

THE LINKS, INCORPORATED

DETROIT (MI) CHAPTER

CONSTITUTION AND BYLAWS

Amended and Effective November 7, 2003

Amended and Effective April, 2004

Amended and Effective January, 2005

Amended and Effective October, 2005

Amended and Effective April, 2007

Amended and Effective December, 2008

Amended and Effective May, 2011

Amended and Effective May, 2012

Amended and Effective February, 2017

Amended and Effective April 11, 2018

Amended and Effective October 10, 2018

Amended and Effective December 12, 2018

Amended and Effective April 10, 2019

Amended and Effective November 9, 2022

Amended and Effective February 12, 2025

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**THE LINKS, INCORPORATED
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CONSTITUTION AND BYLAWS**

ARTICLE I. Name

Section 1. The name of the organization shall be Detroit (MI) Chapter of Links, Incorporated.

Section 2. The boundaries of the Chapter shall be the City of Detroit, Michigan and communities within a fifty-mile radius of the City of Detroit.

ARTICLE II. Purpose

Section 1. The purposes of this organization are to promote and engage in educational, civic and intercultural activities for the benefit of its members and the larger community.

Section 2. To enrich the lives of its members and the larger community by working to promote fellowship and to develop interests in common goals of achievement.

ARTICLE III. Members

Section 1. 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.

Section 2. The classifications of members are as follows:

A. *Active*

1. An active member in good standing of the Detroit Chapter is a member who:
 - a. Has met all the obligations of her Chapter, Area, and the National Assembly.
 - b. Is not under disciplinary action.
 - c. Has met the minimum attendance requirements determined by her Chapter and the National attendance requirement for Assemblies or Area Conferences.

- d. Has met the minimum forty-eight (48) hour service requirement of The Links, Incorporated.
 - e. Must attend five (5) of the eight (8) meetings to be held during the Chapter's fiscal year. The Chapter's fiscal year shall be May 1 through April 30. If there are one or more Chapter retreat meetings during the Chapter fiscal year, attendance at one such retreat meeting may be counted toward the five (5) required meetings attended.
 - (1) If a member misses three (3) meetings, she will receive an email from the Membership Chair, copying the Chapter President, to notify her of her membership status and encourage her to attend. Further, she will be advised that she will automatically forfeit her membership if she fails to attend the five (5) required meetings.
 - (2) A member may resign from membership in writing provided dues and assessments are paid in full.
 - (3) Reinstatement of a member, if desired, must be consistent with Article I, Section 13C and D of the National Bylaws.
 - f. Must pay all dues by April 1 each year, and if not paid, are delinquent when master data form is submitted to headquarters. All special assessments must be paid when due. Failure to comply by May 1 shall result in forfeiture of membership.
 - g. Must financially support and actively participate in all fundraising activities as approved by the body.
 - h. Must participate in Chapter activities and programs designed to implement the national programs of The Links, Incorporated.
2. An active member must remain active in the Chapter in which she was "inducted" for a minimum of two (2) years to retain her membership in The Links, Incorporated, except when a member moves to another locality and requests a transfer to a Chapter in her new locality. Any other exceptions to this policy must be approved by the National Executive Council.
 3. An active member must register and attend at least one (1) Area Conference or one (1) National Assembly within every (5) year period in order to retain her membership. The initial five (5) year period shall begin at the 33rd National Assembly to be held in 2002 in Chicago, IL. This provision shall not apply to Alumna, Active Platinum, or Provisory members.

If a documented life-altering or life-threatening event occurs unavoidably preventing an active member from attending either the Area Conference or National Assembly in the fifth and final year of the requirement, and a member has not yet fulfilled the requirement during the first four years she shall be allowed to provide written explanation of the unavoidable circumstances.

- a. The written explanation must show that the circumstances were unavoidable, not an inconvenience however great the inconvenience may be.
- b. The written explanation, if accepted and approved by Area Executive Committee, will prevent her from forfeiting her membership for failure to fulfill the one (1) Area Conference or one (1) National Assembly within every (5) years requirement.
- c. The process of approval shall begin with submitting the documentation to her Chapter for approval, the Chapter shall send approved documentation to the Area Executive Team for approval and the Area Executive Team shall send approved documentation to the National Executive Council which shall have final approval or rejection of the documentation.
- d. Once approval has been received from the Chapter, Area, and the National Executive Council, the member will be notified that she does not have to fulfill the requirement. She will be advised to attend the next scheduled Area Conference or National Assembly without the possibility of exception.

