

Standing Rules

(REVISED-SEPTEMBER 2009)

PUNTA GORDA - PORT CHARLOTTE - NORTH PORT
CHAPTER OF THE
WOMEN'S COUNCIL OF REALTORS®
OF THE NATIONAL ASSOCIATION OF REALTORS®

I. MEETINGS

A. General Membership Chapter Meetings

Membership meetings are to be held on a regular basis for purposes of conducting the general business of the Chapter and providing educational/professional resources to our members.

1. Regular Chapter Meetings

Meetings of the General Membership are to be held monthly at least 8 times per year. Date, time, place and number of monthly meetings will be determined and approved by the Governing Board, according to National guidelines.

2. Annual Election Meeting

The Annual Election Meeting shall be held no later than September 15th. It may be held in conjunction with a Regular Chapter Meeting.

3. Installation Meeting

The Installation Meeting shall be held in November or December. It may be held in conjunction with a Regular Chapter Meeting or as a separate event.

B. Governing Board Meetings

1. Frequency

The Governing Board will meet regularly (at least 6 times per year) before Regular Chapter meetings. Governing Board meeting times, place, and dates will be determined by President for presentation to the Governing Board prior to December 31st.

2. Attendance

Members of the Governing Board are expected to attend all Governing Board meetings unless they have notified the Presiding Officer of a legitimate reason they will be missing the meeting. Any member of the Governing Board with two or more unexcused absences shall be construed

as having resigned from the Governing Board.

3. Consent to Serve

Members of the Governing Board shall sign a Consent to Serve form at the beginning of their term.

II. ELECTIONS

Officer Elections shall be held at the Annual Meeting to be held before September 15 of each year.

A. Officer Qualifications

To qualify, Members nominated for office shall:

- 1) hold National WCR membership in the local Chapter;
- 2) have served on a committee within the past two years.

B. Officers Consent to Serve

Officer nominees shall sign a consent-to-serve form after reading job description as outlined in the Leadership Policy and Procedure Manual.

C. Tellers

A minimum of three tellers shall be appointed by the President to count votes at the Annual Election Meeting. Nominating Committee members and nominees shall not serve as tellers.

III. INSTALLATION OF OFFICERS

A. Arrangements

The outgoing President and incoming President, along with their Committee, shall make arrangements for the installation of officers.

B. Selection of Special Guests/Participants in Program

The incoming President shall select the Installing Officer and Mistress/Master of Ceremonies along with any special guests from the State.

C. Pin for Incoming President

The outgoing President shall have the duty of obtaining the incoming President's pin at the expense of the Chapter (either by mail or by purchase at the Annual Convention) in sufficient time for presentation at the Installation Ceremony. (See WCR order form in the LEADERSHIP POLICY AND PROCEDURE MANUAL).

D. Gift for Outgoing President

The Treasurer shall obtain, at the expense of the Chapter, a plaque or gift along with a Past President pin, to be presented to the out-going President at the Installation Ceremony. (May 2005)

E. Finances

The budget for the Installation Ceremony shall be sufficient to include the expenses of invited guest dignitaries (such as Board President, Executive Vice President, etc.).

IV. RESPONSIBILITIES AND DUTIES

A. Officers

Chapter Officers shall abide by the WCR Bylaws, the Chapter's Standing Rules, and the duties as outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL.

1. President

When the President takes office, she/he shall furnish each Officer their respective job description as outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL. Each committee chair shall also be furnished a copy of their respective job description. Both the Officers and the Committee Chairs shall also be furnished a copy of the Chapter Bylaws and Standing rules.

As soon as elected, the President shall organize the year as outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL.

The President shall be responsible to assign a Parliamentarian to oversee the order of the meetings.

The President shall complete the Invitation for the Governor's Visit and the Report Forms for the Chapter by the dates specified in the Manual.

2. President-Elect

The President-Elect shall serve as Chairman of the Programs and Education Committee, being responsible for recruiting and scheduling speakers/programs and arranging the sponsors for each of the General Membership meetings. President-elect shall perform the duties of the President in the event the President is disabled or absent. She/he shall perform other duties as requested by the President and/or Governing Board.

