



*Friends Transforming Communities Through Service*  
**Tacoma (WA) Chapter**

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Chartered: October 19, 1966

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Other important resources are available in the “Documents Section” of the  
Members Management System (MMS) portal on  
The Links, Incorporated website.

## **Business Meeting Dates**

**2024**

January 27 –

University of Puget Sound

Wheelock Student Center - The Murray Boardroom

February 24 –

University of Puget Sound

Wheelock Student Center - The Murray Boardroom

March 23 –

University of Puget Sound

Wheelock Student Center - The Murray Boardroom

April 27 –

University of Puget Sound

Wheelock Student Center - The Murray Boardroom

May 18 –

University of Puget Sound

Wheelock Student Center - The Murray Boardroom

**June 22 – Planning Retreat**

**(Location TBD)**

**Chapter Meeting Attendance:** At least six regular business meetings unless excused. Please notify the Recording Secretary if you cannot attend the Chapter Meeting.

**Chapter Meeting Attire:** Appropriate attire should always reflect the Links tradition and high standards. Therefore, business casual attire is required for monthly meetings unless the Chapter President authorizes special circumstances e.g. Link Casual, HBCU Month.

## Facet & Committee Meeting Schedule

Last update: February 2023

| <b>Facet</b>                 | <b>Meeting</b>                    | <b>Time</b>       |
|------------------------------|-----------------------------------|-------------------|
| NTS*                         | 3 <sup>rd</sup> Tuesday of month  | 7:00 pm           |
| Program                      | 1 <sup>st</sup> Tuesday of month  | 7:00 pm           |
| HHS                          | 2nd Monday of month               | 7:00 pm           |
| Arts                         | 2nd Monday of month               | 7:00 pm           |
| STY                          | 2 <sup>nd</sup> Thursday of month | 6:30 pm           |
| ITS                          | 4 <sup>th</sup> Tuesday of month  | 7:00 pm           |
| <b>Committee</b>             | <b>Meeting</b>                    | <b>Time</b>       |
| Hospitality                  | 3rd Monday of month               | 7:00 pm as needed |
| Fundraising (Ways and Means) | 4th Monday of month               | 7:00 pm           |
| Finance                      | 2nd Wednesday of month            | 5:30 pm           |
| Technology                   | 2nd Tuesday of month              | 7:00 pm           |
| Executive Board              | 2nd Wednesday of month            | 6:30 pm           |
| Scholarship                  | 2nd Wednesday of month            | 7:00 pm           |
| Membership                   | 2nd Thursday of month             | 5:30 pm as needed |
| Archives & History           | As needed                         |                   |
| Audit                        | June                              |                   |
| Bylaws                       | After Assembly/Area Mtgs.         |                   |
| Ethics & Standards           | August                            |                   |
| Fund Development             | October                           |                   |
| Inspirational Leaders        | As Needed                         |                   |
| Nominating                   | January                           |                   |
| Protocol                     | As Needed                         |                   |
| Public Relations             | As Needed                         |                   |
| Retreat Planning             | As Needed                         |                   |
| Rituals & Ceremony           | As Needed                         |                   |
| Strategic Planning           | As Needed                         |                   |

## **About The Links, Incorporated**

The Links, Incorporated is a 501(c)3 not for profit organization of more than 15,000 concerned, committed, and dedicated women of African descent, linked by 288 chapters in located in 41 states, the District of Columbia, the Commonwealth of the Bahamas and the United Kingdom.

Founded in Philadelphia, PA in 1946, the organization was established on the fundamentals of friendship and service and focuses on issues affecting persons of color globally. Our primary focus is on enriching sustaining and ensuring the identities, culture, and economic survival of all people of African ancestry.

Programs provide enrichment experience and encompass four specific programmatic areas: The Arts, Services to Youth, National Trends and Services, International Trends and Services and Health and Human Services. Programs are implemented through strategic public information and education, economic development, and public policy.

Our programs foster appreciation for the performing, literary and visual arts among youth. Other projects include building schools in South Africa and increasing opportunities for learning by providing school supplies, tutorials, clothing, and other assistance to children. Supporters and members have also disseminated information on the prevention and treatment of diseases such as Breast Cancer, hypertension, AIDS, and others.

The Links, Incorporated continues to extend its vision and reach by constantly working to change lives through friendship, sharing, caring, commitment and concern for our communities and citizens. Our founders served as our first two national presidents. Throughout our rich history we have enabled change that continues to have a significant positive impact in our communities and improve the common good.

In 2006, The Links, Incorporated celebrated its 60th Anniversary in Philadelphia, PA.

## **Mission Statement**

*The Links, Incorporated is an organization comprised of women of African heritage who are committed to enriching, sustaining, and ensuring the identities, culture, and economic survival of all people of African origin through cultural, educational and civic programs. Through our partnerships, we promote activism to help bring about positive change that transcends time, race and socio-economic differences.*

|                             |   |
|-----------------------------|---|
| <b>Name:</b>                | The Links, Incorporated                                 |
| <b>Date Founded:</b>        | November 9, 1946  |
| <b>Chapter Name:</b>        | <b>Tacoma (WA) Chapter</b>                              |
| <b>Chapter Established:</b> | <b>October 19, 1966</b>                                 |
| <b>Colors :</b>             | Green and White   |
| <b>Flower:</b>              | White Rose  |
| <b>Founders:</b>            | Sarah S. Scott & Margaret R. Hawkins                    |
| <b>Western Area Theme:</b>  | LINKED to Connect, Create, Collaborate Karen Cole, 2023 |
| <b>National Theme:</b>      | Friends Transforming Communities Through Service        |

## Founding Members

On the evening of November 9, 1946, Margaret Hawkins and Sarah Scott, two young Philadelphia matrons, invited seven of their friends to join them in organizing a new type of inter-city club. This organizing meeting of The Links was not a spontaneous action. In 1945, Link Hawkins had conceived the idea of a group of clubs composed of friends along the eastern seaboard and had spent many hours with Link Scott in thinking, planning, and discussing the possibilities of such an endeavor.

The two women envisioned an organization that would respond to the needs and aspirations of Black women in ways that existing clubs did not. It was their intent the club would have a threefold aim—civic, educational, and cultural. Based on these aims, the club would implement programs, which its founders hoped would foster cultural appreciation through the arts; develop richer inter-group relations; and help women who participated to understand and accept their social and civic responsibilities.

Besides the two founders, the original members of the Philadelphia Club were Links Frances Atkinson, Katie Green, Marion Minton, Lillian Stanford, Myrtle Manigault Stratton, Lillian Wall, and Dorothy Wright. The club elected Margaret Hawkins as president, Sarah Scott as vice president, Myrtle Manigault Stratton as recording secretary, Frances Atkinson as corresponding secretary, and Dorothy Wright as treasurer.

## Charter Members – Tacoma (WA) Chapter



Left to right: Helen Stafford, Juanita Owens, Anita Gibson, Keturah Morris, Yvonne Thomas, Raynola Blackshear, Ruby Martin, Lula Marks, Mary Wilson, Vertist Edwards, Sue Belt Harris

### NATIONAL PLEDGE

I do solemnly O/ myself to all the ideals, purposes, and true meaning of the word "friendship" as embodied in the name "Links."

I shall earnestly endeavor to uphold these standards and do my share toward serving my community and my chapter to the best of my ability. And this I promise.

– Sarah S. Scott

### NATIONAL SONG

We strive to do some good each year  
For those who need our aid.  
It binds us close and brings us joy  
And so, we feel repaid.  
We're each a Link in friendship's chain  
And loyal to our creed.  
Of doing good through work and play  
Together we'll succeed!

*Lyrics by Frances Atkinson / Music by Maretta Hall Cephas*

## **The Links Foundation, Incorporated**

The Links Foundation, Incorporated is the philanthropic arm of The Links, Incorporated, an organization of professional women of color located throughout the United States, the District of Columbia, and the Commonwealth of the Bahamas. The Foundation was established in 1979 to enhance and expand the philanthropic endeavors of The Links, Incorporated. The Links, Incorporated has a long tradition of promoting and engaging in educational, civic, and inter-cultural activities in order to enrich the lives of members of the communities we serve.

