



**BYLAWS\***  
**Tacoma (WA) Chapter**  
**The Links, Incorporated**

**ARTICLE I**  
**NAME AND BOUNDARIES**

**SECTION 1.** The name of the organization shall be Tacoma (WA) Chapter of The Links, Incorporated.

**SECTION 2.** Boundaries

A. The Tacoma (WA) Chapter Boundary, comprised of the service area and membership area (including the commuting distance), is limited to a maximum radius of fifty (50) miles of Tacoma, Washington. The service area for the Tacoma Links is limited to the south Puget Sound area.

**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 our members and the larger community, and to work together toward achieving common goals. These Bylaws shall cover specific rules not otherwise covered by the National Constitution and Bylaws of The Links, Incorporated.

**ARTICLE III**  
**MEMBERS**

Membership in the Tacoma (WA) Chapter shall consist of women with high ethical standards who have identifiable attributes and abilities to make civic, cultural and educational contributions to the community. They are members who desire to bond in friendship and in service.

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.

## **SECTION 1. Eligibility for membership**

The Chapter shall have no more than sixty (60) non-Daughters of Links. When the Chapter reaches sixty members, daughters of Links and granddaughters of Links (DOLs) shall not be counted when calculating the number of Active members in the Chapter. Alumna members are not included.

### **Membership Eligibility**

- A. Women shall be eligible for membership in The Links, Incorporated who are:
  - 1. Twenty-one (21) years of age;
  - 2. Meet the membership criteria;
  - 3. Reside in the boundary of the Chapter;
  - 4. Pay dues, assessments and fees;
  - 5. Nominated during a regular Chapter meeting in November and January;
  - 6. Elected by 2/3 affirmative vote of Chapter members present and voting.
  
- B. Daughters or Granddaughters of a member of The Links, Incorporated are eligible for membership provided they are:
  - 1. Twenty-one (21) years of age;
  - 2. Meet the membership criteria;
  - 3. Reside in the boundary of the Chapter;
  - 4. A daughter or granddaughter sponsored by her mother or grandmother who is a member of The Links, Incorporated;
  - 5. Nominated at any regular Chapter meeting; ;
  - 6. Elected by majority vote of Chapter members present and voting.

## **SECTION 2. Member Qualifications**

- A. Members must have the ability to serve actively in support of the programs of the Tacoma Chapter, Western Area and The Links, Incorporated.
  
- B. Members must be willing to assume the financial responsibilities of the organization.
  
- C. Members must have demonstrated the ability to work with others.
  
- D. Members must participate in business meetings, committee meetings, Chapter events, Program Facet events and social activities.
  
- E. Members must reside within a 50-mile radius of Tacoma, Washington.

F. Membership shall be limited to sixty (60) non-Daughters of Links. Daughters of Links (DOL) shall not be counted if the Chapter has reached its maximum of sixty (60) members. Alumna members are not included.

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

**Section 4.**

A Links member may nominate a candidate for membership by completing the online Profile Form. The Links member shall notify the President or Chairman of the Membership Committee. The Membership Chairman shall notify the Chapter of the Profile Forms received.

B. Voting on Daughters of Links (DOL) nominated for membership may take place at any regular Chapter meeting between September and May. DOLs shall be elected by a majority vote of the active members who are present and voting. Absentee voting is prohibited.

C. Voting on non-DOLs for membership may take place at any regular Chapter meeting between November and January. Non-DOLs shall be elected by a two-thirds (2/3) affirmative vote of the active Chapter members who are present and voting. Absentee voting is prohibited.

D. Discussion of Nominees and the election results is confidential. There shall be no discussion of these matters outside the chapter.

E. The Membership process and induction of new members shall follow the procedures prescribed in the National Bylaws Article 1-*Membership* and the procedures established in the *Manual of Procedures*. New members shall be inducted between May 1 and June 30th.

**SECTION 5.** The classification of members are:

**A. Active**

1. An active member in good standing is a member who:
  - a. Has met all the obligations of the Chapter, Area, and the National Assembly;
  - b. Is not under disciplinary action;
  - c. Has met the minimum attendance requirements determined by the Chapter and the National attendance requirement for Assemblies or Area Conferences;
  - d. Has met the minimum service requirement (*48 hours per year*) of The Links, Incorporated;
  - e. Has participated in Chapter activities and programs designed to implement the National programs of The Links, Incorporated.

f. Must attend the annual Ethics and Standards Workshop and complete the Links Compliance Form.

2. **Transfers:** An active member must remain active in the Chapter in which she was inducted to retain membership in The Links, Incorporated, except when a member moves to another locality that is outside her 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. **Conference Attendance:** An active member must 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. This provision shall not apply to Alumna, Active Platinum, or Provisory members.

**4. Failure to Complete the One in Five Conference Requirement:**

If a documented life altering or life-threatening event occurs unavoidably preventing an active member from attending either the Area Conference or National Assembly in the fifth and final year of the requirement, and a member has not yet fulfilled the requirement during the first four years, she shall be allowed to provide written explanation explaining the unavoidable circumstances.

a. The written explanation must show that the circumstances were unavoidable, not an inconvenience, however great the inconvenience may be.

b. The written explanation, if accepted and approved by National Executive Council, will prevent her from forfeiting her membership for failure to fulfill the one (1) Area Conference or one (1) National Assembly within every (5) years requirement.

c. The process of approval shall begin with submitting the documentation to her Chapter for approval, the Chapter shall send approved documentation to the Area Executive Team for approval and the Area Executive Team shall send approved documentation to the National Executive Council which shall have final approval or rejection of the documentation.

d. 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.

