



*Linked in Friendship, Connected in Service*  
***Piedmont (NC) Chapter***

**BYLAWS**  
**(REVISED 2025)**



*Linked in Friendship, Connected in Service*

***Piedmont (NC) Chapter***

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**THE LINKS, INCORPORATED  
PIEDMONT CHAPTER (NORTH CAROLINA)  
INTERNAL GOVERNANCE: BYLAWS**

**ARTICLE 1 (ARTICLE I )  
NAME and BOUNDARIES**

**Section 1.** The name of this organization shall be The Links, Incorporated: Piedmont Chapter.

**Section 2.** The **service area** of said organization shall include the following locales: ~~Cabarrus, Iredell, Lancaster, Lincoln, Mecklenburg, Rowan, and York~~ counties. Catawba, Cleveland, and Gaston.

**Section 3.** For purposes of membership of said organization, the **membership area** shall come from the following locales: Gaston, Catawba, Cleveland, Mecklenburg, Cabarrus, Lincoln, Iredell, and Rowan counties in North Carolina and Lancaster and York counties in South Carolina.<sup>1</sup>

**ARTICLE 2 (ARTICLE II)  
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 its members and the larger community; and to work together towards achieving common goals.

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 and Bylaws, Manual of Procedures, and other rules and regulations, as promulgated.

**ARTICLE 3 (ARTICLE III)  
MEMBERSHIP**

**Section 1. Membership Eligibility and Intake.**

- A. Membership of Piedmont Chapter shall consist of women, duly inducted, who are residents of the Chapter membership boundaries and approved National Headquarters.
- B. Membership intake shall be conducted in accordance with the Bylaws of The Links, Incorporated, Article 1 Membership, Section 4, and the procedures established in the Manual Procedures, Bylaws, Article 1.

**Section 2.** Members shall be women who boast identifiable abilities and interests in educational, civic, and intercultural activities, and have been duly inducted into the organization.<sup>2</sup>

**Section 3. Members Rights, and Chapter Total Membership and Boundaries**

- A. **Member Rights.** Members shall ~~enjoy~~ be accorded rights and privileges in The Links, Incorporated and their chapter according to their classification of membership. These rights include voting, holding office, and participating in the activities of their Chapter activities, Area Conferences, and National Assembly.
- B. **Chapter Total Membership.** The total membership shall not exceed sixty (60) ~~in number~~ non-daughter and granddaughters of the Links members, excluding Alumna members.<sup>3</sup> ~~Said total does not contemplate alumna members. Also, The chapter may accept up to fifteen (15) transfers.~~

<sup>1</sup> See Ltr. From The Links, Incorporation re: Approval of Piedmont Chapter Boundary Change, November 19, 2020.; PNC Bylaws Amendment Log.

<sup>2</sup> This is not required.

<sup>3</sup> See National Bylaws Article II, Section 5E.

- C. **Chapter Membership Boundaries.** Membership of Piedmont Chapter shall consist of women, duly inducted, who are residents of the Chapter membership boundaries and approved National Headquarters. The Piedmont (NC) Chapter membership boundaries shall include Gaston, Catawba, Cleveland, Mecklenburg, Cabarrus, Lincoln, Iredell, and Rowan counties in North Carolina and Lancaster and York counties in South Carolina.<sup>4</sup>

**Section 4. New Member Intake.** The daughter or granddaughter of a member of The Links, Incorporated, Piedmont Chapter who:

1. Is at least twenty-one (21) years of age
2. Meet the membership criteria
3. Reside in the chapter's boundaries
4. Daughters or granddaughters sponsored by their mothers or grandmothers who are members of The Links, Incorporated.

**A. New Member (DOLs) Recommendation**

After the formal request for membership has been received, a completed profile shall be given or sent by the nominator to the membership chair who shall report same to the chapter.<sup>5</sup> *September- May.*

**B. Voting on Daughters/Granddaughters of Links (DOLs) Candidates**

1. After the Membership Committee and Chapter have reviewed the profile, the Chapter may vote on the DOLs nominated at any regular chapter meeting between **September and May.**
2. DOLs shall be elected by a **majority vote** of the active members who are present and voting.

**C. Member Induction and Process**

1. DOLs can only be inducted between **May 1st and June 30th.**
2. Membership processing with National Headquarters and the induction of the new member shall follow the National Bylaws, Article I, Membership Process.

**Section 5. New Member Intake.**

**A. Women shall be eligible for membership in The Links, Incorporated, Piedmont Chapter who are:**

1. Are at least twenty-one (21) years of age;
2. Meet the membership criteria, and
3. Reside in the Chapter's boundaries

**B. New Member Recommendation**

1. The sponsoring member (in good standing) shall complete profile form to the Chairman of the Membership Committee by the announced deadline. <sup>6</sup> *September – May.*
2. A completed profile shall be submitted for each nominee for membership. The Chairman of the Membership Committee shall report to the Chapter about the profile forms received.
3. Shall take place in a chapter meeting.

**C. Voting on Non-Daughter of Link (Non-DOLs) Candidates**

1. Voting on Non-DOLs nominated may occur at any regular chapter meeting between **November and January.** ~~Said~~ The voting occurs in this the instant chapter in **January** of the induction year.
2. Voting on Non-DOLs shall be elected to membership by a **two-thirds (2/3) affirmative vote** of active Link members present and voting. Absentee voting is prohibited.

**D. Member Induction and Process**

1. Non-DOLs can only be inducted between **May 1st and June 30th.**
2. Membership processing with National Headquarters and the induction of the new member shall follow the National Bylaws, Article I, Membership Process.

<sup>4</sup> See Ltr. From The Links, Incorporation re: Approval of Piedmont Chapter Boundary Change, November 19, 2020.; PNC Bylaws Amendment Log.

<sup>5</sup> Presenting New Members; [insert PDF form]; Electronic form on the portal entered by VP; approval by President.

<sup>6</sup> Presenting New Members; [insert PDF form]; Electronic form on the portal entered by VP; approval by President.

**E. Available Chapter Slots**

When there are more prospective candidates than available membership slots within the chapter, candidates receiving the most votes shall be extended an invitation to membership. [this may be procedural – [therefore need to be in a manual of procedure and not the bylaws.]

**F. By Written Invitation Only**

Candidates receiving the required affirmative vote and approval/verification from the executive director and area director, shall be extended a written invitation and shall be informed of all financial responsibilities, including joining fees and dues for the fiscal year.

**G. Invitation Acceptance and Membership Processing <sup>7</sup>**

Upon receipt of electronic mail or email or written all fees and assessments have been paid, and approval from National Headquarters has been received, the chapter shall proceed with preparations for the induction of the new member(s).

1. At the conclusion of the orientation sessions, the candidates shall be inducted between **May 1st and June 30th**.
2. Membership processing with National Headquarters and the induction of the new member(s) shall follow the Bylaws, Article I Membership, Section 8, and the procedures established in the Manual of Procedures, Bylaws, Article I.
3. New Member shall be presented with The Links, Incorporated History Book and Constitution & Bylaws.
4. New members shall participate in a one (1) year mentoring program from the date of induction.