4. 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 her Chapter because:

- a. Her employment or civic responsibilities prevent her from attending Chapter meetings, or
- b. She is enrolled in a college or university course that meets on the day and time of Chapter meetings.

At the discretion of her Chapter, this attendance sabbatical may be extended. An active member on an attendance sabbatical shall be required to meet all other obligations of her Chapter, Area, and the National Assembly, i.e., dues and assessments, National attendance requirement for Assemblies or Area Conferences, and minimum 48-hour service requirement. No Chapter shall grant attendance sabbaticals that would prevent the Chapter from obtaining a quorum at Chapter meetings.

5. An active member must remain active in the Chapter in which she was “inducted” to retain her membership in The Links, Incorporated.
6. An active member who moves to a residence located outside of her Chapter’s boundaries may request a transfer to a Chapter in her new locality and shall be permitted to transfer to that Chapter. It is mandatory that the Chapter honors the transfer, provided that the Chapter has not reached its maximum number of members. Any other grounds for the transfer of membership by an active member must be approved by the National Executive Council.
7. An active member, in the 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.
8. An active member who has dual residencies shall have membership in only one Chapter designated as the primary chapter and may establish visiting status in a secondary Chapter providing that:
 - a. She gives advance notice to the primary Chapter President and the President of the secondary Chapter of her intention to participate in meetings and programs of the Chapter in the location of her secondary residence;
 - b. She meets all Chapter, Area, and National responsibilities and requirements (financial, attendance, and service hours) that shall be recorded and reported to and through her primary Chapter; and
 - c. Meeting attendance and service hours performed in the secondary Chapter are certified by that Chapter and reported through the member’s primary Chapter.

B. Leave of Absence

1. A member on leave of absence is an active member in good standing who, for reasons acceptable to her chapter, is granted a leave of absence for one (1) year. At the discretion of her Chapter, this leave may be extended for an additional year or longer in extreme circumstances. Leave begins and ends in accordance with the fiscal year, May 1st-April 30th. Provided, however, in extenuating circumstances, a member may submit a request for a leave of absence after the Chapter submission deadline for the fiscal year. Such extenuating circumstances request will be reviewed by the Executive Committee, and if approved, submitted to the Chapter for a vote. If approved, the extenuating circumstances leave will terminate with the fiscal year end of April 30th. No Chapter shall grant leaves-of-absence in excess of ten percent (10%) of its membership during any

year. Chapters which do so shall subject themselves to a fine and/or disciplinary action.

2. A member in good standing on active military duty 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 orders to her Chapter. While deployed to the zone, she shall be exempt from her minimum forty-eight-(48) hour service requirement. Upon completion of said deployment, she shall not be responsible for her minimum forty-eight-(48) hour service requirement for the remainder of the existing Links fiscal year in which she returns. During deployment, she shall not be responsible for National or Chapter dues and assessments until the next fiscal year.

C. Alumna

1. An alumna member is a member who:
 - a. Has thirty (30) years of service; or
 - b. Is age seventy (70) with ten (10) years of service;
 - c. Has requested and been granted alumna status by the National Headquarters;
 - d. Is not responsible for any dues or assessments; and
 - e. Has all the rights and privileges of The Links, Incorporated except voting, holding chairmanships of committees, and holding office.
2. An alumna member will be an alumna of The Links, Incorporated, and may participate in Chapter, Area and National activities provided she pays any fees that may be required.
3. Members who will meet the above requirements by June 30th of the next fiscal year and who notify the Chapter no later than the preceding March meeting, shall be eligible for alumna status.
 - a. An alumna member shall assume financial responsibility for any Chapter, Area or National meetings which she attends, including the cost of meals, and registration, except when she is invited as a guest. To attend Chapter meetings, she shall inform the Chapter president of her intent.
 - b. An alumna member shall give notice to the president when she plans to participate in any activity requiring a fee or assessment.