5. **Active: 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 because:

a. Her employment or civic responsibilities prevent her from attending

- meetings, or
- b. She is enrolled in a college or university course that meets on the day and time of Chapter meetings.
  - c. At the discretion of her Chapter, this attendance sabbatical may be extended.
  - d. 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 or 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.

**6. Active Member Relocation:** An active member who moves to a residence located in another Chapter's boundaries shall, upon request, be permitted to transfer to that Chapter. It is mandatory that the Chapter honors the transfer provided that the Chapter has not reached its maximum number of members.

**7. Request for Transfer:** An active member, in the process of transferring to another Chapter shall have six (6) months to request the form from National Headquarters and to complete the transfer process.

**8. Dual Residences:** 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 provided:

- 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; and
- c. Meeting attendance and service hours performed in the secondary Chapter are certified by that Chapter and reported through the member's primary Chapter.

**9. Leave of Absence:** At the discretion of the Chapter, a leave of absence may be granted.

- a. An active member in good standing may be granted a leave of absence for one (1) year at the discretion of the Chapter.
- b. The leave of absence may be extended for an additional year or longer in extreme circumstances but may not exceed more than three years.
- c. A member seeking a leave of absence shall submit the request in writing to the Vice President/Membership Chairman, with a copy to the President.
- d. A leave of absence shall begin and end in accordance with the fiscal year, May 1-April 30th.
- e. A member on a leave of absence has no voting privileges.
- f. The Chapter shall not grant leaves of absence in excess of ten percent (10%) of its membership during any year.

- g. The Chapter shall vote on a request for a leave of absence no later than the February meeting preceding the fiscal year in which the leave is requested.
- h. A leave of absence must be approved by a majority vote of the Chapter.
- i. For the period of time a member is on a leave of absence, she shall have no Chapter responsibilities but must pay National and Area dues and Assessments and is responsible to meet her one in five (1 in 5) obligation.
- j. The Chapter (Vice President) shall provide to the member 30 days' notice of the expiration of her leave of absence.

## **10. Military Leave**

- a. 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 the Chapter.
- b. While deployed to the zone, she shall be exempt from the minimum forty-eight (48) hours service requirement.
- c. Upon completion of her 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.

## **B. Alumna**

1. An Alumna member 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 and been granted Alumna status by the National Headquarters;
  - d. Is not responsible for any dues or assessments; and
  - e. Has all the rights and privileges of The Links, Incorporated except voting, chairing committees, 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 may be required.
3. Members who will 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 when she is invited as a guest. To attend Chapter meetings, she shall inform the Chapter President of her intent.

- b. An Alumna member shall give notice to the President when she plans to participate in any activity requiring a fee or assessment.
  - c. All financial responsibilities and required fees assumed by the Alumna member must be paid through a Chapter.
4. It is not mandatory that she retire from Active 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-year period, alumna status can be reversed with no associated fee upon the request of the member to return to Active membership provided 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.

### **C. Platinum**

1. A Platinum member is an active or alumna member who:
  - a. Has reached eighty (80) years of age or older and who has given at least thirty (30) years of service, or
  - b. Has given at least (50) years of active service, or
  - c. 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.
2. Members who meet the above requirements by June 30<sup>th</sup> of any given year and who submit the Platinum Member Notification Form by February 1<sup>st</sup> of the following year, shall be granted Platinum status in the year in which she becomes eligible.
3. 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.
4. A Platinum member shall not be responsible for National dues and assessments.

### **D. 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 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 within six (6) months of the move.
3. An Affiliate member shall:
- a. 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;
  - b. Be responsible for paying all National dues and assessments; and
  - c. Meet the one (1)-in-five (5) attendance requirement for Area Conferences or National Assemblies.
4. An Affiliate member is entitled to all National and Area communications and privileges.
5. An Affiliate member may participate in the Chapter establishment process that occurs in the locality of her residence. She may become a charter member of the new Chapter.

#### **E. Provisory**

1. A Provisory member is an active member who is medically unable to participate in any activity outside her home. Upon request, and with a notarized certificate from her doctor she may be granted Provisory membership status by the Chapter.
2. A Provisory member shall be responsible for National dues and assessments only.
3. If and when the member becomes well enough to participate in activities outside of 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 that knows of a member's false claims 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. Honorary**

An Honorary member is a member elected in recognition of noteworthy achievement at the National level. She shall have all privileges of membership except voting, chairing committees and holding office. No former Link shall be elected to Honorary membership.

**SECTION 7. Induction--** New members shall be inducted between May 1 and June 30<sup>th</sup>, unless otherwise directed and authorized by the National Office of The Links, Incorporated.

A. A member in good standing, regardless of length of membership, may nominate a person for membership in the Tacoma (WA) Chapter by completing the online Profile Form. The online Profile Form must be completed between September and January. A member shall nominate no more than two persons for membership into the Chapter per membership intake event.

B. Discussion of Nominees and the voting results is confidential. There shall be no discussion of these matters outside the Chapter.

C. Initiation fees for new members will be established by the Chapter. From this amount, National and Area assessments shall be paid for the first fiscal year.

D. Dues, assessments and fees are voted on by the Chapter and are set forth in the Tacoma (WA) Chapter's Handbook. Dues, assessments and fees must be paid by the February meeting.

J. Members in Good Standing---Members shall be in good standing when they have met the obligations and requirements in Article III, Membership and Article IX, Dues and Finances of these Bylaws.

**SECTION 8. New Members shall be presented with a Links History Book and the Constitution and Bylaws.**

## **SECTION 9. Mentorship Program**

New members and transferring members shall participate in a mentoring program for a period of one year.