**H. Intake Fees and Local Dues**

1. All members inducted into The Links, Incorporated subsequent to January 1, 2012, shall be assessed a six hundred dollars (\$600.00) fee applied toward the maintenance of the national headquarters building situated in Washington, D.C.
  - (Chapters may not charge local dues more that National Dues – 1970.00 = 985.00 +600 )
2. Local dues shall be recommended by the Budget/Finance Committee and approved by the membership.
3. Total dues and assessments shall be paid according to the newly revised Spring, 2013 schedule.

**F. Orientation- See The Links, Incorporated Bylaws.**

**Section 6. Membership classifications are as follows:**

**A. Active**

1. An active member in good standing is a member who:
  - a. Has satisfied all national, area, and Chapter obligations.; e.g.,
    1. Dues are payable annually by April 1<sup>st</sup>, and if not paid, are delinquent when master data form is submitted to national headquarters.
    2. Members shall forfeit their membership if dues are not paid by May 1.
  - b. Is not under disciplinary action
  - c. Must meet the minimum attendance requirements (5 of 8 meetings) as determined by the chapter
  - d. Must meet the minimum forty-eight (48) service hours requirement;
  - e. Must register and attend at least one (1) area conference or one (1) national assembly within every five (5) years to retain membership, and
  - f. Has participated in Chapter activities and programs designed to implement the National Programs of The Links, Incorporated.
2. An active member must remain active in the Chapter in which she was “inducted” to retain her membership in The Links, Incorporated, except when a member moves to another locality that is outside the Chapter’s boundaries and requests a transfer to a chapter in her new locality. Any other exceptions to this policy must be approved by the Executive Council.
3. An active member **must register for** 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-(5) year period shall begin at the 33<sup>rd</sup>

<sup>7</sup> Invitation to Membership Ltr. template

**National Assembly to be held in 2002 in Chicago, IL.** This provision shall not apply to Alumna, Active Platinum, or Provisory members.

If a documented life-altering or life-threatening event occurs unavoidably preventing an active member from attending either an area conference or a national assembly in the fifth and final year, and said member has not fulfilled the requirement, said member shall be allowed to provide explanation of the circumstances.

- a. The documentation must show that the circumstances were unavoidable, and not a mere inconvenience irrespective how great.
  - b. The documentation, if accepted and approved by the National Executive Council, will prevent a forfeiture of membership for failure to fulfill the "one (1) in five (5)" requirement.
  - c. The approval process shall begin with submitting the documentation to her chapter for approval, and the chapter shall send approved documentation to the Area Executive Board ~~Team~~ for approval.
  - d. The Board "~~Team~~" shall send approved documentation to the National Executive Council, which shall have final approval or rejection of the documentation.
  - e. Once approval has been received from the Chapter, Area, and the National Executive Council, the member will be notified that she does not have to fulfill the requirement. She will be advised to attend the next scheduled area conference or national assembly without the possibility of exception.
4. An **active member** of an established chapter *may not* transfer to a new chapter which is closer to her residence for at least two (2) years unless there has been a change in the member's residence.
  5. An **active member** who moves to the locality of another chapter shall, upon request, be permitted to transfer to the chapter. It is mandatory that the chapter accept her into membership provided that the chapter has not reached its maximum number of members.
  6. An **active member**, in the process of transferring to another chapter, shall be granted a period not to exceed six (6) months to request the form from National Headquarters and to complete the transfer process.
  7. An **active member** who has dual residencies 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 to and 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.

**B. Leave of Absence**

1. **Leave of Absence-** A **member** on leave of absence is an active member in good standing, for reasons acceptable to her chapter, is granted a leave of absence for one (1) year. **[No chapter privileges- cannot attend membership induction.]** At the discretion of her chapter, this leave may be extended for an additional year or longer in extreme circumstances. Leave begins and ends in accordance with the fiscal year, May 1<sup>st</sup>-April 30<sup>th</sup>. The Piedmont (NC) Chapter, pursuant to the Bylaw of The Links, Incorporated, shall not grant leaves-of absence in excess of ten (10%) percent of its membership during any year. Chapters which do so shall be subject themselves to a fine and/or disciplinary action.
  - a. Leave maybe submitted at any time.
  - b. See new leave policy
2. **Military Duty-** A **member** in good standing on active military duty who is deployed to a combat, high risk zone or a military installation shall be granted a special military leave upon submitting a copy of her orders to her Chapter. While deployed to the zone, she shall be exempt from minimum forty-eight(48) hour service requirement. Upon completion of said deployment, she shall not be responsible for her minimum forty-eight (48) hour 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.



3. **Attendance Sabbatical**- 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 due to the following:

- 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, or
- c. She is the primary caregiver of a spouse or parent or child, immediate family or household member who is medically unable to care for him or herself.
- d. **At the Discretion of the Chapter**: This attendance sabbatical may be extended for an additional year or longer in extreme circumstances.
  - i. Leave begins and ends in accordance with the fiscal calendar, **May 1"- April 30\***
- e. **Member Responsibility**: An active member on an attendance sabbatical shall be required to meet all other obligations of the Piedmont Chapter, Southern Area, and the National Assembly, i.e., dues and assessments, national attendance requirement for assemblies or area conferences, and minimum 48-hour service requirement.
- f. **Removal of Quorum**: No such sabbaticals will be granted if such grant will denude remove the Chapter of a quorum at chapter meetings.
- g.

C. **Provisory**: has had this condition for two (2) years. **Pay dues Feb.- March return May 1<sup>st</sup>.**

1. A **provisory** member is an **active** member who:
  - a. Medically unable to participate in chapter meetings and activities, based on the notarized medical documentation provided.
  - b. Upon request, and with a notarized certificate from her doctor, she may be granted provisory membership status by her Chapter.
2. **Member Responsibility**. A provisory member shall be responsible for National dues and assessments *only*.
3. **Member Responsibility**. When the member's medical condition is such that she can participate in chapter meetings and activities, she shall return to active member status.
4. **Member Responsibility**. 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. **Chapter's Responsibility**. If A Chapter knows of a provisory member's false claim,
  - a. The Chapter **must** take action.
  - b. The action includes notifying the National Membership Committee Chair
  - c. The Chapter's failure to take any action on the matter, including notifying the National Membership Committee Chair, shall subject the Chapter to disciplinary action.

D. **Alumna**

1. An **alumna** is a member who:
  - a. Has thirty (30) years of service; or
  - b. Is age seventy (70) with ten (10) years of service
  - c. Has requested for and been granted alumna status by the National Headquarters
  - d. Is not responsible for any dues or assessments
  - e. Has all of the rights and privileges of The Links, Incorporated and Piedmont Chapter specifically, except voting, holding committee chairmanships, and holding office.
2. An **alumna** member will be an **alumna** of The Links, Incorporated, and may participate in Chapter, Area and National activities provided she pays any fees that maybe required.
3. Members who meet the above requirements by June 30th of the next fiscal year and who notify the Chapter no later than the preceding March meeting, shall be eligible for alumna status.
  - a. An **alumna** member shall assume financial responsibility for any Chapter, Area, or National meeting, which she attends, including the cost of meals, and registration, except as an invited guest. To attend the Chapter meetings, she shall inform the chapter president of her intention.

