



Linked in Friendship, Connected in Service

MEMBERSHIP MATTERS — QUICK REFERENCE GUIDE

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MEMBERSHIP INTAKE CHECKLIST

1. June, July or August — Membership Committee conducts an assessment of chapter's membership demographics.
2. Membership Committee makes recommendation to chapter on whether to conduct membership intake.
3. Chapter votes on whether to conduct membership intake.
4. October — At regular chapter meeting, the Membership Committee discusses, in detail, the membership intake process and advises the chapter members of the deadline for electronically returning the completed *New Member Profile and Induction Request* form. Membership Committee provides chapter members with an electronic copy of *New Member Profile and Induction Request* form.
5. November — Chapter members complete *New Member Profile and Induction Request* form electronically and submit it electronically by the deadline.
6. November — Membership Committee presents information about each nominee at chapter meeting. Sponsors and other members speak on the nominees.
7. December or January — Chapter members vote on nominees at regular chapter meeting.
8. Nominee receives required number of votes — Daughter of a Link (majority); Non-daughter of a Link (2/3)
9. Chapter president and membership chair electronically complete the *New Member Profile and Induction Request* and *Request for Verification of Candidates and Approval for Induction* forms.
10. No later than February 20, chapter electronically submits *New Member Profile and Induction Request* and *Request for Verification of Candidates and Approval for Induction* forms to Area Director.
11. Chapter receives approval of candidates for membership from National Headquarters.
12. Chapter sends letter of invitation to candidates for membership advising them of the monies due, orientation process and deadline for receipt of acceptance.
13. Chapter receives written acceptance of invitation from candidates.
14. No later than 35 days before date of induction, chapter submits national dues and assessments as directed by National Headquarters.

15. Chapter conducts three orientation workshops as directed in the *Orientation Manual*.
16. Candidates for membership complete Part 1B of *New Member Profile and Induction Request* form at Orientation Workshop I.
17. Candidates for membership present service project before day of induction.
18. Chapter inducts new members between May 1 and June 30.
19. Chapter assigns a mentor, who was not the new member's sponsor, to each new member.



MEMBERSHIP INTAKE CHECKLIST

DAUGHTERS OF LINKS
(WHEN CHAPTER HAS NOT PLANNED MEMBERSHIP INTAKE)

1. Chapter receives completed *New Member Profile and Induction Request* form from a chapter member, daughter of a Link (“DOL”) her mother between September and May. (*Proceed to no. 5*)
2. Chapter receives letter of introduction from a DOL or her mother, expressing the DOL’s desire to apply for membership between September and May.
3. Chapter sends *New Member Profile and Induction Request* to the DOL or her mother, depending on who sent the letter.
4. Chapter receives completed *New Member Profile and Induction Request* form from DOL or her mother between September and May.
5. Within two months of receiving completed *New Member Profile and Induction Request* form — Chapter members vote on daughter of a Link (DOL) nominee at regular chapter meeting.
6. DOL receives majority vote of members present and voting.
7. Chapter president and membership chair complete the *New Member Profile and Induction Request* and *Request for Verification of Candidates and Approval for Induction* forms.
8. Chapter submits *New Member Profile and Induction Request* and *Request for Verification of Candidates and Approval for Induction* forms to Area Director.
9. Chapter receives approval of DOL from National Headquarters.
10. Within 30 day of receiving approval from National Headquarters — Chapter sends letter of invitation to DOL advising her of the monies due, orientation process and deadline for receipt of acceptance.
11. Chapter receives written acceptance of invitation from DOL.
12. No later than 35 days before date of induction — Chapter submits national dues and fees, as directed by National Headquarters.
13. Chapter conducts three orientation workshops as directed in the *Orientation Manual*.
14. DOL completes Part 1B of *New Member Profile and Induction Request* form at Orientation Workshop I.
15. DOL presents service project before day of induction.
16. Chapter inducts DOL between May 1 and June 30 of either the same year or the next year, whichever comes first.
17. Chapter assigns a mentor to the DOL who was not her sponsor.



REINSTATEMENT CHECKLIST

1. Chapter president receives certified letter, return receipt requested, from a former chapter member between September and May requesting reinstatement.

