

STANDING RULES
WOMEN'S COUNCIL OF REALTORS
HOUSTON 1960 CHAPTER

NINTH REVISION

APPROVAL DATE: 10/02/08 - Governing Board Meeting

PRESENTATION: 10/16-08 – General Membership Luncheon

I. CHAPTER MEETINGS

A. General Membership Meeting:

Regular Chapter meetings will be held at a regular time and day of the week each month, in which a Chapter meeting is scheduled, such as: on the first Thursday of the month, unless the membership is otherwise notified of a different date. A minimum of at least 10 meetings will be held each year and they are to be scheduled to avoid conflicts with other WCR or HAR/TAR/NAR meetings. The incoming President and the Governing Board will determine the day that would be in the best interest of the membership and will announce the dates for the upcoming year no later than the December meeting of the current year. The location of the meetings will be determined by the President with approval of the Governing Board.

B. Annual Election Meeting:

The annual election meeting will be held no later than August in conjunction with a General Membership Meeting.

C. Installation Meeting:

The installation meeting of officers for the upcoming year will be held in December in conjunction with the General Membership Meeting.

II. GOVERNING BOARD

A. Meetings: Governing Board meetings shall be held once monthly at a time and place to be determined by the President of the Chapter. There will be a minimum of ten (10) meetings per year. The President may at their discretion call for more meetings.

B. Voting Eligibility: In addition to the current officers and the chairmen of Standing Committees, the most recent past president able and willing to serve, and one active past president (appointed by the incoming past president) are eligible to vote at the Governing Board meetings.

- C. Attendance: Governing Board members are expected to attend all board meetings. Any voting member who has missed more than four (4) unexcused meetings during the year may be replaced at the discretion of the current President.
- D. Board Approval: When the approval of the Governing Board is required for the amendment of the bylaws and changes in the Standing Rules or approval of a Presidential appointment, a quorum must be present and the majority must grant their approval. [Five (5) members present constitute a quorum]

III RESERVATIONS

All members making a reservation for meetings and not fulfilling the commitment will be billed the regular cost of the function, based on the reservations list provided to the Treasurer monthly by the Reservations Coordinator.

IV. PARLIAMENTARIAN

The President shall appoint a Parliamentarian who is expected to be present at all general membership, Executive Committee and Governing Board meetings.

V NEW MEMBERS

New members will be introduced and welcomed at the luncheon periodically by the VP of Membership. Pins will be presented regularly to new members by the President at the General Meeting.

VI. DUTIES

A. Officers

Chapter Officers shall abide by the WCR Bylaws, the Chapter Standing Rules and the duties as outlined in the National Leadership Policy and Procedure Manual (LPPM).

1. President

- a. Presides with a well-planned agenda at regular and special meetings of the Governing Board and at all regular and special meetings of the Chapter.
- 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 at the meeting preceding the General Election Meeting.
- i. Signs the prepared tax return for the year served as President.
- j. Authorized to approve non-budgeted expenditures up to \$250.00

2. President-elect

- a. In the absence of the President, presides at all meetings and performs the necessary duties of the office.
- b. In the event of the death, disability, removal from office or resignation of the President, succeeds to the Presidency.
- c. Makes recommendations to the President for Vice Chairs of all the Committees and appoints those Vice Chairs to be Chairs of the Committee for the following year.
- d. Attend all District, State, Regional and National Meetings of WCR and serves as the voting delegate in those instances when the President is not able to attend.
- e. Volunteers to serve on State and/or National WCR Committee(s).
- f. 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.
- g. Attends the Leadership Academy conducted by National WCR.

- h. Is responsible for supporting and mentoring the VP of Membership, especially in the area of new member recruitment
- i. Books approved travel arrangements for officers and board members who will be attending state and national meetings in order to get best rates on registration, airfare, etc. Notifies the Treasurer immediately of all items booked through use of any chapter debit or credit card.
- j. Each individual registrant shall be responsible for confirming the Registrations have been made in order to meet the early bird deadline to be made by the PE. It is the responsibility of each registrant to pay any amount over the early bird registration fee shall the deadline not be met.

3. Vice President of Membership

- a. In the absence of the President and President-elect, presides at all meetings and performs the necessary duties of the office.
- b. Receives the membership report from WCR National and sends copies of each report to the Chapter President, Treasurer and the Membership Chair.
- c. Maintains a complete membership roster, including all National, National-Affiliate, and Local Affiliate members, and oversees the billing of local affiliate dues which will be \$60.00 per year, or approximately one-half of the total National membership. One full year will be payable at the time of first joining the chapter and renewal statements will be sent in December of each year for the upcoming year. Renewal statements for those Local Affiliate members who joined during the calendar year will be prorated for their second year based on the month they originally joined the Chapter. Updated copies of the membership roster will be provided monthly to the Governing Board members.
- d. Helps coordinate the efforts of the Membership and Marketing Committee to increase and retain membership, and helps with other committees as determined by the President or the Governing Board.
- e. Attends as many District, Regional, State and National Meetings of WCR as possible and/or budgeted.
- f. Attends Educational 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

- g. Coordinates the New Member Orientations that will be held quarterly prior to a General Meeting.

