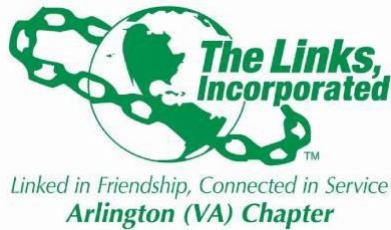


Arlington (VA) Chapter of The Links, Incorporated Bylaws

**Submitted by
Angela Foster
Parliamentarian
(2025-2026)**

**Amended
December 8, 2025**



ARTICLE I NAME AND BOUNDARIES

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

Section 2. The boundaries of the Arlington (VA) Chapter include Arlington County, City of Alexandria, as well as Northern Virginia cities within a 40 mile radius from the Arlington Government County Center (2100 Clarendon Blvd, Arlington VA 22201).

ARTICLE II OBJECT AND PURPOSE

The purposes of the Arlington (VA) Chapter are to promote and engage in educational, civic, and intercultural activities to enrich the lives of members and the Arlington and Alexandria communities, 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 the Arlington (VA) Chapter.

ARTICLE III MEMBERS

Section 1. Eligibility for Membership

A. Membership of the Arlington (VA) Chapter shall consist of women of high ethical standards, who are at least twenty-one (21) years of age and who have the potential of making outstanding contributions to their communities in civic, educational, or intercultural activities.

B. The Arlington (VA) Chapter membership shall include those inducted into the Chapter and transferees from other Links chapters. Total chapter membership shall be no less than twenty (20) members and not exceed sixty (60) members. The calculation of total membership shall not include Alumna members. Daughters of Links (DOL) and Granddaughters of Links (GDOL) who are active members of a chapter which has reached its maximum number of members shall not impact the maximum allowable number of members when calculating the number of active members in the chapter.

C. Candidates for membership into the Arlington (VA) Chapter must reside within the chapter boundary areas.

D. Name(s) of candidate(s) for membership in the Arlington (VA) Chapter shall be presented to the membership in accordance with National guidelines and/or at least two defined meetings prior to voting. The sponsoring member(s) must complete a New Member Profile and Induction Request Form and submit it electronically as described in The Links, Incorporated Manual of Procedures.

E. The Daughter of a Member of The Links, Incorporated (DOL) and Granddaughter of a Member of The Links, Incorporated (GDOL) must meet the same qualifications for membership as any other prospective member as established by The Links, Incorporated National Bylaws. Information received for membership of a daughter or granddaughter of a member of The Links, Incorporated shall be submitted to the Membership Committee for necessary action. The candidate Daughter (DOL) or Granddaughter (GDOL) must reside in the Arlington (VA) Chapter's boundary area. A DOL or GDOL shall be elected to membership by majority vote of active members who are present and voting. Absentee voting is prohibited. Voting shall be conducted by secret ballot.

F. Voting on candidates for membership will take place in accordance with The Links, Incorporated National Bylaws. If an exception is necessary, the membership must be notified at least two meetings prior to voting. Voting on non-DOL or non-GDOL for membership may take place at any regular chapter meeting between November and January. Non-DOL/GDOL's shall be elected by a two-thirds (2/3) affirmative vote of the active Chapter members who are present and voting. Absentee voting is prohibited. Voting shall be conducted by secret ballot.

Section 2. Membership may be classified as:

Active (in good standing), Active- Dual Residence, Member on Leave of Absence, Attendance Sabbatical, Alumna, Platinum, Provisory, Active Military, Transferees and Affiliates.

A. Active

Active members shall be accorded all rights and privileges provided in The Links, Incorporated, including voting, holding office, and participating in National Assemblies and Area Conferences.

1. An active member in good standing is a member who:
 - a. Has met all obligations of Chapter, Area, and National Assembly.
 - b. Is not under disciplinary action.
 - c. Has met the minimum attendance requirements determined by the 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 designed to implement the National programs of The Links, Incorporated.

2. An active member must remain active in the Chapter in which she was inducted for a minimum of two (2) years to retain her membership in The Links, Incorporated, except when a member moves to another locality and requests a transfer to a chapter in her new locality. The National Executive Council must approve any other exceptions to this policy.