- A. All new members shall have a one (1) year development period.
- B. The sponsoring member cannot be the assigned mentor.

## **SECTION 10. Resignation**

A member who desires to resign from The Links, Incorporated must submit her resignation in writing to the President. Following acceptance of her resignation by the

Chapter, her name will be removed from the Chapter's roster, phone lists and email lists. A copy of the resignation will be sent to the Area Director and National Headquarters. The resignation becomes final when accepted by the Chapter and formally acknowledged at the next National Assembly.

### **SECTION 11. Maintenance of National Headquarters**

All members inducted into The Links, Incorporated after January 1, 2012, shall be assessed a \$600 fee which will be used for maintenance of the National Headquarters located in Washington, DC.

### **SECTION 12. Reinstatement**

Reinstatement of a former member must follow the procedure outlined by National for reinstatement. The procedure is set forth in The Links, Incorporated Membership Manual.

## **ARTICLE IV OFFICERS**

### **SECTION 1. Procedures for Election and Term of Office**

A. **Elected Officers:** The Chapter shall elect by ballot the President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary and Treasurer.

B. **Appointed Officers:** The following officers shall be appointed by the President: Assistant Financial Secretary, Assistant Treasurer, Parliamentarian, Protocol Officer, and Historian/Archivist.

C. **Elections:** When an election is held, the Corresponding Secretary shall notify members of the date of the election at least ten **(10)** days prior to the election.

D. Elections shall be held at the **March** meeting.

#### **E. Newly Elected Officers**

1. The Chapter shall elect officers by a majority of those members present and voting during the regular **March** meeting.
2. Officers shall serve for a term of two years or until their successors are elected.
3. Newly elected officers shall assume office during the **April** meeting.
4. The **April** meeting will be conducted jointly by incoming and outgoing officers to aid in the transition of new officers and complete overlapping business of the chapter.
5. Officers may serve for up to two (2) consecutive terms. After two consecutive terms, the Treasurer has the option to serve renewable one year terms.

F. An officer completing the unexpired term of an office shall be eligible to serve a full term in that office as authorized by these bylaws. All officers shall serve the term for which they were elected or until their successor has been elected.

G. If there is only one candidate for an office, the vote may be taken by voice or unanimous consent.

#### F. Vacancies in Office

a. When a vacancy occurs in the office of President, the same shall be filled by the Vice President.

b. When a vacancy occurs in all other offices, the vacancy shall be filled by a special election held during the next regular meeting or by a call meeting of the membership. Each member must be notified in writing at least ten (10) days prior to the meeting at which the special election is held.

G. A member may not be elected to more than one office at a time. A member may not hold a Tacoma (WA) Chapter office while holding a National or Western Area elected or appointed office.

H. Removal from Office: An officer may be removed for failure to perform her duties, misconduct, or incapacity. Two-thirds vote (2/3) of the membership present and voting is required.

I. Appointed Officers-The following officers shall be appointed by the President: Assistant Financial Secretary, Assistant Treasurer, Parliamentarian, and Historian/Archivist, and Protocol Officer.

#### J. Nominating Committee

1. The Nominating Committee shall be elected for a two year term in **March**, immediately following the election of officers.

2. The Nominating Committee will consist of an odd number of members, but no fewer than five (5) members. The Chairman will be elected by members of the Nominating Committee. The Chairman must have been a member of The Links, Incorporated for at least two years.

3. The Nominating Committee shall certify all candidates for election. Certification shall include verification of the eligibility and qualifications of candidates to hold the office for which they are being considered. The Committee shall submit at least one name for each office to be filled by election.

4. The Nominating Committee shall develop a slate of officers and make all preparation for election of officers.

5. During the **November** meeting preceding an election year, the Nominating Committee shall make a presentation to the Chapter regarding requirements, qualifications and procedures for being elected to office.
6. The Nominating Committee will present the names of nominees at the **February** meeting. Nominations may be taken from the floor by the President following presentation of the candidate's slate of officers.
7. Elections will be held during the March meeting.
8. Should a vacancy occur on the Nominating Committee, it shall be filled by election at the next Chapter meeting.
9. Members of the Nominating Committee are eligible for office.

## **SECTION 2.** Qualifications and Eligibility for Holding Office

### A. President:

Shall have chaired a Chapter committee or held an office and attended an Area Conference or National Assembly within the last five (5) years. She shall possess organizational and demonstrated leadership skills, articulate speech, good people skills, as well as technology-based skills to effectively lead the Chapter.

### B. Vice President:

Same qualifications as the President, and she shall also serve as Chairman of the Membership Committee.

### C. Recording Secretary:

Shall possess the requisite technology-based secretarial skills appropriate to organizational management including the ability to record, organize and edit proceedings for dissemination.

### D. Corresponding Secretary:

Shall possess the requisite communication and technology-based skills necessary to handle correspondence on behalf of the Chapter.

### E. Financial Secretary:

Shall possess the requisite technology-based skills to manage, organize, collect, and record financial transactions.

F. Treasurer:

Shall possess financial expertise and the requisite technology-based skills to handle the Chapter's finances and financial records.

G. Parliamentarian (Appointed):

Shall be knowledgeable in the study and practice of rules on meeting procedures and advise the President on parliamentary procedure and the *Constitution and Bylaws* of The Links, Incorporated and the Tacoma (WA) Chapter Bylaws.

H. Historian/Archivist (Appointed):

Shall develop methods for collecting and archiving documents and memorabilia for preserving the history of the Tacoma (WA) Chapter.

I. Assistant Financial Secretary:

Shall possess the requisite technology-based skills to assist the Financial Secretary in managing, organizing, collecting, and recording financial transactions.

