



BYLAWS

GREATER SEATTLE (WA) CHAPTER OF THE LINKS, INCORPORATED

ARTICLE I NAME AND BOUNDARIES

Section 1. The name of this organization shall be the Greater Seattle (WA) Chapter of The Links, Incorporated and the full name is to be used on first reference.

Section 2. Chapter Boundaries (geographic and service areas) for the Greater Seattle (WA) Chapter of The Links, Incorporated (GSCL) shall be the counties of King, Snohomish, Kitsap, Clallam and Jefferson.

ARTICLE II PURPOSE

The purpose of the organization is to promote and engage in educational, civic and intercultural activities in order to enrich the lives of its members and the larger community and to work together toward achieving common goals.

ARTICLE III MEMBERS

Section 1. Each member shall be a woman of high ethical standards, who is, or has the potential of making contributions to her community in civic, educational or intercultural activities. Membership of the Chapter shall consist of duly inducted women who are residents of the specified locality for which the Chapter is established to serve. Membership shall be limited to sixty (60) active members, exclusive of alumnae members. Daughters of Links (DOL) and granddaughters of Links who are active members of the Chapter that has reached its maximum of members shall not be included when calculating the number of active members in the Chapter.

Section 2. Membership in The Links, Incorporated is a privilege. Members are expected to uphold the core values of the organization and to abide by the letter and intent of the Constitution, Bylaws, Manual of Procedures and other rules and regulations.

Section 3. Members shall be accorded rights and privileges in the Chapter according to their classification of membership. These rights and privileges include voting, holding office and participation in the activities of the National Assembly and Western Area Conference.

Section 4. The annual membership dues shall include National dues and fees as established by the National Assembly of The Links, Incorporated and such local dues and assessments as established with the approval of the Chapter.

Section 5. Classifications of Members

A. Active

1. An active member in good standing is a member who:
 - a. has met all financial, service, attendance and other obligations required of members by The Links Incorporated, Greater Seattle Chapter, and The Links Incorporated (National) attendance requirement for Assemblies or Area Conferences;
 - b. is not under disciplinary action; and
 - c. has met the minimum forty-eight (48) hour per program year, service requirement of The Links, Incorporated (National).

2. An active member must:

- a. register and attend at least one (1) Area Conference, or one (1) The Links, Incorporated National Assembly within each designated five (5) year period in order to retain her membership. The initial five (5) year period began at the 33rd National Assembly held in 2002 in Chicago, IL. This provision shall not apply to alumna, active platinum and provisory members.

If a documented life-altering or life-threatening event occurs unavoidably preventing an active member from meeting this requirement, she must contact the Vice President immediately.

- b. An active member shall adhere to the following attendance requirements:
 - i. Absences shall be recorded in the minutes by the Recording Secretary.
 - ii. A member may lose active status if she has an attendance problem and is not eligible for a leave of absence, alumna, provisory or affiliate status. She may also lose active membership status if she is not financial or does not participate in Chapter programs.
 - iii. An attendance problem occurs when a member is absent from four (4) or more general meetings in a program year and has not participated consistently and actively in facet programs, standing/ad hoc committee(s) or other Chapter related activities to support the overall goals and objectives of the Greater Seattle (WA) Chapter of The Links, Incorporated.
 - iv. If a member anticipates that she will have legitimate scheduling conflicts that may result in four (4) or more absences during the

program year, she shall immediately notify the Vice President for consideration by the Membership Committee regarding her membership status.

- v. If an attendance problem exists regarding an active member, the Vice President shall promptly contact the member to discuss the problem and report that discussion to the Membership Committee which, if appropriate, will make a recommendation to the Executive Board. Repeated violations without justification may subject the member to disciplinary action consistent with Chapter and National Attendance guidelines, rules of procedure and/or Code of Ethics as applicable.

B. Leave of Absence:

1. 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 the Chapter this leave may be extended for an additional year. A leave of absence for a longer period of time must have the concordance of the Western Area Director. A member seeking a leave of absence shall submit the request, in writing, to the President and Vice President. Leaves of absence shall be approved by the Chapter during the month of March, taking affect as of May 1, for the following fiscal year. Leave begins and ends with the fiscal year.
2. A member on leave of absence has no Chapter responsibilities or privileges; however, she must pay National dues and National Assessments to her Chapter.
3. It is the responsibility of the Chapter to give the member on leave notice (electronically) of the expiration date of the leave of absence at least thirty (30) days in advance. At such time, she shall become an active, participating member of the Chapter or her membership in The Links, Incorporated will be automatically terminated.
4. This does not preclude her from becoming a new member according to the rules and regulations pertaining thereto.
5. No member may be granted a leave of absence which would result in more than ten percent (10%) of the active membership of the Chapter being on leave.
6. A member in good standing on active military duty who is deployed to a combat or high-risk zone, or a military installation for at least six (6) months, shall be granted a special military leave upon submitting a copy of her orders to the Chapter. While deployed to the zone, she shall be exempt from the 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.

