

## **ARTICLE I. NAME and BOUNDARIES**

**Section 1:** The official name of the chapter shall be The St. Petersburg (FL) Chapter of The Links, Incorporated.

**Section 2.** The boundaries and service areas of The St. Petersburg (FL) Chapter of The Links, Incorporated is Pinellas County, Florida

## **ARTICLE II. OBJECT**

The purposes of The St. Petersburg (FL) Chapter of The Links, Incorporated 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**

Members shall be women, duly inducted into any Chapter, and women elected to honorary status, who have identifiable abilities and interests in educational, civic, and intercultural activities.

### **Section 1. Eligibility for Membership**

Women shall be eligible for membership in The Links, Incorporated who:

1. Are at least twenty-one (21) years of age
  2. Meet the membership criteria
- A. Candidates for Membership must meet the following:
1. Meets criteria for membership as prescribed by The Links, Incorporated in Article I, Section 4 of National Bylaws.
  2. Reside in Pinellas County
  3. Be elected by a two-thirds majority vote of the active members who are present and voting
  4. Potential candidates for membership may be voted upon a maximum of two times. Anyone who has been extended an invitation to join the Chapter but, has not accepted may be invited once more for a maximum of two invitations.
- B. The Daughter (DOL) or Granddaughter of a member of the Links, Incorporated
1. Meets criteria for membership as prescribed by The Links, Incorporated in Article 1, Section 4 of National Bylaws.
  2. Resides in Pinellas County
  3. Be elected by a majority vote of the active members who are present and voting
  4. A Granddaughter must be at least twenty-one (21) years of age and be sponsored by her grandmother who is a member of the Links, Incorporated.

### **Section 2. Classification of Membership**

The classifications of membership are (Active, Alumna, Affiliate, Platinum, Provisional, Honorary and Leave of Absence) as described in the National Bylaws.

#### **A. Active Member**

An active member must remain active in the Chapter in which she was "inducted" to retain her membership in The Links, Incorporated, except when a member moves to another locality that is outside her chapter's boundaries and requests a transfer to a Chapter in her new locality. Any other exceptions to this policy must be approved by the Executive Council.

1. Attendance Sabbatical

An active member who demonstrates that she cannot fulfill the chapter's minimum attendance requirement may be placed on a sabbatical from attending Chapter meetings for one year provided that:

A. her employment or civic responsibilities prevent her from attending Chapter meetings,

B. she is enrolled in a college or university course that meets on the day and time of Chapter

2. Dual Residences

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:

a. She gives advance notice to the primary Chapter President and the President of the secondary Chapter of her intention to participate in meetings and programs of the Chapter in the location of her secondary residence.

b. She meets all Chapter, Area and National responsibilities and requirements (financial, attendance and service hours) that shall be recorded and reported to and through her primary chapter.

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

B. Alumna Member Eligibility

A member who will meet the requirements for Alumna status by June 30<sup>th</sup> of the next fiscal year and notify the Chapter no later than the preceding March meeting shall be eligible for alumna status.

C. Platinum Member

A Platinum member is an active or Alumna member who has reached eighty (80) years of age or older and who has given at least thirty (30) years of service, or who has given at least (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<sup>th</sup> of any given year and who submits the "50 Year Member Notification Form" by February 1<sup>st</sup> of the following year, shall be granted platinum status in the year in which she becomes eligible. Platinum status is the highest honor accorded a member on recommendation of a Chapter and approval by the National Executive Council. An active Platinum member shall be exempt from the minimum forty-eight (48) hour service requirement. A Platinum member shall not be responsible for National dues and assessments and is exempt from Chapter dues and assessments at the discretion of her Chapter.