The Foundation provides grants to innovative programs that address problems to be solved, or opportunities to be seized, that are of regional, national, or international significance. It has served The Links, Incorporated well as the conduit for grant support for special programs. Under Foundation guidelines, grants are made to support the five program facets of The Links, Incorporated which include Services to Youth, The Arts, National Trends and Services, International Trends and Services, and Health and Human Services.

The Links Foundation, Incorporated has contributed more than \$25 million to charitable causes since its founding. In 2018, The Links Foundation, Incorporated named its fifth \$1 million grantee – St. Jude Children's Research Hospital. Other million-dollar grantees include the United Negro College Fund, the NAACP Legal Defense and Educational Fund, Inc., the National Civil Rights Museum, and the Smithsonian National Museum of African American Culture and History in Washington D.C.

In recent years, The Links Foundation, Incorporated has made donations to such entities as: Habitat for Humanity, for the rebuilding of homes in Haiti; Africare, for the construction of The Links maternal waiting homes and the assemblage of Mama Kits; and, National Cares Mentoring Movement, for the advancement of mentoring opportunities across the nation. Through its Grants-in-Aid program, grants were awarded to non-profit organizations such as the Children's Defense Fund, Morgan State University Choir, Hurley Medical Center, schools in Jamaica, and for disaster relief.

The Foundation also accepts and distributes chapter grants to support innovative programs that provide creative responses to changing needs of communities of African descent in the general fields of health, education, social services, and cultural and international affairs. During 2015-2016, The Foundation awarded more than \$3 million in grants to support chapter programming in the areas of STEM education, childhood obesity, heart health awareness, and financial literacy.

The Foundation is a non-profit corporation operated exclusively for charitable and educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1954, as amended.



## Links Facets and Programs

### The Arts

#### *Linking Art Through Transformative Programming*

The Links' support of the arts can be traced to our cultured co-founder Margaret Roselle Hawkins. Her innate artistic talent, discovered at a young age, earned her a four-year scholarship to the Women's School of Design, later known as the Moore Institute of Art. Her passion for creative expression later led to her appointment as an art teacher and helped give root to the establishment of The Arts facet in 1964 at the 14th National Assembly.

Throughout the nation today, Links Chapters partner with museums, symphonies, arts councils, educational institutes, and corporations in order to support art programs, especially where there is a focus on artists of color. Links are creating and supporting opportunities for educating minority youth in the arts and presenting and supporting performances by youth and accomplished professional artists in a diversity of disciplines.

The **GOAL** of The Arts facet is to increase and expand art activity and elevate our programs through arts integration and effectively create an arts renaissance within our organization and programmatic efforts.

#### **Signature Arts Program: Classics Through the Ages**

*Classics Through the Ages* promotes art education among youth of color to pique their interest, increase their knowledge and encourage their continued study in classical arts. This program seeks to afford exemplary student artists the opportunity to hone their talents and skills and earn recognition and support for their educational and career pursuits. The development of education and community partnerships optimize the program's impact and leverages chapter resources. Classics Through the Ages strives to recognize, reward and develop avenues to support excellence in artistic education.

The program runs annually from May 1 through April 30 of the following year. Chapters sponsor one or more artistically gifted students in a selected classical art discipline (visual arts, performing arts or humanities). Student sponsorship carries over from year to year until the student graduates from high school.

Links Chapters assign a mentor to offer guidance and assist student artists with networking as well as set up opportunities for mentoring and exposure to established, professional artists in the student's artistic discipline. Students are further supported through the funding of advanced training, instruction, classes and workshops and the purchasing supplies and/or the updating of equipment. Internships or scholarships are awarded to expand the learning experiences of student artists. A master class, led by a professional artist, is provided as the culminating event each year.

Student artists commit to performing or exhibiting at no less than two events each year, and to mentoring peers unfamiliar with their discipline. Chapters help coordinate these performances and exhibits for the students.

## **National Poster Art Contest**

The National Poster Art Competition was created in 1995 in conjunction with The Links, Incorporated's National Walk-a-Thon. The theme traditionally includes health related themes sought to depict healthy, energetic, active lifestyles. The 2018's theme broaden the health focus by adopting the theme *Our Vision, Our Future: Healthy and Happy Communities*. The National Poster Art Competition runs biennially from October through June, commencing in uneven years. Chapters conduct their own contests to determine winners in each of four age categories between December and March.

The contest is divided into four grade categories:

- Category I: Grades 1-3
- Category II: Grades 4-6
- Category III: Grades 7-9
- Category IV: Grades 10-12

## **Health and Human Services**

The Links, Incorporated established the **Health and Human Services** facet in response to the chronic health disparities that persist in black communities and result in the decreased life expectancy of African Americans and other people of African ancestry. The goal of HHS is to promote and facilitate programs that support the maintenance of good health and the elimination of chronic health disparities in communities of color through education, health advocacy, and optimal utilization of health resources. Community education about health risks is crucial and The Links, Incorporated plays a significant role in providing it.

**The National Breast Health Initiative** educates The Links membership and the communities we serve about the importance of knowing one's family history and the risk factors for breast cancer. Our goal encompasses advocacy and personal health record retention to ensure proper healthcare maintenance. We strive to provide mentoring, encouragement, and a safe haven for all to share personal journeys.

**The National Childhood Obesity Initiative** increases awareness and heightens understanding surrounding the multi-dimensional issues that contribute to obesity in African American children and their families. Through an action-oriented agenda we disseminate key messages that aid in the prevention of childhood obesity among African American children, and we establish collaborative networks to sustain on-going health initiatives.

**The HeartLinks to Heart Health Signature Program** encourages Links members and communities to take an aggressive stance against heart disease, the number one killer of African American women. HeartLinks accomplishes its goal by equipping Links

chapters with numerous ways to implement heart healthy activities in their communities including Walk for a Healthy Living, Red Dress events, and cardiovascular risk reduction programs.

**The National HIV/AIDS and Hepatitis C Initiative** ensures that Links members and the communities we serve understand the incidence and prevalence of HIV/AIDS and hepatitis C in the African American community, how these infections are transmitted, and how the diseases can be prevented. Through these initiatives we partner with national organizations that specialize in educating and preventing these diseases as well as partner with HBCUs and other African American organizations committed to the fight against these diseases.

**Linkages to Life:** Organ, Tissue and Bone Marrow Donation Awareness Signature Program educates Links members and the African American community about the importance of and need for organ, tissue, and bone marrow donation as well as the importance of healthy living and prevention. Linkages to Life awareness initiatives are conducted in partnership with local and national transplant organizations, the faith-based community, and civic organizations.

**The National Mental Health Initiative's** goal is to educate Links members about mental health concerns such as depression, anxiety, and social issues that impact our physical and mental health so that our members can take the knowledge learned into our communities. The National Mental Health Initiative collaborates with each Links programming facet to incorporate wellness into all Links programs. By strategically partnering with organizations that specialize in black mental health issues and by identifying and sharing resources that educate on how to seek and find treatment, we help eliminate the stigma of mental illness within the black community.

**The National Oral Health Initiative** addresses oral health in adults and children. Using Colgate's Bright Smiles, Bright Futures program we teach our youth about proper oral care. The Bright Smiles, Bright Futures program provides Link chapters the opportunity to impact their communities by:

- Helping families become knowledgeable on how oral health affects the body
- Providing children free education and screenings
- Providing families referrals to dentists willing to provide services for free and/or at nominal costs.
- Helping families become knowledgeable about how diet affects dental care.

**The Walk for Healthy Living Signature Program** teaches how healthy, sustained lifestyle changes can reduce the incidence of many diseases. The program's goal is to encourage Links members, their families, and the communities we serve to improve their health by walking more. This is supported by the sponsoring of Links Walk-a-Thons and challenging members and the community we serve to take 10,000 steps each day.

