



BYLAWS (amended 2013)

ARTICLE I NAME AND BOUNDARIES

SECTION 1. The name of this chapter shall be **THE LINKS, INCORPORATED LeFLEUR'S BLUFF CHAPTER** (hereinafter referred to as "The Chapter")

SECTION 2. The boundaries of The Chapter are the Jackson, Mississippi metropolitan area.

ARTICLE II OBJECT

The purposes of the organization shall be:

To promote and engage in educational, civic, and intercultural activities in order to enrich the lives of members and the larger community, and to work together towards achieving common goals.

ARTICLE III MEMBERS

SECTION 1. Membership shall consist of women duly inducted, who are residents of the Jackson, Mississippi metropolitan area. Membership shall be limited to sixty (60) active members, exclusive of Daughter of Links and Alumna Members.

SECTION 2. Members shall be accorded Rights and Privileges in the Chapter according to their classification of membership. These include voting, holding office, and participation in the activities of the National Assembly and Area Conference.

SECTION 3. The National membership dues shall include both National dues and fees and assessments as established by the National Assembly of The Links, Incorporated, and such local dues as established by the approval of The Chapter.

SECTION 4. CLASSIFICATION OF MEMBERSHIP:

- A. ACTIVE.** An active member in good standing is a member who:
1. Has met all the obligations of the Chapter, Southern Area, and the National Assembly;
 2. Is not under disciplinary action;
 3. Has met the minimum attendance requirements determined by The Chapter and the National attendance requirement for Assemblies or Area Conferences;
 4. Has met the minimum forty-eight (48) hour service requirement of The Links, Incorporated;
 5. Has participated in Chapter activities and programs designed to implement the National programs of The Links, Incorporated.
- B. AFFILIATE.** An affiliate member is a member in good standing who moves to a locality where there is no Chapter of the Links, Incorporated or a non DOL where all existing Chapters have reached the maximum number of members. She must request a transfer from her Chapter to affiliate status no more than six (6) months after moving to a new location.
- C. ALUMNA.** An alumna member is a member who has been active and in good standing for at least ten (10) years prior to requesting alumna status, who is age seventy (70) or more and desires alumna status. A member who will meet the above requirements by the beginning of the next fiscal year (May 1) and who notifies The Chapter no later than the preceding March meeting shall be eligible for alumna status. She is not responsible for any dues or assessments. She may participate in Chapter, Area, and National activities, provided she pays any fees which may be required. Upon a majority vote of the members present and voting, she shall be accorded all the rights and privileges in The Links, Incorporated, except voting, holding office, and chairing committees.
- Alumna status can be reversed within a five-year period, with no associated fees, upon the request of the member provided that the Chapter has not reached its maximum number of members.
- D. PROVISORY.** A provisory member is an active member who is medically unable to participate in any activity outside of her home. Upon her request and with a notarized certificate from her doctor, she may be granted provisory membership 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 her home, she shall reactivate her classification to active member status.
- E. 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. 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 or the 1 in 5 Area conference or National Assembly attendance requirement.

SECTION 5. LEAVE OF ABSENCE.

- A. A member on leave of absence is an active member in good standing, who for reasons acceptable to The Chapter, is granted a leave of absence for one (1) year. At the discretion of the Chapter, this leave may be extended for an additional year. A leave of absence for a longer period of time must have the concurrence of the Southern Area Director.
- B. A member on leave of absence has no Chapter responsibilities. However, she must pay National dues and assessments through The Chapter. She must meet the Area Conference and National Assembly attendance requirement (1 in 5). A member on leave of absence has no Chapter privileges.
- C. No member may be granted a leave of absence which would result in more than ten percent (10%) of the active membership of The Chapter being on leave of absence.

SECTION 6. NATIONAL ATTENDANCE AND PARTICIPATION REQUIREMENT.

A member must register and attend at least one Area Conference or one (1) National Assembly within every five (5) year period in order to retain her membership. The initial five year period began at the 33rd National Assembly held in 2002 in Chicago, Illinois. This provision shall not apply to alumna and provisory members.