**Section 3. Attendance Requirement**

An active member is one who has met all the obligations of the Chapter and has:

A. Met minimum attendance requirements of the Chapter by attending at least 6 meetings per year;

B. Meets the one-in-five attendance requirement at an Area Meeting or National Assembly every five years;

C. An active member must register and attend at least one (1) Area Conference or one (1) National Assembly within every five (5) year period in order to retain her membership. The initial five (5) year period shall begin at the 33<sup>rd</sup> National Assembly to be held in 2002 in Chicago, Illinois. This provision shall not apply to Alumna, Active Platinum, or Provisory

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

1. The written explanation must show that the circumstances were unavoidable, not an inconvenience however great the inconvenience may be.
2. The written explanation, if accepted and approved by the Area Executive Committee, will prevent her from forfeiting her membership for failure to fulfill the one (1) Area Conference and One (1) National Assembly within every (5) years requirement.
3. The process of approval shall begin with submitting the documentation to her Chapter for approval and the Area Executive Council which shall have final approval or rejection of the documentation.
4. 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.

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

All dues (National and Local) are payable by March 15<sup>th</sup> annually. Local dues shall be set each year by the Chapter according to budget requirements. National dues are as prescribed by The Links, Incorporated. Chapter members shall meet all Chapter and National financial obligations prior to the submission of dues and assessments to National Headquarters.

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

**A member may resign in writing provided all dues and assessments are paid in full.**

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

A member may be reinstated provided she meets the requirements in Article I, Section 13 of the National Bylaws. Application for reinstatement must be made between September and November,

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

An active member of the Chapter desiring to transfer to another Chapter must do so in accordance with Article 1, Section 6, Subsections A. 2-6, Section 10 of National Bylaws and the transfer process in the National Manual of Procedures and shall:

- A. Be a member in good standing with all financial obligations satisfied;
- B. Have a change of residence
- C. Make the request in writing to the Executive Committee of the Chapter stating a reason for transfer and desired date of transfer within six months of the date on which relocation was completed.

Upon receipt of the written request to transfer, the Executive Committee shall:

- A. Prepare a written report of the membership status of the requesting Link that specifies the Link's financial and attendance status;
- B. Set a date for presentation of the report and the recommendation of the Executive Committee for Chapter review at the next regularly scheduled meeting that occurs within

thirty (30) days following the date of the request;

- C. Send written notice of the Chapter approval or denial to the requesting Link, thirty (30) days subsequent to the Chapter vote.

If the request is denied, the requesting Link shall have sixty (60) days to respond and satisfy any reason for denial to the Executive Committee, which shall then issue a final report and recommendation to the President within thirty (30) days of receipt of the requesting Link's response. The Chapter shall decide, by simple majority vote, whether to accept or reject the requesting Link's response. As prescribed in Article 1, Section 6, Subsection A. 6, National Bylaws, An active member who moves to a residence located in another Chapter's boundaries, upon request, be permitted to transfer to that Chapter. It is mandatory that the Chapter honors the transfer provided that the Chapter has not reached its maximum number of members.

### **Section 8. Service Requirement**

- A. Each active member shall meet the minimum forty-eight hour service requirement of The Links, Incorporated.
- B. A Member who projects service hours (for March and April) and fail to fulfill projected hours, shall not have the privilege to project hours for the subsequent fiscal year for which the member is active.

### **Section 9. Fiscal Year**

The Fiscal Year is May 1 – April 30.

### **Section 10: Assessments**

All assessments must be approved in advance by the Chapter and paid by each member prior to the due date. Dues will not be submitted for members, who have not satisfied all Chapter financial obligations including assessments and annual dues.

### **Section 12: Leave of Absence**

A member on leave is an active member in good standing who, for reasons acceptable to the Chapter, is granted a leave of absence for one (1) year following the end of the fiscal year of the Chapter. At the discretion of the Chapter, this leave may be extended for an additional year or longer in extreme circumstances. A leave begins and ends in accordance with the fiscal year, May 1 – April 30.

Members requesting a Leave of Absence shall:

- A. Apply to the Executive Committee in writing stating the reason for the request;
- B. Is in good financial standing at the time of the request;
- C. Be denied leave status if the approval would result in a decrease in active membership of ten (10%) percent or more of the Chapter;
- D. Shall not be eligible for leave status if a prior leave has been granted in the preceding three years.
- E. A member on leave has no responsibilities; however, the National dues and assessments must be paid through the Chapter.
- F. At the expiration of the leave of absence, the member shall become an active participating member of the Chapter; or membership in the Links, Incorporated shall be automatically terminated.
- G. A member on leave has no voting privileges on any level of The Links, Incorporated. She may attend Chapter meetings only upon the invitation of the Chapter President.

