

Greater Rappahannock Chapter of The Links, Incorporated BYLAWS

(ADOPTED January 2014)

ARTICLE I

Name & Boundaries

Section 1. The name of this chapter shall be the Greater Rappahannock Chapter of The Links, Incorporated.

Section 2. The service boundaries of the Greater Rappahannock Chapter of The Links, Incorporated shall be the City of Fredericksburg and the Counties of Caroline, King George, Spotsylvania, and Stafford. The membership shall reside within 50 miles of this service area as a whole.

ARTICLE II

Object

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

ARTICLE III

Members

Section 1 – 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, Bylaws, Manual of Procedures and other governing documents.

Section 2 - Membership in the Greater Rappahannock Chapter of The Links, Incorporated is comprised of women who reside within 50 miles of the City of Fredericksburg and the Counties of Caroline, King George, Spotsylvania, and Stafford for at least one year. Women invited to membership must be actively involved in educational, cultural and civic activities of the community, must be willing to assume the financial responsibilities of the organization, must possess skills and talents that will contribute to the work of the chapter and must demonstrate ability to work well with other members.

Section 3 – Membership shall not exceed sixty (60) excluding Daughters of Links (DOLs). When a Chapter reaches its maximum number of active members, DOLs shall not be included when

calculating the total number of active members in the Chapter for member intake purposes. A minimum of twenty (20) members is required to maintain chapter standing.

Candidates for membership, except the DOLs shall be elected by a 2/3 affirmative vote by members present and voting. Chapter determines in September of any given year if it will conduct membership intake and members in good standing may recommend prospective candidates. New membership intake follows the process and timeline outlined in the Member Orientation Manual. DOLs, age 21 and above, shall be elected by a majority vote at any regular meeting. New members are inducted between May 1 and June 30. New and transfer members participate in a mentoring program for at least one year.

Section 4 – Classes of Membership

Active Member

- A. An Active member in good standing is a member who:
 1. Meets all financial obligations of the chapter, area and national and is not under disciplinary action.
 2. Meets the monthly attendance requirements - seven of ten meetings - and is not absent from three consecutive meetings in one chapter year except for extenuating circumstances.
 3. Actively participates in the chapter activities and programs designed to implement the national priorities.
 4. Documents service of a minimum of 48 hours per year. Each member is expected to assume these responsibilities in the spirit of friendship and service. Active, Platinum and Provisory members are exempt.
 5. Must register and attend at least one area conference or one national assembly within the five-year designated period. Active, Platinum and Provisory members are exempt.
- B. Transfer
 1. The transfer in or out of the chapter shall conform to the transfer process in the Manual of Procedures.
 2. Member may not transfer to new chapter unless there is a change in the member's residence.
 3. Within six months of the change of residence, the member must notify national headquarters of her relocation to begin the transfer process.
 4. Member transferring into the chapter shall remit applicable local dues and assessments within (30) days of official notification of transfer.
- C. Leave of Absence
 1. A member in good standing may request a leave of absence for one year for extenuating circumstances such as health issues, family emergencies, professional obligations, and or other reasons acceptable to the chapter. The written request must be submitted to the president by February 1st of the year that precedes the leave

- request. Military assignments shall be granted a special military leave upon submitting a copy of her orders to her Chapter.
- 2 . The membership committee reviews the request and submits recommendation to the executive committee and the body for approval (majority vote).
 - 3 . A member on leave is not required to pay local chapter dues and assessments (approved during her leave) or contribute 48 service hours. National dues and assessments must be submitted through the local chapter. The member must meet the 1-in-5 requirement.
 - 4 . At the discretion of the chapter, the leave may be extended for a second year. No more than ten percent (10%) of the chapter membership shall be granted leave-of-absence in any one year.

Alumna Member is one who:

1. Has 30 years of service or is age 70 with ten (10) years of service. When officially granted Alumna status retains all rights of The Links, Incorporated except voting, holding office or chairing a committee and is exempt from dues, assessments, service hours or 1-in-5.
2. Meets the age and/or service requirements. Must notify chapter of intent to apply for alumna status no later March 1st of the year preceding the requested status. Alumna member assumes financial responsibility for the meal costs for meetings she attends unless she is an invited guest and must notify president of her intent to attend. Any area or national fees must be submitted through the chapter.

Platinum Member - is one who has reached 80 years of age or older and given 30 years of service. She must be recommended by the chapter. Members are exempt from local dues, assessments and service hours at the discretion of chapter.

