Book; the Constitution and Bylaws; the Manual and Procedures of The Links, Incorporated;* and the *Chapter Bylaws.*

L. New members and transferring members shall participate in a mentoring program. The membership Committee shall design and implement a one (1) year **to two (2) year** Development Program which shall include, but not be limited to, the assignment of a mentor for each inducted member, within one (1) month of intake. All new members shall have **at least** a one (1) year development period.

Proposal by Link Terry: change 1 year Development Program to " 1 to 2 year Development Program." Rationale: To have an option for a 2 year mentoring opportunity for new members and transferring members.
Bylaws Committee proposed that new members have at least a 1 year development period. Bylaws supports both proposed amendments.

M. 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 National Manual of Procedures, Bylaws. Article I.

Section 5.

Classifications of Members: All classes of membership shall be in accordance with the National Bylaws of The Links, Incorporated as set forth below.

A. Active

1. An active member in good standing is a member who:
   a. Has met all the obligations of her Chapter, Area and the National Assembly;
   b. Is not under disciplinary actions;
   c. Has met the minimum attendance requirements determined by the Chapter and the National attendance requirement for Assemblies or Area Conferences;
   d. Has met the minimum forty-eight (48) hours service requirement of The Links, Incorporated; and
   e. Has participated in Chapter activities and programs designed to implement the National and Chapter programs.
2. An active member must remain active in the Chapter in which she was inducted for a minimum of two (2) years to retain 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.
3. An active member must register and attend at least one (1) Area Conference or one (1) National Assembly within every five (5) year period in order to retain her membership. The initial five (5) year period shall begin at the 33rd National Assembly

to be held in 2002 in Chicago, IL. This provision shall not apply to Alumna, Active Platinum, or Provisory members.

4. 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 the member has not fulfilled the requirement during the first four years, she shall be allowed to provide written explanation explaining the unavoidable circumstances.

    a. The documentation must show that the circumstances were unavoidable, not an inconvenience, however great the inconvenience may be.

b. The documentation, if accepted and approved by 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 five (5) years requirement.

c. The process of approval shall begin with submitting the documentation to her Chapter for approval. The Chapter shall send approved documentation to the National Executive Council which shall have final approval or rejection of the documentation.

d. Once approval has been received from the Chapter, Area, and 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.

5. An active member who demonstrates that she cannot fulfill her Chapter's minimum attendance requirement may be placed on sabbatical from attending Chapter meetings for one (1) year at the discretion of her 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.

At the discretion of her Chapter, this attendance sabbatical may be extended. An active member on an attendance sabbatical shall be required to meet all other obligations of her Chapter, Area, and the National Assembly, i.e., dues and assessments, National attendance requirement for Assemblies or Area Conferences, and minimum 48-hour service requirement. No Chapter shall grant attendance sabbaticals that would prevent the Chapter from obtaining a quorum at Chapter meetings.

6. An active member of an established Chapter 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's residence.

7. An active member who moves to a residence located in another Chapter's boundary shall, upon request, be permitted to transfer to the Chapter. It is mandatory that the Chapter honors the transfer provided that the Chapter has not reached its maximum number of members.

8. An active member who has dual residences shall have membership in only one Chapter designated as the primary chapter and may establish visiting status in a secondary chapter providing that:

    a. She give advance notice to the primary Chapter President and the President of the secondary Chapter of her intention to participate in meetings and programs of the Chapter in the location of her secondary residence;

    b. She meets all Chapter, Area, and National responsibilities and requirements (financial, attendance, and service hours) that shall be recorded and reported to and through her primary Chapter; and

    c. Meeting attendance and service hours performed in the secondary Chapter are certified by that Chapter and reported through the member's primary Chapter.

9. An active member, in the process of transferring to another Chapter, shall be granted a period not to exceed six (6) months to request the form from National Headquarters and to complete the transfer process.

10. Active membership carries with it the obligation to participate in all Chapter programs and to participate in the Chapter implementation of the National **Fivef**old Program: Services to Youth, the Arts, National Trends and Services, International Trends and Services, **Health and Human Services,** and to attend at least 2/3 of the Chapter meetings each year unless extenuating circumstances prevent the same. If you cannot meet these requirements, a letter must be submitted to the Membership Committee stating the reasons for your absence.

11. Every active member shall pay National and Chapter dues. Every active member shall also pay special assessments, as defined and approved by a (2/3) majority vote of the active members present at a meeting where said special assessments **and the deadline by which such assessments must be paid** are considered and recorded in the Chapter meeting minutes. **Proposed by Link Terry. Bylaws Committee supports.**

12. The Chapter shall accept all new members and transferees who are in compliance with the *National Constitution and Bylaws of The Links, Incorporated,* provided that the Chapter has not reached its maximum number of sixty (60) members.

13. A member on leave of absence is an active member in good standing who, for reasons acceptable to the Chapter, is granted a leave of absence for one (1) year. At the discretion of her Chapter, this leave may be extended for an additional year or longer in extreme circumstances. Leave begins and ends in accordance with the fiscal year, May 1st- April 30th. No Chapter shall grant leaves-of-absence in excess of ten percent (10%) of its membership during any year. Chapters which do so shall subject themselves to a fine and/or disciplinary action.

14. All members are expected to participate in Chapter fundraisers and assume financial responsibility as determined by the Chapter.

15. A member in good standing on active duty who is deployed to a combat, high risk zone or military installation shall be granted a special military leave upon submitting a copy of her orders to her Chapter. While deployed to the zone, she shall be exempt from her minimum forty-eight (48) hours service requirement. Upon completion of said deployment, she shall not be responsible for her minimum forty-eight (48) hours service requirement for the remainder of the existing Links fiscal year in which she returns. During deployment, she shall not be responsible for National or Chapter dues and assessments until the next fiscal year.

B. Alumna

1. An alumna member is a member who:

   a. Has thirty (30) years of service or is age seventy (70) with at least ten (10) years of service;

   b. Has requested and been granted alumna status by the National Headquarters;

   c. Is exempt from any dues or assessment; and

   d. Has all rights and privileges in The Links, Incorporated, except voting, holding chairmanships of **Facets and** committees, and holding office. **Proposed by Link Terry. Rationale: Clarification. Bylaws Committee supports.**

2. An alumna of the Chapter may participate in Area and National activities provided she pays any fees that may be required.

