



Linked in Friendship, Connected in Service

Dade County (FL) Chapter

Chapter Bylaws And Standing Rules

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(Amended April 2021)

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Article I. Name and Boundaries

The organization shall be known as the Dade County (FL) Chapter of The Links, Incorporated. The Chapter's boundaries and service area is located in Miami-Dade County (FL).

Article II. Object/Purpose

purposes of this organization are 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 toward achieving common goals. These bylaws shall address specific rules not otherwise covered by the *Constitution and Bylaws of The Links, Incorporated* that pertain to this chapter.

Article III. Membership

Article III. Section 1

Membership shall be in keeping with the standards set forth in the latest revision of the National Constitution and Bylaws.

Article III. Section 2

Membership will consist of the women duly inducted into the Dade County (FL) Chapter of The Links, Incorporated who reside in the Chapter's boundaries (Miami-Dade County) at the time of induction and/or have transferred in from another chapter.

Article III. Section 3

The daughter(s) or granddaughter(s) of a member of The Links, Incorporated who:

- A. Is at least twenty-one (21) years of age.
- B. Meets the membership criteria.
- C. Resides in chapter boundaries shall be eligible for membership; and
- D. Is sponsored by the mother or grandmother who is a member of The Links, Incorporated.

Article III. Section 4

New Member Intake:

- A. Women shall be eligible for membership in The Links, Inc. who:
 1. Are at least twenty-one (21) years of age;
 2. Meet the membership criteria; and
 3. Reside in the Chapter's boundaries.
- B. A completed profile shall be submitted for each nominee for membership. The Chairman of the Membership Committee shall report to the Chapter the profile forms received.
- C. Voting on Daughters of The Links (DOLs) and Grand Daughters of The Links (DOL) nominated for membership may take place at any regular Chapter meeting between September and May. DOLs shall be elected by majority vote of the active members who are present and voting.
- D. Voting on non-DOLs for membership may take place at any regular Chapter meeting between November and January. Non-DOLs shall be elected by a two-thirds (2/3) vote of active members of the Chapter who are present and voting. Absentee voting is prohibited.
- E. Reinstatement. A former member seeking reinstatement may apply between September and November. All dues and assessments for reinstated members will be due April 1st and the fiscal year for reinstated members will begin May 1st.

Article III. Section 5

An active member:

1. Is one who has met all Chapter, Area, and National financial obligations.
2. Has attended a minimum of five (5) of the regularly scheduled meetings for the fiscal year, May through April.
3. Has met the 48-hour service requirement.
4. Has registered and attended at least one (1) Area Conference or one (1) National Assembly within every five (5) year period.

If an active member who has not yet fulfilled the One-in-Five attendance requirement in a specified five-year period, experiences a documented life-altering or life-threatening event that unavoidably prevents her from fulfilling the requirement in the fifth and final year, she shall be allowed, as set forth in the *Bylaws* of The Links, Incorporated, to provide written explanation of the unavoidable circumstances. If approved by the Executive

Council, the member will be allowed to attend the next scheduled Area Conference or National Assembly.

Active: Attendance Sabbatical

An active member who demonstrates that she cannot fulfill her Chapter's minimum attendance requirement may be placed on a sabbatical from attending Chapter meetings for one (1) year at the discretion of the 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.

At the discretion of the Chapter, this attendance sabbatical may be extended. An active member on an attendance sabbatical shall be required to meet all other Chapter, Area, and the National Assembly obligations (i.e., dues and assessments, National attendance requirement for Assemblies or Area Conferences, and minimum 48-hour service requirement). The Chapter shall not grant attendance sabbaticals that would prevent the Chapter from obtaining a quorum at Chapter meetings.

Dual Residence:

An Active member who has dual residency may establish visiting status in a secondary chapter provided she complies with the requirements set forth in the *Bylaws* of The Links, Incorporated.

Article III. Section 6

Leave of Absence:

A member on leave is an active member in good standing who, for reasons acceptable to this 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. Proof of need for additional leave beyond two (2) years must be submitted to the chapter for approval and to the Area Director for concurrence. The concurrence of the Area Director is needed only if a member is requesting a third consecutive leave of absence.

Leave begins and ends in accordance with the fiscal year, May 1st – April 30th.

Military Leave:

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

Article III. Section 7

Transfer:

An active member must remain active in the Chapter in which she is 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 Executive Council.