Affiliate Member - is one who moves to a locality where there is no chapter of The Links, Incorporated or the existing chapter has reached its maximum number of members. Within six months of residence, member must apply for affiliate status to retain her membership in the organization. Responsible for all national dues and assessments and must complete 48 service hours with an approved agency. Active duty military is exempt from service requirement.

Provisory Member – is an active member who is medically unable to participate in any activity outside her home. Upon request with a notarized statement from her doctor she is recommended for provisory status. Upon approval from national headquarters, she is exempt from local chapter dues and assessments and service requirements. National dues and assessments must be submitted through the local chapter. Member and chapter are subject to disciplinary action under false claims.

Section 5 – Resignations. A member who desires to resign must submit the resignation in writing to the chapter president. The resignation becomes final when accepted by the chapter (majority vote) and formally acknowledged at the National Assembly.

Section 6 – Reinstatement. A former member who resigns shall reapply for reinstatement between September and May. The chapter may consider a former member for reinstatement if not at its maximum number.

- A. In good standing - within two years – shall be reinstated upon application and majority vote of the chapter. Must pay all current national dues and assessments and a reinstatement fee.
- B. In good standing - more than two years -- shall be reinstated upon application and 2/3 affirmative vote, payment of national dues and assessments and chapter dues and assessments and a reinstatement fee. Must be inducted as a new member.
- C. Forfeited membership for non-payment of dues – within two years- may be reinstated upon application, payment of dues and assessments – current and owed at time of forfeiture [national and chapter] and reinstatement fee by majority vote of the chapter.
- D. Forfeited membership for non-payment of dues – more than two years may be reinstated upon application, payment of dues and assessments – current and owed at time of forfeiture [national and chapter] and reinstatement fee by 2/3 affirmative vote of the chapter. Must be inducted as a new member.

ARTICLE IV Officers

Section 1 – Officers. The elected officers of the chapter shall be: President, Vice-President/Membership, Treasurer, Financial Secretary, Recording Secretary, and Corresponding Secretary. The appointed officers are Parliamentarian, Chaplain, Sergeant-at-Arms, and Program Chair.

Section 2 – Qualifications. All candidates for any office must physically reside within the chapter boundaries, be in financial good standing and in regular attendance for at least one year preceding her nomination for office.

All candidates for office shall have been a member of the Greater Rappahannock Chapter of The Links, Incorporated for a minimum of two years inclusive of her candidacy.

Section 3 - Duties of the officers. Each officer shall be responsible for executing the duties of her office as stated in these Bylaws. Officers responsible for records, books or files shall make them available at each Chapter meeting. All retiring Officers possessing Chapter documentation must transfer materials to the new Officers within thirty (30) days after Officer elections.

Elected:

- A. The **President** will preside at all meetings of the Greater Rappahannock Chapter of The Links, Incorporated and the Executive Board; appoint all committee chairs; and assign all members to committees, except for the Nominating Committee which shall be elected by the membership. She shall be an ex-officio member of all committees except the Nominating Committee, Auditing Committee, and Ethics and Standards Committee. She shall exercise general supervision over the Chapter and enforce the national constitution and bylaws. She shall call special meetings of the Chapter at her discretion and perform other duties as directed by the chapter, or as may be incident to this office. She shall be bonded.
- B. The **Vice President/Membership** will assist the President and preside at all meetings in the absence of or at the call of the President. She shall serve as Chairperson of the Membership Committee, record and report service hours, and perform other duties as directed by the chapter, or as may be incident to this office. She shall be bonded.
- C. The **Recording Secretary** shall keep an accurate and detailed record of the proceedings of the Chapter meetings and the Executive Board electronically. She shall compile, organize, edit, print and circulate copies of the minutes to members three days prior to the scheduled meeting. Prior to circulation, minutes are submitted to president for review and final document is signed by both. She shall maintain an active membership roster and perform other duties as directed by the chapter, or as may be incident to this office. At the end of each year, minutes with attached officer and committee reports are electronically submitted to the chapter archives.
- D. The **Corresponding Secretary** shall review and present all Chapter correspondence and compose all written documents. She shall organize a quarterly newsletter to keep members informed about Chapter events or meetings and perform other duties as directed by the chapter, or as may be incident to this office. When necessary shall serve as assistant recording secretary.
- E. The **Treasurer** shall receive and deposit all monies received from the Financial Secretary within seven days. She shall pay all authorized Chapter expenditures. She shall prepare all financial statements and budget requests and present a financial report to the Chapter at each Chapter meeting. She shall make a written annual report of all finances presented to the Chapter at the December meeting and submit records necessary for an annual auditing. She shall be Chairperson of the Finance Committee and perform other duties as directed by the chapter, or as may be incident to this office. She shall be bonded.
- F. The **Financial Secretary** shall receive all monies [dues, assessments, fees, etc.] of the Chapter and keep an accurate itemized written account of all receipts. All collections and deposit transmittals shall be turned over to the Treasurer within seven days. She shall make a written report of monies received to the chapter each month. She shall submit records necessary for an annual audit. She shall be a member of the Finance Committee and perform other duties as directed by the chapter, or as may be incident to this office. She shall be bonded.