3. Members who 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, provided she:

   a. Assumes 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. Prior to attending Chapter meetings, she shall inform the Chapter President of her intent;

   b. Gives notice to the President when she plans to participate in any activity requiring a fee or assessment; and

   c. Pays all financial responsibilities and required fees through the Chapter.

4. 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 thirty (30) years of service. However, within a five (5) 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.

C. Platinum

1. 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 fifty (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 be exempt from the minimum forty-eight (48) hour service requirement.
2. A Platinum member shall not be responsible for National dues and assessments and is exempt from Chapter dues and assessments at the discretion of her Chapter.

D. Affiliate

1. Affiliate status is a temporary status accorded to 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 current Chapter to affiliate status after no longer than six (6) months.

    An affiliate member shall:

    - **d.** 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;
    - **e.** Be responsible for paying all National Dues and assessments; and
    - **f.** Meet the One-in-Five (1 in 5) attendance requirement for Area Conferences or National Assemblies.
3. An affiliate member is entitled to all National and Area communications and privileges.
4. 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.

E. Provisory

1. A Provisory member is an active member who is medically unable to participate in any activity outside of her home and who has had this condition for two (2) or more years, or is terminally ill. After two (2) years, upon request and with a letter from her doctor, her Chapter may grant her provisory membership status. 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.
2. Any member who falsely claims provisory membership status is subject to sanctions as provided for in the *Constitution and Bylaws of The Links, Incorporated.* If the Chapter has knowledge of a false claim of Provisory Membership status and fails to take appropriate action, including notifying the National Membership Committee Chair, the Chapter shall be subject to disciplinary action.

F. Honorary

An Honorary member, so designated by National, residing in the area defined by the Chapter Bylaws shall have all the privileges of membership except for voting and holding office. Should she be elected to membership in the Chapter, she shall forego her honorary status

Section 6. Procedure for Resignation

A member who desires to resign from The Links, Incorporated must submit her resignation in writing to the Membership Chairman of the Chapter with a copy to the President. At the next Chapter meeting, an official vote is taken on the resignation. The resignation becomes final when accepted by the Chapter and formally acknowledged at the National Assembly.

Section 7. Procedure for Reinstatement – [Note to Members: See Links National Bylaws, Article I, Section 12, and any amendments thereto for most current procedure.]

A. 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 May1st. A Chapter may consider a former member for reinstatement if it has not reached its maximum number of members.

B. 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

ARTICLE V
DISCIPLINARY ACTION – [Note to Members: See Links National Bylaws, Article I, Section 13 and 14 and any amendments thereto for most current procedures.]

Disciplinary action for members shall include but not be limited to:

Section 1. Suspension

Suspension is defined as withdrawal from all activity within her Chapter, the Area and /or The Links, Incorporated for a specific period not to exceed one (1) year. Any member violating the rules and policies of her Chapter and The Links, Incorporated shall be subject to suspension by a two-thirds (2/3) affirmative vote of the active members of her Chapter who are present and voting or by the Area Executive Committee. She may be reinstated when the matter causing the suspension has been resolved or by a two-thirds (2/3) vote of the active members of her Chapter. She shall be responsible for all National, Area and Chapter dues and assessments that occurred during the suspension.

Section 2. Expulsion

Expulsion is defined as total severance of a member's relationship with The Links, Incorporated. Any member violating the rules and policies of The Links, Incorporated may be recommended for expulsion by a two-thirds (2/3) affirmative vote of the members of her Chapter who are present and voting. Expulsion becomes final by a two-third (2/3) vote affirmative vote of the National Assembly present and voting. An expelled member shall not be reconsidered for membership.

Section 3. Appeal

Appeal is defined as the right of a member to question disciplinary action.

A. An appeal proceeds from the action of the Chapter, to the respective Area Director, to the Executive Council, to the National Assembly.

B. An appeal of disciplinary action imposed by an Area Executive Committee shall proceed from the action of the Area Executive Committee, to the Executive Council, to the National Assembly.

C. As a condition of membership, a member agrees to first pursue the appeal procedures set forth in *the Constitution and Bylaws, Manual of Procedures, rules, and policies of The Links, Incorporated*. Members are not allowed to bring legal counsel to any administrative hearing.

D. Violation of these procedures shall be a basis for expulsion from the organization by a two-thirds (2/3) affirmative vote of the Executive Council.

Section 4.

Relative to conduct, a member who is found culpable by the Chapter of conduct intending 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 Chapter's Membership Committee, after a thorough investigation, shall recommend to the Chapter the form of discipline that should be imposed. Disciplinary action may include a mandatory apology, censure, suspension or expulsion, depending on the seriousness of the offense. In cases where suspension or expulsion is recommended, the procedures as outlined in *National Constitution and Bylaws and Manual of Procedures of The Links, Incorporated* shall be followed**.**

ARTICLE VI
OFFICERS

Section 1. Roles and Terms of Officers

A. The officers of the Westchester County (NY) Chapter of The Links, Incorporated shall be: President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, and Parliamentarian.

B. The financial officers are: Treasurer, Financial Secretary, President and Vice President, if the Vice President is assuming the duties of the President.

C. All elected officers shall serve a two-year term that will begin at the close of the regular June meeting of the calendar year in which the officer is elected. An elected officer may serve a maximum of two (2) consecutive terms in the same office.

Section 2. Election of Officers

Officers shall be elected by a majority vote of active members in good standing, present and voting. The procedures for the nomination of candidates for elected office shall be determined by the Nominating Committee, as prescribed in these bylaws. **The procedures for the election of officers shall be determined by the Elections Committee , as prescribed in these bylaws. Rationale: Separation of nominating and election functions**

into two (2) committees has been recommended by former EA Parliamentarian as consistent with National model and best practice. Bylaw Committee supports.

Section 3.

Nominees for elected chapter offices must be active, financial members of the chapter who are in good standing. Nominees for elected office must be introduced to the membership at least one (1) month prior to the voting date, following the procedures established by the Nominating Committee.

Section 4.

In case of an unexpired term of the President, the vacancy shall be filled by the Vice President. The unexpired term of the other officers shall be filled by recommendation of the Executive Committee and subject to the confirmation of the body.

