

## The Links, Incorporated 2022 Chapter Bylaws Review Checklist

Chapter Name \_\_\_\_\_ of The Links, Incorporated

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

E-mail \_\_\_\_\_

**Instructions:** Please utilize the following template to develop your chapter bylaws. Questions in *[italics and bold]* are provided to prompt understanding of chapter compliance for certain sections of the Chapter Bylaws Review Checklist.

		<b>ARTICLE I NAME AND BOUNDARIES</b>
<b>YES</b>	NO	<p><b>Section 1. The name of the Chapter</b> is in this article. _____ Chapter of The Links, Incorporated.</p> <p>(A chapter name should precede “The Links, Incorporated” and must immediately be followed by the two-character state abbreviation of the U.S. Postal Service, i.e., Bayou Orleans (LA) Chapter of The Links, Incorporated. “Incorporated” is never abbreviated. <i>One Voice</i>, p. 12.)</p> <p><i>[Does the Chapter identify itself as a chapter of THE LINKS, INCORPORATED?]</i></p>
<b>YES</b>	NO	<p><b>Section 2. The boundaries and service area</b> are:</p> <p>(Check Chapter’s charter and any approved changes to the boundaries) Each chapter was chartered to serve a specific locality. Include service area.)</p> <p><i>[Are the boundaries and service area stated?]</i></p>

		<b>ARTICLE II OBJECT/PURPOSE</b>
<b>YES</b>	NO	<p>The 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.</p> <p><i>[Does the Chapter state the minimum object/purpose?]</i></p>

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		<b>ARTICLE III MEMBERS</b>
<b>YES</b>	NO	<p><b>Section 1. Membership Eligibility and Intake</b></p> <p>Membership intake shall be conducted in accordance with the Bylaws of The Links, Incorporated, Article I Membership, Section 4, and the procedures established in the Manual of Procedures, Bylaws, Article I.</p> <p>Total membership shall be no more than sixty (60) non- daughters and granddaughters of Links members, excluding Alumna members.</p> <p>(When Chapter membership reaches sixty (60), daughters and granddaughters of Links members shall not be counted when calculating number of Active members in Chapter for membership purpose.) Alumna members are not included.)</p> <p><i><b>[If the Chapter provides membership and eligibility information, does it agree with the requirements as stated in the Constitution and Bylaws of The Links Incorporated?]</b></i></p> <p>A. Any person is eligible for membership in The Links, Incorporated who:</p> <ol style="list-style-type: none"> <li>1. Is at least twenty-one (21) years of age;</li> <li>2. Meets the membership criteria; and</li> <li>3. Resides in the Chapter’s boundaries.</li> </ol> <p>B. Daughters or granddaughters of members of The Links, Incorporated (DOLs) may be voted on at any time between September and May and elected by a majority affirmative vote of Chapter members present and voting.</p> <p>C. Non-DOLs may be voted on at any regular Chapter meeting between September and May and are elected to membership by a two-thirds affirmative vote of the Active members present and voting.</p> <p>D. The time frame for induction is between May 1 and June 30.</p> <p>E. <b>All new members shall participate in a one-year mentoring and development program following induction.</b></p> <p><b>Section 2. Classification of members are:</b></p> <p>A. <b>Active</b></p> <p>B. <b>Leave of Absence</b> . (Refer to the National Bylaws of The Links, Incorporated Article I. Section 5. B.) Equitable reasons for granting no</p>
<b>YES</b>	NO	