J. Assistant Treasurer:

Shall possess financial expertise and the requisite technology-based skills to assist the Treasurer in handling the Chapter's finances and financial records.

K. Protocol Officer:

Shall be knowledgeable about the customs, traditions, and practices of The Links, Incorporated and apply such protocols in ceremonies, meetings, public and special events of the Tacoma (WA) Chapter.

## **ARTICLE V DUTIES OF OFFICERS**

The duties of the Chapter elected officers shall be as follows:

**SECTION 1.** The President shall:

1. Preside at all business, Executive Committee and special meetings of the Tacoma (WA) Chapter.
2. Call meetings of the Executive Committee and special meetings as deemed necessary.
3. Administer the National, Area and Chapter programs.

4. Exercise general supervision over the business affairs and activities of the Chapter.
5. Approve official correspondence sent on behalf of the Chapter.
6. Serve as the official spokesperson for the Chapter.
7. Enforce National, Area and Chapter programs.
8. Appoint the Parliamentarian, Protocol Officer, Historian/Archivist, and Assistant Financial Secretary and Assistant Treasurer.
9. Appoint the chairman and members of committees, except for the Nominating Committee.
10. Serve as ex-officio member of all committees except the Nominating Committee, the Ethics and Standards Committee and the Audit Committee.
11. Coordinate and facilitate the Chapter's annual planning workshop following the National Assembly or Western Area Conference.
12. Sign all vouchers and checks.
13. Serve as the Chapter's delegate to the National Assembly and Western Area Conference, and as representative to the Summit or other designated meeting.
14. Prepare and present to the Chapter an end of year report at the May meeting. The report may be written or oral.
15. Be bonded.
16. Conduct a workshop for new officers after the election but before installation.
17. Coordinate and prepare the Chapter Handbook for distribution at the September meeting.
18. Perform other duties as directed by the Chapter, or as may be incident to this office.

**SECTION 2.** The Vice President shall:

1. Assist the President in the performance of her duties and preside at all Tacoma (WA) Chapter meetings in the absence of the President.
2. Serve as Chairman of the Membership Committee and have knowledge of all national manuals that pertain to Membership.

3. In the event of disability or resignation of the President, serve as President for the remainder of the unexpired term.
- 4.. Be bonded.
- 5.. Perform other duties as directed by the Chapter, or as may be incident to this office.

**SECTION 3.** The Recording Secretary shall:

1. Keep accurate and detailed minutes of Chapter and Executive Committee meetings and record all votes taken. She shall furnish the minutes of both meetings to the President within two (2) weeks of the meeting.
2. Conduct the roll call and maintain a record of attendance at each Chapter meeting.
3. Serve as a member of the Executive Committee.
4. Serve as the custodian of all permanent records and documents related to her office and shall preserve these records.
5. Update necrology information of Links, Connecting Links and Heir-o-Links in the Member Management System within 24 hours of death notification.
6. Complete the online Chapter Profile by April 30th of each year.
7. Verify each Chapter members' one-in-five information in the online Member Management System.
8. Generate relevant reports from the Member Management System to include one-in-five (1 in 5) membership reports and Chapter rosters. These reports will assist the Membership Chairman and the Corresponding Secretary in performing their duties.
9. Update the Member Management System with the names of newly elected officers by April 30<sup>th</sup> of each year.
10. Disseminate meeting minutes at least ten (10) days prior to business meetings.
11. Before an election, certify candidates' qualifications for office and compliance with membership requirements upon request from the Nominating Committee.
12. Perform other duties as directed by the Chapter, or as may be incident to this office.

**SECTION 4.** The Corresponding Secretary shall:

1. Conduct the roll call in the absence of the Recording Secretary and create a record of all in attendance at the meeting.

2. Report on correspondence received by the Chapter (including U.S. mail, e-mail, personal delivery and facsimile) and send correspondence on behalf of the Chapter as authorized by the President.
3. Maintain a record of correspondence received by the Chapter.
4. Keep a current roster of members of the Chapter.
5. Send the meeting notices to members at least ten (10) days prior to business meetings.
6. Notify members at least ten (10) days in advance of the election of officers.
7. Notify members of call meetings as directed by the President.
8. Notify the Membership Chairman of members not meeting attendance requirements.
9. Perform other duties as directed by the Chapter, or as may be incident to this office.

**SECTION 5.** The Financial Secretary shall:

1. Collect and record payment of dues and assessments paid by the membership, including payment of special project assessments, fines, and installation fees.
2. Prepare monthly reports of all payments received and forward payments to the Treasurer.
3. Issue receipts for all monies received.
4. Write receipts in triplicate, one for her file, the payee, and the Treasurer.
5. Reconcile receipts to the total received and turn over cash/checks, along with receipts, to the Treasurer.
6. Serve as a member of the Finance Committee.
7. Serve as a member of the Executive Committee.
8. Keep accurate records of the financial standing of each member and furnish the Treasurer a complete list of these records. All monies shall be turned over to the Treasurer as soon as possible, but no more than five (5) days after receipt.
9. Report payment of dues and assessments at Chapter meetings.
- 10.. Submit financial records to the Audit Committee by June 30<sup>th</sup>.