A. Officers shall be installed between May 1st and June 30th. Within thirty (30) days after the close of her term in office, each officer shall deliver to her successor all records, files, supplies, and other official chapter materials in her possession.

B. A member shall be eligible to be nominated for President after she has been a member of the Westchester County (NY) Chapter for at least three (3) program years and she has attended a minimum of one (1) National Assembly and one Area Conference. Candidates for this office shall have exhibited executive ability, poise, dignity and articulate speech, and have demonstrated leadership skills.

C. A member shall be eligible to be nominated for Vice President after she has been a member of the Westchester County (NY) Chapter for at least two (2) program years and she has attended a minimum of one (1) National Assembly or one (1) Area Conference.

D. A member shall be eligible for the office of Recording Secretary if she possesses documented professional technology-based secretarial skills appropriate to organization management, including the ability to record, organize and edit proceedings for dissemination.

Section 5. Duties of Officers

A. The President

1. The President shall preside at all meetings of the Chapter and of the Executive Committee. She shall appoint all committees and any other appointive officer. She shall use her vote to break tie votes.

1. She shall call special meetings and be an ex-officio member of all standing committees with the right to participate, but not to vote.
2. It shall be her responsibility to take the necessary steps to keep the Bylaws of the Westchester County Chapter in agreement with the *Constitution and Bylaws of Links, Incorporated and the Bylaws of the Eastern Area*.
3. She shall see to it that all the decisions of the Chapter are fulfilled.
4. **She shall serve as the Chapter's delegate/representative at Area and National Assembly meetings. Rational: Codifies an understood duty. Proposed by Bylaws Committee.**
5. **The President may, in her discretion, appoint an Assistant Treasurer and/or an Assistant Financial Secretary, at any time to serve during her tenure, subject to approval by the Executive Committee. Proposed by Link Lisa. Rationale: On February 21, 2018, the National Links Executive Committee approved Chapter President appointments of an Assistant Treasurer, and/or an Assistant Financial Secretary, at any time to serve during her tenure, subject to approval by the Executive Committee. However, a Chapter's Bylaws require amendment to enable a Chapter President to make such appointments. Bylaws Committee supports.**

B. The Vice President

1. The Vice President shall preside at all meetings in the absence of the President.

2. She shall be the Membership Committee Chairperson.

3. **She shall serve as the alternate delegate at Area and National Assembly meetings. Rationale: Codifies an understood duty. Proposed by Bylaws Committee.**

4. She shall perform such other duties as requested by the President and approved by the Executive Committee.

C. The Recording Secretary

1. The Recording Secretary shall keep an accurate record of all Chapter meetings and of the Executive Committee meetings. She shall distribute copies of the minutes of the monthly meetings.

2. She shall record votes during the election of officers and new members.
3. She shall record attendance at each Executive Committee meeting and general membership meeting and include it in the minutes.
4. She shall maintain the official One-in-Five (1 in 5) standing of each member within the Chapter and perform all other duties set forth in "The Recording Secretary's Handbook."

D. The Corresponding Secretary

1. The Corresponding Secretary shall notify all members of the monthly and call meetings. The general membership meeting notice shall be sent at least one (1) week before the meeting.

2. She shall keep a complete record of all correspondence and reply when approved.
~~**3.**~~ She shall notify members of special call meetings by the use of ~~Telephone Chain, if time prohibits the members from being notified by mail.~~ **electronic mail or other accepted means of communication, such as telephone, text message or postal mail. Rationale: Reflects current means of communication. Proposed by Bylaws Committee.**
4. She shall inform members of special events taking place at meetings.
5. She shall receive all correspondence prior to the meeting and summarize its contents for the Chapter meeting.

E. The Financial Secretary

1. The Financial Secretary shall receive all monies (membership dues, assessment including fund-raising events, chapter induction fees, etc.) and write receipts in triplicate, one for the payee, one for the Treasurer and one for her file.

2. 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.
3. She shall keep a record of the obligations of the individual members and notify each of her status in accordance with the Chapter Bylaws. She shall also give each member a copy of this record.
4. She shall make a complete financial report to the membership at its regular monthly meetings.
5. She shall prepare a year-end report.
6. She shall serve as a member of the Chapter Finance Committee.
7. She shall submit her books and records to the Internal Audit Committee or the external auditors.

8. She shall transfer all financial documents (audited books and other pertinent financial material) to the new Chapter Financial Secretary within ninety (90) days of the end of the fiscal year --in no event later than September 30th with permission of the National President or National Treasurer.

9. She shall read The Links, Incorporated and The Links Foundation, Incorporated Financial Handbook 2012 and all revised editions thereof and comply with the policies and procedures stated therein.

10. She shall never sign checks.

F. The Treasurer

1. The Treasurer shall read The Links, Incorporated and The Links Foundation, Incorporated Financial Handbook 2012 and all revised editions thereof and comply with the policies and procedures stated therein.

2. She shall receive the audited books and other pertinent materials from the immediate past Treasurer. All financial documents (audited books and other pertinent financial material) shall be transferred to the new Chapter Treasurer within ninety (90) days of the end of the fiscal year - no later than August 1.

3. She shall meet regularly with the Financial Secretary to ensure that records of the two are in alignment.

4. She shall deposit 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 The Westchester County Chapter of the Links, Incorporated. The bank selected must be approved by the Chapter.

5. She shall disburse funds only as authorized by the Chapter using the voucher system.

6. She shall verify the total receipts from the Financial Secretary and make the deposit to the appropriate bank account within five (5) business days of receipt.

7. She shall Chair the Finance/Budget Committee with other members appointed by the President.

8. Financial Reports: The Treasurer shall:

a. Report the record of monies disbursed, the name of recipient, and the reason for the expenditure. All checks written must be documented with a voucher.

b. Reconcile book balances with monthly bank statements; prepare monthly bank reconciliations.

c. Provide a complete report at each Chapter Executive Board Meeting followed by a report at the Monthly Chapter Meeting.

d. Present a year-end statement of Financial Operations at the May Chapter meeting.

e. Submit books to the Chapter's Internal Audit Committee or auditor within sixty (60) days from the end of the fiscal year (April 30) for audit.

f. Prepare fiscal year-end financial reports for the Chapter and its Internal Audit Committee.

g. File the appropriate IRS tax forms (Tax Form 990, 990 - EZ or 990 – N (e-postcard) with the Internal Revenue Service before September 15 of each year. A copy of the IRS Form 990 must be mailed to: ATTN Finance Department, 1200 Massachusetts Avenue, Washington, DE 20005-4501. The IRS tax forms shall be received or postmarked no later than September 15 at the National Headquarter. A Chapter will be assessed a $500.00 penalty by The Links, Incorporated for failure to file its Form 990, 990 - EZ or 990-N) in addition to IRS penalties that may apply.

