

The Jackson County (MO) Chapter of The Links,  
Incorporated  
Chartered July 25, 1981



*Linked in Friendship, Connected in Service*  
**Jackson County (MO) Chapter**

# BYLAWS

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**ARTICLE I  
Name**

The name of the organization shall be The Jackson County (MO) Chapter of The Links, Incorporated, and the full name is used on all occasions.

**ARTICLE II  
Purpose**

The purpose of this Chapter shall be to promote civic, cultural, and educational activities, and to enrich the lives of the members and the community by working together towards common goals.

**ARTICLE III  
Membership**

**Section 1. Qualifications for Membership**

A. Membership in The Jackson County (MO) Chapter of The Links, Incorporated is by invitation and application. The Membership Committee of the Chapter shall conduct a needs assessment to determine the areas of talents and skills that are most needed in the Chapter. Women invited to membership shall have the following qualifications:

1. Residency in the Kansas City Metropolitan area for two (2) years;
2. Active involvement and/or interest in educational, civic and/or cultural community activities;
3. Ability to serve actively in support of the program of The Links, Incorporated;
4. Willingness to assume the financial responsibilities of the Organization;
5. Skills and talent that will contribute to the vitality of the Chapter;
6. Demonstrated ability to work with others; and
7. Must be twenty-one years of age; meet all membership requirements and reside in the Chapter's boundaries.

B. Membership shall include inducted members and transferees. Total membership shall not exceed sixty (60) nor fall below twenty (20) active members. Total membership shall not include alumnae members. Daughter of Links (DOL) who are active members of a Chapter which has reached its maximum number of members shall not be included when calculating the total number of active members in the Chapter for membership purposes.

C. An active member must remain active in the Chapter in which she was inducted to retain her membership in The Links, Incorporated, except when a member moves to another locality that is outside 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 National Executive Council. 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.

D. An active member, in the process of transferring to another Chapter, shall upon request, be granted a period not to exceed six (6) months to request the form from National Headquarters and to complete the transfer process.

E. An active member who has dual residencies shall have membership in only one Chapter designed as the primary chapter and may establish visiting status in a secondary Chapter providing that she meets the requirements specified in the National Bylaws, Article I, Membership, Section 6.A.

F. Relative to conduct, a member who is found culpable by the Chapter of conduct tending to injure the good name of The Links, Incorporated, disturb its well-being, or hamper it in its work, shall be subject to disciplinary action. Disciplinary action may include a mandatory apology, censure, suspension or expulsion depending on the seriousness of the offense. The Membership Committee, (Chapter, Area, or National, whichever is applicable) after a thorough investigation of the facts, shall recommend to its body the form of discipline that shall be imposed. In cases of recommended suspension or expulsion, the procedures as outlined in the Bylaws, Manual of Procedures, and The Links Organization Code of Ethics and Standards shall be followed.

G. The Chapter must document member adherence to all Chapter attendance, program, finance and service requirements.

## **Section 2. Election of New Members**

A. New members of The Jackson County (MO) Chapter of The Links, Incorporated, are acquired in the following manner:

1. Names and profiles of candidates for membership must be submitted to the membership committee by the November meeting. The Chairman of the Membership Committee shall report to the Chapter about the profile forms received.
2. New members are elected by a two-thirds (2/3) affirmative vote of the active members present and voting. Absentee voting is prohibited. Voting may take place at any regular meeting between November and January.
3. New members shall be inducted between May 1 and June 30.
4. The new member induction ceremony shall be held as a regular meeting and not as a separate event. There will be no additional assessment to individual Chapter members for the cost of the induction ceremony.
5. Membership processing with National Headquarters and the induction of new member(s) shall follow the National Bylaws, Article I, Section 8, and the procedures established in the Manual of Procedures, Bylaws Article I.

B. Election of a Daughter of a Link (DOL) or granddaughter of a member to the Jackson County Links, Incorporated:

1. A Daughter or granddaughter of a Link is elected by a majority vote of the active members present and voting.
2. A Daughter or granddaughter of a Link may be voted in at a regular Chapter meeting between September and May.
3. A Daughter or granddaughter must be at least twenty-one years of age.
4. A Daughter or granddaughter must reside in the locality the Chapter is established to serve and shall be eligible for membership; and if she is a granddaughter, she must be sponsored by her grandmother.

### Section 3. Types of Membership

The membership of The Jackson County (MO) Chapter of The Links, Incorporated shall consist of those members classified as active, on leave, alumnae, affiliate, sabbatical, and platinum as defined in the Constitution and Bylaws of The Links, Incorporated.

A. **Active Member.** An active member is one who has met all obligations imposed by the Chapter, Area, and National Assembly. These obligations shall include dues, fees and assessments, attendance, service hour requirements and any other requirements levied by The Jackson County (MO) Chapter of The Links, Incorporated. An active member participates in Chapter activities and programs that implement the priorities of The Jackson County (MO) Chapter of The Links, Incorporated. New members and transferring members shall participate in a mentoring program. All new members shall have a one (1) year development period.