11. Be bonded.
12. Perform other duties as directed by the Chapter, or as may be incident to this office.

**SECTION 6.** The Treasurer shall:

1. Be bonded.
2. Receive monies from the Financial Secretary.
3. Co-sign checks with the President or Vice President on all Chapter bank accounts on behalf of the Chapter.
4. The immediate past Treasurer (outgoing Treasurer) shall confer with the incoming Treasurer on all aspects of the Treasurer position, including operational procedures, report schedules and budget status. This meeting should precede transmittal of the Treasurer's files to the incoming Treasurer.
5. Receive the audited books and other pertinent material from the immediate past Treasurer. All financial documents (audited books and other pertinent financial material) shall be transferred to the new Treasurer within 60 days of assuming office.
6. Ensure signature authorizations for the President, Vice President and Treasurer are on file with the bank.
7. Provide a written report of income and disbursements at each business meeting and/or at the request of the Executive Committee.
8. Advise the Chapter when a budget item is to be exhausted.
9. Reimburse members for expenditures made in the conduct of Chapter business upon receiving a voucher and receipt for payment of expenditures. Make all reimbursements to members by Chapter check.
- 10.. Meet with the Financial Secretary to ensure that the Treasurer and Financial Secretary's records are in alignment.
11. Annually prepare financial documents for submission to National using the online Member Management System (IMIS). The online Member Management System must be used to upload the following documents:
  1. **Chapter Bonding Insurance**
    - a. Process and pay Bonding Insurance for the Chapter
    - b. Bonding Insurance must be paid by no later than **September 15** each year.

## **2. Internal Audit Certification Form**

The Internal Audit Certification Form with the Treasurer's Year End Financial Report attached, must be submitted online by no later than **September 15**. The Audit Chair will notify the President upon completion of the Internal Audit Certification Form. The President will upload the form to National using the member management system.

## **3. IRS Form 990 (990, 990 EZ or 990 N (e Postcard))**

The Chapter must use the online Member Management System to upload the appropriate IRS Form 990 to The Links, Incorporated by no later than **September 15th**.

12. Invest chapter monies as authorized by the Chapter in high interest bearing accounts. Chapter funds should not be unduly tied up for extended periods of time.
13. Serve as the chairman of the Finance Committee.
14. Present the proposed budget to the Chapter at the November meeting. The Chapter will vote to approve the budget by no later than the February meeting.
- 15.. Submit an approved Chapter budget to the Area Treasurer by March 15.
16. Present an annual report at the Chapter's Annual Meeting in May with the report of the previous year's Audit Committee Report attached.
17. Be thoroughly familiar with Article X Finance of the National Bylaws; Article XII Finance of the National Manual of Procedures and the current Financial Handbook of The Links, Incorporated.
18. April 1st is the deadline for submission of member dues to The Links, Incorporated National Office.
19. Beginning May 1st, the Chapter can submit 990 tax forms to the IRS, pay bonding insurance, submit the Internal Audit Certification form and external audits.
20. Submit financial records to the Audit Committee no later than June 30th.
21. Submit appropriate forms to The Links Foundation for approval of fundraiser(s) and requests for reimbursement, allowing sufficient time for The Links Foundation to process such requests.
22. Perform other duties as directed by the Chapter, or as may be incident to this office.

**SECTION 7.** The duties of the Chapter appointed officers shall be as follows:

A. The Assistant Treasurer shall:

1. Collect money in the absence of the Treasurer from the Financial Secretary.
2. Provide a report of collected money to the Treasurer.
3. Assist in preparing Form 300 (Remittance Form) to send to The Links Foundation, Inc.
4. Assist in preparing documents for the internal/external audits of financial documents.
5. Assist the Treasurer in performing her duties and responsibilities.
6. Be bonded.
7. The Assistant Treasurer shall not sign checks, make bank deposits or withdrawals from bank accounts.

B. The Assistant Financial Secretary shall:

1. Collect money and maintain financial paperwork in the absence of the Financial Secretary.
2. Support the Financial Secretary with collection and receipt of money collected during a fundraiser.
3. Prepare and provide receipts to members for money collected.
4. Provide a report to the Financial Secretary reconciling money collected.
5. Give collected funds to the Treasurer.
6. Assist in the preparation for internal/external audits of financial documents.
7. Be bonded.
8. Assist the Financial Secretary in performing her duties and responsibilities.

C. The Parliamentarian shall:

1. Advise the President and Chapter members on parliamentary matters, the Constitution and Bylaws and Manual of Procedures of The Links, Incorporated, and the Bylaws of the Tacoma (WA) Chapter.
2. Maintain a position of impartiality in giving parliamentary opinions in meetings.
3. Be seated near the President for convenient consultation.
4. Annually submit any amendments to, or revision of the Tacoma (WA) Chapter Bylaws to the National Parliamentarian of The Links, Incorporated and the Western Area Parliamentarian.
5. Have the following at all chapter meetings: The Links, Incorporated Constitution and Bylaws, Manual of Procedure, Chapter Bylaws, and latest edition of Robert's Rules of Order Newly Revised.
6. Perform other duties as directed by the Chapter, or as may be incident to this office.

D. The Historian/Archivist shall:

1. Coordinate the development of methods for collecting documents and memorabilia pertaining to the Tacoma (WA) Chapter. The Historian/Archivist is

responsible for preserving the history of the Chapter.

2. Perform other duties as directed by the Chapter, or as may be incident to this office.

E. Protocol Officer shall:

1. Shall coordinate and ensure the mandates of the Protocol Manual of The Links, Incorporated are followed in chapter meetings, chapter activities and public events and activities.

### **SECTION 8. Succession of Officers**

A. Officers shall be elected at the March meeting and installed at the April meeting. New officers shall assume their official duties immediately upon installation. The April meeting will be conducted jointly by incoming and outgoing officers to aid in the transition of new officers and complete overlapping business of the chapter.

B. Each outgoing officer shall timely complete official reports as required by National, Area and the Chapter.

C. With the exception of the Treasurer and Financial Secretary, each outgoing officer shall submit all records, books and documents to the newly elected officers no later than May 31.

