

**BYLAWS AND STANDING RULES  
TRIANGLE PARK (NC)  
CHAPTER  
THE LINKS, INCORPORATED**



**October 8, 2022**

Bylaws and Standing Rules  
Triangle Park (NC) Chapter  
The Links, Incorporated

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**TRIANGLE PARK (NC) CHAPTER  
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BYLAWS**

**ARTICLE I  
Name & Boundaries**

**Section 1.** The name of this organization shall be the Triangle Park (NC) Chapter of The Links, Incorporated.

**Section 2.** The boundaries and service area of the Triangle Park (NC) Chapter are Durham, Orange, and Wake counties, in North Carolina.

**ARTICLE II  
Purposes**

The purposes of the organization are to promote and engage in educational, civic, and intercultural activities to enrich the lives of members and the larger community, and to work toward achieving common goals. These Bylaws shall address specific rules not otherwise covered by the *Constitution and Bylaws* of The Links Incorporated that pertain to this chapter.

**ARTICLE III  
Membership**

**Section 1.** Membership of the Triangle Park (NC) Chapter of The Links, Incorporated, shall consist of women duly inducted, who are residents of Durham, Orange, and Wake counties in North Carolina. Membership shall be limited to sixty (60) non-DOL Active members, exclusive of Alumna members.

**Section 2.** Members shall be accorded rights and privileges in the Triangle Park (NC) Chapter of The Links, Incorporated, according to their classification of membership. These include voting, holding office and participation in the activities of the National Assembly and Area Conference.

**Section 3.** Classification of Membership

*A. Active*

1. An Active member in good standing is a member who:
  - a. Has met all the obligations of her chapter, Area, and the National Assembly.
  - b. Is not under disciplinary action.

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- 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. Has participated in chapter activities and programs designed to implement the National programs of The Links, Incorporated.
2. One-in-Five (1 in 5) Attendance Requirement.
- a. An Active member must register and attend at least one (1) Area Conference or one (1) National Assembly within every five (5) year period to retain her membership. **The one-in-five attendance requirement is explained in Article III, Section 6, A. 3, of the Bylaws of The Links, Incorporated.**
  - b. 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. See Bylaws of The Links Incorporated.
3. Chapter Meeting Attendance Requirement.
- a. A member must attend at least six regular chapter meetings a year.
  - b. Active: Attendance Sabbatical
    - 1) An active member who demonstrates that she cannot fulfill Triangle Park (NC) Chapter's minimum attendance requirement may be placed on a sabbatical from attending Chapter meetings for one (1) year at the discretion of Triangle Park (NC) 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.
    - 2) At the discretion of Triangle Park (NC) Chapter, this attendance sabbatical may be extended. An active member of an attendance sabbatical shall be required to meet all other obligations of Triangle Park (NC) Chapter; the Southern Area, and the National Assembly, i.e., dues and assessments, National attendance requirement for Assemblies or area Conferences, and minimum 48-hour service requirement. Triangle Park (NC) Chapter shall not grant attendance sabbaticals that would prevent Triangle Park (NC) Chapter from obtaining a quorum at Chapter meetings.
4. An active member who has dual residences shall have membership in only one Chapter designated as the primary chapter and may establish visiting status in a secondary chapter providing that:

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- 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 per 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.
5. Transfers
- a. An Active member inducted into Triangle Park (NC) Chapter shall remain active in the chapter to retain her membership in The Links, Incorporated, except when the member moves to another locality that is outside the 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.
  - b. An Active member of this chapter may not transfer to a new chapter that is closer to her residence for at least two (2) years unless there has been a change in the member's residence.
  - c. An Active member who moves to a residence located in another chapter's boundaries shall, upon request, be permitted to transfer to the chapter.
  - d. An Active member, in the process of transferring to another chapter, shall be granted a period not to exceed six (6) months to request and to complete the transfer process.
- B. *Alumna* – An Alumna member is a member who has thirty (30) years of service; or is age seventy (70) with ten (10) years of service; and has requested and been granted alumna status by the National Headquarters. An alumna member will be an alumna of The Links, Incorporated, and shall be accorded all the rights and privileges in The Links, Incorporated, except voting, holding office and chairing committees. An alumna member is not responsible for any dues or assessments. She may participate in Chapter, Area and National activities provided she pays any fees that may be required, except when she is invited as a guest. Members who will meet the above requirements 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, but it is not mandatory that she do so. Within a five-year period, alumna status can be reversed with no associated fee upon the request of the member to return to Active membership providing the chapter has not reached its maximum number of members. See Bylaws of The Links Incorporated for further provisions.
- C. *Provisionary* – A provisional member is an active member who is medically unable to participate in any activity outside of her home. She has no chapter attendance or financial responsibilities nor national attendance requirements but shall be responsible for

National dues and assessments, which must be paid through this chapter. She shall return to active status when she becomes well enough to participate in activities outside of her home. See *Bylaws* 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 30 years of service, or who has given at least fifty (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 in an elected or appointed position at an Area or National level and been granted platinum status by the Executive Council. An Active Platinum member shall be exempt from the minimum forty-eight-(48) hour service requirement and the One-in-Five attendance requirement.