B. **Leave of Absence.** A member on Leave of Absence must have been an active member in good standing for two (2) years who, for reasons acceptable to the Chapter, may be granted a leave of absence for up to one (1) year. All Chapter obligations must be met, in order to request a leave of absence. A leave of absence may be granted at any time during the year. A member on leave must continue to meet all Area and National obligations, including attending at least one (1) Area or National meeting every five (5) years. Leaves begin and end in accordance with the fiscal year, May 1<sup>st</sup> to April 30<sup>th</sup>.

At the discretion of the Chapter, this leave may be extended for one (1) additional year, or longer in extreme circumstances, such as continued ill health. Proof for need of the second year or an additional period designated by the Chapter must be submitted to the Chapter for approval and to the Area Director. It is the responsibility of the Chapter to give the member on leave written notice of the expiration date of the leave at least thirty (30) days in advance. No Chapter shall grant a Leave of Absence, in excess, of ten percent (10%) of its membership during any current year. A member on leave has **no Chapter** responsibilities, except; she must pay national dues and assessments through the local Chapter.

C. **Alumnae.** In order to be granted Alumnae status, a member must fulfill all Chapter obligations and be active and in good standing in the Chapter, at least two (2) consecutive program years. Members who will meet the eligibility requirements by June 30<sup>th</sup> of the next fiscal year and notify the Chapter, no later than the preceding March meeting, shall be eligible for

alumna status. Applications for Alumnae status may only be approved in May of each year. All other National and Area provisions governing the application for Alumnae status shall apply. The Chapter shall recognize newly approved Alumnae in September of each year.

**D. 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: (1) her employment or civic responsibilities prevent her from attending Chapter meetings; or (2) she is enrolled in a college or university course that meets on the day and time of Chapter meetings; (3) she is required to meet all Chapter, Area and National dues and assessments, attend National Assemblies, Area Conferences, and meet the minimum 48-hour service requirement. At the discretion of the Chapter, the attendance sabbatical may be extended.

**E. Military.** A member in good standing who is deployed to a combat in a high risk zone or a military installation shall be granted a special military leave, upon submitting a copy of her orders to her Chapter.

**F. Affiliate.** An Affiliate member is an active member in good standing who (1) moves to a locality where there is no Chapter of the Links, Incorporated; (2) moves to a locality where the existing Chapter(s) has or have reached the maximum number of members; and she has requested a transfer from her Chapter to affiliate status after no longer than six (6) months.

**G. Reinstated.** A member who is applying for reinstatement must do so between September and November. All dues and assessments for reinstated members will be due April 1<sup>st</sup> and the program year for reinstated members will begin May 1<sup>st</sup>.

**H. Platinum.** A Platinum member is an active or alumna member who has reached eighty (80) years of age or older and who has given at least thirty (30) years of service or who has given at least (50) years of active service or who, regardless of age, has given at least forty-five (45) years of active service and has served in an elected position in her Chapter and/or an elected or appointed position on the Area or National level. Members who meet the above requirements by June 30th of any given year and who submit the "50 Year Member Notification Form" by February 1st of the following year, shall be granted platinum status in the year in which she becomes eligible. 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, shall not be responsible for National dues and assessments, and shall be exempt from Chapter dues and assessments at the discretion of her Chapter.

**I. Provisory.** A Provisory member is an active member who is medically unable to participate in any activity outside of her home. Upon request, and with a notarized certificate from her doctor, she may be granted provisory membership status by the Chapter. A Provisory member shall be responsible for National dues and assessments only. 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.

#### **Section 4. Service Anniversaries**

The service anniversary of each member of The Jackson County (MO) Links, Incorporated shall be recognized in five (5) year intervals, (example: 5 years of service, 10 years of service, etc.) in the September Chapter meeting.

## **Section 5. National Participation and Attendance (“One-In-Five” Requirement)**

The National Constitution and Bylaws require each member to register and attend a minimum of “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 member.

## **ARTICLE IV Officers**

### **Section 1. Offices**

A. The officers shall be President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Archivist, Sergeant-at-Arms, Chaplain, and Parliamentarian.

B. The officers, except for the Parliamentarian and Archivist, shall be elected by secret ballot by a majority vote at the April meeting. The officers will assume responsibility for their office immediately upon election (April). Officers will be *seated* immediately following installation (May). A member in good standing and qualified to hold an office, but is out of town or has a legitimate reason for being absent, may have her name placed in nomination for an office. Chapter officers must reside within commuting distance of the Chapter. Commuting distance shall be one hundred (100) miles.

C. The President shall appoint the Parliamentarian and the Archivist and all the committee chairpersons.

D. The candidates for the office of President, Vice President, and Treasurer shall have been an active member in The Jackson County (MO) Chapter of The Links, Incorporated, in good standing three (3) years and shall have attended one (1) National Assembly or one (1) Area Conference within the timeframe established by the National organization. The candidates for all other offices shall have been active members in The Links, Incorporated, in good standing for two (2) years prior to election and shall have attended one (1) National Assembly or one (1) Area Conference within the timeframe established by the National organization.