3. Vice President of Membership

Vice President of Membership shall serve as Chairman of the Membership Committee and will work with National and the Chapter Treasurer to ensure new member applications are processed according to the procedures outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL. The Vice President shall also notify the President and Governing Board of all new members within 2-3 days of receipt of the application.

4. Secretary

Secretary shall take minutes at all Governing Board meetings and all Regular Chapter Meetings where a vote is taken of the General Membership. (See LEADERSHIP POLICY AND PROCEDURE MANUAL). All minutes shall be verified by the President and signed by the Secretary before they are disseminated according to Chapter custom, which may be by e-mail or mail (Oct 2004), but they must be received by the Governing Board within a week of the meeting. (Jan 2005)

Hard copy of all minutes shall be kept organized in a binder for the year and passed along to the next incoming Secretary. Minutes shall also be stored on a back-up device (CD, flash drive, etc.) and kept for safekeeping in case of a computer failure. (2006)

5. Treasurer

All monies received by the Chapter shall be deposited in the account of Punta Gorda-Port Charlotte-North Port Chapter of WCR in a financial institution selected by the Governing Board.

Two signatures shall be required on all checks; approved signers on the account are the President, President-Elect, and the Treasurer.

All monies collected by the Chapter shall be turned over to the Treasurer within two business days of receipt and shall be deposited by the Treasurer within five working days thereafter.

The Treasurer shall keep written and accurate records of all dues payments and perform the duties as outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL.

The Treasurer shall present an accounting of the monies at each Governing Board Meeting in writing. All hard copies are to be maintained in a Treasurer's Binder for the year. The reports and accounting system/files accounting shall also be stored on a back-up device (CD, flash drive, etc.) in the event of a computer failure. (2006)

The Treasurer shall be reflected as the registered agent (Incorporation and Insurance) for the Chapter and has the authority to execute documents. Each year the new Governing Board will renew with these parameters in mind. (2009)

B. Committee Chairmen

All outgoing Committee Chairmen shall make a written report on the Committee's accomplishments at year's end and pass on Committee materials to the incoming Committee Chairmen. The outgoing Committee Chairmen are encouraged to share any recommendations to the incoming President, including candidate names to chair the committee and any ideas that may positively affect the performance of the committee in the coming year.

C. Parliamentarian (May 2006)

The Parliamentarian shall be responsible to ensure that the meetings are conducted according to the Revised Robert Rules of Order and shall be present at every meeting.

D. Failure to Perform Duties (July 2006)

President – See Chapter By-Laws

Officers (except President) or Governing Board members-If the failure to perform their duties as outlined in their job description results in an adverse effect on the Chapter, the individual shall be addressed as follows:

- ❖ President will address the problem with the individual, suggesting possible solutions to help the person improve their performance;
- ❖ If that is not successful, President will call a meeting including the Officers to try to find a solution;
- ❖ If that is not successful, President shall ask person to resign and appoint a replacement subject to Governing Board approval.

V. MEMBERSHIP

A. New Members

1. Application Processing

National member applications and checks will be collected by the Vice President of Membership who will process the application and payment according to the guidelines defined in the Leadership Policy and Procedures Manual. Copies of the application and checks shall be retained for the file. Copies shall also be forwarded to the Treasurer. National members are required to be members of the local Board of Realtors.

Local Affiliate applications and dues will be collected by the Vice President of Membership. The original check and a copy of the application shall be sent to the Treasurer. The application and a copy of the check will be retained for the membership file. Local Affiliate members do not have to be members of the local Board of Realtors to be a member of our Chapter. Affiliate memberships belong to the person/business that actually paid the dues (January 2000).

Affiliate members shall be members of the local Board of Realtors in order to participate in joint ventures with the Board (2009).

2. Welcome and Induction

The Membership Committee shall send out an email notification to all members of the Governing Board of all new members along with their appropriate contact information. Cards or letters of welcome will be sent to each new member by the Membership Committee.

New members will be welcomed and introduced by name and receive their membership pin (if they are present) at the next Regular Chapter Meeting. If not in attendance, they shall receive their pin as part of the Orientation meeting.

3. Orientation

New Member Orientation shall be conducted by the Vice President of Membership at least once per quarter. Any new members that have not received their membership pin shall receive it at that time. Each new member shall receive a membership package including their pin, a copy of the most recent roster, a copy of the By-Laws and Standing Rules, and a copy of the Committees available to work on.