- b. Accordingly, an **alumna** member shall notify the Chapter president when she plans to participate in any activity requiring a fee or assessment.
- c. An **alumna** member may participate in chapter activities provided she pays any attendant fees. All financial responsibilities and required fees assumed by the alumna member must be paid through a chapter.
4. It is not mandatory that an active member retire from membership at age seventy (70) and ten (10) years of service, or at any age after thirty (30) years of service. However, within a five (5) year period, alumna status **can be reversed with no associated fee** 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.

#### **E. Platinum**

1. An **active** or **alumna** member who:
  - a. Has attained eighty (80) years of age or older, and
  - b. Has given thirty (30) years of service, or who has given at least fifty (50) years of active service, or
  - c. 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.
  - d. 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.
  - e. Platinum Status is the highest honor accorded a member on recommendation of a chapter and approval by the National Executive Council.
2. An **Active Platinum** member ***shall be exempt from the minimum forty-eight-(48) hour service requirement.***
3. An **Active Platinum** member ***shall not be responsible for:***
  - a. National dues and assessments, and
  - b. Exempt from Chapter dues and assessments at the discretion of her Chapter.

#### **F. Affiliate**

1. Affiliate status is a temporary status accorded a member.
2. An **affiliate** member is an **active** member in good standing who:
  - a. Moves to a locality where there is no existing Chapter of The Links, Incorporated;
  - b. Moves to a locality where the existing Chapter(s) has (have) reached the maximum number of members; and
  - c. Requests a transfer from her Chapter to affiliate status after no longer than six (6) months.
  - d. An **affiliate** member shall:
    - i. Meet the service requirement of The Links, Incorporated, i.e., forty-eight (48) hours per year, including presenting official documentation for having met the service requirement;
    - ii. Be responsible for paying all National Dues and assessments; and
    - iii. Meet the one-(1)-in-five(5) attendance requirement for Area Conferences or National Assemblies.
  - e. An **affiliate** member is entitled to all National and Area Communications and privileges.
3. An **affiliate** member may participate in the Chapter establishment proves that occurs in the locality of her residence. She may become a charter member of the new Chapter.
4. An affiliate member is one who demonstrates that she must travel, at a minimum, eighty percent (80%), and cannot get to chapter meetings due to business and/or civic responsibilities and requests a transfer from her chapter to affiliate status after no longer than six (6) months.

#### **G. Honorary**

1. An honorary member is a member who is elected in recognition of noteworthy achievement at the National level.
2. She shall have all privileges of membership except voting, chairing committees and holding office.

3. No former Link shall be elected to honorary membership.

H. A member maybe reinstated provided the member meets the requirements of Article I, Section 12.

**Section 7. Induction Date.**

- A. New Member Induction shall be held between **May 1 and June 30** except for newly chartered Chapters. See Section 6, Membership Intake.]
- B. **Transfer Process-** the deadline is December 1<sup>st</sup>.<sup>8</sup>

**Section 8. New Member shall be presented with a *Links History Book* and *Constitution & Bylaws*.**<sup>9</sup>

**Section 9. Mentoring Program, Development Period, and Fiscal Year**

- A. Newly inducted members and transferring members shall participate in a mentoring program .
- B. All new members shall have a one (1) year development period.
- C. New members **may not** hold a chapter elected office during this one-year development period.
- D. The fiscal year is **May 1 to April 30**, which is the one (1) year development period for new members.

**Section 10. Member who desires to resign from The Links**

- A. A member who desires to resign from Piedmont (NC) Chapter of The Links, Incorporated must submit the resignation in writing to the Piedmont (NC) Chapter as provided in Article I, Section 10, of the Bylaws of The Links, Incorporated.
- B. The resignation becomes final when accepted by the Piedmont (NC) Chapter and formally acknowledged at the National Assembly.
- C. Upon resignation, all ritual items and property shall be returned to the chapter.

**Section 11. Building Assessment**

Members inducted into The Links, Incorporated after January 1, 2012, shall be assessed \$600 fee which will be used for maintenance for the National Headquarters located in Washington, DC.<sup>10</sup>

**Section 12. Reinstatement to Membership** A member maybe reinstated provided the member meets the requirements of this section.<sup>11</sup>

- A. **Reinstatement.** A former member *shall* at no time become a member of The Links, Incorporated except through the process contained in this Section and *shall* pay a reinstatement fee. A former member **shall**:
1. Apply for reinstatement between **September and November. Fee is \$ 500.00**
  2. All dues and assessments for reinstated members shall be due April 1st and the fiscal year for reinstated members will begin May 1st. **Fee is \$ 500.00.**
  3. A Chapter may consider a former member for reinstatement if it has not reached its maximum number of members.
- B. **Reinstatement- for resignation in Good Standing.** A former member who resigned in good standing and:
1. Applies for reinstatement within **two (2) years of her resignation** shall be reinstated:
    - a. Upon application and a majority ballot vote of the Chapter members present and voting.
    - b. She shall pay current National and Chapter dues and assessments, and
    - c. A reinstatement fee in an amount determined by the National Finance Committee and approved by the National Assembly.
- C. **Reinstatement- for non-payment of dues.** A former member who forfeited her membership for non-payment of dues and (Steps 1 and 2 must all occur):
1. Applies for reinstatement within **two (2) years of her forfeiture**, shall be reinstated:
    - a. Upon application,
      - i. payment of all current Chapter and National dues and assessments,

<sup>8</sup> The Links, Incorporated Bylaws, Membership, Sections 6. A. 2, 5-7, and 6. A. 2, 5-7.

<sup>9</sup> Membership Intake, Section 6.

<sup>10</sup> Membership Intake, Section 6, Subsection G.

<sup>11</sup> The Links, Incorporated Bylaws, Art. 1, Section 12.

- ii. payment of all National and Chapter dues and assessments owed at the time of her forfeiture, and
- b. A majority ballot vote of the Chapter members present and voting.
- 2. Pay a reinstatement fee in an amount determined by the National Finance Committee and approved by the National Assembly.

- D. Reinstatement- after a period greater than 2 years but in good standing.** A former member who resigned in good standing and (Steps 1, 2, and 3 must all occur):
1. Applies for reinstatement **more than two (2) years after her resignation**, shall be reinstated:
    - a. Upon application, a two-thirds (2/3) affirmative ballot vote of the Chapter members present and voting, and
    - b. payment of current National and Chapter dues and assessments,
  2. She shall be inducted as in the process for a new member, and
  3. She shall pay a reinstatement fee in an amount determined by the National Finance Committee and approved by the National Assembly.
- E. Reinstatement- after a period greater than 2 years and non-payment of dues.** A former member who forfeited her membership for non-payment of dues and (Steps 1 and 2 must all occur):
1. Applies for reinstatement **more than two (2) years after her forfeiture**, shall be reinstated:
    - a. Upon application, payment of all current Chapter and National dues and assessments,
    - b. Payment of all National and Chapter dues and assessments owed at the time of her forfeiture, and
    - c. A two-thirds (2/3) affirmative ballot vote of the Chapter members present and voting.
  2. She shall be inducted as in the process for a new member.
  3. She shall pay a reinstatement fee in an amount determined by the National Finance Committee and approved by the National Assembly.
- F. Time Period Determinations.** 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** is the same. Time period shall begin on the date:
1. The Chapter accepted her resignation or
  2. May 1 of the year of non-payment of Chapter and/or National dues.
- G. Reinstatement- non-satisfaction of One-in-Five (1 in 5) requirement.** A former member who resigned or forfeited her membership and **had not satisfied her One-in-Five (1 in 5)** requirement for that period **must** adhere to the following:
1. If she **seeks reinstatement within the same One-in-Five (1 in 5)** period of her separation, then she **must** fulfill the requirement during that period.