E. Officers shall be elected for a two (2) year term, not to exceed more than two (2) consecutive terms in succession in the same office.

F. Outgoing officers shall meet with and transfer records to the new incoming officers within sixty (60) days of the end of their terms

### **Section 2. Nominating Committee and Election of Officers.**

A. **The Nominating Committee** shall operate as follows:

1. The committee shall consist of five (5) elected members.
2. The candidate receiving the highest number of votes shall serve as chair. The other members will be elected by a plurality of the votes.



3. To be eligible for chair of the Nominating Committee the candidate must have served on the Chapter Nominating Committee.
4. The committee shall operate independent of the President.
5. The committee shall distribute Nomination Forms to Chapter members in January of the election year, study the profiles submitted, interview the candidates, if necessary and present a slate of candidates for office.
6. There may be more than one name presented for each office to be filled.
7. Nominations may be made from the floor on the day the slate is presented.
8. The chair shall arrange for the balloting and tallying of votes on the day of the election.
9. The Nominating Committee shall submit a written report, signed by the committee members, following the election.

#### **B. Officer Elections**

1. If there is only one (1) nominee for an office, election may be by a method other than by ballot – for example, voice vote.
2. In the event there are more than two (2) candidates for an office and if, after balloting, no candidate receives a majority vote, a second ballot shall be cast between the two (2) candidates receiving the highest number of votes. If a tie exists after two ballots, the candidates shall decide the results by lot.
3. Candidates must be present at the meeting at which they are to be elected.

#### **C. Filling Vacancies**

1. In case of an un-expired term of the President, the vacancy shall be filled by the Vice President. A special election for the office of Vice President shall be held at the next regular meeting.
2. The Executive Committee shall elect a successor to complete the term of an elected officer or member of the Nominating Committee who does not serve the full term to which she was elected.

**D. Removal from Office.** Officers may be removed from office by a two-thirds (2/3) majority vote of the meeting quorum, if not able to fulfill the obligations of office. Any officer failing to live up to her pledge and the subsequent general rules and regulations and failing to assume her Chapter and National responsibilities becomes subject to suspension or expulsion dependent upon the seriousness of the violation. All action taken must be consistent with The Links Organization Code of Ethics and Standards.

### Section 3. Duties of Officers

#### A. President shall:

1. Read and be familiar with all of the duties of the President, the history of The Links, Incorporated, the National Constitution and Bylaws, all organization manuals and rituals, as well as *Robert's Rules of Order Newly Revised*.
2. Read and become familiar with 'Chapter Organization Requirements' as defined in the *Links Membership Manual*.
3. Read and become familiar with the *Links Membership Manual*, *Expectations of an Effective Chapter President* and the duties of all other officers.
4. Preside over all meetings and provide members with an agenda.
5. Appoint the Parliamentarian and Archivist.
6. Appoint the chairman of all standing and special committees with the exception of the nominating chair.
7. Call special meetings.
8. Enforce the Chapter Bylaws.
9. Co-sign orders on the treasury for money.
10. Serve as an ex-officio member of all committees except the nominating, audit and ethics and standards committees.
11. Support each committee chair in fulfilling her responsibilities. If the committee chair is not adequately fulfilling her responsibilities, the President has the right to appoint a new committee chair.
12. Install all newly elected Chapter officers. If the President is re-elected, her designee will install the newly elected officers.
13. Review expenditures of the Chapter and sign all vouchers.
14. Require the establishment of protection of Chapter monies.
15. Attend Area Leadership Summit or appoint a designee to attend.
16. Preside over regularly scheduled Executive Committee meetings.
17. Shall be bonded.
18. Serve as the official spokesman of the Chapter.
19. Perform other duties as directed by the Chapter or as may be incident to this office.

20. Coordinate and facilitate the chapter workshop following the National Assembly or Area Conferences.

21. Coordinate and prepare the chapter handbook for distribution at the September meeting.

**B. Vice President shall:**

1. Be familiar with all of the duties of the President, the history of The Links, Incorporated, the National Constitution and Bylaws, all organization manuals and rituals, as well as *Robert's Rules of Order Newly Revised*. Should the necessity arise for the Vice-President to preside, she must be prepared to assume the President's role.
2. Serve in the absence of the President.
3. Chair the Membership Committee and plan all activities pertaining to new members.
4. Affix her signature on the checking account and shall sign checks in the absence of the President. The President and the Treasurer are to be the primary signatures on all checks.
5. Provide leadership to all standing committee chairpersons implementing the Chapter program.
6. Annually assist in planning of Chapter workshops and retreats.
7. Shall be bonded.
8. Perform other duties as directed by the Chapter, or as may be incident to this office.

