



**THE LINKS, INCORPORATED  
KNOXVILLE (TN) CHAPTER  
KNOXVILLE, TENNESSEE  
BYLAWS**

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# **THE LINKS, INCORPORATED KNOXVILLE (TN) CHAPTER BYLAWS**

## **Article I – Name and Boundaries**

**Section 1.** The name of the Chapter in this article is the Knoxville (TN) Chapter of The Links, Incorporated.

**Section 2.** The boundaries and service area are Knoxville, Tennessee and the surrounding area within a 50-mile radius.

## **Article II – Purpose**

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. These bylaws shall outline specific rules not otherwise covered by the National Constitution and Bylaws of The Links, Incorporated that pertain to this chapter.

## **Article III – Members**

### **Section 1. Eligibility for membership**

Membership of the Chapter shall consist of women of high ethical standards who are, or have the potential of, making outstanding contributions to their communities in civic, educational, or intercultural activities, and who are residents of the specified locality for which the Chapter is set up to serve.

There shall be no more than sixty (60) non-daughters and granddaughters of Links. When Chapter reaches sixty (60), daughters of Links and granddaughters of Links (DOLs) shall not be counted when calculating number of Active members in Chapter for membership purpose. Alumna members are not included.

### **Section 2. Membership Classifications**

It is the responsibility of each Active member to be aware of the various membership classifications and to send written communication to the Membership Committee indicating changes in classifications.

#### **A. Active Members**

An Active Member is one who has met all the obligations of the Chapter: attendance, financial, and all other obligations assumed by the Knoxville (TN) Chapter of The Links, Incorporated. Chapter adoption of a fundraising project means that each member is obligated to fulfill the financial responsibilities entailed in the project proposal. An Active Member is obligated to pay Chapter, Area and National Dues and Assessments and to participate in the Chapter implementation of the National Program. All Active members shall be accorded all rights and privileges in The

Links, Incorporated. These include: voting, holding office, and participation in Chapter Meetings, Area Conferences and National Assemblies.

A member will forfeit her membership in The Links, Incorporated, if she fails to:

1. Meet the minimum meeting attendance requirement of five (5) regular scheduled meetings. Requests for exceptions shall be referred to the Membership Committee. The Membership Committee shall define criteria for granting exceptions to the attendance requirement.
2. Pay all Chapter, Area and/or National dues and assessments on or before the fourth Saturday in February of each year. A member who does not meet the minimum requirement of forty-eight (48) service hours by April 1 of each year will have until April 30 to meet said requirements, but a late penalty will be assessed according to National Bylaws. Failure to meet the requirement by May 1, will forfeit membership.
3. Meet the minimum forty-eight (48) hours requirement by May 1<sup>st</sup> of each year.
4. Meet the one-in-five (1 in 5) assembly/conference attendance requirement by May 1<sup>st</sup> of each year.
5. Forfeiture of membership is not considered a disciplinary action, and therefore cannot be appealed by the member. A letter shall be sent to the member indicating she has forfeited her membership. The Area Director will also be sent a letter notifying her of the member's forfeiture.
6. Attendance Sabbatical  
An Active member who demonstrates that she cannot fulfill the minimum attendance requirement of the Knoxville (TN) Chapter may be placed on a sabbatical from attending Chapter meetings for one (1) year at the discretion of the Knoxville (TN) 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 the Knoxville (TN) 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.

7. An active member must remain active in the Chapter in which she was 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.

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.
  - 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**

A member on leave of absence is an active member in good standing who, for reasons acceptable to the Chapter, is granted a leave of absence for one (1) year. 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. The Chapter may not grant leaves of absence in excess of ten percent (10%) of our membership during any year.

An Active member in good standing who desires a leave of absence for any reason acceptable to the Chapter shall make the request in writing to the Chapter, and must state with specificity the reason for the request. The request may be made at any time.

A leave of absence shall not exceed one (1) year. At the discretion of the Chapter, this leave may be extended an additional year in extreme circumstances with an additional written request. A leave may begin at any time during the fiscal year, but will end in accordance with the fiscal year.

A member who is on leave of absence is responsible for National dues and assessments, payable through the Knoxville (TN) Chapter of The Links, Incorporated. She must meet the Area Conference and National Assembly attendance (1 in 5) requirement. While on leave, a member is not responsible for the minimum forty-eight (48) hours of service requirement or Chapter dues, and has no Chapter responsibilities or privileges.

A Leave of Absence request is requested before February and the budget is presented.

#### **C. Alumna Member**

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 30<sup>th</sup> 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.
    - b. To attend Chapter meetings, she shall inform the Chapter president of her intent.
    - c. An alumna member shall give notice to the president when she plans to participate in any activity requiring a fee or assessment.
    - d. All financial responsibilities and required fees assumed by the alumna member must be paid through a Chapter.
  4. 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 Member**

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 fifty years of service or who, regardless of age, has given 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 30<sup>th</sup> of any given year and who submit the "Platinum Member Notification Form" by February 1<sup>st</sup> 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 or Chapter dues and assessments.

#### **E. Affiliate Member**

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-in-five 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 Member**

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.

