



Linked in Friendship, Connected in Service
Parthenon (TN) Chapter

October Chapter Meeting

Monday, October 28, 2019

2019-2020 Chapter Theme

*“Remember the Love...
Recommitting to Sisterhood & Service”*

September Meeting Agenda

- ▶ Call to Order.....Link Laura Mimms
- ▶ Pledge/Song.....All
- ▶ Linkspiration.....Link Sheila Peters

September Meeting Agenda

- ▶ Approval of Agenda
- ▶ Approval of September Meeting Minutes..Link Sharon Peters

President's Report, Link Laura

- ▶ National President's Fireside Chat, October 22nd
- ▶ Area Director's President's Conference Call, October 2nd
- ▶ External Audit Update

President's Report, Link Laura

- ▶ Central Area Conference Report
- ▶ Ethics & Standards Workshop
- ▶ Jazz Brunch Contract Sent & Approved
- ▶ Next Steps for Programming

MISSION POSSIBLE

Operation Parthenon Programming

*Your mission, should you choose to accept
it...*

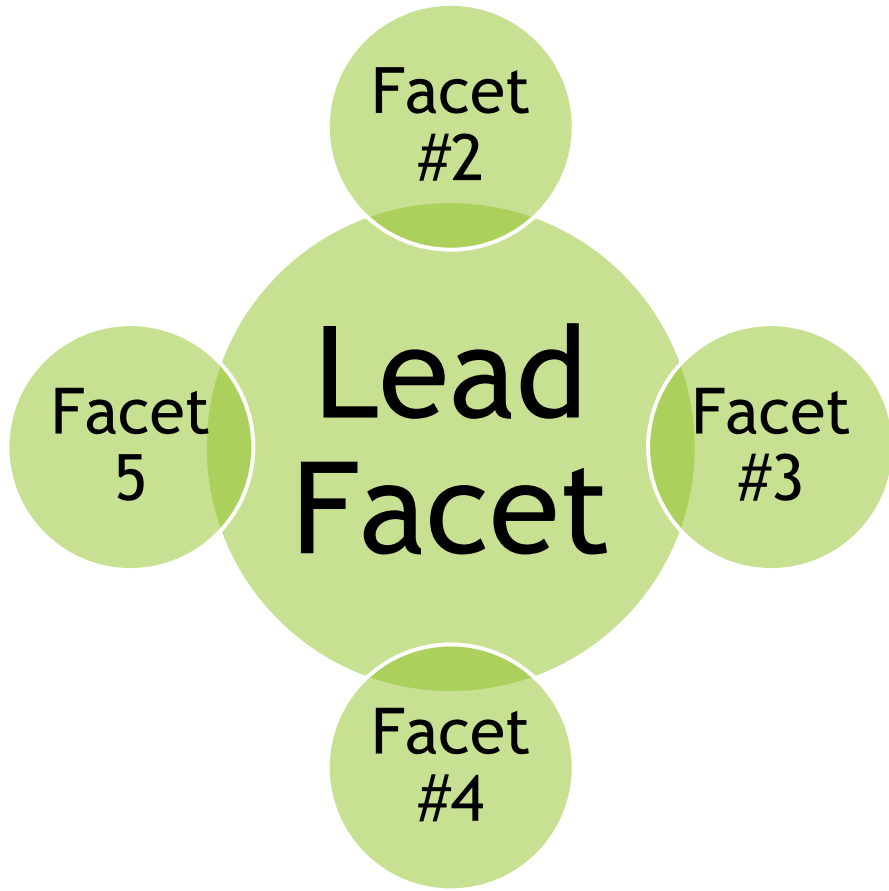
Commit to the work necessary to ensure we
develop, long-term, sustainable umbrella
programming.



What is a Program?

- ▶ A program is a comprehensive approach to solving a problem or addressing a need or issue within a community
- ▶ A program is not a single event or activity
- ▶ It includes a series of related activities focused on achieving a predetermined set of goals or objectives

What is Umbrella Programming?



Umbrella programming integrates program elements from all five facets, with one facet serving as the lead. Elements from the supporting facets should align with the thrust and mission of the leading facet.

All members of the chapter should be involved in implementing the umbrella program at some point during the program year.

What is This All About?