B. Renewing Members

The Membership Committee shall conduct a renewal drive in the fall of each year to ensure the Chapter's renewal rate is high.

1. National Members

Renewal dues are billed by National and it is the duty of the Membership Committee to follow up with any members who have not renewed to ascertain why and report any non-renewals to the President and the Governing Board.

2. Local Affiliate Members

Local Affiliate renewal invoices are to be generated by the Membership

Committee during the month of November for the following calendar year. Payments received are to be processed immediately and forwarded to the Treasurer with a report of who the payments were from. A copy of the check and the original invoice are to be kept on file with the Membership Chair.

3. Affiliate Non-Payment of Dues

Affiliates who fail to pay their dues will be dropped from the membership with no pro-ration of dues should they decide to return later in the year. Affiliates who resign their membership can return later in the year on a pro-rated basis. (2002)

C. Guest Follow-up and Recruitment

The Membership Chair shall follow-up with all Guests attending any Regular Chapter Meeting to recruit any eligible new members. The Membership Committee shall have applications available at every Regular Chapter Meeting.

VI. FINANCIAL MATTERS

A. Regular Chapter Meeting Fees and Policies

1. Regular Membership Meeting Fees

Fees may be adjusted as necessary by vote of the Governing Board. (See Exhibit A for most current fees).

2. Reservations and Cancellations

The reservation deadline shall be included in the meeting announcements distributed to the membership. All reservations made and not cancelled by noon day prior to the meeting shall be billed to the member (March 2001) within 5 business days of the meeting by the Budget and Finance Committee. This includes members with Standing Reservations who fail to cancel.

3. Guest Policy

Guest policy shall be that each person is allowed to be a Guest once per year. On the second visit, they must join to protect the value of the membership to our members. The only exception to this policy would be if a guest is not eligible for WCR membership (member's family or a special out of town guest). Also, Guests will be charged a slightly higher fee than members for their luncheon program. (January 2006).

4. Guest Speakers

Guest speakers are to receive a complimentary meal, This policy does not apply to speakers who are local WCR members.

The speaker's meal may be paid by the Diamond Sponsor of the meeting or by an Affiliate non-sponsor. In the case of an Affiliate non-sponsor, they may provide the speaker, pay for the meal, and introduce the speaker OR they can pay for the meal and introduce the speaker. Affiliate non-sponsors may not promote their business as part of this provision. (February 2005)
The opportunity to promote business is only provided to the meeting's Diamond and/or Platinum Sponsors.

5. Distribution of Promotional Materials

Non-Sponsor marketing materials and flyers may not be distributed without the explicit approval of the Presiding Officer.(February 2005).

Sponsor marketing materials and flyers may only be distributed by the Sponsor(s) of the meeting and only in accordance with the guidelines outlined in Exhibit E.

6. Recording Devices

Meetings may not be taped (audio or video) without the permission and knowledge of the Presiding Officer and attendees. (September 2006)

B. Ticketed Events

1. Reservations

Reservations for all events are a financial obligation of the member making the reservation. Anyone failing to make a reservation for an event shall be accommodated on a space available basis. Anyone making a reservation but failing to attend the event (unless it is cancelled by the Chapter), will be billed for the ticketed amount within 5 business days by the Budget and Finance Committee.

2. Advance Ticket Purchases

Whenever possible, tickets will be available in advance of the event and must be paid for at the time of the ticket delivery. Should the purchaser fail to attend or cancel after the cancellation deadline, no funds will be refunded.

3. Cancellation deadline

A cancellation deadline shall be established for each ticketed function of the Chapter and shall be announced in the notice for the event.

4. Ticket policy

Attendees of a ticketed event that includes a meal or beverages, they shall pay the full price of the ticket whether they elect to eat the meal or not.

C. Conference/Convention Expenses-Officers

The President is expected to attend all State and National WCR member conferences. It is also important that the President-Elect and Vice President of Membership attend as many of these meetings as possible. As a general rule, there are two National Meetings, two State meetings, and occasionally a Regional meeting that require overnight travel. It is the policy of our Chapter to fund the expenses for the President and President-Elect, and, when the budget allows, for the Vice President of Membership, Secretary, and Treasurer (in that order).

Immediate Past President's travel to the National Conference to accept the award for the year they presided shall be reimbursed (2009).