Appointed:

- G. The **Parliamentarian** shall interpret the Bylaws to the President. She shall be Chairperson of the Bylaws Committee. She shall be seated by the President at all meetings and perform other duties as directed by the chapter, or as may be incident to this office.
- H. The **Program Chair** shall be responsible for coordinating the planning and implementation of the chapter community service program. She is responsible, with the aid of the Facet Chairs, for compiling and submitting the chapter program report to Area and National on February 1st annually, preparation of the chapter exhibit for display at area or national meetings (optional), and production of a calendar of program activities for the year.
- I. The remaining Officers (**Chaplain, Sergeant-at-Arms**) will receive position responsibilities prior to the beginning of their terms and will perform other duties as directed by the chapter, or as may be incident to this office.

Section 4 – Nominating Committee. The Nominating Committee shall consist of five members, nominated and elected at the October meeting. The person with the highest number of votes becomes the Chair. The committee prepares a slate of nominees for the appropriate Chapter offices and presents the slate in March.

Section 5 – Elections. Officers will be elected through a majority vote of Chapter members in April by ballot. Nominations from the floor are permitted. The President appoints a Tellers Committee to count and handle the ballots. New officers will be installed in May and immediately assume their duties. All outgoing officers should deliver to their successors all records and files within 30 days with the exception of financial officers who will have 60 days.

Section 6 - Term of office. The term of office for each elected position shall be for two years or until their successors are elected and shall not exceed more than two consecutive terms. No member shall hold more than one office at a time.

Section 7 – Vacancies in Officer Positions. Upon vacancy in the office of President, the Vice President shall fulfill the duties as stated in Article IV, Section 3-A. Upon vacancies of any other office, the president will appoint a new officer for the remainder of the term.

Section 8 - Removal of Officers. Officers may be removed from office at the pleasure of the membership by a two-thirds vote as provided in the parliamentary authority.

ARTICLE V

Meetings

Section 1 – Regular Chapter Meetings. Chapter meetings shall be held the third Sunday of each month (September – May) with the exception of December unless otherwise ordered by the chapter. An annual retreat will be held in August. Special meetings may be called by the president, executive committee, or at least five members of the chapter. Notice of a special meeting must be given at least five days prior to the meeting and the purpose of the meeting must be stated. Locations to be determined by chapter.

Section 2 – Quorum. A quorum shall consist of the majority of the active membership.

Section 3 - Designation of an Annual Meeting and Annual Retreat. The May meeting is designated the Annual Meeting at which officers and committee chairmen give annual reports of accomplishments and recommendations to the chapter. The chapter shall conduct an Annual Retreat during the month of August.

Section 4 – Attendance. Members are expected to attend at least five out of eight meetings and can miss no more than three consecutive meetings. Any member who is unable to attend a chapter meeting or function shall notify the chapter president three days before the scheduled meeting.

Section 5 - Hosting requirements. Members shall serve as hostesses at monthly meetings not more than once a year as determined. Responsibilities include choosing a meal, decorations, and/or courtesies and adhering to the annual chapter budget adopted by the membership. Hostesses shall be predetermined alphabetically at the beginning of the fiscal year and are expected to actively participate at her time of service.

ARTICLE VI

Executive Committee

Section 1 - The Executive Committee shall consist of the President, the immediate Past President, and all elected and appointed Officers. It shall meet the second Tuesday of each month. A quorum shall be the majority of elected officers. The recommendations are presented to the membership for action at the regular monthly meeting.