An Active member who moves to the locality of another Chapter shall, upon request, be permitted to transfer to the Chapter. It is mandatory that the Chapter accepts her into membership provided that the Chapter has not reached its maximum number of members.

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

Article III. Section 8

Provisory, Alumna, and Platinum membership shall be in keeping with the standards set forth in the latest revision of the National Constitution and Bylaws.

- A. **Alumna** – Members who will meet alumna requirements by June 30th of the next fiscal year and notify the Chapter no later than the preceding March meeting shall be eligible for alumna status. Upon approval from National, the Chapter will recognize new Alumna and Platinum members in the Month of June.
- B. **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 (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 on the Area or National level.

1. Platinum status is the highest honor accorded a member on recommendation of a Chapter and approval by the National Executive Council.
2. An Active Platinum member shall be exempt from the minimum forty- eight (48) hour service requirement.
3. A Platinum member shall not be responsible for National dues and assessments.
4. Members who meet the above requirements by June 30th of any given year and who submit the “50 Year Member Notification.”
5. Form” by February 1st of the following year, shall be granted platinum status in the year in which she becomes eligible.

Article III. Section 9

New members and transferring members shall participate in a mentoring program. All new members shall have a one-year development period.

Article IV. Officers

Article IV. Section 1

Individuals aspiring to be officers shall be active and financial member of the Chapter.

Article IV. Section 2

The **Nominating Committee** – Members serving on the Nominating Committee are elected by the Chapter. Five (5) members shall be elected by the chapter in even years beginning in the month of March. Thereafter, election of these officers shall be held every two (2) years in March. They shall be installed in April of the year elected and shall assume their duties in May. The Nominating Committee Chair shall be appointed by the President from the members elected.

Article IV. Section 3

The **Elected Officers** shall be President, Vice President, Recording Secretary, Corresponding Secretary, Assistant Recording Secretary, Treasurer, and Financial Secretary. (*Listed in rank order.*)

The **Appointed Officers** shall be Assistant Treasurer, Chaplain and Parliamentarian and shall be appointed by the President. *Financial Handbook, p.13.*

Article IV. Section 4

The **Recording Secretary** and **Treasurer** shall be elected **in odd years** beginning in the month of March. Thereafter, election of these officers shall be every two (2) years in March. They shall be installed in April of the year elected and shall assume their duties in May.

Article IV. Section 5

The **Vice President, Financial Secretary, Corresponding Secretary, Assistant Recording Secretary**, and shall be **elected in even years** in the month of March. Thereafter, election of these officers shall be held every two (2) years in March. They shall be installed in April of the year elected and shall assume their duties in May.

Article IV. Section 6

The Vice President shall serve two (2) years as Vice President before assuming the office of President for two (2) years. The Vice President also serves as chair of the Membership Committee.

Article IV. Section 7

The President, Vice President, or a member of the Executive Committee shall represent the organization at Chapter, area and National meetings.

Article IV. Section 8

Officers shall serve at a minimum, one (1) – two (2) year term or a maximum of two (2) –two (2) year terms. Terms shall begin May 1st of the year elected.

Article IV. Section 9

Vacancies. In the event that the office of the President becomes vacant, for any reason, the Vice President shall assume the title and responsibility of the President.

Article IV. Section 10

Vacancies. Other vacancies which may occur among officers prior to an election year can be appointed by the President subject to the approval of the membership by two-thirds (2/3) affirmative vote.

Article IV. Section 11

Vacancies. Notification of a resignation from office shall be in the form of a letter submitted to the Executive Committee prior to the monthly meeting.

Article IV. Section 12

Duties and Qualifications:

President

- A)** The President is the Chief Officer, official Chapter representative, and spokesperson. She shall preside at all meetings except those meetings designated for the to the Vice President or others. She shall perform the duties that are usually executed Chief Officer.
- B)** She is knowledgeable about the National Constitution and Bylaws, Manual of Procedures; Chapter Bylaws, organization policies, rules and regulations; Membership Orientation Manual; Membership Manual; Rituals Manual; Financial Handbook, Protocol Manual; Minutes of the National Assemblies, Area Conferences, Chapter Meetings, and Executive Committee Meetings.
- C)** She Establishes an Executive Committee. This committee is the decision- arm within the Chapter. It consists of the officers of the Chapter and the chairs of the committees. It serves in liaison capacity, acts in emergencies, expedites old and new business, and is a medium for furthering the Chapter's business.
- D)** She plans the agenda for the Chapter Meetings and the Executive Committee Meeting; Ensures a well-organized agenda and sends a copy to Chapter members before the meeting.
- E)** She organizes members into committees and utilizes their assistance in implements the policy that states each member is required to serve on a program facet committee and at least one standing committee.
- F)** The President conducts meetings according to parliamentary.
- G)** She evaluates each meeting for future planning; She shall work with the officers as needed. She shall oversee the membership process of welcoming new members.