C. Visiting Status:

1. 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 gives 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 through her primary Chapter.
 - c. Meeting attendance and service hours performed in the Secondary Chapter are certified by that Chapter and reported through the member's primary Chapter.

D. Attendance Sabbatical:

1. An active member who demonstrates that she cannot fulfill her Chapter's minimum attendance requirement may be placed on a 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.
2. At the discretion of her Chapter, this attendance 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 of 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.

E. Provisory

1. A provisory member is an active member who is medically unable to participate in any activity outside of her home. Upon request and with a notarized certificate from her doctor, she may be granted provisory member status by the Chapter. If and when the member becomes well enough to participate in activities of her home, she shall reactivate her classification to active member status.
2. A provisory member shall be responsible for The Links, Incorporated National dues and National Assessments only.
3. If and when the member becomes well enough to participate in activities outside her home, she shall reactivate her classification to active member status.
4. Any member who falsely claims provisory membership status shall be subject to immediate loss of membership as voted by the Executive Committee of the Executive Council.
5. A Chapter which knows of a member's false claim of provisory membership status and fails to take any action on the matter, including notifying the National Membership Committee Chair, shall be subject to disciplinary action.

F. An alumna member is a member who:

1. has thirty (30) years of service; or
2. is age seventy (70) with at least ten (10) years of service; members are not required to retire from active membership at age seventy (70);
3. members who will meet the above requirements by June 30th of the next fiscal year and notify the Chapter President and Vice President in writing no later than the March meeting shall be eligible for alumna status;
4. is not responsible for any dues or assessment;
5. has all the rights and privileges in The Links, Incorporated (National) except voting, holding chairmanship of committees and holding office. It is not mandatory that she take alumna status at this age;
6. shall be an alumna of The Links, Incorporated (National) and may participate in Chapter, area or national activities provided she pays any fees that may be required including the cost of meals and registration except when she is invited as a guest. She is officially a member of the National Assembly and entitled to attend meetings of any Chapter near where she resides, temporarily or permanently;
7. may continue to receive publications from The Links, Incorporated National Headquarters by paying an annual fee;
8. shall pay financial responsibilities and required fees assumed by the alumna member and paid through the Chapter;
9. shall thereafter be treated as if she were an alumna member of the Chapter regardless of her official status and shall continue to receive Chapter meeting minutes and other Chapter communications should she so desire as long as she lives within the boundaries of the Greater Seattle Chapter;
10. it is not mandatory that a member retires from Active Membership at age seventy (70). However, within a five-year period, alumna status can be reversed upon the request of the member to return to active membership providing the Chapter has not reached its maximum number of members. The request shall be made through a Chapter to the National Headquarters of The Links, Incorporated.

G. Platinum Member

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 (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.

2. A Platinum member shall not be responsible for National dues and assessments and exempt from Chapter dues and assessments at the discretion of the Chapter.

Section 6. Induction to Membership

Qualifications: Women eligible for membership in the Greater Seattle (WA) Chapter of The Links Incorporated (GSCL) shall:

- A. be residents of the Chapter's boundaries;
- B. be at least twenty-one (21) years of age;
- C. meet the membership criteria;
- D. be actively involved in educational, civic and/or inter-cultural community activities;
- E. be willing to serve actively in support of the programs of the GSCL, the Western Area of The Links, Incorporated;
- F. be willing and able to assume the financial responsibilities of the organization;
- G. have the demonstrated ability to work with others; skills and talents that will contribute to the vitality of the Chapter;
- H. 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-year period began at the 33rd National Assembly in 2002. This provision shall not apply to Alumna and Provisory members;
- I. pay a six hundred (\$600) fee which will be used for the maintenance of the The Links, Incorporated National Headquarters located in Washington DC;
- J. be inducted between May 1 and June 30 of the program year;
- K. participate in a one-year, new member mentoring program;
- L. be elected by a 2/3 affirmative vote of GSCL members present and voting;
- M. a granddaughter must be sponsored by her grandmother;
- N. a daughter or granddaughter must be elected by a majority affirmative vote of GSCL members present and voting.