- c. All financial responsibilities and required fees assumed by the alumna member must be paid through a Chapter.

It is not mandatory that she retire from Active membership at age seventy (70) and ten (10) years of service, or at any age after thirty (30) years of service. However, within a five-year period, alumna status can be reversed with no associated fees upon the request of the member to return to active membership providing the Chapter has not reached its maximum number of members. The request shall be made through a Chapter to the National Headquarters of The Links, Incorporated.

D. Platinum

A Platinum member is an active or alumna member who has reached eighty (80) years of age or older and who has given at least thirty (30) years of service, or who has given at least (50) years of active service or who, regardless of age, has given at least forty-five (45) years of active service and has served in an elected position in her Chapter and/or an elected or appointed position on the Area or National level. Members who meet the above requirements by June 30th of any given year and who submit the “50 Year Member Notification Form” by February 1st of the following year, shall be granted platinum status in the year in which she becomes eligible. Platinum status is the highest honor accorded a member on recommendation of a Chapter and approval by the National Executive Council. An Active Platinum member shall be exempt from the minimum forty-eight-(48) hour service requirement.

A Platinum member shall not be responsible for National dues and assessments and exempt from Chapter dues and assessments at the discretion of her Chapter.

E. Affiliate

1. Affiliate status is a temporary status accorded a member.
2. An affiliate member is an active member in good standing who:
 - a. Moves to a locality where there is no Chapter of The Links, Incorporated;
 - b. Moves to a locality where the existing Chapter(s) has (have) reached the maximum number of members; and
 - c. Requests a transfer from her Chapter to affiliate status after no longer than six (6) months.
3. An affiliate member shall:

- a. Meet the service requirement of The Links, Incorporated, i.e., forty-eight (48) hours per year, including presenting official documentation for having met the service requirement;
 - b. Be responsible for paying all National dues and assessments; and
 - c. Meet the one-(1)-in-five (5) attendance requirement for Area Conferences or National Assemblies.
4. An affiliate member is entitled to all National and Area communications and privileges.
 5. An affiliate member may participate in the Chapter establishment process that occurs in the locality of her residence. She may become a charter member of the new Chapter.

F. Provisory

1. A provisory member is an active member who is medically unable to participate in any activity outside of her home. Upon request, and with a notarized certificate from her doctor, she may be granted provisory membership status by her Chapter. A provisory member shall be responsible for National dues and assessments only. If and when the member becomes well enough to participate in activities outside of her home, she shall reactivate her classification to active member status.
2. Any member who falsely claims provisory membership status shall be subject to immediate loss of membership as voted by the Executive Committee of the National Executive Council.
3. A Chapter that knows of a member's false claims of provisory membership status and fails to take any action on the matter, including notifying the National Membership Committee Chair, shall be subject to disciplinary action.

G. Honorary

An honorary member is a member elected in recognition of noteworthy achievement at the National level. She shall have all privileges of membership except voting, chairing committees and holding office. No former Link shall be elected to honorary membership.

Section 3. New Member Intake

- A. The daughter or granddaughter (DOL) of a member of The Links, Incorporated who:
 1. Is at least twenty-one (21) years of age;
 2. Meets the membership criteria;
 3. Resides in the Chapter's boundaries, and