		<p>more than 10% of Chapter membership and the “leave” is requested before February and the budget is presented.</p> <p><b>C. Alumna</b></p> <p><b>D. Platinum</b> (Chapters shall indicate whether Active Platinum members will pay Chapter dues and assessments).</p> <p><b>E. Affiliate</b></p> <p><b>F. Provisory</b></p> <p><b>G. Honorary</b></p>
YES	NO	<p><i>[If the bylaws provide membership information, classification, does it agree with the requirements as stated in the Constitution and Bylaws of The Links Incorporated?]</i></p> <p><b>Section 3. Attendance requirements</b> for Chapter meetings and National/Area one-in-five attendance and participation requirement.</p> <p><i>[If the Chapter provides membership attendance information, does it agree with the requirements as stated in the Constitution and Bylaws of The Links Incorporated?]</i></p>
YES	NO	<p><b>Section 4. Dues</b></p> <p>Dues are payable annually by April 30, and if not paid, are delinquent when master data form is submitted to headquarters. Members shall forfeit their membership if dues are not paid by May 1. (Chapter dues shall be determined according to chapter budget requirements).</p> <p><i>[Does the Chapter require a budget to be adopted? Does the Chapter require an audit to be completed?]</i></p>
YES	NO	<p><b>Section 5. Resignations</b></p> <p>A member may resign in writing as provided in Article I, Section 10, of the <i>Bylaws of The Links Incorporated</i>.</p>
YES	NO	<p><b>Section 6. Reinstatement</b></p> <p>A member may be reinstated provided she meets the requirements of Article I, Section 12.</p>
YES	NO	<p><b>Section 7. Transfers:</b> In accordance with <b>Article I, Section 6, Subsection A. 2, 5–7</b>, An active member desiring to transfer to another chapter, or to affiliate status, shall be a member in good standing with the chapter. The member’s status shall be verified with the Membership Committee Chairman and Financial Officers before forms are signed and forwarded to National. (an active member must have a change in residence). An Active member who has moved to a locality outside of this chapter’s boundaries shall transfer to a chapter within the new locality or to Affiliate status within six months of her move to the new locality</p>
YES	NO	

YES	NO	<p><b>Section 8. Service Requirement</b> Each Active member shall meet the minimum forty-eight (48) hour service requirement of The Links, Incorporated.</p> <p><b>Section 9. Fiscal Year:</b> The fiscal year is April 30 to May 1.</p>
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		<b>ARTICLE IV OFFICERS</b>
YES	NO	<p>This article contains sections on officers and the Nominating Committee, but not limited to the following:</p> <p><b>Section 1.</b> The elected officers of the Chapter shall be President, Vice President, Secretary (Recording, Corresponding) Treasurer, and Financial Secretary. <i>[Does the Chapter provide for officer positions of president, vice-president, secretary, (Recording, corresponding) treasurer, and financial secretary?]</i></p>
YES	NO	<p><b>Section 2.</b> The officer appointed by the President is the Parliamentarian <i>Does the Chapter provide that the president appoints a parliamentarian?]</i></p>
YES	NO	<p><b>Section 3. Qualifications for each elected office (e.g.):</b></p> <p>To qualify for the office of president, a member shall have at least ...</p> <p>To qualify for vice-president a member shall have at least ...</p> <p>To qualify for Secretary a member shall have at least...</p> <p>To qualify for treasurer, a member shall have at least ...</p> <p><i>[Do officer qualifications have appropriate levels of description and requirements in the parliamentarian’s opinion?]</i></p>
YES	NO	<p><b>Section 4. Term of Office.</b> Officers shall serve for a term of two years or until their successors are elected. Terms shall begin on ____ <i>(insert here)</i> _____</p> <p><i>[Does the Chapter indicate the date when the term begins? Is the following language included: Term of Office. Officers shall serve for a term of two years(s) or until their successors are elected?]</i></p>
		<p><b>Section 5 Nomination Procedure and Election of Officers and Nominating Committee.</b></p>

<p><b>YES</b></p>	<p>NO</p>	<p>This section contains information about the Nominating Committee including the method and time of its election, the number of committee members, duties of the committee and the meeting at which they are to report. Nominating Committee members are not officers, but this committee should be elected. The President is not a member of this committee.</p> <p>A. <b>A Nominating Committee</b> of five members shall be elected by ballot at the <i>(insert here)</i>_____meeting. In the event the number of nominees is the same as the number of committee members to be elected, the vote may be by voice vote or by acclamation. The member receiving the highest number of votes shall serve as the Chairman. If there is a tie, the members of the committee shall elect a Chairman. If a vacancy occurs on the nominating committee, the vacancy shall be filled by (Select one: election by the chapter or appointment by the Executive Committee) _____.</p> <p>B. The Nominating Committee shall:</p> <ol style="list-style-type: none"> <li>1. Nominate one candidate for each office to be filled, and</li> <li>2. Present its report at the regular meeting in _____(specify the month).</li> </ol> <p>C. <b>Nominations from the floor.</b> After the nominating committee presents its report and before voting takes place, additional nominations from the floor shall be permitted.</p> <p>D. <b>Election</b> of officers shall be held at the _____ regular chapter meeting.</p> <ol style="list-style-type: none"> <li>1. Officers shall be elected by ballot or other electronic method approved by the chapter.</li> <li>2. In the event there is one nominee for any office, the vote for that office may be by voice vote or by acclamation.</li> </ol> <p>E. <b>Consent of Nominee.</b> No name may be placed in nomination without the consent of the nominee.</p>
<p><b>YES</b></p>	<p>NO</p>	<p><i>[Does the Chapter state the nomination and election process for officers? Is a ballot vote required for election of officers except where there is only one candidate, in which case the election may be by voice vote or by acclamation?]</i></p> <p>F. <b>Vacancies.</b></p> <ol style="list-style-type: none"> <li>1. The vice president shall fill a vacancy in the office of president for the unexpired term.</li> <li>2. A vacancy in any other officers shall be filled by the president with the approval of the executive committee for the unexpired terms.</li> </ol>