9. Outgoing Duties: The Treasurer shall:

a. Conduct a transition meeting with the newly elected Treasurer.

b. Confer with the incoming Treasurer on all details of operational procedures, reports and budget status. The transition meeting should precede the transmittal of the files.

c. Turn over all audited books and records, as well as Tax Form 990 or 990-EZ or confirmation on the filing of the 990-N (e-Postcard) by September 30 of their last year in office to the new Treasures (ninety (90) days from the end of the fiscal year). All financial documents (audited books and other pertinent financial material shall be transferred to the new Chapter Treasurer within ninety (90) days of the end of the fiscal year - at latest no later than September 30th with permission of the National President or National Treasurer.

d. Accompany the newly-installed Treasurer to transition bank accounts and acquire new signature cards.

G. The Parliamentarian

1. The Parliamentarian shall be familiar with the National, Area, and Local Bylaws and she must be prepared to advise the President when necessary. She shall keep order during the meetings. ~~She shall keep a complete record of all correspondence and reply when approved.~~

Rationale: Responsibility of the Corresponding Secretary. Proposed by Link Sandi. Bylaws Committee supports.

2. She shall be the Chair of the Chapter Bylaws Committee. She shall assist the Membership Committee in counting the ballots during the election of new members.

H. Assistant Treasurer.

The Assistant Treasurer shall assist the Treasurer in fulfilling her duties, under the direction of the Treasurer.

I. Assistant Financial Secretary.

The Assistant Financial Secretary shall assist the Financial Secretary in fulfilling her duties, under the direction of the Financial Secretary.

Proposed by Link Lisa. Rationale: On February 21, 2018, the National Links Executive Committee approved Chapter President appointments of an Assistant Treasurer, and/or an Assistant Financial Secretary, at any time to serve during her tenure, subject to approval by the Executive Committee. However, a Chapter's Bylaws require amendment to enable a Chapter President to make such appointments. Bylaws Committee supports.

ARTICLE VII
MEETINGS

Section 1.

The Westchester County (NY) Chapter of The Links, Incorporated shall meet on the 4th Saturday in each month beginning in September and ending in June unless the Chapter approves an alternate meeting date and time because of special circumstances. The meeting time shall be determined by the membership. ~~**at the end of a program year for the next program year.**~~ **Rationale: Does not reflect practice and seems to conflict with provisions for special meetings. Proposed by Bylaws Committee.**

Section 2.

A request for a change in the date and time of a meeting must be approved by the Chapter at least one (1) month prior to the proposed meeting date.

Section 3.

Additional meetings may be called by the President if requested by the Executive Committee or at least ten (10) members.

Section 4.

A quorum for the Chapter to legally transact Chapter business at regular meetings, including meetings at which candidates are voted upon for membership and officers are elected, ~~shall consist of a majority~~ **shall not be less than one-half (1/2)** of the active members in good standing.

Rationale: Will improve ability to transact Chapter business. Proposed by the Bylaws Committee.

Section 5.

Members shall be required to attend at least two-thirds (2/3) of the Chapter meetings to retain active status unless prevented by extenuating circumstances. Once a member has missed three (3) meetings, she must notify the Membership Committee in writing of the reasons for her absence.

Section 6.

~~A member is required to notify the hostess three (3) days preceding any meeting of an intended absence. If the hostess is not notified, the member is responsible for paying to the Financial Secretary the cost of the meal as designated by the hostess.~~ **Proposed by Link Sandi. Rationale: Meetings are now covered by Hostess Fee. No recommendation from Bylaws Committee.**

Section 7.

Attendance will be recorded at every meeting.

Section 8.

~~Each member must host a scheduled meeting in accordance with the schedule. She is responsible for her share of the cost of entertaining, when she is scheduled to host with a group, and should be physically present.~~

Each member is responsible for an annual hostess fee to cover chapter meeting costs, which is payable September 1st through October 31st and thereafter is subject to a ten percent (10%) penalty. Failure to pay the Hostess Fee and any incurred penalty, renders the member not in good standing. Rationale: Reflects current practice and clarifies member responsibility. Link Terry and Link Sandi Bylaws Committee supports.

Section 9.

All meetings shall be held in private settings (private rooms or homes) or by conference telephone or similar communications as provided in these Bylaws.

Section 10.

Facets and committees may meet by conference telephone or similar communications technology, provided the members can hear and communicate with each other. Participation in a meeting as provided by this provision shall constitute presence in person at the meeting. Such meetings should be documented in the following manner: it can be recorded or minutes of the must be taken if recording is not possible (and submitted to the Program Chair). Minutes should include time beginning and ending, a list of the members present as well as an agenda.

ARTICLE VIII
EXECUTIVE COMMITTEE

Section 1.

The Executive Committee shall be composed of the following elected and appointed positions:

A. Elected Officers: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Financial Secretary.

B. Appointed Positions: Parliamentarian, Protocol and all Committee and Facet chairpersons, **and** **Assistant Treasurer, if appointed, and Assistant Financial Secretary, if appointed. Proposed by Link Lisa. Rationale: On February 21, 2018, the National Links Executive Committee approved Chapter President appointments of an Assistant Treasurer, and/or an Assistant Financial Secretary, at any time to serve during her tenure, subject to approval by the Executive Committee. However, a Chapter's Bylaws require amendment to enable a Chapter President to make such appointments. Bylaws Committee supports.**

C. Past Officers: The immediate past President serves as an ex-officio member of the Executive Committee and is permitted to vote.

Section 2.