**C. Recording Secretary shall:**

1. Keep accurate and detailed records of the Chapter meetings.
2. Distribute a draft copy of the minutes to the membership at least one week prior to the Chapter meeting.
3. Post a copy of the approved minutes to the Chapter website.
4. Conduct roll call and maintain an accurate record of attendance. Minutes shall include the names of members present and not present at the monthly meetings.
5. Update Chapter members' 1 in 5 record.
6. Perform other duties pertaining to the office as the President may designate.
7. Keep the Chapter's official membership roll.
8. Have custody of all books and papers except those specifically assigned to other officers and chairman.

9. Perform other duties as directed by the Chapter, or as may be incident to this office.
10. Manage Chapter and Member information in the Member Management System (MMS) on the National website before July 1 of each year and as needed throughout the calendar year including One-in-Five Certification, Chapter Roster and Necrology updates. Provide One-in-Five Certification, Chapter Roster and Necrology reports as requested by the executive committee.
11. Provide the number voting members in attendance at each meeting to the presiding officer so the presiding officer can affirm a quorum is present.

**D. Corresponding Secretary shall:**

1. Read all correspondence at Chapter meetings.
2. Prepare and disseminate complete and accurate rosters to Chapter members.
3. Send correspondence to Chapter members and/or appropriate person as designated by the President and/or Chapter.
4. Notify all members of regular and special meetings.
5. Keep attendance records of all meetings including Executive Committee meetings.
6. Notify the Membership Committee Chair of members not meeting attendance requirements.
7. Perform other duties as directed by the Chapter, or as may be incident to this office.

**E. Financial Secretary shall:**

1. Schedule a transition meeting with incoming Financial Secretary to discuss all details of operational procedures, reports and financial status, prior to transmittal of files.
2. Transfer all financial documents (audited books and other pertinent financial material) to the new chapter Financial Secretary no later than September 15.
3. Meet with the outgoing Financial Secretary to gather pertinent information.
4. Collect all monies and maintain a ledger.
5. Prepare in triplicate receipt book all monies received: one for the payee, one for the Treasurer, and one for her file.
6. Reconcile all receipts to the total received including the purpose for which funds were received and then turn over the cash/checks and copies of the receipts to the Treasurer within 5 business days of receipt.
7. Keep track of the individual member obligations and notify them of their status in accordance to chapter bylaws. She also gives each member a copy of this record.

8. Notify members who failed to give five days' notice to the meeting hostess of her inability to attend a meeting and assess the cost of the meal. The cost shall be remitted to the hostess.
9. Be bonded.
10. Make a complete financial report to the membership at its regular monthly meetings and year end. Chapter financial reports may be sent electronically, but must be provided via a secure file sharing solution, such as Dropbox.
11. Prepare a year-end report.
12. Serve as member of the chapter finance committee.
13. Submit her books and records to the internal audit committee and/or the external auditors.
14. Never sign checks.
15. Adhere to the standards and practices as outlined in the most current version of The Links, Incorporated Manual of Procedures, Financial Handbook Revised Edition.
16. Be thoroughly familiar with Article X Finance of the National bylaws and Article XII Finance of the National Manual of Procedures.
17. Perform other duties as directed by the Chapter, or as may be incident to this office.

F. **Treasurer** shall:

1. Meet with the immediate outgoing Treasurer to receive audited books and other pertinent information, records and data relative to the prior term.
2. Keeps the official financial records of the chapter.
3. Meet regularly with the Financial Secretary to ensure that records of the two are in alignment; Responsible for depositing all funds collected by the Financial Secretary, giving her proper receipt for all funds received. She shall deposit all funds in a bank maintained in the name of Jackson County (MO) Chapter of The Links, Incorporated; verifies the total receipts from the Financial Secretary and makes the deposit to the appropriate bank account within five (5) business days of receiving funds from the Financial Secretary.
4. Utilize a voucher system to request disbursement or reimbursement of funds.
5. Submit vouchers (with receipts attached) for approval for reimbursement by the President or Vice President, who then gives them to the Treasurer for payment.
6. Write checks to payee after voucher is approved.

7. Co-sign checks.
8. Track balances in the budget accounts to ensure that officers and committees stay within their budgets. Any expenditure that would represent an excess of the budget should be reviewed by the Chapter or Executive Committee and approved or rejected providing funds are available.
9. Reconcile book balances with monthly bank statements; prepares monthly bank reconciliations
10. Provide monthly Treasurer's reports, including a list of deposit totals itemizing each source, a list of all checks (including number, date, amount, reason for payment) and account balances.
11. Prepare fiscal year-end April 30 financial reports for the chapter and its internal audit committee.
12. Prepare and timely file a 990 tax form each year with the appropriate regional office of the Internal Revenue Service, not later than September 15, with copies to the President, Area Director and the National Office.
13. Submit a written report to the Chapter. Assure that the books and records are audited with Chapter approval, prior to turning over the books and records to the next elected Treasurer.
14. Present a year-end statement of financial operations at the May chapter meeting.
15. Submit end-of-the-year records to the chapter's internal audit committee to ensure the Internal audit is completed by June 30.
16. Chairs the Finance Committee with other members appointed by the president.
17. Be bonded. File the bonding insurance by September 15 of each year, regardless of an extension being filed for IRS tax form.
18. Chapter financial reports may be sent electronically but must be provided via a secure file sharing solution, such as Dropbox.
19. Adhere to the standards and practices as outlined in the most current version of The Links, Incorporated Manual of Procedures, Financial Handbook Revised Edition.
20. Be thoroughly familiar with Article X (Finance) of the National bylaws and Article XII (Finance) of the National Manual of Procedures.
21. Perform other duties as directed by the Chapter, or as may be incident to this office.
22. Electronic payments are acceptable provided that the payments are supported with appropriate documentation such as invoices, digital copies of receipts and vouchers which include the name of the recipient and the reason for the expenditure. The voucher approval levels are still in place and may be evidenced via email rather than a handwritten form.

