

 2017-2018

 YEARBOOK

# General Information

**Color: Green and White**

**Flower: White Rose**

**The Links Pledge:**

*I do solemnly pledge myself to all the ideals, purposes and true meaning of the word “Friendship” as embodied in the name “Links.” I shall earnestly endeavor to uphold these standards and do my share toward serving my community and my chapter to the best of my ability. And this I promise.* ~Written by Sarah Strickland Scott

**The National Song**

*We strive to do some good each year, For those who need our aid; It binds us close and brings us joy, And so we feel repaid. We’re each a Link in friendship’s chain and loyal to our creed of doing good through work and play Together we’ll succeed.*

The Links Incorporated Founders Date: November 9, 1946

San Jose Chapter Founders Date: June 6, 1981

# Executive committee

President Tracy Bowers

Vice President Membership Norwita Williams Powell

Vice President Programs Naomi Alston

Recording Secretary Teri Zanders

Corresponding Secretary Katranker Thompson

Treasurer Jessie Dunun

Financial Secretary Pam Payton

Parliamentarian Yvonne Waldron Robinson

Chaplain Vickie Wilson

Immediate Past President Fredia Brooks

Arts Facet Chairpersons Pam Payton and Yvonne Waldron Robinson

HHS Facet Chair Natasha Joplin

ITS Facet Chairpersons Vickie Wilson and Hellen Sims

NTS Facet Chairpersons Roselyn Harlow and Vieira Whye

STY Facet Chairpersons Lisa Dixon and Toni Brown

1. Allocations Committee Vacant

2.Archives Committee Hellen Sims

3. Audit Committee Pam Payton, Jessie Dunun

4. Bylaws Committee Yvonne Waldron Robinson

5. Communications & Public Relations Mary Noel

6. Ethics and Standards Committee Natasha Joplin

7. Finance Committee Jessie Dunun

8. Fundraising/Fund Develop Com Lisa Dixon

9. Integrated Programs Jan White

10. Membership Committee Norwita Williams Powell

11. Nominating Committee Vacant

12. Protocol Committee Brenda Ray

13. Rituals Committee Malaika Young

14. Scholarship Committee Malaika Young

15. Social Committee Roz Harlow

16. Strategic Planning Committee Katranker Thompson

17. Technology Committee Vacant

18. Desserts for Charity

ADMINISTRIVIA 101

# Service hours

* Active members of The Links, Incorporated are required to accumulate a minimum forty- eight (48) hours of service per fiscal year to the organization through service sanctioned by and a part of her Chapter’s programmatic thrust. Service hours may also be earned by attending Chapter meetings, participation in Chapter activities, participation in certain Area meetings as may be designated by the Area Director, and participation in certain National meetings as may be designated by the National President. The one-year period mirrors the fiscal year of The Links, Incorporated i.e., May 1st through April 30th. Members may project an estimate of service hours that will be accumulated after the Chapter’s submission of its Master Data Form and by April 30th if necessary. Chapter leadership is responsible for ensuring the integrity of the service hours reported.
* Our chapter tool to manage service hours is the Track it Forward application. <https://www.trackitforward.com>

# Fiscal Information

* How do I receive my refund? The Treasurer, Pam Payton
* Who is in charge of funds? Who do I contact first? Financial Secretary, Jessie Dunun
* What is a voucher? Why can’t I get my funds without it? The Voucher System is our way of maintaining an audit trail for any and all funds that have been expended.
* How important is the budget for this year? Very Important – Without Budgetary discipline, we will not be able to finance our Community Projects.
* What does the budget look like? The Treasurer can supply you with a copy of the budget.

# Bylaws

* What categories of members are in this chapter now?
	+ Active
	+ On-leave
	+ Alumnae & Platinum
* Who is the chair? The Parliamentarian – Yvonne Waldron Robinson

# Archives

* Who is the archivist for this chapter? Hellen Sims

# Protocol

* Who is in charge of protocol? Brenda Ray
* What do they do when an area or National officer comes to visit our chapter? Refer to Protocol Manual
* Is there a National manual? YES Why is it important? It is the designated process to give the respect to the office of the person visiting.

# Publicity

* Who is in charge of publicity for our chapter? Publicity Chairperson, Mary Noel
	+ What have we done in the past?
	+ Deltas Advertisement
	+ Alpha Kappa Alpha Ad
	+ Delta Sigma Theta Ad
	+ African-American Center AD
	+ Selectmen of San Jose Ad
	+ Western Area Advertisement (odd yrs.)
	+ Peninsula Chapter of Links
	+ Sacramento Links
	+ San Francisco Links
	+ National Assembly Ad (even yrs.)