1. Covered Expenses

- ❖ Conference Registration Fees (pre-register whenever possible to take advantage of discounts)
- ❖ Banquet/Ticketed Event Fees
- ❖ Transportation Expenses (plane fare, train fare, taxis, shuttles, mileage at the rate dictated by National guidelines, etc.)
- ❖ Tips (transportation and hotel-related only)
- ❖ Overnight accommodations (provided the rooms are shared with fellow officers of our Chapter)
- ❖ Per diem of \$50 for President only towards meals

2. Expense Reports

Expense reports must be submitted by each officer within 30 days of the expense/event date, except in the case of a delayed or disputed billing. If multiple officer expenses are being reimbursed to one person, the expense report must break out the amount allocated for each officer's expense. For example, if the President pays for the hotel on a credit card but the President Elect, Vice President of Membership, and Treasurer shared the room, the expense report comments should indicate that 25% of the room expense is allocated to each officer who shared the room. A check request form is required for all reimbursements (Exhibit B).

3. Excluded Reimbursements

If any eligible expenses are being reimbursed by the local association, the Chapter will not duplicate the reimbursement. The reimbursement must be coordinated between the Chapter and the local association.

4. Limitations

Expenses incurred will be reimbursed according to the approved budget for said expenses.

5. Expectations of the Attendees

Chapter representative(s) is/are responsible to report back to the Chapter the highlights of the conference/convention. This can be accomplished via e-mail, newsletter, or in hard copy.

D. Conference/Convention Expenses-Non-Officers

1. Lodging

Non-officer attendees are responsible for their own lodging. If the budget allows, they may be reimbursed for room expense provided the room is shared with other members of the chapter (4 to a room).

2. Registration Fees

Budget permitting, registration fees may be reimbursed to qualifying members under the Education Reimbursement Program with the approval of the Governing Board.

Chapter Courtesy Policy

E. Memorials

In the case of a death of a Chapter member, an appropriate memorial shall be selected. In the case of the death of a Chapter member's spouse, parent or child, an appropriate memorial shall be selected and approved by the Governing Board. The Hospitality Chairperson is responsible for Memorials.

F. Get Well Remembrances

A card shall be sent to a member who is ill or hospitalized by Hospitality Chair.

G. Unbudgeted Courtesy Expenditures

Any unbudgeted courtesy expenses must be approved by the Governing Board. (Note: It is strongly recommended that a collection be taken at the next Regular Chapter Meeting to defray any unusual courtesy expenses).

H. Audit

Prior to the final Chapter Meeting of the year, the Treasurer's books shall be audited. (See LEADERSHIP POLICY AND PROCEDURE MANUAL). The Audit Committee shall report on the completed audit at the first Chapter Meeting of the calendar year following the year for which the audit was performed. A mid-year audit will also be performed by the Audit Committee for the year following the initial audit. (Oct 2006).

I. Budget

The Chapter will operate under a budget. All bills that are not budgeted must be approved by Governing Board. Any unbudgeted item over \$100.00 must be approved by the membership. The Treasurer shall work in conjunction with the Finance and Budget Committee.

J. Ways and Means

Ways and Means proceeds are to be used for Leadership Development, Educational Programs, and general chapter operations as allowed in the annual approved budget. A portion of the proceeds may be earmarked for a charitable contribution with the prior approval of the Governing Board.

1. Accounting

The Chapter will keep a separate accounting of all proceeds and expenses for each fund raising project. In the case of a Major Fund Raiser, a budget for the project must be submitted and approved by the Governing Board before any expenditure is made.

2. Possible Deficit Obligation

No Ways and Means project shall be undertaken which could create a deficit obligation for the Chapter without Governing Board approval.

3. Queen of Hearts

Queen of Hearts opportunities shall be available to WCR members only. Funds retained by the Chapter shall go towards Chapter operations and education; funds collected for the grand prize, less \$100, shall be deposited in a Savings account with a reserve set up on the accounting records until a member wins. (December 2005) The \$100 is to be kept on hand for ticket sale change. The winner is to have their name published in the newsletter the issue following their windfall along with the amount available for the next drawing.

VII. VIP POLICIES

(Note: Much care and caution should be given to any special privileges conferred by the Chapter such as VIP Policies. Any expenditure shall be included in the current year's budget).