**As Outgoing Treasurer, she shall:**

1. Conduct a transition meeting with the newly elected Treasurer. This meeting may include the President, Vice President and Financial Secretary. She confers with the incoming Treasurer on all details of operational procedures, reports and budget status. The transition meeting should precede the transmittal of the files.
2. Give all financial documents (audited books and pertinent financial material) to the new Treasurer no later than September 15.
3. Physically meet with the newly installed financial officers to transition bank accounts and acquire new signature cards no later than June 30.
4. Present a year-end statement of financial operations at the May chapter meeting.
5. Submit fiscal year-end April 30 books to the chapter's internal audit committee to ensure the internal audit is completed by June 30.
6. Prepare fiscal year-end April 30 financial reports for the chapter and its internal audit committee.
7. File the appropriate IRS tax forms (Tax Form 990, 990-EZ or 990-N e-Postcard) with the Internal Revenue Service before September 15 of each year.
8. Provide the necessary financial information to the new Treasurer for filing of the bonding insurance by September 15.

**G. Archivist shall:**

1. Collect materials, maintain an inventory of all holdings, except materials used in rituals, store records in a central location, backup materials that originate in digital format, use archival supplies for storage, file records in an orderly method, develop a Retention Schedule, transfer fragile and rare materials and forward other records in accordance with the prescribed schedule. (National Definitive Guide for Chapters, *Par Excellence in Archives and History*.) The Chapter shall assume financial responsibility for storage costs.

**H. Chaplain shall:**

1. Provide devotion for Chapter meetings.
2. Provide spiritual support to members.

**I. Sergeant-At-Arms shall:**

1. Maintain order at the Chapter meetings.
2. Make sure only members of The Jackson County (MO) Chapter of The Links, Incorporated are present for the business portion of the meeting.

**J. Parliamentarian shall:**

1. Advise and counsel the President and the Chapter on matters of parliamentary procedure.
2. Always have a copy of Chapter and National Constitution and Bylaws, all official manuals as well as a copy of *Robert's Rules of Order Newly Revised*. Offer explanations/advice based on her comprehensive knowledge of parliamentary law.
3. Sit in close proximity to the President so that she can discreetly alert the chair to any errors in procedure or violations of rules.
4. Chair the Bylaws Committee.
5. Assist in interpretation of rules and general procedure.
6. Keep bylaws up to date by adding any adopted amendments with date of approval.
7. Anticipate parliamentary strategy.
8. Perform other duties as directed by the Chapter, or as may be incident to this office.

**ARTICLE V  
Chapter Meetings**

The Jackson County (MO) Chapter of The Links, Incorporated shall meet regularly on the second Saturday of each month of the program year at a designated stated time (excluding July, August and December), unless otherwise approved by the chapter. Exceptions to meeting day and/or time may be made by a majority vote of the Executive Committee and the meeting hostess. If weather prohibits meeting on the designated Saturday, the President may reschedule the meeting with the consent of the hostess and a majority vote of the Executive Committee. Regular chapter meetings shall be held face-to-face, unless otherwise directed by the National Office of The Links, Incorporated.

- A. The April meeting shall be the annual meeting for hearing final reports from all officers, standing and special committees and for election of officers.
- B. A quorum shall consist of a simple majority of the entire membership.
- C. The occurrence of three (3) consecutive absences from regular chapter meetings will result in an assessment of \$100.00
- D. The hostess must send the meeting notice to the members no later than ten (10) business days prior to the meeting date. Members must notify the Chapter meeting hostess at least five (5) days in advance of the meeting or pay for the cost of the meal to the Financial Secretary. The Financial Secretary shall reimburse the hostess for the cost of the meal. The cost of the meal becomes a Chapter assessment.
- E. Conference calling or other similar communications technologies, shall be allowed for Facets and other committees as a means of conducting meeting, 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. Conference calls may be recorded or minutes of the calls must be taken if the calls cannot be recorded. Minutes should include time beginning, ending, a list of members present, as well as an agenda and action(s) taken.

F. Conference calling or other similar communications technologies, shall be allowed for special meetings as a means of conducting meeting, 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.

G. Special meetings may be called by the President, Executive Committee or by five or more active members. Notice shall be sent, specify the number of days (within a reasonable period of time) with an exception for emergencies. The number of days is computed by counting all calendar days (including holidays, weekends) excluding the day of the meeting, but including the day the notice is sent. Only specific item(s) stated in the call shall be considered.