Section 7. Transfer Procedures

- A. Transfers are granted provided the member has met the requirements for active membership in the Chapter and the Chapter has not reached its maximum membership of sixty (60).
- B. Within six months after moving to another locality, the member shall request from The Links, Incorporated National Headquarters a transfer form. The Links, Incorporated National Headquarters shall contact the Chapter President to verify her present status of membership. The President, upon receipt of the transfer request, will sign the form and forward it to National Headquarters which will forward the transfer form to the president of the receiving Chapter. The President of the receiving Chapter will acknowledge receipt of the form by signing it and returning the form to National Headquarters. The Director of National Headquarters will validate the transfer and send copies with the date of transfer to the Chapter, from which the Link is transferring, to the Area Director(s), the Chair of the National Membership Committee and the member.
- C. A transfer can be processed only if a member moves to another locality which is outside the locality that her Chapter was chartered to serve or if a new Chapter is chartered closer to the member's home.
- D. A member in the process of transferring to another Chapter shall be granted a period not to exceed six (6) months to request a transfer from National Headquarters and to complete the transfer process.
- E. An active member who moves to the jurisdiction of another Chapter shall, upon request, be permitted to transfer to such Chapter. It is mandatory that the Chapter of her new location accept her into membership provided that it has not reached its maximum membership of sixty (60).

Section 8. Resignation

A member who desires to resign from The Links, Incorporated must submit a letter in writing to the Chapter. The resignation becomes final when accepted by the Chapter and acknowledged by the Chapter.

Section 9. Reinstatement

- A. A former member shall pay a reinstatement fee. She shall apply for reinstatement between September and November. All reinstatement of former members shall occur between May 1 and June 30. The 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 a majority ballot vote of the Chapter members present and voting. She shall pay current National and Chapter dues and assessments and a reinstatement fee in an

amount determined by The Links, Incorporated National Finance Committee and approved by the National Assembly.

- C. A former member, who forfeited her membership for nonpayment of dues and applies for reinstatement within two (2) years of her forfeiture, shall be reinstated upon application, payment of all current National and Chapter dues and assessments owed at the time of forfeiture, and a majority ballot vote of the Chapter members present and voting. She shall pay a reinstatement fee in an amount determined by the National Finance Committee and approved by the National Assembly.
- D. A former member who resigned in good standing and applies for reinstatement more than two (2) years after her resignation, shall be reinstated upon application, a two-thirds (2/3) affirmative ballot vote of the Chapter members present and voting and payment of current National and Chapter dues and assessments. She shall be inducted as in the process for a new member. She shall pay a reinstatement fee in an amount determined by the National Finance Committee and approved by the National Assembly.
- E. A former member who forfeited her membership for nonpayment of dues and applies for reinstatement more than two (2) years after her forfeiture, shall be reinstated upon application, payment of all current Chapter and National dues and assessments, and payment of all National and Chapter dues and assessments owed at the time of her forfeiture, and a two-thirds (2/3) affirmative ballot vote of the Chapter members present and voting. She shall be inducted as in the process for a new member. She shall pay a reinstatement fee in an amount determined by the National Finance Committee and approved by the National Assembly.
- F. The time period for determining whether a former member is requesting reinstatement within two (2) years of her membership resignation or forfeiture, or more than two (2) years after her membership resignation or forfeiture, shall begin on the date the Chapter accepts her resignation or May 1, of the year of nonpayment of Chapter and/or National dues.
- G. A former member who resigned or forfeited her membership and had not satisfied her One-in-Five (1-5) requirement for that period must adhere to the following: if she seeks reinstatement within the same One-in-Five (1-5) period of her separation, then she must fulfill the requirement during that period.

Article IV OFFICERS

Section 1. Chapter officers shall be elected or appointed –

- A. Elected officers of the Greater Seattle (WA) Chapter of The Links, Incorporated shall be President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, and Treasurer. Appointed officers shall be the Parliamentarian, Archivist, Program Coordinator, Protocol Officer, Inspiration Coordinator, Assistant Financial Secretary, and Assistant Treasurer.
- B. One Member at Large of the Greater Seattle (WA) Chapter of The Links, Incorporated is elected to the Legacy Foundation to serve a one (1) year term.

- C. Officers shall be elected to serve a one (1) year term. Terms of office begin on May 1st and end on April 30th.
- D. An officer may not succeed herself more than one consecutive term.
- E. An officer completing the unexpired term of an officer shall be eligible to serve a full term in that office and any consecutive terms authorized by these bylaws. All officers shall serve the term for which they were elected or until their successor has been elected.
- F. No member of the Chapter may hold more than one office at a time nor may any member hold a Chapter office while holding a National or Area elected or appointed office.
- G. Chapter officers must physically reside, at all times, within commuting distance as to reasonably conduct business as determined by the chapter.