A Platinum member who is active shall not be responsible for National dues and assessments but shall be responsible for Chapter dues and assessments.

#### **Section 4. Leave of Absence**

- A. A member on leave of absence is an Active member in good standing who, for reasons acceptable to the triangle Park (NC) Chapter, is granted a leave of absence for one (1) year. At the discretion of the Triangle Park (NC) 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 1<sup>st</sup>—April 30<sup>th</sup>. A leave of absence for a longer period of time must have the concurrence, of the Southern Area Director. A member on leave of absence has no chapter responsibilities; however, she must pay National dues and assessments through her chapter. A member on leave of absence has no chapter privileges.
- B. A member in good standing on active military duty who is deployed to combat or high-risk zone or a military installation shall be granted a special military leave upon submitting a copy of her orders to Triangle Park (NC) 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.
- C. No member may be granted a leave of absence which would result in more than ten percent (10%) of the active membership of the Triangle Park (NC) Chapter being on leave of absence.

#### **Section 5. Induction to Membership.**

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- A. *Qualifications* – women eligible for membership in the Triangle Park (NC) Chapter shall:
1. Be residents of the chapter boundaries, as defined in Article 1 of these bylaws.
  2. Be actively involved in educational, civic and/or inter-cultural community activities.
  3. Can serve actively in support of the programs of the Triangle Park (NC) Chapter, the Southern Area, and the Links, Incorporated.
  4. Be willing to assume the financial responsibilities of the organization.
  5. Have skills and talents that will contribute to the vitality of the Triangle Park (NC) Chapter.
  6. Have demonstrated the ability to work with others.
- B. *Procedures*
1. Prospective members shall be recommended by an active member of this chapter or a Links member who is a mother or a grandmother of the prospective member, who shall submit a member profile form to the Triangle Park (NC) Chapter.
  2. New members, except daughters and granddaughters (DOL) of Links, shall be elected to membership by ballot and a two-thirds affirmative vote of Active members of the Triangle Park (NC) Chapter who are present and voting.
  3. Daughters and Granddaughters (DOL) of Links shall be elected by ballot and a majority vote of Active members of the Triangle Park (NC) Chapter who are present and voting.
  4. New Members shall be inducted between May 1<sup>st</sup> and June 30th.

**Section 6.** Reinstatement – Former members shall be reinstated only through the process set forth in the *Bylaws* of The Links, Incorporated.

**ARTICLE IV**  
**Officers**

**Section 1.** Qualifications and Terms of Office.

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- A. Elected officers shall consist of the President, Vice President of Membership, Recording Secretary, Corresponding Secretary, Treasurer, and Financial Secretary.
- B. President. The President shall have been an active member of the Triangle Park (NC) chapter for four (4) years immediately preceding her election; shall have attended at least one (1) Area Conference and one (1) National Assembly within five (5) years immediately preceding her election; shall have not been on leave for the one (1) year immediately preceding her election; shall have held an office, elected or appointed, or served as a facet chair, within the Triangle Park (NC) chapter within five (5) years immediately preceding her election; and, shall exhibit executive ability, poise, dignity, articulate speech, and has demonstrated leadership skills.
- C. Vice President of Membership shall have been an active member of the Triangle Park (NC) chapter for four (4) years immediately preceding her election; shall have attended at least one (1) Area Conference and one (1) National Assembly within five (5) years immediately preceding her election; shall have not been on leave for the one (1) year immediately preceding her election; shall have served on the Membership Committee within the Triangle Park (NC) chapter within five (5) years immediately preceding her election; and shall exhibit executive ability, poise, dignity articulate speech, and has demonstrated leadership skills.
- D. Recording Secretary shall have been an active member of the Triangle Park (NC) chapter for two (2) years immediately preceding her election; shall have not been on leave for the one (1) year immediately preceding her election; and shall possess technology-based secretarial skills appropriate to organizational management, including the ability to record, organize, and edit proceedings for dissemination.
- E. Corresponding Secretary shall have been an active member of the Triangle Park (NC) chapter for two (2) years immediately preceding her election; shall have not been on leave for the one (1) year immediately preceding her election; and shall possess organization skills and the ability to check the chapter post office box on a weekly basis.
- F. Treasurer shall have been an active member of the Triangle Park (NC) Chapter for two (2) years immediately preceding her election; shall have not been on leave for the one (1) year immediately preceding her election; shall have proficiency in the preparation of financial reports and in the proper handling of membership dues and fees and chapter funds; and shall possess technology-based credentials or experience.