## **ARTICLE VI Finance**

### **Section 1. Fiscal Year**

The fiscal year is May 1 to April 30. Therefore, all dues and assessments are due in the National Headquarters by April 1, after which time, a late fee of \$50 per member will be imposed, or any such fees as determined by the National Office.

A. The total amount of Chapter dues and all other Chapter assessments must be paid in full to the Chapter before dues are submitted to National Headquarters.

B. Each member must pay in full all Chapter assessments for special events, prior to receiving tickets for future events.

### **Section 2. Fiscal Responsibilities**

The Chapter shall, by majority vote, establish a dues payment schedule for the membership. Failure to complete full payment of dues per the established schedule shall constitute loss of active membership status. All rights and privileges associated with active membership will be loss due to not having met the required financial obligations of the Chapter.

A. The proposed budget and dues for the next fiscal year shall be presented at the January Chapter meeting. The Chapter will approve the proposed budget and dues at the February Chapter meeting. The budget will be reviewed at each Chapter meeting.

B. Each member shall be responsible for hosting the Chapter meeting as part of her financial obligation according to the hostess guidelines/procedures and schedule.

C. Requests for fund advances; invoice payments and reimbursements must be presented with a completed voucher and accompanied with proper documentation based on the Chapter's financial guidelines. For a committee activity, the requestor must obtain approval from the committee chair, and the President, prior to submitting to the Treasurer. The Treasurer, without

requiring an additional vote of the body, may pay the request, only if such expenses are associated with a budget that has been previously presented and approved by the body. Line item adjustments may be made within the committee's budget, but under no circumstances shall the project or committee activity exceed what has been budgeted, without the approval of the body.

D. The Chapter will establish an on-going bank account requiring the signature of two (2) of three (3) officers, namely, the President, the Treasurer and the Vice President.

E. The Treasurer shall pay all approved accounts in a reasonable time, but not later than ten (10) business days after receipt of the bill. The Treasurer shall deposit all monies received from the Financial Secretary within five (5) business days of receipt from the Financial Secretary.

## **ARTICLE VII Standing, Special and Other Committees**

### **Section 1. Appointment of Committee Chairs and Members**

With the exception of the Nominating Committee, the President shall appoint the chair of the Standing Committees. The President shall serve as ex-officio member of all committees, except the Nominating, Audit and Ethics and Standards Committees. The President shall appoint committee members. All committee seats are declared vacated (at each election) and members serve as interim appointees, until such time as the President has made appointments.

### **Section 2. Duties of Committee Chairs:**

A. Report in writing to the Executive Committee prior to making a written report to the Chapter.

B. Assume responsibility for the success of each committee project. However, ultimately it is the responsibility of the Chapter to see that all projects are successful.

C. Submit an annual written report to the Chapter.

D. Submit an annual budget to the Treasurer in October to be presented at the January meeting.

E. Once appointed, a committee chair may serve at the pleasure of the current Chapter President.

### **Section 3. Standing Committees are:**

- A. Executive Committee
- B. National Program (Facet) Committees:
  - 1. The Arts
  - 2. National Trends and Services
  - 3. International Trends and Services
  - 4. Services to Youth
  - 5. Health and Human and Services
- C. Archives & History

- D. Internal Audit
- E. Budget and Finance
- F. Bylaws
- G. Courtesy
- H. Communications
- I. Ethics and Standards
- J. Membership
- K. Nominating
- L. Program
- M. Protocol
- N. Rituals
- O. Scholarship
- P. Strategic Planning
- Q. Fundraising

#### **Section 4. Duties of the Standing Committees**

##### **A. Executive Committee**

1. The Executive Committee shall have the authority to administer the affairs of the Chapter between its regular meetings, shall be subject to the orders of the Chapter, and none of its acts shall conflict with actions taken by the Chapter. The Executive Committee shall make recommendations to the Chapter, report all actions taken to the Chapter, and perform such requirements as specified by these Bylaws.
2. The Executive Committee shall consist of all elected officers, the appointed officers, the immediate Past President, and chairpersons of all Standing Committees. The Parliamentarian and the President shall be non-voting members of the Executive Committee.
3. The Executive Committee will meet at a regularly scheduled time, prior to the Chapter meeting, at a time designated by the President. The Executive Committee may meet by conference telephone or similar communications technology, providing the members can hear and communicate with each other. A simple majority of the Executive Committee shall be present to take action or conduct business. Participation in a meeting as provided by this provision shall constitute presence in person at the meeting.
4. Any action that could be taken at a meeting of the Executive Committee may be taken without a meeting, provided that consent in writing setting forth the action to be taken is signed by all members of the Executive Committee. Consent in writing shall have the same force and effect as a unanimous vote, and may be described as such in any document executed by or on behalf of the Chapter.

**B. National Program (Facet) Committees** shall help Chapters initiate, implement and coordinate the various programs established by The Links Incorporated. Each of the five (5) Program Facets shall consist of one fifth of the active members of the Chapter.