Section 2. Any officer may be removed from office for cause (not fulfilling her duties as described in these bylaws) by a majority vote of the Executive Board present and voting for recommendation to the Chapter for action.

Section 3. Qualifications

All elected and appointed officers shall have been active in the Chapter for a period of at least two (2) years. Appointed positions and program chairs, with the exception of the Inspiration Coordinator, shall have been active in the Chapter for at least one (1) year before being appointed as a chair.

If the Nominations Committee determines no member who meets the qualifications stated above for a particular office is able or willing to serve, the office may be filled by any active member provided that her election is approved by nine tenths (9/10ths) of the active members of the Chapter.

Section 4. Nominating Committee – There shall be a Nominating Committee consisting of at least three (3) members, at least two of whom shall be past Chapter presidents, slated by the Chapter. The Executive Committee shall convene the Committee or shall appoint a convener of the Committee. The Committee shall choose a chair from its elected members. Members of the Nominating Committee shall serve a one (1) year term and may not serve a consecutive term. Any member of the Nominating Committee may be removed from office for cause (not fulfilling her duties as described in these bylaws) by a majority vote of the Executive Board present and voting for recommendation to the Chapter for action. A vacancy on the nominating committee shall be filled by Chapter vote. The Executive Committee shall ensure the committee is convened in a timely manner.

The Committee shall study qualifications and duties of each candidate and the eligibility of each candidate to serve in such offices open for election. The Committee shall submit a single slate of officers and Nominating Committee members to all Chapter members at least seven (7) days prior to the March Chapter meeting. This slate shall be provided to members separate from all other Chapter correspondence. A nominee's name shall appear on the ballot only after she confirms that she understands and is willing to accept all of the responsibilities of the office for which she has been nominated. The Nominations Committee shall be responsible for apprising nominees of these responsibilities before the ballots are prepared. The Committee shall have the duty of conducting the balloting and tallying of votes at the April Chapter meeting. It is responsible for conducting the installation of officers at the May Chapter meeting.

Section 5. Election of Officers –

- A. Notice containing the Nominating Committee's report shall be sent by the Nominating Committee to all members (electronically) at least seven (7) days prior to the March meeting.
- B. Nominations from the floor shall be accepted at the March Chapter meeting only.
- C. Election of officers shall be at the April Chapter meeting.
- D. A ballot vote is required for election of officers except where there is only one candidate per position, in which case the election may be by voice vote or by acclamation.
- E. A vacancy in the office of the president shall be filled by the Vice President. The unexpired term of all other officers shall be filled by election at the next regular meeting after the vacancy occurs. The Nominating Committee, having been advised of the vacancy, shall submit a nominee for the vacant position. Nominations can be submitted from the floor.

Section 5. Elected officers and Their Duties –

- A. President – Shall preside at all meetings of the Chapter; shall call special meetings, shall administer the National, Area and Chapter programs; shall serve as the Chapter spokesperson; shall enforce the National, Area and Chapter's Constitution and Bylaws, shall appoint all appointed officers authorized by these bylaws; shall appoint all program, standing and special ad hoc committee chairs with the exception of the Nominating Committee and the Ethics and Standards Committee; appoint members to special committees as needed; shall chair the Executive Board and Executive Committee meetings; shall serve as the Chapter delegate to the National Assembly and Western Area conference and shall co-sign checks with the Vice President and/or Treasurer. She shall make a complete electronic annual report to the Chapter. This report shall be read at the Chapter meeting prior to the Area Conference or National Assembly. She shall provide Chapter members with an electronic report of the National Assembly or Area Conference. The President or her representative shall attend Area Leadership Summits during the biennium as requested by the Area Director if financing is provided or available from the Chapter. She shall have authority to co-sign checks on behalf of the Chapter. The President shall serve as an ex-officio member of all committees except the Nominating Committee, Audit Committee, and the Ethics and Standards Committee. She shall perform any duties incident to office or assigned by the Chapter.
- B. Vice President - The Vice President shall be chair of the Membership Committee. She shall preside at Chapter meetings in the absence of the President. She shall assist the President in the performance of her duties as requested; shall take attendance at Chapter meetings or designate someone to take attendance, submitting a copy to the President and the Recording Secretary; shall serve as a member of the Executive Board, Executive Committee and the Ethics and Standards Committee. She shall serve as the Chapter's alternate to the National Assembly and Western Area Conference and perform any duties incident to office or assigned by the Chapter. The Vice President shall supervise and monitor:

