Amended and Adopted
April 26, 2008
The Links, Incorporated

BYLAWS

DELAWARE VALLEY PA CHAPTER

Linked in Friendship, Connected in Service

THE LINKS, INC.
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ARTICLE I
NAME AND BOUNDARIES
Section 1: The name of this chapter shall be:

The Delaware Valley Chapter of
The Links, Incorporated

Section 2: The boundaries of this chapter shall be:

The specific locality that it was chartered to serve: Delaware
County, Yeadon, Media, and the Delaware Valley.

ARTICLE II
The purpose of the organization shall be:

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 towards achieving common goals.

ARTICLE III
MEMBERS
Section 1: Membership of this Chapter shall consist of women, duly
inducted, who are residents of the locality - (See, definition of locality-
National Bylaws) the Chapter is established to serve. Chapters shall be
sanctioned for violation of this section (See National Bylaws, Article II,
and Section ID). Maximum number of active members (60).

Section 2: Members shall be accorded rights and privileges in 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 and local Chapters.

Section 3: New Members. Membership in The Links, Incorporated is by
invitation and application. Women invited to membership should have the
following qualifications:
1) residence in the community which the Chapter was established to serve:
2) active involvement in educational, civic and/or intercultural community
activities; 3) ability to serve actively in support of the program of The Links
Organization; 4) willingness to assume the financial responsibilities of the organization; and 5) skills and talents that will contribute to the vitality of the Chapter.

To facilitate the membership process, the Chapter shall secure from the National Headquarters the appropriate membership forms and procedures via the website. Candidates for membership must be recommended by an active member(s) in good standing in the respective Chapter. The sponsoring member(s) may only submit one profile for a prospective member during an intake period, except for Daughters of Links (DOL) who may apply for membership. (See DOL Procedures: Chapter Bylaws Article I Section 4).

Before a candidate can be considered for membership, the sponsoring member(s) must complete the prospective member’s profile except for Daughters of Links who shall complete the online profile form. Upon acceptance to membership, the Candidacy for Membership in chapters shall be completed by the Chapter’s membership chairperson and President and submitted online to the area director.

Candidacy for Membership in Chapters for all new members, including daughters, may be requested from National Headquarters. The Form may not be duplicated. Voting on candidacy may occur at any regular Chapter meeting between September and May.

New members shall be elected by a two-thirds affirmative vote of active members of the Chapter who are present and voting, except for Daughters of Links, who shall be elected by a majority vote of members present and voting. Absentee voting is prohibited.

Candidates receiving the required affirmative vote shall be extended a written invitation to membership. The invitation shall inform candidates of all financial responsibilities.

Each new member shall pay a joining fee plus National dues and assessments for the current year and a capital endowment fee, a program endowment fee, and a technology fee. They shall pay chapter dues and assessments as prescribed by the Chapter in accordance with the constitution and bylaws. The total amount required at the Chapter level can be equal to but shall not exceed the amount required at the National level. Article X, Section 5.
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, Article1, Membership/Process. (National Constitution and Bylaws Article 1, Section 4)

Induction of a new member shall be held in May or June.

Section 4: Daughter of a Link. The daughter of a Link (DOL) must send a written letter of application to the chapter that she wishes to join.

The daughter of a member of The Link, Inc., who is at least twenty-one (21) years of age, meets the membership criteria and resides in the locality the chapter is established to serve shall be eligible for membership. A completed Profile Form shall be given or sent by the nominator to the Chapter president or the chairman of the Membership Committee who shall report it to the Chapter.

Voting upon the candidate (daughter) may take place at any regular chapter meeting between September and May. A majority vote of active members present and voting shall elect the candidate to membership.

Membership processing with National Headquarters and the induction of the new members shall follow the National Bylaws, Article I Membership, Section 7, and the procedures established in the Manual of Procedures, Bylaws, and Article I Membership.

Section 5: Classification of Members shall be:

- A. Active
- B. Leave of Absence
- C. Alumna
- D. Platinum
- E. Affiliate
- F. Provisory
- G. Honorary

Each Classification is defined according to National Bylaws, Article I, Section 6.

Section 6: Resignation and/or Reinstatement of a former member who resigns in good standing, or who has forfeited membership for non-payment of dues shall be in accordance with National Bylaws, Article I,
Section 9 and 10.