##### **C. The Archives & History Committee**

1. This committee shall consist of at least five (5) members.

2. This committee shall keep an official record of the history of the Chapter.
3. Develop methods to collect, codify, collate and arrange for storage of documents, artifacts and memorabilia of Chapter activities.
4. Establish a repository with a local institution in the area and enter into an agreement of acceptance of the Chapter's Archive and History collection; transfer records with the terms of agreement accepted and maintain communication with the repository.

D. **The Internal Audit Committee** shall conduct an annual review of the Chapter's financial records in accordance with the standards and practices as outlined in the most current version of The Links, Incorporated Manual of Procedures, Financial Handbook Revised Edition. Be thoroughly familiar with Article X Finance of the National bylaws and Article XII Finance of the National Manual of Procedures.

E. **The Budget and Finance Committee** shall be chaired by the Treasurer and include the President, Financial Secretary, Program Chair and a minimum of two (2) other members. The Budget and Finance Committee shall prepare the budget for the next fiscal year and present to the body for approval no later than February. Each committee member shall download the most recent copy of The Links, Incorporated Manual of Procedures, Financial Handbook as published on the website of The Links, Incorporated. Be thoroughly familiar with Article X Finance of the National bylaws and Article XII Finance of the National Manual of Procedures

F. **The Bylaws Committee** shall be chaired by the Parliamentarian, and shall receive all Bylaws amendments appropriately submitted, and make recommendations to the Chapter for amendments and/or revisions to the Bylaws.

G. **The Courtesy Committee** shall ensure there is consistency in courtesies offered to members. Other courtesies may be shown as directed by the President or the Chapter. Monies for the Committee shall be budgeted and expenditures reported in the monthly budget report.

H. **The Communications Committee** shall consist of members representing the Facets and Operations committees; coordinate the messaging for the web, print, and other marketing materials; execute and monitor the Chapter's communication strategy; and execute the strategic goals set forth for the committee.

I. **The Ethics and Standards Committee** shall annually review The Links Organization Code of Ethics and Standards with the membership, collect, review and distribute Member Acknowledgement forms to the Recording Secretary and the National office, collect, review, approve, and file executed copies of the Conflict of Interest and Disclosure Statements and Confidentiality Statements. If a complaint is filed, the Committee shall receive, review, and process the complaint in accordance with The Links Organization Code of Ethics and Standards.

J. **The Membership Committee** shall plan membership orientation for new members. It shall be responsible for disseminating information relative to membership procedures, up to and including the voting process. The Committee shall be chaired by the Vice President and shall present nominations and profiles for membership at the November meeting.

K. **The Nominating Committee** shall perform the duties set forth in Article IV, Section 2.

L. **The Program Committee** shall be responsible for planning and developing programs, in conjunction with Facet chairs, related to the purpose of The Links, Incorporated. The committee shall consist of the Program Chair, the Facet chairs, and shall be responsible for publicizing activities conducted by the Chapter. The Program Chair shall be the chair of the Program Committee and serve on the Finance Committee. The Program Chair shall coordinate with the Strategic Planning chair to ensure programming is consistent with National initiatives. The Program Chair is responsible to submit appropriate reports in a timely manner to the National Office.

M. **The Protocol Committee** shall proactively plan and execute all aspects of the protocol function in accordance with the Protocol Manual of The Links, Incorporated.

N. **The Rituals Committee** shall oversee the proper execution of ceremonies in accordance with the Rituals Manual of The Links, Incorporated.

O. **The Scholarship Committee** shall present its recommendations for selection to the Chapter. The selection of scholarship recipients should be completed by April 30. Recipients should receive scholarship money no later than August 1. Checks should be paid only with proof of registration. Checks should be made payable to the school and the student jointly.

P. **The Strategic Planning Committee** shall develop strategic plans for the Chapter that are aligned with National priorities. The Committee shall measure the outcomes and report results to the Chapter bi-monthly and to the National organization annually.

Q. **The Fundraising Committee** shall oversee and monitor the fundraising needs of the Chapter, and shall be responsible for organizing and implementing projects, events, sponsorships, and other activities in support of raising funds for the Chapter. All fundraising activities of the Fundraising Committee shall be presented to the Chapter for consideration and approval.

## **Section 5. Special Committees**

A. **The Elections Committee** shall develop voting procedures and make all preparations for balloting and shall oversee the election process.

B. **The Tellers Committee** shall supervise the counting of votes cast and prepare the tally sheets. The Chair of this Committee shall report to the President the number of ballots cast and the number of votes received by each candidate.

1. All Tellers reports for elections will be presented to the President and read into the minutes by the President.
2. The Tellers report, along with the ballots, will be retained by the Recording Secretary for 30 days after the date of the election and then destroyed

## **Section 6. Other Committees**

Other standing and special committees shall be appointed by the President, as needed.