Vice-President

- H)** The Vice-President serves as an assistant to the President; Presides in the President's absence or at the request of the President; and performs other duties specified in the Chapter's Bylaws, such as serving as the chair of membership. She shall attend Area and National meetings representing Chapter along with the President. She shall complete the President's term, should that office be vacated –unless the Chapter's Bylaws stipulate otherwise.
- I)** The Vice-President should 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 Rule of Order, Newly Rev.12th Edition*. Should the necessity arise for the Vice-President to preside, she must be prepared to assume the President.

Recording Secretary

- J)** The Recording Secretary keeps an accurate written of all Chapter proceeding reflecting the business discussed and the action taken. As the minutes are a Chapter's official meeting record the Secretary shall keep them in an official book-type, dated, and signed. The Recording Secretary keeps the official attendance records for all Chapter meetings; and she keeps committee reports on file. For quick reference at all meetings, the Secretary has copies of the agenda for dissemination, a copy of the Constitution and Bylaws, and copies of all official manuals. She shall also have copies and directories of Chapter committee and members, and Area and Committee chairs.
- K)** The Recording Secretary keeps Bylaws up to date adding any adopted amendments with date of approval; update necrology information of Links, Connecting Links , and Heir-O-Links in the Membership Management System within 24 hours of death notification. Complete the online Chapter Profile by April 30 of each year; Verify each Chapter member's one-in-five information within the online Member Management System. She shall generate relevant reports from the Membership Management System to include one-in-five membership report and Chapter rosters- these reports will assist with Vice-President of member and Corresponding duties.

The Recording Secretary shall assist the President and/or Vice-President in facilitating and expediting Chapter business.

Corresponding Secretary

- L)** The Corresponding Secretary serves as back-up to the Recording Secretary. She prepares and disseminates complete and accurate rosters to Chapter members; Rosters shall include e-mail and telephone numbers; She sends meeting notices to all members; and at the President's request, reads or distributes copies of all pertinent correspondence at each Chapter meeting.

Treasurer

- M)** The Treasurer receives all Chapter funds from the Financial Secretary. She deposits Chapter said funds in approved accounts (within specified time period of funds) Manages and oversees all Chapter accounts; She keeps a computerized or written permanent ledger; Presents computer generated of Chapter accounts to members at Chapter meeting; Maintains signature card at approved financial institution which includes the President's signature, and, if Chapter Bylaws stipulate, a third signature (e.g., Financial Secretary). She disburses funds as authorized by the Chapter; Arranges an annual external audit of chapter accounts; and she keeps a financial file which includes bank statements, cancel check, investment statements and 990 forms.
- N)** Receives the audited books and other pertinent materials from the immediate past Treasurer; The Treasurer is responsible for depositing all funds collected by the Financial Secretary; She shall deposit all funds in a bank maintained in the name of "Chapter of The Links, Incorporated.
- O)** All checks written must be documented with a voucher; She reconciles book balance with monthly bank statements; Provides a complete financial report at each Chapter and Executive meeting followed by a report at the monthly chapter meeting; Chapter financial reports may be sent electronically, but must be provided via a secure file sharing solution, such as Dropbox; Submits end-of-the-year to the chapter's internal audit committee to ensure the internal audit is completed by June 30; Prepares fiscal year-end April 30 financial reports for the Chapter and its internal audit committee; Files the appropriate IRS forms with the IRS before September 15 of each year; and files the bonding insurance by September 15 of each year.
- P)** The role of the Treasurer requires absolute honesty and integrity. She is the custodian of Chapter funds and trustee of all accounts. /She shall have finance management expertise and/ or accounting skills. Organization policy stipulates that every Treasurer must be bonded.