3. 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 initial five (5) year period shall begin at the 33rd National Assembly held in 2002 in Chicago, IL. This provision shall not apply to Alumna, Active Platinum, or Provisory Members.

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

a. The documentation must show that the circumstances were unavoidable, not an inconvenience, however great the inconvenience may be.

b. The documentation, if accepted and approved by the National Executive Council will prevent her from forfeiting her membership for failure to fulfill the one (1) Area Conference or one (1) National Assembly within every five (5) years requirement.

c. The process of approval shall begin with submitting the documentation to her chapter for approval. The Chapter shall send approved documentation to the Area Executive Team for approval and the Area Executive Team shall send approval documentation to the National Executive Council which shall have final approval or rejection of the documentation.

d. Once approval has been received from the Chapter, Area and the National Executive Council, the member will be notified that she does not have to fulfill the requirement. She will be advised to attend the next scheduled Area Conference or National Assembly without the possibility of exception.

4. An active member of the Arlington (VA) 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 and the new residence is outside the locality of the Arlington(VA) boundary and/or service area.

5. An active member who moves to the locality of another chapter, shall, upon request be permitted to transfer to the chapter. It is mandatory that the chapter accepts her into membership provided that the chapter has not reached its maximum number of members.

B. Active-Dual Residency

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 provided that:

1. She provides 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.

2. 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.

3. Meeting attendance and service hours performed in the secondary chapter are certified by that chapter and reported through the member's primary chapter.

C. Leave of Absence

1. An active member may request a leave of absence if she is in good standing and for reasons acceptable to the chapter. Requests for leave must be made before the February chapter meeting when the budget is presented preceding the fiscal year for which the leave is being requested. Leave of absence can be granted for one (1) year. At the discretion of the chapter, leave may be extended for an additional year or longer in extreme circumstances. The chapter shall not grant leave of absence of more than ten percent (10%) of its membership during any year.

2. Where a leave of absence is requested beyond the timeframe provided in paragraph

D. 1(above) of this section, the member shall direct such leave request to the Chapter President. The Chapter President shall inform the chapter of this request and submit this request to the chapter for consideration. If the chapter approves the request, then the Chapter President shall submit this request with chapter approval to the Area Director. The Area Director will determine whether the request for leave is granted.

D. Attendance Sabbatical

An active member who demonstrates that she cannot fulfill her chapter's minimum attendance requirements may be placed on a sabbatical from attending chapter meetings for one (1) year at the discretion of her chapter because:

1. Her employment or civic responsibilities prevent her from attending chapter meetings, or
2. She is enrolled in a college or university course that meets on the day and time of chapter meetings.
3. At the discretion of her chapter, the attendance sabbatical may be extended. The member on attendance sabbatical shall be required to meet all other obligations of her chapter, area, and the national assembly.
4. Attendance sabbatical begins and ends in accordance with the chapter fiscal year, May 1- April 30.

DI. Alumna

1. Alumna is active and in good standing, has thirty (30) years of service or is age seventy (70) with ten (10) years of service. The member must meet the requirements by June 30 of the next fiscal year and notify the chapter no later than the preceding March meeting.
2. Alumna Member Obligations: An alumna member is not responsible for any dues or assessments and has all the rights and privileges of The Links, Incorporated except voting, holding leadership of committees, and holding office. An Alumna member will be an Alumna Member of The Links, Incorporated.
3. An alumna member shall give notice to the chapter president when she plans to participate in any activity requiring a fee or assessment. An alumna member of The Links, Incorporated may participate in Chapter, Area, and National activities provided she pay any fees that may be required.
4. To attend chapter meetings, she shall inform the Chapter President of her intent. 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.
5. All financial responsibilities and required fees assumed by the alumna member must be paid through the chapter.
6. Return to Active Membership: Within a five (5) year period from grant of alumna status, alumna status can be reversed 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 the chapter and to the National Headquarters of The Links, Incorporated.

F. Platinum

A platinum member is an active or 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 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 an elected or appointed position on the Area or National level. Members who meet the above requirements by June 30 of any given 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 the chapter and approval by the National Executive Council. An active Platinum member shall be exempt from the minimum forty-eight (48) hours service requirement. A Platinum member shall not be responsible for National dues and assessments and is exempt from chapter dues and assessments.