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 the member has not yet fulfilled the requirement during the first four years, she shall be allowed to provide written explanation of the unavoidable circumstances to The Chapter for approval. The Chapter shall send approved documentation to the Area Executive Team for approval. The National Executive Council has final approval or rejection of the documentation.

SECTION 7. INDUCTION INTO MEMBERSHIP.

- A. Candidates for membership must:
 - 1. Be residents of the service area of The Chapter;
 - 2. Be actively involved in educational, civic, and/or inter-cultural community activities;
 - 3. Have the ability to serve actively in support of the programs of The Chapter, the Southern Area, and The Links, Incorporated;
 - 4. Be willing to assume the financial responsibilities, service and attendance requirements of the organization;
 - 5. Have skills and talents that will contribute to the vitality of The Chapter; and
 - 6. Have demonstrated ability to work with others.
- B. **PROCEDURE**
 - 1. Candidates for membership must be sponsored by a member(s) in good standing, according to the guidelines established by National.
 - 2. New members, except daughters of Links, shall be elected to membership by a two-thirds affirmative vote of the active members of The Chapter who are present and voting. Absentee voting is prohibited.

3. A proposed candidate may be presented to The Chapter for membership a maximum of two (2) times. If the individual does not receive the required number of votes at the first presentation, two (2) years must elapse before that proposed candidate may be presented again.
4. The Chapter shall not invite more than ten (10) new members in one given year.
5. If more than ten (10) persons receive a favorable vote, the ten (10) candidates receiving the highest number of votes shall be invited. The remaining person(s) shall be invited to join the next succeeding membership intake year and shall receive priority status as to candidates receiving the highest number of votes in that membership intake year.
6. A person shall be a member of The Chapter for two (2) years prior to submitting a name to be considered for membership.
7. A second ballot shall be used to break ties.
8. One ballot listing the names of all candidates shall be used for voting purposes.
9. The President shall appoint a Tellers Committee to count ballots in a private area. A member who submitted a proposed candidate shall not serve on the Tellers Committee.
10. Daughters of Links shall be elected by a majority vote of active members of The Chapter, who are present and voting. Absentee voting is prohibited.
11. New members shall be inducted between May 1, and June 30.
12. The induction process shall follow the procedures set forth in the Membership Manual of The Links, Incorporated.

SECTION 8. DISCIPLINE.

All classifications of members may lose the rights and privileges of membership as a result of a disciplinary action. Such disciplinary action includes, but is not be limited to, the requirement of an apology, censure, suspension and/or expulsion. Any disciplinary action taken against a member of The Chapter shall be in accordance with the provisions of Article I membership, Sections 14 and 15 of the Constitution and Bylaws of The Links, Incorporated (revised 2008) and of the section on Disciplinary Process in Article I Membership of the Manual of Procedures of The Links, Incorporated (revised 2009).

**ARTICLE IV
OFFICERS**

SECTION 1. ELECTED OFFICERS

The elected officers of The Chapter shall be President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, and Assistant Recording Secretary. All officers shall be elected by ballot.

SECTION 2. APPOINTED OFFICERS

- A. The appointed officers of The Chapter shall be Parliamentarian, Historian/Archivist, and other officers as shall be deemed necessary to carry out the work of The Chapter.
- B. These officers shall be appointed by the President.

SECTION 3. QUALIFICATIONS OF OFFICERS

- A.** All elected and appointed officers shall have been active in The Chapter for a period of one (1) year before being nominated for office or appointed to office. Committee chairpersons shall have been active in the Chapter for one (1) year before being appointed to a chairmanship. All elected and appointed officers shall be active members at the time of election, and shall have the necessary qualifications for the office to which they are elected.

- B.** No member may hold more than one office at a time. Nor may any member of The Chapter hold a chapter office while holding a National or Southern Area elected or appointed office.