- G. Financial Secretary shall have been an active member of the Triangle Park (NC) chapter for two (2) years immediately preceding her election; shall have not been on leave for the one (1) year immediately preceding her election; and shall possess outstanding organization and record-keeping skills.
- H. Committee chairpersons shall have been active in The Links, Incorporated, for two (2) years before being appointed to a chairmanship.
- I. Elected officers shall serve a term office of two years or until their successor is elected. The elected officers may serve one consecutive term of office. An officer completing the unexpired term of an office shall be eligible to serve a full term in that office and any consecutive term authorized by these Bylaws. An officer is eligible to serve in that office again after a four (4) year period.
- J. No member may hold more than one office at a time. Nor may any member of the Triangle Park Chapter hold a Chapter office while holding a National or Southern Area elected or appointed office or elected position.

## **Section 2. *Election of Officers***

- A. *Nominating Committee* – The chapter shall elect a Nominating Committee consisting of an odd number of members, no less than five (5) in number. At our April Chapter Meeting each program year, the nominating committee shall be elected by ballot, including electronic and machine ballots. In the event the number of nominees is the same as the openings to be filled, the vote may be by voice vote or by acclamation. Members of the Nominating Committee shall have been active in The Links, Incorporated, for two years before being elected to the committee. Once elected, the Nominating Committee shall elect, from among its ranks, a chairperson. The committee shall study the qualifications and duties of each elected office or position the eligibility of the membership to serve in such offices or positions open for election and shall present a slate of candidates by the March regular meeting, or in accordance with the provisions of Article IV, Section 4 of these Bylaws for filling a vacancy in an office. A member of the Nominating Committee may not run for any elected office on the chapter level during her tenure on the Nominating Committee. This provision shall take effect in April 2018.
- B. Election of officers shall take place at the regular meeting in April. Officers shall be elected by ballot, including electronic and machine ballots. In the event there is one nominee for any office, the vote for that office may be by voice vote or by acclamation.

**Section 3.** Installation of Officers. Officers shall be installed in May.

**Section 4.** Vacancy in an Office

- A. If a vacancy occurs in the office of president, the vice president of membership should automatically become president for the remainder of the term.
- B. If a vacancy occurs in an elected office, other than president, the Nominating Committee shall prepare and send a slate to fill the vacancy to members prior to the next regular meeting.
- C. The chapter shall vote at that meeting and the chapter member elected will be installed immediately.

**Section 5.** Removal from Office. An elected officer may be removed from office for a failure to perform the duties of the office. Such removal shall require ballot vote and a two-thirds affirmative vote of the Active members present and voting. The vote may be taken at a regular or call meeting of the chapter. A vote to remove will take effect immediately.

**Section 6.** Elected Officers and Their Duties

- A. *President*—shall preside at all meetings of the Triangle Park (NC) Chapter shall call special meetings, shall administer the National, Area and chapter programs; shall serve as the Triangle Park (NC) Chapter’s spokesperson; shall enforce the National Constitution and Bylaws, and Triangle Park (NC) Chapter’s Bylaws; shall appointment all appointed officers authorized by these bylaws; shall appoint all standing and special committee chairs (with the exception of the Nominating Committee and Internal Audit Committee); shall serve as an ex-officio member of all committees (with the exception of the Nominating Committee, the Internal Audit Committee; and the Ethics and Standards Committee); shall chair the Executive Committee; shall serve as the Triangle Park (NC) Chapters delegate to the National Assembly and the Southern Area Conference; shall be one of two officers with primary responsibility for co-signing checks; shall sign contracts; and, shall perform other duties as directed by the chapter, or as may be incident to this office.
- B. *Vice President of Membership* – in the absence of the President, shall preside at all Triangle Park (NC) Chapter meetings; shall assist the President in the performance of her duties; shall serve as the chair of the Membership Committee; shall prepare the Chapter Handbook; shall co-sign checks when the President is not available; shall serve as a member of the Executive committee and the Ethics

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and Standards Committee; and shall perform other duties as directed by the chapter, or as may be incident to this office.