The Executive Committee is responsible for the business of the Chapter. The President is the Chair of the Executive Committee and prepares the agenda for its meetings. It is here that officers and committee chairs make progress reports and indicate when they are ready to make their reports to the Chapter. The Executive Committee assists in the preparation of the agenda for the Chapter meeting and agrees on the recommendations for programs and decisions to be submitted to the Chapter.

It shall be the duty of the Executive Committee to:

A. Meet prior to each Chapter meeting to review Chapter business and make general recommendations;

B. Set the agenda for membership meetings;

C. Create a synopsis of correspondence to be read at Chapter meetings;

D. Act on behalf of the Chapter in emergency situations. Commit no more than $200.00, of Chapter funds without prior Chapter approval. All such acts must be presented to the Chapter no later than one (1) month after the action was taken; and

E. Recommend a successor to complete the term of an elected officer or member of the Nominating Committee who does not serve the full term, to which she was elected, with the approval of the general Chapter membership.

D. Vote on the appointment of an Assistant Treasurer and/or the appointment of an Assistant Financial Secretary, if and when proposed by the President. The appointment(s) shall be approved upon a majority vote at an Executive Committee meeting. Proposed by Link Lisa. Rationale: On February 21, 2018, the National Links Executive Committee approved Chapter President appointments of an Assistant Treasurer, and/or an Assistant Financial Secretary, at any time to serve during her tenure, subject to approval by the Executive Committee. However, a Chapter's Bylaws require amendment to enable a Chapter President to make such appointments. Bylaws Committee supports.

Section 3.

It shall perform administrative duties of the Chapter. Recommendations made are to be brought before the membership for action. It shall act in place of the body between meetings when action is mandatory. Members will be informed of such action by letter within one (1) week. The minutes of the Executive Committee should be distributed to the membership at the following general meeting.

Section 4.

~~**A majority**~~ **At least one-half (1/2)** of the voting members, including three (3) elected officers, shall constitute a quorum for a meeting of the Executive Committee. **Rationale: Will improve ability to transact Chapter business. Proposed by the Bylaws Committee.**

Section 5.

The Executive Committee may meet by conference telephone or similar communications technology, provided the members can hear and communicate with each other. Participation in a meeting as provided by this provision shall constitute presence in person at the meeting. Any action that could be taken at a meeting of the Executive Committee may be taken without a meeting, provided that consent in writing setting forth the action being taken is signed by all members of the Executive Committee. Consent in writing shall have the same force and effect as a unanimous vote, and may be described as such in any document executed by or on behalf of the Chapter.

Section 6.

The Executive Committee shall have authority to act when the action is mandatory and the Chapter is not in session. Such action shall be reported fully to the membership by letter or at a Chapter meeting no later than one month from the date of the action taken.

ARTICLE IX
FINANCE

Section 1.

The Fiscal year shall conform to the *National Constitution and Bylaws*. The year shall begin May 1st and close April 30th.

Section 2.

Annual Dues, which are defined as National, Local, Grants-in-Aids, Foundation, and Assessments.

A. Dues are payable from December 1st until February 28th, after which time there is a 10% penalty.

B. The Chapter shall not forward to National/Grants-in-Aids/Foundation, and Assessments for members who are not financial in the Chapter; and

C. Local dues are to be recommended and presented to the Executive Committee by the Budget Committee and then presented to and acted upon by the Chapter at the June meeting. Any change of local dues will be payable the following December, for the next September through June program year.

Section 3. Funds

A. Restricted Funds

1. Funds received or solicited for support of the five (5) program facets - Services to Youth, National Trends and Services,

International Trends and Services, The Arts and Health and Human Services.

2. Grant Contributions
3. Funds derived from the public, individuals or corporations, for special events, grants, or solicitations.
4. Funds received for the "Benefit of the Links Foundation, Incorporated" and/or grants written by Chapters and funded through the Links Foundation Incorporated are restricted funds and are tax deductible for contributors. The Links, Incorporated and its chapter are exempt from federal taxation but cannot grant tax deductions.
5. Restricted funds are not to be retained in the Chapter's operating bank account. The ONLY allowable use from a Fund-raiser's restricted funds is: 10% of the Fund-raiser's Net Proceeds may be used as seed money or for administrative costs associated with the next year's fund-raiser.

B. Unrestricted Funds are funds derived from the Chapter dues, Chapter assessments for social events and includes the 10% permitted from Net Proceeds of its fund-raiser's restricted funds.

C. Bank account requirements:

1. The selection of the Chapter's bank must be approved by the membership

2. Chapter funds must NEVER be deposited or invested in personal accounts.

3. All checks shall be signed by the President and co-signed by the Treasurer or the Vice President when she is assuming the role of President.

4. All bank accounts must have the Chapter's Employer's Identification Number regardless of the number of accounts. There is only **one (1) EIN** per Chapter.

5. All persons eligible to sign checks must be bonded at a minimum of $25,000 for each Chapter Officer.

6. In an attempt to provide security, as well as diminish the chances of identity theft for the Chapter bank accounts, bank statements with the complete account number should never be included when statements are provided to officers or members in meetings. It is recommended that bank statements or financial reports only show the last four digits of the bank account numbers preceded by xxx or just the last four digits.

7. A copy of bank statements can be provided to the elected officers after the preceding account numbers are blocked out.
8. The Chapter should never make investments in equity or debt instruments. Chapters are authorized to use CD's or other interest bearing FDIC insured accounts.
9. If the Chapter sponsors fund-raises, it should establish a separate checking account, one for the fund-raiser income and expenses, and another for the Chapter's operating account. If the bank does not allow establishing a new account, a Chapter may use separate line items for fund-raising receipts and fund-raising expenses within its existing bank account. If the Chapter has gross receipts over $50,000, it should maintain at least three (3) separate accounts, a Restricted, a Fund-raising and an Operating account.

Section 4.

The Chapter shall fund the following expenses for the Delegate/Alternate delegates at National/Area meetings.

A. Registration fees: shall be covered at 100% for both the Delegate and Alternate.

B. Transportation: shall be covered at 100% for both the Delegate and the Alternate. (Air – roundtrip coach fare; Bus or Train – roundtrip fare; Automobile – pay recognized NYS rate per mile and tolls; mass transit/local travel.) The Executive Committee should determine the means of transportation to be approved for Delegate/Alternate.

C. Accommodations: Single room rate shall be covered at 100% for the Delegate and Alternate. The Executive Committee should determine the type of accommodations.