G. Provisory

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, may be granted provisory status by the chapter. A provisory member shall be responsible for national dues and assessments only. If the member becomes well enough to participate in activities outside her home, she shall reactivate her classification to active member.

H. Active Military

A member in good standing on active military duty who is deployed to a combat or high-risk zone shall be granted a special military leave upon submitting a copy of her order to the chapter. While deployed to the zone, she shall be exempt from her minimum forty-eight (48) hours service requirement. Upon completion of said deployment, she shall not be responsible for her minimum forty-eight (48) hours service requirement for the remainder of the existing Links fiscal year in which she returns. During deployment, she shall not be responsible for National or chapter dues and assessments until the next fiscal year.

I. Transferees and Affiliates

1. Transferees. Active members of The Links, Incorporated requesting a transfer of membership into the Arlington (VA) Chapter will be accepted at any time following approval by The Links, Incorporated, provided the chapter has not reached its maximum of 60 active members. New transfer members shall participate in a one (1) year mentoring program.
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 has reached the maximum members.

c. requests a transfer from the Arlington (VA) Chapter to Affiliate status no more than six months after moving to a new location

Section 3. Attendance Requirements

A. An active member must attend at least five (5) regular meetings of the organizational year. An organization year begins May 1 and concludes April 30.

B. A member must RSVP to the meeting notice to confirm meeting attendance. For in-person meetings, members shall notify the president and/or corresponding secretary of any cancellation prior to the meeting if it would enable the chapter to avoid undue expenses of meal costs or seating provisions.

C. Requests for an excused absence from an individual meeting(s) as an exception to the chapter's attendance requirement must be directed to the Chapter's Executive Committee. A member may appeal a decision of the Chapter's Executive Committee to the full chapter.

D. An active member must also register and attend at least one (1) Eastern Area Conference or one (1) National Assembly within every five (5) year period to retain her membership.

E. Support of Arlington (VA) Chapter Activities: All members are required to participate in major fundraisers by being responsible for the minimum obligation imposed on all members by the Arlington Chapter, and actively fulfilling delegated responsibilities and tasks. Each active member must also meet a minimum forty-eight (48) hours service requirement of the Arlington (VA) Chapter.

Section 4. Dues and Assessments

A. Financial Obligations: Dues and any assessments must be received by the financial secretary no later than March 15th of each year. The financial secretary shall notify members of their delinquency in writing.

B. Any fees that may be incurred for late payment of dues by a chapter member shall be paid by the member.

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

D. The Chapter is authorized to impose assessments on chapter members in addition to the approved budget provided previous notice is given at least one meeting in advance and it is adopted by two-thirds of the members present and voting.

Section 5. Resignations, Forfeiture of Membership, Disciplinary Actions and Reinstatements.

These actions are governed by The Links, Incorporated National Bylaws.

ARTICLE IV

Officers

Section 1. Elected Officers

A. The elected officers of the Arlington (VA) chapter shall be President, Vice President (Membership), Recording Secretary, Corresponding Secretary, Treasurer and Financial Secretary. Election of officers shall be by ballot vote and shall require a majority vote of those active members present and voting. If there is only one candidate for an office, that vote may be by voice or by acclamation. The Executive Committee shall include the elected officers as well as the Parliamentarian and Immediate Past President who serve as non-voting members.

B. The Chapter President may invite the Program Chair and Chairs/Co-Chairs of each Facet and each Committee as non-voting participants to Executive Committee meetings to prepare for chapter meetings and advise the executive committee on matters pertaining to the chapter.

C. The Chapter President may appoint an Assistant Treasurer and/or an Assistant Financial Secretary provided the chapter approves the positions by majority vote. These officers must be bonded in accordance with the Links Financial Handbook. The term of office shall correspond with the term of the Treasurer and Financial Secretary.

Section 2. Appointed Officers, Chairs, and a Chapter Chaplain

A. The President shall appoint the Parliamentarian as an appointed officer and shall serve at the discretion of the president.