## **ARTICLE VIII Conference Travel**

### **Section 1. Delegate and Alternate**

- A. The President shall serve as the Chapter Delegate at all Area Conferences and National Assemblies as well as any other meeting the Chapter should be represented during her tenure.
- B. If the President is unable to attend, the delegate shall be designated in the following order: Vice President, Treasurer, Recording Secretary and Financial Secretary.
- C. In the event an elected officer is unable to attend, the delegate shall be elected by a two thirds (2/3s) vote at a regular or special Chapter meeting.
- D. The delegate shall prepare a printed report of the business proceedings, programs and activities of the National Assembly/Area Conference at the September meeting.
- E. The Vice President shall be the alternate to the Chapter Delegate.
- F. In the event the Vice President is unable to attend, the alternate shall be designated in the following order: Treasurer, Recording Secretary and Financial Secretary.
- G. In the event an elected officer is unable to attend, the alternate shall be elected by a two-thirds (2/3) vote at a regular or special chapter meeting.
- H. The alternate shall present a printed report of her involvement at the National Assembly/Area Conference at the September meeting.

### **Section 2. Expenses**

The Chapter shall pay the following expenses on behalf of those members who serve as the Chapter Delegate and Alternate to all Area Conferences, National Assemblies and Leadership Summits:

- A. Registration Fee.
- B. Round trip transportation from the greater Kansas City area to the conference location, including:
  - 1. Coach class round trip airfare for reservations made at least fourteen (14) days in advance of departure or the equivalent value applied to a ticket purchased less than fourteen (14) days before departure.
  - 2. The cost of travel by train or by car at the equivalent value of the coach class round trip airfare, or the actual mileage (based on the acceptable mileage rate established by the Chapter), or whichever is less.
- C. The reasonable costs of meals purchased by the Delegate and the Alternate during the Conference not included in registration fee as well as tips and gratuities.

D. Such other reasonable and related travel expenses incurred during the days of the conference and approved by the Chapter before the expenses are incurred, except when emergencies arise, the President or the Vice President may approve such expenses

## **ARTICLE IX Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised, shall govern the Chapter in all cases to which they are applicable and in which there are no inconsistencies with the National Constitution and Bylaws, the Chapter Bylaws, the Chapter Standing Rules and any special rules of order adopted by the Chapter or The Links, Incorporated.

## **ARTICLE X Chapter Boundaries, Restrictions, and Requirements**

A. An established Chapter desiring to change its Chapter boundaries shall submit the request to the Area Executive Committee for approval. If approved, the proposed new boundaries shall be approved the Executive Council before a Chapter's boundaries can be change.

B.A Chapter shall not have more than one (1) member holding an Area elected office, serving on the Nominating Committee or servicing as area Representative to the Links Foundation. If more than one (1) member from a Chapter receives sufficient votes to be elected to an Area or National position, the one (1) with the highest elected rank shall serve. Candidates must be present at the conference or meeting to which they are to be elected.

C. Chapters located in an area with a population of more than fifty thousand (50,000) African Americans, whose active members fall below the minimum number of 20 active members, will be given two (2) years to increase their active membership to the minimum requirement.

## **ARTICLE XI Chapter Bylaws, Standing Rules, Amendments, Revisions and Suspension**

### **Section 1. Bylaws**

- A. Chapter Bylaws shall be reviewed by the National Parliamentarian and filed with the respective Area Director and National Headquarters. Each revision of Chapter Bylaws shall be reviewed by the National Parliamentarian and filed with the respective Area Director and National Headquarters.
- B. The Bylaws may be amended by a two-thirds (2/3) affirmative vote of active members who are present and voting not later than March 31.
- C. A proposed amendment may be recommended by a member of the Bylaws Committee. Other member Links may submit proposed amendments, with at least five (5) supporting signatures.
- D. A proposed amendment must be presented in writing to the Constitution and Bylaws Committee at least one (1) month prior to the regular meeting date at which it will be presented.
- E. The proposed amendment must be circulated in writing to each Chapter member by the Constitution and Bylaws Committee at least thirty (30) days prior to the meeting in which the

voting will take place. The proposed amendment must be read during at least one (1) meeting prior to the meeting at which the voting is scheduled.

## **Section 2. Standing Rules and Procedures**

A. The Chapter's Standing Rules and procedures outline the procedures of the organization with specific details that are not included in the Bylaw and that must not conflict with the bylaws.

B. Standing rules may be adopted at any chapter meeting where a quorum is present, without previous notice, by a majority vote of members present.

C. Standing rules stay in effect until amended or rescinded.

D. Standing rules may be rescinded or amended at any meeting where a quorum is present, (1) with previous notice and a majority vote or, (2) with two-thirds vote when previous notice has not been given.

E. Standing rules can be suspended for the duration of a meeting by a majority vote where a quorum is present.

## **ARTICLE XII Compliance with National Bylaws**

All National and Area programs or operational changes in procedures, guidelines or Bylaws shall become standard procedures for The Jackson County (MO) Chapter of The Links, Incorporated, notwithstanding whether those procedures, guidelines or Bylaws are specifically cited in the local Chapter Bylaws.