## **International Trends and Services**

The mission of the International Trends and Services facet is to expand the global platform for programs designed and developed to service the educational, health and cultural needs of people of African descent throughout the world. All programmatic components of the facet are delivered through measurable and sustainable service delivery methods that reach women and their families.

The foremost goal of the International Trends and Services facet is to provide opportunities for tangible service in other countries. Our “boots on the ground” approach provides for more personalized methods for assisting and improving the lives of women, children, and men worldwide through long-term programs committed to empowerment and public policy leadership in advocating for social justice.

### **THE LINKS DELEGATION TO LIBERIA, GHANA, AND JAMAICA**

The Links, Incorporated is committed to expanding its global presence and have embarked on a journey to Liberia, Ghana, and Jamaica. We look to broaden our International Trends and Services platform for programs designed to service the educational, health and cultural needs of people of African descent.

During our visits to Liberia, Ghana and Jamaica, The Links, Incorporated demonstrated our commitment to enriching and sustaining the cultural and economic survival of people of African ancestry, through friendship and service.

- Visited Liberian schools adopted by The Links, Incorporated: School for the Blind, Ann Sandell School, and AME University
- Witnessed the dedication ceremony of The Links Maternal Waiting Home.
- Explored the history and culture of African villages in Liberia and Ghana.
- Walked through Kakum National Park in Accra, Ghana.
- Toured historic landmarks.
- Partnered with Colgate Bright Smiles, Bright Futures and performed several thousand dental exams over three years at three primary schools in Jamaica.
- Helped train 4th-6th grade students in CPR.
- Planted a Links Friendship Garden for healthy living.
- Donated nearly 1K books over several years to Links Friendship Library and for students to take home.
- Donated nearly 200 Amazon Kindles.
- Donated a Links Computer Lab.
- Donated an Ultrasound Machine to Falmouth Public Hospital from the Milwaukee (WI) Chapter of The Links, Incorporated.

### **SIGNATURE PROGRAM: Education Across the Miles**

Since 1996, The Links, Incorporated has built, refurbished and furnished educational materials to over 60 schools in South Africa, successfully making a direct and significant impact on the lives of thousands of African students and families. Contact with these schools continues today as The Links, Incorporated positions itself to adopt four schools in Liberia, West Africa – the Todee School, AME University, the School for the Blind, and the Ann Sandell School. And three primary schools in Jamaica; St. Mary's Preparatory, Mt. Zion Primary, and Watford Hill Primary. Through in-kind donations,

monetary support, and the lending of professional expertise in curriculum and lesson plan development, we will aid in the reestablishment of the Liberian and Jamaican educational system.

## **NON-GOVERNMENTAL ORGANIZATION (NGO) PROGRAM INITIATIVES**

### **Model UN**

The Links, Incorporated and its NGO representative to the United Nations, have worked diligently to produce a strong and cohesive plan to strengthen its work with the United Nations. The Model UN program engages grade school and college students at Historically Black Colleges and Universities, as well as other institutions of higher learning, to become informed and active citizens of this changing world.

Students are invited to special events sponsored by The Links, Incorporated and are encouraged to become involved in international affairs by working with the United Nations. This program's goal is to provide as many international experiences for our students as possible. Through the Model UN program, students are given the opportunity to research and discuss complex global issues such as the role of women in developing countries, apartheid, child labor and human development.

### **Links International Foreign Affairs and Business Empowerment for Youth (LIFE) Program**

The LIFE program is designed to expose minority high school students, grades 9-10, to career possibilities in foreign affairs and international business in an effort to close the race and gender divide in corporate and state department jobs, and Foreign Service appointments. Chapters of The Links, Incorporated partner with local high school, college and university faculty and administrators to implement a two-week program curriculum which includes site visits, guest speakers, webcasts and case studies on business and foreign service. The LIFE program curriculum is patterned after the successful Howard University Summer Enrichment program at the Ralph J. Bunche International Affairs Center. LIFE program alumnae are able to apply to the Howard University Summer Enrichment program if they choose to continue their studies in international affairs. Each year, nearly 400 students participate in the program.

### **Linking with Haiti – Women's Survival Kits**

The Links Incorporated provides outreach to women and girls in Haiti who were affected by the devastating 2010 earthquake through the distribution of Women's Survival Kits. This initiative provides a direct and deliverable service to the Haitian community. With the supplies needed for personal hygiene and daily living still difficult to secure, this initiative aims to provide basic survival kits to women and girls in Haiti so they can preserve their dignity. Each kit assembled by members of The Links, Incorporated contains fundamental items, such as toothbrushes, toothpaste, soaps, and washcloths, that are too often taken for granted.

## **SAFE MOTHERHOOD INITIATIVE: Maternal Waiting Home**

For years, The Links, Incorporated has been a leader in providing service to people of African descent in the United States, the Bahamas, Haiti and Africa. The International Trends and Services facet looks to continue this tradition and expand the presence of The Links, Incorporated abroad with emphasis on safe motherhood programs. These programs address the issues of clean and safe deliveries, essential obstetric care, and preventable death and disability among mothers, expectant mothers and newborns. In 2003, The Links, Incorporated partnered with the World Health Organization to reestablish the Uganda Ministry of Health's Maama Kit program. Chapters raised and donated funds to support the assembly and distribution of clean birth kits in Uganda. Today, The Links, Incorporated transitions its focus to the most pressing needs of women and children in Liberia, which has one of the highest maternal and infant mortality rates in Sub-Saharan Africa.

With the dire need for adequate maternal/child health care in Liberia, the International Trends and Services facet carries on its maternal/child health focus through the construction of a Maternal Waiting Home in rural Bong County. Maternal Waiting Homes allow pregnant women who live in remote areas, where medical facilities and trained medical professionals are not available, to come to a clean and safe environment in anticipation of their deliveries. The Maternal Waiting Home program in Liberia helps to alleviate the complications and health issues for mothers and newborns that are the result of deliveries not assisted by trained medical professionals. The Links, Incorporated will also provide postnatal *Mama Kits* containing essential items for mothers and newborns.

## **National Trends and Services**

*Empowering People; Transforming Lives!*

The **VISION** of the National Trends and Services facet is to eliminate disparities by reducing barriers to services through advocacy, education, and service. Our **MISSION** is to empower our chapters to effectively empower the communities in which we work. Our **GOALS** include increasing the number of sustainable and measurable programs; increasing collaborative partnerships; and extending our existing initiatives to include communities identified as having the greatest need. Currently, National Trends and Services encompasses the following programs and committees with national partners and sponsors, each committed to the overall vision and mission of the facet. These programs serve as a catalyst for change promoting individual and community empowerment.

### **Trash Talking: It's No Joke!**

To bring awareness to the growing crisis of bullying, we are excited to introduce a comprehensive community anti-bullying program TRASH TALKING: IT'S NO JOKE! The goal of this newest National Trends and Services initiative is to empower youth with the tools and skills to address bullying in all forms. Research shows that bullying adversely affects children's mental health, academic success and ability to relate to

other children according to the U.S. Department of Health and Human Services. The goals for this program are:

- To enhance a child's ability to avoid victimization
- To enhance a child's self-esteem
- To reduce the feelings of guilt and blame associated with victimization
- To promote disclosure of abuse and victimization
- To enhance and coordinate community response
- To enhance communication between parents and children about personal safety
- To reinforce adult supervision and protection

### **AARP Links Academy**

The Links, Incorporated is partnering with AARP to implement the "AARP Links Academy." This innovative, comprehensive program provides tools and resources to support African American women who are either preparing for life as they age or are currently dealing with the aging process. The program includes components for preventative measures during each specific life stage and provides health, wellness and financial support and services to the 50+ community. The program is being implemented in eight target markets: Chicago, IL, Dayton, OH, New York, NY, Houston, TX, Los Angeles, CA, Atlanta, GA, Miami, FL, and San Antonio, TX.