### **SECTION 9. Bonding of Officers**

The following officers of the Tacoma (WA) Chapter shall be bonded in accordance with the requirements of National: President, Vice President, Financial Secretary, Treasurer, and Chairman of the Fund Raising Committee, the Assistant Financial Secretary and the Assistant Treasurer.

## **ARTICLE VI MEETINGS**

### **SECTION 1. Regular Meetings**

A. The regular meetings will be held on the fourth (4th) Saturday during the months of May through April (excluding December) beginning at 10:00 AM unless otherwise approved by the Chapter. The location will be announced in meeting notices sent by the Corresponding Secretary.

B. The Chapter shall have no fewer than eight (8) regular business meetings from September through May.

C. The Chapter may convene a business meeting during the Planning Workshop/Retreat. Members will be provided at least ten (10) days' notice when a business meeting will be held during the Planning Workshop.

D. Members shall make every effort to attend regular meetings but must attend a minimum of six (6) out of eight (8) regular meetings, unless excused.

## **SECTION 2. Annual Meeting**

- A. The May meeting is designated as the Annual Meeting.
- B. Officers and committee chairmen shall present annual reports.
- C. Officers will be elected during the March meeting.

## **SECTION 3. Special Meetings**

- A. The President, the Executive Committee, or five or more active members, may call special meetings.
- B. Notice of the date, time, place and purpose of the special meeting shall be given to each member via telephone, e-mail or letter.
- C. Notice shall be given at least **seven (7) days** prior to such special meeting, except in cases of emergency where twenty four (24) hour notice must be given. An emergency includes, but is not limited to a sudden, unexpected event requiring immediate action by the chapter.
- D. Only the purpose identified in the Notice shall be discussed during the meeting.
- E. A special meeting can be held by conference telephone or similar communications technology as authorized by the chapter's bylaws.

## **SECTION 4. Electronic Meetings**

1. Chapter Committees and Facets 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.
2. Chapters may hold special meetings by means of a conference telephone or similar communications technologies. 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.
3. Regular Chapter meetings shall be face to face, except when authorized by the Corporate office of The Links, Incorporated.

**SECTION 5. Quorum:** A quorum shall consist of a majority of the active members of the Tacoma (WA) Chapter.

## **SECTION 6. Voting**

- A. The Chapter must vote on matters which have a significant impact on the Chapter, such as new members, officers, Bylaw amendments, dues and assessments. All major issues shall be voted on by ballot.

B. When matters arise in between Chapter meetings which require action on the part of the Chapter, the President may authorize an electronic vote on the matter(s). The matter(s) upon which an electronic vote is taken must be clearly stated at the time the electronic vote is called. **Seven days' notice** is required before an electronic vote may occur, unless, deemed an emergency, in which case, 24 hours' notice is required. An emergency includes, but is not limited to a sudden, unexpected event requiring immediate action by the chapter.

The President will maintain a record of the members, along with their electronic vote.

C. An electronic vote shall not be used to elect officers, vote on new members, or vote on dues and assessments, except as authorized or approved by the Corporate Office of The Links, Incorporated.

**SECTION 7.** Hosting requirements are set forth in the Chapter Handbook.

**SECTION 8. Planning Workshop/Retreat.** The Planning Workshop/Retreat shall be:

- A. Hosted by the Chapter (excluding meal cost);
- B. Coordinated by the President;
- C. Held following the National Assembly or Area Conference.

## **ARTICLE VII EXECUTIVE COMMITTEE**

**SECTION 1. Composition of the Executive Committee:** The Executive Committee shall be chaired by the President and shall consist of elected Officers, Parliamentarian, Program Chairman, Strategic Planning Committee Chairman and the Immediate Past President. The Parliamentarian and the Immediate Past President shall not have voting privileges.

**SECTION 2. Duties and Powers.** The Executive Committee shall:

- A. Have authority to administer the affairs of the Chapter between its regular meetings.
- B. With two-thirds (2/3) vote, the Executive Committee shall have authority to make expenditures not to exceed \$200.00.
- C. The Executive Committee shall make recommendations to the Chapter.
- D. The Executive Committee shall be subject to the orders of the Chapter, and none of its actions shall conflict with actions taken by the Chapter.
- E. Minutes of the Executive Committee meetings shall be recorded and shall inform the Chapter of all action taken by the Executive Committee.

**SECTION 3. Executive Committee Meetings.** The Executive Committee shall meet prior to each regular Chapter meeting or as deemed necessary by the President.

Additional meetings may be called by the President or at the written request of five (5) members of the Executive Committee.

**SECTION 4. Quorum.** A quorum shall consist of a majority of the Executive Committee members eligible to vote.

## **ARTICLE VIII PROGRAM/FACETS AND STANDING COMMITTEES**

**SECTION 1.** Each of the five (5) Program Facets shall consist of one-fifth of the Active members of the Chapter.

**SECTION 2.** The President shall appoint a chairman and members for each Facet. Committee Chairmen shall have been active in the Tacoma (WA) Chapter for one (1) year before being appointed as chairman of a Facet. The Facets are: Services to Youth, The Arts, National Trends and Services, International Trends and Services, and Health and Human Services.

### **SECTION 3. Standing Committees.**

The President shall appoint the chairman and members of the standing committees, except for the Nominating Committee.

A. **Membership Committee:** The chairman of the Membership Committee is the Vice President. The duties of this committee shall be as follows:

1. Receive and present the names of prospective members to the membership for approval. Follow the procedures in The Links, Incorporated Membership Manual and chapter guidelines on orientation and installation.
2. Provide copies of all correspondence to the President.
3. Is responsible for new member orientation and new member induction.
4. Report on the status of the membership at each chapter meeting.
5. Conduct activities to engage members in fostering love and friendship.
4. Execute duties outlined in Section 13 of Article III, Relative to Conduct-Disciplinary Action.