4. Are granddaughters sponsored by their grandmothers who are members of The Links, Incorporated.
- B. Women shall be eligible for membership in The Links, Incorporated who:
 1. Are at least twenty-one (21) years of age;
 2. Meet the membership criteria, and
 3. Reside in the Chapter's boundaries.
 - C. A completed profile form shall be submitted for each nominee for membership. The Chairman of the Membership Committee shall report to the Chapter about the profile forms received.
 - D. Voting on Daughters of Links (DOL) nominated for membership may take place at any regular Chapter meeting between September and January. DOLs shall be elected by a majority vote of the active members who are present and voting.
 - E. 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) affirmative vote of the active Chapter members who are present and voting. Absentee voting is prohibited.
 - F. Each active member must have completed two consecutive years in the Chapter prior to nominating others for membership. Each active member may submit one name to the Membership Chair by the November meeting. Nominations from the floor will not be accepted after the November meeting.
 - G. A brief written biographical profile containing the applicant's name, approximate age, educational background, marital status, and current community or civic involvement shall accompany the applicant's name. Why would this applicant be an asset to Linkdom?
 - H. The Membership Chair shall provide copies of candidate profiles for consideration by Chapter members no later than the December meeting. Time will be made available at this meeting for any questions or discussion of submitted names.
 - I. Active members will be notified of the impending election (time and place) of new members via the monthly meeting notification.
 - J. Voting will be by paper ballot by a two-thirds simple vote of active members present and voting at any regular Chapter meeting between November and January. The daughter of a Link will be elected by a majority of the active members present and voting (See National Bylaws Article I, Section IV) at any regular Chapter meeting between September and January.
 - K. There shall be a maximum of three (3) ballots cast.

1. Any applicant not receiving 1/3 of the votes on the first ballot shall be eliminated.
 2. Any applicant not receiving 1/2 of the votes on a second ballot shall be eliminated.
 3. Any applicant not receiving a 2/3 majority of votes by the third ballot shall be eliminated. This will conclude the voting for the fiscal year.
 4. All ballots shall be preserved until the end of the meeting when voting is complete, and the results declared valid.
- L. An official invitation shall be extended to the prospective member by the Vice President. It shall contain the information from the Membership Manual.
- M. Installation of new members shall take place at the June meeting.
- N. New member fees will be in accordance with the National Bylaws, Article X, Section T.
- O. New members and transferring members shall participate in a mentoring program. All new members shall have a one-(1) year development period.
- P. Total membership shall be no more than sixty (60) non-daughters and granddaughters of Link members, excluding Alumna members. (See National Bylaws Article II. Section 5. E.)

Section 4. A member who desires to resign from The Links, Incorporated may resign in writing as provided in Article I, Section 10, of the Bylaws of the Links, Incorporated. The resignation becomes final when accepted by her Chapter and formally acknowledged at the National Assembly.

Section 5. All members inducted into The Links, Incorporated after January 1, 2012, shall be assessed a \$600 fee which will be used for maintenance of the National Headquarters located in Washington, DC.

Section 6. Reinstatement to membership in The Links, Incorporated shall require adherence to the following:

- A. A former member shall at no time become a member of The Links, Incorporated except through the process contained in this Section and shall pay a reinstatement fee. She shall apply for reinstatement between September and November. All dues and assessments for reinstated members shall be due April 1st and the program year for reinstated members will begin May 1st. A Chapter may consider a former member for reinstatement if it has not reached its maximum number of members.
- B. **A former member who resigned in good standing and applies for reinstatement within two (2) years of her resignation** shall be reinstated upon application and a majority ballot vote of the Chapter members present and voting. She shall pay current

National and Chapter dues and assessments and a reinstatement fee in an amount determined by the National Finance Committee and approved by the National Assembly.

- C. **A former member who forfeited her membership for non-payment of dues and applies for reinstatement within two (2) years of her forfeiture**, shall be reinstated upon application, payment of all current Chapter and National dues and assessments, payment of all National and Chapter dues and assessments owed at the time of her forfeiture, and a majority ballot vote of the Chapter members present and voting. She shall pay a reinstatement fee in an amount determined by the National Finance Committee and approved by the National Assembly.
- D. **A former member who resigned in good standing and applies for reinstatement more than two (2) years after her resignation**, shall be reinstated upon application, a two-thirds (2/3) affirmative ballot vote of the Chapter members present and voting, and payment of current National and Chapter dues and assessments. She shall be inducted as in the process for a new member. She shall pay a reinstatement fee in an amount determined by the National Finance Committee and approved by the National Assembly.
- E. **A former member who forfeited her membership for non-payment of dues and applies for reinstatement more than two (2) years after her forfeiture**, shall be reinstated upon application, payment of all current Chapter and National dues and assessments, and payment of all National and Chapter dues and assessments owed at the time of her forfeiture, and a two-thirds (2/3) affirmative ballot vote of the Chapter members present and voting. She shall be inducted as in the process for a new member. She shall pay a reinstatement fee in an amount determined by the National Finance Committee and approved by the National Assembly.
- F. The time period for determining whether a former member is requesting reinstatement within two (2) years of her membership resignation or forfeiture, or more than two (2) years after her membership resignation or forfeiture, shall begin on the date the Chapter accepted her resignation or May 1 of the year of non-payment of Chapter and/or National dues.
- G. A former member who resigned or forfeited her membership and had not satisfied her One-in-Five (1 in 5) requirement for that period must adhere to the following: if she seeks reinstatement within the same One-in-Five (1 in 5) period of her separation, then she must fulfill the requirement during that period.