**Section 7: Disciplinary Action for Members** shall include suspension, expulsion and the right to appeal Disciplinary Action. An appeal proceeds from the action of the chapter, to the respective Area Director, to the Executive Council, to the National Assembly. (National Bylaws, Article I, Section 14)

**Section 8: Transfers.** A member seeking a transfer to another Chapter shall meet the requirements for a transfer according to National Bylaws, Article I, Section 5. A. She shall be granted a transfer through National Headquarters. She must have met all of her financial obligations to this Chapter, Area, and National before receiving a transfer.

**Section 9: Members on Leave of Absence.** An active member in good standing who, for reasons acceptable to this Chapter may be granted a leave of absence for one (1) year. A member must request a leave of absence in writing to the Chapter on or before February 15\(^{th}\). At the discretion of her Chapter, this leave may be extended for an additional year or longer in extreme circumstances. Consideration for a leave of absence shall include, but not limited to the following reasons: change of location; health of member or member of immediate family; obligations related to a member’s employment. No Chapter shall grant leave of absences in excess of 10% of its membership during any year. An invitation to participate in activities open to non-members may be extended to a member on leave at the discretion of the member’s chapter and/or other chapters.

**Section 10: Active Member.** An active member is a member in good standing who:

- Has met all the obligations of her Chapter, Area, and the National Assembly;
- Is not under disciplinary action;
- Has met the minimum six meetings attendance requirement and other requirements determined by this Chapter and the 1 in 5 attendance requirements at a National Assembly or Area Conference for the 5 year cycle;
- Has met the minimum forty-eight (48) hours service requirements of The Links, Incorporated;
- Has participated in Chapter activities and program designed to implement the National programs of The Links, Incorporated.
Section 11: Alumna Member

1. An Alumna member is a member who:
   a. Has thirty (30) years of service; or has obtained age 70 with 10 years of active status;
   b. Is age seventy (70) with ten (10) years of service;
   c. Has required and been granted alumna status by the National Headquarters;
   d. Is not responsible for any due or assessments; and
   e. Have 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. Member who will meet the above requirements by the beginning of the next fiscal year (May 1) 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 that she attends, including the cost of meals, and registration, except when she is invited as a guest. To attend Chapter meetings, she shall inform the hostess of her intent.
   b. An alumna member shall give notice to the president when she plans to participate in any activity requiring a fee or assessment.
   c. All financial responsibilities and required fees assumed by the alumna member must be paid through a Chapter.

4. It is not mandatory that she retires from Active Membership at age seventy (70) and ten (10) years of service, or at any age after thirty (30) years of service. However, once granted alumna status is irrevocable.

Section 12: Platinum Member

a. A Platinum member is an active alumna member who has reached eighty (80) years of age or older and who has given thirty (30) years of service or who has given at least (50) years of active service.

Platinum status is the highest honor accorded a member on recommendation of a Chapter and approved by the National Executive Council. Link members in this category shall not pay chapter dues or any assessment to this chapter.
ARTICLE IV
OFFICERS

Section 1. The elected officers of this Chapter shall be:

President Vice President
Recording Secretary
Corresponding Secretary
Treasurer
Nominating Committee

Section 2. The appointed officers shall be:

Chaplin
Archivist
Parliamentarian
Program Coordinator
Financial Secretary

Section 3. Qualification for Office, and Duties of the Office

A.I. Qualification of the President
- She shall possess organizational and executive ability;
- She shall have attended at least one Area Conference and one National Assembly;
- She shall be knowledgeable of the Links, Inc. Bylaws & Constitution;
- She shall be knowledgeable of the Eastern Area Bylaws;
- She shall be knowledgeable of the Chapter Bylaws;
- She shall be knowledgeable of The Links Foundation;
- She shall be knowledgeable of parliamentary procedures;
- She shall be knowledgeable of public service issues;
- She shall meet the residency requirements of the Chapter.

A. II President shall:
1. Preside over all meetings of the membership body and Executive Committee.
2. Enforce the Constitution and Bylaws of The Links, Incorporated and the Chapter Bylaws.
3. Co-sign orders on the treasury for money.
4. Serve as an ex-officio member of all Committees except Nominating Committee.
5. Appoint chairperson of Standing Committees, except Membership.
6. Appoint Parliamentarian, Program Coordinator, Chaplin and Archivist.
7. Appoint Financial Secretary in Cooperation with the Treasurer.
8. Appoint members to special assignments and as representatives of the Chapter as needed.
9. Appoint Chairpersons of all committees.
10. Be official representative of the Chapter at organizational and community activities.
11. Announce her committee appointment at the June meeting, and perform other duties as directed by the Chapter or as may be incident to this office.