### **Wallet Wise Program**

Through our national sponsorship with Ally Financial, The Links, Incorporated implements the Wallet Wise financial literacy program. The Wallet Wise program is aimed at helping people make better financial decisions by providing them with information about budgeting, credit reports, and credit scoring as well as providing other tools in an effort to assist them in making informed financial choices. Chapters conduct Wallet Wise workshops using the curriculum developed by Ally Financial. The curriculum includes classroom and online modules and is being implemented in thirty-four target markets. A youth component to compliment the Wallet Wise program is under development.

### **Women's Issues and Economic Empowerment Committee**

The Women's Issues and Economic Empowerment Committee's focus is on the education and empowerment of women. The committee plans to convene a Women's Summit in 2012 in collaboration with other women's organizations. This will provide an opportunity to develop a national platform and policy papers on relevant women's issues.

### **Human Trafficking Awareness Initiative**

The horrific crime of humanity-human trafficking ravages communities across our nation and around the world. In the United States, human trafficking generates more \$9.5 billion annually. Human trafficking affects men, women, boys, and girls. More than 300,000 children are at risk for commercial sexual exploitation in the United States. Sadly, women and girls of color are disproportionately at risk. To address this public health issue, The Links, Incorporated has developed an initiative to raise awareness and programs aimed at eradicating human trafficking. The initiative will integrate the

issue of human trafficking into programs addressed by our National Trends and Services facet which follows the service delivery model and enhances existing integrated programming. A toolkit is provided for more information as well as detailed suggestions on programming activities.

### **Black Lives Matter: Linking Knowledge to Action**

The Links, Incorporated joins the many organizations throughout the nation that continue to call attention to the Black Lives Matter Movement by launching a comprehensive program. The focus is on developing solutions, providing education and creating awareness of the challenges affecting African American youth and young adults relative to police action and the criminal justice system. The Black Lives Matter Committee's goals and strategies include:

- Educate ourselves and our communities on the importance of jury service.
- Encourage reputable African American attorneys to represent at least one pro bono case per year that involves civil or criminal actions. These cases may include police misconduct, injustice, or malfeasance, but are not exclusionary when it involves African American victims.
- Lobby for the establishment of police review boards with summons power.
- Inspire members to become informed conscientious voters, getting to know elected and appointed local and federal prosecutors.
- Educate our youth on how to respond when they are stopped by police officers.
- Increase public awareness of inequitable and unjust local, state and federal policies, procedures, practices, personal experiences and challenges that impact African Americans.
- Increase community engagement and communication.
- Host six webinars lead by National Links leaders and attorneys who are experts in the area of civil rights and police misconduct.
- Encourage the Links, Incorporated members to continue to use the Black Lives Matter Toolkit to inform and educate the public about police misconduct and injustice. This Toolkit is located in the "members only" section under documents. Black Lives Matter: Linking Knowledge to Action is designed to enlighten young African Americans and empower them through knowledge and positive influence.

### **Services to Youth**

*An integrated approach to preparing youth for the global workforce as healthy citizens*

*"The question is not whether we can afford to invest in every child; it is whether we can afford not to." Marian Wright Edelman*

The words of the great children's advocate, Marian Wright Edelman, resonate with us today more than ever. The Links, Incorporated is committed to leading the way as champions of change, ensuring that youth are academically successful and engaged in healthy lifestyles. In 2012, more than one third of children and adolescents were overweight or obese. Research shows that active, healthy children achieve greater success in school, have greater self-esteem, and become healthy adults who lead productive lives.



The Links, Incorporated created its first program facet, Services to Youth, to equip black youth to use their intellect and spirit of achievement to become successful and productive citizens. Today, The Links, Incorporated continues to implement aligned, integrated and transformational programs that are responsive to the academic, health, cultural, social awareness, career development, and mentoring needs of youth.

The Services to Youth facet uses an integrated approach to prepare young people to succeed as healthy citizens in the global workforce and to promote healthy lifestyles within families and communities.

The Services to Youth facet continues to implement three national initiatives, two signature programs and two national programs in support of our mission to enrich and enhance the lives of black youth.

The primary goals of this facet are to:

- Close the achievement gap from pre-K through college, with the intent of preparing our youth for the global workforce as healthy citizens
- Promote the integration of a health and wellness component focused on youth, families and communities in our Services to Youth programs
- Develop training modules for local pre-K through college mentoring programs, to ascertain a high level of support for youth in our communities
- Expand and support science, technology, engineering, and mathematics education and promote the integration of the arts (STEM to STEAM)
- Promote and support historically black colleges and universities for ensured sustainability

### **National Mentoring Initiative**

We seek to intervene and serve children who are growing up without the guidance and support of a caring, responsible adult. Research shows that mentoring decreases the likelihood that young people will engage in harmful behaviors, while improving the chances that they will attend school regularly, improve academically, increase self-esteem, and engage in healthier lifestyles.

Mentoring is a structured and trusting relationship that brings young people together with caring adults who offer guidance, motivation, support and encouragement aimed at developing the skill set necessary for a successful and productive lifestyle.

Mentoring is strategically integrated into all Services to Youth programs and initiatives. Chapter members mentor, recruit, register, and support mentors in their communities. The National Mentoring Initiative also supports the Young Achievers, Project L.E.A.D. High Expectations and Links to Success: Children Achieving Excellence programs.

Overall goals are to:

- Establish successful mentoring relationships (one-on-one, group mentoring, etc.) with youth, pre-K – 16

- Identify and recruit more local black mentors
- Stress competence and character building as core values in a mentoring relationship
- Encourage mentoring relationships to focus on closing the academic achievement gap, workforce readiness and healthy lifestyles
- Establish partnerships with local mentoring agencies to provide mentor training

## **Young Achievers**

### **9th – 12th Grade ~ “Developing the Whole Child”**

Young Achievers addresses issues and challenges facing high school aged black youth. Through a series of workshops and interactive programs, the Young Achievers program supports a successful completion of middle school, a seamless transition to high school, successful entry to college and into chosen careers.

The primary goals of this program are to:

- Implement mentoring programs for youth, geared to either males or females
- Promote health and wellness with youth, families, and communities
- Close the high school academic achievement gap
- Implement science, technology, engineering, and mathematics related career awareness programs
- Introduce college readiness programs
- Promote historically black colleges and universities as viable options
- Introduce financial literacy programs
- Award college scholarships

## **Project L.E.A.D. – High Expectations**

### **4th – 8th Grade ~ “Links Educate, Accommodate and Develop with High Expectations”**

The title L.E.A.D. reflects The Links, Incorporated’s effort to close the academic achievement gap of middle school students, while responding to their social-emotional needs, encouraging health and wellness, introducing STEM related education and career options, and improving their financial literacy. Instilling “High Expectations” in the youth participating in the program is a priority. Project L.E.A.D. participants are empowered to believe that they are capable of making significant contributions to society, and that The Links, Incorporated members and society in general also has high expectations of them.

The program goals are to:

- Emphasize closing the middle school academic achievement gap
- Promote health and wellness with youth, families, and communities
- Support the National STEM Education and Career Readiness Initiative
- Involve and empower youth to become leaders in violence prevention
- Introduce and promote financial literacy at an early age
- Prepare and promote college readiness

- Develop effective mentoring relationships between children and positive adult role models

### **Links to Success: Children Achieving Excellence Signature Program Pre-K-3rd Grade ~ “An Early Literacy Program”**

This signature program is based on the belief that reading is the foundation enabling all children to succeed and that effective teaching of reading must begin at the earliest age with effective literacy practices. The 30 Million Word Gap cites that during the early years of cognitive development, many impoverished children generally hear 30 million fewer words by age three than their privileged peers. With effective intervention, the literacy gap can be closed, and children can then move forward and master other subjects and grade level skills.

The goal of Links to Success: Children Achieving Excellence is to mentor and assist in closing the achievement gap for pre-K-3rd grade minority students with an emphasis on literacy and healthy lifestyles.