		<p><b>G. Removal from Office:</b> Officers may be removed for failure to perform their duties, misconduct, etc. A two-thirds vote of the membership is required unless otherwise specified in the chapter bylaws.</p> <p><i>[Does the Chapter provide guidelines for filling vacancies due to removal and/or resignation?]</i></p>
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		<p><b>ARTICLE V</b> <b>DUTIES OF OFFICERS</b></p>
		Officers shall perform the duties specified in the bylaws and the parliamentary authority adopted by The Links, Incorporated. (End each duty with the following language“and perform other duties as directed by the Chapter, or as may be incident to this office”).
<b>YES</b>	NO	<p><b>Section 1. The President shall:</b></p> <ul style="list-style-type: none"> <li>A. Serve as the official spokesman of the Chapter;</li> <li>B. Preside at all regular, special, Executive Committee and Executive Board meeting;</li> <li>C. Coordinate and facilitate the chapter workshop following the National Assembly or Area Conferences;</li> <li>D. Appoint the chairman and members of committees with the exception of the Nominating Committee;</li> <li>E. Sign all vouchers and checks;</li> <li>F. Issue, sign and forward all vouchers to Treasurer for payment;</li> <li>G. Appoint a Parliamentarian and may appoint other officers as needed;</li> <li>H. Coordinate and prepare the chapter handbook for distribution at the September meeting;</li> <li>I. Serve as delegate to the National Assembly, Area Conference, and as representative to the Summit or other designated meeting;</li> <li>J. Serve as ex-officio member of all committees except the Nominating Committee, the Internal Audit Committee and the Ethics and Standards Committee;</li> <li>K. Be bonded at the expense of the Chapter; and,</li> <li>L. Perform other duties as directed by the Chapter or as may be incident to this office.</li> </ul>
YES	NO	<p><b>Section 2. The Vice President shall:</b></p> <ul style="list-style-type: none"> <li>A. Serve as presiding officer in the absence of the President;</li> </ul>

		<ul style="list-style-type: none"> <li>B. In the event of disability or resignation of the President, serve as President for the remainder of the unexpired term;</li> <li>C. Serve as Chairman of the Membership Committee and as a member of the Executive Committee, Executive Board, and Ethics and Standards Committee;</li> <li>D. Take necessary action regarding a member's status in the Chapter;</li> <li>E. Be bonded at the expense of the Chapter; and</li> <li>F. Perform other duties as directed by the chapter, or as may be incident to this office.</li> </ul>
YES	NO	<p><b>Section 3. The Recording Secretary shall:</b></p> <ul style="list-style-type: none"> <li>A. Record the proceedings of all meetings of the chapter and the Executive Committee;</li> <li>B. Keep the chapter's official membership roll;</li> <li>C. Have custody of all books and papers except those specifically assigned to other officers and chairmen;</li> <li>D. Serve as a member of the Executive Committee and Executive Board; and</li> <li>E. Perform other duties as directed by the chapter, or as may be incident to this office.</li> </ul>
YES	NO	<p><b>Section 4. The Corresponding Secretary shall:</b></p> <ul style="list-style-type: none"> <li>A. Notify all members of regular and special meetings.</li> <li>B. Conduct the general correspondence of the chapter.</li> <li>C. Keep attendance records of all meetings including Executive Committee meetings.</li> <li>D. Notify the Membership Committee Chairman of members not meeting attendance requirements.</li> <li>E. Serve as a member of the Executive Committee and Executive Board; and</li> <li>E. Perform other duties as directed by the chapter, or as may be incident to this office</li> </ul>
YES	NO	<p><b>Section 5. The Treasurer shall:</b></p> <ul style="list-style-type: none"> <li>A. Receive all monies collected by the Financial Secretary, giving her proper receipt for the same.</li> <li>B. Promptly deposit monies to the credit of the chapter in an account maintained in the name of the chapter at a bank selected by the chapter.</li> <li>C. Pay all accounts approved by the chapter and accompanied by voucher duly signed by the President.</li> <li>D. Write authorized checks according to budgeted amounts which must be co-signed by the President, or the Vice President in the absence of the President.</li> <li>F. Maintain a record of monies disbursed, to whom paid and the reason for the expenditure.</li> </ul>