1. the one (1) year induction and development program: the service rules and participation certification required by National
 2. new alumna status requirements and submissions to National Headquarters;
 3. leave of absence requests;
 4. the mentor program for new and transfer members;
 5. responses to requests from National or Western Area that relate to Membership;
 6. shall have authority to co-sign checks on behalf of the Chapter.
- B. Recording Secretary – Shall keep accurate and detailed minutes of Chapter, Executive Board and Executive Committee meetings, making particular note to record all motions and votes taken; shall serve as a member of the Executive Board and Executive Committee; and shall record attendance at each meeting; and perform any duties incident to office or assigned by the Chapter. She shall be temporary custodian of the Chapter records until the end of the one (1) year term at which time she shall submit the records to the chair of the Archives Committee. A copy of the minutes of the previous meeting shall be sent to the President ten (10) days prior to the regular Chapter meeting to enable the President to check for accuracy and to prepare her agenda.
- C. Corresponding Secretary – At the direction of the President, she shall coordinate Chapter correspondence received by the Chapter; shall distribute the minutes and notify members of the date, time and location of Chapter and called meetings; shall serve as a member of the Executive Board and Executive Committee; shall maintain an up-to-date roster of the Chapter membership including contact information and serve on the ad hoc committee to update the Handbook and Membership Directory. She shall present the correspondence in capsule form at the regular Chapter meeting and perform any duties incident to office or assigned by the Chapter.
- D. Financial Secretary – Shall collect and record the payment of all dues and assessment paid by the membership and shall promptly forward this money to the Treasurer; shall give an account to Chapter members when dues are due and/or delinquent and shall issue receipts for all monies received; shall keep accurate records of the financial standing of each member; shall make no entry crediting an account with payment of any indebtedness to The Links, Incorporated except upon receipt of a valid check, cash or money order in the proper amount, accompanied by a statement from the member itemizing the items covered by such payment; shall send notices to members regarding late dues and assessments and report delinquencies to the Vice President; shall serve as member of the Budget and Finance Committee; shall serve as a member of the Executive Board and Executive Committee and perform any duties incident to office or assigned by the Chapter.
- E. Treasurer – Shall receive all monies from the Financial Secretary, giving her proper receipt for same, and shall promptly deposit the money to the credit of the Greater Seattle (WA) Chapter of The Links, Incorporated in an account selected by the Treasurer and approved by the Chapter; shall give a monthly report of the financial status of the Chapter at each Chapter meeting; shall reimburse members for Chapter approved expenditures made in

the conducting of Chapter business upon receiving a voucher and receipt for payment of the expenditure; shall disburse funds to pay all financial obligations of the Chapter; shall prepare or oversee the preparation of all tax filing and submit copies as needed of same to the Area Director and National Headquarters shall serve as the chair of the Budget and Finance Committee; shall serve as a member of the Executive Board and Executive Committee; shall have the Chapter's books audited in accordance with National guidelines and shall co-sign checks with the President or the Vice President and perform any duties incident to office or assigned by the Chapter.

1. She shall file Form 990 with the District Director of Internal Revenue and National Headquarters no later than September 15th of each year. A fine of one-hundred dollars (\$100.00) is charged for late filing by The Links, Incorporated.
2. She shall pay per officer, liability insurance for a minimum of two (2) officers by December 1, each year. The fine for late payment is five-hundred dollars (\$500.00). This fine is assessed by The Links, Incorporated.
3. All financial mailings to National Headquarters shall be sent certified mail or electronic transfer.

Section 6. Appointed Officers and their Duties –

- A. Parliamentarian – Is appointed by the President. She shall advise the President and Chapter members on parliamentary procedure; Constitution and Bylaws and Manual of Procedures of the Links, Incorporated, Area Bylaws and Chapter Bylaws; shall chair the Bylaws Committee; shall serve on the Ethics and Standards Committee and shall annually submit the Chapter Bylaws and any revisions thereof to the National and Area Parliamentarians and shall serve as member of the Executive Board and Executive Committee and perform any duties incident to office or assigned by the Chapter.
- B. Program Coordinator – Is appointed by the President and shall meet with the President prior to the beginning of the Chapter year to ascertain the goals, objectives and program vision of her administration. She shall meet with the program facet chairs and make tentative plans for the year. The program facet chairs shall then meet with their committees and present the recommendations of the President and Program Coordinator. After tentative plans are accepted, they shall be taken to the Executive Board and subsequently presented to the Chapter for their input, recommendations and acceptance. The Program Coordinator is responsible, with input from the Executive Board, for the program reports due alternately to the National Program Coordinator (even-numbered years) and the Western Area Program Coordinator (odd-numbered years) by February 1. She shall serve on the Executive Board and shall participate in the program budgetary process and perform any duties incident to office or assigned by the Chapter.
- C. Inspiration Coordinator – Is appointed by the President and shall arrange for and/or present a meditation at each Chapter meeting and, when appropriate, at Chapter programs, workshops or other Chapter events. She shall be familiar with the rituals and protocol of The Links, Incorporated and perform any duties incident to office or assigned by the Chapter.
- D. Protocol Officer – Is appointed by the President and shall ensure that all protocol matters pertaining to the traditions, observances, rituals and ceremonies, programs and