Financial Secretary

- Q)** The Financial Secretary works cooperatively with Treasurer in handling Chapter finances; Collects and records all financial transactions (dues/fees) of member prior to submitting same to the Treasurer; Prepares and distributes receipts for all monies received; Assists in development of the Chapter finance policy; Reconciles funds to total receipts including the purpose for which funds were received and turns over funds with a set of receipts to the treasurer within 5 business days of receipt; Never signs checks; Makes 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 secure file sharing solution, such as Dropbox; Prepares a year- report; Serves as member of the Chapter's finance Committee; and She submits her books and records the internal audit committee/and/or the external auditors. The Financial Secretary shall be bonded.

Assistant Recording Secretary

- R)** The Recording Secretary serves as an assistant to the Recording Secretary; and keeps an accurate written record (minutes) of all Chapter proceeding reflecting the business discussed and the action taken and keeps the official attendance in the Recording Secretary's absence.

Assistant Treasurer

- S)** The Assistant Treasurer collect money in the absence of the Treasurer from the Financial Secretary; and provide a report of collected money to Treasurer. She shall assist in preparing of Form 300 to send to the Lockbox with The Links, Incorporated Foundation funds; for internal/external audits of financial documentation; and provide other assistance as needed by Treasurer.

***Note:** The Assistant Treasurer cannot sign checks or make bank deposits.*

Chaplain

- T)** The Chaplain provides spiritual guidance to the members usually in the form of inspiration.

Parliamentarian

- U)** The Parliamentarian advises and counsels the President and the Chapter on matters of parliamentary procedure; She shall always have copies of Chapter, Area, and National Constitution and Bylaws, all official manuals as well as a copy of *Robert's Rules of Order, Newly Revised (12th 5*. She offers explanation/advice based on her comprehensive knowledge of parliamentary law.

- V) She sits in close proximity to the President so that she can discreetly alert the chair to any errors in procedure or violation of rules; Assists in the preparation of Bylaws and amendments and in interpretation of rules and general procedure. She advises the president, other officers, committees and members in the interpretation of The Links, Incorporated Constitution and Bylaws and Chapter Bylaws- The Links, Incorporated has National, Area and Chapter Parliamentarians; Attends to procedural details. The Parliamentarian works with the President in between in between meetings; reviews the agenda; Anticipates parliamentary strategy and sees that all parliamentary requirements are observed. Serves as Chairman of Chapter's Bylaws Committee. The Parliamentarian applies *Robert's Rules of Order, Newly Revised (12th ed.)* for any areas not covered in the Bylaws.

Article V. Meetings

Article V. Section 1

There shall be a minimum of eight (8) meetings per fiscal year, May-April.

Article V. Section 2

Regular Chapter meetings shall be held on the fourth Sunday of the month at four o'clock (4:00 p.m.), unless otherwise ordered by the chapter. Regular meetings shall be held face-to-face.

Article V. Section 3

Special Meetings may be called by the President or by the Executive Committee and shall be called upon the written request of members of the Chapter. Purpose of the meeting shall be stated in the call which shall be sent to all members at least three days before the meeting.

Article V. Section 4

The Chapter will host a retreat as part of a regularly scheduled Chapter meeting bi-annually.

Article V. Section 5

A quorum to transact Chapter business requires the presence of one (1) half of the active members.

Article V. Section 6

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 of order this chapter may adopt.

Article VI. Executive Committee

Article VI. Section 1

The Executive Committee shall consist of the elected officers, the appointed officers, **the Program Chairman**, Chairman of the Archives and History Committee, **Chairman of the Ethics and Standards Committee**, **Chairman of the Organizational Effectiveness Committee** and the immediate past president. The three (3) Chapter organizers shall serve as ex-officio members of the Executive Committee.

Article VI. Section 2

The Executive Committee shall meet a minimum of eight (8) times per year between the months of September and June, and when necessary, upon the request of the President. The hostess will notify each Executive Committee member of the meeting location.

Article VI. Section 3

The Executive Committee shall have general supervision of the affairs of the Chapter between its regular of meetings, fix the hour and place of the meetings, make recommendations to the Chapter and perform such other duties as are specified in these bylaws.

Article VI. Section 4

Executive Committee Meetings. Unless otherwise ordered by the Executive Committee, regular meetings of the Executive Committee shall be held on the second Tuesday of each month from September to June, inclusive. Special meetings of the Committee may be called by the President and shall be called upon the written request of the Committee. *Robert's Rules of Order Newly Revised (12th ed.)*

Article VII. Committees

Article VII. Section 1

The President shall appoint committee chairs, unless designated by the Bylaws. Members may volunteer to serve on all committees except Nominating and Tellers.

