

# The Links, Incorporated

## 2024 Chapter Bylaws Review Checklist

Chapter Name Piedmont (NC) Chapter of The Links, Incorporated

Submitted by Leah Moody Date 09/01/2025

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**Instructions:** Please utilize the following questions to review your chapter bylaws.

		<b>ARTICLE I NAME AND BOUNDARIES</b>
YES <b>X</b>	NO	<b>Section 1.</b> Does the chapter identify itself as a chapter of The Links, Incorporated?
YES <b>X</b>	NO	<b>Section 2.</b> Are the boundaries and service area stated in the bylaws, as stated, the same as the approved boundaries on file with the National Office?  (Check Chapter's charter and any approved changes to the boundaries and service area) Each chapter was chartered to serve a specific locality.)

		<b>ARTICLE II OBJECT/PURPOSE</b>
YES <b>X</b>	NO	Do the chapter bylaws state the minimum object/purpose? (The purposes of this organization are: to promote and engage in educational, civic and intercultural activities in order to enrich the lives of members and the larger community; and to work together toward achieving common goals.)

		<b>ARTICLE III MEMBERS</b>
YES <b>X</b>	NO	<b>Section 1. Membership Eligibility and Intake:</b> Do the chapter bylaws state the following:  Membership intake shall be conducted in accordance with the Bylaws of The Links, Incorporated, Article I Membership, Section 4, and the procedures established in the Manual of Procedures, Bylaws, Article I.
YES <b>X</b>	NO	Do the chapter bylaws state that "Total membership shall be no more than sixty (60) non-daughters and granddaughters of Links members, excluding Alumna members." (See National Bylaws Article II. Section 5. E.)
YES <b>X</b>	NO	Do the chapter bylaws provide membership and eligibility information. (Note: Best practice is to refer to the National Documents, not to include excerpts of the National document in the local chapter bylaws.)

YES	NO	If yes to the above question, does it agree with the requirements as stated in the Constitution and Bylaws of The Links, Incorporated? (See National Bylaws Article I. Section 4.
<b>X</b>		
YES	NO	Do the bylaws provide membership classifications? (See National Bylaws Article I. Section 6)
<b>X</b>		
YES	NO	If yes, does it agree with the requirements as stated in the Constitution and Bylaws of The Links Incorporated
<b>X</b>		
YES	NO	Section 3. Do the bylaws state attendance requirements for Chapter meetings and National/Area one-in-five attendance and participation requirement.
<b>X</b>		
YES	NO	Do the Chapter bylaws include a statement of the minimum number of meetings a member must attend during the Links year?
<b>X</b>		
YES	NO	Section 4. Dues: Do the chapter bylaws clearly state that Dues are payable annually by April 1, and if not paid, are delinquent when master data form is submitted to headquarters. Members shall forfeit their membership if dues are not paid by May 1. (Chapter dues shall be determined according to chapter budget requirements).
<b>X</b>		
		Do the chapter bylaws require a budget to be adopted?
YES	NO	If yes, do the bylaws state when the chapter is to adopt the budget?
<b>X</b>		
YES	NO	Do the chapter bylaws require an audit of the chapter's financial records and procedures?
<b>X</b>		
YES	NO	If yes to the above question, do the bylaws specify when the audit is to be completed and the results to be presented to the chapter?
<b>X</b>		
YES	NO	Section 5. Resignations: Do the bylaws state that a member may resign in writing as provided in Article I, Section 10, of the Bylaws of The Links, Incorporated.
<b>X</b>		
YES	NO	Section 6. Reinstatement: Do the bylaws state that a member may be reinstated provided she meets the requirements of Article I, Section 12.
<b>X</b>		
YES	NO	Section 7. Transfers: Do the bylaws state the transfer process in accordance with Article I, Section 6. A. 2, 5-7 of the Bylaws of The Links, Incorporated?
<b>X</b>		
YES	NO	If no to the above question, do the chapter refer to the Bylaws of the Links, Incorporated Article I, Section 6. A. 2, 5-7?
<b>X</b>		
YES	NO	Section 8. Service Requirement: Do the chapter bylaws state the requirement that "Each active member shall meet the minimum forty-eight (48) service hours?
<b>X</b>		
YES	NO	Section 9. Fiscal Year: Do the chapter bylaws document the fiscal year is May 1 to April 30.
<b>X</b>		
YES	NO	Do the chapter bylaws prohibit new members from holding elected office during their first year?
<b>X</b>		
YES	NO	