- C. QUALIFICATIONS OF PRESIDENT.** The President (in addition to the other applicable Provisions of Article IV above) shall:
 - 1.** Have attended at least one (1) National Assembly according to the one (1) in five (5) rule of The Links, Incorporated, or
 - 2.** Have attended at least one (1) Area Conference according to the one (1) in five (5) rule of The Links, Incorporated.
 - 3.** Have administrative as well as leadership experience; and
 - 4.** Have participated in the affairs of The Chapter.

- D. QUALIFICATIONS OF VICE PRESIDENT.** The Vice President (in addition to the other applicable provisions of Article IV above) shall:
 - 1.** Have attended at least one (1) National Assembly according to the one (1) in five (5) rule of The Links, Incorporated, or
 - 2.** Have attended at least one (1) Area Conference according to the one (1) in five (5) rule of The Links, Incorporated.
 - 3.** Have administrative as well as leadership experience; and
 - 4.** Have participated in the affairs of The Chapter.

- E. QUALIFICATIONS OF RECORDING SECRETARY AND ASSISTANT RECORDING SECRETARY**
The Recording Secretary and the Assistant Recording Secretary (in addition to the other applicable provisions of Article IV above) shall have demonstrated secretarial and organizational skills for presentation of materials.

- F. QUALIFICATIONS OF CORRESPONDING SECRETARY**
The Corresponding Secretary (in addition to the other applicable provisions of Article IV above) shall have demonstrated secretarial and communication skills for preparation and dissemination of written correspondence.

- G. QUALIFICATIONS OF FINANCIAL SECRETARY AND TREASURER**
The Financial Secretary and the Treasurer (in addition to the other applicable provisions of Article IV above) shall have demonstrated business administrative abilities and bookkeeping skills.

- H. QUALIFICATIONS OF NOMINATING COMMITTEE MEMBERS**
The members of this Committee shall comply with the applicable provisions of Article IV above.

SECTION 4. DUTIES OF ELECTED OFFICERS

A. President. The President shall:

1. Preside at all meetings of The Chapter.
2. Call special meetings.
3. Administer the National, Area and local programs.
4. Serve as The Chapter's spokesperson and represent The Chapter as its authorized leader on all occasions.
5. Ensure compliance with The Chapter Bylaws, the National Constitution and Bylaws and the Manual of Procedures of The Links, Incorporated.
6. Appoint, with the approval of the Executive Committee, all appointed officers authorized by these bylaws, and do so immediately upon the effective date of her office.
7. Appoint, with the approval of the Executive Committee, all standing and special Committee chairs (with the exception of the Nominating Committee).
8. Serve as an Ex-Officio member of all committees (with the exception of the Nominating Committee).
9. Chair the Executive Committee.
10. Serve as the Chapter's delegate to the National Assembly and the Southern Area Conference.
11. Keep all members of The Chapter informed on important business pertaining to The Chapter and The Links, Incorporated.
12. Assign duties to the Vice President.
13. Co-sign checks with the Treasurer.
14. Perform other duties as directed by The Chapter, or as may be incident to this office.

B. Vice President. The Vice President shall:

1. Preside at all of The Chapter meetings in the absence of the President.
2. Assist the President in the performance of her duties.
3. Serve as Membership Chair.
4. Prepare the program reports for submission to the Southern Area and the National Assembly.
5. Serve as a member of the Executive Committee.
6. Perform such other duties as requested by the President.
7. Co-sign checks with the Treasurer when functioning as the President.
8. Perform other duties as directed by The Chapter, or as may be incident to this office.

C. Recording Secretary. The Recording Secretary shall:

1. Record and maintain an accurate and complete record of all proceedings of The Chapter and Executive Committee meetings.
2. Present a copy of minutes to officers two weeks prior to the next regular meeting.