Article VII. Section 2

Committee Guidelines

- All activities shall be presented to the Executive Committee and approved by the Chapter prior to implementation.
- Fundraising Committees shall include line items in their budgets.
- The Treasurer and the Financial Secretary shall be responsible for preparing the financial report and following the Financial guidelines provided in the *Financial Handbook*.
- Guidelines for special committees and Chapter operations shall be included in Standing Rules.

Article VII. Section 3

The Standing Committees are:

Archives/History Committee

- A) The **Archives and History Committee** shall keep an official record of the history of the Chapter and develop method of collecting and codifying all documents, artifacts, correspondence and Memorabilia of The Links, Incorporated and shall implement the collecting and codifying.
- B) Designate one person to manage materials; Collect materials as they are produced; Main an inventory of all holdings; and store records in a central location.
- C) Backup materials that originate in digital format-content such as electronic journals, email message and Web postings; As archives move out of the library and into virtual spaces, diligence must be ensure that these records are preserved after such items are deleted and/or no longer accessible.

Audit Committee

- D) The **Internal Audit Committee** shall consist of three to five members, appointed by the President, that review the Chapter's records annually. These members are not the current of Financial officers or members of the Finance Committee. They shall have some knowledge of the Chapter's fiscal operations (i.e., past financial officers.). Immediate past Financial officers can be members of the internal audit committee, as long as they are not auditing financial transactions that occurred during their tenure. The Internal Audit Committee shall: Recommend an independent auditor for the annual review if applicable.
- E) Review the Chapter's records and indicate any material weakness and propose internal controls; Verification of receipts for the period; Verification of expenditures for the period; And verification of balances for all accounts.
- F) Ensure presence of expenditure documentation (receipts, invoices, etc.).
- G) Ensure adherence to budget line items: And ensure adherence to separation of fiduciary responsibilities.
- H) Shall meet with the fiscal officers to present the findings of audit report, prior to submission to the Executive; And present the audit report to the Chapter, and if needed, the findings/recommendations.

Bylaws Committee

The Constitution and Bylaw Committee shall receive and make recommendations for amendments and/or revisions to the Constitution and Bylaws. Also, it will work to aide in Member understanding of governing documents, policies and procedures of The Links, Incorporated through training and development.

Budget/Finance Committee

The Finance Committee is Chaired by the Chapter Treasurer. The committee shall include the Financial Secretary, Program Chair and the immediate past Treasurer. The President serves as ex-officio member and appoints other members, as needed. The Finance Committee's responsibilities include the following:

Consider the financial needs and programs and develop a balance budget based upon the needs of the Chapter; Prepare the necessary budgets for the ensuing fiscal year which is presented by the Treasurer to the Chapter for approval, February of each year; And review and recommend budget modification, as needed.

Also, analyze financial requests of committees, as identified, and assist in developing proposed financial recommendations to the Chapters, e.g., assessments, fundraising proposals, etc.; and monitors the financial performance of the Chapter comparing actual results to budget line items and recommending action to the Executive Committee regarding unfavorable.

Courtesy Committee

The Committee shall extend and perform all courtesies such as card, floral arrangement, gifts and other expressions of remembrance, to members and their families at such appropriate times as indicated by the Policies on Courtesies in the Chapter Bylaws. *(The Courtesies will be extended in accordance with approved guidelines by way of the Standing Rules)*

Ethics & Standards Committee

The Ethics & Standards Committee shall be responsible for overseeing the process or handling ethical complaints, serve as a resource for members on ethical issues, and monitor implementation of the Code of Ethics. It shall oversee and ensure due process involving alleged violations of the Code of Ethics.

Fund Development Committee

The Fund Development Chair is charged with creating short and long-fundraising goals in order to create financial stability for the Chapter's ongoing program needs. A Chapter's fund development plan should include a strategic link between grant-writing, corporate sponsorship solicitations and fundraising events.

Membership Committee

The Member Committee shall plan membership orientation to the purpose and program of The Links, Incorporated. It shall be responsible for such member issues as may assigned.

Organizational Effectiveness Committee

Organizational Effectiveness serve as watchful steward of the two pillars of The Links, Incorporated: Friendship and Service; Ensure that all interconnected parts of The Links, Incorporated are aligned strategically to achieve the organization's purposes and strategic directions; Foster positive culture which promote strong bonds of friendship and exemplary service through transformational programming; Support ownership and commit to the process of consistent with the organizational; And support ownership and commitment to the process of change consistent with the organizational motto of "friendship and service."