Additional goals of Links to Success are to:

- Partner with national organizations to promote early childhood literacy
- Promote health and wellness with youth, families, and communities
- Emphasize closing the elementary achievement gap
- Teach critical thinking skills
- Introduce STEM education and career readiness programs
- Expand education and career awareness

### **National STEM Education and Career Readiness Initiative**

The National STEM Education and Career Readiness Initiative was crafted out of The Links, Incorporated’s dedication to ensuring quality STEM education at all grade levels so that youth may be exposed to and prepared to study for STEM related careers.

Through the National STEM Initiative, local chapters work to:

- Establish sustainable partnerships with select STEM focused organizations and/or corporations that have national reach, demonstrated results and progressive educational programs
- Implement STEM educational programming pre-K – 16, including toolkit applications to support The Arts (STEAM) and Health and Human Services
- Facilitate mentoring opportunities with STEM professionals and academia with a goal of reducing the attrition rate of college students who pursue and graduate in STEM disciplines
- Prepare and encourage students to attend community college and/or a 4-year college for STEM related educational disciplines
- Enhance STEM related career opportunities for minority students through scholarships and internships

By preparing and encouraging students to attend colleges and universities with STEM related programs, The Links, Incorporated equips students of color with the skills to compete and excel in a global workforce that increasingly relies on individuals with STEM related proficiencies. The Links, Incorporated aims to identify and align with select STEM related organizations to prepare youth for STEM related careers.

### **National HBCU Initiative**

The goal of the National HBCU Initiative is to implement and support efforts that align with President Obama's plan to increase the retention and graduation rates of students attending college by the year 2020. While emphasizing the relevance of HBCUs' past, present and future, this initiative will create synergy and complement program initiatives already underway.

The Links, Incorporated supports HBCUs and encourages chapters to:

- Partner with other national organizations
- Host HBCU college fairs and other events
- Mentor and recruit students to attend and graduated from HBCUs
- Promote health and wellness with students
- Promote and encourage a connection with an HBCU and its STEM programs
- Identify opportunities to support faculty research and/or professional development
- Contribute to the sustainability of HBCU institutions

### **Education Linkage**

Education Linkage supports President Barack Obama's education initiative aimed at creating partnerships and alliances to educate and prepare youth for the 21st century workforce. The Links, Incorporated has forged a national partnership with Achieving the Dream, Incorporated to launch the "Equation for Excellence Program" with community colleges and HBCUs. Education Linkage will also lead The Links, Incorporated's efforts to create a sustainable relationship with other national organizations aligned with the Achieving the Dream partnership.

#### **Achieving the Dream, Incorporated**

Achieving the Dream, Incorporated, is a multi-year national partnership designed to ensure the success of students who attend community colleges. ATD is particularly concerned with student groups that traditionally have faced significant barriers to success, i.e., students of color and those from low-income families. More than 130 community colleges and four-year institutions participate in ATD programs across the United States.

The ATD community colleges and The Links, Incorporated will bring focus and passion to student success by implementing the Equation for Excellence Program. The Equation for Excellence collaboration focuses on the personal and realistic accessibility of higher education. The program aims to increase significantly students'

attitudinal and intellectual college readiness at middle and high school grade levels, thus eventually lessening the need for developmental education at the college level.

Equation for Excellence Program goals are to:

- Improve consistency and quality of volunteer/mentoring interventions
- Improve student learning outcomes and matriculation into higher education institutions
- Improve student learning outcomes and graduation rates from ATD community colleges among minority and low-income students
- Promote health and wellness with students
- Increase student and family financial literacy at the secondary schools which provide a significant number of graduates to ATD community colleges, “feeder schools”, and ATD community colleges
- Replicate best practices from “feeder schools” and Equation for Excellence community college volunteer interventions at HBCUs close to ATD community colleges

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### **Tacoma (WA) Chapter Website**

<http://www.tacomalinksinc.org>

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*Friends Transforming Communities Through Service*  
**Tacoma (WA) Chapter**

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**NOTE: Platinum Members** (Eligible to vote, chair a committee and hold office unless member has taken Alumnae Status)

**Alumna Members & Platinum Members in Alumnae Status** (Restricted from voting, chairing a committee, and holding office)

**Tacoma (WA) Chapter  
2023 – 2024  
Facet Committees**

Last Update: June 2023

|  |   |  |
|--|---|--|
| <p><b><u>The Arts</u></b><br/> Christina Abby - Chair<br/> Fran Davis – Co-Chair<br/> Kirsten Brunson<br/> Denita Harden-Patton<br/> Gina Hatcher<br/> La'Tonja Hunter<br/> Kay Wilson-Kirby<br/> Anne Wade*<br/> Stine Armstrong**</p>  | <p><b><u>Health &amp; Human Services</u></b><br/> Angela Walker – Chair<br/> Sharon Freeman – Co-Chair<br/> Samantha Black-Parker<br/> La'Tonja Hunter<br/> Christine Turner*<br/> Kirsten Watts<br/> Stephanie Croom Williams<br/> Mary Green*<br/> Melva Copes**<br/> Thelmajeane Corvello**<br/> Denise Robinson**</p> | <p><b><u>International Trends</u></b><br/> Barbara Lane – Chair<br/> Stephanie McGriff – Co-Chair<br/> Iris Williams West<br/> Dorothy Williams<br/> Joan Ray**<br/> Rossalind Woodhouse**</p> |
| <p><b><u>National Trends</u></b><br/> Kirsten Brunson – Chair<br/> Gina Hatcher – Co-Chair<br/> Sharon Freeman<br/> Pamela Jones Hadley<br/> Alyce McNeil<br/> Constance Lassiter*<br/> Barbara Wesley*<br/> Thelmajeane Corvello**<br/> Helen Henderson**</p> <p><b><u>Social Action + Legislative Issues and Public Affairs</u></b><br/> <b><u>Liaison</u></b><br/> Kirsten Watts<br/> Ella Williams**</p> | <p><b><u>Services to Youth</u></b><br/> Tracy Flood Harris – Chair<br/> Kimberly Green – Co-Chair<br/> Samantha Black-Parker<br/> Pamela Davis Thompson<br/> Mary Ingram<br/> Lisa Shyne<br/> Anne Wade*<br/> Vera Marks**</p>  |  |

\* Denotes **Platinum Members** (Eligible to vote, chair a committee and hold office unless member has taken Alumnae Status)

\*\* Denotes **Alumna Members** & **Platinum Members in Alumnae Status** (Restricted from voting, chairing a committee and holding office)

**Tacoma (WA) Chapter  
2023 – 2024  
Standing Committee List**

Last Update: June 2023

|  |   |  |
|--|---|--|
| <b><u>Audit</u></b><br>Christina Abby<br>Pamela Jones Hadley<br>Mary Green*  | <b><u>Bylaws</u></b><br>Stephanie Croom Williams – Chair<br>Iris Williams West – Co-Chair<br>Tracy Flood-Harris<br>Dorothy Williams<br>Kay Wilson-Kirby<br>Constance Lassiter*<br>Joan Ray*<br>Denise Robinson**  | <b><u>Ethics &amp; Standards</u></b><br>Kimberly Green<br>Mary Ingram<br>Dorothy Williams<br>Lisa Shyne<br>Alicia Stephens<br>Stephanie McGriff<br><br><b><u>Protocol</u></b><br>Iris Williams West – Chair<br>Fran Davis – Co-Chair<br>Pam Davis Thompson<br>Denita Harden-Patton<br>Barbara Lane<br>Anne Wade* |
| <b><u>Finance/Budget</u></b><br>Denita Harden-Patton - Chair<br>Barbara Lane - Co-Chair<br>Samantha Black-Parker<br>Sharon Freeman<br>Iris Williams West<br>Mary Green*<br>Denise Robinson** | <b><u>Fund Development (Long-term Partnerships)</u></b><br>Lisa Shyne<br>Stephanie Croom Williams<br>Tracy Flood Harris<br><br><b><u>Grant Writing</u></b><br>Sharon Freeman<br>Christina Abby<br>Alyce McNeil<br>Iris Williams West<br>Thelmajean Crovello** | <b><u>Fundraising (Gathering funds for specific events &amp; Operations)</u></b><br>Samantha Black-Parker<br>Kirsten Brunson<br>Angela Walker<br>Anne Wade*<br>Denise Robinson**   |
| <b><u>Hospitality</u></b><br>Alicia Stephens – Co-Chair<br>Pam Davis-Thompson<br>Sharon Freeman<br>Mary Green* - Co-Chair<br>Christine Turner<br>Melva Copes**                               | <b><u>Inspirational Leaders</u></b><br>Joan Ray – Chair<br>Christina Abby<br>Pam Davis-Thompson<br>Constance Lassiter*<br>Christine Turner*   | <b><u>Membership + WA Aluma and Platinum Affairs</u></b><br>Kay Wilson-Kirby – Chair<br>Stephanie McGriff<br>Kimberly Green<br>Fran Davis<br>Mary Ingram<br>Pamela Jones Hadley<br>Iris Williams West<br>Mary Green* - Co-Chair<br>Constance Lassiter*<br>Anne Wade*   |