- C. *Recording Secretary*—shall keep accurate and detailed minutes of chapter and Executive Committee meetings, making particular note to record all votes taken; shall conduct roll call at each chapter meeting; shall serve as a member of the Executive Committee; and, shall maintain an accurate record of attendance at each chapter meeting; is expected to Update Necrology Information of Links, Connecting Links, and Heir-O-Links in the Membership Management System (MMS) within 24 hours of death notification; to verify each Chapter's 1 in 5 Membership information using the online Membership Management System (MMS) by September 30, of each year; to generate reports from the MMS which will assist your Vice President of Membership as well as your Corresponding Secretary with her duties of providing information to your chapter; and shall perform other duties as directed by the chapter, or as may be incident to this office.
- D. *Corresponding Secretary*—shall report the content of all correspondence received by chapter; shall send correspondence on behalf of the chapter; shall prepare all chapter reports for submission to the Southern Area and National Headquarters, except as required by the National Assembly and the Southern Area for other officers; shall notify members of the date, time and location of chapter and call meetings; shall serve as a member of the Executive Committee; shall maintain an up-to-date Triangle Park (NC) Chapter membership roster; and, shall perform other duties as directed by the chapter, or as may be incident to this office.
- E. *Treasurer*—shall receive the audited books and other pertinent materials from the immediate past treasurer; shall receive all funds collected by the Financial Secretary, giving her proper receipt for all funds received; shall make all deposits, giving her proper receipt for all funds received; shall make all deposits in a bank maintained in the name of Triangle Park (NC) Chapter of the Links, Incorporated; shall verify the total receipts from the financial secretary and make the deposit to the appropriate bank account within five (5) business days of receiving funds from the Financial Secretary; shall give a monthly report of the financial status of the chapter at each executive board meeting followed by a report at the monthly Triangle Park (NC) Chapter meeting; shall present a year-end statement of financial operations at the May chapter meeting; shall reimburse members for expenditures made in the conduct of chapter business upon receiving a voucher and receipt for payment of the expenditure; shall disburse funds to pay all financial obligations of the Triangle Park (NC) Chapter; shall keep the official financial records of the chapter; shall meet regularly with the Financial Secretary

to ensure that records of the two are in alignment; shall reconcile book balances with monthly bank statements; shall prepare monthly bank reconciliations; shall prepare and sign all financial submissions to National Headquarters; shall prepare Internal Revenue Service filings and submit copies of same to National Headquarters; shall submit end-of-the-year books to the chapter's Internal Audit Committee to ensure the internal audit is completed by June 30; shall prepare fiscal year-end April 30 financial reports for the chapter and its Internal Audit Committee; shall file the bonding insurance by September 15 of each year; shall serve as the chair of the Finance Committee; shall serve as a member of the Executive Committee; shall co-sign checks with chapter president or vice-president of membership when she is assuming the role of president; and shall perform other duties as directed as directed by the chapter, Financial Handbook of The Links, Incorporated or as may be incident to this office.

- F. *Financial Secretary*—shall collect and record the payment of all dues and assessments paid by the membership, including the payment of special project assessments; shall give a monthly statement of account to each Triangle Park (NC) Chapter member; shall issue receipts for all monies received in triplicate, one for the payee, one for the treasurer, and one for her file; shall reconcile funds to total receipts including the purpose for which funds were received and turn over funds with a set of receipts to the Treasurer within five (5) business days of receipt; shall keep a record of the obligations of the individual members, shall notify each of her status in accordance with these Bylaws, and shall give each member a personal copy of her records; shall make a complete financial report to the membership at its regular monthly meetings; shall prepare a year-end report; shall submit her books and records to the Internal Audit Committee and/or the external auditor(s); shall serve as a member of the Finance committee; shall serve as a member of the Executive Committee; and, shall perform other duties as directed by the chapter, Financial Handbook of The Links, Incorporated or as may be incident to this office.

## **Section 7. Appointed Officers and Their Duties**

As authorized by Article IV, Section 6(A) of these Bylaws, the chapter President shall appoint all appointed officers authorized by these Bylaws. These appointed officers include the following:

- A. *Parliamentarian*—shall advise the president and chapter members on parliamentary procedure, the Constitution and Bylaws and Manual of Procedures of The Links, Incorporated and the Triangle Park (NC) Chapter Bylaws; shall serve as a member of the Executive Committee and the Ethics and Standards Committee; and shall perform other duties as directed by the chapter, or as may be incident to this office.