B. I. Qualification of the Vice-President

• She shall possess organizational and executive ability;
• She shall have attended at least one Area conference and one National Assembly;
• She shall be an active member at the time of election;
• She shall be knowledgeable of The Links, Inc. By-laws & Constitution;
• She shall be knowledgeable of the Eastern Area Bylaws;
• She shall be knowledgeable of the history of The Links, Inc.;
• She shall be knowledgeable of the Links Foundation;
• She shall be knowledgeable of parliamentary procedure;
• She shall be knowledgeable of public service issues;
• She shall have the ability to interact with others in a positive manner.
• She shall meet the residence requirements of the Chapter

B. II Vice President shall:
1. Serve in the absence of the president at regular membership meetings and executive meetings.
2. Assist the President in the performance of her duties as requested.
3. Chair the Membership Committee and plan orientation and induction of new members to the purposes and program of The Links, Incorporated.
4. Be responsible for such membership issues as are assigned to her and perform other duties as directed by the Chapter, or as may be incident to this office.

5. Co-sign orders on the treasury for money.

C. I. Qualification of Recording Secretary

- She shall be an active member at the time of election;
- She shall have the ability to interact with others in a positive manner,
- She shall have demonstrated acceptable communication skills;
- She shall meet the residency requirements of the chapter, and
- Shall have attended at least one (1) Area conference or National Assembly

C. II. Recording Secretary shall:

1. Keep an accurate record of the official proceedings of the chapter.

2. Keep a written record of the attendance of each meeting.

3. Be custodian of the individual personal histories of each member of the Chapter and furnish the Area Director and National President duplicate copies of the same upon request.

4. Shall furnish the Area Director or National President with such data concerning the chapter as is necessary to keep the history and achievement of the chapter up to date.

5. Render such other reports as the Area Director or National officers may require, and perform other duties as directed by the chapter, or as may be incident to this office.

D. I. Qualifications of the Corresponding Secretary:

- She shall be an active member at the time of election
- She shall have the ability to interact with others in a positive manner,
- She shall meet the residency requirements of the chapter, and
- She shall have attended at least on (1) Area Conference or National Assembly.

D. II. Corresponding Secretary shall:

1. Keep in her files all incoming general correspondence, except that directed to a particular officer.

2. Keep copies of all outgoing correspondence.
3. Send notices of all meetings to the individual members.
4. Take care of all correspondence of the chapter as directed by the Chapter, or as may be incident to this office.

E. I. Qualifications of the Treasurer

- She shall be an active member at the time of election;
- She shall demonstrate knowledge and understanding of financial budget planning and accounting practices;
- She shall have the ability to interact with others in a positive manner;
- She shall meet the residency requirements of the chapter, and
- She shall have attended at least one (1) Area Conference or National Assembly.

E. II. Treasurer shall:

1. Receive all monies paid to the Financial Secretary and promptly deposit it to the credit of the Delaware Valley Pennsylvania chapter, of The Links, Inc., in an account so named at a bank convenient to her. The bank for the deposit of such funds shall have been previously approved by the Executive Committee.
2. Issue checks only upon receipt of vouchers accompanied by itemized statement duly signed by the Financial Secretary and the President.
3. Submit her books and records to the Audit Committee for examination by June 1 of each year.
4. Render monthly reports of the Chapter’s financial status.
5. Confer with the Financial Secretary prior to each monthly meeting of the chapter.
6. Pay vouchers within (2) weeks from the date of receipt.

F. I. Qualifications of the Members of the Nominating Committee:

- She shall be an active member at the time of election;
- She shall have attended at least one (1) Area Conference or National Assembly;
- She shall have the ability to interact with others in a positive manner.

F. II The Nominating Committee shall:

1. Prepare a slate of nominees for officers to be presented at the
April chapter meeting;
2. Abide by the procedures as dictated in the Manual of Procedures, the chapter Bylaws, and Roberts rules of Order Revised;
3. Solicit candidates for office; and
4. Serve as advocates for nominees

G. Chaplain shall:
1. Perform inspirational duties as requested by the President.

H. Archivist shall:
1. Codify documents, artifacts, and all memorabilia of the chapter.
2. Collect all information such as program, sample tickets, newspaper articles, photographs from special events sponsored by the Chapter.
3. Report to the Chapter the status of the Archives at the May meeting.

I. Parliamentarian shall:
1. Advise the President and the Chapter on the rules and procedures of parliamentary law according to Roberts Rules of Order, Newly Revised.
2. Advise the President and the Chapter on the rules and procedures of The Links, and The Chapter Bylaws.