Section 2 – The Executive Committee shall meet when emergency action or decision is necessary. The action must be ratified by the membership at the regular monthly meeting

Section 3 - The Executive Committee shall be subject to the orders of the Chapter, and none of its acts shall conflict with action taken by the Chapter.

ARTICLE VII

Facets and Standing Committees

Section 1 – The Program Committee shall be comprised of five facets: The Arts, National Trends and Services, International Trends and Services, Services to Youth, and Health and Human Service. Active members are divided equally to serve on the facets [one-fifth of

membership on each facet]. The President appoints the facet chairs and assigns members to each of the facets.

Section 2 - The Standing Committees of the Chapter shall be: Audit, Bylaws, Membership, Budget and Finance, Scholarship, Communications/ Public Relations, Courtesy, Fundraising, Ethics and Standards, Archives and History, Strategic Planning, Protocol, Rituals, and Technology. The President appoints the committee chairs and assigns members to each of the standing committees.

Audit Committee: It shall be the duty of this committee to audit the chapter's books at the end of each fiscal year.

Bylaws Committee: It shall be the duty of this committee to propose needed changes in the Chapter Bylaws, policies and procedures, review all proposed amendments and process submitted proposals. The Parliamentarian shall be the Chairperson of this Committee.

Membership Committee: It shall be the duty of this committee to develop and implement measures to engage all members in the activities and decisions of the chapter, ensure activities and meetings are positive experiences, help the chapter induct and retain members who can and will work to meet the chapter objectives. The committee shall monitor each member's record of attendance, service and financial requirements and work to ensure adherence through written and personal contacts. The Vice President shall be the Chairperson of this Committee.

Budget and Finance Committee: It shall be the duty of this committee to maintain the internal financial controls, protect the financial assets, ensure the appropriate expenditures, and limit unilateral decisions regarding financial expenditures. The committee shall establish membership dues and assessments to be collected and disbursed, and shall set the dates for the collection of these monies. The committee shall make an annual budget based upon advanced budget requests from Officers and Committee Chairpersons and revise the budget as necessary. This committee under the direction of the Treasurer, who serves as Chairperson and the Financial Secretary who serves as co-chair, prepares the membership dues and budgets to the Chapter for vote.

Scholarship Committee: It shall be the duty of this committee to plan and execute a Scholarship program for graduating high school students accepted to an approved post-secondary educational program.

Communications/Public Relations Committee: Shall handle all publicity of the Chapter and shall be responsible for posting, advertisements, and announcements of Chapter activities. This Committee shall aid other Committees in the preparation of the proper publicity of their programs.

Social/Hospitality Committee: Shall coordinate all social functions/activities for the Chapter and extend courtesies.

Fund Development/Fundraising Committee: Shall plan and implement Chapter fundraising activities, except where an Ad hoc Committee is established to implement a similar activity. All activities of this Committee shall be representative of the high caliber of our Chapter and its members.

Ethics and Standards Committee: It shall be the duty of this committee to oversee the process for handling ethical complaints, serve as a resource for members on ethical issues and monitor implementation of the Code of Ethics and Standards. It shall oversee and ensure due process involving alleged violations of the Code. The committee is comprised of five (5) members of whom the President appoints three (3) members one of which is the committee chair. The Vice President-Membership and Parliamentarian are members of this committee by virtue of their positions.

Archives and History Committee: It shall be the duty of this committee to maintain the historical events pertinent to the chapter in narrative and pictorial form, develop methods of collecting, codifying and collating documents, artifacts and memorabilia, and prepare displays and exhibits, in collaboration with Award and Exhibits Committee, for special occasions of the chapter. The chair is the committee is the chapter's Archivist/Historian.

Strategic Planning Committee: It shall be the duty of this committee to guide an inclusive strategic planning process for the chapter. Designs and manages the process of developing a strategic plan, identifies resources, and ensures that the plan is properly positioned for implementation.

Protocol and Courtesy Committee: It shall be the duty of this committee to review the Protocol guidelines and keep members informed of the requirements and guidelines of the organization. It shall ensure that members follow proper protocol at all times. They will extend special courtesies to visiting Links and National/Area officers.

Rituals Committee: It shall be the duty of this committee to review the Rituals guidelines of the organization. It shall purchase and maintain properties essential for ritualistic observances and ceremonies. Coordinate preparation for observances and ceremonies identified by representative of The Links, Incorporated.

