

STANDING RULES
GREATER SEATTLE (WA) CHAPTER OF THE LINKS, INCORPORATED

Finances:

- A. 1. All Chapter money shall be placed in interest bearing accounts where feasible.
- A. 2. The Chapter shall maintain a minimum balance of \$5,000 in the Chapter's contingency account.
- A. 3. All Chapter members' checks for outside events or services, (e.g. pictures, tickets, etc.) shall be made payable to Greater Seattle Chapter of The Links, Incorporated before a Chapter check is written to pay for such events or materials.
- A. 4. Chapter dues are due when the operations budget is adopted. They shall be paid in September or divided between September and October.
- A. 5. A change in membership status during the fiscal year shall result in a prorating of local dues upon acceptance of the changed status by the Chapter.
- A. 6. All Chapter members are responsible for the attendance of at least two (2) persons (including the Chapter member) at our annual fundraiser. Members who do not have at least two (2) who have paid shall be responsible for payment of the equivalent amount to the treasury. (This is an assessment.)
- A. 7. Visiting Links and Alumnae members shall pay the cost for meals at Chapter meetings at the discretion of the Chapter. The money shall be given to the Financial Secretary to reimburse the Chapter. (See A. 8. for an exception.)
- A. 8. In order to attend a Chapter-sponsored event, members are required to pay in advance (by the R.S.V.P. due date). Failure to do so may result in a fine. Once the reservation number is submitted, the reservations are closed except for the amount of overage allowed by the persons or establishment at which the event will be held.
- A. 9 The Chapter shall pay for Alumnae members who attend the February Friendship meeting.
- A. 10. The Executive Board has the Chapter's prior approval to spend up to \$500.00 for 501(c)(3)-approved related causes within the allotted budget.
- A. 11. If money is owed to the Chapter by any third party, the debt shall be considered uncollectible 30 days after a letter of request for payment is sent by the Chapter via certified mail, return receipt requested without response.
- A. 12. Money for social events shall be placed in a separate account from program or scholarship funds.
- A. 13. The expenses of the Chapter President for attending Cluster Workshops shall be paid by the Chapter.
- A. 14 Treasurer's reports are not adopted but "filed for audit."
- A. 15. Program events shall be completed before the end of the program year and shall begin with a zero balance for the next fiscal year.
- A. 16. Chapter president shall have a budget allotment.
- A. 17. If NSF bank charges are incurred by the Chapter in connection with a check received from a Chapter member, the member shall be assessed the amount of the charge.
- A. 18. Courtesy expenditures not listed in the courtesy guidelines must be approved by the Executive Board, or in an emergency, by the Executive Committee.

Operations and Miscellaneous:

- B. 1. The Chapter President's signature shall be on all letters sent to outside organizations, National and Area officers and other persons not connected with the Chapter.
- B. 2. A congratulatory card or letter shall be sent to any chapter and all chapters-elect who send our Chapter an announcement.
- B. 3. The President, or her designee, shall write a transmittal letter to be included with all donations and grants-in-aid distributed by the Chapter with copies to the appropriate Program Facet Committee chair or officer. The letter shall request a brief report from the grant recipient on how the funds were expended.
- B. 4. Chapter members and Connecting Links may participate in auctions, but not raffles or win door prizes sponsored by the Chapter. Links or Connecting Links may buy raffle tickets for their guests.
- B. 5. A visiting Link who wishes to attend a Chapter meeting shall have been approved by the President who shall advise the meeting coordinator.
- B. 6. After each function sponsored by the Chapter, an evaluation of the event shall be made by the sponsoring committee with conclusions brought to the Chapter and forwarded to the next chair of such event.
- B. 7. Requests for advertisements in souvenir booklets, etc. from chapters of The Links, Inc. shall be honored only when requested by Pacific Northwest Cluster Chapters unless it is for a Western Area Conference or National Assembly.
- B. 8. A transition Executive Board meeting shall be held at least 7-10 days prior to the June Workshop for old/newly elected and appointed officers.
- B. 9. Whenever the minutes read "Report attached," the report will be attached to the minutes and placed in the archives.
- B. 10. New Chapter members or Links visiting or transferring to the Chapter shall be formally introduced to all members when attending a Chapter meeting. Members who are aware that a guest or transferee will be attending the meeting shall notify the Vice President/Membership Chair, in advance of the meeting if possible.
- B. 11. Any person or organization contributing \$500.00 or more to a facet pro-program shall be acknowledged orally or in writing on the event program and an invitation to attend the program event shall be extended to the donor or the donor's representative.
- B. 12. The chair of the Christmas social shall be appointed by the President in June and the outgoing chair shall have reserved a venue for the next Christmas social before the end of her tenure.
- B. 13. All cell phones shall be turned off or silenced during chapter meetings.
- B. 14. Minutes of all chapter and Executive Board meetings shall be signed by the recording secretary or the secretary pro tem.
- B. 15. Minutes of all committee meetings shall be kept. They shall include the names of members present and the number of hours to be counted toward the National, Area of Chapter service requirements. These minutes shall be delivered to the Vice President/Membership and Recording Secretary for filing.
- B. 16. Items from the archives shall be checked out by the archives chair.
- B. 17. Chapter does not send delegates to Area Conferences or National Assemblies instructed as to how to vote on officers (except our own candidates) or issues.
- B. 18. Tables shall be assigned to members on a "first come, first served" basis for Chapter fundraisers.
- B. 19. Advertisements may be placed in the program for the Pacific Northwest Cluster Chapters and Area Conference and National Assembly publications. All others shall be sent a congratulatory message or card.
- B. 20. Using the name of the Greater Seattle Chapter of The Links, Inc. as a sponsor of an event shall have the prior approval of the Executive Board.

