



2024-2025

MEMBERSHIP HANDBOOK

Updated: December 2024

This membership handbook is intended for the exclusive use by members of the Greater Seattle (WA) Chapter of The Links, Incorporated, and is **not** available for commercial or solicitation purposes.

Linked in Friendship, Connected in Service

Greater Seattle (WA) Chapter

2024-2025

MEMBERSHIP HANDBOOK

GREATER SEATTLE (WA) CHAPTER

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Pledge, Song, Colors and Founders

National Pledge

I do solemnly pledge myself to all the ideals, purposes, and true meaning of the word
“Friendship” as embodied in the name “LINKS.”

I shall earnestly endeavor to uphold these standards and do my share toward serving my
community and my Chapter to the best of my ability. And this I promise.

Authored by: Sarah Strickland Scott, Co-founder and First National President

National Song

We strive to do some good each year
For those who need our aid;
It binds us close and brings us joy,
And so we feel repaid.

We're each a link in friendship's chain,
And loyal to our creed
Of doing good through work and play,
Together we'll succeed.

Lyrics by: Frances Atkinson

Music by: Marietta Hall-Cephas

Name

The Links, Incorporated (Founded – November 9, 1946)
Greater Seattle (WA) Chapter (Founded December 9, 1955)

Colors

Green (Emerald – PMS 347) and White

Founders

Margaret R. Hawkins

Sarah S. Scott

THE LINKS, INCORPORATED

VISION

Enrich communities and improve the quality of life for people of African descent through friendship and service.

MISSION

Friends transforming communities through service.

VALUES

The Code of Ethics is built upon a core set of values that are rooted in our organization's history and philosophy and is consistent with the evolution of our organization.

FRIENDSHIP, The Links, Incorporated is an organization of friends. Supportive, friendly relationships continue to be the ultimate core value of the organization. We interact as friends, value and nurture each other, and appreciate shared values.

SERVICE, The time, effort and resources expended by the members of The Links, Incorporated to develop and implement innovative programs designed to meet the ongoing challenges faced by the communities we serve. We are committed to the performance of service because service is the very heart of Linkdom.

LEGACY, Our rich history creates the foundation for our evolving organization. Through the celebration of history, we honor and pay respect to our Founders, the first "Links Club," the pioneers and visionaries for our Organization.

RESPECT, in recognition that each member of The Links, Incorporated brings value to our organization, we uphold the value of respect. Each member has a background and varied life experiences that are unique. We shall respect our differences and opinions to further the mission of our organization.

FAMILY RELATIONSHIPS, The Links, Incorporated not only recognizes the importance of family but encourages and supports family relationships as reflected in the involvement of Connecting Links and Heir-o-Links.

HONESTY/TRUTH, Truth lies at the heart of friendship and creates the foundation upon which trust, and accountability are built.

CONFIDENTIALITY, The intricate ties that The Links, Incorporated has within the community, as well as the nonprofit status our organization enjoys, call for us to value confidentiality and the non-disclosure of privileged and confidential information to unauthorized individuals. We shall recognize the value of confidentiality in matters that rely upon it.

INTEGRITY, A person with integrity is principled and honorable. We will operate with integrity as we fulfill our commitment to the community and build mutual trust and respect.

COURAGE, A courageous person embraces new ideas, creates innovative approaches to perennial and emerging problems, and participates in exploring uncharted territories. We will be courageous in our service programming.

RESPONSIBILITY AND ACCOUNTABILITY, A responsible person fulfills commitments. An accountable person accepts responsibility for decisions. In our execution of programs dealing with the public, and in the development of our friendships, we shall exercise responsible stewardship, especially when public funds are being utilized.

†The Links Organization Code of Ethics and Standards

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2020-2025 STRATEGIC PLAN

1. National Priority: Amplify a culture of friendship and engagement

Outcomes: Shared values; Friendship across generations; Strategic future growth; Keeping legacy alive Increase opportunities for **membership connections** through the establishment of non-business monthly activities to at least 6 activities in a program year with target member participation of 30 percent.

- a. Increase opportunities to **engage Alumnae** members for the keeping of chapter's history and legacy in the community from 2 events in a year (November Friendship Luncheon and May Induction Luncheon) to **4 events** in the program year.
- b. Increase opportunities for **new members** (0 to 3 years) through targeted activities for engagement and leadership growth through the use of **assigned mentors** and program/operational assignments.
- c. Foster **leadership development** among Chapter members and promote intergenerational leadership succession as evidenced by **70 percent** of members assuming **leadership roles** in the Chapter, Area, and National levels by 2026.

