The Links, Incorporated
Linked in Friendship, Connected in Service
Central Area

THE CENTRAL AREA
LEADERSHIP SUMMIT
OF THE LINKS, INCORPORATED

Lesson # 6

Deal with what comes to you, but don't lose faith!

Just when you think it can't get worse, here come the flying monkeys, the bullies, and the mean girls. The world is full of lions, tigers and bears, oh My! So deal with it.

Lesson # 6

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What Members Can Expect

- Session Objectives
  - Insights into governing documents
    - National Bylaws, Code of Ethics, Manual of Procedures, Financial Handbook
  - How to conduct a meeting
    - Meeting Agenda
    - Role of President
    - Committee Reports
    - Types of Motions
    - Tools to address chapter challenges
    - Friendship and Service

A Flying Monkey

- Trouble!

Governance

- The Links, Incorporated is governed by the following documents in the order listed.
  - 1. National Documents
    - Constitution and By Laws
    - Manual of Procedures
    - Financial Handbook
  - 2. Chapter By Laws

    Chapter "Standard Operating Procedures
  - 3. Robert's Rules of Order, Newly Revised, 11th ed.

A Roaring Lion

- Confusion!

Overview of Ethics

- What is Ethics?

Ethics is an expression of the ideals which honor

The spirit of our Founders and provides guidance to all members to ensure that our actions exercise a moral compass in our personal judgment discretion.

Overview of Ethics

- Be diligent in reading the Code
- Be honest
- Be forgiving
- Be FAIR
- Be the first to ask for guidance if you don't understand any provision of the Code
- Be considerate
- Be proactive
- Be sure to work and act as problem solvers

Overview of Ethics (2)

- Be sure to actively adhere to code values and model core values in your interactions
- Be consistent
- Be sure to show compassion, grace and empathy

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Screaming Monkey!

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The Standards of Conduct

- Communications A–D, page 8
- Financial Operations A-C, page 9
- Intellectual Property, page 9
- Equal Opportunity A&B, pages 9 & 10
- Conflict of Interest A-G, pages 10

Membership Experience:

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- Included
- Respected
- Valued
- Engaged

Membership Experience:

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- Power of 1
- Communication
- Mentoring
- Governing Documents

The Meeting Agenda

- Call to Order
- Pledge
- Song
- Linkspiration (optional)
- Roll Call
- Reading and Approval of Minutes
- Reports of Officers
- Reports of Standing Committees
- Reports of Special (Select or Ad Hoc) Committees
- Special Orders
- Unfinished Business and General Orders
- New Business
- Adjournment

A Prowling Tiger

- Danger!

Making the Motion

- The member asks permission from chairman for the floor
- The chairman grants permission
- The member makes the motion, “ I move that…”
- The chairman asks for seconds
- Members stand and call out “second”

Making the Motion (b)

- If there is no “second,” the motion fails immediately
- If there is a second, the chairman states the question of the motion, which opens the floor for debate
- The members debate the question motion may be amended or fabled for debate at a later time

Making the Motion (c)

- When debate is finished, the chairman puts the motion to a vote
- The chairman counts the votes
- The chairman announces the votes and enacts or defeats the motion

Privileged Motions (a)

- Privileged motions do not relate to any business, but they take precedence over everything else in the meeting
  - Call for orders of the day – no second
  - Privilege – permits emergency motion or question dealing with the rights and privileges of the members

Privileged Motions (b)

- Recess – gives meeting a short break
- Adjourn which closes the meeting
- Fix the time to adjourn which sets the time for the meeting to end

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Cooperation

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Committee Reports

- Limitation of report content to what has been properly agreed to by the committee
- No second is required when the motion is made on behalf of the committee
  - Motion to implement recommendations
  - Motion to adopt entire report

