

**STANDING RULES**  
**BAY AREA HOUSTON CHAPTER**  
**WOMEN'S COUNCIL OF REALTORS**

Proposed changes

**I. MEETING**

**A. CHAPTER MEETINGS**

Chapter meetings will be held on the second Thursday of the month, at 11:30 to 1:00 unless otherwise notified.

1. ANNUAL ELECTION MEETING - Annual Election Meeting will be held in August. It may be held in conjunction with a Chapter meeting.
2. INSTALLATION MEETING - The Installation Meeting will be held in December. It may be held in conjunction with a Chapter Meeting.

**B. GOVERNING BOARD MEETINGS**

The Governing Board shall meet each month, with time and location to be determined by the President. All committee chairmen shall attend and report at the Governing Board meetings. Special Committee Chairmen do not vote.

1. ATTENDANCE - All Governing Board members are expected to attend all Governing Board and Chapter Meetings. If an Officer or Standing Committee Chairman has two (2) unexcused absences from Governing Board meetings during the year, it will be assumed that the Board Member has resigned and may be replaced at the President's discretion with Governing Board approval. Absences may be excused, if the request is made in writing and is approved by the Governing Board.
2. ELECTION

**A. OFFICER QUALIFICATIONS**

1. Members nominated for office will have the following qualifications:

- a. Held membership in a WCR Chapter for a minimum of two (2) years

- b. Have Chaired a Committee
- 2. The President, President Elect, and Vice President of Membership of the Houston Bay Area Chapter shall be elected from active REALTOR/REALTOR ASSOCIATE members in good standing.
- 3. Other officers shall be elected from among active REALTOR/REALTOR ASSOCIATE or National Affiliate members in good standing.
- 4. An active member in good standing shall be described as:
  - a. one who attends the majority of the monthly membership meetings
  - b. one who participates in the events sponsored by this Chapter
  - c. one who is current with dues payment

(A list of the Chapter members who have participated in Chapter functions shall serve as evidence of members' participation and will be provided to the Secretary by the Hospitality Committee. The Secretary shall maintain this list for safe keeping and shall give it to the Nominating Committee Chairman prior to nominated candidates' interviews. This list should also be given to the Treasurer who utilizes it to invoice "No Shows" for reservations not kept and to the Vice President of Membership to track guests' visits to our meetings.)

Nominees will submit a signed "Officer Qualification and Consent to Serve" form after reading the job description as outlined in the current Standing Rules of the Bay Area Chapter.

## B. PROCEDURES

1. Members eligible to vote in the election of officers at the Annual Election Meeting will be only REALTOR and National Affiliate Members whose dues have been paid in full and are members of record at the National WCR office. NOTE:
2. The Nominating Committee Function: The Chairman of the

Nominating Committee shall announce to the General Membership by mail or electronic notice no later than May 30 that nominations for Chapter Officers are being accepted. This shall be done in the May WCR Newsletter.

3. The cut-off date for nominations shall be no later than June 15.
4. No later than June 30, the Nominating Committee, from the list of eligible candidates nominated, shall:
  - a. Furnish each nominated candidate with a written description of the position for which the candidate has been nominated.
  - b. Schedule interviews with candidates.
5. The slate of officer candidates shall be interviewed individually by a panel of no less than five (5) members of the Nominating Committee who shall again provide and discuss the list of duties of the position for which each candidate has been nominated.
6. Each candidate will be required to sign a Consent to Serve form which they have read and understand the commitment involved in accepting the position.
7. At the conclusion of the interview process and prior to July 15, the Committee members shall select one candidate for each office and present the proposed slate of officers in writing to the Secretary who shall present the slate in writing to the General Membership at least ten (10) days prior to the Annual Membership Meeting in August.

The Notification of Election shall include:

  1. The Date, Time and Place of the Election
  2. Procedure of the Nomination of Officers from the Floor
  3. Definition of Eligibility
8. The candidates' signed consent forms shall be turned over to the Secretary for safe keeping and retained until 30 days following the election.
9. At the Annual Election Meeting, The President or the Nomination Committee Chairman shall present the slate of candidates for the office. Before the vote is cast for each office, additional nominations from the floor may be made.
  - a. No name shall be placed in nomination from the floor without the written consent of the nominee.
  - b. Nominees shall be members in good standing as defined in Section II.A.4. of these Standing Rules.
10. Annual Election : The Annual Election meeting shall take

place in August so that the elected slate of officers may be submitted to National WCR prior to the October 15 deadline.