Technology Committee: It shall be the duty of this committee to develop tailored applications to enhance chapter efficiency and effectiveness. It shall work with chapter officers to develop and maintain databases of key information. Assist officers and committee chairs with computer technology as required. Shall also be the administrator and maintain the chapter web site and other social media functions.

Section 2 – Ad hoc Committees. Ad hoc and/or Special Committees are established to accomplish a particular purpose and cease to exist once that purpose has been served.

Section 3 – Standing Committee Responsibilities. It is the responsibility of each Committee Chairperson to prepare and submit a draft Committee Work Plan in triplicate to be distributed as follows: Copies to the President, Recording Secretary and Committee file. Work Plans must be submitted by the first Executive Board meeting after the Chairperson's appointment. An oral committee report will be presented at Chapter meetings. All committee reports must be presented in writing both to the president and Recording Secretary.

ARTICLE VIII

Finance

Section 1 – The fiscal year of the Greater Rappahannock Chapter of The Links, Incorporated shall begin on May 1 and end on April 30.

Section 2 – Dues and Assessments. Annual dues are paid a year in advance and shall be assessed and paid according to the recommendations accepted from the Budget and Finance Committee. The final budget is approved by the chapter and annual dues are set at the October meeting and payment is due in full by the March meeting. All chapter dues and assessments must be paid to the chapter before the member's name is submitted to The Links, Incorporated as a member in good standing. Documentation of the completion of 48 hours of community service must be presented before the dues payment is accepted by The Links, Incorporated. The Greater Rappahannock Chapter of The Links, Incorporated submits the national dues (paid through the chapter) and service hours of each member on or before the April 1st. Any member whose check is returned for insufficient funds shall be assessed a NSF fee as determined by the Chapter's banking institution.

Section 3 - Check signing authority. Checks require two signatures: the treasurer must sign all checks. The President is the second signature or if not available the VP is authorized as a substitute. The President, Vice President, Treasurer and Financial Secretary must be bonded and reported to national headquarters by September 15 each year. The Financial Secretary may not sign checks

Section 4 – Financial Reporting to National Headquarters

The Treasurer is responsible for preparing the financial records for audit [internal or external] and submitting bonding verification and IRS 990 form to national headquarters on or before September 15th. Chapter must conduct an annual audit which may be internal audit except when new officers are elected, an external audit is required.

Section 5 – Members are reimbursed for approved expenditures. All financial disbursements must be documented by presence of voucher and receipts.

Section 6 - Fundraisers

All members are expected to financially support and fully participate in Chapter sponsored fundraisers and projects

ARTICLE IX

Delegate and Alternate

Section 1 - The Chapter shall be represented by a delegate and an alternate at Area Conference and National Assembly. The president and vice president shall serve as the delegate and alternate to the required meetings.

Section 2 – The chapter shall be responsible for expenses of the delegate and alternate to include: registration, airfare (or automobile mileage not to exceed cost of airfare) lodging (1/2 double occupancy), meals (not included in the registration) ground transportation and gratuities.

Section 3 - The delegate and alternate shall attend the meeting and at the first chapter meeting following, present (1) written report of proceedings of meetings (2) documentation of meeting, including photos, programs, etc. for the chapter archives, (3) expense report, with receipts that account for the funds advanced or paid by the chapter.

ARTICLE X 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 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 this chapter may adopt.

ARTICLE XI Amendment of the Bylaws

Section 1 - These bylaws may be amended at any regular meeting by a two-thirds (2/3) vote.

Section 2 –The Bylaws Committee shall propose needed changes in the Chapter Bylaws and/or policies and procedure, carefully examine all proposed amendments, and evaluate such proposals in light of the Chapter's interest. The bylaws committee or any active member may recommend proposed amendments. The amendment must be presented in writing to the Bylaws Committee at least (35) days prior to the meeting at which it will be considered.

Section 3 – Proposed amendments must be circulated to the membership at least (25) days prior to the meeting at which it will be considered.

Section 4 – Approved amendments to these bylaws take effect immediately upon approval.

Section 5 - The Bylaws Committee shall revise the bylaws and present a copy to each member within a reasonable time but no later than (60) days after the amendments have been approved.

Section 6 - To be in compliance with the National Bylaws, any applicable amendments to the National Bylaws of The Links, Incorporated, shall be cause for related changes in these chapter bylaws, without adhering to the amendment process prescribed in this article.