A. Complimentary Membership

Each year the Executive Vice President of the Punta Gorda-Port Charlotte-North Port Association of REALTORS® will be given a local membership by the local Chapter.

B. Complimentary Invitation

A complimentary invitation to the Board President shall be extended for each Chapter meeting.

C. State or National WCR Office

If a member of the Chapter is elected to State or National WCR Office, any expenses allocated by the Chapter shall be determined by and voted upon by the Governing Board. Such funds shall be included in the Chapter Budget.

D. Honorary Members

Honorary Members will be approved by the Governing Board. Dues for the honorary members will be the same as Local Affiliate dues.

E. Pauline Moore Scholarship

One educational scholarship for a PMN course may be awarded per year, budget permitting, to a qualified member applicant. The award will be presented at the Installation Meeting and will be based upon the applicant's service to WCR. To qualify, the member must meet the qualifications outlined in VIII. B(3). The Governing Board shall select the most qualified candidate at the second to last Governing Board meeting of the year. (May 2005)

VIII AWARDS AND RECOGNITIONS

A. REALTORS® of the Year

Chapter Awards -Awards shall be presented to our members in various categories by vote of the General Membership, as outlined in the attached Awards criteria, Exhibit C. The categories for the Chapter level shall be Founders Award, Realtor of the Year, Affiliate of the Year, Rising Star Award. Extra Effort Award, Honor Circle Award, and other special categories as deemed by the vote results and the Awards Committee. The awards shall be presented at the Installation Meeting for the incoming officers.

State Awards - Chapter member names shall be presented to the State Awards committee chairman for the categories as outlined in Exhibit D. The nominees will be nominated by the individual members of the Governing Board with the exception of the Founders Award and Realtor of the Year who shall be nominated and agreed upon by the Governing Board as a whole. Nominees agreed upon by the Governing Board shall be documented in the Governing Board minutes. (October 2006) The awards are determined by the State Committee and shall be presented at one of the State meetings.

B. Tuition/Education Assistance Program (Dec 2004)

1. Eligibility

Current active members are eligible to receive funds from the Chapter to further their education in the real estate profession provided they meet the qualifications and if the budget allows. An educational scholarship may also be awarded to a non-member of Women's Council of Realtors from time to time and as the budget may allow.

2. Approved Courses

WCR recognizes all NAR sanctioned courses and other Leadership oriented courses as approved by the Governing Board.

3. Qualifications

To receive educational assistance, the applicant must:

- a) Have been a member for at least one year;
- b) Have served on at least one committee in the past year;
- c) Be an Officer, Committee Chairperson or are actively serving on a committee this year.

4. Approval Process

Applicants must submit their request in writing to the Governing Board. The Governing Board will be responsible to review the application and either approve or reject the application.

5. Maximum Amount of Assistance

Each approved applicant can receive assistance once per year not to exceed \$200.00.

IX. SPONSORS

A. Chapter Sponsors

The Chapter will seek affiliate/corporate/Realtor® sponsorships to help defray the expenses of operating the Chapter business and to provide additional educational assistance funds for the membership. Sponsors may be individuals or companies and are required to be members of the Chapter, either National or Local. Available levels of sponsorship and corresponding benefits can be found in Exhibit E.

B. Meeting Sponsors

The Chapter may seek sponsors for various events such as Regular Chapter Meetings, New Member Orientation, educational classes, special meetings, and the like. Levels of sponsorship and sponsor benefits will be determined as part of the

event planning. (See Exhibit E for membership meeting sponsor guidelines.)

C. Fundraiser Sponsors

The Chapter may seek sponsors for various fundraising events. The levels of sponsorship and sponsor benefits will be determined as part of the event planning.

X. WEBSITE AND NEWSLETTER ADVERTISING

Advertising shall be made available to any member on both the website and the newsletter. Fees for advertising shall be determined by the respective committees and approved by the Governing Board. Fees will be posted on the website and in the newsletter. Past Presidents and Active Governing Board members shall receive a free business card size roster ad next to their name. Retiring Governing Board members shall be required to pay or terminate the ad upon the termination of their service term as a Governing Board member. (Feb 2006) Sponsors shall receive advertising on the website as defined under the approved Sponsorship Guidelines. (Feb 2006)