Any member who falsely claims provisory membership status shall be subject to immediate loss of membership as voted by the Executive Committee of the Executive Council. 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. Attendance requirements**

Members are required to attend five (5) of the nine (9) regularly scheduled meetings. Requests for exceptions shall be referred to Membership Committee. The Membership Committee shall define criteria for granting exceptions to the attendance requirement.

Members are also required to attend and participate in at least one (1) National Assembly or Area Conference within each designated one-in-five (1 in 5) attendance and participation period.

#### **Section 4. Dues**

National, Area, and Chapter Dues and Assessments are due and payable by the fourth (4<sup>th</sup>) Saturday February Chapter meeting for the next fiscal year. Members will incur a \$25.00 late fee after the due date. Dues are non-refundable.

The Chapter budget will be presented annually at the November meeting and voted on at the January meeting. Chapter dues shall be determined when the budget is approved.

Members shall forfeit their membership if dues are not paid and submitted to Headquarters by May 1.

#### **Section 5. Resignations**

A member desiring to sever her connections with The Links, Incorporated must do so in writing, stating her reasons and addressing the correspondence to the Knoxville (TN) Chapter, provided dues and assessments are paid in full. The Knoxville (TN) Chapter shall forward copies of the member's letter to the National Chair of Membership, National Financial Secretary, and the Area Director. The resignation becomes final when accepted by the Chapter and formally acknowledged at the National Assembly.

#### **Section 6. Reinstatement**

A member may be reinstated provided she meets the requirement in Article I Section 12 of the Constitution and Bylaws of The Links, Incorporated.

#### **Section 7. Transfers**

- A. A member desiring to transfer to another chapter, or to affiliate status, shall be a member in good standing with this chapter. The member's status shall be verified with the Membership Committee Chair and Financial Officers before forms are signed and forwarded to National. (Active member must have a change in residence.)
- B. An Active member moving to the jurisdiction of the Knoxville (TN) Chapter shall, upon request, be permitted to transfer to the Chapter provided it has not reached its maximum number of members. A member in the process of transferring shall be granted a period, not to exceed six (6) months, to affect the transfer.
- C. An Active member establishing a new residence in another Chapter's boundaries must request a transfer to that Chapter. An Active Member, who is in the process of transferring to another Chapter in her new Chapter's boundaries, shall be granted a period, not to exceed six (6) months, to request the form from National Headquarters and to complete the transfer process. Acceptance for a transferee is mandatory into membership provided that the Chapter has not reached its maximum number of members. A member who moves outside the Chapter boundaries of the Knoxville (TN) Chapter and does not request a transfer within six (6) months of doing so, shall be referred to the Executive Committee and Area Director for action according to



National Bylaws.

**Section 8. Service Requirement**

Each Active member shall meet the minimum forty-eight (48) hour service requirement of The Links, Incorporated.

**Section 9. Fiscal Year**

The fiscal year is May 1 to April 30.

**Section 10. New Member Intake**

- A. 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.
- B. 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.
- C. Voting on Daughters of Links and Granddaughters (DOL) of Links nominated for membership may take place at any regular Chapter meeting between September and May. DOLs shall be elected by a 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 September and May. Membership in the Knoxville (TN) Chapter for Non-DOLs requires a two-thirds (2/3) majority affirmative vote of the active Chapter members who are present and voting. Absentee voting is prohibited.
- E. Membership processing with National Headquarters and the induction of the new member(s) shall follow the Bylaws, Article I Membership, Section 8, and the procedures established in the Manual of Procedures, Bylaws. Article I.
- F. The daughter or granddaughter of a member of The Links, Incorporated who is at least twenty-one years of age, meets the membership criteria, resides in the locality that the Chapter is established to serve shall be eligible for membership and is sponsored by her grandmother who is a member of The Links, Incorporated.
- G. The time for induction is between May 1 and June 30.
- H. All new members shall participate in a one-year mentoring and development program following induction.

**B. Membership Committee**

The Membership Committee shall:

1. Consist of the Vice-President as Chair, the Financial Secretary and at least four (4) members appointed by the President.
2. Be responsible for new member orientation.
3. Be responsible for new member induction ceremony
4. Contact persons elected for membership to ascertain their interest and forward the responses to the Financial Secretary.
5. Records the names of prospective new members who are not voted into membership and/or who do not accept membership.
6. Maintain an accurate roster of members, including accurate history of members' participation in Area Conferences and National Assemblies.
7. Keep a record of all absences.
8. Notify members of disciplinary actions due to non-compliance with the Constitution and Bylaws (National) or Chapter Bylaws. These letters are to be co-signed by the President.
9. Notify members on Leave of Absence (LOA) in writing at least thirty (30) days before their leave expires and request member's written response.
10. Conduct activities to engage members in fostering love and friendship.

#### **Article IV – Officers**

**Section 1.** The elected officers of The Knoxville (TN) Chapter of Links, Incorporated shall be:

President  
 Vice-President  
 Recording Secretary  
 Corresponding Secretary  
 Financial Secretary  
 Treasurer

**Section 2.** The officer appointed by the President is the Parliamentarian.

**Section 3.** Qualifications for Officers

Elected Officers shall be:

- a. Active members at the time of the election and remain active during tenure.
- b. Financial at the time of election and remain so during tenure.
- c. Able to attend regularly scheduled Chapter meetings.