**Section 13. Relative to Conduct.** See Disciplinary Action.<sup>12</sup>

**Section 14. Disciplinary Action.** See Suspension, Expulsion, and Appeal.<sup>13</sup>

## ARTICLE 4 (ARTICLE IV) RIGHTS AND RESPONSIBILITIES

**Section 1. Chapter Establishment.** Each chapter shall have the power to transact chapter business compatible with the objectives of The Links, Incorporated, to induct new members, and to deal with chapter problems.

- A.** An established chapter desiring to change its chapter boundaries shall submit the request to the Area Executive Committee for approval.
- B.** If approved, the proposed new boundaries shall be approved by the Executive Council before a chapter's boundaries can be changed.
- C.** 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.
- D.** Participation in a meeting as provided by this provision shall constitute presence in person.

<sup>12</sup> The Links, Incorporated Article 1, Section 13.

<sup>13</sup> The Links, Incorporated Bylaws Article 1, Section 14.

**Section 2. Chapter Power to Make Own Bylaws.** Each Chapter shall have the power to make its own Bylaws provided the Chapter's Bylaws are not in conflict with the National Constitution and Bylaws of The Links, Incorporated.

**Section 3. Power to Transact Business.** Each chapter shall have the power to transact chapter business compatible with the objectives of The Links, Incorporated, to induct new members, and to deal with chapter problems.

**Section 4. Quorum.** A quorum for the chapter to conduct business shall not be fewer than one-half (1/2) less one (1) of the active membership

**Section 5. Responsible for Maintaining the Required Number of Active Members.**

- A. Total membership shall not fall below twenty (20) active members nor exceed sixty (60) non-Daughter of Links members.
- B. Daughter of Links who are active members of a chapter that has reached its maximum number of members shall not be included when calculating the total number of active members in the chapter.
- C. Total membership shall not include alumna members.
- D. Chapters located in areas with a population of more than fifty thousand (50,000) African- American, whose active members fall below the minimum number of active members will be given two (2) years to increase their active membership to the minimum requirement.
- E. Chapters located in areas with a population of fewer than fifty thousand (50,000) African- Americans whose membership falls below the minimum number of active members will be addressed on a case-by- case basis.
- F. The National Vice President, the respective Area Director, and the National Membership Committee shall monitor the chapters' growth and size.
- G. The National Vice President, in consultation with the respective Area Director, may grant continued active status to those chapters whose membership is *below the minimum number of active members for one (1) year*.
- H. At their discretion, the National Vice President and the Area Director may grant a *one (1) year extension* to those chapters with less than the minimum number of active members showing they are working to increase their active membership to the minimum number.

**Section 6.** Violating rules and policies. See *The Links, Incorporated Bylaws*.

**Section 7.** Involvement in any level of disciplinary action right to appeal.

**Section 8. Charter Revocation.**

Causes for revocation shall be failure to do one or more of the following:

- A. Maintain required minimum membership, except for the division of a Chapter;
- B. Hold regular meetings;
- C. Promote the programs of The Links, Incorporated;
- D. Comply with the purpose of The Links, Incorporated;
- E. Bring Bylaws into compliance with The Links, Incorporated Bylaws;
- F. Follow the mandates of the Executive Council and National Assembly;
- G. Follow the Constitution and Bylaws and Manual of Procedures; and
- H. Meet stipulated goals within the probation period.

**ARTICLE 5 (ARTICLE V)  
DUTIES OF OFFICERS**

**Section 1. Elected and Appointed Officers.**

- A. **Chapter- elected officers** shall be the following: *President, Vice President, Recording Secretary, and Corresponding Secretary, Financial Secretary Treasurer, and Assistant Treasurer.*
- B. **Chapter appointed officers** are as follows: Parliamentarian, Historian/Journalist, Chaplain, two (2) At- Large Members, Assistant Recording Secretary, Assistant Corresponding Secretary, Technology and such other positions as may be deemed necessary for smooth, effective chapter operations by the president.

**C. Qualifications of Officers. All elected officers shall:**

1. Be active members at the time of elections; and
2. Have been a Link for at least one (1) year from the date of their induction
3. See specific qualifications for each officer.\*

**Section 2. President's Duties - The president shall discharge the following duties/functions:**

- A. Is an elected officer.
- B. Speak for the chapter and is a chapter financial officer.
- C. Appoint all facet and standing committee" chairpersons, except as otherwise provided for in the National Constitution and By-Laws.
- D. Appoint members to special committees pursuant to needs and dictates.
- E. Appoint members to special assignments and as representatives to other organizations as may be needed.
- F. Assign duties to "at-large" members.
- G. Administer the chapter program.
- H. Prosecute the chapter directives consistent with her office.
- I. Preside over all meetings.
- J. Call special meetings.
- K. Enforce the chapter as well as national constitution and by-laws.
- L. Co-sign checks and request all extensions for financial documents.
- M. Chair the executive committee.
- N. Serve as an ex-officio member of all committees except internal audit and nominating.
- O. Install all newly elected officers.
- P. Exercise general supervisory powers over the chapter.
- Q. Perform other duties as directed by the Chapter, or as may be incident to this office.

**Section 3. Vice President.**

- A. Is an elected officer.
- B. Approve all vouchers and checks when she is assuming the role of President, in her absence, and co-signed by the Treasurer.
- C. Assist and support the president in the performance of her responsibilities as requested.
- D. Automatically accede to the presidency.
- E. Membership Committee chair and enters Service Hours to IMIS System,
- F. Lead the new member intake process, mentor program, and friendship activities.
- G. Oversee the Fall planning of the annual mid-year retreat for officers, facet chairs, and standing committee chairs (February/April) and full chapter retreat (June).
- H. Perform other duties as directed by the Chapter, or as may be incident to this office.

**Section 4. Recording Secretary.**

- A. Is an elected officer.
- B. Ensure records of the deliberations are recorded, approved, duplicated, distributed, and stored.
- C. Provide the number of voting members present at each meeting.
- D. Update the chapter's profile in MMS before July 1 of each year.
- E. Confirm the chapter's One-in-Five certification is correct each year and forward discrepancies to the chapter vice president and Area Secretary by published deadlines.
- F. Review chapter member's profiles in MMS and encourage members to complete/update their profiles.
- G. Update necrology information in MMS and notify the Area Secretary within 24 hrs. of a death notification.
- H. Run chapter reports as requested.
- I. Call the meeting to order and ask for nominations for a Chair Pro-Temp in the absence of the president and the vice president.
- J. Participate in area and national training (as appropriate).
- K. Perform other duties as directed by the Chapter, or as may be incident to this office.