D. Per-diem Allowance: Both the Delegate and Alternate shall be allowed up to $35.00 per day if meals are not included in the registration. All Theme meals not included in registration fee will be covered by the Chapter providing Delegate/Alternate wish to attend.

E. All pre-approved hospitality expenses are the responsibility of the Chapter.

F. The Delegate to the National Assembly/Area meeting expenses shall be paid from the restricted budget. The Alternate Delegate expenses to the National Assembly/Area meeting shall be paid from the operating account.

Section 5. Assessments

A. Chapter Assessments and Hostess Fee:

1. Chapter Assessments and Hostess Fees should always be approved in a dollar amount. The member's obligation is due on the date specified by the Chapter **or these Bylaws. If the Chapter Assessment or Hostess Fee is not paid by the date specified, a ten percent (10%) late fee penalty will be charged in addition to the original Chapter Assessment or Hostess Fee. This late fee penalty may be waived for just cause and/or extenuating circumstances as determined and recommended by the Membership Committee and approved by the Executive Committee. Rationale: Encourage timely payment of Chapter Assessment and Hostess Fee. Proposed by the Bylaws Committee.**

2. Any Chapter Assessment voted on and adopted before a leave of absence request is approved is due from the member before returning to active status.

3. An Assessment that is voted and approved while a member is on a leave of absence shall not be that member's responsibility.

4. All members must meet their Chapter's financial obligations and service requirements before the member's national dues and assessments are submitted for the National Headquarters.

5. All Chapter Assessments and outstanding obligations owed to the Chapter must be paid before the Chapter accepts a member's payment of national dues and assessments.

6. **Members that have any outstanding financial obligation owed to the Chapter and/or National are not in good standing and may not enjoy the rights and benefits of membership. Rationale: Clarification. Proposed by the Bylaws Committee.**

B. Building Assessment

1. New Members inducted after the 2008 National Assembly must pay the Building Assessment ($600.00) no later than three (3) years after their induction date.

2. The Building Assessment Payment Schedule should be adhered to and payments timely made.

Section 6. Checks and Vouchers

A. A voucher system with invoices and other supporting documents shall be used to request advances/disbursements of funds.

B. All vouchers and checks shall be signed by the President and co-signed by the Treasurer or the Vice President when she is assuming the role of President. Any expenditure in excess of the Budget shall be approved by the Executive Committee of the Chapter. If funds are not available, the Chapter is not allowed to operate with a deficit budget and must cut expense to remain in good standing with the Links, Incorporated.

Section 7.

A. Budgets shall be submitted by the Officers and Committee Chairpersons to the Finance/Budget Committee by April 1st. When no budget is submitted, the Finance/Budget Committee shall allocate the previous year's budget for the Committee/Officer.

B. In order to determine the Chapter membership dues and/or fund-raising activities the budget including these amounts must be presented to the Executive Committee at least two (2) weeks prior to presenting it to the Chapter. It must be prepared and presented no later than November and approved by the Chapter no later than February 1.

Section 8.

No Committee/Officer can exceed its budget without approval from the Executive Committee.

Section 9.

Any expense greater than $250.00 must be authorized by the Executive Committee before it is contracted/incurred. The President's signature should be on all contracts.

Section 10.

The Chapter must have an audit of its accounts at least every two (2) years. An audit is required whenever there is a change in the Treasurer, regardless of the fiscal year.

ARTICLE X
NATIONAL AND AREA ASSEMBLIES

Section 1.

The Chapter shall send at least one (1) delegate to the Area Assembly and at least one delegate to the National Assembly.

Section 2.

A. The President shall be the delegate to the Area Assembly and the National Assembly during her two-year term, unless she is unable to attend due to extenuating circumstances.

B. The Vice President shall be the alternate to the Area and National Assemblies, unless she is unable to attend due to extenuating circumstances.

ARTICLE XI
BONDING

All Chapter Financial Officers shall be bonded as well as any and all other persons handling funds of the Chapter such as the Chapter Fund-raising Chair(s).

ARTICLE XII
COMMITTEES

Section 1.

The following **Facet and** Committee Chairpersons shall be appointed by the President upon taking office: Services to Youth, the Arts, National Trends and Services, International Trends and Services, Health and Human Services, Program, Hospitality, Scholarship, Social, Fund Raising, **Fund Development**, Protocol, Archives and History, Ethics and Standards, **and Organizational Effectiveness. Rationale: Typo correction, adding committee required by National (Organizational Effectiveness) and committee that has been functioning without formally being added to the Bylaws (Fund Development). Proposed by Link Terry. Bylaws Committee supports.**

The following committees shall be chaired by Officers as indicated in their duties as spelled out in Article VI, Section 5 of the Bylaws: Membership, Finance and Bylaws. The Chair of the Nominating Committee shall be elected by the committee. The duties of these committees shall be as follows:

A. The Program Committee shall be chaired by the President's appointee and consist of the Chairs and Co-Chairs of the program facet committees. They shall compile an annual descriptive report of the projects sponsored by the Chapter during the year and evaluate these projects in terms of the National Program. They will also make suggestions of other ways in which the National Program may be implemented. The Program Facet Committees are:

1. Services to Youth: To organize a program for the Chapter which (1) identifies areas of service to youth in our community and (2) implements these services during the program year, (3) evaluates the program.
2. Arts Committee: To plan a program for the Chapter which (1) identifies the area/areas of involvement for a particular program year, (2) outlines implementation of the proposed area/areas of involvement, (3) carries to fruition the implementation as outlined and (4) evaluates the program.
3. National Trends and Services: To plan a program for the Chapter which (1) identifies the area/areas of involvement for a particular program year, (2) outlines implementation of the proposed area/areas of involvement, (3) carries to fruition the implementation as outlined and (4) evaluates same.

4. International Trends and Services: To plan a program for the Chapter which (1) identifies the area/areas of involvement for a particular program year, (2) outlines implementation of the proposed area/areas of involvement, (3) carries to fruition the implementation as outlined and (4) evaluates same.
5. Health and Human Services: To plan a program for the Chapter which (1) identifies the area/areas of involvement for a particular program year, (2) outlines implementation of the proposed area/areas of involvement, (3) carries to fruition the implementation as outlined and (4) evaluates same.