**To qualify for the office of President, a member shall have**

- a. Been a Link for at least (4) continuous years.
- b. Been a member of the Knoxville (TN) Chapter for at least two (2) continuous years.
- c. Attended at least one (1) National Assembly or one (1) Area Conference during the last five (5) years.
- d. Administrative as well as leadership experience.

**To qualify for the office of Vice-President, a member shall have**

- a. Been a Link for at least (4) continuous years.
- b. Attended at least one (1) National Assembly or Area Conference during the last five (5) years.
- c. Administrative as well as leadership experience to assume the role of President.
- d. Served at least one term on the Chapter Membership Committee.

**To qualify for the office of Recording Secretary a member shall** possess the necessary skills to record, organize, and edit proceedings of the Chapter.

**To qualify for the office of Corresponding Secretary a member shall** have proven computer skills necessary to relay information in an efficient and timely manner.

**To qualify for the office of Treasurer a member shall**

- a. Have experience in handling organizational funds and shall have shown the ability to keep accurate records.
- b. Be able to reconcile Chapter's accounts using standard acceptable accounting practices.
- c. Possess the ability to prepare and perform banking transactions in a timely manner, but no more than ten (10) days after receipt of funds for deposit.
- d. Have been a Link for two (2) continuous years.

**To qualify for the office of Financial Secretary a member shall** possess business administrative skills and the ability to keep accurate records of funds.

**Section 4. Term of Office**

Officers shall serve for a term of two (2) years or until their successors are elected. Terms shall begin following induction during the May Chapter meeting. An elected officer may succeed herself in office. She shall not serve more than two (2) consecutive terms in the same office. Officers shall assume their respective offices after a transition period, but no later than June 30. In the event that an officer does not complete her maximum term of two (2) years, her successor shall be considered to have served an unexpired term. An officer serving such an unexpired term shall be eligible for election for the maximum term of the office.

**Section 5. Nomination Procedure and Election of Officers and Nominating Committee**

Nominating Committee members are not officers, but this committee should be elected. The President is not a member of this committee.

- A. A Nominating Committee of five members shall be elected by ballot at the February 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 **[election by the chapter or appointment by the Executive Committee.]**

- B. The Nominating Committee shall:
  - 1. Nominate one candidate for each office to be filled at the regular April meeting;
  - 2. Present its report at the regular meeting in March;
  - 3. Is automatically discharged when its report is formally presented to the assembly; and
  - 4. Is only revived if a nominee withdraws before the election.
- C. Nomination from the floor. After the nominating committee presents its report and before voting takes place at the regular April meeting, additional nominations from the floor shall be permitted.
- D. The committee shall report the nominees at the next meeting.
- E. Election of officers shall be held at the regular chapter meeting.**
  - 1. Officers shall be elected by ballot or other electronic method approved by the chapter.
  - 2. In the event there is one nominee for any office, the vote for that office may be by voice vote or by acclamation.
- E. Consent of Nominee. No name may be placed in nomination without the consent of the nominee.
- F. Office Vacancies
  - 1. The Vice-President shall fill a vacancy in the office of the President for the unexpired term.
  - 2. A vacancy in any other offices shall be filled by the President with the approval of the Executive Committee for the unexpired terms.
- G. Removal from Office: Officers may be removed for failure to perform their duties, misconduct, etc. Two-thirds vote of the membership is required unless otherwise specified in the chapter bylaws.

## **Article V – Election of Officers**

The officers of the Knoxville (TN) Chapter, with the exception of the Parliamentarian, shall be elected by ballot at the April meeting and installed at the May meeting.

## **Article VI – Duties of Officers**

Officers shall perform the duties specified by the bylaws and the parliamentary authority adopted by The Links, Incorporated.

### **Section 1. The President shall:**

- A. Serve as the official spokesman of the Chapter.
- B. Preside at all regular, special and Executive Committee meetings.

- C. Coordinate and facilitate the chapter workshop following the National Assembly or Area Conferences.
- D. Appoint the chairman and members of committees with the exception of the Nominating Committee.
- E. Sign all vouchers and serve as one of three Chapter officers with the ability to co-sign Chapter checks, with a minimum of two (2) signatures.
- F. Issue, sign and forward all vouchers to Treasurer for payment.
- G. Appoint a Parliamentarian and may appoint other officers as needed.
- H. Coordinate and prepare the chapter handbook for distribution at the September meeting.
- I. Serve as delegate to the National Assembly, Area Conference, and as representative to the Summit or other designated meeting.
- J. Serve as ex-officio member of all committees except the Nominating Committee, the Internal Audit Committee and the Ethics and Standards Committee.
- K. Convene, when desired, the elected officers to function as an Executive Committee to make recommendations, review reports, and to act in periods of emergency or inactivity, etc.
- L. Call special meetings with one week's notice.
- M. Enforce Robert's Rules of Order and the Bylaws.
- N. Assign duties to other officers and Chapter members as deemed necessary.
- O. Send a current monthly meeting agenda to the recording secretary for distribution to Chapter members with the Minutes from the previous monthly meeting.
- P. Be bonded at the expense of the Chapter.
- Q. Perform other duties as directed by the Chapter or as may be incident to this office.