		<p><b>G.</b> Keep accurate records of the bank balance in the checkbook.</p> <p><b>H.</b> Submit all dues, assessments, financial forms and reports to National Headquarters <b>by the published deadline date.</b></p> <p><b>I.</b> File the Tax Form 990 <del>yearly</del> annually by September 15<sup>th</sup> with the Internal Revenue Service with a submit a copy to the National Headquarters as outlined in <i>The Links, Incorporated Manual of Procedures</i> Article II Financial Handbook.</p> <p><b>J.</b> Present a financial report of the receipt and disbursement of funds to the chapter at each Chapter meeting.</p> <p><b>K.</b> Present an annual report at the chapter's Annual Meeting <del>in May</del> with the report of the previous year's Internal Audit Committee attached.</p> <p><b>L.</b> Submit records to the Internal Audit Committee or <del>outside</del> external auditor as provided in the Financial Handbook.</p> <p><b>M.</b> Be thoroughly familiar with Article X Finance of the National bylaws; the Manual of Procedures and the current Financial Handbook of The Links, Incorporated.</p> <p><b>N.</b> Serve as Chairman of the Finance Committee and as a member of the Executive Committee and Executive Board.</p> <p><b>O.</b> Be bonded at the expense of the Chapter</p> <p><b>P.</b> Perform other duties as directed by the Financial Handbook, chapter, or as may be incident to this office.</p>
YES	NO	<p><b>Section 6. The Financial Secretary shall:</b></p> <p>A. Receive and record all monies of the chapter.</p> <p>B. Write receipts in triplicate, one for the payee, one for the treasurer and one for her file.</p> <p>C. Reconcile her receipts to the total received and turn over the cash/checks and a set of receipts to the treasurer.</p> <p>D. Advise the Chapter when a budget item is to be exhausted.</p> <p>E. Keep accurate records of the financial obligations of each member and notify each of her status in accordance with Chapter bylaws. She shall give each member a copy of this record.</p> <p>F. Advise the Chairman of the Membership Committee of any member who has not met all financial obligations by the March meeting.</p> <p>G. Present a financial report of the receipt of funds to the chapter at each chapter meeting.</p> <p>H. Present an annual written report to the chapter, followed by the submission of the financial records for internal or outside audit.</p> <p>I. Be thoroughly familiar with Article X. Finance, of the National Bylaws; the Manual of Procedures and the current Financial Handbook of The Links, Incorporated.</p> <p>J. Serve as a member of the Finance Committee and as a member of the Executive Committee and Executive Board..</p> <p>K. Be bonded at the expense of the Chapter.</p> <p>L. Perform other duties as directed by the Financial Handbook, chapter, or as may be incident to this office.</p>
YES	NO	<p><b>Section 7. The Parliamentarian shall:</b></p>