publications of The Links, Incorporated (which every Link is expected to follow) are executed in the proper manner in such events as Chapter meetings and activities and public events. These include respect for our Cofounders, Past National Presidents, Honorary Members, Present and Past National, Area and Chapter Officers and Charter Members. The Chapter Protocol Officer shall work with the Western Area and National Protocol Officers as needed (e.g. when the Chapter is hosting a Cluster, Area Conference or National Assembly) and shall serve on the Chapter's Courtesy Committee. She shall use the procedures outlined in The Links, Incorporated National Protocol Manual, latest edition and perform any duties incident to office or assigned by the Chapter.

- E. Assistant Financial Secretary – Is appointed by the President and shall assist the Financial Secretary in the collection of money in the absence of the Financial Secretary; shall support the Financial Secretary with collection and receipt of money collected during a fundraiser; prepare and provide receipts to members of money collected; provide a report to the Financial Secretary reconciling money collected; give collected funds to the Treasurer. She shall assist in the preparation of internal/external audits of financial documentation. She shall serve as a member of the Budget and Finance Committee. The Assistant Financial Secretary shall provide other assistance as needed by the Financial Secretary. Serving in this position does not supersede the nomination or election process as outlined in Article IV Section 4 and Article IV Section 5 for the office of Financial Secretary. She shall perform any duties incident to office or assigned by the Chapter.

- F. Assistant Treasurer – Is appointed by the President and shall collect money in the absence of the Treasurer from the Financial Secretary, giving her proper receipt for same and provide a report of collected money to Treasurer. The Assistant Treasurer shall assist in receiving all monies from the Financial Secretary; assist in preparing a monthly report of the financial status of the Chapter at each Chapter meeting; assist with QuickBooks entries and reconciliation; assist with preparation of internal/external audits and related documentation; assist in preparing of Form 300 to send to the Lock box with the Links Incorporated Foundation funds. The Assistant Treasurer shall provide other assistance as needed by the Treasurer and perform any duties incident to office or assigned by the Chapter. The Assistant Treasurer serves on the Finance Committee Serving in this position does not supersede the nomination or election process as outlined in Article IV Section 4 and Article IV Section 5 for the office of Treasurer.

ARTICLE V MEETINGS

- Section 1. The Greater Seattle Chapter shall hold eight (8) regular meetings per program year. The regular meetings shall be held on the third Saturday of each month from 10:00AM – 12:00PM or unless otherwise ordered by the Chapter.

- Section 2. A quorum shall consist of a simple majority of the active members of the Chapter.

- Section 3. Special meetings may be called by the President, the Executive Board, Executive Committee or at least ten (10) active members of the Chapter. Electronic notice of the date, time and place of the special meeting, stating its purpose, shall be given to each member. Such notice shall be given at least forty-eight (48) hours prior to such special meeting except in extreme emergencies.

Section 4. The ratio of social meetings to business meetings shall be recommended by the incoming President and/or Executive Board at the planning retreat with input from the membership prior to said meeting.

Section 5. The Executive Committee will be responsible for planning workshops and retreats.

Section 6. Meeting minutes should include time beginning and ending, a list of the members present as well as the agenda.

Section 7. Electronic Meetings

- a. Chapters may hold special meetings by means of a conference telephone or similar communications technologies provided the chapter's bylaws authorize special meetings and notice is given as provided in the bylaws. Further, the participants must be able to hear and communicate with each other. Participation in a meeting as provided by this provision shall constitute presence in person.
- b. Chapter committees may meet by means of a conference telephone or similar communications technologies provided the committee members and interested chapter members can hear and communicate with each other. Participation in a meeting as provided by this provision shall constitute presence in person.
- c. Regular chapter meetings shall be held face-to-face.