J. Program Coordinator shall:
1. Be responsible for planning, developing and/or coordinating programs related to the purposes of The Links, Inc.
2. Work with the Facet Chairpersons and members to accomplish the Chapter program goals.
3. Compile and send an annual report of Programs and projects implemented to the National Program Coordinator.

K. The Financial Secretary shall:
1. Received all monies first and she shall write receipts, in triplicate: one for payee, one for Treasurer, and one for her file.
2. Collect all payments of membership dues, Chapter assessments, induction fees, fines, and all other monies due the chapter, and keep an itemized account of all monies received.
3. Keep an accurate record of the financial standing of each member.
4. Sign vouchers with attached receipts and forward to the President for signature within seven (7) days of receipt. Vouchers can be authorized for payment up to the amount allocated in the budget.

5. Submit books and records to the audit committee for examination by June 1 of each year.

6. Have in her records the name and location of banks and account numbers of Chapter accounts.

7. Confer with Treasurer prior to each monthly meeting

8. Make a report at each regular Chapter meeting.

ARTICLE V
NOMINATION PROCEDURES

Section 1. Nominations
A. A slate of officers shall be submitted by a Nominating Committee to the members. There may be nominations from the floor on the day of the election, with the consent of the nominee.

B. A Nominating Committee elected for a one-year term shall consist of five members. A member of the Nominating Committee may not serve for more than two consecutive terms.

C. Election of members to the Nominating Committee shall be held at the April meeting of every even year. The Chair of the Nominating Committee shall be the person who receives the highest number of votes. Although Nominating Committee members are not officers, the duties of the Nominating Committee are contained in this article, as this committee should be elected, not appointed. The President is not a member of the Nominating Committee.

Section 2. Elections
A. Election of officers shall be held at the April meeting of every odd year. The officers are to be installed in May, and shall assume the duties to which they are elected in June.

B. All elections shall be by secret ballot and no member shall be entitled to vote by proxy. Each active member in good financial standing shall have one vote.

C. The term of the officers shall be limited to two years. Officers may serve two consecutive terms except for the office of Treasurer. She shall be eligible for re-election for one additional term.
D. In the event that an officer does not complete her term of office, her successor shall be considered to have served an unexpired term and shall be eligible for election for the maximum term of the office. All unexpired terms of office, except that of the President, shall be filled by the Executive committee. The unexplained term of the President shall be filled by the Vice President.

E. Each elected/appointed officer shall submit her written records and reports to the newly elected/appointed officer at the May Chapter meeting.

ARTICLE VI
MEETINGS

Section 1. The regular meeting of the Chapter shall be held on the fourth Saturday of each month from September through June, excluding the month of December. If the meeting date falls on a weekend of a holiday or the weekend of an Area conference or National Assembly, the meeting will be held one week prior to the regular meeting date.

Section 2. It shall be the duty of each active member to be hostess with the roster as submitted at the June meeting.

Section 3. New members will be inserted on the roster as hostess in June of the following year. It shall be the duty of the hostess to take full responsibility for identifying meeting site and menu. Each active and alumna member will be notified of the meeting and in will in turn notify the hostess of her intent to attend. Members confirming and not attending will mail the hostess $25.00 within 48 hours of missing the meeting. In the event the scheduled hostess is unable to arrange for the meeting, it is her responsibility to change with another member.

Section 4. Members attending the meeting (active and alumna) will pay or have paid $20.00 to the membership chair. The hostess is responsible for paying the bill and any/all charges above the $20.00 (such as tax, gratuity, beverage, gift flowers, etc.,). A check will be issued from the treasurer based on confirmed and paying members.

Section 5. After three consecutive absences, a member shall be sent a written notice reminding her of her obligations to the chapter, by the Corresponding Secretary under the signature of the President.

Section 6. A simple majority of the active members shall constitute a
quorum for the transaction of Chapter Business.
ARTICLE VII
EXECUTIVE COMMITTEE

Section 1. There shall be an Executive committee which shall be composed of Chapter Officers Committee chairs, and the Immediate Past President.

Section 2. The Executive Committee shall be charged to hold a minimum of two meetings during the Chapter Year. One of these meetings shall be held prior to the September meetings in order to set guidelines, goals and objectives, and to assess present Chapter activities and make recommendations to the membership. The Executive Committee may meet in the interim between regular Chapter meetings if the need arises, but must meet prior to the April meeting.

Section 3. The Executive Committee may vote on matters of extreme importance occurring between regular meetings, and shall report to the full membership at the next regular meeting.

Section 4. Minutes of the Executive Meeting shall be presented at the following regular meeting.