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		<b>ARTICLE IV OFFICERS</b>
		This article contains sections on officers and the Nominating Committee, but not limited to the following:
YES <b>X</b>	NO	Section 1. The elected officers: Do the chapter bylaws state “The officers of the Chapter shall be President, Vice President, Recording Secretary, and Treasurer.
YES <b>X</b>	NO	Section 2. The officer appointed by the President is the Parliamentarian, Corresponding Secretary, and Financial Secretary
YES <b>X</b>	NO	<i>Does the Chapter provide that the president appoints a parliamentarian?]</i>
YES <b>X</b>	NO	Do the bylaws state clear qualifications (trackable and/or measurable) for each office?
YES <b>X</b>	NO	Do bylaws state “Officers shall serve for a term of two years or until their successors are elected. Terms shall begin on <u>    (insert here)    </u> .”
YES <b>X</b>	NO	Do the chapter bylaws contain information about the Nominating Committee including <ul style="list-style-type: none"> <li>• the method and time of its election</li> <li>• five (5) committee members</li> <li>• duties of the committee</li> <li>• the meeting at which they are to report.</li> </ul>
YES <b>X</b>	NO	Nominations from the floor. Do the bylaws state, “After the nominating committee presents its report to the Chapter and before voting takes place, additional nominations from the floor shall be permitted by the President?”
YES <b>X</b>	NO	Do the bylaws state, “Election of officers shall be held at the _____ regular chapter meeting and by a ballot method approved by the chapter?”
YES <b>X</b>	NO	Do the bylaws state that in the event there is one nominee for any office, the vote for that office may be by acclamation or unanimous consent?
YES <b>X</b>	NO	Do the bylaws state for Vacancies the following: <ol style="list-style-type: none"> <li>1. The vice president shall fill a vacancy in the office of president for the unexpired term.</li> <li>2. A vacancy in any other officers shall be filled by the president with the approval of the executive committee for the unexpired terms.</li> </ol>
YES <b>X</b>	NO	Do the chapter bylaws provide for Removal from Office: Officers may be removed for failure to perform their duties, misconduct, etc. A two-thirds vote of the membership is required unless otherwise specified in the chapter bylaws?

		ARTICLE V DUTIES OF OFFICERS
YES X	NO	Do the bylaws clearly state the duties of chapter officers – elected and appointed?
YES X	NO	Do the bylaws end the duties of each officer with the following language: “And perform other duties as directed by the Chapter, or as may be incident to this office”)?


		ARTICLE VI MEETINGS
YES X	NO	Section 1. Regular Meetings. Do the bylaws state clearly “The regular chapter meeting shall be held on (specific day and time) unless otherwise ordered by the Chapter. Regular chapter meetings shall be held face-to-face, unless otherwise directed or approved by the Executive Council.
YES X	NO	Do the bylaws state, “The chapter shall hold at least eight (8) regular meetings annually”?
YES X	NO	<i>Do the bylaws state a minimum number of meetings that a member must attend and the method by which this requirement may be relaxed for individual members, if needed.</i>
YES X	NO	Do the Bylaws state, Section 2. Annual Meeting. <b>Added lanuage</b> The regular chapter meeting held in April shall be known as the Annual meeting and shall be for the purpose of: <b>A.</b> Receiving the written annual reports of officers and committees; and <b>B.</b> Any other business that may arise.
YES X	NO	Do the bylaws provide language that authorizes special meeting: Section 3. Special Meetings. Special meetings may be called by the President, Executive Committee, or a specified number of active members nearly equal to a quorum.
YES X	NO	<i>Do the Chapter bylaws provide for notice requirement of special meetings? Do the Chapter bylaws provide a method for calling the special meeting? For example: Notice shall be sent, specify the number of days (within a reasonable period of time); with an exception for emergencies. The number of days is computed by counting all calendar days (including holidays and weekends), excluding the day of the meeting but including the day the notice is sent. Only the specific item(s) stated in the call shall be considered.</i> <b>Adding the language</b>
YES YES X	NO NO	Do the bylaws provide for Electronic Meetings. Special meetings, called in accordance with these bylaws, and committee meetings may be held by means of a telephone conference or similar communication technologies provided participants can hear and communicate with each other. Participation in a meeting as provided by this provision shall constitute presence in person.
YES X	NO	Do the bylaws provide for documentation of Facets and Committees meetings?