- a. Rules of the Day - - - will be approved by the members prior to voting.
- b. Tellers - - - a minimum of three (3) tellers will be appointed by the President. Nominating Committee members may not serve as Tellers.
- c. The list of candidates shall be presented to the General Membership by the Nomination Chairman or the President.
- d. Nominations may be made from the floor.
- e. The President shall call for a quorum. As stipulated in the Bylaws , Article V. Section 2: 20% of our Chapter's Realtor members constitute a quorum. The most recent membership report received from National will be used to determine the total Realtor members at the time of the election.
- f. Ballots shall be cast in writing by members in attendance eligible to vote. (Voting by proxy shall not be permitted.)
- g. A tie vote for any office shall result in a run off during the meeting.
- h. Election results shall be announced prior to the adjournment of the meeting, if at all possible.

### III. INSTALLATION OF OFFICERS

#### A. ARRANGEMENTS

1. The incoming President shall Chair *and* with the assistance of the outgoing President appoint a committee

which will make all the arrangements for the tribute to the outgoing officers and installation of the new officers.

2. The incoming President's budget for complimentary meals for himself and invited guests shall not exceed \$100.00.

**B. SELECTION OF INSTALLING OFFICER AND MASTER OF CEREMONIES**

The incoming President will make these selections.

**C. PIN FOR INCOMING PRESIDENT**

The outgoing President will 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 Leadership Policy and Procedures Manual)

**D. PLAQUE AND GIFT FOR OUTGOING PRESIDENT**

The incoming President will obtain, at the expense of the Chapter, a President's plaque and gift to be presented to the outgoing President at the Installation Ceremony, total cost not to exceed budgeted amount.

**E. FINANCES**

The budget for the Installation Ceremony will be sufficient to include the expense of invited chapter guests, dignitaries, local Association President, Executive Officer, etc.

**IV. DUTIES**

**A. OFFICERS**

Chapter officers will abide by the Chapter Bylaws and Standing Rules and the duties as outlined in the LPPM.

**1. CHAPTER PRESIDENT**

At all times during the term of office, the President shall represent the Council and act in its name, subject to its policies. The President shall be an ex officio member of all Committees except the Nomination Committee. The President may assign and charge officers

with the responsibility to meet with and act as liaison between Chapter Committees and the Governing Board. It will be understood clearly that such assigned Officer has no vote and only serves as an observer. (Example: Treasurer will attend the Ways and Means Committee or the Secretary will attend the Publicity and Public Relations Committee Meetings.)

Committee visitation gives Officers the opportunity to be more knowledgeable about the Chapter's operational structure.

- a. Presides with a well planned agenda at regular and special Governing Board and Membership meetings.
- b. Coordinates all of the business and affairs of the Chapter.
- c. Attends all District, State, Regional and National WCR meetings and serves as a voting member of the State Governing Board.
- d. Communicates all correspondence and materials received from the State and/or National WCR office, including Meeting reports, and keeps the Local Officers and Committee Chairs informed of communications that are applicable to their jobs throughout the year.
- e. Furnishes each Officer and Chair with copies of the Bylaws and Standing Rules, and a copy of their duties as further outlined in the LPPM.
- f. Attends Educational Sessions when traveling on Chapter business and reports back to the membership through a newsletter article or at the next General Meeting.
- g. Volunteers to serve on State and /or National WCR Committee(s).
  
- h. Presents Nominating Committee report to the general membership.
- i. Signs the prepared tax return for the year served as President.
- j. **The President appoints an audit committee at the November Governing Board meeting.**

(This committee shall present its report at the first meeting of the next year.)