## ARTICLE IV. OFFICERS

### Section 1: Elected Officers

The elected officers of this chapter shall be President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Sergeant-at-arms, Chaplain, and Assistant Secretary to the Executive Committee.

### Section 2: Appointed Officers

The Parliamentarian, Protocol Officer, Historian, and Reporter are appointed offices of the Chapter.

### Section 3: Qualifications for Office

- A. All elected officers shall be active and financial for at least two (2) consecutive years prior to the time of their nomination for office.
- B. A member in good standing who has been a member of the Chapter for at least three (3) years, has attended an Area Meeting or National Assembly within three (3) years prior to nomination may be nominated for President.
- C. All officers of the St. Petersburg Chapter must live within the commuting distance of the Chapter. The commuting distance for the Chapter is within 50 miles of Pinellas County.

### Section 4: Term of Office

All officers shall serve a term of two years or until her successor is elected. Terms of Office begin May 1. An officer may succeed herself in office but, may not serve more than two successive terms in the same office.

### Section 5: Nominating Procedures, Election of Officers and Nominating Committee

#### A. Nominating Committee

The Nominating Committee shall be elected by ballot at the April meeting of an election year to serve a two year term. The committee shall be made up of five (5) members. The member receiving the highest number of votes shall serve as chair. In the event of a tie, the members of the committee shall elect a chair. Members elected to the committee must

1. be financial and active at least three (3) years prior to serving on the Nominating Committee.
2. be active at the time of election
3. have been a Link at least (3) years
4. have attended at least one (1) Area Meeting or National Assembly

#### B. Nominations from the floor

Nominations from the floor shall be taken prior to the election at the April meeting.

#### C. Elections

1. Election of officers shall occur biennially. Nominations shall be presented in March and be voted upon in April. New officers assume their roles in May.
2. Prior to the September meeting, the Executive Board shall convene a transition meeting to advise the incoming officers of the organizational and governing documents.

3. Voting shall be by secret ballot of the members present and voting and a simple majority shall prevail. No absentee or proxy voting is permitted.
4. The membership shall be notified in writing at least 10 days prior to the meeting where the Election of Officers will occur.

**D. Consent of Nominee**

No name may be placed in nomination without the consent of the nominee.

**E. Vacancies**

1. Vacancies in the office of President shall be filled by the Vice President for the unexpired term
2. Vacancies in other offices shall be filled by the President and/or Executive Committee for unexpired term.

**F. Removal from Office**

Officers may be removed for failure to perform their duties, misconduct, etc. A two-thirds vote of the membership is required.

**ARTICLE V. DUTIES OF OFFICERS**

**Section 1: President**

It shall be the duty of the President to provide leadership, guidance and direction to the structure and programming of the Chapter. She shall:

- A. Serve as chairperson of the Executive Committee;
- B. Enforce the Constitution and Bylaws and carry out directives of National Assembly;
- C. Appoint committees;
- D. Perform such ceremonies as may be necessary and appropriate;
- E. Serve as ex-officio member of all committees except the Nominating Committee and Ethics and Standards Committee;
- F. Exercise all powers and duties that pertain to the office of President;
- G. Preside over all Chapter and Executive Committee meetings.

**Section 2: First Vice President**

It shall be the duty of the First Vice President to:

- A. Perform all the duties of the office of President in the absence of or at the request of the President;
- B. Serve as Chair of the Membership Committee

**Section 3: Second Vice President**

It shall be the duty of the Second Vice President to:

- A. Perform all the duties of the First Vice President in the absence of the First Vice President;
- B. Other duties as may be assigned or as appropriate;
- C. Act as Program Coordinator for the Chapter.