2. National Priority: Amplify a culture of transformational community service

Outcomes: Commitment to serve; Deliver impactful and sustainable programs; Improve the lives of the communities we serve

- a. Continue the Umbrella **'Building STEAM' program** for the 2021-2026 timeframe with a minimum of 22 middle school students each year and nurture its growth and development.
- b. Develop, implement, and grow an annual **college-prep workshop** for high school (sophomores – seniors) to educate them about the application and scholarship/financial aid process.
- c. Continue to implement and **grow our scholarship program** with a goal of awarding \$100,000 annually in new scholarship awards and emergency funding.
- d. Continue to celebrate our youth via the annual **Youth Awards Program**.
- e. **Explore potential partnerships** with agencies such as: Byrd Barr, Urban League of Metropolitan Seattle, or Central Area Senior Center, and a Snohomish County agency for short-term, timely program activities.

3. National Priority: Amplify a culture of fiscal responsibility

Outcomes: Transparency; Accountability; Good stewardship; Fund development

- a. Annually, earmark and execute at least **one annual budget item** that meets an identified **regional economic/financial priority** (i.e. food insecurity programs).
- b. Develop an **annual feedback process** to ensure the current financial officers (President/Treasurer/Financial Secretary), and Finance and Internal Audit Committees have the **resources needed** to develop financial information that is relevant, reliable, timely, and accurate.
- c. Explore targeted grow of the scholarship endowment.
- d. Establish a minimum of one-year **operating reserve fund**.

4. National Priority: Amplify a culture of organizational excellence and alignment

Outcomes: Effectiveness and efficiency; Alignment across Linkdom; Adherence to our governing documents

- a. Review Chapter's **bylaws, operational document, and strategic plan** on an annual basis to ensure alignment with National's governing documents in the month of September.
- b. Facilitate **annual leadership planning session** to review progress to ensure we are living the strategic plan priorities.
- c. Establish a **joint OE/Strategic Planning Committee** to examine other efficiencies such as: moving to a biennial election cycle, adjusting retreat month (from July to June), and right-sizing of committees, etc.

5. National Priority: Amplify a culture of brand awareness

Outcomes: Promote Links' Incorporated brand; Heighten visibility via social media

- a. Expand the role and resources of the *Communications and Public Relations Committee* to develop a **social media strategy** aligned to National Priorities and refreshed annually.
- b. Create and execute a **training plan** to deepen members' understanding of brand building techniques and develop their skills as well as confidence in utilizing social media tools.
- c. Encourage at least **one monthly brand-building activity** (i.e. social media post, outreach to media contacts & community partners, etc.) on topics we want our constituents/stakeholders to care about.

6. New: Amplify our culture of Leadership and Professional Development

CHAPTER PRESIDENT'S GOALS

1. Continue our commitment to serve and deliver impactful and sustainable programs.
2. Continue to run a fiscally sound chapter and effectively disperse donor funds.
3. Increase brand awareness and visibility of our Scholarship Program.
4. Align our Strategic Plan with the National Link Strategic Plan.
5. Increase friendship activities and enhance leadership development efforts.

CHAPTER ALUMNAE

Alumna	Induction	Year of retirement
Deryl J. Brown-Archie, J.D. CL: Butch Williams	2002	2024
Frances Carr CL: Luther Carr Platinum Member	1979	2010
Lucile F. Carter	1989	2012?
Patricia Chatard, Ph.D. CL: Peter (Pete) Chatard, M.D. Platinum Member	1969	2003
Anita Johnson Connell, M.D. CL: Raymond Connell	1987	2016?
Patricia Dunston CL: Ernest (Ernie) Dunston Platinum Member	1982	2012
Juli E. Farris, J.D.	1983	2023
Robin S. Green	2009	2021
Wanda J. Herndon	1998	2023
Sonja Greene Hampton, Ed.D.	1987	2015
Mary Turner Henry Platinum Member Longest Link Member in the Western region	Ind Winston-Salem 1950 Trans to GSCL 1957	1993
Winona Hollins-Hauge, MSW CL: John Loren Hauge	1990	2020
Gwendolyn Howard, J.D.	1980	2011
Lazelle Johnson CL: Charles Johnson Platinum Member	1961	2001
Mona Lake Jones, Ed.D. CL: Joe Jones Platinum Member	1983	2011
Margaret Martinez	1994	2024
Constance Leigh Proctor, J.D. CL: Rodney Parker	2000	2023

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Deborah Purce, J.D.	1989	2020
Constance Williams Rice, Ph.D. CL: Norman (Norm) Rice	1979	2009
Sandra Kirk Roston M.S.W. Platinum Member	1982	2012
Juana R. Royster, Ph.D.	2001	2012
Ernestine Rutledge-Hester CL=Lloyd Hester Platinum Member	1979	2010
Wilhelmenia (Mena) Sims	1999	?
Josephine Stokes Charter / Platinum Member	1955	1985
Liz A. Reynolds Thomas, Ph.D.	1982	2017
Carol Ramsay Washington CL Michael Washington Platinum Member	1979	2024
Green = 30+ years of Service		