3. Serve as a member of the Executive Committee.
 4. Maintain an accurate record of attendance at each meeting of The Chapter.
 5. Perform other duties as directed by The Chapter, or as may be incident to this office.
- D. Assistant Recording Secretary.** The Assistant Recording Secretary shall:
1. Assume the duties of the Recording Secretary in her absence.
 2. Serve as a member of the Executive Committee; and
 3. Assist the Recording Secretary in the performance of her duties as requested.
 4. Perform other duties as directed by The Chapter, or as may be incident to this office.
- E. Corresponding Secretary.** The Corresponding Secretary shall:
1. Distribute written announcements and minutes of The Chapter meeting to members one (1) week prior to the next regular meeting.
 2. Serve as a member of the Executive Committee.
 3. Conduct all correspondence with Chapter members and with Area and National offices as directed by the President.
 4. Receive bank statements, make copies, give the original copy to the Treasurer, and give a copy to the Financial Secretary.
 5. Perform other duties as directed by The Chapter, or as may be incident to this office.
- F. Treasurer.** The Treasurer shall:
1. Receive all Chapter monies from the Financial Secretary and deposit monies in the bank within fourteen (14) days of receipt from the Financial Secretary.
 2. Give a monthly report of the financial status of The Chapter at each meeting of The Chapter.
 3. Reimburse members for expenditures made in the conduct of business of The Chapter upon receiving a voucher and receipt for payment of the expenditure.
 4. Maintain a ledger of all disbursements.
 5. Disburse funds, with proper signatures, to pay all obligations of The Chapter.
 6. Prepare Internal Revenue Service filings and submit copies of same to National.
 7. Serve as Chair of the Finance and Budget Committees.
 8. Present annual budget to membership for adoption.
 9. Serve as a member of the Executive Committee.
 10. Have the Chapter books audited annually and shall co-sign checks with the President.
 11. Perform other duties as directed by The Chapter, or as may be incident to this office.
- G. Financial Secretary.** The Financial Secretary shall:
1. Collect and record the payment of all dues and assessments paid by the membership, including the payment of special project assessments.
 2. Give monies to the Treasurer within forty-eight (48) hours of receipt.
 3. Give a monthly statement of account to each member of The Chapter.

4. Issue receipts for all monies received.
5. Maintain a ledger for all monies collected and provide a monthly reconciliation of receipts.
6. Prepare, in conjunction with the Treasurer, annual reports of collection of all monies of The Chapter.
7. Serve as Co-chair of the Budget and Finance Committee.
8. Serve as a member of the Executive Committee.
9. Receive monthly bank reconciliations by the Treasurer; and
10. Report any discrepancies of The Chapter policies to the President.
11. Perform other duties as directed by The Chapter, or as may be incident to this office.

H. Nominating Committee. The Nominating Committee shall:

1. Study the qualifications and duties of each office, the eligibility of the membership to serve in such offices open for election.
2. Present a slate of officers at the March meeting of each year in which the elected officers' terms of office expire as well as at any other time it is necessary to fill an unexpired term of office.
3. Perform other duties as directed by the Chapter, or as may be incident to this office.

SECTION 5. DUTIES OF APPOINTED OFFICERS

A. Parliamentarian. The Parliamentarian shall:

1. Advise the President and members of The Chapter on parliamentary procedures, the Constitution and Bylaws, and Manual of Procedures of The Links, Incorporated, the Area Bylaws and The Chapter Bylaws;
2. Annually submit The Chapter Bylaws and revisions thereof to the National Parliamentarian of The Links, Incorporated;
3. Chair the Bylaws Committee; and
4. Serve as a member of the Executive Committee.

B. Historian/Archivist. The Historian/Archivist shall:

1. Collect and codify all documents, artifacts, correspondence and memorabilia of The Chapter;
2. Arrange for the maintenance and storage of The Chapter's historical data and articles;
3. Chair the Archives Committee; and
4. Serve as a member of the Executive Committee.

SECTION 6. TERMS OF OFFICE

- A.** Elected officers shall serve a term of office for two (2) years. The elected officers may serve a consecutive term of office. An officer completing the unexpired term of an office shall be eligible to serve a full term in that office and any consecutive terms authorized by these bylaws. All officers shall serve the term for which they were elected or until their successors have been elected.

- B. The terms of the elected officers shall begin in May subsequent to their election.

