



The Links, Incorporated, Tacoma (WA) Chapter

STANDING RULES

I. DELEGATES and ALTERNATES to CONFERENCES and TRAVEL POLICY

- A. The President and Vice President shall represent the Chapter at the National Assembly as the Delegate and Alternate, respectively.
- B. The Vice President shall serve as the Delegate when the President is unable to attend, and the Chapter shall elect an Alternate.
- C. The Chapter shall elect the Delegate and Alternate when the President nor Vice President is able to attend the National Assembly, Western Area Conference, or other conference requiring representation.
- D. The Chapter shall pay expenses of the President as Delegate to the National Assembly or Western Area Conference:
 1. Delegate
 - a. Registration fees
 - b. Travel, (not to exceed coach airfare)
 - c. Baggage, (reimbursement not to exceed two checked bags)
 - d. Transportation to and from airport (Round Trip, \$100.00)
 - e. Transportation between airport and hotel (Round Trip, \$100.00)
 - f. Food Allowance not to exceed \$75.00 per day when costs are excluded in conference fees.
 - g. Single occupancy per day of lodging
 2. The Chapter shall pay expenses of registration and \$200 to the Alternate.
- E. The Chapter will reimburse representatives to Western Area Summit, Leadership, and other Conferences for expenses in accordance with the amount(s) set forth in the budget.
- F. Delegates and Alternates who represent the Chapter at conferences must present receipts to receive reimbursement for travel and conference expenses.
- G. Delegates and Alternates to the National Assembly, Western Area Conference, and representatives to the Western Area Summit, Leadership Conference, or other conferences, will provide a report to the Chapter and share information through workshops and seminars.

II. MEMBERSHIP PARTICIPATION and ACCOUNTABILITY

- A. Members will use *“Track It Forward”* as a tool to record volunteer hours. The Membership Chair will maintain the file of *“Track It Forward.”*

- B. The Membership Chair or designee will send communication to Members who miss two consecutive business meetings without notification. The President may contact members who miss meetings without notification to the Chapter.
- C. Members are **encouraged** to serve in an elected or appointed office, as Facet or committee Chair or Co-chair once every five years. Members with health concerns or other personal challenges may be excused. Platinum Members are not subject to this commitment.
- D. Members who are active for less than one year may serve as **Co-Chair** of a committee or Facet under the guidance and direction of Members who serve as Chair of committees or Facets. The **Co-Chair** will work closely with the Facet or Committee Chair to implement the responsibilities of the committee. The Chair is responsible for mentoring new members who volunteer to serve the Chapter in this capacity.
- E. **Members who have been active for two years and have held office or leadership positions in another Chapter before transferring to the Tacoma Chapter may serve as a Facet or Committee Chair..**

III. RECOGNITIONS AND COURTESIES

A. Change in MEMBERSHIP STATUS

1. **Platinum Status-** gift certificate in the amount of **\$300.00** and a *Certificate of Appreciation* signed by the President recognizing her years of service to The Links, Incorporated.
2. **Alumnae Status-** gift certificate in the amount of **\$100.00** and a *Certificate of Appreciation* signed by the President recognizing years of service to The Links, Incorporated.
3. **Chapter Transfer to another Chapter-** gift certificate in the amount of **\$50.00**.

B. Gifts and Cards

The Hospitality Committee shall send special gifts but are not limited to birthdays, weddings, retirements, promotions, and illness to Members and Connecting Links. Guidelines are set forth in the Chapter Handbook.

- C. **Necrology (Bereavements)**, in the event of the death of a Chapter member or death in her immediate family who is a Connecting Link or Heir-o-Link, the Hospitality Chair or designee will collaborate with the designated family member (or contact), to help plan the repast or other event and respond to the wishes of the family in accordance with Hospitality Guidelines.
- D. The Chapter shall contribute **\$350.00** to the expenses of a repast or to those Members who place services outside of the State of Washington for their deceased loved ones.

IV. SOCIAL EVENTS and ACTIVITIES: December Holiday and June Socials

The Hospitality Committee shall prepare the Hostess Schedule. The Hostess Schedule is set forth in the Chapter Handbook. The hostesses will be responsible for organizing the socials, including the date, time, location, menu, and notifying members of the event.

The Chapter will sponsor the June Social. The Chapter will pay the cost, not to exceed. \$2000, for the June Social.

Members, in accordance with the Hostess Schedule, will be responsible for sponsoring the December Holiday Social.

A. Failure to Properly Notify the Hostess if Unable to Attend a Links Social Event

- 1. Members are entitled to invite one guest to Links social events. Members who wish to invite additional guests must obtain permission from the hostess, at least seven days prior to the social and are responsible for payment for additional guests.**
- 2. June Social:**
Members are expected to exercise due diligence and extend sisterly courtesy to the June Social hostess and notify her, if unable to attend, not later than seven (7) days before the social event.
- 3. December Holiday Social:**
Members shall notify one of the hostesses by email or U.S. mail not later than seven (7) days before the social event if no longer able to attend. Members who fail to provide such notification shall be subject to an assessment of \$25.00 for herself and each guest, except in the case of an emergency, illness, or other unforeseen circumstance.
The assessment is due and payable to the Chapter no later than the next business meeting.

B. Procedure for Handling Payment for a Missed December Holiday Social

1. The hostess will notify the Financial Secretary of the names of Members who failed to properly notify the hostess of her absence and number of guests scheduled to attend the social event.
2. The Financial Secretary shall send written notice by US mail or email to Members who failed to notify the hostess of her absence and/or absence of her guests. The notice will instruct respective Members to send to the Financial Secretary an assessment in the amount of **\$25.00** per individual for failing to provide the hostess proper notice of the absence, unless the absence is due to an emergency, illness, or other unforeseen circumstance.
3. This assessment will be treated like all other assessed obligations and must be paid by Members before their dues can be received by the Financial Secretary.
- 4. Assessments collected will be provided to the hostess.**

V. TRANSFER OF RECORDS AND FILES

- A. Officers, Facet and Committee chairs, except for the Treasurer and Financial Secretary, shall deliver to her successor all records, files, supplies, and any other official Links materials in her possession no later than May 31st of the year she leaves office to affect a smooth transition. The Treasurer and Financial Secretary shall deliver their files to the Audit Committee by June 30th.
- B. The Chapter shall provide a new set of financial records at the beginning of the terms for the incoming Treasurer and Financial Secretary.

VI. AMENDMENTS

These rules may be amended and/or rescinded by a majority vote of the Chapter with a minimum of ten (10) days' Notice.

The Bylaws Committee

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

Standing Rules Adopted January 9, 1976, Title Changed – February 1980, Revisions 2004, 2008, 2012, 2018 (January and September), October 2019, April 2021