		<ul style="list-style-type: none"> <li>A. Serve as a consultant to the president and other officers, committees and members on matters of parliamentary procedure when requested.</li> <li>B. Maintain a position of impartiality in giving parliamentary opinions during meetings.</li> <li>C. Be seated near the presiding officer for convenient consultation.</li> <li>D. Have current copies of <i>Constitution and Bylaws</i>, <i>Manual of Procedures</i>, the Chapter Bylaws and the latest edition of <i>Robert's Rules of Order Newly Revised</i> at all chapter meetings.</li> <li>E. Serve as Chairman of the Bylaws Committee and serve as a member of the Executive Committee, Executive Board, and the Ethics and Standards Committee.</li> <li>F. Perform other duties as directed by the chapter, or as may be incident to this office.</li> </ul>
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		<b>ARTICLE VI MEETINGS</b>
<b>YES</b>	NO	<p>This article contains the sections on meetings, but is not limited to</p> <p><b>Section 1. Regular Meetings.</b></p> <ul style="list-style-type: none"> <li>A. The regular meeting shall be held on (specific day and time) unless otherwise ordered by the Chapter. Regular meetings shall be held face-to-face, unless unless otherwise directed or approved by the Executive Council.</li> </ul> <p><i>[Are day and time specified? Is this phrase included: "or unless otherwise ordered by the chapter"?)</i></p> <ul style="list-style-type: none"> <li>B. The chapter shall hold at least eight (8) regular meetings annually.</li> </ul> <p><i>[Do the bylaws state a minimum number of meetings that a member must attend and the method by which this requirement may be relaxed for individual members, if needed.]</i></p>
<b>YES</b>	NO	<p><b>Section 2. Annual Meeting.</b></p> <p>The regular chapter meeting held in April shall be known as the Annual meeting and shall be for the purpose of:</p> <ul style="list-style-type: none"> <li>A. Receiving the written annual reports of officers and committees; and</li> <li>B. Any other business that may arise.</li> </ul>
<b>YES</b>	NO	<p><b>Section 3. Special Meetings.</b> Special meetings may be called by the President, Executive Committee, or a specified number of active members nearly equal to a quorum.</p>

		<p>A. Authorization must be in the bylaws in order to have special, or called, meetings.</p> <p><i>[Do the Chapter bylaws provide for special meetings?]</i></p> <p>B. Notice shall be sent, specify the number of days (within a <b>reasonable period of time</b>); with an exception for emergencies. The number of days is computed by counting all calendar days (including holidays and weekends), excluding the day of the meeting but including the day the notice is sent; and</p> <p>C. Only the specific item(s) stated in the call shall be considered.</p> <p><i>[Do the Chapter bylaws provide for notice requirement of special meetings? Do the Chapter bylaws provide a method for calling the special meeting?]</i></p>
YES	NO	<p><b>Section 4. Electronic Meetings.</b> Special meetings, called in accordance with these bylaws, and committee meetings may be held by means of a telephone conference or similar communication technologies provided participants can hear and communicate with each other. Participation in a meeting as provided by this provision shall constitute presence in person.</p> <p><b>Section 5. Facets and Committees.</b></p> <p>The meetings should be documented in the following manner: The meeting minutes (including starting and ending times, members present) should be recorded (either in writing or electronically).</p>
YES	NO	<p><b>Section 6. Quorum.</b> In The Links, Incorporated, there are 3 types of quorums for Chapter to conduct business: <u>one less than half</u>, <u>one half</u>, or <u>a majority</u>. The Chapter must use <i>one</i> of the stated quorums.)</p> <p>The designated quorum for all meetings is _____</p> <p><i>[Is a quorum requirement indicated? The quorum may be one of the following: one less than half, one half, or a majority of the active members.]</i></p>
YES	NO	<p><b>Section 7. Voting.</b> It is <i>suggested</i> that all major issues be voted on by ballot, including electronic and machine voting or as otherwise specified in your bylaws. (including but not limited to elections, bylaw amendments, new member intake, disciplinary matters, etc.).Specify any exceptions.</p>
YES	NO	<p><b>Section 8. Hosting Requirements</b> <i>[These rules should be included in Policies and Procedures, Standing Rules, or other administrative documents, not in the Bylaws].</i></p> <p>A. Number of Hostesses for each meeting</p>