Programs Committee

The Program Committee shall formulate a program related to the purposes of The Links, Incorporation. The Program Committee shall be comprised of Facets that support the Program of The Links, Incorporation and Chapter activities that are related to specific Publicity events. The Program leaders shall be appointed by the President.

Protocol Committee

The Protocol Committee ensures that the Chapter follows National Protocol processes and procedures for observances, ritual and traditions and ensures that our conduct reflects a sense of sisterhood when we come together. The Protocol Manual to ensure inclusivity of all members when we experience each other at the National, Area and levels.

Rituals Committee

The Rituals Chair ensures that all formal practices, which are steeped in tradition and sed to recognize, embrace and bond the membership, have uniformity, a sense of purpose, respect and reverence for the ideals of The Links, Incorporated.

Scholarship Committee

The Scholarship Committee shall review applications of prospective female candidates for scholarship awards and select candidate who excels in scholarship, leadership and service. The Scholarship Committee shall review and update the rules and regulations for granting the scholarships, as needed.

Social Media Committee

The Social Committee develops and implements the social media strategies, social presence, marketing, branding of the Chapter to promote the value of membership and all of the Chapter's efforts and activities.

Strategic Plan Committee

The Strategic Plan Committee shall be responsible for ongoing research and development for the purpose of making recommendations and assisting the Chapter in carrying out the aims. The Strategic Planning Committee shall develop and monitor the implementation of the Chapter's Strategic Plan. The Committee periodically evaluate the strategic plan ship survey the membership to determine its effective and relevance and recommend adjustments as needed.

Technology Committee

The Technology Committee shall have the role to promote the presence and brand for the Chapter and The Links, Incorporated. The sum of techniques, skills, methods, and processes used in the production of goods or services or in the accomplishment of objectives, and/or goals.

Article VIII. Finance

Article VIII. Section 1

Each member is responsible for National, Area, and Chapter dues and assessments. Active members shall meet all chapter financial obligations, as well as chapter, area, and national requirements, prior to the submission of dues and assessments to National Headquarters.

Article VIII. Section 2

Chapter dues and assessments, which must be approved by 2/3 affirmative vote of the members present and voting, shall be determined from year to year based upon the Chapter's Programs and upon the recommendations of the Budget Committee whose recommendations must receive Chapter approval. The Chapter's annual budget shall be approved at the February Meeting for the following year.

Article VIII. Section 3

All **financial obligations** shall be met for the forthcoming year not later than the March meeting. Members failing to meet financial obligations for the ensuing year by the specified time set forth in the Chapter Bylaws shall be subject to a fine commensurate with the penalty tax levied by National. The penalty tax for The Links, Incorporated, The Links Foundation, Incorporated and The Dade County (FL) Chapter are each \$25.00 for a total penalty of \$75.00.

Chapter members' dues and late fee to National must be submitted by May 1st. Dues will not be accepted after May 1st. Members failing to meet all financial obligations and required service hours for the current year will not have their national dues submitted for the ensuing year.

Article VIII. Section 4

A **budget** is a financial plan of action approved by the Chapter that estimates revenue over expenses anticipate to be incurred during a certain period of time. A chapter must develop a realistic balanced budget. The budget must be a zero-balance budget. A contingency/reserve line is permissible.

A budget is a guide that must be approved by the Chapter members for anticipated during the fiscal year. A budget must be realistic. A budget may also cover more than one fiscal year. Budgets can be adjusted to meet the needs of the Chapter. The adjusted budget should be presented for a vote and approved by the general body. it must be. *A budget must not be adopted if the bottom line is deficit. Financial Handbook.*

Article VIII. Section 5

Bonding insurance is required, at a minimum of \$5,000 for each Chapter officer who handle funds. The Chapter is required to bond at least two officers who handle Chapter funds. *Financial Handbook.*

Article VIII. Section 6

Vouchers and Checks shall be signed by the Chapter President or Vice President when she is assuming the role or president and co-signed by the treasurer. In the case of check made payable to the treasurer the Chapter President will sign check and Chapter Vice President co-signs. *Financial Handbook.*

Article VIII. Section 7

The **Internal Audit** Committee shall consist of three to five members appointed by the President, that review the Chapter's records annually. These members are not the current financial officers or members of Financial Committee. They shall have some knowledge of the Chapter fiscal operations (e.g., past financial officers). Immediate past financial officers can be members of the internal audit committee, as long as they are not auditing financial transactions that occurred during their tenure. The Internal Audit Committee must have a chair. The name of the Audit Committee chairperson must be entered into IMIS under Chapter Officers. She is the only member that can Complete the Internal Audit Certification Form online. *Financial Handbook*

Article VIII. Section 8

Members shall be responsible for monthly hostess financial responsibility.