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- B. *Journalist*—shall prepare all reports for submission to the Southern Area communication organ, to the national organ, Link to Link, shall chair the Publicity Committee; shall serve as a member of the Executive Committee; and shall perform other duties as directed by the chapter, or as may be incident to this office.
- C. *Historian/Archivist*—shall collect and codify all documents, artifacts, correspondence, and memorabilia of the Triangle Park (NC) Chapter; shall arrange for the maintenance and storage of the Triangle Park (NC) Chapter’s historical data and articles; shall chair the Archives Committee; shall serve as a member of the Executive Committee; and shall perform other duties directed by the chapter, or as may be incident to this office.
- D. *Chaplain*—shall arrange for, or present, a meditation at each Chapter meeting, program or workshop; shall be familiar with the rituals of The Links, Incorporated; shall be a member of the Membership Committee; shall serve as a member of the Executive Committee; and shall perform other duties as directed by the chapter, or as may be incident to this office.
- E. *Information Technology Officer*—shall assist the chapter in using software and technology that improve communications and efficiency in operations; shall serve as a member of the Executive Committee; and shall perform other duties as directed by the chapter, or as may be incident to this office.
- F. *Program Chair*—shall serve as the coordinator of the National Facet Program, shall prepare the program reports for submission to the Southern Area and National Headquarters, and shall serve as a member of the Executive Committee and Finance Committee.

**ARTICLE V**  
**Meetings**

**Section 1.** The Triangle Park (NC) Chapter shall have at least eight (8) regular meetings a fiscal year. Unless the membership agrees in advance to another day and time, the regular meetings shall be held face-to-face, unless otherwise directed or approved by the Executive Council, on the second Saturday of each month at a time and location to be announced in a meeting notice to be sent by the Corresponding Secretary.

**Section 2.** A quorum for all regular and call meetings shall consist of one-half of the Active members of the Triangle Park (NC) Chapter.

**Section 3.** The President, the Executive Committee or at least ten (10) Active members of the Triangle Park (NC) Chapter, may call special meetings. Written notice of the date, time and place of the special meeting, stating its purpose, shall be given to each member. Such notice shall be given at least forty-eight (48) hours prior to such special meeting. Business transacted at special meetings shall be confined to the purposes of the meeting stated in the notice of the meeting.

**Section 4.** Electronic Meetings. Special meetings called as required by these bylaws and chapter committees may conduct meetings in person by means of a conference telephone or similar communication technologies, provided in the latter instance, the committee member and interested chapter members and other participants can hear and communicate with each other. Participation in a telephonic meeting as provided by this provision shall constitute presence in person.

**Section 5.** A delegate and an alternate shall represent the Triangle Park (NC) Chapter at the Southern Area Conference and the National Assembly. The President shall be the delegate and the Vice President of Membership shall be the alternate delegate. In the event the President cannot attend the Southern Area Conference or the National Assembly, the Vice President of Membership shall be the delegate. If the officers referred to above are unable to attend the National Assembly or the Southern Area Conference, the chapter shall elect the delegate(s) by a majority vote at either a regular meeting or a special meeting.

## **ARTICLE VI**

### **Executive Committee**

**Section 1.** The Executive Committee shall be chaired by the President and shall consist of the elected and appointed officers of the chapter and the chairs of the following chapter committees and program facets: Amenities, Historian/Archivist, Contract Review, Ethics, Internal Audit, Protocol, Publicity, Social, Strategic Planning, Arts Facet, Health and Human Services Facet, International Trends Facet, National Trends and Services Facet, and Services to Youth Facet. It serves in a liaison capacity, acts in emergencies, expedites old and new business, and is a medium for furthering the chapter's business. 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 2.** A quorum shall consist of one-half of the members of the Executive Committee.

**Section 3.** Upon a two-thirds (2/3) vote of the entire committee, the Executive Committee shall have the authority to make expenditures not to exceed \$500 and to take other actions on behalf of the Triangle Park (NC) Chapter in the interim between regular chapter meetings.

**Section 4.** The minutes of the Executive Committee meetings shall be recorded and submitted to the chapter at its next regular meeting.

**Section 5.** The Executive Committee shall meet the Tuesday before the regularly scheduled Saturday meeting. It is subject to the orders of the chapter and none of its acts shall conflict with the actions taken by the chapter.

## **ARTICLE VII**

### **Standing and Special Committee**

- A. *Amenities Committee*—This committee shall purchase any amenities or gratuities and arrange for the extension of courtesies, which are required by the Protocol Manual of the Links, Incorporated. This committee shall also be responsible for extending courtesies to chapter members in the event of extended illness or death. This committee shall also be responsible for extending courtesies to local, state, and national levels, and for other appropriate recognitions as determined by the chapter.
- B. *Archives Committee*—The Historian/Archivist shall chair the Archives Committee. This committee shall develop methods of collecting and codifying all documents, artifacts, correspondence, and memorability of the Triangle Park (NC) Chapter, members of long-standing in the Triangle Park (NC) Chapter shall be among the members of this committee.
- C. *Arts Facet Committee*. This committee shall implement the National Arts Facet Program and other local programs that are focused on the performing and fine arts.
- D. *Bylaws Committee*. This committee, which is chaired by the Parliamentarian, shall receive, and make recommendations for amendments and/or revisions to the bylaws, shall assure that the chapter bylaws are not in conflict with the National and Area Bylaws and shall assure that the chapter bylaws are submitted to the Southern Area Parliamentarian each fiscal year.
- E. *Contract Review Committee*—There shall be established a Contract Review Committee to review, prior to a contract being signed, all contracts. All signed contracts shall be submitted to the Treasurer after execution by the vendor and the President.
- F. *Ethics and Standard Committee*—This committee shall consist of five members, two of whom shall be the Vice President of Membership and the Parliamentarian. The committee shall be responsible for overseeing the process for handling ethical complaints, serving as a resource for members on ethical issues, and monitoring the implementation of The Links Organization Code of Ethics, and Standards (Code of