YES	NO	<p>B. Process by which hostesses are determined</p> <p>C. Responsibilities of hostesses whether financial or not</p> <p>D. How transfers are incorporated into the hostess schedule</p> <p><b>Section 9. Planning Workshop.</b> The Planning Workshop shall be:</p> <p>A. Hosted by the chapter.</p> <p>B. Coordinated by the President.</p> <p>C. Held in _____ following the National Assembly or Area Conference.</p> <p><i>[These rules should be included in Policies and Procedures, Standing Rules, or other administrative documents, not in the Bylaws].</i></p>
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		<p><b>ARTICLE VII</b></p> <p><b>EXECUTIVE COMMITTEE AND EXECUTIVE BOARD</b></p>
		<p>This article contains sections on the Executive Committee. Helpful phrase: "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."</p>
YES	NO	<p><b>Section 1. Composition of Executive Committee.</b> This committee shall consist of elected officers and the appointed officer(s) and the Immediate Past President.</p> <p>Voting privileges are as specified in your chapter bylaws for the Parliamentarian and the Immediate Past President.</p>
YES	NO	<p><i>[Is the composition of the committee clearly defined and of an appropriate size? Are the duties clearly defined?]</i></p> <p><b>Section 2. Duties and Powers.</b></p> <p>The Executive Committee shall:</p> <p>A. Have authority to administer the affairs of the chapter in emergency or time sensitive situations.</p> <p>B. Be subject to the orders of the chapter.</p> <p>C. Make recommendations to the chapter.</p> <p>D. Report all actions to the chapter.</p>
YES	NO	<p><b>Section 3. Executive Committee Meetings.</b></p> <p>A. The Executive Committee shall meet upon the call of the president or at the written request of ____ members of the committee.</p>

YES	NO	<p><b>Section 4. Quorum</b></p> <p>It is extremely important to designate a quorum for the executive committee. When designating the quorum for the Executive Committee it is recommended that a specific number of elected officers be included to be present is stated (a majority is suggested).</p> <p><i>[Are Executive Committee meeting and quorum requirements identified?]</i></p>
YES	NO	<p><b>Section 5. Composition of Executive Board.</b> This Board shall consist of the elected officers, appointed officer(s), the Immediate Past President and committee chairs as specified in your chapter bylaws.</p> <p><i>[Is the composition of the board clearly defined and of an appropriate size? Are the duties clearly defined?]</i></p> <p><b>Section 6. Duties and Powers.</b> The Executive Board shall:</p> <ul style="list-style-type: none"> <li>E. Have authority to administer the affairs of the chapter between its regular meetings.</li> <li>F. Be subject to the orders of the chapter.</li> <li>G. Make recommendations to the chapter.</li> <li>H. Report all actions to the chapter.</li> </ul> <p><b>Section 7. Executive Board Meetings.</b></p> <p>The Executive Board shall meet prior to each regular Chapter meeting. Additional meetings may be called:</p> <ul style="list-style-type: none"> <li>A. At the request of the President.</li> <li>B. At the written request of ____ members of the Executive Board.</li> </ul> <p><b>Section 8. Quorum</b></p> <p>It is extremely important to designate a quorum for the executive Board. When designating the quorum for the Executive Board it is recommended that a specific number of elected officers be included to be present is stated (a majority is suggested).</p> <p><i>[Are Executive Board meeting and quorum requirements identified?]</i></p>

		<p><b>ARTICLE VII</b></p> <p><b>FACETS AND STANDING COMMITTEES</b></p>
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		This article contains sections on the Facets and Standing Committees (You may have a separate Article for each of these or they may both be in one article).
<b>YES</b>	NO	<b>Section 1.</b> Each of the five (5) Program Facets shall consist of one fifth of the Active members of the Chapter.
<b>YES</b>	NO	<b>Section 2.</b> The President shall appoint a chairs and members for each facet Services to Youth The Arts National Trends and Services International Trends and Services Health and Human Services
<b>YES</b>	NO	<b>Sections 3.</b> The President shall appoint chairmen and members of the standing Committees that the chapter will require with the exception of those designated in the Bylaws.  <i>[Does the Chapter provide for the following Committees: Membership, Program, Bylaws, Finance, Ethics and Standards, Internal Audit? Are the duties of each committee indicated? Does the president serve as an ex-officio member of the committees <u>except</u> the Nominating Committee, Internal Audit Committee, and the Ethics and Standards Committee? Does the Chapter specify how Special Committees are created and its members appointed?]</i>  A. Membership Committee. The Membership Committee shall: 1. Be chaired by the Vice President 2. Be responsible for new member orientation 3. Be responsible for new member induction ceremony 4. Conduct activities to engage members in fostering love and friendship  B. Finance Committee. The Finance Committee shall : 1. Be chaired by the Treasurer and include the President (ex officio), Financial Secretary, Program Chair, Immediate Past Treasurer, Immediate Past Financial Secretary and other members who express an interest. 2. Perform duties as required in the Financial Handbook.  C. Bylaws Committee. The Bylaws Committee shall: 1. Be chaired by the Parliamentarian