25 Year + Active Members

Faye R. Chess (1995)
Jonelle (JC) Johnson (1999)
Aimee Vaughan (1998)

30 Year + Active Members

Michelle Terry, M.D. (1990)
Cherry A. McGee Banks, Ed.D.
(1994)

PLATINUM MEMBERS

Frances Carr
Patricia Chatard, Ph.D.
Patricia Dunston
Mary Turner Henry
Lazelle S. Johnson
Mona Lake Jones, Ed.D.
Sandra Kirk Roston
Ernestine Rutledge-Hester
Josephine Stratman Stokes
Carol Ramsay Washington

Note: A Platinum member is an active or alumna member who has reached eighty (80) years of age or older and who has given at least thirty (30) years of service, or who has given at least (50) years of active service or who, regardless of age, has given at least forty-five (45) years of active service and has served in an elected position in her Chapter and/or an elected or appointed position on the Area or National level. Members who meet the above requirements by June 30th of any given year and who submit the "Platinum Member Notification Form" by February 1st of the following year, shall be granted platinum status in the year in which she becomes eligible.

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.

GREATER SEATTLE (WA) CHAPTER CHARTER MEMBERS

- Sarai Greene Haith (Organizer and President)
- Josephine Stratman Stokes (Vice President)
- Virginia Clark Gayton (Financial Secretary)
- Orie Greene (Secretary)
- Melvina Lomax Squires (Treasurer)
- Beatrice Dotson
- Guela Gayton (Humes) Johnson
- Christine Meade
- Lillian Mitchell
- Deloris Brooks Williams
- Sylvia Gayton (Greene) Wesley

IN MEMORIAM

Deloris Brooks Williams	Orie Greene	Melvina Lomax Squires
Dellie Shorter	Dorothy Cannon	Sarai Greene Haith
Christine Meade	Jean Shy Farris	Valeria Caldwell
Alice Hall	Lillian Mitchell	Lylia Walls Joyner
Virginia Clark Gayton	Joyce Kelly	Lilian Morris Gideon
Helen Young Lacy	Beatrice Dotson	Blanche Lavizzo
Margaret (Stevie) Perkins	Marion E. Schultz Sutherland	June Mack Motin
Lisa Motin Starke	(10 th National President)	Guela Gayton (Humes) Johnson
Octavia (Toby) Burton	Mildred Ollée	Edith Peggy Johnson
Vivian Caver	Norma McKinney	

CHAPTER PRESIDENTS

1955-58: Sarai Greene Haith

1958-60: Orie Greene

1960-62: Christine Meade

1962-64: Josephine Stratman Stokes

1964-66: Vivian Caver

1966-68: Lazelle S. Johnson

1968-70: Marion E. Schultz Sutherland

1970-72: Jean Shy Farris

1972-74: Bobbie Whitehead

1974-75: Lylia Walls Joyner

1975-77: Josephine Stratman Stokes

1977-79: Bobbie Whitehead

1979-81: Blanche Lavizzo

1981-83: Margaret L. (Stevie) Perkins

1983-85: Alice Hall

1985-87: Constance Williams Rice

1987-89: Octavia (Toby) Burton

1989-91: Frances Carr

1991-93: Patricia Dunston

1993-95: Carol Ramsay Washington

1995-97: Ernestine Rutledge-Hester

1997-99: Carmen Gayton

1999-01: Norma McKinney

2001-03: Liz A. Reynolds Thomas

2003-05: Cherry A. McGee Banks

2005-07: Juli E. Farris

2007-09: Gayle A. Johnson

2009-11: Juana R. Royster

2011-13: Margaret Morris Martinez

2013-15: Deryl Brown-Archie

2015-17: Sheila Edwards Lange

2017-19: Mary E. Pugh

2019-21: Jeanette James

2021-23: Carmen Mayo

2023-Present: Adrienne Heile

(Elected Officers comprise the Executive Committee)

President	Adrienne Heile
Vice President	Jovonia Taylor-Thibert
Recording Secretary	Ninevah Lowery
Corresponding Secretary	Roxanne Christian
Financial Secretary	Sonya Daniels Walker
Treasurer	Maya Dillard
Immediate Past President	Carmen Mayo
Appointed Officers	
Parliamentarian	Faye R. Chess
Program Coordinators	Mary Pugh, Alicia Boler-Davis & Francisca Engmann
Fund Development	Sharon Turner & Susan L. Mask, J.D
Courtesy/Protocol/Inspiration	J.C. Johnson