|  |  |   |
|--|--|---|
| <b><u>Organizational Effectiveness</u></b><br>Samantha Black-Parker<br>Stephanie McGriff<br>Mary Ingram<br>Angela Walker<br>Helen Henderson**                      | <b><u>Public Relations</u></b><br>Mary Ingram - Chair<br>Kirsten Brunson<br>La'Tonja Hunter          | <b><u>Scholarship</u></b><br>Christine Turner – Chair<br>Dorothy Williams – Co-Chair<br>Alicia Stephens<br>Kirsten Watts<br>Stephanie Croom Williams<br>Mary Green*<br>Constance Lassiter*<br>Ella Williams** |
|  | <b><u>Nominating</u></b><br>Kimberly Green<br>Denita Harden-Patton<br>Lisa Shyne<br>Christine Turner | <b><u>Technology/Communications</u></b><br>Gina Hatcher<br>Mary Ingram<br>Stephanie McGriff<br>Samantha Black Parker<br>Kirsten Watts   |
| <b><u>Program</u></b><br>Chair: Alyce McNeil<br>Arts: Christina Abby<br>NTS: Kristen Brunson<br>HHS: Angela Walker<br>STY: Tracy Flood-Harris<br>ITS: Barbara Lane | <b><u>Strategic Planning</u></b><br>Kristen Brunson<br>Kimberly Green<br>Mentha Hynes-Wilson         | <b><u>Retreat Planning</u></b><br>Hospitality<br>Organizational Effectiveness<br>Strategic Planning   |
| <b><u>Archives &amp; History</u></b><br>LaTonja Hunter<br>Anne Wade* - Chair<br>Barbara Wesley*<br>Stine Armstrong**<br>Roz Woodhouse**                            | <b><u>Rituals &amp; Ceremonies</u></b><br>Pamela Davis-Thompson<br>Barbara Lane<br>Mary Green*       |   |

\* Denotes **Platinum Members** (Eligible to vote, chair a committee and hold office unless member has taken Alumnae Status)

\*\* Denotes **Alumna Members** & **Platinum Members in Alumnae Status** (Restricted from voting, chairing a committee and holding office)

**Tacoma (WA) Chapter of Links**  
**Chapter Sponsored Hostess Social Schedule**  
**June 2017 – June 2030**

Last Update: February 2023

| <b>Year</b> | <b>Spring – June Social Lead</b> | <b>Winter – December Social</b> |                                 |
|-------------|----------------------------------|---------------------------------|---------------------------------|
| <b>2017</b> | Hostess - Adrienne Allen         | M. Copes<br>M. Green            | P. Hadley<br>K. Green           |
| <b>2018</b> | Hostess - Mary Wilson            | S. Freeman<br>S. McGriff        | A. Wade<br>A. Stephens          |
| <b>2019</b> | Hostess- Stephanie Williams      | D. Okoro<br>A. McNeil           | D. Robinson<br>K. Kirby         |
| <b>2020</b> | Hostess - Dorothy Williams       | G. Hatcher<br>C. Lee            | B. Lane<br>M. Hynes-Wilson      |
| <b>2021</b> | Hostess – Iris Williams West     | L. Hunter<br>V. Fletcher        | C. Turner<br>L. Shyne           |
| <b>2022</b> | Hostess - Connie Lassiter        | S. Williams<br>J. Ray           | H. Henderson<br>T. Flood-Harris |
| <b>2023</b> | Hostess –Frances Davis           | B. Wesley<br>P. Hadley          | M. Green<br>C. Abby             |
| <b>2024</b> | Hostess – Kay Kirby              | D. Harden-Patton<br>K. Green    | I. West<br>S. Freeman           |
| <b>2025</b> | Hostess - Alicia Stephens        | L. Hunter<br>F. Davis           | K. Watts<br>S. Black-Parker     |
| <b>2026</b> | Hostess - Alice McNeil           | S. McGriff<br>L. Shyne          | A. Walker<br>M. Hynes-Wilson    |
| <b>2027</b> | Hostess – Chris Turner           | K. Kirby<br>M. Green            | G. Hatcher<br>B. Lane           |
| <b>2028</b> | Hostess – Dorris Okorro          | A. Wade<br>D. Williams          | A. Stephens<br>K. Brunson       |
| <b>2029</b> | Hostess – Stephanie McGriff      | P. Davis-Thompson<br>M. Ingram  | V. Fletcher<br>S. Williams      |
| <b>2030</b> | Hostess – Mary Green             | D. Williams<br>J. Jones         | C. Turner<br>C. Lassiter        |

**Note:** This schedule is updated annually to reflect membership changes. The June social lead person will ask 4 Link members to serve on the committee with her as this is the chapter sponsored social in the amount of \$2,000. The funds for the December Social is paid by the four hostess. We are asking that the December social be held the second Saturday in December. Any changes please notify the president. Social protocol is listed in the chapter handbook.

**The Tacoma (WA) Chapter of Links  
Hospitality Protocol  
2023-2024**

Link Illness / Life Challenges:

- Send a card if illness or hospitalization is less than 2 days
- Hospitalization: after 2 nights – a flower or plant, or fruit basket not to exceed \$80.00

Connecting Link:

- If in the hospital for more than 3 days send or take a flower not to exceed \$80.00
- If hospitalized in less than 3 days send a get-well card.

Birthdays and Anniversaries:

- A card is sent
- New Baby or Adoption:
  - \$25.00 Gift certificate

Wedding:

A gift or gift certificate not to exceed \$50.00

Special Honors:

a) Member Status Changes:

- Platinum Status – Card and \$300.00

b) 25- and 50-year years of service status

- Link Pin

c) Other

- Community Awards – Card

d) Retirement:

- Gift or gift card not to exceed \$50.00

e) Member leaving for another Chapter out of State (Moving)

- \$50.00 gift card

f) Death/Repass:

- Link, Connecting Link, Heir Link (under age 26) – up to \$350
- Adult Heir-Link - \$100 (out of state, a card)

Other:

- A flower will be given for Links or Connecting Link up to \$200. If the family request no flowers, a donation of \$50.00 will be made to a charity in the Link's name.
- Parent of a Link - the flower will be given to the Link member.
- Out-of-state death- a card will be sent to the family, or a fax sent c/o the funeral home.