Article IX. Amending the Bylaws

Article IX. Section 1

Chapter Bylaws may be amended by two-thirds (2/3) vote of the active Chapter members voting.

Article IX. Section 2

Any amendment to these bylaws necessitated by amendment to the *Bylaws* of The Links, Incorporated shall be executed by the Bylaws Committee without adhering to the process outlined in these bylaws and shall be reported to the membership in writing within ninety (90) days after the National Assembly. *Robert's Rules of Order Newly Revised, 12th ed, .(RONR)*

Article IX. Section 3

Ratification of Bylaws will require one half plus one vote of the active members voting at the second reading.

Article X. Disciplinary Action

Disciplinary action for members shall be in keeping with the National Constitution and Bylaws.

Article XI. Commemoration of Chapter Establishment

Article XI. Section 1

The anniversary of the establishment of the Dade County (FL) Chapter of The Links, Incorporated, shall be observed on June 1 (or as near thereto as possible).

Article XI. Section 2

The names of the Organizers and Charter members shall be read as part of the anniversary observance, and a list of currently active and alumnae members shall be listed on the commemorative program.

Article XI. Section 3

The names of any deceased members of the Chapter shall be recognized in some shape or form during the anniversary observance.

The Chapter Policies on Courtesies are set forth in a separate document included in the Chapter's Directory.



Dade County (FL) Chapter of The Links, Incorporated

STANDING RULES

(Effective April 1, 2021)

Standing Rules are standards adopted by the Dade County (FL) Chapter of The Links, Incorporated to increase the efficiency of the Chapter operations, shorten meeting time, and establish a high level of meeting protocol. Standing Rules neither supplant nor conflict with the Constitution and Bylaws or Manuals or documents. Your standing rule, however, like your Chapter Bylaws, cannot conflict with the *Constitution and Bylaws of The Links, Incorporated, Manual of Procedures* or other manual or handbook of The Link, Incorporated.

*The color for this Organization shall be green.
The flower for this Organization shall be the white rose.*

Hostesses/Chapter Meeting

1. The Hostess Committee shall be responsible for providing the location for the meetings and fellowship.
2. Members shall be requested to notify the Hostess Chair at least forty-eight (48) hours in advance of their expected absence from a Chapter meeting (except in cases of emergencies). Failure to notify in said member paying the cost of her meal.

Delegate and Alternate

1. The Bylaws specify the procedure for electing the delegate and alternate to the National Assembly and Area Conference.

Votes

1. The current edition of *Robert's Rules of Order Newly Revised (RONR)* provides that a ballot vote is taken on slips of paper unless another method is specified. Otherwise, before a vote can proceed electronically, a motion must be made to conduct the particular vote electronically.
2. Nominee for membership shall be elected by ballot, including electronic and machine ballots.
3. Election of officer shall be conducted by ballot, including electronic and machine ballots.

4. Voting on major issues shall be conducted by ballot, including electronic or machine ballot. These issues include election of officers, adoption of bylaw amendments, new member intake, request for leave of absence and provisory status, disciplinary matters, Chapter financial matters, Chapter fundraiser and removal of officers.

Finance

1. Any member's check(s) that is/are returned by the bank, shall incur a fee equal to the amount imposed by the bank for such activity. The imposed fee, along with, the amount originally tendered, must be replace to the Chapter within 10 (ten) calendar days of notice from the treasurer.
2. Unbudgeted expenses shall not be taken from the Chapter treasury without prior approval of the Chapter President and/or Executive Committee. Committees should keep within their budgets. Each officer and committee chair who has a budget, must submit a year-end financial report.
3. All members having responsibility at the National, Area and/or Chapter level for finances shall be bonded.

Contracts for Service

1. The authority to execute an instrument on behalf of the Dade County (FL) Chapter of The Links, Incorporated rests with the active membership after the instrument has been carefully reviewed from a business/legal point of view and the findings of such review are fully known and voted upon by the active membership.
2. Members who receive remuneration for services performed on behalf of the Chapter must comply with the National Code of Ethics.