**Section 5. Assistant Recording Secretary.**

- A. Is an appointed by the President.

- B. Serves in the absence of the recording secretary.
- C. Perform other duties as directed by the Chapter, or as may be incident to this office.

#### **Section 6. Corresponding Secretary.**

- A. Is an elected officer.
- B. Disseminate complete and accurate chapter roster(s).
- C. Manage chapter correspondence.
- D. Read or distribute copies of all pertinent correspondence at each chapter meeting.
- E. May manage the chapter's newsletter or periodic communication.
- F. Often serve as back-up in chapter recording secretary's absence.
- G. Participate in area and national training (as appropriate).
- H. Other duties as assigned by the chapter president or Executive Board.
- I. Perform other duties as directed by the chapter, or as may be incident to this office.

#### **Section 7. Assisting Corresponding Secretary.**

- A. Is appointed by the President.
- B. Act in the absence of the corresponding secretary.
- C. Serve as chair of the chapter's "Public Relations/Media Committee."
- D. Perform other duties as directed by the chapter, or as may be incident to this office.

#### **Section 8. Financial Secretary.**

- A. Is an elected officer.
- B. Receiving all monies (membership dues, assessments, fundraising events, induction fees, etc.) that are not sent via electronic/digital platforms.
- C. Monthly reconciling funds to total receipts, including the purpose for which funds were received.
- D. Having "view access" for chapter monies received via electronic platforms and regularly running reports to verify income collections.
- E. Keeping a record of the obligations of individual members and notifying each of their status in accordance with the Chapter Bylaws, which includes providing quarterly invoices of dues, assessments, etc. to each member.
- F. Making a complete financial report to the membership at regular monthly meetings and year-end.
- G. Sending chapter financial reports electronically via secure file sharing solutions.
- H. Preparing a year-end report of income received.
- I. Serving as a member of the Chapter Finance Committee.
- J. Submitting books and records to the Internal Audit Committee and/or external auditors.
- K. Perform other duties as directed by the chapter, or as may be incident to this office.
- L. Duties of the Outgoing Chapter Financial Secretary include:
  1. Scheduling and conducting a transition meeting with the newly elected Financial Secretary.
  2. Conferring with the incoming Financial Secretary on all details of operational procedures, reports, and budget status before transmitting all files.
  3. Transferring all financial documents and other pertinent financial material to the new Chapter Financial Secretary no later than **September 15<sup>th</sup>**.

#### **Section 9. Treasurer.**

- A. Is an elected officer.
- B. Serve as the Chief Fiscal Officer of the Chapter, managing all financial aspects, including depositing funds, maintaining accurate records, and ensuring proper documentation for electronic payments.
- C. Reconcile book balances with monthly bank statements and prepare financial reports for meetings, including a year-end statement of financial operations and fiscal year-end financial reports.
- D. File IRS tax forms, manage bonding insurance, and submit National dues and assessments.
- E. Chair the Finance Committee, meet regularly with the Financial Secretary, and ensure timely completion of the Internal Audit by submitting end-of-the-year books to the Chapter's Internal Audit Committee.
- F. Perform other duties as directed by the chapter, or as may be incident to this office.
- G. Duties of the Outgoing Treasurer include:

1. The outgoing Treasurer is responsible for conducting a transition meeting with the newly elected Treasurer.
2. The transition meeting shall precede the transmittal of the files.
3. Confers with the incoming Treasurer on all details of operational procedures, reports and budget status.

#### **Section 10. Assistant Treasurer.**

- A. Is an elected officer.
- B. The specific duties and responsibilities of an Assistant Treasurer are as follows:
  1. Collect money in the absence of the Treasurer from the Financial Secretary.
  2. Provide a report of collected money to Treasurer.
  3. Assist in preparing Form 300 to send funds to the lockbox of The Links Foundation, Incorporated.
    - a. Assist in preparation for internal/external audits of financial documentation.
    - b. Provide other assistance as needed by the Treasurer.
- C. An Assistant Treasurer is **not** allowed to sign checks or make bank deposits.
- D. Perform other duties as directed by the chapter, or as may be incident to this office.

#### **Section 11. Internal Auditor.**

- A. Is appointed by the President.
- B. The Chair is responsible for uploading the annual Internal Audit Certification Form into the system.
- C. The Chair is charged with conducting an annual review of the Chapter's financial records.
- D. Is not a current financial officer or a member of the Chapter Finance Committee.
- E. Ensure that her name is submitted via the web-based membership reporting system (the "IMIS System") to the National Office as Chair of the Internal Audit Committee.
- F. Meets with the fiscal officers to present the findings of audit report, prior to submission to the Executive Committee and prior to presenting to the Chapter.
- G. Present the Internal Audit report to the Chapter at a Chapter meeting, and if needed, address any specific findings or recommendations which should be brought to the attention of the Chapter.
- H. If needed, assist in recommending an independent auditor for the external annual review or external audit, if applicable.
- I. If needed, assist in providing at least two (2) bids for the external audit for proposal to the Executive Committee of the Chapter.
- J. Perform other duties as directed by the chapter, or as may be incident to this office.

#### **Section 11. Parliamentarian.**

- A. Is appointed by the President.
- B. Be familiar with the organization's governing documents as follows: Constitution, By-Laws, Manual of Procedure, etc.
- C. Be cognizant of the latest iteration of Robert's Rules of Order.
- D. Advise the President and other officers, committees, and members on matters of parliamentary procedure.
- E. Assist with any questions that may arise in interpreting bylaws and rules, or in connection with the work of the board and of officers or committees.
- F. Serve on the Executive Board.
- G. Serve as chair of the Bylaws Committee.
- H. Review chapter bylaws to ensure compliance with the national bylaws.
- I. Perform other duties as directed by the chapter, or as may be incident to this office.

#### **Section 12. Historian/Journalist.**

- A. Is appointed by the President.
- B. Maintain a chapter scrapbook
- C. Archive the chapter's history and activities in some permanent form for posterity.
- D. Perform other duties as directed by the chapter, or as may be incident to this office.

#### **Section 13. Chaplain.**

- A. Is appointed by the President.
- B. Lead the invocation at the opening of each chapter meeting.
- C. Shepherd the members in spiritual relations.
- D. Perform other duties as directed by the chapter, or as may be incident to this office.



**Section 14. At-Large Members.**

- A. Is appointed by the President.
- B. Perform any duties assigned by the president consistent with the smooth, orderly conduct of chapter operations.
- C. Perform other duties as directed by the chapter, or as may be incident to this office.

**Section 15. Nominating Committee. See Article XI.**

- A. The method and time of its election as provided by Article XII, Section 3.
- B. Five (5) committee members as stated in Article XI.
- C. Duties of the committee as stated in Article XI.
- D. The meeting at which they are to report is **no later than thirty (30) days prior to the April election.**
- E. Perform other duties as directed by the Chapter, or as may be incident to this office.