ARTICLE VI EXECUTIVE BOARD AND EXECUTIVE COMMITTEE

Section 1. The Executive Board shall be chaired by the President and shall consist of the elected and appointed officers of the Chapter, Program Facet chairs and the Immediate Past President.

Section 2. A quorum of the Executive Board shall consist of the President and a total of five (5) Executive Board members that includes at least four (4) elected Executive Board members.

Section 3. The meetings of the Executive Board shall be determined by the Board or called by the President as she deems necessary; preferably at least ten (10) days prior to the regular Chapter meeting. Attendance at the meeting may be in person or, if it can be accommodated, by telephone conference call. Action by the Executive Board on a time sensitive matter may be taken by a two-thirds (2/3) affirmative email vote only if the time sensitive matter was on the agenda of a scheduled meeting that could not go forward due to lack of a quorum.

Section 4. The minutes of Executive Board meetings, with recommendations, shall be available at Chapter meetings.

Section 5. Any member who chooses may attend Executive Board meetings as a nonvoting attendee.

Section 6. There shall be an Executive Committee of the Executive Board which shall consist of the elected officers. The Committee can take action when an emergency arises and a meeting of the Executive Board cannot be held. Actions taken by the Committee must be ratified by the Chapter.

In extreme emergencies, the Executive Committee meeting may be held by telephone conference call or action may be taken by unanimous email vote of the Executive Committee.

Section 7. Any action taken by the Executive Board or Executive Committee not previously authorized by the membership shall be presented for ratification to the membership at its next meeting.

ARTICLE VII FACETS AND STANDING COMMITTEES

Section 1. Program Facet Committee – This committee consists of the Program Coordinator, the five (5) Program Facet Chairs, and the President.

The Committee shall:

- A. Coordinate the program activities of the Chapter
- B. Submit the proposed activities for the year at the September meeting
- C. Present budget requests to the Budget & Finance committee at their November meeting, and
- D. Submit biennial reports online as required by National or Area by February 1 of each year. The reports shall be sent to the National Program Coordinator in even-numbered years and to the Area Program Coordinator in odd-numbered years, giving a summary of activities during the past biennium.

Section 2. 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.

Section 3. 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.

Sections 4. 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.

Section 5. 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.

Section 6. 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.

Section 7. 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 membership. It shall monitor attendance, financial obligations, and program participation and shall contact a member who has problems in one or more of these areas. They shall recommend actions regarding changes in membership status to the Executive Board and notify members of suspension or expulsion due to noncompliance with The Links, Incorporated's National Constitution, Bylaws, The Manual of Procedures and other directives; and Chapter, Area or National Bylaws. These letters are to be co-signed by the President.

This committee shall coordinate the voting process at the January meeting for new members. At the time of voting, they shall have prepared a ballot with the names of each prospective new member thereon. This committee shall have the duty of conducting the balloting and tallying of votes. No member who has a candidate for membership shall participate in the balloting and tallying of votes. The President shall appoint another member to serve in her place.

This committee shall contact persons elected for membership to ascertain their interest. They are responsible for planning and conducting orientation meetings for new members prior to their induction. (See The Links, Incorporated National Membership Manual.) They shall be responsible for conducting the induction service in May.

Section 8. 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. The Program Coordinator, Fund Development Chair, and the program facet chairs or their representatives shall be invited to participate in the meeting of the Budget and Finance Committee at which time program facet budgets are proposed and discussed for presentation to the Executive Board for presentation at the designated Chapter meeting.

Section 9. Audit Committee – This committee shall be appointed by the President and shall have completed a financial audit in accordance with National guidelines.

Section 10. 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.

Section 11. 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.

Section 12. Courtesy 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.

Section 13. Social Committee – This committee shall be responsible for planning and implementing social activities for the Chapter and their families, visiting Links and guests.

Section 14. Publicity Committee – 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.

Section 15. Fund Development Committee – The President shall appoint the chair of the Fund Development 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 fundraising 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.

The Chairs and members of each sub-committee shall also be members of the Fund Development Committee. The Fund Development Committee chair may at her discretion, create any additional ad-hoc committees necessary to complete the Committee's work.

Section 16. The 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. Vice President and Parliamentarian shall serve on the Ethics and Standards Committee.

17. The 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.

ARTICLE VIII FINANCE COMMITTEE

Section 1. Active members shall pay National and Chapter dues, National, Area and Chapter assessments and fines as recommended by those respective financial committees and approved by those respective bodies.

Section 2. New members, upon acceptance of membership shall pay National dues, National induction fees and Chapter induction fees.