Ethics). It shall oversee and ensure due process involving an alleged violation of the Code of Ethics.

- G. *Finance Committee*—The committee shall be chaired by the Treasurer. The Financial Secretary, the Program Chair, and the Immediate Past Treasurer shall be members of this committee. It shall be the duty of this committee to consider the financial needs and programs of the chapter and to develop a balanced budget based upon those needs and programs; to prepare an annual budget recommendation for the ensuing fiscal year which is presented by the Treasurer to the chapter for approval by February; to make recommendations regarding chapter dues and assessment; to provide oversight of chapter expenditures to assure that they are in compliance with the approved budget; to make recommendations on monetary requests to the chapter; and, to assure that all Internal Revenue submissions and any other required financial submissions are made in a timely manner. The committee shall ensure that the chapter's financial practices comply with the Financial Handbook of The Links, Incorporated.
- H. *Health and Human Services Facet Committee*—Guided by chapter assessments of community needs, this committee shall address the chronic and other health disparities that persist in communities of color. The committee will promote and facilitate programs that support the maintenance of good health and the elimination of chronic and other health disparities through education, health advocacy, and optimal utilization of health resources. The committee will educate members about healthy lifestyles and disease prevention to ensure that we become models of healthy behavior.
- I. *Internal Audit Committee*—The Internal Audit Committee shall consist of a chair and up to four additional members. These members shall not be the current financial officers of the chapter or members of the Finance Committee. They shall have some knowledge of the chapter's fiscal operations. Immediate past financial officers may be members of the Internal Audit Committee, if they are not auditing financial transactions that occurred during their tenure. It shall be the duty of this committee to assure that the chapter's financial records are audited by a Certified Public Accountant biennially with an internal audit completed bi-annually the Internal Audit Committee; to review the chapter's records and indicate any material weaknesses and propose internal controls; to verify all receipts for the period; to verify balances for all accounts; to ensure the presence of expenditure documentation; to ensure adherence to budget line items; to verify chapter votes in the minutes for increases to budget line items; to ensure adherence to separation of fiduciary responsibilities; and, to meet with the financial officers to present the findings of audit report, prior to submission to the Executive Committee. In the event the Treasurer or Financial Secretary vacates her position the Internal Audit Committee will make the recommendation to conduct an internal or external auditor to the Executive Committee with the Executive Committee recommending to the membership for approval.

- J. *International Trends and Services Facet Committee*—This committee shall implement the International Trends and Services Facet Program and other local programs that are focused on global issues.
- K. *Membership Committee*—The committee shall be chaired by the Vice President of Membership. The Chaplain shall be a member of this committee. It shall be the duty of this committee to address all membership issues including the induction, orientation, and installation of new members. This committee shall report on the status of the membership at each chapter meeting.
- L. *National Program Facet Committee*—This committee shall be chaired by the Program Chair and shall additionally consist of the five chairs of the National Facet programs. The National Program Facet Committee shall be responsible for coordinating the planning and development of a program to fulfill the goals of The Links, Incorporated, and the National program through facets: The Arts, Services to Youth, National Trends and Services, International Trends and Services, and Health and Human Services.
- M. *National Trends and Services Facet Committee*—This committee shall implement the National Trends and Services Facet Program and other local programs that are focused on issues of national concern and importance.
- N. *Protocol Committee*—This committee shall be responsible for assuring that the mandates of the Protocol Manual of The Links Incorporated, are met in all settings, including chapter meetings, chapter activities and public events.
- O. *Publicity Committee*—The Journalist shall chair this committee. It shall be the responsibility of this committee to acquire publicity (print, radio and television) for the activities and programs of the Triangle Park (NC) Chapter. This committee shall prepare press releases, develop and maintain a media packet and create or update a brochure pertaining to the history of the chapter, its membership and its accomplishments.
- P. *Services to Youth Facet Committee*—This committee shall implement the National Services to Youth Facet Program and other local programs that are focused on youth.
- Q. *Social Committee*—The committee shall be responsible for planning and implementing social activities for chapter members and their families and for visiting Links and guests.
- R. *Strategic Planning Committee*—This committee shall be responsible for designing and overseeing the implementing of the chapter's strategic plan for the purpose of making recommendations and assisting the chapter in carrying out its aims; defining, refining,

and evaluating its goals, activities, and structure; and creatively and appropriately enriching the membership and the larger community.