**Section 16. Election Procedures.**

- A. At least **90 days before** the election, the nomination committee shall seek among the membership candidates for each office.
- B. When the nominating committee makes its report, the Nominating Committee Chair shall ask for nominations from the floor.
- C. 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.
- D. Such nominations shall become part of the slate to be voted on by the membership. Nominations need no "second."
- E. Election of officers shall be held at the **April** regular chapter meeting and by a ballot method approved by the chapter.
- F. In the event there is one (1) nominee for any office, the vote for that office may be by acclamation or unanimous consent.
- G. Installation of officers shall occur at the **May** meeting.

**Section 17. Term of Elected Officers, Term Limits, and Vacancies.**

- A. The regular term of office of all officers shall commence at the adjournment of the meeting at which they are installed.
- B. All elected and appointed officers shall be elected or appointed for a two (2) year term or until their successor are elected.
- C. Terms shall begin on **May 1st.**
- D. An elected officer may succeed herself in office. She shall not serve more than two (2) consecutive terms in the same office.  
~~Exception: Recording Secretary, Financial Secretary, and Treasurer may serve an unlimited period of time.~~
- D. The vice president shall fill a vacancy in the office of president for the unexpired term.
- E. A vacancy in any office shall be filled by the president with the approval of the executive committee for the unexpired terms.

**Section 18. Removal from Office.**

- A. Officers may be removed for failure to perform their duties or misconduct, etc.
- B. A two-thirds vote of the membership is required.
- C. See *The Links, Incorporated Constitution and Bylaws, and Ethics and Standards- Code of Ethics.*

**ARTICLE 6 (ARTICLE VI)  
MEETINGS**

**Section 1. Regular Meetings.**

- A. Meetings shall be held on the first Saturday of each month at 10:00 a.m.
- B. The chapter shall hold at least eight (8) regular meetings annually in the following months: September, October, November, January, February, March, April, and May, unless otherwise ordered by the chapter.
- C. In the event of a holiday conflict, the meeting date will be subject to change. A "summer work session" is typically held in either July or August.
- D. Regular chapter meetings shall be held face-to-face, unless otherwise directed or approved by the Executive Council.
- E. Meeting venues are at the discretion of the Courtesy/Hospitality Committee or meeting hostess(es).

**Section 2. Meeting Notices.**

- A. **Regular Meeting**
  - 1. Notice Period: **Minimum 30 days** advance notice
  - 2. Content: Agenda, meeting minutes, facet and standing committee reports
  - 3. Distribution: All members in good standing

4. Restrictions: Business Meeting

**B. Special Membership Meetings**

1. Notice Period: **Minimum 14 days** advance notice
2. Content: Specific purpose statement, limited agenda
3. Distribution: All members in good standing
4. Restrictions: Business limited to matters specified in notice
5. Authority: May be called by president, majority of executive council members, or a specified number of active members nearly equal to a quorum.

**C. Committee Meetings**

1. Notice Period: **Minimum 5 days** advance notice for facet and standing committees
2. Content: Committee-specific agenda, relevant materials
3. Distribution: Committee members, interested members (as appropriate)

**D. Emergency Meetings**

1. Notice Period: Reasonable notice under circumstances, **minimum 24 hours** when possible
2. Content: Emergency justification, specific urgent matters
3. Documentation: Written record of emergency circumstances required
4. Authority: May be called by president or majority of executive council members

**Section 3. Annual Meeting.**

- A.** The regular chapter meeting held in April shall be known as the Chapter Annual Meeting and shall be for the purpose of:
1. Receiving the written annual reports of officers and committees; and
  2. Any other business that may arise.

**Section 4. Attendance.**

- A.** Each active financial member of the chapter is expected to attend five (5) regularly scheduled meetings.
- B.** Each active member is entitled to three (3) absences per year from chapter meetings by reason of the following: illnesses, out-of-town engagements, professional/civic conflicts, and exigencies.
- C.** The recording secretary ~~will~~ shall notify the executive committee of any member who is absent more than three (3) meetings.
- D.** The Executive Committee shall recommend action regarding members who exceed the three (3) absences, as it deems appropriate.

**Section 5. Meeting Minutes.** All meetings including conference telephone or similar communications technologies shall be documented in the following manner: See Chapter Standard of Procedures.

- A.** The calls can be recorded.
- B.** Minutes of the calls shall be taken (and submitted to the vice president for programming).
- C.** Minutes shall include:
1. Beginning and ending times,
  2. Facet or committee title meeting,
  3. Members in attendance and recorder's name,
  4. Agenda and agenda items discussed, and actions, and
  5. Date, time, and location

**Section 6. Special Meetings.**

- A.** Special meetings may be called by the president, executive committee, or a specified number of active members nearly equal to a quorum. ~~three (3) members.~~
- B.** The call for a special meeting must state the business to be transacted and no other business shall be transacted except that stated in the call.

**Section 7. Quorum.**

A quorum for the chapter to conduct business shall not be fewer than one-half (1/2) less than one (1) of the active membership.

### **Section 8. Electronic Meetings.**

- B. Special Meetings shall be allowed by means of a conference telephone or similar communications technologies including by the Chapter's Zoom account( Google Meets, Microsoft Teams) and notice shall be given \_\_\_\_\_ days via \_\_\_\_\_. 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.
- C. Chapter committees shall be allowed to 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.
- D. Participation in an electronic meeting as provided by this provision shall constitute presence in person.
- ~~D. Regular chapter meetings shall be held face-to-face, unless otherwise directed or approved by the Executive Council.~~

## **ARTICLE 7 (ARTICLE VII) EXECUTIVE COMMITTEE AND EXECUTIVE COUNCIL**

### **Section 1. Composition.**

- A. 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.
  - 1. **Executive Committee-**  
The President, Vice President, Recording Secretary, Treasurer, Financial Secretary, Corresponding Secretary, and Parliamentarian shall constitute the **Executive Committee**. (The Parliamentarian shall be a non-voting member.)
  - 2. **Executive Council-**  
The elected officers, appointed officers, Chair of the Nominating Committee, Immediate Past President, Program Directors, and the Co-Chairs of the Technology, Strategic Planning and other appointed Chairs of ongoing committees of PNC Chapter of The Links, Incorporated as selected by the President shall constitute the **Executive Council**.

### **Section 2. Powers.**

- A. The **Executive Committee** shall exercise broad powers to ensure the smooth, orderly conduct of chapter operations.
  - 1. However, said powers are subject to chapter oversight and approval and shall not contravene any prior chapter action.
- B. The **Executive Council** shall administer the policies and programs of the Chapter.

### **Section 3. Authority to Act Outside of Session,**

The Executive Council shall have the authority to act when the chapter is not in session, but such action shall be reported fully to the next regular meeting.

### **Section 4. Appeals.**

The Executive Council shall have the authority to hear appeals and other matters brought to it by members, and shall make recommendations to the Chapter for final disposition.

### **Section 5. Officer Execution of Oath of Office.**

- A. Any elected officer who does not function properly in her position shall be recommended for replacement to the Executive Council by a member of the Executive Council.
- B. An officer replaced because of failure to function timely and properly in her position shall not be eligible to serve in another chapter office (elected or appointed) for five (5) years.
- C. The majority vote of the Executive Council shall determine further action.
- D. If the action results in removal from office, the said officer shall be notified in writing. Each elected officer has the right to appeal. The appeal shall proceed from the Chapter according to procedure outlined in the Ethics and Standards Manual.