Courtesy Policy

1. **Birth and/or Adoption:** In the event a Chapter member gives birth and/or adopts a child, a shower shall be given at a regular Chapter meeting. The site of the meeting shall be determined by the hostesses. The Chapter will provide a cake and members are encouraged to bring a gift for the child.
2. **Marriage:** Upon notice by way of wedding announcement of marriage of a Link sister, a monetary gift of \$50.00 will be given. The announcement of marriage should be sent to the Chapter President.

3. **Birthdays Celebrations:** Special birth month recognition will be bestowed upon members at each meeting. Special recognitions may include, but are not limited to, toasting, poem and songs. The Courtesy Committee will determine the activity.
4. **Signal Honors:** When information is brought to the attention of the Chapter President and/or the courtesy membership, congratulatory cards will be sent to Chapter members recognizing outstanding honors for civic, community and academic achievements, nominations, and promotions specific expressions.
5. **Illness:** In the event of illness to a Chapter and/or Chapter Alumnae member, a get-well card shall be mailed to the member Chapter members will follow the guidelines provided by the President and/or courtesy membership regarding specific expressions.

A get-well card shall be extended to immediate family. (*Immediate family being spouse, children, parents and/or guardian*) of our Chapter when the President and/or courtesy members are made aware of the circumstance.

In the event of the hospitalization of a Chapter member, a floral arrangement will be delivered. The cost shall not exceed \$25.00, tax and delivery included.

6. **Retirement:** Upon the retirement of a Chapter member, a card and a monetary gift of \$50.00 or more per member shall be presented to the retiree at a special celebration during a regular Chapter monthly meeting. A live plant, not to exceed \$25.00 will be presented from the Chapter to the retiree during this special celebration.
7. **Death:** Upon the death of a Chapter Alumnae member, the Chapter will provide a white rose floral arrangement not to exceed \$100.00 in lieu of floral, the family may request \$100.00 for a charity donation of choice.

Upon the death of a Chapter member's immediate family (*Immediate family being spouse, children, parents and/or guardian*), a white floral arrangement not to exceed \$75.00 shall be sent to the Chapter member. However, the family may elect to have a cash donation of \$75.00 made to a charity of their choice. In the event of the Chapter member having no spouse, children, parents and/or guardian, the amenities will be extended to the next closest relative.

Upon the death of other family members (*other family members being sister, brother, and grandparents*) an inspirational book keepsake not to exceed \$25.00 shall be sent to the Chapter member.

8. Special Amenities Extended to Heir-o-Links: Upon graduation from high school and/or college and the wedding of an Heir-o-Link a monetary gift of \$50.00 shall be presented to the Heir-o-Link.

9. Special Amenities Extended to National and Chapter Members in the Dade County Area, The Links Incorporated: Any national officer visiting the Miami area shall be extended an invitation to attend our monthly Chapter meeting and activities with prior notification given to the Chapter President.

The Chapter will acknowledge special events of the Greater Miami Chapter and the Miami Biscayne Bay Chapter, with a special memento not to exceed \$50.00. Additionally, when our Chapter members are appointed to a National or Southern Area Committee, the Chapter will provide an honorarium, which may be monetary, not to exceed \$50.00.

Any National officer and/or member of The Links, Incorporated, who is being recognized for outstanding achievement in the Miami area, shall receive acknowledgement from this Chapter, if the Chapter is notified of the event. The Courtesy Committee shall determine the type of courtesy extended, not to exceed \$50.00 at the time of occurrence.

In the event of the illness and/or hospitalization of a member of the Greater Miami Chapter and/or the Miami Biscayne Bay Chapter of The Links, Incorporated, the Chapter shall send a card, and Chapter members will receive additional information from the President regarding specific expressions.

In the event of the death of a member of the Greater Miami Chapter and/or the Biscayne Bay Chapter of The Links, Incorporated, the Chapter shall send an inspirational keepsake, not to exceed \$20.00.



Dade County (FL) Chapter

Denese Waiters, *President*
Geneva K. Woodard, *Parliamentarian*

Chapter Bylaws & Standing Rules Committee

Barbara Edwards
Eddy Gay
Elsie Hamler
Ann Pope
Veronica Rahming
Donna Riley
DoLores S. Washington