# Branding our Chapter

* Where do we start? Why is it important? Should it be a part of the work of the publicity chairperson? Branding allows us to partner with a larger segment of our community and more easily raise funds to promote our charitable works.

# Social Committee

* Who is the chairperson of the committee? Roz Harlow
* What activities for the chapter do they plan? Christmas Social, work with the Protocol Chair to plan Charter Day and Founders Day.

# Chapter contracts/ Email /web Account

* Chapter Address
	+ POB 3691,
	+ San Jose, California 95126
* Website Address: [www.sanjoselinks.org](http://www.sanjoselinks.org)
	+ Username sjlmember
	+ password:2$ervE
* Email Address: sanjose@linksinc.org
* Username: sanjose
* Password: 33388

# National and Western Area Websites:

* Western Area <http://walinks.org/> p/w westernarea54
* National <http://www.linksinc.org>

# Scholarship Committee

* Who is the chairperson of the committee? Malaika Young
* Is there a program to mentor the students? Yes, a more formalized process has been established by the Committee.

# Adopt a Family

* Who is the chairperson? Jan White

# cOMMUNICATIONS

* Contact the Chapter President regarding any issue which may affect the Chapter prior to the meeting.
* RSVP means regrets only or as requested
* Practice email etiquette. When replying to "EMAILS"- Avoid replying as: "Reply to All"- Reply to sender or requestor

# CHAPTER MEETINGS

* Contact the Meeting Hostesses by the RSVP date/deadline. If you are unable to attend, leaving early, or arriving late to the meeting.
* Chapter Meeting notification is expected - two weeks before meeting
* Meeting Hostesses sends the meeting announcement to Corresponding Secretary (and cc: the President) two weeks prior to the meeting.
* Corresponding Secretary sends Chapter Meeting notifications within two weeks prior to the meeting.
* Fees incurred by the Hostesses as a result of "no shows", or "no response" may require the member to reimburse Hostesses for meal cost or other items related to planning the meeting.

# eXECUTIVE COMMITTEE MEETINGS

* Executive Committee Meetings attendees are: Elected Officers, Facet Leads, Standing and Appointed Committee Chairs- Attendance is required and RSVP courtesies apply for Executive Committee Meetings.
* Anyone making a report at the Chapter Meeting must first present the report to the Executive Committee Meeting.
* Chapter Wide reports are to go through President, and Corresponding Secretary
* Individual reports for other members, committees to go directly to the Chair of the Committee first, then presented to Executive Committee, and then at the Chapter meeting.

*All meetings are governed by the current (11th)edition of the Robert's Rule of Order*

# TELEPHONE CALLS

* Telephone calls are expected to be returned with 48 hours.
* Reply to phone calls and take actions within the requested timeframe