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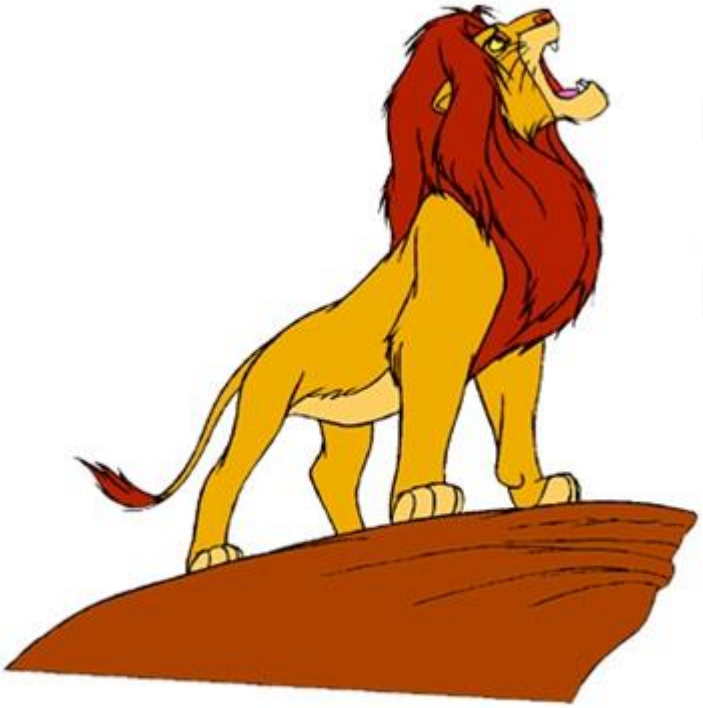
Core Values

- Friendship
- Service
- Legacy
- Respect
- Family Relationships



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Core Values (2)

- Honesty/ Truth
- Confidentiality
- Integrity
- Courage
- Responsibility and Accountability

Is this an Ethics Violation?

- Is a member's behavior consistent with our Core Values?
- Which Standard was violated?
- Has the Conflict of Interest Disclosure Statement been completed?
- Have untrue, misleading or unsubstantiated statements been made?

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EthicsViolation

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Is this an Ethics Violation?

- Was unauthorized written and electronic communication utilized?
- Can an immediate family member be the recipient of a Links sponsored fundraiser?
- Can public funds be used for a chapter's friendship activity?

Ethics and Standards Summary

- Do your actions comply with the letter and the spirit of the law?
- Do your actions comply with the letter and spirit of the Code and our governing documents?
- Do your actions comply with the letter and spirit of our Core Values?
- Do you feel confident that you would not be embarrassed, if your actions were disclosed to your Link sisters, your family and/or the media?

Who Does This Describe? (a)

- Leader
- Fresh ideas
- Innovative
- Mature
- Ambitious
- Enthusiastic

Who Does This Describe? (b)

Knowledgeable

- Sage judgment
- Questions everything
- Experienced
- Hard worker
- Creative

Back Story Parliamentary Questions

- Ways and Means Committee
  - How do the chapter bylaws address member assessments?
  - Did the Ways and Means Committee Report include a required ticket sale by each member?
    - Was this approved by the membership?

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- If there was disagreement about the assessment, a member could have moved to "divide the question."
  - This would allow the membership to vote on the fundraiser and the assessment in two separate votes
    - How might this have resolved the problem?
    - Complicated the problem?

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Back Story
Parliamentary Questions

- Did the Ways and Means Committee provide the membership with a budget for this event in the initial report?
  - Was it an itemized budget?
  - Did the budget include projected income from member assessments?

Back Story
Parliamentary Issues

- Did the membership vote to authorize expenditures for this event?
  - How would an affirmative vote impact the treasurer's decision?

Back Story
Parliamentary Issues

- Do your chapter bylaws define the role of the treasurer?
- How does the Financial Handbook address authorization of chapter checks?
  - How many signatures are required on a chapter check?

Back Story
Parliamentary Issues

- How do your chapter bylaws and national bylaws address members and prizes at chapter events?
  - Does the Financial Handbook address this issue?

Back Story
Parliamentary Issues

- Was the recess a good or bad idea?
- How might a recess be used to defuse a heated argument during a chapter meeting?

Session Summary

- The flying monkeys, bullies and mean girls are often the stimuli that disrupt chapter business and chapter order that can be prevented by conducting orderly meetings in accordance with National and Chapter Bylaws and parliamentary procedures.

Session Summary

- Operating outside the moral compass of the Code of Ethics can create unnecessary conflicts and tension that interfere with chapter programs and operations or result in ethics charges being filed.

Session Summary

- Failing to identify and incorporate the multiple generations within a chapter may result in unintended consequences such as the loss of chapter members, the inability to attract new members or the alienation of the alumnae members.

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Session Summary

- Session participants will:
  - Learn how to address and resolve chapter adversity
  - Understand the role the individual member should play in conflict resolution in the chapter

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Working it out

Everything will be alright.