- k. By May 15th, the President is responsible for signing the Chapter's Income Tax Report and seeing that the Chapter Accountant has filed this report on a timely basis.
- l. The President may appoint 2 officers to monitor and have access to the Chapter's post office box.
- m. The outgoing President becomes the Immediate Past President the following year. The duties of this position are:
  - Nomination Committee Chairman
  - Serve as a member of the Review Committee

## 2. CHAPTER PRESIDENT-ELECT

- a. In the absence of the President, shall preside at all meetings and perform the necessary duties of this office.
- b. The President-elect automatically succeeds to the presidency the following year. Attends
- c. Leadership Academy.
- d. In the event of the death, disability, removal from office or resignation of the President, succeeds to the Presidency.
- e. Attends all District, State, Regional and National Meetings of WCR and serves as voting delegate in those instances when the President is not able to attend.
- f. Volunteers to serve on State and/or National WCR Committee(s).
- g. Attends education sessions when traveling on Chapter Business and reports back to the

membership at the next General Meeting or through an article published in the newsletter.

- h. Coordinates meeting arrangements.( i.e. meal selections, special equipment, flags, decorations)
- i. Arranges all programs for chapter meetings and procures speaker gifts.

j. Serves as chairman of education and Programs.

3. VICE PRESIDENT OF MEMBERSHIP

- a. Oversee all membership activities. Accountable for the recruitment, retention and recapturing membership efforts of the chapter. Responsible for the implementation and follow-through on the national membership marketing campaign when one is in effect.
- b. Establish Local Chapter membership goals in coordination with the President and Governing Board.
- c. Communicate membership goals and organize Chapter effort to achieve goals.
- d. Monitor membership reports received from National WCR for accuracy and follow-up on any discrepancies.
- e. Report to National WCR any corrections, changes (i.e. telephone, address) to member information.
- f. Some duties may be delegated to the membership chairman, however the ones listed above should **not** to be delegated.
- g. Organize and track membership history records and see that they are maintained and passed on each year to the succeeding Vice President.
- h. Receives the membership report from WCR National and sends copies of each report to the Chapter President, Treasurer and the Membership Chair.
- i. Maintains a complete membership roster, including all National, National-Affiliate, and Local Affiliate members. Updated copies of the membership

roster will be provided monthly to the Governing Board members.

- j. Upon receipt of affiliate applications and dues checks, the Membership Chairman will be responsible for forwarding them immediately to the Treasurer. (Note\* A photo copy of all checks shall

be retained through the year end review). The Membership Chairman will keep written and accurate records of all dues payments.

- k. Attends as many District, Regional, State and National Meetings of WCR as possible and/or budgeted.
- l. Attends educational sessions when traveling on Chapter business and reports back to the Governing Board.
- m. Coordinates the New Member Orientations with membership chairman.
- n. Follow up with visitors after second visit - would love to have you as a member.

#### 4. SECRETARY

- a. The Secretary takes the minutes of each Chapter meeting and each Governing Board meeting.
  - b. Original copies of all minutes should be kept in a permanent Chapter minutes book.
  - c. Copies of minutes will be kept in chronological order in a binder for the fiscal year. A copy of each should be mailed or emailed to the State Chapter President and the Governor.
  - d. Copies of the Governing Board Minutes should be made available to the President, all other Chapter Officers, and Standing Committee Chairmen.
  - e. Copies of General Meeting Minutes should be made available to all Officers and any member requesting them. (Usually, copies of minutes are placed on the tables at the general meetings for members to pick up.)
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- f. Keep minutes clear, concise, and accurate. It is not necessary to report discussions.
  - g. The Secretary is responsible for maintaining the Charter and other important documents of the Chapter in a designated location.
  - h. Responsible for notifying the national WCR Office

of name and address of newly elected officers of the Chapter as soon as elected, but no later than November 1.

- i. The Secretary is encouraged to attend District, State, Regional and/or National WCR Meetings.
- j. Attends educational sessions when traveling on behalf of the Chapter as a budgeted expense and reports back to the Governing Board.
- k. The outgoing Secretary is responsible for notifying the Postmaster of the incoming officers who will monitor and have access to the Chapter's post office box.

## 5. TREASURER

- a. The Treasurer has custody of the funds of the Chapter and deposits them in accounts in a financial institution selected by the Governing Board. Funds will be disbursed as directed by the President or Governing Board.
- b. Two Officer's signatures will be required on all checks. Officers eligible for signature on checks are: President, President Elect, Secretary, Vice President of Membership and Treasurer.
- c. The Treasurer will provide a monthly financial report that will be presented at the Governing Board meetings and at the General Membership meetings. Transaction Detail By Account will be furnished to all board members for review on a quarterly basis. The intent being:
  - (1) correct improperly posted items on a more timely basis instead of waiting until year end,
  - (2) notify the Committee Chairman responsible for the income/expense accounts for a committee of the current status of those accounts,
  - (3) show which accounts are close to being over budget or under budget, and
  - (4) make each officer and committee chair

accountable and fiscally responsible for the large sums of money this chapter handles.