PROGRAM FACETS COMMITTEES

Arts	National Trends & Services (NTS)
Co-chair: Anena Metoyer	Co-chair: Bonnie J. Glenn
Co-chair: Alia Black-Dockins	Co-chair: Jovonia Taylor
Carmen Mayo	El'Freda Agboka
Carol Brown	Bianca Connell-Flint
Aimee E. Vaughan	<i>Cherry A. McGee Banks (on leave)</i>
Jan Kendle	Jeanette James
LaNesha DeBardelaben	Mary Pugh
Ninevah Lowery	Roxanne Christian
Linda Walton	Kina Gilmore
Lauren Metoyer	Chelsia Berry
Angela Poe Solomon	Vivian Jackson
Jocelynn McAdory (dual resident member)	Leona Dotson
Health & Human Services (HHS)	Services To Youth (STY)
Co-chair: Lillian Lockett Robertson	Chair: Nancy Stephens
Co-Chair: Rachel Issaka	Kia C. Franklin
Janine Jones	Beth Salaguinto
Sonya Daniels Walker	Faye R. Chess
Michelle Terry	Leslie Walker-Harding
Susan L. Mask	Linda Thompson-Black

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Tracy Davis	Maya Dillard
Tracy Hilliard	Andrea Chatard
Blair Washington	Adrienne Heile
Joanne Harrell	Sheila Edwards Lange
Sharon Turner	Paula Sardinas
Gloria Richard-Davis	Rosalyn Miles
International Trends and Services (ITS)	
Co-chair: Marcella Fleming Reed	JC Johnson
Co-chair: Francisca Engmann	Leslie Deane Jones
Alicia Boler-Davis	Nicole Black
Lynne Varner	Brooke Spearmon
Dana Kearney	

OPERATIONS / STANDING COMMITTEES

Archives Committee	Budget & Finance
Chair: Cherry McGee Banks (on leave)	Chair: Maya Dillard
Linda Thompson Black	Dana Kearney**
Michelle Terry	Kina Gilmore*
Jan Kendle	Anena Metoyer
Programs	Sheila Edwards Lange
Mary Pugh	Susan Mask***
Alicia Boler-Davis	Jovonia Taylor
Francisca Engmann	Adrienne Heile
	*Audit committee **Scholarship Committee ***Fund development
Next Gen Liaison	
Chelsia Berry	
Bylaws Committee	Communications & Public Relations Committee
Chair: Faye R. Chess	Chair: Ninevah Lowery

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Co-chair: Linda Walton	Alicia Boler-Davis
Bonnie J. Glenn	LaNesha DeBardelaben
	ElFreda Agboka
Courtesy, Protocol & Rituals	Ethics & Standards Committee
Chair: JC Johnson	Chair & Parliamentarian: Faye Chess
Lynne Varner	Linda Walton
Leslie Deane Jones	Jovonia Taylor
Fund Development	Membership/Social Committee
Co-Chair: Sharon Turner	Chair: Jovonia Taylor
Co-Chair: Susan Mask	Tracy Davis
Francisca Engmann	Ninevah Lowery
Tracy Hilliard	Lillian Lockett Robertson
Paula Sardiñas	Linda Thompson-Black
Kina Gilmore	Blair Washington
Sheila Edwards Lange (EOE Chair)	Chelsia Berry
Rosalyn Miles	Aimee E. Vaughan
Vivian Jackson	Carol Brown
	Jocelynn McAdory (dual resident member)
2025 Youth Program Awards	<i>*Social Committee combined with Membership Committee</i>
Coordinator: Linda Walton	

OPERATIONS / STANDING COMMITTEES (cont.)

The Legacy Foundation of Seattle	Scholarship Committee
President: Adrienne Heile	Co-Chair: Carmen Mayo (Arts)
Vice President: Jovonia Taylor	Co-Chair: Dana Kearney (ITS)
Recording Secretary: Ninevah Lowery	Lynne Varner (ITS)
Treasurer: Maya Dillard	Alia Black-Dockins (Arts)
Executive Director: Susan Mask	Sonya Daniels Walker (HHS)
Member-at-Large (elected): Jeanette James	Michelle Terry (HHS)
	Nancy Stephens (STY)
Strategic Planning & OE Committee	Chelsia Berry (NTS)
Co-Chair: Adrienne Heile	Kina Gilmore (NTS)
Mary Pugh	

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Jovonia Taylor	Technology Committee
Kia Franklin	Chair: Janine Jones
Leslie Walker-Harding	Chelsia Berry
Tracy Davis	Blair Washington
Area & National Office/Chair/Liaison	Mental Health Committee
Carmen Mayo – WA Regional Arts Chair	Chair: Janine Jones
Faye R. Chess – WA Bylaws Committee	Mary Pugh
Jeanette James – WA Leadership Advocacy Committee	Beth Salaguinto
	Andrea Chatard
Audit Committee	Sharon Turner
Kina Gilmore	
Tracy Hilliard	
Jan Kendle	
2024 EOE Committee	
Chair: Sheila Edwards Lange	Vivian Jackson
Jeanette James	Brooke Spearmon
Carmen Mayo	Lauren Metoyer
Adrienne Heile	Jovonia Taylor
Alia Black-Dockins	Bianca Connell-Flint
Susan Mask (Fund Development)	Nicole Black
Sharon Turner (Fund Development)	Angela Poe-Solomon
Mary Pugh	JC Johnson
Maya Dillard	Roxanne Christian
Leslie Deane Jones	Anena Metoyer
Carol Brown	Leona Dotson
Andrea Chatard	Francisca Engmann
2025 EOE Chairs	