**Section 2. Vice President shall:**

- A. In the absence of the President, or at the request of the President, discharge all of the duties and functions of the President. If the President is unable to perform the duties, the Vice-President shall notify National Headquarters of said change.
- B. Serve as Chairman of the Membership Committee.
- C. Automatically move into the Presidency at the end of her office.
- D. Serve as President-Elect to automatically move into the Presidency at the end of her office.
- E. Attend at least one (1) membership workshop at the National Assembly or Area Conference.
- F. In the event of disability or resignation of the President, serve as President for the remainder of the unexpired term.
- G. Serve as a member of the Executive Committee and Ethics and Standards Committee.
- H. Take necessary action regarding a member's status in the Chapter.
- I. Be bonded at the expense of the Chapter.
- J. Perform other duties as directed by the chapter, or as may be incident to this office.

**Section 3. The Recording Secretary shall:**

- A. Record the proceedings of all meetings of the chapter and the Executive Committee.
- B. Keep the chapter's official membership roll.

- C. Have custody of all books and papers except those specifically assigned to other officers and chairmen.
- D. Keep faithfully a detailed record of Chapter meetings and an accurate file of Chapter papers.
- E. Maintain an accurate accounting of attendance at meetings and sources of funds coming into the Chapter as a part of the minutes of each meeting.
- F. Prepare all ballots for voting and record all official votes.
- G. Keep accurate and detailed records of the Chapter meetings and Executive Committee meetings.
- H. Compile, organize, edit, and electronically disseminate or mail printed copies of the minutes at least one week prior to the next scheduled Chapter meeting.
- I. Conduct roll call and certify voting members.
- J. Maintain an accurate record of attendance at Chapter meetings and Executive Committee meetings for the purpose of proving the 48-hours requirement for each member.
- K. In the absence of the Recording Secretary, her duties shall be performed by a member designated by the President.
- L. Update necrology information of Links, Connecting Links, and Heir-O- Links in the Membership Management System within 24 hours of death notification.
- M. Complete the online Chapter Profile each year.
- N. Verify each Chapter members' one-in-five information within the online Membership Management System.
- O. Run relevant reports to include one-in-five membership reports and Chapter rosters.
- P. Serve as a member of the Executive Committee.
- Q. Perform other duties as directed by the chapter, or as may be incident to this office.

**Section 4. The Corresponding Secretary shall:**

- A. Notify all members of regular and special meetings.
- B. Conduct the general correspondence of the chapter.
- C. Keep and provide attendance records of all meetings including Executive Committee meetings, when requested.
- D. Notify the Membership Committee Chairman of members not meeting attendance requirements.
- E. Prepare, for the signature of the President, all official correspondence of the Chapter and retain backup copies of all outgoing mail.
- F. Disseminate complete and accurate rosters to Chapter members (Roster received from Chapter Recording Secretary who generates from Membership Management System).
- G. Send meeting notices to all members.
- H. At the President's request, read or distribute copies of all pertinent correspondence at each Chapter meeting.
- I. May serve as back-up Recording Secretary in Chapter Recording Secretary's absence.
- J. Serve as a member of the Executive Committee.
- K. Perform other duties as directed by the chapter, or as may be incident to this office.

**Section 5. The Financial Secretary shall:**

- A. Receive and record all monies of the chapter.

- B. Write receipts in triplicate, one for the payee, one for the treasurer and one for her file.
- C. Reconcile her receipts to the total received and turn over the cash/checks and a set of receipts to the treasurer.
- D. Advise the Chapter when a budget item is to be exhausted.
- E. Assist the Treasurer, at her request, in the preparation of any material she may be called upon to present.
- F. Transfer said income funds to the Treasurer.
- G. Maintain records of all financial receipts.
- H. Provide receipts to Chapter members for Chapter income.
- I. 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.
- J. Advise the Chairman of the Membership Committee of any member who has not met all financial obligations by the March meeting.
- K. Present a financial report of the receipt of funds to the chapter at each chapter meeting.
- L. Present an annual written report to the chapter, followed by the submission of the financial records for internal or outside audit.
- M. Be thoroughly familiar with Article X. Finance, of the National Bylaws; Article X Finance, the Manual of Procedures and the current Financial Handbook of The Links, Incorporated.
- N. Serve as a member of the Finance Committee and as a member of the Executive Committee.
- O. Be bonded at the expense of the Chapter.
- P. Perform other duties as directed by the Financial Handbook, chapter, or as may be incident to this office.

**Section 6. Treasurer shall:**

- A. Receive all monies collected by the Financial Secretary, giving her proper receipt for the same.
- B. Promptly deposit all funds belonging to the Knoxville (TN) Chapter received from the Financial Secretary in a local bank to the account of the Knoxville (TN) Chapter of the Links, Incorporated in a timely manner; but no more than ten (10) days after receipt of same funds.
- C. Provide receipts to the Financial Secretary for total amount of funds received by an itemized Memorandum of Cash.
- D. Received showing the source of all funds.
- E. Verify the amount of cash received, sign the Memorandum of Cash Received, keep the duplicate copy of the Memorandum and return the signed copy to the financial Secretary.
- F. Pay all accounts approved by the chapter and accompanied by voucher duly signed by the President.
- G. Write authorized checks according to budgeted amounts which must be cosigned by the President, or the Vice President in the absence of the President.