### **B. Program Committee:**

1. This committee shall consist of the Program Chairman who shall be the coordinator of all Facet Programs and the five chairs of the Facet Programs: The Arts, Services to Youth, National Trends and Services, International Trends and Services and Health and Human Services.

2. This committee shall plan a program in keeping with The Links, Incorporated guidelines and/or design a program that meets the assessed needs of the Chapter and the community.

### **C. Finance Committee:**

The Treasurer is the chairman of this committee and the President and the Financial Secretary are members of this committee. The Committee may include two other members. The duties shall be as follows:

1. Prepare an annual budget for presentation to the Executive Committee. The budget shall then be presented to the Chapter at the **November** meeting.
2. The budget shall be voted on **no later** than the **February** meeting.
3. Make recommendations regarding chapter dues and assessments.
4. Provide oversight of chapter expenditures to ensure that they are in compliance with the approved budget.
5. Make recommendations on monetary requests to the chapter.
6. Ensure all Internal Revenues Service Submissions are made and submitted to the President prior to **September 1<sup>st</sup>**.
7. Ensure that the Chapter's financial records are delivered to the audit committee chairman by **June 30<sup>th</sup>** for completion of the annual audit.

### **Facets:**

#### **D. Arts Facet:**

Shall implement the National Arts Facet Program and other local programs that are focused on the performing and fine arts.

#### **E. Services to Youth Facet:**

Shall implement the National Services to Youth Facet Program and such other local programs that are focused on youth.

#### **F. National Trends and Services Facet:**

Shall implement the National Trends and Services Program and such other local programs that are focused on issues of national concern and importance.



**G. International Trends and Services Facet:**

Shall implement the International Trends and Services Facet Program and such other local programs that are focused on global issues.

**H. Health and Human Services Facet:**

Shall implement the Health and Human Services Program and such other local programs that are focused on issues of national concern and importance.

**I. Audit Committee:**

1. Shall complete an annual audit of all the Chapter's financial records and submit the Internal Audit Certification Form to National by no later than **September 15th**.

2. Complete special audits as requested by the President or the Chapter.

**J. Bylaws Committee:**

1. Shall receive and make recommendations for amendment and/or revision of the bylaws.

2. Ensure the Chapter bylaws are not in conflict with the National and Area Bylaws and that the Chapter bylaws are submitted to the National Parliamentarian and the Western Area Parliamentarian annually and when amendments and/or revisions are made or when otherwise required.

**K. History/Archives Committee:**

The Historian/Archivist shall serve as chairman for this committee. Charter members or long-standing members of the Tacoma (WA) Chapter shall be among the members on the committee and shall:

1. Develop methods of collecting documents, artifacts, correspondence and memorabilia of the Tacoma (WA) Chapter and shall implement such collecting and codifying.

**L. Protocol/Rituals Committee:**

1. Shall ensure the mandates of the Protocol Manual of The Links, Incorporated are followed in all settings, including chapter meetings, chapter activities and public events.

2. Purchase any amenities or gratuities and arrange for the extension of courtesies which are required by the Protocol Manual of The Links, Incorporated.

3. Extend courtesies to Chapter members in recognition of special achievements and/or honors on the local, state and national levels.

4. Ensure the official rituals of The Links, Incorporated are used as printed in the Rituals Manual. All instructions must be followed in the manner in which they are given.

**M. Hospitality Committee:**

Shall coordinate social events and activities for the Chapter, (including the December Holiday social and the June social) and extend courtesies (such as for birthdays, weddings, retirement, and bereavement) to Chapter members and their families as well as visiting Links and other guests. The Standing Rules will outline the main activities and social events of the Chapter.

**N. Public Relations Committee:**

1. Shall be responsible for publicizing through print, radio, television, social media, and notifying other organizations about the activities and programs of the Tacoma (WA) Chapter.
2. 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.

**O. Fundraising Committee:**

Shall plan and conduct the fundraising project(s) approved by the Membership.

**P. Fund Development Committee:**

Shall research and identify prospective funding sources whose goals and purposes parallel the aims and objectives of The Links, Incorporated. The Committee shall present their findings and recommendations to the Tacoma (WA) Chapter membership and, upon approval, proceed with writing grant request(s).

**Q. Scholarship Committee:**

1. Shall plan and implement the Chapter Scholarship Program.
2. Determine scholarships to award based upon funds allocated by the Chapter and provide annually to the Recording Secretary a record of scholarship awards made.

**R. Nominating Committee:**

1. Shall certify all candidates for elected Chapter office. Certification shall include verification of the eligibility and qualifications of Candidates to hold the office for which they are being considered. The Committee shall submit at least one name for each office to be filled by election.

2. Prepare and present the slate of candidates to the Chapter.
3. Perform the duties and responsibilities set forth in **Article IV Section I, J.**

**S. Technology Committee:**

Shall provide leadership and oversight for appropriate technology-based systems for all programs, operations and activities of the Tacoma (WA) Chapter.

**T. Ad Hoc Committees:**

The President shall establish these committees as needed to facilitate Chapter business and shall appoint the chairman and members of such committees.

**U. Ethics and Standards Committee:**

The Ethics and Standards Committee shall exist as a Standing Committee on the National, Area, and Chapter 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.