YES <b>X</b>	NO	Facet and committee meetings should be documented in the following manner: The meeting minutes (including starting and ending times, members present) should be recorded (either in writing or electronically).
YES <b>X</b>	NO	Do the bylaws document the chapter meeting quorum in one of the three types provided in The Links, Incorporated governing documents: <u>one less than half</u> , <u>one half</u> , or <u>a majority</u> ? The Chapter must use <i>one</i> of the stated quorums.
YES <b>X</b>	NO	Do the bylaws provide for methods of voting for chapter business? It is <i>suggested</i> that all major issues be voted on by ballot, including electronic and machine voting, or as otherwise specified in your bylaws- (including, but not limited to elections, bylaw amendments, new member intake, disciplinary matters, etc.). Specify any exceptions.
YES <b>X</b>	NO	Are hosting requirements and planning workshop rules included in the chapter's <i>Policies and Procedures, Standing Rules, or other administrative documents, not in the Bylaws</i> ].

		<b>ARTICLE VII EXECUTIVE COMMITTEE AND EXECUTIVE BOARD</b>
		This article contains sections on the Executive Committee. Helpful phrase: "The Executive Committee shall be subject to the orders of the Chapter, and none of its acts shall conflict with action taken by the Chapter."
YES <b>X</b>	NO	Do the bylaws state the Composition of Executive Committee?
YES <b>X</b>	NO	Do the bylaws state the Duties and Powers of the Executive Committee.
YES <b>X</b>	NO	Do the bylaws provide information about the meetings of the Executive Committee?
YES <b>X</b>	<b>X</b>	Do the bylaws state the quorum for meetings of the Executive Committee? <b>YES</b> It is extremely important to designate a quorum for the executive committee. When designating the quorum for the Executive Committee it is recommended that a specific number of elected officers be included to be present is stated (a majority is suggested).
YES <b>X</b>	NO	Do the chapter bylaws provide for an Executive Board?
YES <b>X</b>	NO	Do the bylaws provide the Duties and Powers of Executive Board?
YES <b>X</b>	NO	Do the bylaws provide information about the meetings of the Executive Board?
YES <b>X</b>	NO	Do the bylaws state the quorum for meetings of the Executive Committee?

**\*\*We need to spell out the number of elected officers required - suggestion: 4 of 6 Elected Officers plus the other members of the council/board.\*\***

		<b>ARTICLE VII FACETS AND STANDING COMMITTEES</b>
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		This article contains sections on the Facets and Standing Committees (You may have a separate Article for each of these or they may both be in one article).
YES <b>X</b>	NO	Do the bylaws state that “Each of the five (5) Program Facets shall consist of [suggestion: one fifth] of the Active members of the Chapter”?
YES <b>X</b>	NO	Do the bylaws authorize the President to appoint the chairs and members of each facet?
YES <b>X</b>	NO	<b>Not specifically. Added</b> <sup>appoint</sup>  Do the bylaws authorize the President to the chairs and members of the Standing Committees, except as otherwise provided in these bylaws?
YES <b>X</b>	NO	<i>Do the bylaws provide for the following Committees: Membership, Program, Bylaws, Finance, Ethics and Standards, Internal Audit, Strategic Planning, Archives and History?</i>
YES <b>X</b>	NO	<i>Do the bylaws provide the duties of each committee indicated?</i>
YES <b>X</b>	NO <b>X</b>	<i>Do the bylaws provide that president serves as an ex-officio member of the committees <u>except</u> the Nominating Committee, Internal Audit Committee and the Ethics and Standards Committee?</i>
YES <b>X</b>	NO <b>X</b>	<i>Do the bylaws have a provision for creating Special Committees and how members are appointed?</i>
YES <b>X</b>	NO	Do the chapter bylaws have the Ritual Committee as a standing committee?