- H. Serve as one of three Chapter officers with the ability to co-sign Chapter checks, with a minimum of two (2) signatures.
- I. Maintain a record of monies disbursed, to whom paid and the reason for the expenditure.
- J. Keep accurate records of the bank balance in the checkbook.
- K. Submit all dues, assessments, financial forms and reports to National Headquarters by the published deadline date.
- L. File the Tax Form 990 annually by September 15th with the Internal Revenue Service with a copy submitted to the National Headquarters as outlined in *The Links, Incorporated Manual of Procedures* Article II Financial Handbook. .
- M. Present a financial report of the receipt and disbursement of funds to the chapter at each Chapter meeting.
- N. Present a written annual report at the chapter's Annual Meeting with the report of the previous year's Internal Audit Committee attached.
- O. Submit an annual report in writing at the end of the fiscal year (April 30<sup>th</sup>) to the Chapter membership.
- P. Submit records to the Audit Committee or outside auditor not later than May 31<sup>st</sup> each year.
- Q. Be thoroughly familiar with Article X Finance of the National bylaws; Article XII Finance of the National Manual of Procedures and the current Financial Handbook of The Links, Incorporated.
- R. Provide receipts to the Financial Secretary for total amount of funds received by an itemized Memorandum of Cash Received showing the source of all funds.
- S. Verify the amount of cash received, sign the Memorandum of Cash Received, keep the duplicate copy of the Memorandum and return the signed copy to the financial Secretary.
- T. Issues checks upon the account of the Knoxville (TN) Chapter of The Links, Incorporated, in payment thereof upon receipt of an official, itemized Disbursement Voucher signed by the President.
- U. Obtain appropriate co-signatures before presenting checks for reimbursement of payments.
- V. Have Chapter accounts audited by a Certified Public Accountant every two (2) years or more regularly if voted upon by the Chapter.
- W. Provide a written copy of the monthly Treasurer's report to Chapter members at every regular Chapter meeting or more regularly as requested by the President. The report shall have the following information:
  - 1. Total monthly expenditures (expenses).
  - 2. Individual check number, item paid with description.
  - 3. Total monthly income.
  - 4. Individual description for each income item.
- X. Reconcile records with the Financial Secretary and Recording Secretary by June 30 of each year.
- Y. Perform other such duties as may be requested by the President.
- Z. Transfer the checkbook to the incoming Treasurer after she becomes bonded.
- AA. Serve as Chairman of the Budget Committee and as a member of the Executive Committee.



- BB. Be bonded at the expense of the Chapter.
- CC. Perform other duties as directed by the chapter, or as may be incident to this office.

**Section 7. The Parliamentarian shall:**

- A. Serve as a consultant to the President and other officers, committees and members on matters of parliamentary procedure when requested.
- B. Maintain a position of impartiality in giving parliamentary opinions during meetings.
- C. Be seated near the presiding officer for convenient consultation.
- D. 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.
- E. Serve as Chairman of the Constitution and Bylaws Committee.
- F. Perform other duties as directed by the chapter, or as may be incident to this office.

**Section 8. The Historian shall** be responsible for collecting and archiving materials relating to the history of the Knoxville (TN) Chapter of The Links, Incorporated.

**Article VII – Executive Committee**

**The Executive Committee** shall be composed of all elected officers, the immediate past President, the Chair of the Program Committee and the Parliamentarian. The President and Parliamentarian should not vote.

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.

**Section 1.** The meetings of the Executive Committee shall be determined by the Committee or called by the President, as she deems necessary.

**Section 2.** The minutes of the Executive Committee meetings, including recommendations, shall be available at Chapter meetings.

**Section 3.** Any member may attend Executive Committee meetings as a non- voting member.

**Section 4. Duties and Powers**

The Executive Committee shall:

- A. Have authority to administer the affairs of the chapter between its regular meetings.
- B. Be subject to the orders of the chapter.
- C. Make recommendations to the chapter.
- D. Report all actions to the chapter

**Section 5. Executive Committee Meetings**

The Executive Committee shall meet upon the call of the President or at the written request of \_\_\_\_\_ members of the committee.

**Section 6. Quorum**

A quorum for the executive committee meeting shall consist of one half of the voting members of the executive meeting plus one (1).

**Article VIII - Facets and Standing Committees**

**Section 1.** There shall be five (5) Program Facets of the Knoxville (TN) Chapter as set forth by The Links, Incorporated. Each of the five (5) Program Facets shall consist of one fifth (1/5) of the Active members of the chapter. The President shall appoint chairs and members for each facet.

Services to Youth  
The Arts  
National Trends and Services  
International Trends and Services  
Health and Human Services

**Section 2.** The Standing Committees of the Knoxville (TN) Chapter of The Links, Incorporated are as follows:

Finance Committee  
Program Committee  
Membership Committee  
Constitution and Bylaws Committee  
Public Relations and Communications Committee  
Social and Courtesy Committee  
Nominating Committee  
Technology Committee  
Ethics and Standards Committee  
Archives and History Committee  
Organizational Effectiveness Committee  
Fundraising Committee

**Sections 3.** 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.

**Section 4. Duties of Standing Committees**

All Committee Chairs shall submit a written report of activities for the year to the Chapter by the fourth Saturday in October of each year. Such reports shall be used as the basis for the President's Report to the National Office.