Section 3. Chapter assessments shall be paid as voted by a majority of the Chapter members.

Section 4. The membership shall be notified of any proposed Chapter assessment at the meeting prior to the one at which the vote is taken.

Section 5. Dues are due and payable by January 31st for the upcoming fiscal year.

Section 6. Active members shall meet all Chapter financial obligations prior to the submission of dues and assessments to National Headquarters.

Section 7. A late fee of twenty-five dollars \$25.00 each shall be added for dues if paid after January 31st. Late dues and fees must be paid through the Chapter for The Links, Incorporated and The Links Foundation Incorporated.

Section 8. Any Chapter or member failing to meet all financial obligations, including fines or late fees, is not considered active with The Links, Incorporated and will be dropped from the roll after June 1 of the delinquent year.

Section 9. All Chapter financial obligations to The Links, Incorporated or The Links Foundation, Incorporated shall be paid by Chapter check, certified check, cashier's check or money order drawn to the order of those organizations. If a Chapter check is returned for any reason, the Chapter shall be fined (one-hundred) \$100.00. Chapters which do not pay the fine within thirty (30) days of the check's return will be suspended from The Links, Incorporated until such assessment is paid.

Section 10. The Chapter's books shall be audited in accordance with National guidelines.

Section 11. The Treasurer shall co-sign checks with the President or the Vice President. The Financial Secretary does not have this authority.

ARTICLE IX National Assembly and Area Conference (Delegate and Alternate)

Section 1. Area Conferences shall be held in odd-numbered years at such times and locations as announced by the Area Director. The National Assembly shall be held in even-numbered years at such times and locations as announced by the National President of The Links, Incorporated.

Section 2. A delegate and alternate shall represent the Chapter at the Area Conferences and at National Assemblies. The President shall be the delegate and the Vice President shall be the alternate. In the event the President cannot attend the Western Area Conference or National Assembly, the Vice President shall be the delegate. If the President or the Vice President cannot attend the Chapter shall elect a substitute delegate and/or alternate by a majority vote of the active membership who are present and voting at either a regular meeting, a called meeting or by majority vote of all active members petitioned by mail or e-mail. The transportation, registration, lodging and per diem expenses for the delegate and transportation, registration, per diem and one-half of lodging expenses for the alternate shall be borne by the Chapter.

Section 3. Chapter delegate's absences from National Assemblies and Area Conferences shall not exceed two consecutive National Assemblies, and/or Area Conferences, regardless of financial penalties.

ARTICLE X PARLIMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Constitution and Bylaws and the Manual of Procedures of The Links, Incorporated, the Area Bylaws and any special procedural or standing rules adopted by the Chapter.

ARTICLE XI AMENDMENT OF THE BYLAWS

Section 1. An amendment to these bylaws may be presented to the Executive Board for a vote by petition of any member of the Bylaws Committee. Upon approval by a majority of the Executive Board, it shall be submitted to the Chapter for vote. If the Executive Board is not functioning, the proposed amendment may be presented directly to the Bylaws Committee. If neither the Executive Board nor the Bylaws Committee is functioning, the proposed amendment may be presented directly to the Chapter.

Section 2. The membership shall be notified of any proposed amendment to the Bylaws at the meeting prior to the meeting in which the vote is taken. Any proposed amendments shall be distributed to each member at least five (5) days prior to the meeting in which the vote is taken.

Section 3. The amendment shall become effective upon adoption by a two-thirds (2/3) majority of the members who are present and voting.

Section 4. To be in compliance with the National Constitution and Bylaws, any amendments to the National Bylaws of The Links, Incorporated, shall be cause for related changes in these Chapter bylaws, without adhering to the process prescribed in this Article.

ARTICLE XII REPORTS

Section 1. An annual report shall be filed with the Recording Secretary by all officers and chairs of standing committees at the May Chapter meeting and then given to the Archives Committee chair.

Section 2. Official delegates to the National Assembly and Area Conference shall submit a report electronically to the Chapter at the first meeting following their return from these meetings.

Section 3. The Chapter shall report annually the status of each member to National and the Area Director. Deaths shall be reported immediately to the Area Director and to National Headquarters.

Signed By:

Jeanette James
President

Fanzee Miller
Parliamentarian

Adopted 1955

Amended, April 2003

Amended, May 2005

Amended, February 2006

Amended, April 2007

Amended, October 2007

Amended, October 2008

Amended, February 2010

Amended, November 2010

Amended, March 2013

Amended, September 2014

Amended, February 2017

Amended, April 2020

Amended, September 2020

Amended, January 2021

Amended, March 2021