Section 7. Disciplinary Action shall be handled as follows. Relative to conduct, a member who is found culpable by the Chapter and/or the Area Executive Committee of conduct tending to injure the good name of The Links, Incorporated, disturb its well-being or hamper it in its work, shall be subject to disciplinary action. A thorough investigation of the facts shall be required.

- A. The Membership Committee (Chapter, Area, or National, whichever is applicable) shall recommend to its body the form of discipline that shall be imposed.
- B. The Area Director shall recommend to the Area Executive Committee the form of discipline that shall be imposed.

Disciplinary action may include a mandatory apology, censure, suspension or expulsion depending on the seriousness of the offense. In cases where suspension or expulsion is recommended, the policies and procedures as outlined in the *Bylaws and Manual of Procedures* of The Links, Incorporated shall be followed.

ARTICLE IV. Officers

Section 1. Officers

- A. The officers of the Chapter shall be President, Vice President, Recording Secretary, Treasurer, and Nominating Committee Chair elected by ballot in April.
- B. Officers shall serve for a term of two years or until their successors are elected. Terms shall begin on May 1st. Additional terms of office must be approved by a majority vote of the membership.
- C. The President shall appoint the Parliamentarian, Financial Secretary, Corresponding Secretary, and the Operations Chair.
- D. All officer reports may be submitted electronically.
- E. Qualifications of office.
 - 1. To qualify for the office of President, a member shall have at least two years of active membership and shall have attended at least an Area Conference or a National Assembly, unless such qualifications shall be waived by vote of the Chapter.
 - 2. To qualify for Vice President, a member shall have at least two years of active membership.

Section 2. Nomination Procedure and Election of Officers and Nominating Committee

- A. A nominating committee of five members shall be elected by ballot at the April meeting. 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 appointment by the Executive Committee.

- B. The nominating committee shall:
 - 1. Nominate one candidate for each office to be filled at the next regular April meeting.
 - 2. Report at the regular meeting in March.
 - 3. Is automatically discharged when its report is formally presented to the Chapter.
 - 4. Is only revived if a nominee withdraws before the election.
- C. **Nomination from the floor.** After the nominating committee presents its report to the Chapter and before voting takes place, additional nominations from the floor shall be permitted by the President.
- D. **Elections** shall be held at the April or annual meeting of the membership.
 - 1. Elections shall be by a ballot method approved by the Chapter.
 - 2. In the event there is one nominee for any office, the vote for that office may be by acclamation or unanimous consent.
- E. **Consent of Nominee.** No name may be placed in nomination without the consent of the nominee.

Section 3. Vacancies

- A. A vacancy in the office of President shall be filled by the Vice President for the unexpired term.
- B. A vacancy in any other office shall be filled by the President with the approval of the Executive Committee for the unexpired terms.

Section 4. Removal from Office: Officers may be removed for failure to perform their duties, misconduct, etc. Two-thirds vote of the membership required.

Section 5. Duties of Officers

- A. The President shall:
 - 1. Serve as the official spokesperson of the Chapter or approve her designee;
 - 2. Preside over Chapter meeting and chair Executive Committee meetings;
 - 3. Call Special meetings;
 - 4. Cosign all vouchers and checks issued from the Chapter;
 - 5. Serve as ex-officio member of all committees except the Nominating Committee;

6. Enforce the National, Area and Local Chapter Constitutions and By- Laws;
7. Appoint the Parliamentarian, Operations Chair, Chapter Archivist, Chairs of Committees and Ad Hoc Committees, as needed;
8. Represent Chapter as appropriate;
9. Serve as delegate to National Assembly and Central Area Conference or designate a Chapter member to serve in her place if she is unable to attend;
10. Install new members;
11. Submit in writing an annual report at the April meeting and submit all Chapter records relating to her office to her successor or to the Chapter Archivist at the end of her term of office;
12. Perform other duties as directed by the Chapter, or as may be incident to this office; and
13. Abide by Roberts Rules of Order.