		<ol style="list-style-type: none"> <li>2. Receive all bylaws amendments submitted appropriately and prepare each for submission to the Chapter</li> <li>3. Be authorized to originate proposed amendments</li> <li>4. If authorized, prepare and submit the proposed revision to the Chapter for consideration</li> </ol> <p>D. <b>Ethics and Standards Committee.</b> The Ethics and Standards Committee shall:</p> <ol style="list-style-type: none"> <li>1. Consist of five members, two of whom shall be the Vice President and the Parliamentarian. The chapter president shall appoint three members, one of whom shall serve as chair of the committee. The chapter president shall not serve as a member of the committee.</li> </ol> <p>D. <b>Internal Audit Committee.</b> This committee shall:</p> <ol style="list-style-type: none"> <li>1. Consist of three to five active chapter members who have some knowledge of the chapter’s fiscal operations, but are not a current financial officer or a member of the Finance Committee;</li> <li>2. Conduct an annual review of the chapter’s financial records in accordance with the provisions of the <i>Financial Handbook</i> of The Links, Incorporated.</li> </ol> <p>Section 4. Special Committees. The president may establish such special committees necessary for the functioning of the chapter. Each committee shall be given a specific charge and term. The president shall appoint the chair and members the special committees.</p> <p>⇒ <i>[Do the bylaws specify how special committees are created and how its members and chair appointed?]</i></p>
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		<b>ARTICLE VIII</b> <b>FINANCE</b>
<b>YES</b>	NO	<ol style="list-style-type: none"> <li>A. The chapter shall adopt balanced budgets each fiscal year. The budgets shall be presented to the Executive Committee and the members at least 30 days prior to the vote for final approval, and no later than the February regular meeting.</li> <li>B. The chapter shall conduct an internal audit annually and an external review or audit as required by the <i>Financial Handbook</i> of The Links, Incorporated.</li> <li>C. All assessments must be approved by the chapter. The membership shall receive a 30-day notice prior to the regular meeting at which the assessment will be presented for vote. A two-thirds affirmative vote of the Active members present and voting is required.</li> </ol>

		Other guidelines contained in the Financial Handbook may also be included in this article.
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		<b>ARTICLE IX DELEGATE AND ALTERNATE</b>
YES	NO	<p>(This article is not found in Robert's, but is one that is recommended to have in our organization.)</p> <p>This article may contain sections on, but not limited to:</p> <p><b>Section 1. Delegate.</b></p> <ul style="list-style-type: none"> <li>A. The President shall be the delegate to the National Assembly, the Area Conference, and represent the chapter at the Area Summit.</li> <li>B. If the President is unable to attend, the delegate shall be the Vice President.</li> <li>C. In the event the president nor the vice president can attend, the delegate shall be elected by a majority vote at a regular or special chapter meeting.</li> <li>D. The delegate shall prepare a printed report of the business proceedings, programs and activities of the National Assembly/ Area Conference at the September meeting.</li> </ul> <p><i>[Does the Chapter explain the procedure for election of its Assembly and Area Conference delegates and alternates?]</i></p>
YES	NO	<p><b>Section 2. Alternate.</b></p> <ul style="list-style-type: none"> <li>A. The Vice President shall be the alternate to the National Assembly and the Area Conference.</li> <li>B. In the event the Vice President is unable to attend, the alternate shall be elected by a majority vote at a regular or special chapter meeting.</li> <li>C. The alternate shall present a printed report of her involvement at the National Assembly/ Area Conference at the September meeting.</li> </ul>
YES	NO	<p><b>Section 3. Expenses.</b></p> <ul style="list-style-type: none"> <li>A. The following delegate's expenses shall be paid in full by the chapter: <ul style="list-style-type: none"> <li>1. Registration fee.</li> <li>2. Round-trip transportation to Assembly/Conference city.</li> <li>3. Single occupancy room rate for days requiring delegate's attendance.</li> <li>4. Transportation to and from hotel.</li> <li>5. Tips and Gratuities.</li> <li>6. All meals not included in registration fee.</li> </ul> </li> <li>B. The following alternate's expenses shall be paid in full by the chapter : <ul style="list-style-type: none"> <li>1. Registration fee.</li> <li>2. Round-trip transportation to Assembly/Conference city.</li> </ul> </li> </ul>