**Section 2.** The President shall have the authority to establish other standing committees that are deemed necessary to carry out the business of the chapter.

**Section 3.** *Special or Ad Hoc Committees.*

The President shall establish special or ad hoc committees as needed to facilitate chapter business. The President shall appoint the chair and the members of such committees.

## **ARTICLE VIII Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Triangle Park (NC) Chapter of The Links, Incorporated, in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Constitution and Bylaws of The Links, Incorporated, and any special procedural or standing rules adopted by the Triangle Park (NC) Chapter of The Links, Incorporated.

## **ARTICLE IX Amendment and Revision of the Bylaws**

**Section 1.** These bylaws may be amended by a two-thirds (2/3) vote of the Active members who are present and voting.

**Section 2.** A member or any committee of the Triangle Park (NC) Chapter may recommend the amendment.

**Section 3.** The proposed amendment must be presented in writing to the Bylaws Committee. It shall be the duty of the Bylaws Committee to review the proposed amendment and make a recommendation concerning its adoption to the Executive Committee. Upon direction by the Executive Committee, the Bylaws Committee shall promptly circulate the proposed amendment in writing to each member and present the proposed amendment to the chapter at the next regular meeting of the Triangle Park (NC) Chapter.

**Section 4.** Upon compliance with the procedures in Article IX, Section 3, these bylaws may be amended at the next regular meeting of the Triangle Park (NC) Chapter following the one described in Article IX, Section 3.

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**Section 5.** To ensure compliance with the *Bylaws* of The Links, Incorporated, the bylaws committee shall make any related changes to these bylaws of The Links, Incorporated without adhering to the process prescribed for amending these bylaws. These changes shall be made and reported to the chapter within 90 days following the National Assembly at which the amendments were adopted.

Adopted May 23, 2006  
Amended April 14, 2012  
Amended May 12, 2012  
Amended May 13, 2013  
Amended October 10, 2015  
Amended October 9, 2016  
Amended November 11, 2017  
Amended October 13, 2018  
Amended April 13, 2020  
Amended April 10, 2021  
Amended April 9, 2022  
Amended October 8, 2022

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## Standing Rules

### Chapter Meetings

1. All chapter meetings shall begin at the designated time and shall adhere to the allotted time as provided on the meeting agenda, in order to conduct business on schedule and in a timely manner.
2. The time of the regular meeting of the Triangle Park (NC) Chapter shall be 10:00 am on the 2<sup>nd</sup> week of the month, unless changed as specified by the chapter's bylaws.
3. The President shall preside at all business meetings of the chapter. In her absence, the Vice President shall preside unless otherwise ordered by the chapter bylaws.
4. A quorum must be established to vote on any action items.
5. Voting by ballot shall include electronic and machine ballots.
6. All cellular phones and pagers shall be in either the off or vibrate mode during business meetings. No calls or text messages shall be answered or placed during the course of the chapter meeting while in the meeting room.
7. Members shall refrain from talking while another member is speaking.
8. Members shall be limited to two (2) minutes per speaker and ten (10) minutes per question. No member shall speak more than once on the same question until all who wish to speak have spoken. Members shall alternate in speaking for or against an item of debate.
9. The Protocol Committee maintains order and is the official timekeeper for all meetings.

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10. All members are requested to be prompt to all meetings. Members shall receive credit for attending a chapter meeting and earn two (2) service hours. Members will get partial credit for attendance in increments of one-fourth (1/4) of an hour if they arrive late or leave early.
11. A Chapter Retreat shall be held annually by July. A date will be designated by the Chapter, Executive Committee, or membership before the first meeting after the summer break.
12. All members who wish to introduce a concept or address an issue must attend the Executive Committee meeting prior to the regular monthly meeting and present, in writing, the concept, proposal, or issue with all necessary information being provided for review by the Executive Committee. If requested, the President shall include the concept or issue as a new business item on the upcoming meeting agenda, as being recommended or not recommended, as determined by the Executive Committee. Items not included on the agenda will not be addressed at the chapter meeting. Executive Committee meetings shall be held monthly on a schedule approved by the President and the Executive Committee and presented to the chapter as of the date of the chapter retreat (or other designated date).
13. Members shall submit requests for any proposed agenda items for an upcoming meeting to the President (before the date of the Executive Committee meeting or any other designated date).
14. All members shall always conduct themselves in a professional and sisterly manner.
15. A member who is unable to attend the required number of chapter meetings may request an attendance waiver. If the reason for the request is deemed acceptable, the chapter may grant an attendance waiver. Acceptable reasons include—but are not limited to: (1) an inability to attend because of requirements of the member's employer and (2) family-related matters such as an illness in the family. In order to be eligible for a waiver a member must: (1) be in good standing in the chapter except for the chapter's attendance requirements and (2) submit a written request to the Membership Committee. The Membership Committee will consider the request and make a recommendation to the Executive Committee who will, in turn, make a recommendation to the chapter. A simple majority vote of the chapter members, present and voting, is required to approve the attendance waiver. When circumstances permit, the request should be made at the beginning of the fiscal year. The waiver will be granted for a fiscal year, but it is renewable.