**A. Finance Committee**

The Finance Committee shall:

1. Be chaired by the Treasurer and include the President (ex officio), the Financial Secretary, Program Chair, Immediate Past Treasurer, Immediate Past Financial Secretary and other members who express an interest.
2. Prepare annual budget recommendations for the Chapter based on the previous years' expenditures and chapter program activities and events for the upcoming year.
3. Make recommendations regarding Chapter dues and assessments.
4. Provide oversight of Chapter expenditures to ensure that they are in compliance with the approved budget.
5. Give counsel on monetary requests made to the Chapter.
6. Ensure that all appropriate submissions to the Internal Revenue Service be made in a timely manner, meeting any expressed deadlines.
7. The Treasurer shall have check signing authority. (The Financial Secretary does not have this authority.)
8. Prepare the budget for presentation to the Executive Committee at the November Meeting.
9. Perform duties as required in the Financial Handbook.

### **C. Program Committee**

The Program Committee shall:

1. Consist of the Program Chair and the five (5) Program Facet Committee Chairs.
2. Be responsible for implementing Chapter programs.
3. Assist the chair in compiling the Chapter Program Report in a timely manner.
4. Report the proposed activities for the year at the October meeting.
5. Send reports to the appropriate Area and National Program Coordinators, Directors and Chairs as required or requested by Area and National.

### **D. Membership Committee**

The Membership Committee shall:

11. Consist of the Vice-President as Chair, the Financial Secretary and at least four (4) members appointed by the President.
12. Be responsible for new member orientation.
13. Be responsible for new member induction ceremony
14. Contact persons elected for membership to ascertain their interest and forward the responses to the Financial Secretary.
15. Records the names of prospective new members who are not voted into membership and/or who do not accept membership.
16. Maintain an accurate roster of members, including accurate history of members' participation in Area Conferences and National Assemblies.
17. Keep a record of all absences.
18. Notify members of disciplinary actions due to non-compliance with the Constitution and Bylaws (National) or Chapter Bylaws. These letters are to be co-signed by the President.
19. Notify members on Leave of Absence (LOA) in writing at least thirty (30) days before their leave expires and request member's written response.

20. Conduct activities to engage members in fostering love and friendship.

**D. Constitution and Bylaws Committee**

The Constitution and Bylaws Committee shall consist of the Parliamentarian as Chair and two (2) members, appointed by the President. This 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. Public Relations and Communications Committee**

The Public Relations and Communications Committee shall:

1. Develop a plan to provide the community with information about the Knoxville (TN) Chapter of the Links, Incorporated and promote the Chapter's upcoming service activities and programs through press releases.
2. Develop and implement public relations goals for the upcoming year.
3. Enhance projects and activities to make them more appealing to the media.
4. Cultivate relationships with the news media and maintain a press list.
5. Secure the presence of print and television media at Chapter community activities and programs.
6. Help create a public image conducive to membership development.
7. Any additional duties as deemed appropriate by the Executive Committee.

**F. Social and Courtesy Committee**

The Social and Courtesy Committee shall consist of a Chair and four (4) members appointed by the President. This committee shall:

1. Carry out duties in connection with the general welfare of the Chapter membership.
2. Provide events the Chapter will select as social activities for the Chapter a minimum of four (4) times per year.
3. Provide cards, flowers, or other gifts for Link members in times of illness, bereavement, weddings, and other appropriate occasions.
4. Present biennial recommendations as to the appropriate acknowledgement for the aforementioned occasions in a Chapter member's life. These recommendations shall be voted on by the Chapter and adopted as Standing Rules.

**G. Nominating Committee**

The Nominating Committee shall consist of five (5) members elected by the Chapter at the February meeting in the year that the elected officers' terms expire. The Chair shall be selected by the Committee members. The Committee shall:

1. Submit a slate of candidates for office and a slate for members of the Nominating Committee at the March meeting, having sent a copy of this slate to all members at least seven (7) days prior to the meeting.
2. The committee shall collect and tally votes/ballots.
3. Develop and implement a member self-nomination process.
4. Be responsible for conducting the installation of officers at the May meeting.
5. Submit names to the Chapter of a candidate to fill a vacant office, except the office of President.

#### **H. Technology Committee**

The Technology Committee shall:

1. Provide technological support for the Chapter.
2. Provide methods for efficient, clear notification to all Link members.

#### **I. Ethics and Standards Committee**

The Ethics and Standards Committee shall consist of five (5) members, two of whom shall be the Vice President/Membership Chair and the Parliamentarian. The president shall appoint three (3) members, one of whom shall serve as Chair. The President shall not serve as a member of the committee.

The Committee shall:

1. Collect and file signed and dated copies of the Member Acknowledgment Form.
2. Collect, review, approve and file executed copies of Conflict of Interest Disclosure Statements and Confidentiality Statements.
3. Oversee the process for handling ethical complaints.
4. Serve as a resource for members on ethical issues.
5. Monitor implementation of the Code of Ethics.
6. Oversee and ensure due process involving alleged violations of the Code of Ethics.
7. Notify the President, by simultaneous receipt, of any complaint received by the committee

#### **J. Archives and History Committee**

The Archives and History Committee shall:

1. Consist of at least five (5) members.
2. Keep an official record of the history of the Chapter; and
3. Develop methods to collect, codify, collate, and arrange for storage of documents, artifacts, and memorabilia of Chapter activities of The Links, Incorporated.