SECTION 7. ELECTIONS

- A. The election of all officers shall be in March of each year in which the elected officers' terms of office expire.
- B. The elections shall be by ballot. If there is only one candidate for an office, the vote may be by voice.
- C. The Nominating Committee shall consist of five (5) members who are elected by the membership. The candidate receiving the highest number of votes shall chair the Committee.
- D. Each officer shall be elected by a majority vote of the members present and casting a ballot.
- E. Proxy voting is prohibited.

SECTION 8. VACANCIES

- A. In the event of a vacancy in the office of the President, the Vice President shall fill the unexpired term. If she serves more than one-half of the term, she is considered to have served a full term.
- B. In the event of a vacancy in any elected office other than the President, the vacancy(ies) shall be filled by election by The Chapter members.
- C. An officer elected to fill an unexpired term and who serves more than one-half (1/2) of the term is considered to have served a full term.
- D. The procedure for the election to fill vacancies shall be established by the Nominating Committee.

SECTION 9. REMOVAL FROM OFFICE

- A. Any officer may be removed from office by a two-thirds (2/3) vote of the active members of The Chapter.
- B. Grounds for removal may include, but are not limited to, failure to perform duties or misconduct.

**ARTICLE V
MEETINGS**

SECTION 1. MEETING SCHEDULE.

The Chapter shall conduct no less than eight (8) regular meetings. The meetings will be held on the fourth (4th) Monday of each month unless otherwise ordered by the Chapter or Executive Committee. In addition to the regular meetings, a retreat or workshop will be held in August and a Chapter function will be held in December.

SECTION 2. SPECIAL OR CALLED MEETINGS.

The President or the Executive Committee, by a majority vote of the Committee, may call a meeting of the membership. The membership shall be given three (3) days notice with an exception for emergencies. The purpose of the meeting shall be stated in the call. Only the purposes stated in the call shall be discussed at the meeting.

SECTION 3. CONFERENCE CALLING.

Conference calling shall be allowed for facets and other committees as a means of conducting meetings. The conference calls should be documented in the following manner: The calls can be recorded or minutes of the calls must be taken if the calls cannot be recorded (and submitted to Vice President of programs). Minutes should include time beginning and ending, a list of the members present as well as an agenda.

SECTION 4. HOSTESSES.

The hostesses for each Chapter meeting shall be rotated as determined by the President.

SECTION 5. QUORUM.

A quorum of all Chapter meetings shall be one half (1/2) plus one (+1) of the active membership.

SECTION 6: ATTENDANCE AT REGULAR MEETINGS.

- A. Members must attend at least five (5) regular meetings of the Chapter year.
- B. Any member who misses two (2) consecutive meetings without communicating with the Membership Chair shall be sent a letter by the Membership Chair advising her of her absences.
- C. If three consecutive meetings are missed, the member will be referred to the Membership Committee for a recommendation as to whether she will be considered an active member in good standing.

SECTION 7. ORDER OF BUSINESS. The order of business for regular meetings shall be:

- A. Call to Order
- B. Devotion
 - 1. Hymn
 - 2. Pledge
- C. President's Update
- D. Reading and Approving of Minutes
- E. Communications
- F. Report of Officers
- G. Reports of Standing Committee
- H. Reports of Special Committees
- I. Unfinished Business
- J. New Business
- K. Adjournment

**ARTICLE VI
DELEGATE AND ALTERNATE**

- SECTION 1.** The President shall be The Chapter delegate at the National Assembly and the Area Conference. She shall represent The Chapter in all official meetings requiring a delegate.
- SECTION 2.** In the event that the President cannot attend the Area Conference or the National Assembly, the Vice President shall be the delegate.
- SECTION 3.** The alternate shall be an active member elected by a majority vote of the membership.
- SECTION 4.** The Chapter shall pay registration, transportation and one half (1/2) the cost of a double room, and meals not included in the registration expenses of the delegate and alternate.
- SECTION 5.** The delegate and/or the alternate shall make a written report of the business proceedings, programs, events and a complete accounting of expenses for which The Chapter is responsible. The report shall be made at the next regular meeting after the close of the National Assembly or Area Conference.