The Finance Committee, appointed by the Chapter's president and chaired by the Treasurer, shall include the Financial Secretary, **Assistant Treasurer, if appointed, Assistant Financial Secretary, if appointed,** and Chapter Program Coordinator. **Proposed by Link Lisa. Rationale for proposed amendment: Each of the appointed positions serve to assist the Treasurer and/or Financial Secretary, who serve on the Finance Committee.**

The Finance Committee's responsibilities include the following:

2. Study all monetary requests and considerations,

3. Present the budget to the Chapter membership prior to determining dues.

4. Engagement of an external accountant (who is not a Link, Connecting Link or Heir O'Link) to audit the Chapter's financial statements biennially or as requested by the Chapter for gross receipts listed below. If requested, the detailed audit of books and records will be turned over to the external auditor by the Internal Audit Committee.

5. Provide the Chapter with respect to gross receipts listed below the following type of audit report:

a. For gross receipts up to **$25,000**, the audit required is a **Financial Compilation** which is reviewed by the Chapter's Internal Audit Committee.

b. For gross receipts of **$25,000 to $50,000**, the audit report is a **Financial Review**, either prepared by the Internal Audit Committee or an external accountant.

c. For gross receipts of **$50,001 and above**, the audit report must be a **complete audit** by an external accountant or audit firm every two (2) years.

A. Internal Audit Committee is composed of three (3) members appointed by the President, and SHALL NOT include the financial officers. The Internal Audit

Committee reviews the financial records of the Chapter to ensure compliance with the Chapter's Bylaws and operating procedures.

Duties and Responsibilities of the Internal Audit Committee:

1. Review the monthly bank reconciliation as prepared by the Treasurer. The review includes: confirmation of deposits/funds received by the Financial Secretary as turned over to the Treasurer.
2. Ensure compliance with generally accepted accounting practices by checking the beginning and ending balances. The Chapter Treasurer and Financial Secretary shall submit books to the Chapter's Internal Audit Committee within sixty (60) days from the end of the fiscal year (April 30) for internal audit.
3. Review checks written to ensure that they are in accordance with National, Area, and Chapter policies, budgets and the requirement that two (2) signatures are affixed to checks written.
4. Review bank statements, vouchers and receipt and discusses any discrepancies with the Treasurer and Financial Secretary prior to presenting it to the Executive Board and Membership.
5. Review all financial reports prepared for Audit.

For Annual Gross Receipts of **up to $25,000**, the Chapter may use its Internal Audit Committee to issue its statements as to the accuracy of the financial reports.

6. Select an accountant or audit firm based on the following criteria:
7. Annual gross receipts of **$25,001 to $50,000** requires a **Financial Review**;
8. Annual receipts of **$50,001 and above**, without exception, shall require an **external independent audit firm**.

The Nominating Committee shall consist of five (5) active members of the Westchester County (NY) Chapter of The Links, Incorporated, who shall be elected at the September Chapter meeting the year before the election of officers. The Chair shall be elected by the Committee. The Nominating Committee shall develop a slate of candidates. ~~and voting procedures, make all preparations for balloting, and shall oversee the election process~~ **Rationale: Separation of nominating and election functions into two (2) committees has been recommended by former EA Parliamentarian as consistent with National model and best practice. Bylaw Committee supports.**

D.

1. The Nominating Committee shall send to the membership a description of the duties and qualifications for each office and a nominating form prior to two meetings before the nominating report will be presented to the membership. Members should return the forms in an anonymous manner at the meeting before the Nominating Committee presents its report. Members may also return the form by mail. A list of all eligible members for each office in accordance with the bylaws will be part of the nominating report.
2. The Nominating Committee shall discuss the nominations from the membership in a committee meeting and elect a slate by ballot with the majority opinion prevailing.
3. The Chair and members of the Nominating Committee shall resign from the Nominating Committee if they are a candidate for any Chapter office other than re-election to the Nominating Committee.
4. The Nominating Committee report shall be presented at the meeting before the election meeting is held and shall include the names of members who agreed to accept the nomination.
5. Nominations shall be accepted from the floor after the Nominating Committee report is presented at the meeting before the election meeting in order that a full ballot may be prepared before the election.

E. **The Elections Committee shall consist of five (5) active members of the Chapter appointed by the President in an election year and they may not be members of the Nominating Committee in the same election year. The Chair shall be elected by the Committee. The Elections Committee is responsible for election procedures, including the preparation of the ballot, voting procedures and the counting of votes [Tellers]. Rationale: Separation of nominating and election functions into two (2) committees has been recommended by former EA Parliamentarian as consistent with National model and best practice. Bylaw Committee supports.**

F. The Membership Committee shall consist of at least seven (7) members **appointed by the President**, one of which shall be the Parliamentarian. The Chair shall be the Vice President**. Rationale: Clarification. Bylaws Committee supports.**

Duties of the Membership Committee are:

6. To screen and review the written profiles of candidates as submitted by the sponsors;
7. To recommend those whom it deems qualified for consideration and voting on by the Chapter;
8. To prepare secret ballots, distribute them, and count and destroy them;

9. To send letters to electees inviting them into the organization and informing them of the obligations that must be met;

10. To secure applications for new members from the office of the National Membership Chairman or Central Office;

11. To file same with proper officers and have new members meet financial obligations;

12. To proceed with initiation upon official notification from the National Financial Secretary;

13. The type of activity for initiation will be decided by the Membership Committee and the members of the Chapter; and

14. Shall monitor the functioning of members and recommend disciplinary action for the violation of rules and responsibilities in accordance with disciplinary actions in the Bylaws.

G. The Hospitality Committee shall consist of at least three (3) members. The Chair shall be appointed by the President. They shall plan and execute the following duties:

1. Send a card to a member who has been ill at home for five (5) days or more;

2. Send a plant or appropriate gift to a member with a serious or prolonged illness. As directed by the President, notify the chapter of the situation and encourage their support of the ill member;

3. Send birthday and anniversary cards to members, according to their preferences;

4. Extend courtesy to National officers and Links of national prominence who are visiting this area for significant reasons. Extend these courtesies at the discretion of the President and the Executive Committee; and

5. Send a gift to a member in the following situations:

a. When the member retires from full-time employment;

b. On the birth or adoption of a child;

c. When the member moves to another geographic area;

d. When the member has made a significant achievement, e.g. appointment as Superintendent of Schools, earning a Ph.D., or receiving a major award;

e. Send flowers or give a donation in memory when there is a death in the immediate family other than spouse (which is defined as child, mother, or father of member) and use the telephone chain to inform the membership

f. Send a card when there is a death of a sister, brother, or in-laws; and

6. Provide food at the house at an appropriate time and use the telephone chain to inform the membership, when there is a death of a member or spouse. If the funeral is not local, send flowers or give a donation in memory.