- d. All monies collected by the Chapter will be turned over to the Treasurer with five (5) days of receipt and will be deposited by the Treasurer within 5 working days.
- e. The Treasurer disburses funds for budgeted and approved items only when an Original Receipt or Statement is received. No checks are to be written on an account that is over budget. Approval must be sought from the Board for appropriating additional money to a particular account prior to checks being written on an over budget account.
- f. The Treasurer maintains records of all receipts and disbursements. Any Unbudgeted item of \$50.00 or more must be submitted to the Budget and Finance committee for review and recommendation, and to be presented to the governing board prior to a check being disbursed.
- g. Notifies the National WCR office of any change in the amount of Local Dues. ( National WCR must receive notification of dues changes by October 31 in order for the change to be included in the dues billing for the following year. Chapter Bylaws must also be changed and re-approved.)
- h. Submits the books to the President no later than the first weekend of January for use of the Review Committee. The Treasurer is in attendance at this annual review.
- i. Serves as a member of the Ways and Means and Budget and Finance Committees.
  
- j. Attends as many District, Regional, State and National Meetings of WCR as possible.

#### 6. IMMEDIATE PAST PRESIDENT

The immediate past president serves as a voting member of the Governing Board. Duties include:

- a. Serves as Review Committee Chairman and works with the review committee appointed by the President. This committee shall present its report at the first meeting of the next year.
- b. Serves as Nomination Committee Chairman. The function of this committee is detailed in B. PROCEDURES Items 2 through 8 on Page 3 of these Standing Rules.

#### 7. ACTIVE PAST PRESIDENT

A past President of the Chapter willing and able to serve as a voting member of the Governing Board.  
Performs any other duties as requested by the President.

#### 8. STANDING COMMITTEES

Each Chairman will submit a written report on any activity to the President prior to each Governing Board meeting. All Standing Committee Chairmen are required to attend all Governing Board Meetings. All outgoing Committee Chairmen will make a written report on the Committee's accomplishments at year's end to be given to the incoming President, Secretary, and these reports plus Committee materials to incoming Committee Chairmen. Incoming Committee Chairmen will recommend to the incoming President, possible committee members to serve on their committee who the President may consider appointing.

##### a. BYLAWS

1. Reviews Bylaws and revises them as needed or as directed by the National WCR office or by the Local Governing Board.
2. After giving proper notice to the membership and getting their approval on changes, submits any changes of the Bylaws to the National WCR office for final approval.
3. Reviews and revises the Standing Rules, presents and any Revisions to the Governing Board for

approval and then insures that these are presented at the next General Meeting.

4. Works closely with the Parliamentarian.

b. EDUCATION AND PROGRAMS

1. Plans and develops programs for Local Chapter meetings consistent with the needs of the membership and the goals of the Chapter. The budget for programs and speakers is to be used in it's entirety each year to provide exceptional programs and outstanding speakers that the membership deserves for their membership dollars.

2. Informs members of and encourages participation in other Educational opportunities including LTG courses, TAR offerings, Local Association of Realtor offerings, etc.

3. Shall agree to volunteer as a member of the State Education Committee.

4. President Elect serves as Chairman.

c. MEMBERSHIP

1. Plans and develops membership drives to help recruit new Members and/or implements the membership drive which may be developed by WCR National.

2. Works closely with the Vice President of Membership to Maintain an open line of communication to the membership.

3. Assists the Vice President of Membership in maintaining a Complete up to date membership roster.

4. Welcome cards to be sent to each new member by the Membership Chairman. New members will be welcomed and introduced individually at Chapter Meetings by the Membership Chairman.

d. FINANCE AND BUDGET

1. Prepares the annual budget to present for approval

of the Governing Board no later than the January meeting.