B. There shall be five (5) Facets: Health and Human Services, Services to Youth, International Trends and Services, National Trends and Services, and The Arts. There shall be the following Standing Committees: Ethics and Standards, Bylaws, Program, Membership, Communications, Scholarship, Strategic Planning, and Fundraising. Each Facet shall have a minimum of one (1) chairperson and may have co-chairpersons at the discretion of the President.

C. The President may appoint a chapter Chaplain to deliver Linkspirations and serve as a moral compass for the chapter.

Section 3. Election Cycle and Qualifications for each office

A. Election of Officers: The slate of officers shall be presented in February or March, elected in April, and installed in May.

B. Qualification of Officers: A candidate for office must be a member in good standing. Candidates for office shall have been members of The Links, Incorporated for at least two (2) years prior to the election. A candidate for office shall also have attended at least one (1) Eastern Area Conference or one (1) National Assembly.

Section 4. Term of Office

Officers shall serve for a term of two (2) years or until a successor is elected or vacancy is filled. An officer may serve a maximum of four (4) consecutive years. Terms shall begin on May 1 or after installation of elected officer (in accordance with the National Manual of Procedures).

Section 5. Nomination Procedure and Duties of the Nominating Committee

A. The Nominating Committee, composed of five (5) members, shall be elected by a plurality vote by ballot at the same time as chapter officer elections. The member receiving the highest number of votes shall serve as the Chair. If there is a tie, the members of the Nominating Committee shall elect a Chair. Nominating Committee members may not serve on the Elections/ Tellers Committee. Members of the Nominating Committee are not barred from becoming nominees for elected office.

1. The Nominating Committee shall develop a slate by creating a "Call for Nominations" and the notice shall be sent to chapter members by the Corresponding Secretary. The Nominating Committee may contact individual members to encourage/advise of opportunities for elected positions.

2. The Nominating Committee will distribute a candidate slate and report at the regular meeting in March but not later than March 30.

3. The President is not an ex-officio member of the Nominating Committee.

4. Once a slate is developed and presented to the chapter, the responsibility for elections is transferred to the Elections/Tellers Committee.

B. The Nominating Committee shall serve for a two-year term to coincide with the term of the elected administration. The Nominating Committee shall perform duties of (1) presenting candidates to the chapter members for regularly scheduled elections, (2) presenting candidates if a nominee withdraws before the election, or (3) presenting candidates if there are vacancies to be filled. No name may be placed in nomination without the consent of the nominee.

C. Nomination from the Floor

Additional nominations from the floor shall be permitted before the election at the regular April Meeting.

D. Vacancies

If an officer position other than the President becomes vacant during a term, the president shall appoint, with the approval of the Chapter's Executive Committee, an interim officer. The interim officer shall serve until an election has been conducted. The interim officer may be a candidate for the permanent office. Upon notification of the vacancy to the chapter, the Nominating Committee will at the next regular chapter meeting, provide a slate of the candidate(s) to fill the vacancy for a ballot vote. Voice vote is allowed if only one candidate is nominated to fill the vacancy.

E. Removal from Office

An elected officer who does not fulfill the duties as described in Article V of these bylaws can be removed from office at the recommendation of the Chapter's Executive Committee and by two-thirds (2/3) vote of the membership where previous notice has been given. Each elected officer has the right to appeal. The appeal shall proceed to the membership of the Arlington (VA) Chapter for final decision.

ARTICLE V DUTIES OF OFFICERS

Section 1. President

The President shall:

- A.** Serve as the official spokesman of the Arlington (VA) Chapter
- B.** Preside at all regular and special meetings of the Arlington (VA) Chapter and of the Chapter's Executive Committee Meetings.
- C.** Coordinate, summarize and disseminate the information following the National Assembly or Area Conferences to chapter members.
- D.** Appoint the chairman and members of committees except for the Nominating Committee.
- E.** Sign all vouchers and checks.
- F.** Issue, sign and forward all vouchers to Treasurer for payment.
- G.** Appoint a Parliamentarian and other officers as needed.
- H.** Coordinate the creation and updating of the chapter handbook to describe customs and detailed procedures.
- I.** Serve as delegate to the National Assembly, Area Conference and as representative to any Summit or other designated meetings.

J. Serve as an ex-officio member of all committees except the Nominating Committee, Audit Committee and the Committee on Ethics and Standards.