### **Section 6. Quorum.**

- A. A quorum for the **Executive Committee** shall consist of the 4 elected officers.
- B. A quorum for the **Executive Council** shall consist of a majority of the members thereof.
- C. A majority of the voting members, including three (3) elected officers, shall constitute a quorum for a meeting of the Executive Council.

### **Section 7. Executive Committee and Executive Council Meetings.**

- A. The Executive Committee of the Executive Council shall meet upon call of the President when there is a matter of concern to be considered and it is not feasible to call a meeting of the Executive Council.
- B. Such action shall be reported fully to the Executive Council immediately thereafter and to the next meeting of the chapter for ratification.

#### **Section 8. Electronic Meetings.**

- A. The Executive Council or Executive Committee may meet by conference telephone or similar communications technology, provided the members can hear and communicate with each other.
- B. Participation in a meeting as provided by this provision shall constitute presence in person at the meeting.
- C. Any action that could be taken at a meeting of the Executive Committee or Executive Council may be taken without a meeting, provided that consent in writing setting forth the action being taken is signed by all members of the Executive Committee or Executive Council, as the case may be. Consent in writing shall have the same force and effect as a unanimous vote, and may be described as such in any document executed by or on behalf of the chapter.

### **ARTICLE 8 (ARTICLE VII) FACETS AND STANDING COMMITTEES**

**Section 1.** Standing Committees shall be the following: Program Facets, Audit, Budget/Finance, Courtesy/Hospitality, Membership, Social, Strategic Planning, and Technology.

**Section 2.** In addition to the above, other committees may be created at the pleasure/instance of the president to advance the chapter's initiatives as warranted.

#### **Section 3. Facets and Committee Functions:**

- A. **Program Facet Committees:** Services to Youth (STY), The Arts, National Trends and Services (NTS), International Trends and Services (ITS), and Health and Human Services (HHS).
  - 1. Each facet committee reflects one-fifth (1/5) of the active membership pursuant to the direction/designation of the President.
  - 2. These committees recommend targeted areas and programs of study and, upon chapter approval, shall prepare a schedule of activities and events for realizing their articulated goals.
- B. Archives shall keep an official record of the Area history; and develop methods to collect, codify, collate, and arrange for storage of documents, artifacts, and memorabilia of chapter activities.
- C. Audit The Internal Audit Committee should consist of three (3) to five (5) Chapter members (i.e., members on leave are not allowed to serve on this committee). This Committee is generally appointed by the President, unless otherwise stated in the Chapter Bylaws. This committee is charged with conducting an annual review of the Chapter's financial records. None of the members of this committee should be a current financial officer or a member of the Chapter Finance Committee.
- D. Bylaws shall consist of an odd number of members including the Chapter Parliamentarian, who serves and the committee chair, and at least four (4) other members. The committee shall serve as a resource to the Chapter Director, Executive Board and Executive Committee and chapters on parliamentary procedure and the interpretation of the Constitution and Bylaws of The Links, Incorporated.
- E. **Ethics and Standards**
- F. Finance shall consist of not less than four (4) members, one of whom shall be the chapter treasurer. The treasurer shall serve as chairperson. This committee shall act in an advisory capacity in all transactions involving expenditures of funds and shall prepare and present the budget at the April meeting. Said budget, upon approval, shall be the treasurer's authorization for the expenditure of chapter funds.
- G. **Fundraising**
- H. Hospitality shall be responsible for displaying general kindness and courtesies to members in cases of births, deaths, illnesses, weddings, and any other exigencies that may arise whatsoever situate.

- I. **Membership** shall be responsible for activities appertaining to the membership intake process and plan membership orientation to the purpose and program of The Links, Incorporated. It shall be responsible for new member mentor program and such membership issues as may be assigned to it.
- J. **Nominating** shall identify, evaluate, and recruit qualified candidates for the chapter elected officer positions, ensuring nominees possess the necessary skills, experience, desire, and alignment with the chapter's mission and values to maintain effective chapter leadership.
- K. **Protocol (Pearl)** shall proactively plan and execute all aspects of the protocol function in accordance with the Protocol Manual of The Links, Incorporated. This includes but is not limited to protocol support for VSPs of The Links, Incorporated and invited guests during Area events, which include but are not limited to Area Conferences. The committee shall serve as a resource to chapters on protocol matters.
- L. **Rituals (Pearl)** shall oversee the proper execution of ceremonies in accordance with the Rituals Manual of The Links, Incorporated. It serves as a resource to chapters on matters relating to the rituals of The Links, Incorporated.
- M. **Scholarship** manages the chapter's scholarship program by publicizing opportunities, soliciting applications, and reviewing candidates based on predetermined criteria including financial need, academic achievement, leadership, and essays.
- N. **Social** shall have charge of all functions that have been approved and shall complete arrangements for discharging same.
- O. **Strategic/ Organization Planning** shall consist of a minimum of 5 members. The committee shall ensure the chapter has an up-to-date strategic plan by providing updates and direction on strategic planning to the officers and chapter.
- P. **Technology** provides strategic direction for technology utilization to enhance chapter communication and connection, including website maintenance, electronic document management, and supporting digital communications and marketing platforms.

## ARTICLE 9 (ARTICLE IX) FINANCE

### Section 1. Member Financial Obligations.

- A. Active members shall meet all Chapter and National financial obligations prior to the submission of dues and assessments to National Headquarters. (National Headquarters will not accept a member's dues after May 1st without approval of the National Treasurer.)
- B. This Chapter is authorized to send electronic payments to National Headquarters. <sup>14</sup>

### Section 2. Chapter Budget.

- A. The Chapter must develop and adopt a balanced budget that balances out to zero each fiscal year. <sup>15</sup>
- B. The budget development process begins in the Fall, with input from committees and analysis of year-to-date data.
  - 1. All expenditures shall be included as line items in the chapter budget:
    - a. Chapter operational cost, subscriptions, and fees (unrestricted)
    - b. Chapter programming and charitable fundraising cost (restricted)
- C. Deficit budgets are not permitted, and adjustments must be made to ensure the budget balances before approval.
- D. The Chapter prepares two separate budgets: unrestricted (operating) and restricted (program /fundraising).
- E. The budget must be presented to the Executive Committee and to the chapter members at least 30 days before the scheduled vote for final approval.
- F. The Chapter budget must be approved by the February Chapter meeting and submitted to the Area Treasurer by March 15th.
- G. Any changes to the bottom line of an adopted budget must be approved by the Executive Board and the Chapter members.
  - 1. Budgets can be amended during the fiscal year, if circumstances change.

<sup>14</sup> The Financial Handbook of the Links, Incorporated, Revised Edition March 2025.

<sup>15</sup> The Links, Incorporated Financial Handbook, Revised Edition March 2025, at pg. 7.