ARTICLE VIII
FACETS AND STANDING COMMITTEES

Section 1. The Standing Committees shall be:

A. The Arts
B. National Trends and Services
C. International Trends and Services
D. Services to Youth
E. Ways and Means
F. Budget
G. Publicity
H. Hospitality
I. Membership
J. Audit
K. Strategic Planning

Section 2. The President shall establish Special Committees as needed.

Section 3. It is mandatory that all committees submit written, concise reports in duplicate to the President. When planning an event, all Committee chairs shall submit in writing their anticipated expenditures for prior approval by the body.
ARTICLE IX
FINANCE

Section 1. The fiscal year of the Delaware Valley PA Chapter of The Links, Inc. is May 1 to April 30. All dues and assessments are due in the National Headquarters, after which time a late fee will be imposed.

Section 2. The chapter books shall be submitted for audit by June 1 of each year by the Recording Secretary. The Treasurer and the Financial Secretary.

Section 3: It is recommended that all bank accounts be established with the authorized signatures of the President, vice President and Treasurer, any two of which are to be honored by the bank, (for continuation of a smooth operation of the organization in the event of a crisis).

Section 4: Chapter dues shall be determined each year at the June chapter meeting based on the approved budget. Annual chapter dues and assessments must be paid at or before the February Chapter meeting. Failure on the part of any members to meet her financial obligation shall result in disciplinary action as outline in the National Constitution and Bylaws.

Section 5. Assessments if any for Chapter activities shall be imposed at the discretion of the membership.

Section 6. The Chapter Treasurer shall be bonded. All members at the chapter levels for finances shall be bonded. Chapter which do not produce proof of bonding of its officers who are signatories on chapter checks at the time of submitted of its master data form shall be fined. (Manual of Procedures, ARTICLE XII)

Section 7: All financial obligations of individual members to the chapter must be met by March 15th before National dues can be sent to the Links, Inc. Each member shall pay fees sufficient to cover all of her financial obligations including local dues, local assessments, national dues, Foundation housing assessments.

Section 8. New member dues and assessments shall be determined by the Membership Committee and The Links, Incorporated.
ARTICLE X
DELEGATES and ALTERNATES to the
NATIONAL ASSEMBLY and AREA CONFERENCE

Section 1. At National Assemblies, and area conferences the chapter president and vice president will serve as the delegate and alternate respectively and present a written report to the chapter. When unavailable to attend/serve, the position will move to the officers by rank.

Section 2. All expenses for the delegate and alternate shall be paid by the Chapter and will include:

A. Registration fee,
B. Ground transportation (to place of departure; from arrival point to hotel, and from hotel to place of departure and then to home).
C. Tourist rate by plane or other means of transportation (whichever is less).
D. Hotel rate shall be the cost of a single room, and
E. The cost of materials for the report to the Chapter.

Section 3. The amount for expenses shall be given to the delegate and to the alternate at least thirty (30) days prior to the Area Conference or National Assembly. The total expenses will be reconciled upon receipts submitted within two (2) weeks after said Area Conference or National Assembly.

Section 4. Delegates and alternates must submit to the Chapter a joint report of business sessions and copies of pertinent materials of Area Conference or National Assembly at the first regular meeting after said Conference or Assembly.

ARTICLE XI
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 XII
AMENDMENT OF THE BYLAWS

Section 1. These Bylaws may be amended at any regular meeting:

A. By two-thirds (2/3) vote provided that:
   1. The amendment(s) is presented in writing to the Bylaws Committee at least thirty-five (35) days prior to the meeting at which it will be considered.
   2. The proposed amendment(s) is circulated to active members of the chapter at least twenty-five (25) days prior to the meeting at which it will be considered.
   3. By a nine-tenths (9/10) vote without previous notice.

B. 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 these chapter bylaws, without adhering to the process prescribed in this article.

ARTICLE XIII
CHAPTER RESPONSIBILITIES

It shall be the responsibility of this Chapter to:

1. Hold at least eight (8) meetings annually.
2. Implement the National Programs.
3. Send a delegate and an alternate to the National Assembly and the Area Conference. Absences from National Assemblies and/or Area Conference shall not exceed two (2) consecutive meetings regardless of the payment of financial penalties.
4. Report annually the status of each member to the Area Director and National Headquarters. The death of a Member, a Connecting Link, or an Heir O’Link shall be reported immediately to the Area Director and to National Headquarters.
5. Maintain a minimum membership of twenty (20) members.
6. Submit required reports to the Area Director, National Headquarters, and other personnel as my be directed. Official form shall be used for these reports.
Official Document of
The Links Incorporated