K. Be bonded at the expense of the Arlington (VA) Chapter.

L. Perform other duties as directed by the chapter or as may be incident to this office.

Section 2. Vice President

The Vice President shall:

A. Serve as presiding officer in the absence of the President.

B. In the event of disability or resignation of the President, serve as President for the remainder of the unexpired term.

C. Serve as Chair of the Membership Committee.

D. Take necessary action regarding a member's status in the chapter.

E. Be bonded at the expense of the Arlington (VA) Chapter.

F. Perform other duties as directed by the chapter or as may be incident to this office.

Section 3. Recording Secretary

The Recording Secretary shall:

A. Record the proceedings of all meetings of the Arlington (VA) Chapter and the Chapter's Executive Committee meetings.

B. Keep the chapter's official membership roll.

C. Keep attendance records of all meetings including Executive Committee meetings.

D. Notify the Membership Committee Chairman of members not meeting attendance requirements.

E. Update necrology information of Links, Connecting Links, and Heir-O-Links in the Membership Management System within 24 hours of death notification.

F. Notify members of their 1 in 5 status.

G. Perform other duties as directed by the chapter, or as may be incident to this office.

Section 4. Corresponding Secretary

The Corresponding Secretary shall:

- A. Notify all members of regular and special meetings.
- B. Conduct the general correspondence of the chapter.
- C. Perform other duties as directed by the chapter, or as may be incident to this office.

Section 5. Financial Secretary

The Financial Secretary shall:

- A. Receive and record all monies of the chapter.
- B. Provide receipts to the payee, 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. 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.
- E. Advise the Chairman of the Membership Committee of any member who has not met all financial obligations by the March meeting.
- F. Present a financial report of the receipt of funds to the chapter at each chapter meeting.
- G. Present an annual written report to the chapter, followed by the submission of the financial records for internal or outside audit.
- H. Be thoroughly familiar with Article X. Finance, of the National Bylaws, Article XII. Finance, the Manual of Procedures and the current Financial Handbook of The Links, Incorporated.
- I. Serve as a member of the Finance Committee.
- J. Be bonded at the expense of the Chapter.
- K. Provide reports via a secure file sharing solution or the Members Only section of the Chapter website.
- L. Perform other duties as directed by the chapter, or as may be incident to this office.

Section 6. Treasurer

The Treasurer shall:

- A.** Receive all monies collected by the Financial Secretary, giving her proper receipt for the same.
- B.** Promptly deposit monies to the credit of the chapter in an account maintained in the name of the chapter at a bank selected by the chapter.
- C.** Pay all accounts approved by the chapter and accompanied by voucher duly signed by the President.
- D.** Write authorized checks according to budgeted amounts which must be co-signed by the President, or the Vice President in the absence of the President.
- E.** Maintain a record of monies disbursed, to whom paid and the reason for the expenditure.
- F.** Utilize chapter electronic accounting systems/software as required to maintain a record of financial transactions for internal and external audits.
- G.** Keep accurate records of the bank balance in the checkbook/electronic system.
- H.** Advise the Chapter when a budget item is to be exhausted.
- I.** Submit all dues, assessments, financial forms, and reports to National Headquarters by the published deadline date.
- J.** File the Tax Form 990 yearly by September 15th with National Headquarters and/or the appropriate regional office of the Internal Revenue Service as outlined in The Links, Incorporated Manual of Procedures.
- K.** Present a financial report of the receipt and disbursement of funds to the chapter at each Chapter meeting.
- L.** Present an annual report at the chapter's Annual Meeting in May with the report of the previous year's Audit Committee attached.
- M.** Submit records to the Audit Committee or outside auditor not later than May 31st each year.
- N.** Be thoroughly familiar with Finance section of the National bylaws, and the Finance section of the National Manual of Procedures and the current Financial Handbook of The Links, Incorporated.

- O. Serve as Chairman of the Finance Committee.
- 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 7. Parliamentarian

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 Chair of the Bylaws Committee.
- F. Perform other duties as directed by the chapter, or as may be incident to this office.
- G. Not vote unless voting is by ballot.