#### **K. Organizational Effectiveness Committee**

The Organizational Effectiveness (OE) Committee serves as watchful stewards of the two pillars of The Links, Incorporated: Friendship and Service. The OE Committee shall:

1. Ensure all interconnected parts of The Links, Incorporated are aligned strategically to achieve the organization's purposes and strategic directions.
2. Foster positive cultures which promote strong bonds of friendship and exemplary service through transformational programming.
3. Support ownership and commitment to the process of change consistent with the organizational motto of "friendship and service".
4. Periodically survey chapter membership to determine barriers to chapter effectiveness.
5. Engage chapter in providing opportunities which enhance chapter meetings and increase sisterly relations.

#### **L. Fundraising Committee**

The Fundraising Committee is responsible for ensuring the chapter raises funds to insure the financial viability and stability of the chapter. Membership of the Fundraising Committee is appointed by the President.

The Fundraising Committee shall:

1. Find and create chapter fundraising opportunities to support programming.
2. Annually submit a fundraising plan as part of the chapter planning and budgeting process.
3. Submit fundraising plans to the Executive Committee and Chapter for approval prior to implementation.
4. Lead the chapter in evaluating each fundraiser to see if objectives were met and to gather recommendations for improving future fundraisers

#### **M. Internal Audit Committee**

The Internal Audit 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 The Links, Incorporated.

#### **N. 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 of the special committee.

### **Article IX – Meetings**

**Section 1.** Regular meetings of The Knoxville (TN) Chapter of The Links, Incorporated shall be scheduled and held on the fourth (4<sup>th</sup>) Saturday during the months of May, June, September, October, January, February, March and April. During the month of November, the meeting shall be held on the third (3<sup>rd</sup>) Saturday. Exceptions require a vote at a Chapter meeting at which a quorum is present. Regular meetings shall be held face-to-face, unless otherwise directed or approved by the Executive Council.

**Section 2.** Electronic meetings may be used to enhance information systems within the Links. Meetings may include the use of email, telephone tree, telephone conferences, etc. 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.** The Knoxville (TN) Chapter shall hold nine (9) regular meetings each year beginning with the fourth Saturday in May and ending with the meeting on the fourth (4<sup>th</sup>) Saturday in April.

**Section 4.** A quorum to conduct business shall consist of one less than half of the membership.

**Section 5.** Annual Meeting. The regular meeting held on the fourth Saturday in ~~May~~ April shall be known as the Annual meeting and shall be for the purpose of:

- A. Receiving the written annual reports of officers and committees; and
- B. Any other business that may arise.

**Section 6.** Special Meetings. Special meetings may be called by the President, Executive Committee, or by five or more Active members.

A. Notice shall be sent ten (10) days prior to the meeting date, except in conditions of emergency. Ten (10) days shall be computed by counting all calendar days (including holidays and weekends), excluding the day of the meeting but including the day the notice is sent.

B. Only the specific item(s) stated in the call shall be considered.

**Section 7.** Planning Workshop. The Planning workshop shall be held in September following the National Assembly or Area Conference. The Planning workshop shall be hosted by the Chapter and coordinated by the President.

## **Article X – Finances**

**Section 1.** All members handling funds shall be bonded.

**Section 2.** The fiscal year of the Knoxville (TN) Chapter shall be identical to that of the National Office, May 1 through April 30 of each year.

**Section 3.** National, Area, and Chapter Dues and Assessments are due and payable by the fourth (4<sup>th</sup>) Saturday ~~February~~ April Chapter meeting. Members will incur a \$25.00 late fee after the due date. Dues are non-refundable.

**Section 4.** The Chapter budget will be presented annually at the November meeting and voted on at the January meeting. Chapter dues shall be determined when the budget is approved.

**Section 5.** Discretionary Fund

- A. At the discretion of the Chapter, funds shall be regularly invested in an earning account to be known as a “Discretionary Fund”.
- B. Funds on hand in the amount of \$500.00 shall be used to establish the Discretionary Fund beginning January 1971.
- C. Utilization of Discretionary Fund earnings shall be made by Chapter agreement.

**Section 6.** Chapter Assessments shall be paid as voted by a majority of the Chapter members. Assessments must be paid no later than the announced due date. A \$50.00 per month penalty shall be added each month to the original assessment beginning 30 days after the original due date.

**Section 7.** The membership shall be notified of any proposed Chapter Assessments at the meeting prior to the one at which a vote on the assessment is taken.

## **Article XI – Projects**

**Section 1.** The Knoxville (TN) Chapter of The Links, Incorporated shall participate in all National projects as written in the Charter.

**Section 2.** Projects of the Knoxville (TN) Chapter shall be selected by the Chapter membership from written recommendations submitted by the various committees that implement the National Program.

**Section 3.** Detailed, written recommendations for projects, including budgetary material, shall be submitted to the Chapter by the fourth Saturday in October.

**Section 4.** The Fundraising Committee may initiate and/or receive and screen proposals for Chapter fundraising activities. The Committee will study the feasibility and appropriateness of suggested projects and make recommendations to the Chapter for its determination as to the project to be implemented. The Committee will provide leadership in the implementation of those projects agreed upon by majority vote of the membership. Accounting of funds received from fundraising events shall be included in a separate budget from the operating budget.