#### **Section 4: Recording Secretary**

The recording secretary shall possess secretarial skills appropriate for chapter management including the ability to record, organize, and edit proceedings for dissemination. The recording secretary shall:

- A. Keep accurate and detailed records of the proceedings of meetings;
- B. Compile, edit and make available the minutes, proceedings, votes and attendance of meetings and;
- C. Prepare a necrology report and other duties as requested by the President.

#### **Section 5: Corresponding Secretary**

It shall be the duty of the Corresponding Secretary to:

- A. Conduct all correspondence for the Chapter;
- B. Notify members of regular and called meetings;
- C. Maintain accurate directory information on members such as mailing and e-mail contact information.

#### **Section 6: Financial Secretary**

It shall be the duty of the Financial Secretary to:

- A. Receive all funds, local and national
- B. Keep an accurate account of the dues paid by each member
- C. Report monthly at each Chapter meeting regarding monies collected and receipted

#### **Section 7: Secretary to Executive Committee**

It shall be the duty of the Secretary to the Executive Committee to record the minutes and deliberations of the meetings of the Executive Committee.

#### **Section 8: Treasurer**

It shall be the duty of the Treasurer to:

- A. Deposit all funds of the Chapter;
- B. Make necessary financial disbursements;
- C. Report to Chapter on a regular basis financial reports showing income and disbursements;
- D. Submit books for audit;
- E. Co-sign checks for disbursements.

#### **Section 9: Sergeant-at-Arms**

It shall be the duty of the Sergeant-at-Arms to assist the Chapter President in maintaining order at all times during the meeting.

#### **Section 10: Chaplain**

It shall be the duty of the Chaplain to set the tone of the meeting by providing appropriate meditations and devotionals.

#### **Section 11: Historian**

It shall be the duty of the Historian to keep the local history of the Chapter current, recording annual activities, honors and awards.

## **Section 12: Parliamentarian**

It shall be the duty of the Parliamentarian to advise the Chapter President, other officers, committees and members upon request, on matters of parliamentary procedures according to the National Assembly Constitution and Bylaws, Chapter Bylaws and Roberts Rules of Order, newly revised, current edition.

## **ARTICLE VI: MEETINGS**

### **Section 1: Regular Meetings**

- A. The regular monthly meetings of this Chapter shall be held on the first Saturday of each month starting in May and continuing through April unless otherwise ordered by the Chapter. No meetings will be held in the months of June, July and August;
- B. The Chapter may establish meeting times with the beginning of each biennium;
- C. All members are required to attend at least **six (6)** of nine (9) meetings per year. Three (3) absences or more shall result in a referral to the Executive Committee to try and resolve the issue. Any member who has three (3) absences in one year must deliver, in writing to the President, the reasons for the absences. The President shall acknowledge to Chapter the receipt of the letter and the Chapter will vote on acceptance of the conditions presented in the letter and recommend appropriate action.
- D. Members who are habitually absent (more than 3 absences annually) will jeopardize their active member status.

### **Section 2: Annual Meeting**

The regularly scheduled meeting held in May shall be known as the Annual Meeting of the chapter unless otherwise ordered by the Chapter.

### **Section 3: Special Meetings**

Special meetings may be called by the President or by the Executive Committee.

### **Section 4: Electronic Meetings**

An electronic meeting may be called at the discretion of the President to discuss one issue only that is of significance to the organization that must occur between Chapter meetings or during the months of June, July or August. Any votes taken during this meeting shall be ratified at the next regular meeting of the Chapter. Only matters that are time sensitive will be acted upon between formal meetings. Any changes to governing documents, nominations and appointments are not appropriate subjects for electronic meetings.

The following procedures govern an electronic meeting:

- A. The President shall send an email to all members stating the reason for the meeting and provide an outline of the issue to be discussed. Email meeting procedures shall be attached to the initial email from the President.
- B. A quorum is established for the meeting
- C. A discussion period of two (2) days shall be established
- D. At the end of the discussion period, the president shall start the voting period by submitting the motion to a vote to the members.