If a former member has moved since the termination of her membership, a letter from her former chapter president certifying her membership status at the time her membership terminated must accompany the letter requesting reinstatement.
2. Former member is the daughter of a Link. *Proceed to number 5.*
3. Former member is not the daughter of a Link — Chapter determines whether it has reached its maximum of 60 non-daughters of Link members.
4. Chapter has reached its maximum of 60 non-daughter of Links members. *Reinstatement process cannot proceed.* Chapter notifies the former member that it has no vacancies.
5. Chapter has vacancies. Chapter immediately sends the former member a *New Member Profile and Induction Request* form.
6. Chapter receives former member's completed *New Member Profile and Induction Request* form.
7. Within two regular chapter meeting dates, the chapter votes on the request for reinstatement.
8. Membership terminated within two years of request for reinstatement — Majority vote required for reinstatement.
9. Membership terminated more than two years before request for reinstatement — 2/3 affirmative vote required for reinstatement.
10. Former member receives required number of votes.
11. Chapter forwards the *New Member Profile and Induction Request* form and *Request for Verification of Candidates and Approval for Induction* form to the Area Director for review and approval.
12. National Headquarters notifies the chapter that former member may be reinstated.
13. Chapter notifies the former member by certified mail of the approval of her request for reinstatement, advises her of the monies that are due and the deadline for receipt of payment.
14. Chapter submits all appropriate fees and assessments as directed by National Headquarters
15. Membership terminated within two years of request for reinstatement — New member orientation is not required. Upon receipt of all funds due, former member is reinstated.
16. Membership terminated more than two years of request for reinstatement — Member goes through orientation and induction.



48-HOUR SERVICE REQUIREMENT

SERVICE HOURS AT-A-GLANCE

Activity	Maximum Service Hours Earned
Regular Chapter Meeting	2 (Excluding travel time, meals and social hour)
Facet Committee Meetings	Actual Time (Excluding travel time, meals and social hour)
Standing Committee Meetings	Actual Time (Excluding travel time, meals and social hour)
Preparation time each month by Chapter Officers and Committee Chairs	3 (Per month)
Chapter Program Service	Actual Time (Excluding travel time, meals and social hour)
Meetings with other organizations in a chapter-approved joint venture	Actual Time (Excluding travel time)
Chapter Fundraiser	Actual Time of Event (Including set-up and breakdown)
Fundraiser Ticket Sales	5 (As determined by the chapter)
Cluster Meetings	Actual Time (Excluding travel time)
Area Summits	As determined by Area Director (Excluding Travel Time)
National Committees and Area Committees	Actual Time (Including preparation Time)
Links Day at the Capitol	Actual Time at the Capitol (Excluding travel time)
National Assemblies and Area Conferences	None
Committee Service at National Assemblies and Area Conferences	Actual Time
Travel Time	None



The Links Incorporated
Founded 1946

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My dear Sister Links,

We hope this letter finds each of you well and engaged in collegial efforts to serve our fellowman. As you all know, the 48 hour service requirement was passed at the National Assembly this summer. This new service requirement can be found under the new definition of an active member in good standing (Article (, Section 5). It is hoped that our increased visibility in our communities will assist us in our future funding pursuits, as well as in our goal of becoming the premier Black Women's organization. It is, therefore incumbent upon us to make available to chapters a form that clearly defines and slows for the documentation of service hours for each Sister Link in each chapter.

Link Gladys Gary Vaughn, our distinguished National President, defined service hours as "time expended in planning, preparing, participating, implementing and evaluating the operational, programmatic, advocacy and philanthropic activities of The Links Incorporated and The Links Foundation, Incorporated. It is anticipated that the Area Vice Director will distribute the Service Hours Template to the Chapter Presidents and Membership Chairs by e-mail or fax. Once the template is received by the chapters the Membership Chairs/Committee is charged with:

- Completing the monthly log for each member including recording the service and attendance data from Officers and Committee Chairs.
- Contacting members who are not in compliance with chapter attendance requirements as defined by the chapter bylaws.
- Making monthly reports to the chapter president and the chapter during its monthly meetings.
- Compiling an annual report for each member and calculating total attendance and service hours for each Sister Link.