Connecting:

- ▶ Needs
- ▶ Solutions
- ▶ Results

Vice-President's Report, Link Rhonda

- ▶ Friendship & Service Activity
- ▶ Sisterly Relations Calendar

Vice-President's Report, Link Rhonda



Membership Through
Friendship

Friendship
Leads to
Greater
Programming

Greater
Programming
Uplifts the
Community

Vice-President's Report, Link Rhonda

- ▶ Links Incorporated Website – Update member password and profile
- ▶ Transfers – In order for a member to transfer to another chapter, they must 'relocate outside of the locality/boundary' of the current chapter. Paper work must be completed by Dec 1st

Vice-President's Report, Link Rhonda

Links Incorporated National Day of Service
November 9, 2019

Share photos and activities on social media on

#linksinc

#transformingcommunities

#friendshipfirstandforemost

#linkedinfriendship

#friendsservingsince1946

Vice-President's Report, Link Rhonda

SAVE THE DATE

Links Incorporated National Leadership Summit

October 31, 2019-November 2, 2019

Columbus Hilton Hotel

Columbus, Ohio

Deadline for Registration: October 14, 2019

Links Incorporated National Assembly

June 17, 2020-June 21, 2020

Hilton New Orleans Hotel

New Orleans, Louisiana

Vice-President's Report, Link Rhonda

Membership September Checklist

- ✓ Shared with chapter particular skills set needed to support the Chapter's work (Fundraising, Finance, Artistic, communication/PR, etc.)
- ✓ Consideration for Younger members, building the pipeline
- ✓ Chapter **voted** on whether or not they will take in new members
- ✓ Approve targeted number of slots
- ✓ Announced timeline for completion of Candidate Profile

Vice-President's Report, Link Rhonda

Membership Checklist September/October

- ✓ Return from Alumna to Active status open from Sept-Feb
- ✓ Membership committee outlines intake calendar and presents to chapter (deadline for submission of candidates, when candidates will be presented to chapter, when voting will take place)

Vice-President's Report, Link Rhonda

Membership Checklist September/October Continued

- ▶ Determine how committee will present the candidate profiles (Full copies to everyone, summaries, etc.)
- ▶ Membership Committee reviews voting process with Parliamentarian and then with chapter prior to voting

Vice-President's Report, Link Rhonda

October Checklist

- ✓ Reach agreement on how you will settle if there are ties, more than the recommended number gets the 2/3 vote
- ✓ 1st opportunity to present Candidates
- ✓ 1st opportunity to vote on DOL's, GDOL's
- ✓ Membership committee puts Final touches on Friendship Activity/celebration of Friendship month, consider including a neighboring chapter
- ✓ Preparation for Founders Day Observance

Vice-President's Report, Link Rhonda

November Checklist

- ✓ Celebrate Friendship month/Founders Day
- ✓ Presentation and voting for candidates continues
- ✓ Online submission of candidate profile continues
- ✓ Review attendance for members who have missed meetings, send notifications as needed
- ✓ Nov 30th deadline to receive Reinstatement letters via certified mail

Vice-President's Report, Link Rhonda

December Checklist

- ✓ Voting continues for candidates
- ✓ Approved candidates can be submitted to Area and Nat'l for sign off
- ✓ Dec. deadline for Alumna members desiring to return to active status within 5 years
- ✓ Dec 1st deadline to complete Transfer Paperwork
- ✓ Create Draft Invitation letter for Approved Candidates
- ✓ Assemble Membership Committee to finalize timeline for orientation period thru Induction

Vice-President's Report, Link Rhonda

**DO NOT SHARE WITH CANDIDATES
THAT THEY ARE UNDER
CONSIDERATION UNTIL AREA AND
NATIONAL APPROVALS ARE CONFIRMED**

Vice-President's Report, Link Rhonda

Candidate Approval Process

- ▶ Link Sister logs in with your credentials onto your profile page.
- ▶ On the left column, click on "Sponsor New Member" tab.
- ▶ Select third option titled "Candidate Status".
- ▶ The center of the screen will then fill with a chart titled "Candidate Status".
- ▶ The name of any candidate submitted by chapter members will be listed in green.
- ▶ You may click each individual name to view that person's profile form.

Vice-President's Report, Link Rhonda

Once the profile form is open you may print the form.

Once voting is completed:

- Chapter VP and President sign off in the system
- Send note to Area Director letting her know that you have candidates pending her Approval
- Area Director notify Executive Director for final approval

Process applies to all new, reinstatement and DOL/GDOL's

Vice-President's Report, Link Rhonda

Membership Intake Process

Vice-President's Report, Link Rhonda

The Process

VP Membership reports to chapter:

1. number of profiles received
2. reviews # slots available
3. sets date to present candidates
4. date to vote

Chapter can vote on reinstatements and/or DOL's/GDOL's first if preferred.