**Please notify the Chapter President and she will notify the Hospitality committee chair.**



**Tacoma Chapter of the Links Incorporated  
2023/2024 Membership Assessments**

**ACTIVE MEMBERS**

| ASSESSMENT TYPE               | DESCRIPTION                  | FREQUENCY        | AMOUNT                  |
|-------------------------------|------------------------------|------------------|-------------------------|
| Links Incorporated            | Dues                         | Annually – Feb.  | \$215.00                |
| Links Incorporated            | Insurance Dues               | Annually – Feb.  | \$ 5.00                 |
| Links Foundation              | Dues                         | Annually – Feb.  | \$ 65.00                |
| Links Foundation              | Grant-In-Aid Dues            | Annually – Feb.  | \$ 40.00                |
| Tacoma Chapter                | General Dues                 | Annually – Feb.  | \$150.00                |
| Tacoma Chapter                | Hospitality Dues             | Annually – Feb.  | \$ 40.00                |
| <i>Subtotal - Dues</i>        |                              |                  | <i>\$515.00</i>         |
| Tacoma Chapter                | Food – Monthly Business Mtg. | Annually – Sept. | \$145.00                |
| Tacoma Chapter                | Fundraiser                   | Annually – April | \$ 510.00<br>(6 x \$85) |
| <i>Subtotal - Assessments</i> |                              |                  | <i>\$655.00</i>         |
| <b>GRAND TOTAL</b>            |                              |                  | <b>\$1170.00</b>        |

**ALUMNA/PLATINUM**

| ASSESSMENT TYPE        | DESCRIPTION   | FREQUENCY                          | AMOUNT          |
|------------------------|---|------------------------------------|-----------------|
| Tacoma Chapter         | Hospitality Dues – Platinum                             | Annually-Feb.                      | \$ 40.00        |
| Tacoma Chapter         | General Dues - Platinum                                 | Annually – Feb.                    | \$150.00        |
| <i>Subtotal - Dues</i> |   |                                    | <i>\$190.00</i> |
| Tacoma Chapter         | Food – Monthly Business Mtg. - Platinum & Alumna        | Annually – Sept.                   | \$145.00*       |
| Links Incorporated     | Area & Nat'l Communications - Alumna Only<br>(Optional) | Annually –submit directly to Nat'l | \$ 15.00        |

\*Alumna can pay as they attend: \$18 per mtg.

## NEW MEMBERS

| ASSESSMENT TYPE                     | DESCRIPTION        | FREQUENCY                   | AMOUNT           |
|-------------------------------------|--------------------|-----------------------------|------------------|
| Links Incorporated                  | Dues               | Annually                    | \$195.00         |
| Links Incorporated                  | Insurance - Dues   | Annually                    | \$ 5.00          |
| Links Incorporated                  | Technology Fee     | One-Time Fee                | \$ 50.00         |
| Links Incorporated                  | Official Links Pin | One-Time Fee                | \$ 59.00         |
| Links Incorporated                  | Induction Fee      | One-Time Fee                | \$200.00         |
| Links Incorporated                  | History Book       | One-Time Fee                | \$ 75.00         |
| Links Foundation                    | Dues               | Annually                    | \$ 45.00         |
| Links Foundation                    | Grant-In-Aid Dues  | Annually                    | \$ 40.00         |
| Links Foundation                    | Capital Endowment  | One-Time Fee                | \$100.00         |
| Links Foundation                    | Program Endowment  | One-Time Fee                | \$ 60.00         |
| Tacoma Chapter                      | Initiation         | One- Time Fee               | \$829.00         |
| <i>Subtotal – Dues</i>              |                    |                             | <i>\$1655.00</i> |
| Links Incorporated                  | Building Fee       | Within 3 years of Induction | \$600.00         |
| <i>Subtotal - Other Assessments</i> |                    |                             | <i>\$600.00</i>  |
| <b>GRAND TOTAL</b>                  |                    |                             | <b>\$2255.00</b> |

### Remit Payments:

- Option One – submit payment during a monthly business meeting.
- Option Two – mail payment to Chapter's P.O. Box:
  - Tacoma Chapter – The Link's Incorporated; P.O. Box 111777; Tacoma, WA 98411

Direct Questions to Financial Secretary, Barbara J Lane, [lanebarbara77@yahoo.com](mailto:lanebarbara77@yahoo.com)

## CHAPTER BUDGET

Available in the Members Only section of the Tacoma (WA) Chapter website.



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

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

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

**SECTION 2. Boundaries**

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 (WA) Chapter of the Links, Incorporated 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.

**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 between 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.
- C. The timeframe for induction is between May 1 and June 30.
- D. All new members shall participate in a one-year mentoring and development program following induction.

## **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. Members may nominate a candidate for membership by completing the *New Member Profile and Induction Request Form*. The form is to be submitted electronically via The Links, Incorporated website. A member shall notify the President or Chairman of the Membership Committee when a New Member Profile and Induction Request Form is submitted. The Membership Chairman shall notify the Chapter when the *New Member Profile and Induction Forms* are submitted.

B. Voting on Daughters of Links (DOL) nominated for membership may take place at any time 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 Member: 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 the minimum 48-hour service requirement. No Chapter shall grant attendance sabbaticals that would prevent the Chapter from obtaining a quorum at Chapter meetings.
- e. Attendance Sabbatical is not transferable to another Chapter and a member on this status may not hold office within The Links, Incorporated or serve as Chairperson of a Chapter, Area, or National Committee.

**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. She is not responsible for Chapter dues, or the forty-eight (48) hour service requirement.
- 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 Chapters 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.

**SECTION 8. Links History Book-** 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. Nominating New Members**

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 *New Member Profile and Induction Request Form*. The *New Member Profile and Induction Request Form* must be completed between September and January. A member shall nominate no more than **one person** 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.

E. 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 11. Resignation**

A member who desires to resign from The Links, Incorporated must submit her resignation in writing to the Chapter. 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 12. Forfeiture of Membership**

A member shall forfeit her membership in The Links, Incorporated if all Chapter, Area and/or National dues and assessments are not paid on or before May 1st of each year or the year it is due, if she

does not meet the minimum forty-eight (48) hour service requirement, or if she does not meet the One-in-Five Attendance requirement.

### **SECTION 13. 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 14. Reinstatement**

Reinstatement of a former member must follow the procedure set forth in Article I, Section 12 of the Bylaws of The Links, Incorporated.

## **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 vote or unanimous consent.

#### **H. Vacancies in Office**

1. When a vacancy occurs in the office of President, the same shall be filled by the Vice President.
2. 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.

I. 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.

J. 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.

#### K. 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.

10. No name may be placed in nomination without the consent of the nominee.

## **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. Take necessary action regarding a member's status in the Chapter.
5. Be bonded.
6. 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 in accordance with timelines in the Manual of Procedures.
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 30th 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 Fundraising 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**

- A. 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.
- B. 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.
- C. Regular Chapter meetings shall be face to face, except when authorized by the Corporate office of The Links, Incorporated.

**SECTION 5. Quorum:** The designated quorum for all meetings shall be 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.
6. 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.

#### **D. Facets:**

##### 1. Arts Facet:

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

##### 2. Services to Youth Facet:

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

##### 3. 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.

##### 4. 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.

##### 5. 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.

#### **E. 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.

#### **F. 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.

#### **G. 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.

#### **H. 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.

#### **I. 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.

#### **J. 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.



#### **K. Fundraising Committee:**

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

#### **L 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).

#### **M. 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 scholarships awarded.

#### **N. 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, L.**

#### **O. Technology Committee:**

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

#### **P. 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.

#### **Q. 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.

#### **R. 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.

## **S. 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 hours service requirement, has not satisfied the one in five attendance requirement for attendance at an Area Conference or National Assembly, or 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 present and voting.

**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,

**Stephanie Croom Williams**

Stephanie Croom Williams  
Bylaws Committee Chairman  
Tacoma (WA) Chapter

**Iris Williams West**

Iris Williams West  
Parliamentarian and  
Bylaws Committee Co-Chairman

**Mentha Hynes-Wilson**

Mentha Hynes-Wilson  
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 Amended October 2020  
Bylaws Amended October 2022-



**STANDING RULES  
Tacoma (WA) Chapter  
The Links, Incorporated**

**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 (Round Trip), (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 meals are not included in conference fees.
    - g. Single occupancy room rate for days requiring delegate's attendance.
  - 2. The Chapter shall pay expenses for the Alternate as follows:
    - a.Registration fees
    - b.Travel (Round Trip), (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 meals are not included in conference fees.
    - g.Single occupancy room rate for days requiring delegate's attendance.
  - 3. Reimbursement for Delegate and Alternate conference fees will not exceed the annual budget allocation without Chapter approval. The Chapter must approve expenses that exceed the budget allocation.
- 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 and attendees to representatives to the Western Area Summit or Leadership Conference, 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. A Link who has 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. **Repast Expenses-**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 Social

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 she or one of her guests is 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 who fails to attend, 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.
4. Assessments collected will be provided to the hostess.