Co-Chair: <i>TBD</i>	
Co-Chair: <i>TBD</i>	
70th Anniversary Committee	
Co-Chair: Michelle Terry (Co-Chair)	Alumnae: Carol Washington & Liz Reynolds Thomas
Co-Chair: Blair Washington (Co-Chair)	
Joanne Harrell	Vivian Jackson
El'Freda Agboka	Brooke Spearmon
Lillian Robertson	Lauren Metoyer
Jovonia Taylor	Adrienne Heile

FACET COMMITTEES

The Arts Committee – Each year, this committee shall plan and execute a program which shall be in harmony with the Links, Incorporated's National dimension of The Arts.

Health and Human Services Committee – This committee shall promote health and education to eliminate health disparities which plague the ethnic and economically depressed communities in the United States and abroad.

International Trends and Services Committee – This committee shall study all requests from outside groups for money or services of the Links, Incorporated, internationally, bringing such requests as they feel are worthy of consideration to the Chapter for its approval and/or suggestions of ways of implementation. Each year, this committee shall plan and execute a program or project which shall be in harmony with The Links, Incorporated's National dimension of International Trends and Services.

National Trends and Services Committee – This committee shall study all requests from outside groups for money or services of The Links, Incorporated which pertain to adults, nationally, bringing such requests as they feel are worthy of consideration to the Chapter for its approval and/or suggestions of ways of implementation. Each year, this committee shall plan and execute a program or project which shall be in harmony with The Links, Incorporated's National dimension of National Trends and Services.

Services To Youth Committee – Each year, this committee shall plan and execute a program which shall be in harmony with the Links, Incorporated's National dimension of Services To Youth.

OPERATIONS / STANDING COMMITTEES

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Archives Committee – The Chair shall be appointed by the President; this committee shall develop and implement methods of collecting and codifying all documents, artifacts, correspondence and memorabilia of the Chapter. Charter members and/or members of long-standing shall be among the members of this committee.

Audit Committee – This committee shall be appointed by the President and shall have completed a financial audit in accordance with National guidelines.

Budget and Finance Committee – This committee shall be chaired by the Treasurer with the Financial

Secretary, Immediate Past Treasurer and Immediate Past Financial Secretary as members. The Committee shall present a copy of the proposed Restricted and Unrestricted Budget to each member. The Committee shall make recommendations regarding Chapter dues and assessments; provide oversight of Chapter expenditures to assure that they are in compliance with the approved budget; make recommendations on monetary requests to the Chapter; assure that all Internal Revenue submissions are made in a timely manner and assure that the Chapter's financial records are audited by a Certified Public Account every two (2) years or when a new treasurer takes office.

Bylaws Committee – This committee of at least three (3) members shall be chaired by the Parliamentarian. This Committee shall receive and make recommendations for amendments and/or revisions to the Bylaws, shall assure that Chapter Bylaws are not in conflict with the National and Area

Bylaws and shall assure that the Chapter Bylaws are submitted to the National and Area Parliamentarians annually. This committee shall recommend changes to the Bylaws and Standing Rules of the Chapter to the Executive Board before submission to the Chapter. This committee shall consider changes to the Bylaws and Standing Rules that are presented to the committee by Chapter members.

Communications and Public Relations – The Chair of this committee shall be appointed by the President. It shall consist of at least three (3) members. It shall be the responsibility of this committee to procure publicity, print radio and television, for the activities and programs of the Chapter. This committee shall prepare press releases, develop and maintain media packets and create or update a brochure pertaining to the history of the Chapter, its membership and its accomplishments and update the website at least annually. This committee shall be responsible for enhancing the Links' image at public events.

Courtesy and Protocol Committee – This committee shall be responsible for extending courtesies to Chapter members according to guidelines adopted by the Chapter. This committee shall also be responsible for extending courtesies to Chapter members and their families in recognition of special achievements and/or honors and the extension of courtesies to others, according to Chapter, Area or National Protocol upon prior approval of the Executive Committee, and approval or ratification by the Chapter. The Committee shall also be responsible for an annual review of the courtesy guidelines and shall be in charge of alumnae relations. The Protocol Officer shall serve on this committee.

Ethics and Standards Committee – The Committee shall exist as a Standing Committee on the National, Area, and Chapters levels. It 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.