**Section 5.** Chapter adoption of a project makes participation therein a Chapter obligation for the membership. When proposals are made to the body, the Budget Committee should outline the expectations from each member in terms of personal and financial support.

## **Article XII – Courtesies**



**Section 1.** The Chapter shall recognize the following immediate family members: husband, children, and parents (or anyone serving in the capacity of parent).

**Section 2.** A Member shall notify (or have someone notify) the President or Courtesy Chair as to when courtesy is to be extended.

**A. Illness**

Active and Alumna Members who are hospitalized shall be sent flowers, fruit or an appropriate gift not to exceed \$50.00 per fiscal year. Subsequent hospitalizations will be acknowledged by a card.

Members ill at home shall initially receive a card. A courtesy (such as a fruit basket or flowers) will be given if confinement exceeds two (2) weeks. This courtesy shall be extended per fiscal year. Immediate family members shall receive a card during their illness.

**B. Death**

A floral arrangement or courtesy as requested by the family, not to exceed \$125 plus tax, shall be provided upon the death of Active or Alumna Member.

A floral arrangement or courtesy as requested by the family, not to exceed \$100 plus tax, shall be provided upon the death of an immediate family member of an Active member.

Upon the death of a brother or sister a card will be sent to the Active member.

**C. Marriage**

A courtesy in the amount of \$50.00 shall be given for the first marriage of Active members. Subsequent marriages shall be acknowledged by a card.

**D. Births**

A gift certificate in the amount of \$50.00 shall be given for the birth or adoption of a child of Active members.

**E. Retirement**

A card shall be sent to a member upon the occasion of retirement.

**F. Outstanding Achievements**

A courtesy in the form of a congratulatory card shall be sent in the event of education or career advancement.

**G. Special Recognition**

As agreed upon by the Chapter.

**H. Members Transferring**

A courtesy, not to exceed \$50.00, shall be given to the transferring member.

## **I. Alumna or Platinum Status**

A courtesy, not to exceed \$50.00, shall be given to the member.

## **Article XII – Ratification**

Ratification of the Bylaws of the Knoxville (TN) Chapter of The Links, Incorporated shall require a quorum (one less than half) vote of the active membership of the Chapter.

## **Article XIII – Rituals and Emblems**

**Section 1.** The following shall be the official emblems of the Knoxville (TN) Chapter of The Links, Incorporated:

Flower: White Rose

Colors: Green and White

Insignia: World Globe Encircled by Chain

**Section 2.** The official rituals of The Links, Incorporated shall be used for all ceremonies.

## **Article XIV – Delegate and Alternate**

### **Section 1. Delegate**

- A.** The President shall be the delegate to the National Assembly and the Area Conference, and represent the chapter at the Area Summit.
- B.** If the President is unable to attend, the delegate shall be the Vice President.
- C.** In the event the President nor the Vice President is able to attend, the delegate shall be elected by a two-thirds (2/3) vote at a regular or special chapter meeting.
- D.** The delegate shall prepare a printed report of the business proceedings, programs and activities of the National Assembly or Area Conference at the September meeting.

### **Section 2. Alternate**

- A.** The Vice President shall be the alternate to the National Assembly and the Area Conference.
- B.** In the event the Vice President is unable to attend, the alternate shall be elected by a two-thirds (2/3) vote at a regular or special chapter meeting.
- C.** The alternate shall present a printed report of her involvement at the National Assembly or Area Conference at the September meeting.

### **Section 3. Expenses**

- A.** The following expenses for the delegate shall be paid in full by the chapter:
  - 1. Registration fee.

2. Round-trip transportation to Assembly/Conference city.
3. Single occupancy room rate for days requiring delegate's attendance.
4. Transportation to and from hotel.
5. Tips and Gratuities.
6. All meals not included in the registration fee.

**B.** The following expenses for the alternate shall be paid in full by the chapter:

1. Registration fee.
2. Round-trip transportation to Assembly/Conference city.
3. Single occupancy room rate for days requiring alternate's attendance.
4. Transportation to and from hotel.
5. Tips and Gratuities.
6. All meals not included in the registration fee.

### **Article XV – Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern this chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the bylaws of The Links, Incorporated, the Manual of Procedures of The Links, Incorporated and any special rules or order this chapter may adopt.

### **ARTICLE XVI-- Amendments to the Bylaws**

#### **Section 1. Amendment of Bylaws**

These Bylaws may be amended at any regular meeting: By a two-thirds (2/3) vote provided that:

- A. The amendment(s) is presented in writing to the Constitution and Bylaws Committee at least thirty-five (35) days prior to the meeting at which it will be considered.
- B. 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.

#### **Section 2. Revision of Bylaws**

These bylaws may be revised only upon authorization of the Active members of the chapter:

- A. Drafting an authorized revision shall be the duty of the Constitution and Bylaws Committee.
- 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.

#### **Section 3. Compliance**

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 Bylaws without adhering to the process outlined in these bylaws.

Revised, October\_\_\_\_, 2022

[Link Ursula Bailey, Chairman](#)  
[Link Brittany Gardner](#)  
[Link LaKenya Middlebrook](#)  
[Link Jan E. Brown, President \(Ex-Officio\)](#)