## Financial Obligations

16. Members shall notify the Recording Secretary via response to the invitation to the meeting email of her intention to attend the monthly meeting.
17. If the member responds in the affirmative that she will attend the meeting, she will be financially obligated to pay for her lunch even if she does not attend.
18. Dues shall include, both National dues and such fees as are established by the National Assembly of The Links, Incorporated, and dues and assessments as are established by the approval of the Triangle Park (NC) Chapter of The Links, Incorporated.
19. The Recording Secretary shall notify the member, the financial officers, and the President of the outstanding financial obligation, which shall become a chapter member's assessment. The amount of the assessment shall be paid within one month of the missed meeting or activity to the Financial Secretary.

## Amenities

20. The Courtesy/Amenities Committee shall provide the proposed courtesy guidelines to the chapter and present a budget to be approved by the chapter annually as directed by the Finance Committee.
21. The Courtesy/Amenities Committee shall provide a courtesy for a chapter member upon the death of a member or an immediate family member, (e.g., parents, husband, child, siblings) for an amount to be expended as approved by the chapter. For other significant events, as approved by the chapter, an appropriate card shall be provided by the courtesy committee on behalf of the chapter.

## Committee Reports

22. All committee chairs shall submit their monthly reports to the Executive Committee in the chapter drop box by the Thursday before the monthly Executive Committee meeting.

## Chapter Finances

23. Financial transactions shall be handled as outlined in the *Financial Handbook of The Links, Incorporated*.
24. The Financial Secretary shall be responsible for collecting funds from each member.

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Each member is responsible for the payment of dues, expenses, and assessments by the due date determined by the chapter.

25. All member expenditures and requests for reimbursement shall only be made after the presentation of a voucher and receipt for the expenditure.
26. Vouchers for reimbursement must be submitted to the Treasurer within 30 days. If a voucher is not submitted within that time frame, and the President has not approved the late voucher submission, the matter will have to go before the Executive Committee for approval.
27. The Treasurer shall reimburse members for out-of-pocket expenditures within thirty (30) days from the date of submission of the voucher.
28. Chapter members must receive a 30-day notice before the regular meeting at which the chapter will vote on a chapter assessment. Voting shall be by ballot with two-thirds affirmative vote of those present and voting for adoption of the assessment.
29. If a member's check is returned by her bank, the member will be responsible for any expenses resulting from this transaction, including the amount of the original check and the NSF fee.

## Removal from Office

30. A claim of failure to perform must be made in writing by at least one-third of the chapter members. The President shall be responsible for assuring that the procedures outlined in this section are adhered to. If the President is the officer against whom the claim is made, the Vice President for Membership shall be responsible.
31. The officer against whom the claim is made must be given written notice of the failure to perform and be allowed a 30-day period to comply with the requirements. The 30-day period begins with the date of the postmark of the notification letter. At the end of 30 days, the responsible chapter officer (President or Vice President of Membership) shall inform the membership of the status of the action. If the officer against whom the action is taken has complied, no further action is required. If the officer has not complied, then the responsible chapter officer will continue the removal process.
32. Written notice of planned action to remove an officer must be given to the members at least fifteen days in advance of the meeting to vote on removal.

## Chapter Delegate and Alternate

33. Expenses of delegate are paid relating to Southern Area Conference, National Assembly and Leadership Summit.
34. Obligations of delegate and alternate are paid after attending Southern Area Conference, National Assembly and Leadership Summit.
35. With the exception of the President, after these officers have served as delegates for a total of two such meetings, the chapter may elect delegates from among the membership. The limitation on service as chapter delegates for these officers applies only to time in a specific office, such as the Program Chair.
36. Designated expense of the delegates will be borne by the Triangle Park (NC) Chapter. The chapter will submit registration fees for these delegates. Expenses for transportation and the cost of a double room to be shared by the delegates will be reimbursed upon presentation of required receipts. Board will be reimbursed according to chapter policies.

Adopted April 10, 2021

Amended April 9, 2022

Amended October 8, 2022