B. The Vice President shall:

1. Serve in absence of President in meetings and in ex-officio capacity with committees;
2. Serve as President for the remainder of the un-expired term should the office of the President be vacated;
3. Serve as Chair of Membership Committee and oversee new member intake in accordance with the Links, Incorporated Membership Manual and Manual of Procedures;
4. Report and coordinate correspondence to members on membership status and issues;
5. Serve as alternate to National Assembly and Area Conference or designate the Vice President or Chapter member to serve if she cannot attend;
6. Submit in writing an annual report at the April meeting and submit all Chapter records relating to her office to her successor or to the Chapter Archivist at the end of her term of office;
7. Be bonded at the expense of the Chapter;
8. Perform other duties as directed by the Chapter, or as may be incident to this office; and
9. Abide by Roberts Rules of Order.

C. The Recording Secretary shall:

1. Call the roll and establish a meeting quorum;
2. Keep accurate and detailed minutes of Chapter business meeting particularly all motions acted on by membership;
3. Prepare and present monthly minutes for distribution and acceptance by Chapter members. Chapter minutes may be distributed electronically or in print;
4. Submit in writing an annual report at the April meeting and submit all materials related to her office to her successor or the Chapter Archivist at the close of her term of office;
5. Perform other duties as directed by the Chapter, or as may be incident to this office; and
6. Abide by Roberts Rules of Order.

D. The Corresponding Secretary shall:

1. Read correspondence to members at monthly meeting or provide membership with electronic correspondence;
2. Prepare and timely forward monthly agendas and meeting notices and other notices as required;
3. Prepare and timely forward other correspondence on behalf of President and/or Executive Committee as required;
4. Submit in writing an annual report at the April meeting and submit all materials relating to her office to her successor or the Chapter Archivist at the close of her term of office;
5. Perform other duties as directed by the Chapter, or as may be incident to this office; and
6. Abide by Roberts Rules of Order.

E. The Treasurer shall:

1. Maintain Chapter financial records in accordance with accounting principles and National guidelines;
2. Handle all deposits and disbursements and maintain accurate records of same;
3. Cosign checks issued from the Chapter;

4. Advise Chairman of Membership of any members who have continuing outstanding financial obligations (i.e. over 30 days);
5. Prepare and present monthly financial report;
6. Prepare and present an annual budget;
7. Arrange for review of financial records on regular basis;
8. Coordinate with Financial Secretary the accurate maintenance of Chapter finances and records;
9. Chair the Audit/Finance Committee;
10. Submit all dues, assessments, financial forms and reports to National Headquarters **by the published deadline date;**
11. Prepare and timely submit all financial obligations on behalf of the Chapter to National, Area and The Links Foundation, Inc.;
12. Submit in writing an annual report at the April meeting and submit all materials relating to her office to her successor or the Chapter Archivist at the close of her term of office;
13. Perform other duties as directed by the Financial Handbook, chapter, or as may be incident to this office; and
14. Abide by Roberts Rules of Order.

F. The Financial Secretary shall:

1. Receive and record all incoming financial items;
2. Coordinate with Treasurer the accurate maintenance of Chapter finances;
3. Serve as member of the Audit/Finance Committee and Ethics Committee;
4. Provide receipts to members for financial items received;
5. Contact members who have continuing outstanding financial obligations (i.e. over 30 days);
6. Submit in writing an annual report at the April meeting and submit all material relating to her office to her successor or the Chapter Archivist at the close of her term of office;
7. Perform other duties as directed by the Financial Handbook, chapter, or as may be incident to this office; and
8. Abide by Roberts Rules of Order.