2. Amended budgets to be approved by chapter and sent to Area Treasurer.

**Section 4. Assessments.**

- A. All assessments must be approved by the chapter.<sup>16</sup>
- B. The membership **shall receive a 30-day notice** before the regular meeting at which the assessment will be presented for vote.
- C. A two-thirds (2/3) affirmative vote of the active members present, and voting is required to adopt an assessment.
- D. Any Chapter assessment voted on and adopted before a leave of absence is effective is the member's responsibility and it is to be paid no later than when the member returns to active status.
- E. An assessment that is voted on and approved while a member is on a leave of absence or prior to a transfer into a Chapter shall not be that member's responsibility.
- F. All members must meet the Chapter's financial obligations and service requirements before the member's National dues and assessments are submitted to the National headquarters.
- G. Members may satisfy fundraising assessments with donations from an organization or corporate sponsor. These donations should be submitted by the Chapter's established deadline.

**Section 4. Chapter Internal and External Audits.**

The Chapter shall conduct an internal audit annually and an external review or audit as required by the Financial Handbook of The Links, Incorporated.

**ARTICLE 10 (ARTICLE X)  
DELEGATE AND ALTERNATE**

**Section 1. Chapter Delegate.**

The Chapter President shall serve as the delegate at the national assembly, area conference, and all other official assemblages requiring representation.

**Section 2. President's Absence- Chapter Alternative.**

In the event the President is unable to represent the chapter at any event requiring official representation, the Vice President shall serve in the President's stead.

**Section 3. Required Reporting.**

The delegate and/or alternate shall provide a report of the business proceedings, programs, events, and an accounting of expenses attributable to chapter funds.

**ARTICLE 11 (ARTICLE XI)  
NOMINATING COMMITTEE**

**Section 1. Composition.**

- A. The chair of the Nominating Committee shall be appointed by the president.
- B. The committee shall consist of five (5) committee members including to the chair.
- C. The committee shall convene in the Fall immediately before the election held in April.

**Section 2. Duties of Nominating Committee.**

- A. Election Slate of Candidates – at least **ninety (90) days** before the election at the April Annual Meeting, the Nominating Committee shall:
  - 1. Assess chapter membership to identify individuals with the skills, experience, and commitment necessary to serve as officers,
  - 2. Select candidates based on what is best for the chapter as a whole, ensuring objectivity in the evaluation process,

<sup>16</sup> The Links, Incorporated Financial Handbook, Revised Edition March 2025, at pg. 19.

3. Contact potential candidates to confirm their willingness to serve before making formal nominations.
  4. Identify alternative candidates when nominated individuals decline to serve.
  5. Foster ongoing activities to cultivate and maintain a pool of qualified candidates for future leadership positions, and
  6. Perform other duties as may be assigned by the chapter or as deemed necessary for effective leadership succession.
- B. The committee shall present a slate of qualified nominees to the chapter membership **no later than thirty (30) days** prior to the **April election**.

## **ARTICLE 12 (ARTICLE XII)**

### **ELECTION COMMITTEE**

#### **Section 1. Composition.**

- A. The chair of the Election Committee shall be appointed by the president.
- B. The committee shall consist of (3) committee members including the chair.
- C. These duties focus on the administrative and procedural aspects of conducting the actual election, complementing the Nominating Committee's role in candidate recruitment and selection.
- D. The Election Committee and Technology Committees shall oversee the election process.

#### **Section 2. The duties of the Election Committee shall include:**

- A. Oversee and administer the election process in accordance with chapter bylaws and procedures.
  1. Prepare and distribute official ballots for all contested offices.
  2. Verify eligibility of all nominees, including those nominated from the floor.
  3. Count and tabulate all votes cast during the election, and
  4. Announce election results to the chapter membership.
- B. The committee shall maintain accurate records of the election process and results pursuant to the chapter document retention policy.
- C. The committee will coordinate with the Nominating Committee to ensure proper nomination procedures are followed, to include the following:
  1. Establish and manage polling procedures during the April election meeting.
  2. Handle any election disputes or challenges that may arise.
  3. Prepare documentation for newly elected officers
- D. The committee will perform other duties as may be assigned by the chapter or as deemed necessary for fair and orderly elections.

#### **Section 3. Method and Time of election.**

- A. **Method of Election.** Paper Ballot and/or electronic ballot.
- B. **Time of the election.** See Article 5, Section 15 of these bylaws.

## **ARTICLE 13 (ARTICLE XVII)**

### **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern Piedmont (NC) Chapter of The Links, Incorporated in all cases to which they are applicable and in which they are not inconsistent with these *Constitution and Bylaws* of The Links, Incorporated and special rules or procedures that The Links, Incorporated may adopt.

## **ARTICLE 14 (ARTICLE XVIII)**

### **AMENDMENT OF THE BYLAWS**

#### **Section 1. Amendments to the Bylaws.**

- E. **Amendments.** These chapter bylaws maybe amended at any regular meeting by a two-thirds (2/3) vote provided that:
  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.
  2. The proposed amendment(s) are *presented* to the Executive Board at its meeting prior to the regular chapter meeting at which it will be considered.



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.

**B. Revisions.** These bylaws maybe revised only upon authorization of the active members of the chapter:

1. Drafting an authorized revision shall be the duty of the Bylaws Committee.
2. 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.

**Section 2. Proposed Amendments.** The proposed amendment(s) shall be recommended by a member, Chapter, Standing Committee, Area Conference, the Executive Council, the *Constitution and Bylaws* Committee and/or the National Assembly.

**Section 3. A proposal by any member.**

An amendment must be circulated to each chapter by the *Constitution and Bylaws* Committee at least forty-five (45) days prior to the convening of the National Assembly.

**Section 4. Any amendments to The Links, Incorporated By-laws.**

- A.** Any amendment proposed at the National Assembly shall be referred to the *Bylaws* Committee for consideration at the next National Assembly. It shall be subject to procedure as indicated in Section 4 of this article.
- B. Compliance with The Links, Incorporated Bylaws.** 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.

<b>Origin Date: From Version September 1, 2021</b>				
<b>Origin/Amendment/Revision (MM/DD/YYYY)</b>	<b>Reason</b>	<b>Editor</b>	<b>Adopted(1<sup>st</sup> time) MM/DD/YYYY</b>	<b>Note</b>
Amendment 11/ 19/ 2020	Boundary Change	Bylaws Committee		See Ltr. From Nationals per Link Shawnya Gore.
Revisions 11/22/ 2024 to 02/18/2025	Articles 1-5 updated and amended according to the National Bylaws Checklist and Boundary Amendment 2020. See <a href="#">Piedmont (NC) Boundary Change Ltr. 111920</a>	-Link Leah Moody added and amended- Arts. 1-3 -Link Shawnya Gore- added and amended- Arts. 4-5		-Committee members agreed to handle sections of the PNC Bylaws by articles and corresponding sections to amend/edit. Link Moody set up the Bylaws/Articles in a shared document table. -Link Moody completed chart and shared with committee members on 11/22/2024 to 02/18/2025.
Revisions 11/22/ 2024 to 02/18/2025	Article 6- updated and amended	-Link Allison Chisolm added and amended - Article 6.		Revision to Meetings sections inserted.
Revisions 08/11/2025; 8/25/2025; 8/26/2025, 9/1-3/2025	Sections Added and edited Articles	-Link Leah Moody- amended Arts. 6; added & amended Arts. 7-14		Revision to Articles in compliance with the National Bylaws Checklist 2025