H. Scholarship Committee shall consist of **at least** five (5) members with the Chair appointed by the President. They shall plan and execute the following duties:

1. Identify objectives for the Scholarship Program based on The Links Foundation's objectives;
2. Develop standard selection criteria for selecting scholarship recipients for the Chapter;
3. Determine eligibility for the scholarship awards;
4. Recommend how monies are to be awarded;
5. ~~Conduct a yearly accounting of scholarship monies at Westchester Community College and Mercy College;~~ and
6. Evaluate any affiliations with other scholarship programs in which we are participating to assure they meet with The Links Foundation's objectives.

Rationale: Cap on number of members is inefficient and references to WCC and Mercy College are outdated. Proposed by Link Linda Bradshaw. Bylaws Committee supports.

H. The Bylaws Committee shall consist of ~~**seven (7)**~~ **at least five (5)** members with the Parliamentarian serving as Chair. They shall review the Bylaws each year and update the Bylaws and Constitution as a result of changes and recommendations made at the Assembly. They shall keep on file copies of the Bylaws for the Chapter, the National and area officers and for new members.

I. The Social Committee shall consist of at least five (5) members with one member from the Hospitality Committee. They shall plan social activities for the program year, and present the expenses for the proposed activities to the Finance Committee, if the Chapter is to underwrite any of the costs. These activities are to promote good fellowship and camaraderie among members, Connecting Links, and their friends.

J. The Fund Raising Committee shall consist of at least ten (10) members. This committee will explore and recommend activities that will increase the monetary intake of the Chapter to be used for Chapter projects. Upon a selection of the activity, approved by the Chapter, they will plan and implement the activity.

K. **Fund Development Committee shall consist of three (3) members with the Chair appointed by the President. The Committee shall strategize and solicit corporate contributions including, but not limited to, sponsorships, grants, underwriting and in-kind donations for Chapter programming and scholarships. Proposed by Link Terry. Rationale: Formalizing committee that already exists. Bylaws Committee supports.**

L. The Protocol Committee shall consist of at least three (3) members. The Committee shall ensure that the members of the Chapter follow the traditions, observances, rituals and ceremonies which every Link is expected to follow that show respect for our founders, Past Presidents, Honorary members present and past, National, Area, and Chapter officers, Chapter organizer(s) and Chapter members. The Protocol Chair is to ensure that all rituals, ceremonies, programs and publications are executed in the proper manner.

M. The Archives and History Committee shall consist of at least three (3) members and develop and implement methods of collecting and codifying all documents, artifacts, correspondence and memorabilia of the Chapter.

N. The Ethics and Standards Committee shall consist of at least five (5) members, including the Parliamentarian. The Ethics and Standards Committee shall be responsible for overseeing the process for handling ethical complaints, serve as a resource for members on ethical issues, and monitor implementation of the Code of Ethics. It shall oversee and ensure due process involving alleged violations of the Code of Ethics.

O. The Strategic Planning Committee shall consist of a minimum of two (2) members and shall ensure that the Chapter has an up- to- date strategic plan.

P. The Electronic Communications Committee shall consist of a minimum of five (5) members and shall establish the use of technology to enhance information systems within the Chapter.

Q. **The Organizational Effectiveness Committee shall consist of at least five (5) members with the Chair appointed by the President. They shall serve as watchful stewards of the two (2) pillars of the Links, Incorporated: Friendship and Service, as per the guidance of National. Their duties shall include but not be limited to:**

1. **assessing Chapter relationships and group dynamics;**
2. **making recommendations to the Executive Committee for programs, activities and actions that maintain a positive and friendly chapter;**
3. **working with the Social Committee and/or the Membership Committee on friendship activities;**

4. **working with the Membership Committee on the onboarding of new members; and**
5. **working with the Strategic Planning Committee to identify measurable outcomes for Chapter climate.**

Rationale: New committee established by National. Bylaws Committee supports.

R. Ad Hoc Committees as deemed necessary. The President shall appoint the Chair of all Ad Hoc Committees.

S. General Committee Responsibilities

1. All chairpersons must submit plans to the Executive Committee for approval prior to presenting it to the general membership.

2. All chairpersons must submit written reports to the President in January to insure that the required reports to the Director and to National be received when due.

3. All committee Chairs are declared vacated in June of the year officers are elected. The Chairs will serve as interim appointees to the committees until the President makes new appointments.

4. All committees should have at least five (5) members unless otherwise specified by these Bylaws.

5. Pertinent guidelines shall be handed over to the next Chair.

ARTICLE XIII
PARLIAMENTARY AUTHORITY

The rules contained in Roberts' Rules of Order Newly Revised shall be the parliamentary authority, providing they are applicable and consistent with *the Constitution and Bylaws of The Links, Incorporated and the Bylaws of the Eastern Area.*

ARTICLE XIV
AMENDMENTS

Procedure for Amending Bylaws

Section 1.

The Bylaws shall be amended, without need of chapter vote, whenever necessary to be in compliance with National Constitution, Bylaws and mandates. When the Bylaws are updated in accordance with this section, the members shall be so informed and provided with the updated Bylaws.

Rationale: Provides clarity. Proposed by Bylaws Committee.

Section 2.

The Bylaws may be amended by submitting in writing the proposed amendment, and distributing it to the Chapter at least thirty (30) days before the vote is taken. An affirmative vote of two-thirds (2/3) of the active members of the Chapter present and voting and a quorum shall be required.

BYLAWS COMMITTEE

Sandra Jefferson Grannum, ***Chair***
Linda Bradshaw
Kathie Davidson
Earlene Cox
Dozene Guishard
I. Javette Hines
Lisa Stenson-Desamours