- G. The Parliamentarian shall:
1. Serve as a consultant to the President and other officers, committees and members on matters of parliamentary procedure when requested;
 2. Maintain a position of impartiality in giving parliamentary opinions during meetings;
 3. Be seated near the presiding officer for convenient consultation;
 4. Have current copies of *The Links, Incorporated's Constitution and Bylaws*, *The Links, Incorporated Manual of Procedure*, *the Chapter Bylaws* and *the latest edition of Robert's Rules of Order Newly Revised* at all Chapter meetings;
 5. Serve as chair of the Bylaws Committee; and
 6. Perform other duties as directed by the Chapter, or as may be incident to this office.
- H. The Operations Chair shall:
1. Lead the Operations team and manage the Chairs of each of the operational areas;
 2. Create and manage the operational strategic plan;
 3. Ensure each operational area meets the established timelines for deliverables at the Chapter, Area and National levels;
 4. Hold regular meetings to plan and implement strategies, processes, and best practices, as communicated in webinars;
 5. Provide a monthly report to the Executive Committee and Chapter Members;
 6. With the approval of the President, if the Vice President is unable to submit in writing an annual report at the April meeting and submit all Chapter records relating to her office to her successor or to the Chapter Archivist at the end of her term, the Operations Chair shall assume these responsibilities; and
 7. Shall abide by Roberts Rules of Order.

ARTICLE V. Meetings

Section 1. Meetings

- A. The Detroit Chapter shall hold at least eight (8) regular meetings on a day agreed upon by the membership within the Chapter fiscal year, unless otherwise ordered by the Chapter.

Regular meetings shall be held face-to-face, unless otherwise directed or approved by the Executive Committee.

- B. The President may convene business or other Chapter meetings by teleconference, provided appropriately notice has been provided to the membership.
- C. The regular meeting held in April shall be known as the Annual meeting and shall be for the purpose of:
 - 1. Receiving the written annual reports of officers and committees; and
 - 2. Any other business that may arise.

Section 2. Special Meetings. Special meetings may be called by the President, Executive Committee, or by five or more Active members.

- A. Authorization must be in the bylaws in order to have special, or called, meetings.
- B. Notice shall be sent, at least one week, with an exception for emergencies.
- C. Only the specific item(s) stated in the call shall be considered.
- D. 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.

Section 3. Facets and Committees. Conference calling shall be allowed for Facets and other committees as a means of conducting meetings.

- A. The conference calls should be documented in the following manner: The calls can be recorded or minutes of the calls, including beginning and ending times, a list of the members present and an agenda, must be taken if the calls cannot be recorded and submitted the Program Chair.
- B. All voting during a teleconference meeting shall be by roll call.

Section 4. Quorum.

A simple majority of Active members shall constitute a quorum.

ARTICLE VI. Executive Committee

Section 1. Composition of Executive Committee. This committee shall consist of elected officers, the appointed officer(s) and the Immediate Past President. The Parliamentarian and the President shall not vote.

Section 2. Duties and Powers.

The Executive Committee shall:

1. Have authority to administer the affairs of the Chapter between its regular meetings.
2. Be subject to the orders of the Chapter.
3. Make recommendations to the Chapter.
4. Report all actions to the Chapter.

Section 3. Executive Committee Meetings. The Executive Committee shall meet at the call of the President.

Section 4. Quorum.

A simple majority of the Executive Committee shall constitute a quorum.

ARTICLE VII. Committees

Section 1. Each of the five (5) Program Facets shall consist of one-fifth of the Active members of the Chapter.

Section 2. The President shall appoint a chair and members for each Facet:

Services to Youth

The Arts

National Trends and Services

International Trends and Services

Health and Human Services

Section 3. The President shall appoint the chair and members of the standing committees that the Chapter knows it will require. Exception – Chair of Membership Committee, Nominating Committee, Finance Committee, Bylaws Committee, Standards and Ethics Committee, Archives Committee and the Program Committee, which shall be chaired by the Program Chair.