2. Reviews the budget and actual expenditures as needed or as called by the President or the Governing Board.
3. Serves as a member of the Review Committee that is appointed by the President.

e. **NOMINATING**

1. Members are elected at the Annual Election Meeting to serve the following calendar year.
2. The Chair will be the Immediate Past President of the Chapter, when able to serve, and at least five (5) members of the Committee, two (2) of which may be alternates, must be present at meetings of the committee. The function of this committee is detailed in B. PROCEDURES Items 2 through 8 on Page 3 of these Standing Rules.
3. Members of this committee cannot serve consecutive terms, but an Alternate who did not have to serve would still be eligible to serve the next year.

f. **PUBLICITY/MARKETING**

1. Promotes and maintains a favorable image of Women's Council of Realtors in the eyes of our various publics.
2. Prepares and submits media releases to publicize Chapter activities and achievements as required. Copy the national WCR office on all newspaper clips mentioning WCR activities.
3. Notify the national WCR office of any radio or television coverage of a WCR event.

4. Cooperate with other committees on communications for the membership. (i.e. meeting and/or event notices)

g. **NEWSLETTER**

1. Prepares a newsletter about local, State and National activities and distributes to the

membership up to twelve (12) times per year.

2. This committee actively solicits articles from such sources as members, sponsors, community leaders and related real estate business representatives.
3. This committee actively solicits advertisers for the newsletter and works closely with the Treasurer in the invoicing and collection of advertising commitments.
4. A reasonable deadline should be established for the receipt of all information and articles to enable this committee to have the newsletter produced and delivered to chapter members by the 1st of the each month.

#### h. WAYS AND MEANS

1. Proceeds are for general funds, such as scholarships, educational projects, community service projects, and officers expenses for District, Regional, State, and National meetings.
  - a. Plans and implements programs to raise non-dues revenue for the Chapter.
  - b. Submits a proposed budget for fund raisers to the Treasurer and processes all monies raised through the Treasurer.
  - c. Establishes Sub-committee Chairs within the committee to handle different aspects of the particular fund-raisers.
  - d. Submits a final report of the event(s) to the Governing Board and the Membership.

#### 2. FINANCIAL OBLIGATIONS IN CONJUNCTION WITH WAYS AND MEANS:

- a. TAX EXEMPT STATUS - - To protect this Chapter's tax exempt status as a Not-For-Profit organization concerning Ways and Means fund raising projects, refer to the IRS Ruling information in the Leadership Policy and Procedures Manual (Page 152 – Chapter

Business, Insurance, and Legal Issues).

- b. SEPARATE ACCOUNTING - - The Chapter will keep a separate accounting of all proceeds received from fund raising projects.
- c. OPERATING EXPENSE CAUTION - - Fund raising Proceeds will be used for the projects designated as disclosed, less any expenses.
- d. POSSIBLE DEFICIT OBLIGATION - - No ways and Means project will be undertaken which could create a deficit obligation for the Chapter without Governing Board approval.

C. PARLIAMENTARY AUTHORITY - - As per Bylaws, the Rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall be recognized as the authority governing the proceedings of the Chapter in all cases not provided for in the Bylaws or in these Standing Rules.

- 1. PARLIAMENTARIAN - - and an Alternate Parliamentarian are appointed by the President. The Parliamentarian (or alternate) is expected to be present at all general membership, executive committee and governing board meetings.
- 2. The Parliamentarian has no voice nor vote at Governing Board or executive meetings, however, retains voice and vote as a member on general membership matters.
- 3. The Parliamentarian is to have a copy of the By-laws, Standing Rules, and Roberts Rules of Order at each meeting.

D. SPECIAL COMMITTEES

May vary from year to year at the discretion of the President and with the approval of the Governing Board, with the

exception of the Review and Member of the Year Committees, both of which shall be annual committees. Special Committee Chairmen may attend the Governing Board meetings and participate in discussion, but they do not have a vote on issues determined by the Governing Board. All committees shall have no fewer than three (3) members.