**V. Strategic Planning Committee:**

Shall develop, implement, and oversee the Chapter's strategic plan to ensure alignment with the goals and objectives of the National Strategic Plan of The Links Incorporated. The Strategic Planning Committee will work with the Chapter to develop, monitor, or modify strategic goals when appropriate. The Chairman of the Strategic Planning Committee shall serve on the Executive Committee.

**W. Teller's Committee:**

Shall be appointed by the President at the meeting where an election occurs. The Committee shall consist of at least three (3) active members who are in good standing and are not nominees on the ballot.

## **ARTICLE IX DUES AND FINANCES**

**SECTION 1.** The fiscal year of the Chapter shall be from May 1st to April 30th .

**SECTION 2.** All members shall pay dues and assessments as specified in the Chapter's Handbook. Dues shall include Chapter, National Dues, National Grants-In-Aid Assessment, National Foundation Dues and other Assessments so named by the National, Area, and Chapter. Dues must be paid in full by no later than the **February** meeting.

**SECTION 3.** The Treasurer shall not submit National dues for any member who has not paid all financial obligations,, has not satisfied the annual 48 hour service requirement, who has not satisfied the one in five attendance requirement for attendance at an Area Conference or National Assembly, or who has not attended the Ethics Workshop and signed the Ethics Compliance Form. Payments made after the submittal date to National shall incur a late fee to be paid by the member(s) in accordance with the National Constitution and Bylaws.

**SECTION 4.** The President, Treasurer and Vice President are authorized to sign checks on behalf of the Chapter. Chapter checks must be signed by two of the aforementioned officers.

**SECTION 5.** Any member who is delinquent in paying her dues, assessments, or fines shall be notified in writing by the Financial Secretary as a reminder of her obligations in order to remain an active member.

**SECTION 6.** If a member resigns before the close of the fiscal year, no refund of dues shall be made.

**SECTION 7.** The Chapter shall be covered by liability insurance for all activities and events for members and guests.

**SECTION 8.** The Finance Committee shall prepare and present a proposed budget at the **November** meeting. The Chapter will vote on the budget no later than the **February** meeting.

**SECTION 9.** The Chapter shall submit the financial records for an annual audit by the Audit Committee by no later than **June 30th**. In accordance with The Links, Incorporated Financial Handbook, an annual audit must be completed using the Internal Audit Form. The Internal Audit Form is to be uploaded by no later than **September 15th** using the member management system.

**SECTION 10.** All requests for financial support or assistance from the Tacoma (WA) Chapter must be received and acted upon by the general membership at a regular business meeting between May 1st and April 30<sup>th</sup>.

## **ARTICLE X DELEGATE AND ALTERNATE**

### **SECTION 1.** Delegate/Alternate

A. A Delegate and Alternate shall represent the Tacoma (WA) Chapter at the Western Area Conference and the National Assembly. The President shall be the Delegate and the Vice President shall be the Alternate.

B. In the event the President cannot attend the Western Area Conference or the National Assembly, the Vice President shall serve as the Delegate and the Chapter shall elect an Alternate to attend the conference.

C. In the event neither the President nor Vice President can attend the Western Area Conference or National Assembly, a Delegate and Alternate shall be elected by the Chapter.

D. The President shall represent the Chapter at the Western Area Summit.

**SECTION 2.** The expenses for the Delegate and Alternate shall be borne by the Tacoma (WA) Chapter in accordance with the Chapter Travel Policy as set forth in the Standing Rules.

**SECTION 3.** The Delegate and Alternate shall prepare a report of the business proceedings, programs and activities of the National Assembly/Western Area Conference for the September meeting.

## **ARTICLE XI PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Chapter in all cases to which they are applicable and 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 the Chapter may adopt.

## **ARTICLE XII AMENDMENTS TO THE BYLAWS**

**SECTION 1.** These Bylaws may be amended at any regular meeting by two-thirds **(2/3)** vote of the active members of the Tacoma (WA) Chapter.

**SECTION 2.** A member or a committee may propose amendment(s) to the Bylaws.

**SECTION 3.** The proposed amendment(s) must be presented in writing to the Bylaws Committee. It shall be the duty of the Bylaws Committee to immediately circulate the proposed amendment(s) in writing to each member for the first reading. The second reading and voting of the proposed amendment(s) shall occur at the next regular meeting of the Tacoma (WA) Chapter.

**SECTION 4.** Any amendment to these Bylaws necessitated by amendments to The Links, Incorporated Bylaws, shall be made by the Tacoma (WA) Bylaws Committee and reported to the membership in writing within ninety days following the adoption of the amendments to The Links, Incorporated Bylaws.

**SECTION 5.** Revision procedures, as outlined in Robert's Rules of Order, Newly Revised shall be followed only when the Tacoma (WA) Chapter Bylaws become scattered with changes.

Respectfully Submitted,

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Stephanie Croom Williams  
Bylaws Committee Chairman

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Iris Williams West  
Parliamentarian and  
Bylaws Committee Chairman

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Frances Davis, President  
Tacoma (WA) Chapter

**Tacoma (WA) Bylaws Committee**

Constance Lassiter  
Kay Wilson-Kirby  
Joan Ray  
Denise Robinson  
Tracy Flood-Harris  
Iris Williams West, Co-Chairman  
Stephanie Croom Williams, Chairman

**Bylaws Revisions**

Bylaws revised 2008  
Bylaws Amended to incorporate Amendments from National Assembly 2008, 2010, 2012, 2014  
Bylaws Amended by Chapter- May 2014  
Bylaws revised 2016  
Bylaws Amended September 2017  
Bylaws Amended March 2018; September 2018  
Bylaws Amended January 2019;  
Bylaws Review October 2019  
Bylaws Amended October 2020