		<ol style="list-style-type: none"> <li>3. Single occupancy room rate for days requiring alternate's attendance.</li> <li>4. Transportation to and from hotel.</li> <li>5. Tips and Gratuities.</li> <li>6. All meals not included in registration fee.</li> </ol> <p><i>[These rules should be included in Policies and Procedures, Standing Rules, or other administrative documents, not in the Bylaws].</i></p>
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		<b>ARTICLE X</b> <b>PARLIAMENTARY AUTHORITY</b>
YES	NO	<p>The rules contained in the current edition of <i>Robert's Rules of Order, Newly Revised</i> 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.</p>

		<b>ARTICLE XI</b> <b>AMENDMENTS TO THE BYLAWS</b>
YES	NO	<p>The bylaws should always prescribe the procedure for their amending and/or revising, including how amendments are submitted (in writing, to the Bylaws Committee), required notice (oral or written), required vote, etc.</p> <p><b>Section 1. Amendment of Bylaws.</b> These bylaws may be amended at any regular meeting:</p> <p style="padding-left: 20px;">A. By a two-thirds (2/3) vote provided that:</p> <ol style="list-style-type: none"> <li>1. The amendment(s) is presented in writing to the Bylaws Committee at least thirty-five (35) days prior to the meeting at which it will be considered.</li> <li>2. The proposed amendment(s) is circulated to active members of the chapter at least twenty-five (25) days prior to the meeting at which it will be considered.</li> </ol>
YES	NO	<p><b>[Is the process for amending the Chapter bylaws clearly defined?]</b></p> <p><b>Section 2. Revision of Bylaws.</b></p> <p style="padding-left: 20px;">These bylaws may be revised only upon authorization of the Active members of the chapter:</p> <p style="padding-left: 20px;">A. Drafting an authorized revision shall be the duty of the Bylaws Committee.</p>



<p><b>YES</b></p>	<p>NO</p>	<p>B. The proposed revision shall be presented to the Active members of the chapter at least twenty-eight (28) days prior to the meeting at which it will be considered.</p> <p><b>[Is the process for revising the Chapter bylaws clearly defined?]</b></p> <p><b>Section 3. Compliance.</b> (This statement is a safeguard as the National Bylaws always supersede chapter bylaws whether they contain the most current information or not).</p> <p>To be in compliance with the National Bylaws, any amendments to the Bylaws of The Links, Incorporated shall be cause for related changes to be made in these bylaws without adhering to the process outlined in this Article.</p> <p><b>or</b></p> <p>Any changes to these bylaws necessitated by amendments to the Bylaws of The Links, Incorporated shall be made by the Bylaws Committee and reported to the membership in writing within ninety days following the adoption of such amendments by the National Assembly without adhering to the process outlined in this Article.</p> <p><b><i>[Does the Chapter allow automatic amendment of its bylaws that may be required due to the adoption of an amendment to The Links, Incorporated Bylaws?]</i></b></p>
<p><b>YES</b></p>	<p>NO</p>	<p><b>Maintain a chronology</b> of changes to Chapter Bylaws: <b>origin/</b> first time adopted; <b>amendments</b> (few changes as needed, or after a National Assembly) and/or a <b>revision</b> (rewritten completely or many changes throughout the document) . Ideally, Chapter bylaws should be written so they seldom need changes, but amendments adopted at the Assembly often reflect need to amend Chapter bylaws.</p> <p>Adopted (first time)-----19__ __</p> <p>Amended----- (few changes)</p> <p>Revision-----</p> <p>Amended-----</p> <p><b><i>[Are amendment date and amendment date history provided?]</i></b></p>

The titles of standard articles, with the exception of Article I and Article IX are taken directly from the current edition of *Robert’s Rules of Order, Newly Revised*, the adopted authority of The Links, Incorporated.

Other articles may be included in your chapter bylaws. However, this Parliamentarian **strongly** recommends that chapters do not include an article on discipline in its bylaws or, if you do, it should mirror the National Bylaws’ article. It is more appropriate to reference the National Bylaws rather than produce disciplinary procedures that differ in any way from those prescribed by the National Bylaws.