Induction to Membership Procedures:

- C. 1. Candidates for membership must be recommended by a member(s) in good standing who shall submit a completed prospective member profile form via the national website. The profile form shall be submitted at least seven (7) days prior to the Chapter meeting in November. There shall be no nominations from the floor.
- C. 2 A member shall present only one prospective candidate's name unless the total number of names submitted is less than the number that can be taken in at that time.
- C. 3. Chapter members shall be notified of the regular Chapter meeting at which names of prospective new members are to be presented. Names of prospective new members shall be presented in November.
- C. 4. At the November Chapter meeting, the presenting member shall talk briefly (not more than two (2) minutes) about the prospective candidate's qualifications.
- C. 5. Other members may speak briefly about the candidate at this time.
- C. 6. A summary shall be provided (electronically) to all active Chapter members in January at least seven (7) days prior to the regular meeting.
- C. 7. Voting for new members shall be at the regular Chapter meeting held in January.
- C. 8. New members, except for daughters or granddaughters of Links, shall be elected to membership by a two-third (2/3) affirmative vote of active members of the Chapter who are present and voting. Absentee voting is prohibited.
- C. 9. Daughters or granddaughters of Links shall be elected by a majority vote of active members of the Chapter who are present and voting. Absentee voting is prohibited.
- C. 10 The votes cast shall be counted by the Membership Committee exclusive of sponsors of candidates for membership. The President shall appoint substitute members to the committee in place of committee members who have sponsored candidates.
- C. 11. The Vice President shall contact the person(s) elected for membership to ascertain interest. If there is an interest, the Vice President then sends her an application. Deadline for acceptance for membership shall be one month from the date the application is sent.
- C. 12. Each member must consider herself pledged to keep in strict confidence all of the procedures of elections of new members. This is extremely necessary for the maintenance of good public relations.
- C. 13. Induction of new members shall be held in May. If the person is unable to attend the May induction, another mutually agreeable induction date shall be set on or before June 30.
- C. 14. The induction process shall follow the procedures set out in the National Membership Manual of The Links, Incorporated.
- C. 15. New members shall be presented with "A History of The Links, Incorporated" a copy of The Links, Incorporated Constitution and Bylaws and the Manual of Procedures. A copy of the Chapter's Handbook, Membership Directory, Standing Rules and any other rules, policies or procedures then in effect shall be given to all new members during the orientation process.
- C. 16. If there are more than five (5) persons elected to membership with a two-third (2/3) vote, the persons with the greatest number of votes, in descending order, shall be inducted in the current year and additional persons (over five [5]) shall be inducted in the following year if space is available.
- C. 17. Should there be a tie for the fifth membership position, there shall be a run-off vote to determine which candidate will be inducted in which year.

C. 18. Daughters or granddaughters of Links are excluded from the limit of five (5) members who can be inducted each year.

C. 19. If a newly elected member declines the invitation to membership, the next candidate with the highest two-thirds (2/3) vote shall be issued an invitation as quickly as possible.

C. 20. The results (number of voters) of the election for new members shall be read aloud for future reference and to assist present members with making nominations of rejected candidates in the future. This information shall not appear in the minutes.

C. 21. The Membership Committee shall select a gift for each new member inducted into the Chapter. The induction and welcome gift may be chosen from a selection of Links' pins and will be presented to the new member(s) immediately following the induction ceremony.

C. 22. All new members shall participate in a one-year development program and all new members and/or transferring members shall be assigned to an active Chapter member who shall serve as a mentor.

STANDING RULES MAY BE AMENDED OR SUSPENDED (Source: Robert's Rules of Order)

The Chapter may adopt standing rules which do not conflict with the Area Bylaws, National Constitution and Bylaws or Manual of Procedures, or the Chapter Bylaws.

Standing rules:

1. Shall be adopted by a majority vote.
2. Shall be amended.
 - a. by a two thirds (2/3) vote with previous notice.
 - b. by a majority vote with previous notice.
3. May be suspended by a two-thirds (2/3) vote without previous notice. (Note: Bylaws cannot be suspended.)
4. Shall be attached to the Chapter Bylaws.
5. The Legacy Foundation members and its Board of Directors shall abide by the standard rules of parliamentary authority and procedure.

(Reformatted 2007, amended 2005, amended 2010, amended 2017, amended 2021)