- E. A voting period shall be designated or established as until a number of returned votes are sufficient to represent a majority of all voting members of the Chapter. The email vote must be sent directly to the president.
- F. Voting results shall be tabulated and announced by the President, recorded in the minutes of the meeting and ratified at the next regular meeting of the chapter.

**Section 5: Facets and Committees**

Conference calling shall be allowed for Facets and other committees as a means of conducting meetings. The conference calls should be documented in the following manner: The calls can be recorded or minutes of the calls must be taken if the calls cannot be recorded (and submitted to Vice President of programs). Minutes should include time beginning and ending, a list of the members present as well as an agenda.

**Section 6: Quorum**

A quorum for the Chapter shall be one-half of the active members of the Chapter.

**Section 7: Voting**

All major decisions and issues shall be voted on at a regularly scheduled meeting of the Chapter by ballot or voice vote of the members present and voting.

**Section 8: Hosting Requirements**

- A. Each member shall be required to host a meeting as designated by the Chapter in a rotating fashion. Two hostesses will be assigned for each meeting.
- B. Each member shall be required to notify the hostess as early as possible if she is unable to attend but, at least forty-eight (48) hours prior to the meeting;
- C. A hostess may request that a meeting be held at a time and date other than stated above;
- D. New Members and Transfer members are generally incorporated into the schedule at the end of their first year or as vacancies occur in the schedule.

**Section 9: Planning Workshop**

A Planning Workshop will be planned and hosted by the Chapter prior to the September meeting.

**ARTICLE VII: EXECUTIVE COMMITTEE**

**Section 1: Composition**

The Executive Committee of the Chapter shall be made-up of all officers and Facet Chairs.

**Section 2: Duties and Powers**

The Executive Committee shall:

- A. Make recommendations regarding the policies and programs of the Chapter;
- B. Have the authority to hear appeals and other matters brought to the membership;
- C. Make recommendations to the Chapter and report all actions to the Chapter.
- D. Have a quorum of two-thirds of the elected officers in order to take any official action.

- E. Have the authority to administer the affairs of the Chapter between regular meetings.

**Section 3: Executive Committee Meetings**

The Executive Committee shall meet on a regular basis to discuss Chapter issues or as specifically set forth herein or as directed by the President or the Chapter by majority vote. The Executive Committee shall meet at least quarterly, and shall report to the Chapter at the next regularly scheduled meeting immediately following this meeting. Any member of the Chapter may attend an Executive Committee meeting.

**Section 4: Quorum**

A majority of the elected officers of the Chapter constitutes a quorum for Executive Committee meetings.

**ARTICLE VIII: PROGRAM FACETS AND STANDING COMMITTEES**

**Section 1: Program Facets**

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

**Section 2: Appointment of Committees**

All committees of the Chapter and committee vacancies shall be appointed by the President or by voluntary assignment with the exception of the following committees

- A. Membership Committee - The Membership Committee shall:
  - 1. Be chaired by the 1<sup>st</sup> Vice President
  - 2. Be responsible for new member orientation
  - 3. Be responsible for new member induction ceremony
  - 4. Conduct activities to engage members in fostering love and friendship
  
- B. Program Committee - The Program Committee shall:
  - 1. Be chaired by the 2<sup>nd</sup> Vice President
  - 2. Consist of the five Facet Chairs
  - 3. Be responsible for implementing Chapter programs
  - 4. Assist the chair in compiling the Chapter Program Report in a timely manner.
  
- C. Nominating Committee - The Nominating Committee shall:
  - 1. Be elected by the Chapter
  - 2. Consist of at least 5 members
  - 3. Prepare the Slate of Officers for presentation to the Chapter
  - 4. Seek members to serve as officers.
  
- D. Finance Committee - The Finance Committee shall:
  - 1. Be chaired by the Treasurer
  - 2. Prepare the Proposed Budget.
  - 3. Prepare monthly financial statements
  - 4. Prepare financial records for auditing
  
- E. Bylaws Committee - The Bylaws Committee shall:
  - 1. Be chaired by the Parliamentarian
  - 2. Receive all bylaws amendments submitted appropriately and prepare each for submission to the Chapter
  - 3. Be authorized to originate proposed amendments
  - 4. Prepare and submit the proposed revisions to the Chapter for consideration.