**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.

**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 31<sup>st</sup> 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 30<sup>th</sup>.
- 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.

Respectfully Submitted,

**Stephanie Croom Williams**

Stephanie Croom Williams  
Bylaws Committee Chairman  
Tacoma (WA) Chapter

**Iris Williams West**

Iris Williams West  
Parliamentarian and  
Co-Chairman, Bylaws Committee

**Mentha Hynes-Wilson**

Mentha Hynes-Wilson, 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



## **National Officers 2022 – 2024**

**Ethel Issac Williams, JD**  
National President  
West Palm Beach (FL) Chapter

**Shuana Tucker-Sims, PhD**  
National President  
Waterbury (CT) Chapter

**Marcia L. Page**  
National Treasurer  
Mid-Cities (TX) Chapter

**Sharon Dixon Gentry, EdD**  
National Recording Secretary  
Music City (TN) Chapter

**Tyna D. Davis, EdD**  
National Parliamentarian  
Montgomery (AL) Chapter

**Cheryl L. Burke**  
National Nominating Committee Chair  
Richmond (VA) Chapter

**Kimberly Jeffries Leonard, PhD**  
Immediate Past National President  
Arlington (VA) Chapter

## **Western Area Officers**

**Area Director, Karen Cole M.D.**  
Beverly Hills West (CA) Chapter  
karencole\_md@msn.com

**Area Vice Director, Barbara Kennedy**  
Austin (TX) Chapter  
bpkdy@austin.rr.com

**Area Secretary, Elizabeth Sapp James**  
Gulf Coast Apollo (TX) Chapter  
linkbethjames@gmail.com

**Area Treasurer, Felicia Garrett Herring**  
Town Lake (TX) Chapter  
linkfelicia23@gmail.com

**Area Financial Secretary, Marcia Darden**  
San Fernando Valley (CA) Chapter  
mcdarden125@gmail.com

**Area Parliamentarian, Patricia Titus**  
Harbor Area (CA) Chapter  
linkpattititus@gmail.com

**Area Program Coordinator, Crystle Swain**  
Lone Star (TX) Chapter  
swaincom360@gmail.com

**Area Parliamentarian, Patricia Titus**  
Harbor Area (CA) Chapter  
linkpattititus@gmail.com

**<https://walinks.org>**

## **Links National Programs Calendar**

### **May**

- Mental Health Awareness Month
- Annual United Nations Student Videoconference

### **July**

- African American Bone Marrow Awareness Month

### **August**

- Chapter retreats

### **September**

- Annual Links Walk-a-Thon
- National Childhood Obesity Awareness Month

### **October**

- Breast Cancer Awareness Month
- Domestic Violence Awareness Month
- National Arts and Humanities Month
- Voter Awareness Month

### **November**

- National Bone Marrow Awareness Month
- Links National Day of Friendship and Service
- National Donor Sabbath Weekend
- Universal/World Children's Day – Nov. 20

### **December**

- World AIDS Day - Dec. 1

### **February**

- Program Reports Submission Deadline - Feb. 1
- National Wear Red Day (First Friday in Feb.)
- Black History Month
- National Heart Month

### **March**

- International Women's Day – Mar. 8

### **April**

- National Donate Life Month

Source: National Programs Toolkit, 2019 Edition

## 48 - HOUR SERVICE REQUIREMENT GUIDANCE

The Links, Incorporated's Manual of Procedures states that "active members of The Links, Incorporated are required to accumulate a minimum of forty-eight (48) hours of service per year to the organization through service sanctioned by and a part of her chapter's programmatic thrust." This guidance is designed to provide standard operational procedure on meeting this requirement. The service hour requirement is designed so that the bulk of hours are earned through engaging in direct service to the community. It is important to note that while much time is expended by Links on operational tasks, there are a limited number of hours you may earn for those activities.

Activities that earn service hours include:

**Chapter Program Service:** actual hours engaged in service

**Chapter Meetings:** two (2) hours maximum per chapter meeting (excluding social and meal time)

**Facet Committee and Standing Committee Meetings:** actual meeting hours (excluding social and meal time)

**Chapter Fundraising Activity:** five (5) hours (maximum) for the actual event time PLUS 10 hours (maximum) for fundraising preparation activities (ticket or ad sales, etc.) The total maximum hours that can be earned for fundraising activity is 15 hours.

**Other Links Service:** participation in certain area meetings as may be designated by the area director, and participation in certain national meetings as may be designated by the national president. Please refer to the "Service Hours At-a-Glance" chart below for details.

**Leadership Service:** area and national officers, committee chairs and committee members will be granted service hour credit for service given in the facilitation of their committees' responsibilities and/or officer duties. Examples of hours for which credit may be taken include but are not limited to conference calls; time spent writing reports and/or minutes; power point preparation; site visits; preparation time for meetings; and time presenting workshops at Area Conferences and/or National Assemblies.

Activities that DO NOT earn service hours include travel time; local (non-Link) community service; social and mealtime at meetings, attendance at National Assembly and Area Conferences.

### **Important Deadlines and Timelines:**

May 1 to April 30 – Program/Service Hours Year (mirrors The Links, Incorporated's fiscal year)

April 1 – Last day to submit service hours to your chapter's membership chair

NOTE: If your programming year runs beyond April 1, members may project an estimated number of service hours that will be accumulated after the chapter's submission of its Master Data Form. If an estimate is necessary, hours may only run through April 30. Chapter leadership is responsible for ensuring the integrity of the service hours reported. (NOTE: Recommended best practice is to submit service hours in real time or as soon as possible)

May 1 – Final DEADLINE for all dues to be submitted to national headquarters. Any dues submitted after April 1 will incur a late fee. Dues submitted after May 1 will not be accepted.

Source: Western Area AVD Toolkit, 2020

## SERVICE HOURS AT-A-GLANCE

| Activity   | Maximum Service Hours  |
|--|--|
| Chapter Program Service  | Actual Time<br><b>Earned</b><br>(Excluding travel time, meals and social hour)   |
| Community Service at National Assembly and Area Conferences  | Actual Time Served Prior to the Start (Excluding travel time, meals and social hour)   |
| Chapter Meetings   | 2 hours<br>(Excluding travel time, meals and social hour)  |
| Facet Committee Meetings   | Actual Time<br>(Excluding travel time, meals and social hour)  |
| Standing Committee Meetings  | Actual Time<br>(Excluding travel time, meals and social hour)  |
| Preparation time each month by Chapter Officers and Committee Chairs   | 3 hours (Per month)  |
| Links sponsored Webinars   | Actual Time  |
| Meetings with other organizations in a chapter-approve joint venture   | Actual Time (Excluding travel time)  |
| Chapter Fundraising Event and Fundraiser Preparation   | Up to 15 Hours Maximum Inclusive of event (up to 5 hours) and preparation (up to 10 hours) with activities determined by the chapter |
| Chapter Fundraising Committee Meetings *<br><i>(*Provided Fundraising Committee is a named standing committee set forth in the chapter bylaws)</i> | Actual Time* Excluding travel time, meals and social hour)   |
| Cluster Meetings   | Actual Time (Excluding travel time)  |
| Area Leadership Summits  | As determined by Area Director (Excluding Travel Time)   |
| National Leadership Summits  | As determined by National President (N/A during National Assembly and Area Conferences)  |

|  |  |
|--|--|
| National Committees and Area Committees                                | Actual Time<br>(N/A during National Assembly and Area Conferences) |
| Links Day at the U.S. Capitol  | Actual Time at the Capitol (Excluding travel time)                 |
| National Assemblies and Area Conferences                               | None   |
| Committee Service at National Assemblies and Area Conferences          | Actual Time  |
| Annual Meetings of The Links Foundation, Incorporated                  | 2 Hours  |
| Escorting of VIP's (for National Assemblies and Area Conferences Only) | Actual Time (Up to   |
| Travel Time  | None   |