Section 8. Retiring/Outgoing Officers:

Each officer, except the financial officers, shall deliver to her successor in office, within 30 days after the expiration of her term of office and not later than the June meeting, all records, files, supplies, and other Links, Incorporated Materials in her possession. Financial officers shall deliver their records by the September meeting.

ARTICLE VI MEETINGS

Section 1. Regular Meetings.

- A. The regular meetings shall be held on the second Saturday of each month except, July, August, and December, or unless otherwise ordered by the chapter. Officers in descending order shall conduct the meetings.
- B. The chapter shall hold at least nine (9) regular meetings from May through April.

Members must attend five (5) regular meetings unless excused by the Executive Committee.

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

D. The president may cancel a regular meeting. Notice of the cancellation shall be sent to the members prior to the meeting. The notice shall be given by email, postal mail, telephone, or fax.

Section 2. Annual Meeting

A. The chapter shall have one meeting annually for the purpose of receiving an annual written report of officers and committees. Any other business that may arise may also be addressed at this meeting.

B. Newly elected officers and nominating committee members shall be installed at the May meeting. An exception may be authorized by majority vote of the chapter.

Section 3. Special Meetings

A. The president may call a special meeting. Previous notice of the meeting shall be sent to the members at least five (5) days prior to the meeting. The notice shall be given by email, postal mail, telephone, or fax.

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

C. Electronic Meetings. The Arlington (VA) Chapter may hold special meetings by means of a conference telephone or other communications technology provided the chapter's bylaws authorize special meetings and notice is given as provided in the bylaws. Further, the participants must be able to hear and communicate with each other. Participation in a meeting as provided by this provision shall constitute presence in person. Additional guidelines for participation in electronic meetings shall be outlined in the chapter handbook.

Section 4. Facets and Committees

Conference calling and electronic video meetings shall be allowed for Facets and other committees as a means of conducting meetings.

A. Conference calls and electronic video meetings should be documented in the following manner: Calls can be recorded, or minutes of the call must be taken. Minutes should include beginning and ending times, a list of members present and the agenda. Copies of minutes should be provided to the Vice President and the Program Chair.

Members must be notified of any recorded calls, and there should be disposition instructions for recordings in the chapter handbook.

B. Voting during a teleconference committee meeting shall be by roll call unless approved by unanimous consent.

Section 5. Quorum

A quorum shall be a majority of the active membership. The Recording Secretary shall announce the number necessary for voting before an election.

Section 6. Voting

A. Voting by ballot (also known as secret ballot) shall be used when secrecy of member's vote is desired. Ballot voting shall include but not be limited to elections (if there is only one candidate for an office, that vote may be by voice or by acclamation), new member admissions, disciplinary matters, etc. In cases where there is no requirement for a vote by ballot, a ballot vote can be ordered by a majority vote.

B. Use of commercial voting software approved for secret voting may be used.

Section 7. Planning Workshop

The chapter may elect to host a planning workshop following the National Assembly or Area Conference.

ARTICLE VII EXECUTIVE COMMITTEE

Section 1. Composition of Executive Committee

The Chapter's Executive Committee shall be composed of: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Financial Secretary, the Immediate Past President, and the Parliamentarian. The Immediate Past President and Parliamentarian are non-voting members.

Section 2. Duties and Powers

A. Scope of Executive Committee. The Chapter's Executive Committee shall be chaired by the President and have the general supervision of the affairs of the Arlington (VA) Chapter between its business meetings, make recommendations to the Arlington (VA) Chapter, and shall perform such other duties as specified in these bylaws.

B. The Executive Committee shall be subject to the orders of the Arlington (VA) Chapter and none of its acts shall conflict with action taken by the Arlington (VA) Chapter.

C. The Executive Committee shall make recommendations to the chapter.

D. The Executive Committee shall report all actions to the chapter.

E. When approving programmatic initiatives or meeting agendas, voting will be limited to the Chapter's Executive Committee voting members.

F. The Executive Committee shall have the authority to make expenditures not to exceed \$300.00 and to take actions on behalf of the Arlington (VA) Chapter in the interim between meetings for matters of an urgent or immediate nature and which cannot be delayed until the next regular monthly meeting.