1. **Hospitality** - Accepts reservations for the General Meetings and makes arrangements with the luncheon facility to accommodate the number expected to attend the meeting. This committee serves as the greeting committee and collects money from members and guests for each General Meeting of the Chapter. Each month the final list of attendance, reservations not kept, and all money received is given to the Treasurer. A list of the names of guests is to be given to the Membership Chairman for recruiting new members. A monthly drawing may be made at the discretion of the Committee. The amount is not to exceed \$100.00.
2. **Sponsors** - Obtains sponsors to help defray Chapter costs. There will be at least two (2) sponsors for at least eight (8) chapter meetings held throughout the year, and at least three (3) sponsors for the Installation of Officers Meeting. This committee should send solicitation letters for sponsorship in September of each year. A follow up letter should be sent to confirm commitments from sponsors, to confirm dates, times, and places of the events, with an invitation to provide a door prize at the event if customary. A copy of the follow up letter should be sent to the Treasurer along with a signed copy of the commitment. The Treasurer will then invoice the sponsor. The Sponsor committee should work very closely with the Treasurer to aid in collections. Thank you letters should be sent immediately following the event sponsored. Sponsors will be allotted one luncheon ticket for each \$250 sponsorship of a chapter meeting.
3. **Inspiration/Pledge** - Prepares and delivers, or arranges for another member to deliver a short inspirational message and leads the group in the Pledge of Allegiance at each meeting. (If inspiration is religious, it goes before the Pledge. If not, it goes after the Pledge.)
4. **Professional Standards** - At the President's discretion, a chairman and committee may be appointed and approved by the Governing Board to assist in the presentation of at least one (1) program during the year which deals with professionalism

of the real estate industry and emphasizing the necessity of members adhering strictly to the Code of Ethics of NAR.

5. **Political Involvement** - At the President's discretion, a chairman and committee may be appointed and approved by the governing board to act as a liaison for the Chapter to the Local Association(s) of Realtors and keeps the Chapter informed of political issues which impact the industry. May assist in arranging a Meeting with a local politician (s).
6. **Scholarship** – Shall be available as the budget permits for members and previous line officers in good standing who have current or past service on a committee. Current line officers not otherwise reimbursed are eligible for reimbursement from these funds. Applicants MUST be approved in advance by the Scholarship Committee. NO REIMBURSEMENT WILL BE MADE WITHOUT ORIGINAL RECEIPTS.

#### **Meetings Eligible for Payment**

Conference - \$150.00  
Designation Class - \$125.00  
PMN - \$100.00

#### **Reimbursable events:**

##### **Meetings**

TAR February Meeting  
NAR Meeting – Washington DC  
TAR September Meeting  
WCR Orientation, Regional & Summit  
NAR November Meeting

##### **Real Estate Related Courses**

Foreign Language Courses  
NAR & WCR Designations &  
Certifications

7. **Chapter Achievement Award** – Purpose: to guide Local Chapters in planning activities that create business

value for members; to recognize and reward chapter attributes and activities that best contribute to the mission and goals of WCR; to support aggressive, consistent delivery of the WCR brand throughout the organization. Focus shall be on the following:

Chapter Profile

Market Share

Communications

Chapter effectiveness and Membership Value

Governance

Leadership Development

Women's Council of Realtors® Designations

8. **Historian** - This committee of at least 3, takes and collects photographs, articles and news releases of the Chapter activities and achievements. This committee should work closely with the Marketing and Newsletter committees. The Historian's committee collects photos, articles, and news releases to include in the President's Year Book that should be presented to the President within 2 months following the year served.
9. **Audit** - Chairman is the Chairman of Budget and Finance. The committee is appointed by the President. The Treasurer is present at the meeting(s) and provides the financial records for the year for review. The committee presents its report at the first Governing Board meeting of the next year.
10. **Community Service** - Helps identify and coordinate worthwhile community programs for the Chapter to support through volunteer work, visitation, or donations.
11. **WCR Realtor Member of the Year** - Is Chaired by the Current Member of the Year and is responsible for Committee selection. The member of the year will be a member of the WCR Bay Area Houston Chapter and a Local Association of Realtors member and will be an Individual selected for recognition by the Local Chapter. To avoid any possibility of this award going automatically to the Local Chapter President, that individual will be ineligible to receive the award during or within one year after the term of office. This does not

preclude Past Presidents or other officers from receiving this award. Member of the Year will be announced at the Installation and the recipient will be suitably honored.

12. **Affiliate of the Year** - Same as for Realtor Member of the Year.