		<b>ARTICLE VIII FINANCE</b>
YES <b>X</b>	NO	Do the bylaws require the chapter to adopt a balanced budget each fiscal year.
YES <b>X</b>	NO	Do the bylaws provide the time at which the budget shall be presented to the Executive Committee and to the body for approval?
YES <b>X</b>	NO	Do the bylaws provide that the chapter shall conduct an internal audit annually and an external review or audit as required by the <i>Financial Handbook</i> of The Links, Incorporated.
YES <b>X</b>	NO	Do the bylaws require that all assessments must be approved by the chapter. The membership shall receive a 30-day notice prior to the regular meeting at which the assessment will be presented for vote. A two-thirds affirmative vote of the <b>active</b> members present and voting is required to adopt an assessment.
YES <b>X</b>	NO	Do the chapter bylaws authorize electronic payments to National Headquarters?

		<b>ARTICLE IX DELEGATE AND ALTERNATE</b>
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YES	NO <b>X</b>	Do the chapter's standing rules, policies or procedures contain information about the chapter's delegates and alternate including financial support?
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		<b>ARTICLE X PARLIAMENTARY AUTHORITY</b>
YES <b>X</b>	NO	Do the chapter's bylaws contain this language for the parliamentary authority: The rules contained in the current edition of <i>Robert's Rules of Order, Newly Revised</i> shall govern this chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the bylaws of The Links, Incorporated, the Manual of Procedures of The Links, Incorporated and any special rules of order this chapter may adopt.

		<b>ARTICLE XI AMENDMENTS TO THE BYLAWS</b>
YES <b>X</b>	NO	<p>Do the chapter bylaws clearly prescribe the procedure for their amending and/or revising, including how amendments are submitted (in writing, to the Bylaws Committee), required notice (oral or written), discussion, required vote, etc.</p> <p><b>Sample language. Amendment of Bylaws.</b>  These bylaws may be amended at any regular meeting:  A. By a two-thirds (2/3) vote provided that:</p> <ol style="list-style-type: none"> <li>1. The amendment(s) is presented in writing to the Bylaws Committee at least thirty-five (35) days prior to the meeting at which it will be considered.</li> <li>2. The proposed amendment(s) are presented to the Executive Board at the its meeting prior to the regular chapter meeting at which it will be considered.</li> <li>3. The proposed amendment(s) is circulated to active members of the chapter at least twenty-five (25) days prior to the meeting at which it will be considered.</li> </ol>
YES <b>X</b>	NO	<p><b>Do the bylaws prescribe the procedure for revising the bylaws?</b>  Sample language.  These bylaws may be revised only upon authorization of the active members of the chapter:</p> <ol style="list-style-type: none"> <li>A. Drafting an authorized revision shall be the duty of the Bylaws Committee.</li> <li>B. The proposed revision shall be presented to the Active members of the chapter at least twenty-eight (28) days prior to the meeting at which it will be considered.</li> </ol>
YES <b>X</b>	NO	<p><b>Do the chapter bylaws provide a process that ensures compliance with the National Bylaws?</b>  Sample language</p>

		<p>To be in compliance with the National Bylaws, any amendments to the Bylaws of The Links, Incorporated shall be cause for related changes to be made in these bylaws without adhering to the process outlined in this Article.</p> <p><b>or</b></p> <p>Any changes to these bylaws necessitated by amendments to the Bylaws of The Links, Incorporated shall be made by the Bylaws Committee and reported to the membership in writing by October regular meeting following the adoption of such amendments by the National Assembly without adhering to the process outlined in this Article.</p>
YES  <b>X</b>	NO	<p><b>Do the chapter bylaws document the chronology</b> of changes to Chapter Bylaws: <b>origin/</b> first time adopted; <b>amendments</b> (few changes as needed, or after a National Assembly) and/or a <b>revision</b> (rewritten completely or many changes throughout the document) . Ideally, Chapter bylaws should be written so they seldom need changes, but amendments adopted at the National Assembly frequently results in mandatory amendments to Chapter bylaws.</p> <p>Adopted (first time)-----19__ __</p> <p>Amended----- (few changes)</p> <p>Revision-----</p> <p>Amended-----</p>

Robert’s Rules of Order Newly Revised, 12<sup>th</sup> Edition is the adopted parliamentary authority of The Links, Incorporated and provided titles of standard articles, with the exception of Article I and Article IX.

Other articles may be included in your chapter bylaws. However, this Parliamentarian **strongly** recommends that chapters do not include an article on discipline in its bylaws or, if you do, it should mirror the National Bylaws’ article. It is more appropriate to reference the National Bylaws rather than produce disciplinary procedures that differ in any way from those prescribed by the National Bylaws.