Fund Development Committee – The President shall appoint the chair of the Fund Development

Greater Seattle (WA) Chapter of The Links, Incorporated: Membership Handbook 2024-2025 Committee. Each year, the Committee shall coordinate the solicitation of grants and other funds from Chapter approved sources for Chapter programs and other fund development activities. The Fund Development Committee shall include the following sub-committees to complete its work:

- A. **Scholarship Committee** – The scholarship sub-committee shall establish criteria for awarding scholarships and determine how available funds will be allocated among various scholarships. The Scholarship Committee Chair shall be appointed by the President and the Committee shall include at least one representative from each program facet.
- B. **EOE (Evening of Enchantment)** or other designated fund-raising sub-committee shall be responsible for planning and implementing an annual fundraising event for the benefit of the Chapter. The chair shall be appointed by the sitting President at least twelve (12) months prior to the event being held.
- C. **Grant-Writing** – The Grant-writing sub-committee shall be responsible for identifying and soliciting grants from appropriate public and private funding sources. The Chapter president shall appoint the chairs of the Grant writing sub-committees.

Membership Committee – This committee shall consist of at least three (3) members, the Vice President as chair, the Financial Secretary and one other member appointed by the President. It shall be the duty of this committee to address all membership issues. At Chapter meetings, this committee shall report on any actions taken affecting members.

Social Committee – This committee shall be responsible for planning and implementing social activities for the Chapter and their families, visiting Links and guests.

Strategic Planning Committee – The Committee shall consist of a minimum of 2 members. It shall be responsible for ongoing research and development for the purpose of making recommendations and assisting the Chapter in carrying out its aims, defining, refining, and evaluating its goals activities, and structure; and creatively and appropriately enriching the membership and the larger community.

Technology Committee – The Committee shall work with the Executive Board to manage the chapter webpage and determine ways for the chapter to best integrate technology into its operations.

CHAPTER SPECIAL PROJECT(S)

Scholarship Program / Youth Awards – The Committee works with Facets, Scholarship Committee, Publicity and Executive Committee to plan and deliver annual event to recognize Building STEAM participants, local youth and scholarship recipients.

70th Anniversary Committee – The Committee will plan, support, and engage membership in commemorative activities related to the Chapter's 70th anniversary.

2024-2025 CHAPTER & EXECUTIVE BOARD MEETINGS

Executive Board Meetings (Second Sunday, 1:30PM – 3:30PM)

September 15, 2024 (third Sunday)

October 13, 2024

November 10, 2024

January 12, 2025

February 9, 2025

March 9, 2025

April 13, 2025

May 4, 2025 (first Sunday mtg; to avoid Mother's Day)

Chapter Meetings (Third Saturday, 10:00AM – Noon at Central Senior Center)

September 21, 2024

October 19, 2024

November 16, 2024 (off-site meeting – friendship month)

January 18, 2025

February 15, 2025

March 15, 2025

April 19, 2025

May 17, 2025 (off-site meeting – kickoff new program year; Induction & Alumnae celebrations if applicable)

July 19, 2025 (Retreat)

**Chapter Meetings are not held in June, August, and December.*

FISCAL CALENDAR (MAY 1 – APRIL 30)

At-A-Glance

May

- May 1: Fiscal Year Begins
- May 1: Deadline for late dues
- May 1: Member transfer request submissions begin
- Induction of new members & alumnae/platinum celebration (3rd Saturday of the month)

June

- June 1: Establish all committees for new chapter year
- June 30: New member induction deadline
- June 30: Chapter committee chairs should be updated via the online MMS system by Chapter Recording Secretary

July

- Chapter planning retreat (3rd Saturday)

August

- Changes in Chapter Bylaws, Membership Rosters, handbooks etc. emailed to Area Directors
- Copies of Chapter Bylaws are sent to Area Parliamentarian

September

- Sept 15: Deadline for submission of 990 Tax form to IRS (postmarked)
- Sept 15: Deadline for submission of copy of 990 Tax Form to The Links, Incorporated

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- Sept 15: Bonding insurance due
- Chapter determines whether to nominate/invite new members

October

- Chapter sends Chapter budget for to Area director with a copy to Area Treasurer
- New member Candidate(s) Profile forms are made available (online) to Chapter members

November

- National Friendship month
- Nov 9 – Founders Day
- Candidate Profile Forms presented to Chapter members

December

- December 9: Greater Seattle (WA) Chapter Charter Day
- Business License Renewal

January

- Voting on New Members

February

- Feb 1: Deadline for submission of Program Reports
- Feb 1: Deadline for submission of Friendship Month Activities

March

- Service Hours Due
- Deadline for submission of Alumna request forms and letters
- Chapters begin processing 2025-2026 membership dues and submit payment online
- Chapters nominates officers