Vice-President's Report, Link Rhonda

Selection of an Elections Committee

- Prior to any voting takes place, the President appoints an Elections Committee.
- President determines the number of members needed (odd number 3, 5, etc.) and who will chair the Committee.
- This Elections Committee can also serve as the Teller Committee

Vice-President's Report, Link Rhonda

Voting for Candidates

Voting on new candidates other than DOL's and reinstatement members can be completed in November, December or January.

Induction can occur between May 1 and June 30

Vice-President's Report, Link Rhonda

- ▶ New Members shall be elected by a $2/3$ affirmative vote of the active members present and voting at a chapter meeting.
- ▶ DOL's shall be elected by a majority vote of active members present and voting

Vice-President's Report, Link Rhonda

Balloting Procedure

- ▶ Secure the meeting room and ballot
- ▶ Make sure the tellers committee has been appointed
- ▶ The President can vote in a ballot election/selection
- ▶ Tellers collect, and count the ballots
- ▶ The President announces that the voting is closed when the last vote is collected.
- ▶ If a member comes in after the vote is closed, it will take a motion with majority approval to allow that person to vote. The Tellers prepares the report and allows the President to read the report

Vice-President's Report, Link Rhonda

- ▶ All ballots indicating a preference should be counted and conform to the rules of the elections.
- ▶ Ballots that are blank should not be counted
- ▶ Illegal ballots should not be counted.
- ▶ The tellers report should become apart of the minutes
- ▶ Don't forget to keep your ballots secure and for at least 30-60 days, after the election

Vice-President's Report, Link Rhonda

- ▶ If your Bylaws state that your voting is by ballot, it can not be suspended or changed at the time of the election.
- ▶ If your bylaws are silent on the way you vote for new members, an active member can move for a ballot vote, it must be seconded and affirmed with a majority vote

Parthenon By-Laws Are Silent

Treasurer's Report-Link Janice

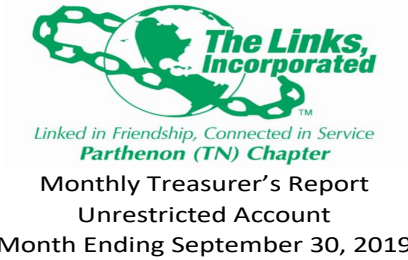


Linked in Friendship, Connected in Service
Parthenon (TN) Chapter

Monthly Treasurer's Report
Restricted Account
Month Ending September 30, 2019

BEGINNING BALANCE				<u>\$11,853.26</u>
August 30, 2019				
INCOME (Deposits)				
<u>Date</u>		<u>Description</u>		<u>Amount</u>
08/31/2019				\$11,853.26
		TOTAL INCOME		
		(Deposit)		.00
		(Interest)		1.51
EXPENSES				
(Checks Written)				
<u>Date</u>	<u>Check #</u>	<u>Payable To</u>	<u>Description</u>	<u>Amount</u>
				\$
		Federal Withholding		\$0.42
ENDING CASH BALANCE				<u>\$11,854.35</u>
(September 30, 2019)				
OUTSTANDING CHECKS				.00
RECONCILED BANK BALANCE				<u>\$11,854.35</u>

Treasurer's Report-Link Janice



BEGINNING BALANCE				<u>\$ 11,553.91</u>
August 31, 2019				
INCOME (Deposits)				
<u>Date</u>		<u>Description</u>		<u>Amount</u>
08/31/19		TOTAL INCOME (Deposit) (Interest)		<u>\$11,553.91</u>
				\$ 1.47
EXPENSES (Checks Written)				
<u>Date</u>	<u>Check #</u>	<u>Payable To</u>	<u>Description</u>	<u>Amount</u>
				\$
				\$
ENDING CASH BALANCE (09/30/19)				<u>\$11,555.38</u>
OUTSTANDING CHECKS				
RECONCILED BANK BALANCE				<u>\$11,555.38</u>

Financial Secretary's Report, Link Deborah

No Funds Received

1 in 5 Report, Link Sharon

Corresponding Secretary's Report

Link Ora

Vote on items requiring action

Code of Ethics Workshop, Link Sheila

- ▶ Complete Code of Ethics Forms and turn in at the end of the meeting.

Jazz Brunch Report



October Meeting Agenda

- ▶ Announcements / Celebrations
- ▶ Adjournment