Section 3. Executive Committee Meetings

A. The president may elect to invite the Facet and Committee Chairs and Co-Chairs, and those appointed to special positions (e.g., Chaplain) to attend the Chapter's Executive Committee meetings to inform the Executive Committee of administrative matters, programmatic initiatives, and planning.

B. The Executive Committee shall meet prior to each regular chapter meeting. Additional meetings may be called:

1. At the request of the President.
2. At the written request of a majority of the members of the Executive Committee.

Section 4. Executive Committee Quorum.

A quorum of the Chapter's Executive Committee shall consist of a majority of the elected officers.

ARTICLE VIII FACETS AND STANDING COMMITTEES

Section 1. Each of the five (5) Program Facets shall consist of a Facet chair, co-chair and shall solicit Facet members with a goal of 20% of the membership per Facet.

Section 2. The President shall appoint a Program Chair and co-chair. The Program Chair and co-chair in consultation with the president, appoints Facet chairs.

The Facets are: Services to Youth, National Trends and Services, International Trends and Services, The Arts, and Health and Human Services.

Section 3. Standing Committees. The President shall appoint chairs and members of the standing committees that the Chapter will require with the exception of those designated in the bylaws.

A. Membership Committee. The Membership Committee shall:

1. be chaired by the Vice President.
2. be responsible for new member orientation
3. be responsible for new member induction ceremony
4. conduct activities to engage Chapter members in fostering love and friendship.

B. Program Committee. The Program Committee shall:

1. be chaired by a chair and co-chair appointed by the President.
2. consist of the five (5) Facet Chairs/Co-Chairs.
3. be responsible for implementing chapter programs.
4. assist the chair/co-chair in compiling the Chapter Program Report in accordance with established timelines within The Links, Incorporated.

C. Budget and Finance Committee. The Budget and Finance Committee shall:

1. be chaired by the Treasurer and include the President, Financial Secretary, and a minimum of two other members.
2. prepare the proposed budget for presentation to the Executive Committee and the membership in February.
3. receive proposed line items from Facets and Committees for inclusion in the chapter budget within established deadlines outlined in the chapter handbook.
4. prepare and present financial records for audit in within established deadlines outlined in the chapter handbook.

D. Ethics and Standards Committee (Ethics Committee)

The Ethics Committee shall include the chapter parliamentarian and vice president, and the president shall appoint its chair. The number of committee members shall be an odd number of at least five (5) members.

The Ethics Committee shall:

1. Oversee the process for handling ethical complaints.
2. serve as a resource for members on ethical issues.
3. monitor implementation of the Code of Ethics; and
4. oversee and ensure due process involving alleged violations of the code of ethics.

Refer to The Links, Incorporated Code of Ethics and Standards for ethics committee composition and duties details.

E. The Bylaws Committee

The Bylaws Committee shall be chaired by the chapter parliamentarian and shall consist of an odd number of members including the chapter parliamentarian and at least four (4) other members.

The Bylaws Committee shall:

1. Be chaired by the Parliamentarian.
2. receive and make recommendations for amendments and/or revisions to the Bylaws and prepared for submission to the chapter.
3. upon review and approval by the Executive Committee, a member of the committee other than the Parliamentarian, may present the approved recommendations to the membership for membership approval of the recommendations.
4. if authorized, prepare, and submit the proposed bylaws revisions to the chapter for consideration.

F. Other Standing Committees

1. Other standing committees are: Communications, Scholarship, Fund Development, Technology, History, Archives, Audit, Amenities, Strategic Planning, and Elections/Tellers. The President may designate ad-hoc committees for specific purposes as required.
2. Conference calling and virtual platforms shall be allowed for Facets and other committees as a means of conducting meetings. Meetings shall be documented by minutes or recordings and include members present and agenda. Use of any recordings and their disposition shall be outlined in the chapter handbook.

ARTICLE IX

FINANCE

Section 1. Budget and Finance Committee

A. Chair

The Treasurer chairs the Budget and Finance Committee.

B. Check Signing Authority

Check signing authority is jointly vested in the Treasurer and President.

C. Due Dates

All dues, assessments, and fees, except any luncheon fees, are all due on March 15.

D. Luncheon Fees

Luncheon fees for in-person meetings are due in two installments (one-half) September and January or full payment in September.