**Section 3: Standing Committees**

The Standing Committees of the Chapter are: Bylaws, Membership, Budget and Finance, Ethics and Standards, Protocol, History and Archives and Strategic Planning.

#### **Section 4: Duties of Standing Committees**

The duties of the following Standing Committees: Bylaws, Membership, Finance, Ethics and Standards, Protocol and History and Archives shall be delineated in the annual Chapter directory.

#### **Section 5: Special Committees**

- A. The Elections committee, Internal Audit Committee, as well as, other Standing Committees shall be appointed by the President.
- B. Elections Committee  
The Elections Committee shall develop voting procedures and make all preparations for balloting for the Chapter.

### **ARTICLE IX: FINANCE**

#### **Section 1: Fiscal Policies of the Chapter**

- A. All Chapter funds must be received by the financial secretary and deposited within a reasonable period of time by the treasurer.
- B. All requests for funds and reimbursements must be supported by a voucher and appropriate receipts.
- C. The annual budget of the Chapter shall serve as a guide in the disbursement of funds and Chapter activities

#### **Section 2: Check Signing Authority**

Three officers of the chapter (President, Vice President and Treasurer) have check signing authority. Any two of these officers may sign checks for distribution.

#### **Section 3: Fines**

All fines will be determined by the Chapter.

- A. A member who fails to notify the hostess that she is unable to attend a regular meeting shall be responsible for the pro-rata share of the cost of the meal prepared by the hostess or a set fine of \$15.00 to be paid to the Chapter.
- B. It shall be the responsibility of the recording secretary to keep track of member attendance. The recording secretary will advise the financial secretary of members who owe hostess fees and this fee will be attached to the local dues of members.

#### **Section 4: Assessments and Dues – Due Date**

Local and National Dues and any assessments are due and payable no later than March 15<sup>th</sup>. Active members shall meet all Chapter and National financial obligations prior to the submission of dues and assessments to National Headquarters.

### **ARTICLE X: DELEGATE AND ALTERNATE**

The official representative of the St. Petersburg (FL) Chapter of The Links, Inc. is the President of the Chapter.

**Section 1:** The delegate to the National Assembly, Area Meeting or Leadership Summit is the President. If the President is unable to fulfill this obligation, The delegate shall be designated in the following order: the 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer, Recording Secretary and Financial Secretary.

- A. In the event no elected officer is able to attend, the delegate shall be elected by a two-thirds vote at a regular or special Chapter meeting.
- B. Business proceedings, programs and activities of the meeting represented should be reported to the Chapter.

**Section 2:** The alternate to the National Assembly and the Area Meeting may be any financial member approved by the Chapter.

**Section 3: Expenses**

The Chapter shall pay the registration fees, travel and housing expenses of the Delegate elected to represent the Chapter at the National Assembly, Area Meeting or Leadership Summit . The Chapter will pay the registration fees only for the Alternate elected to represent the Chapter at the National Assembly or Area Meeting.

**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 of order this Chapter may adopt.

**ARTICLE XII: AMENDMENT to HE BYLAWS**

**Section 1:** All matters not covered by the National Constitution and Bylaws shall be governed by the current edition of Roberts Rules of Order, newly revised.

**Section 2: Compliance**

To be in compliance with the National Bylaws, any amendments to the National Bylaws of The Links Incorporated, shall be cause for related changes in these Chapter bylaws, without adhering to the process prescribed in this article.

**Section 3: Amendment of Bylaws**

These Bylaws may be amended at any regular meeting:

- A. By a two-thirds (2/3) vote provided that:
  1. The amendment(s) is presented in writing to the Bylaws Committee at least 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.
- B. By a nine-tenths (9/10) vote without previous notice

**Section 4: Revisions to Bylaws**

The bylaws may be revised only upon authorization of the members of the Chapter. An authorized revision shall be drafted by the Bylaws Committee

ADOPTED: 12/2/2016

AMENDED: 10/05/2018