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. **Program Committee.** The Program Committee shall:
1. Be chaired by the Program Chair.
 2. Consist of the five Facet Chairs.
 3. Be responsible for implementing Chapter programs.
 4. Assist the chair in compiling the Chapter Program Report in a timely manner.
- C. **Finance Committee.** The Finance Committee shall:
1. Be chaired by the Treasurer and include the President, Financial Secretary, and a minimum of two other members.
 2. Receive proposed line items to the Proposed Budget from the membership by the October meeting.
 3. Prepare the Proposed Budget for presentation to the Executive Committee and the membership in the November meeting.
 4. Prepare and present financial records for audit timely.
- D. **Bylaws Committee.** The Bylaws Committee shall:
1. Be chaired by the Parliamentarian.
 2. Receive all bylaws amendments submitted appropriately and prepare each for submission to the Chapter.
 3. Be authorized to originate proposed amendments.
 4. If authorized, prepare and submit the proposed revision to the Chapter for consideration.
- E. **Ethics and Standards Committee.** The Ethics and Standards Committee shall:
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.
- F. **Internal Audit Committee.** This committee shall:

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;
2. Conduct an annual review of the chapter's financial records in accordance with the provisions of the *Financial Handbook of The Links, Incorporated*.

Section 4. 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.

Section 5. The President serves as an *ex-officio* member of the committees except the Nominating Committee, Internal Audit Committee, and the Ethics and Standards Committee.

ARTICLE VIII. 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 the Chapter may adopt.

ARTICLE IX. Amendments

Section 1. Amendment of Constitution and Bylaws. The Constitution and Bylaws may be amended at any regular meeting:

- A. By a two-thirds (2/3) vote provided that:
 1. The amendment(s) is presented in writing to the Bylaws Committee at least 7 days prior to the circulation of the amendment to Chapter members at the meeting at which it/they will be considered, subject to the twenty-five (25) day notice period to the Chapter membership.
 2. The proposed amendment(s) is/are circulated to active members of the Chapter at least twenty-five (25) days prior to the Chapter meeting at which it/they will be considered.
- B. By a nine-tenths (9/10) vote without previous notice.

Section 2. To be in compliance with the National Bylaws, any amendments to the National *Bylaws of The Links, Incorporated* shall be cause for related changes in the Chapter Constitution and Bylaws without adhering to the process outlined in the Chapter Constitution and Bylaws.

ARTICLE X. Finance

Section 1. Dues shall be determined by the Chapter, the Area, and the National Assembly. All yearly dues shall be paid not later than the March Chapter meeting of each year. In the event the member pays dues after the March due date, she will pay to the Detroit Chapter a late fee of fifty dollars (\$50.00). A member whose dues are received by National after May 31st shall forfeit her membership.

Section 2. The Detroit Chapter shall not incur any obligations to pay or reimburse for any services, materials, labor or other expenses over fifty dollars (\$50.00) unless:

- A. Such a proposed obligation is approved by the whole body either through a budget presented to the body or otherwise prior to such obligation being incurred; and
- B. If such proposed obligation is not approved by the body prior to its being incurred, or if such proposed obligation is greater than an amount approved by the body prior to it being incurred, a written contract or invoice must be submitted and approved in the following manner prior to the organization incurring such obligation:
 - 1. Any amounts less than five percent (5%) over the approved amount must be approved by the committee chair and the President;
 - 2. Any amounts greater than five (5%) percent but less than ten (10%) percent over the approved amount must be approved by the affected committee and the Chapter Executive Committee;
 - 3. Any amounts greater than ten (10%) percent but less than fifteen (15%) percent above over the approved amount must be approved by the Chapter Executive Committee;
 - 4. Any amount greater than fifteen (15%) over the approved amount must be approved by vote of the Chapter, and
- C. A written contract and/or invoice is submitted to the Financial Secretary prior to payment.
- D. A voucher will be submitted to the Financial Secretary and upon receipt of such voucher, payment will be issued by the Treasurer.

Section 3. Active members shall meet all Chapter and National financial obligations prior to submission of dues and assessments to National Headquarters.

Section 4. Annual National dues and assessments shall be paid electronically to National Headquarters from the Chapter's Operating Account payable to The Links, Incorporated by April 1 of each year.

Section 5. 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 vote of the active members present and voting is required to adopt an assessment.