April

- Apr 1: Deadline for all 2025-2026 membership dues to be processed submitted and approved online
- Apr 1: Building assessment deadline for all inductees
- Apr 1: Strategic Plan updates due in the Tracking Tool for Status report to National Office
- April 19: Chapter election and installation of officers
- Annual report of The Legacy Foundation of Seattle due to WA Secretary of State
- Apr 30: Chapter profiles should be updated via the online MMS system by Chapter Recording Secretary
- Apr 30: End of fiscal year

44th National Assembly (2024)

June 12th-16th 2024

Greater Seattle (WA) Chapter of The Links, Incorporated: Membership Handbook 2024-2025
Gaylord Texan Resort, Grapevine Texas

47th Western Area Conference (2025)

June 11 – 15, 2025

JW Marriott, Las Vegas

45th National Assembly (2026)

June 24 – 28, 2026

JW Marriott (downtown), Detroit Michigan

NATIONAL ELECTED OFFICERS

THE LINKS, INCORPORATED

The Links, Incorporated

The Links Foundation, Incorporated

Elected National Officers 2020-2022

Ethel Issacs Williams, J.D.

National President

Shuana Tucker-Sims, Ph.D.

National Vice President

Marcia L. Page

National Treasurer

Rhonda Starks Crowder

**National Recording
Secretary**

Cheryl L. Burke

**National Nominating
Chair**

Tyna D. Davis, Ed.D.

National Parliamentarian

Kimberly Jeffries Leonard, Ph.D.

Immediate Past National President

Western Area Director

Karen Cole

Western Area Vice Director

Brenda Kennedy

Greater Seattle (WA) Chapter of The Links, Incorporated: Membership Handbook 2024-2025

Beverly Hills West (CA) Chapter

wadirectorkarencole@gmail.com

Austin (TX) Chapter

avdbrendapkennedy@gmail.com

Western Area Secretary

Elizabeth Sapp James

Gulf Coast Apollo (TX) Chapter

Western Area Treasurer

Felicia Herring

Town Lake (TX) Chapter

WESTERN AREA OFFICERS 2024-2025

Western Area Parliamentarian

Patricia J. Titus

Harbor Area (CA) Chapter

Financial Secretary

Marcia Darden

San Fern. Vly (CA) Chapter

Immediate Past Western Area Director

Lorna Hankins - Gulf Coast (TX)

ATTENDANCE REQUIREMENTS

One in Five has specific periods during which the requirements must be met.

IF YOU WERE INDUCTED IN:	YOUR CURRENT 5- YEAR PERIOD IS:	YOUR NEXT 5- YEAR PERIOD IS:	YOUR NEXT 5- YEAR PERIOD IS:
2021	2024-2028	2029-2033	2034-2038
2022	2024-2028	2029-2033	2034-2038
2023	2024-2028	2029-2033	2034-2038
2024	2024-2028	2029-2033	2034-2038
2025	2025-2028	2029-2033	2034-2038
2026	2026-2033	2034-2038	2039-2043
2027	2027-2033	2034-2038	2039-2043
2028	2028-2033	2034-2038	2039-2043
2029	2029-2033	2034-2038	2039-2043
2030	2030-2033	2034-2038	2039-2043
2031	2031-2038	2039-2043	2044-2048

NOTES:

- Only one Assembly or Area Conference will be credited during a period.
- All members inducted or reinstated in 2021 or prior are required to satisfy the one-in-five obligation by 2028.

Minimum 48 Service Hours Requirement

Active members of The Links, Incorporated are required to accumulate a minimum of forty-eight (48) hours of service per year to the organization through service sanctioned by and a part of her Chapter's programmatic thrust. Service hours may also be earned by attending Chapter meetings, participation in Chapter activities, participation in certain Area meetings as may be designated by the Area Director, and participation in certain National meetings as may be designated by the National President.

The one-year time period mirrors the fiscal year of The Links, Incorporated (i.e. May 1 through April 30). Members may project as estimate of service hours that will be accumulated after the Chapter's submission of its Master Data Form and by April 30, if necessary. Chapter leadership is responsible for ensuring the integrity of the service hours reported.

NOTE: Please enter service hours via Track-it-Forward:

<https://www.trackitforward.com/site/greater-seattle-wa-chapter-links-incorporated>

Hours must be turned no turned in no later than the March Chapter Meeting.