**ARTICLE VII
EXECUTIVE COMMITTEE**

- SECTION 1.** The Executive Committee shall consist of the elected and appointed Chapter Officers, Facet Committee Chairs, and the Immediate Past President, provided that she has served at least one half (1/2), or one year, of her term as President. If the Immediate Past President has not served at least (1/2) of her term as President, the President immediately preceding her will serve on the Executive Committee.
- SECTION 2.** The duties of the Executive Committee shall be to conduct the affairs of The Chapter during the period when regular meetings are not held. The Executive Committee shall be subject to the orders of the Chapter and none of its acts shall conflict with the action taken by The Chapter.
- SECTION 3.** The Executive Committee shall meet not later than one week preceding the regular Chapter meeting.
- SECTION 4.** The Executive Committee Meeting shall be chaired by the President.

SECTION 5. The minutes of the Executive Committee meeting shall be recorded and submitted to the Chapter at its next regular meeting.

**ARTICLE VIII
STANDING AND SPECIAL COMMITTEES**

SECTION 1. The standing committees of The Chapter shall be:

- A. Membership Committee
- B. Arts Facet
- C. Services to Youth Facet
- D. National Trends and Services Facet
- E. International Trends and Services Facet
- F. Health and Human Services Facet
- G. Budget Committee
- H. Bylaws Committee
- I. Archives Committee
- J. Protocol Committee
- K. Publicity Committee
- L. Courtesy Committee
- M. Fundraising Committee
- N. Auditing Committee
- O. Handbook Committee
- P. Rituals Committee
- Q. Ethics and Standards Committee
- R. Program Committee
- S. Strategic Planning Committee
- T. Nominating Committee
- U. Development/Partnerships Committee
- V. Links Day at the Capitol Committee
- W. Technology Committee
- X. Retreat Committee
- Y. Decorations Committee

SECTION 2. OTHER COMMITTEES.

Other committees may be appointed at the discretion of the President.

**ARTICLE IX
BUDGET AND FINANCE**

SECTION 1. FISCAL YEAR.

The fiscal year of The Chapter shall be May 1 to April 30.

SECTION 2. DUES AND ASSESSMENTS.

- A. A recommendation shall be made by the Budget Committee relative to assessments and dues. All dues and assessments are payable by March 15th of each year.
- B. Each new member shall pay the regular assessments and dues in addition to an initiation fee, and maintenance fee of \$600 for National Headquarters.

SECTION 3. BUDGET.

- A. The annual budget shall be presented to the membership in February, approved in March, and made effective in the month of May.
- B. The budget shall be adhered to, except in the case of an emergency. Monies included in the approved annual budget shall be voted by The Chapter.

SECTION 4. SIGNATURES FOR DISBURSEMENTS.

All checks disbursed by The Chapter shall be signed by the President and the Treasurer, or by the Vice President when acting on behalf of the President.

SECTION 5. REPORTING/AUDIT.

- A. The Treasurer shall present an annual financial report at the May Chapter meeting of each year.
- B. An auditing committee shall make an annual audit of the financial records in June of each year.
- C. The Chapter must have an outside audit at least every two (2) years and whenever there is a change in the Treasurer.

**ARTICLE X
PARLIAMENTARY AUTHORITY**

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

ARTICLE XI
AMENDMENT AND REVISION OF THE BYLAWS

- SECTION 1.** These bylaws may be amended by a two-thirds (2/3) affirmative vote of the active members of The Chapter present and voting, with advance notice.
- SECTION 2.** The proposed amendment may be recommended by a member or any committee of The Chapter.
- SECTION 3.** The proposed amendment shall be presented in writing to the Bylaws Committee. It shall be the duty of the Bylaws Committee to circulate the proposed amendment in writing to each member.
- SECTION 4:** The Bylaws committee shall circulate to the active members of The Chapter the proposed amendment(s) or revision(s) with reasonable notice prior to the meeting at which it will be considered.
- SECTION 5:** To be in compliance with the National Bylaws of The Links, Incorporated shall be cause for related changes in these Chapter Bylaws, without adhering to the process prescribed in this article.

Amended February, 2013