E. Additional Duties

The Links, Incorporated *Financial Handbook* details additional purposes and duties of the Budget and Finance Committee.

Section 2. Audit Committee

A. The president appoints the Audit Committee Chair.

B. The Links, Incorporated *Financial Handbook* details the purpose and duties of the Audit Committee.

Section 3. Transfer Members

A. Handling of Member Transfers to a New Chapter

For a transfer member, the member's financial obligation to a new Chapter becomes effective as of the date of the approved transfer on a pro-rata basis. As an example, for a member who transfers in July of any fiscal year, three (3) months of the Chapter dues would be retained by the former Chapter and the balance would be paid to the receiving Chapter. Within ten (10) days of receipt of a membership transfer letter, the calculated pro-rata amount shall be for-warded by the former Chapter Treasurer to the receiving Chapter Treasurer. The funds should not be remitted to the member. Any refund or balance owed in pro-rata dues for the receiving Chapter is then to be determined by the receiving Treasurer and communicated to the trans-fer member for resolution within ten (10) days. Area and National dues and assessments are not refundable. Problems regarding transfers shall be referred to the Area Director(s) and Na-tional Vice President for disposition.

ARTICLE X 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 any Area Summit.

B. If the President is unable to attend, the delegate shall be designated in the following order: Vice President, Treasurer, Recording Secretary and Financial Secretary.

C. In the event no elected officer 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/ 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 designated in the following order: Treasurer, Recording Secretary and Financial Secretary.

C. In the event no elected officer is able to attend, the alternate shall be elected by a two-thirds (2/3) vote at a regular or special chapter meeting.

D. The Alternate shall present a written report of her involvement at the National Assembly/ Area Conference at the September meeting.

Section 3. Expenses

A. Delegate's authorized expenses shall be determined during budget development. The minimum expense covered by the chapter shall be the registration fee. Additional fees to be paid by the chapter may include:

1. Round-trip transportation to Assembly/Conference city.
2. Single occupancy room rate for days requiring delegate's attendance.
3. Transportation to and from hotel.

B. The Alternate Delegate's authorized expenses shall be determined during budget development. The minimum expense covered by the chapter shall be the registration fee. Additional fees to be paid by the chapter may include:

1. Round-trip transportation to Assembly/Conference city.
2. Single occupancy room rate for days requiring alternate's attendance.
3. Transportation to and from hotel.

ARTICLE XI PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised (RONR) 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 AMENDMENTS TO THE BYLAWS

Section 1. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Arlington (VA) Chapter:

By a two-thirds (2/3) vote provided that:

- A.** The amendment(s) is presented in writing to the Bylaws Committee for consideration and presentation to the chapter.
- B.** The Bylaws Committee will circulate the proposed amendment(s) to active members of the chapter at previous regular meeting at which it will be considered by the chapter.
- C.** Any amendment to these bylaws necessitated by amendments to The Links, Incorporated Bylaws shall be affected by the chapter Bylaws Committee and reported to the membership in writing within ninety (90) days following the adoption of such amendments by The Links, Incorporated.

Section 2. Revision of Bylaws

These bylaws may be revised upon authorization of the active members of the chapter. Prior notice shall be given to the chapter before any revision is made pursuant to this Article. Previous notice shall be provided to all active members by written announcement or email and posted in the members only section of the chapter's website.

- A.** Drafting an authorized revision shall be the duty of the Bylaws Committee.
- B.** The proposed revision shall be presented to the active members of the chapter at the previous regular meeting at which it will be considered.
- C.** Informal meetings to explain and review proposed amendments or revisions are authorized provided all active members have prior notice of such meetings and are offered an opportunity to attend.

Section 3. Compliance.

To be in compliance with the National Bylaws, any amendments to the National Bylaws of the Links, Incorporated pertaining to chapters shall be incorporated into these chapter bylaws without adhering to the process prescribed in this article.

Section 4. Administrative Corrections.

The Bylaws Committee may make administrative edits to the Bylaws for spelling, grammar, and format without prior approval of the chapter if the edits are documented and explained.

Section 5. Chronology of Changes

Revision – Oct 9, 2021

Amended – Oct 22, 2022

Amended – Dec 8, 2025