Chapter Tech Links

Dropbox:

https://www.dropbox.com/sh/7umpo5ygm7fi9l/AADKCVHVjQD4JVnyx_HdXqGba?dl=0

Website: <https://www.greaterseattlelinks.org> (member only password is: gslinks)

Facebook Page: @GreaterSeattleLinks

Track-it-Forward:

<https://www.trackitforward.com/site/greater-seattle-wa-chapter-links-incorporated>

National Tech Link

National Website: <https://www.linksinc.org> (for member only access, email: tyrina.hall@linksinc.org)

Active Members 2024 - 2025

Name	Induction Year
El 'Freda (Freda) Agboka	2022
Cherry A. McGee Banks, Ed.D.	1994
Chelsia Berry, Ed.D.	2020
Nicole Black	2023
Alicia Boler-Davis	2009
Carol Brown	2015
Andrea M. Chatard	2009
Faye R. Chess, J.D.	1995
Roxanne Christian	2019
Bianca Amoy Connell-Flint	2023
Tracy Davis	2001
La Nesha DeBardelaben	2015

Name	Induction Year
Maya Dillard	2009
Alia Black Dockins, MBA	2023

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Leona Dotson	2022
Sheila Edwards Lange, Ph.D.	2009
Francisca Engmann	2022
Kia C. Franklin, J.D.	2017
Kina W. Gilmore	2018
Bonnie J. Glenn, J.D.	2006
Joanne Harrell	2016
Adrienne Heile	2011
Tracy M. Hilliard Ph.D.	2014
Rachel Issaka	2022
Vivian Jackson	2024
Jeanette James, Ph. D.	2013
Jonelle (M.C.) (JC) Johnson	1999
Janine M Jones, Ph.D.	2003
Leslie Jones	2003
Dana Kearney	2016
Jan R. Kendle	2012
Ninevah Rudolph Lowery	2012
Susan L. Mask, J.D.	2003
Carmen Mayo	2013
Jocelynn McAdory (dual resident member)	2005
Anena Metoyer	2016
Lauren Metoyer	2024
Rosalyn Miles	2006
Mary E. Pugh	2007
Marcella Fleming Reed, J.D.	2010
Gloria Richard-Davis	2001
Lillian Lockett Robertson, M.D.	2016

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Beth C. Salaguinto	2009
Paula Sardiñas	2020

Name	Induction Year
Angela Poe Solomon	2022
Brooke A. Spearmon	2024
Nancy V. Stephens, J.D.	2015
Jovonia Taylor	2018
Michelle Terry, M.D.	1990
Linda Ann Thompson-Black	2006
Sharon Denise Turner	2023
Lynne K. Varner	2014
Aimee E. Vaughan	1998
Leslie Walker-Harding, M. D.	2012
Linda Diane Walton	2023
Blair B. Washington, M.D.	2013

Heir-O-Links - As of June 2024

MEMBER	HEIR-O-LINKS
Adrienne Heile	Walter & Jeffrey Allen
Alia Black Dockins	Ian & Kyle Dockins
Alicia Boler-Davis	Justin & Dylan Davis
Aimee Vaughan	Brandon & Alyssa Vaughan
Anena Metoyer	Lauren Metoyer
Angela Poe Solomon	Ava Russell & Maya Russell
Beth C. Salaguinto	Taylor & Grayce Salaguinto
Bianca Amoy Connell-Flint	Nathan & Olivia Flint
Brooke Spearmon	Ava, Olivia & Vaughn Spearmon
Bonnie J. Glenn, J.D.	Brittany & Tiffany
Carol Brown	Keyon & Kai Brown
Chelsia Berry	King Malachi Berry-Battle
Cherry A. McGee Banks	Angela & Patricia Banks
El'Freda Agboka	Joseph, Amaya, & Amira Agboka
Faye Rosalind Chess	Kamilah & Akil Chess Prentice
Francisca Engmann	Nii & Christian Engmann
Gloria Richard-Davis	Madison & Morgan Davis

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Janine M. Jones	Nia Alexis Jones
Joanne Harrell	Adam & Joyce Harrell, Jason Lombard
Kia Charon Franklin	Sukuba Lillian Jack
Kina Gilmore	Asante, Lauren, & Laurence
Leona Dotson	Duke Dotson
Leslie Walker-Harding	Nicole Prothro
Linda Walton	Michael Hoyal
Lynne E. Varner	Jackson Hollie
Marcella Fleming Reed	Alexandria Fleming
Mary Pugh	Angela & Alex Scoggins
Maya Dillard	Braxton & Desiree Dillard
Michelle Terry	Riley, Allison, & Phillip Burton
Ninevah Lowery	Neva-Nataia & Bryant Lowery
Paula Sardiñas	Gabriella, Cristina, & David Mateo
Rachel Issaka	Simone Taylor
Rosalyn Miles	Jerry, Christopher, & Rosalyn Ruth
Roxanne Christian	Cameron & Naomi Dancer
Sonya Daniels Walker	Willis & Elijah Walker
Susan Mask	Michael & Lauren Knight
Tracy Davis	Daniel & Caleb Davis
Vivian Jackson	Jordan Lathan, Lauren Holeman, & Morgan Fields

Heir-o-links in bold are age 18 or under