Once this information is compiled, the Chapter President will submit an annual report to the Area Director with a copy to the Area Vice Director by May 15, 2005. Additionally, the service hours must be recorded for each member on the Master Data form. Because this is a new requirement and one that will surely generate many questions, if you have other questions, please send them to us. We truly appreciate your feedback and efficient process. For your ready reference we have attached a list of questions we have received and answered regarding the service hours requirements thus far.

Sister Links, thank you for continuing to work effectively together to improve the quality of life of our fellowman. With our collective commitment to perform and record 48 hours of service by each Sister Link, we will help move our organization forward as the premier Black Women's organization striving to Touch Tomorrow Today.

Sincerely,

Link Gwendolyn B. Lee
National Vice President

Link Joyce M. Lowe
Eastern Area Director

Link Jeannine Quick-Frasier
Central Area Director

Link Margaret Thompson Johnson
Southern Area Director

Link Sandra Dorsey Malone
Western Area Director

FREQUENTLY ASKED QUESTIONS

- I. If I do not have 48 hours by April 1st, when dues are submitted, will my dues be sent in with the rest of the Chapter members?

No, You will need to complete your required service hours before your dues can be sent to the National Headquarters.

- II. What counts as service hours?

- a. Chapter meetings (All meetings should exclude time set aside for social hour and meal consumption.)
- b. Facet Committee meetings
- c. Standing Committee meetings (all chapter standing committees, i.e. fundraising, social, etc.)
- d. Chapter Program Service – This refers to the actual project(s) and time spent.
- e. Chapter Fundraising – This includes the actual fundraising event and all things leading up to the event such as ticket selling (no more than 5 hours), and fundraising sub-c0mmittee work.
- f. Other Link service – This could include cluster meetings, area summits, residential forums, area committees/national committees, etc. This category could also include officer's preparation time spent carryout out and preparing to carry out defined responsibilities. Time spent working with other organizations in a chapter-approved joint venture that will benefit both The Links and the other organization could also be considered for this category.
- g. Community Service – This category is for your work with other community organizations. This will not be considered for the 48 hour service requirement, but could prove helpful in securing underwriting and other funding sources.

- III. Does attendance at National Assemblies and Area Conferences count?

No. Attendance at National Assemblies and Area Conference s is part of the one and five requirement.

- IV. Who or what committee is responsible for maintaining the data?

The Vice President of Membership and her Membership Committee. All Chairpersons are responsible for verifying and validating service hours of committee members and turning it over to the Membership Committee.

- V. As an affiliate member, what parameters do I follow?

The 48 hour service requirement is binding on all members except those who are classified as Alumna, Provisory and on Leave of Absence. Affiliate members are required to complete 48 hours of service on behalf of The Links, Incorporated in order to maintain their membership.

They can link with a nearby chapter when feasible and possible and serve as a branch for a facet program project. They can perform community service related to facet recommendations, or they can engage in a community service project that is already established in their community, provided it is done on behalf of The Links, Incorporated. The affiliate member will be expected to provide proof of participation and will be responsible for keeping her own records. She will need to provide a copy to her Area Director and one to the National Headquarters before April 1st.

VI. Will each member get a form?

Each member should be given their own form to keep track of their hours. The official form should be kept by the Vice President in charge of membership and her committee.

VII. Do Chapter meetings count towards 48 hours?

Yes, Chapter meetings and Executive Committee meetings count excluding the social hour and time set aside for meal consumption. No more than 2 hours should be counted for Chapter meetings.

VIII. When can we begin counting hours and what months count for this first year?

You can start counting your hours from the end of the Assembly up until March. This is necessary in order that hours can be recorded on the Master Data Form.

IX. How much time can one count in preparation time and who is eligible to count preparation time?

Officers and committee chairs can count up to 3 hours maximum for preparation per month. Everyone can count up to 5 hours maximum for pre-fundraising preparation, i.e. ticket selling, ad collecting, etc.

Special recognition is extended to Past Area Director Mary Currie and Past Vice Director Eneid Francis for the creation and sharing of this document.