# TE LINKS , INCORPORATED NATIONAL CALENDAR May– April

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| **MAY** | **1****1****1****5/1-6/30****>****>****>****>****>** | Beginning of Fiscal YearDeadline for receipt of late dues, assessments, and fees for non-financial members at National HeadquartersMembership transfer period beginsInstallation of Chapter Officers *(***Chapter Profile Update Form emailed to National Headquarters at** **membership@linksinc.org** **with a copy to Area Directors)** Chapter conducts Orientation Workshop III for candidate’s induction *[use Membership Orientation Manual & History Book]*Induction of new members *[New members may be inducted beginning 5/1 and ending 6/30]*Evaluation of chapter activities *[see Membership Orientation Manual]*Chapters may begin to submit Form 990 to IRS and Chapter bonding insurance toNational HeadquartersArea Conference *[Odd years only – Date & location TBD]*Memorial Day *[Headquarters closed]* |
| **JUNE** | **>****>** | Establish all committees for new Chapter yearInduction of new members *[New members may be inducted beginning 5/1 and ending 6/30]*Area Conference *[Odd years only – Date & location TBD]* |
| **JULY** | **>****4****>****>** | National Assembly- *[Even Years Only- Date and location* TBA]Area Conference *[Odd years only – Date & location TBD]*Independence Day *[Headquarters closed]*For Area Elections *--* Area Nominating Committee sendsnominating forms to Chapters; Chapters distribute forms to members for elections to be held at Area Conferences *[Area elections are held in odd years only]*For National Elections *--* National Nominating Committee sends nominating forms andinstructions to Chapters for elections to be held at National Assembly *[National elections are held in even years only]* |
| **AUGUST** | **>****>****>****>****>****>** | Chapter committee meetings and workshops conductedChanges in Chapter bylaws, Chapter membership rosters, Chapter handbooks, etc., emailed toArea DirectorsCopies of Chapter bylaws sent to Area ParliamentariansChapter Executive Committee roster emailed to National Headquarters*[**membership@linksinc.org**]* with a copy to Area Directors September mailing distributed to all Chapter Presidents Governance Meeting *[Odd years only – Date & location TBD]* |
| **SEPTEMBER** | **>****15****15****15****>****>****>** | Labor Day *[Headquarters closed]*Deadline for submission of 990 Tax Form to IRS *[****ALL*** *Chapters are required to submit Form 990; go to* [*www.IRS.gov*](http://www.irs.gov/) *for information]* If a Chapter files for an extension with the IRS, a copy of the extension form must be sent to National Headquarters.Deadline for submission of copy of 990 Tax Form to The Links, Incorporated *[postmarked before or on September 15 and mailed to the National Headquarters]* . Form can also be uploaded on the National web site.Deadline for Chapter Bonding Insurance form to be processed online and payment postmarked/mailed to The Links, Incorporated lockbox or paid onlinePostmark date for Chapter bonding insurance form and payment due at NationalHeadquarters [*Must be submitted to lockbox]*Congressional Black Caucus Annual Legislative Conference (Washington, DC)Black Women’s Agenda Workshop and Luncheon (Washington, DC)Annual Walk-A-Thon |
| **OCTOBER** | **>****>****15****>** | Breast Cancer Awareness MonthDeadline for completed Profile for Nomination Forms for National Officer Elections mailed to National Headquarters *[even years]*Chapter sends Chapter budget for Chapter Year to Area Director with a copy to AreaTreasurerMembership Committee distributes candidate(s) profile forms to Chapter members |
| **NOVEMBER** | **>****>****>****>****>****>****>****>** | National Friendship MonthChapters celebrate Founders’ DayExecutive Council Meeting *[Date & Location TBA]*Scott Hawkins Leadership Institute Retreat *[Date & Location TBA]*Veteran’s DayThanksgiving Day *[Headquarters closed]*Day after Thanksgiving *[Headquarters closed]*Candidates’ profile forms presented to Chapter members |
| **DECEMBER** | **1****24****25****26** | Deadline to submit member transfersChristmas Eve *[Headquarters closed]*Christmas Day *[Headquarters closed]*Kwanzaa |
| **JANUARY** | **1****>****>** | New Year Observed *[Headquarters closed]*Martin Luther King Jr. Holiday Observed *[Headquarters closed]*Chapters may vote on candidates for membership and submit candidate profiles and verification forms to National Headquarters and Area Director |
| **FEBRUARY** | **>****1****>****>****>** | Black History MonthDeadline for submission of Program ReportsPresident’s Day Observed *[Headquarters closed]*Area Nominating Committee sends names of candidates for National Officers to Chapters*[National elections are held in even years only]*Chapters send letters to candidate(s) approved for membership *[after the verification form is approved/signed and returned to Chapter President]* |
| **MARCH** | **>****>****>****>****>** | Chapters begin processing membership dues online and submit payment online or to therespective lockbox for The Links, Incorporated and The Links Foundation, IncorporatedAffiliate Members submit membership dues and service hours online to the NationalHeadquartersChapters send fees for new members to the respective lockbox for The Links, Incorporated and The Links Foundation, Incorporated (separately)Chapters send letters to candidate(s) approved for membership *[after verification form**is approved/signed and returned to Chapter President]*Chapter Conducts Orientation Workshop I for approved candidates *[use Membership**Orientation Manual]* |
| **APRIL** | **1****1****1****>****>****30** | Deadline membership dues to be processed online and payment submitted online or to therespective lockbox for The Links, IncorporatedChapters elect officersPostmark deadline for Affiliate Members’ membership dues and service hours to be submittedto the National HeadquartersArea Conference *[Odd years only – Date & location TBD]*Chapter conducts Orientation Workshop II for Candidate(s) for induction *[use Membership**Orientation Manual]*End of Fiscal Year |