#### V. EXPENSE REIMBURSEMENT

- A. Functions covered for reimbursement are: District, Regional, State and National Meetings and Education as detailed in Special Committees IV 8 D 6.
- B. Reimbursement will be paid to the President, President-Elect, Vice President of Membership, Secretary, and Treasurer in accordance with the annual amount approved in the budget. Chapter members serving in State and/or National WCR leadership positions may be reimbursed a portion of their expenses if budgeted and approved by the Governing Board. Any reimbursement from State or National WCR would not also be reimbursed by the local Chapter. Any reimbursements by a member's company are not also subject to reimbursement by the Chapter. (\*\* The Budget and Finance committee estimates lodging expense based on 2 officers sharing a room.\*\*)
- C. Budgeted travel expenses will include registration, transportation to and from meetings, lodging

accommodations, and WCR ticketed events/meals. Items not covered, for example, are long distance telephone charges, extra nights at the hotel, meals, and individual room service charges.

- D. A Request for Expense Reimbursement form must be completed and submitted with **Original** receipts for approved expenditures after the function. If and when funds are available, a check will be issued within five days of approval.
- E. Responsibilities and requirements for receiving reimbursement will be:
  - 1. To attend meetings, functions, and file a written report of meetings attended, action taken and summary of each meeting
  - 2. Obligated to report to Governing Board **and provide an article for the Newsletter.**
- F. All requests for reimbursements will be made prior to December

15<sup>th</sup>.

**G. Excess Allocations**

In the event any member receives an amount in excess of the amounts budgeted and permitted, that member will be required to repay the Chapter all excess amounts received. Failure to repay the Chapter may result in loss of their membership in the Chapter.

**VI. WCR DUES**

- A. National Member dues of \$130.00 are billed annually by the National WCR office.
- B. New Member applications and checks will be collected by the Membership Chairman and given to the Treasurer who will forward them immediately to the National Office. (The Chairman is required to verify Membership of the applicant(s) with a local association of Realtors as part of the process.) New Members shall pay a full year's dues upon making application. On January 1 of the following year they shall only be billed for that portion of dues unpaid for that year.
- C. Any member delinquent in payment of dues by more than three months shall forfeit membership.
- D. Local Affiliate Dues will be billed by the Chapter Treasurer annually on October 1st and are due by December 31. The dues will be \$60.00 per calendar year to be prorated quarterly. Second quarter - \$45.00; Third quarter - \$30; Fourth quarter - \$15.00.
- E. Corporate entities may join without bringing a Realtor provided they pay \$300.00 per year for corporate membership. All employees of a corporation may attend when the corporate membership is in place. Individual affiliate memberships are tied to an individual name.
- F. November is designated as Affiliate Recognition Month and the Chapter will pay for Affiliate Member lunches.

**VII. MEMBERSHIP**

- A. National Affiliate membership may not comprise more than thirty per cent (30%) of the National membership of the chapter.
- B. A new National Affiliate membership application and a new Local Affiliate membership application must be accompanied by a new National Realtor membership application in this chapter.

- C. Welcome Cards or letters will be sent to each new member by the Membership Chairman. New members will be welcomed and introduced individually at Chapter meetings by the Membership Chairman.
- D. An Induction Ceremony for new members may be conducted by the Membership chairman during Chapter meetings. Such ceremonies may cover several months and will be arranged as they fit into regular programs.

#### VIII. RESERVATIONS

- A. All members making a reservation for meetings and not fulfilling the commitment will be billed the regular cost of the function. The Cancellation Deadline is no later than two days prior to the meeting. A reservations list will be provided to the Treasurer monthly by the Hospitality Committee.
- B. If members attend a function without a reservation, they will be accommodated on a space available basis only.
- C. It is the obligation of Members to pay for all Chapter events at the time of the events.
- D. Members and guests will pay \$20.00 without reservations.

#### IX. GUEST POLICY

- A. Guest Speakers are to receive a complimentary meal and/or special recognition for their contribution to the Chapter. This policy also applies to speakers who are members and any visiting State and/or National Officers.
- B. Non-Members - - Qualified prospective members may be brought to regular Chapter Meetings as Guests THREE (3) TIMES ONLY before joining.

#### X. CHAPTER COURTESY POLICY

- A. Memorials - In the case of death of a Chapter member, a member's spouse, child, parent, or spouse's parent's death, the Secretary will select an appropriate memorial not to exceed \$100.00.
- B. Get Well Remembrances - A card will be sent by the Secretary to a member who is ill or hospitalized.
- C. Unbudgeted Courtesy Expenditures - The Governing Board must

approve any unbudgeted courtesy expense.

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