4. Secretary

- a. Takes the minutes at Chapter and Governing Board meetings, keeping accurate record of all motions made and their disposition. Minutes of the meetings are to be distributed to the members of the Governing Board within 7-10 days after each of the meetings.
- b. In the absence of the President, President-elect and Vice President of Membership, presides at meetings and appoints another member to take the minutes of that meeting.
- c. After meetings reviews motions passed, and brings to the attention of the President any motions that necessitate Bylaw or Standing Rule changes.
- d. Maintains the original Chapter minutes in the Chapter Minutes Book and publishes the minutes at the next applicable General Meeting or Governing Board Meeting.
- e. Submits to the National WCR office the names, addresses and telephone numbers of newly elected Officers immediately after their election; and during the year, submits any changes to this information.
- f. Is encouraged to attend District, State, Regional and/or National WCR Meetings.
- g. Attends Educational Sessions when traveling on behalf of the Chapter as a budgeted expense and reports back to the membership through an article in the newsletter or a report at a future membership meeting.

5. Treasurer

- a. Pays only the items approved in the budget. Any expenditure above a budgeted amount must be approved by the Governing Board and then authorized by the General Membership.
- b. Maintains records of all receipts and disbursements for a period of four (4) years after the year in which the disbursement was made.
- c. Disburses funds only when a statement has been received.
- d. Is authorized to sign checks, as are the President and the President-elect. Two signatures are required for any check but not required for use of a chapter debit or credit card, however other restrictions will

apply.

- e. Prepares a Financial Report and Budget Report for each Chapter and Governing Board meeting, and files a written financial report of each fundraiser and updates the Governing Board each month.
- f. Notifies the National WCR office of any change in the amount of Local Dues.
- g. Submits the books to the President by December 15th for use of the Review Committee.
- h. Establishes and maintains accounts as authorized by the Governing Board and deposits in the Chapter Account(s) all monies received by the Chapter.
- i. All monies collected by any member of the Chapter shall be turned over to the Treasurer within fifteen (15) days of receipt, and shall be deposited by the Treasurer within five (5) days thereafter.
- j. Serves as a member of the Ways and Means and Finance/Budget Committees and helps with any Special Fundraisers the Chapter may sponsor.
- k. Is responsible for the billing and collection of local affiliate dues.
- l. Prorates any Strategic Partner annual funds committed at any time other than the beginning of the year and distributes them monthly for a period of 12 months with some funds going into the following year's operating budget.
- m. Is annually responsible for obtaining and distributing the Chapter debit or credit card to the authorized users with appropriate signed commitment forms. Each year's cards will be cancelled at the end of the year.

6. Immediate Past President

- a. Serves as Chair of the Nominating Committee
- b. Is responsible for assisting in membership retention

B. Standing Committees

All Committee Chairs shall attend the Governing Board Meetings and give a report as necessary. A copy of the year-end report and any Committee materials shall be passed to the incoming Chair.

1. Bylaws

- a. Reviews Bylaws and revises them as needed or as directed by the National WCR office or by the Local Governing Board
- b. 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.
- c. Reviews and revises the Standing Rules, presents any revisions to the Governing Board for their approval and then insures that these are presented at the next General Meeting.
- d. Works closely with the Parliamentarian.

2. Education/Programs

- a. Plans and develops programs for Local Chapter meetings consistent with the needs of the membership and the goals of the Chapter.
- b. Informs members of and encourages participation in other educational opportunities including LTG courses, TAR offerings, Local Association of Realtor offerings, etc.
- c. Serves as a member of the State Education Committee.

3. Membership

- a. Plans and develops membership drives to help recruit new members and/or implements the membership drive which may be developed by WCR National.
- b. Plans and develops recognition programs as a retention tool for members.
- c. Works closely with the Vice President of Membership to maintain an open line of communication to the membership.
- d. Assists the Vice President of Membership in maintaining a complete up-to-date membership roster.
- e. Serves as the Special Event and Social Coordinator to help plan and host membership events outside of the regularly scheduled meetings.

4. Finance and Budget

- a. Prepares the annual budget to present for approval of the Governing Board no later than the January meeting.

- b. Reviews the budget and actual expenditures monthly or as called by the President or the Governing Board, including pre-travel arrangements.
- c. Serves as a member of the Audit/Review Committee that is appointed by the President.

5. Nominating Committee

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.

- a. Meets prior to the General Meeting preceding the Election Meeting to select at least one candidate for each elective local office.
- b. Nominees for consideration by the Nominating Committee may be forwarded to the Chair at any time throughout the year prior to the Committee meeting.
- c. The Chairperson shall obtain signed Consent to Serve forms from each of the nominees, a completed Candidate Application Form from each nominee and schedule interviews with the candidates. Each candidate should be furnished with a written job description of the position for which they are being considered prior to signing the Consent to Serve.
- d. The recommended forms, adapted from National forms, are attached to these Standing Rules for use by the Committee, and may be amended from time to time at the direction of WCR National.
- e. The Chair shall notify the Candidates of the Committee's selection and present a written report of the nominees, along with the signed Consent to Serve forms, to the President for presentation to the General Membership. (No name shall be published on the slate unless the required signed form has been received by the Nominating Committee Chair).
- f. Members of the Nominating Committee cannot serve consecutive terms, but an Alternate who did not have to serve would still be eligible to serve the next year.

6. Ways and Means

- 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 (NO SEPARATE ACCOUNTS).
- 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.
- e. Vendors, other than our designated charities, will be charged a \$100 table fee to have a separate area to display their materials, based on space available.

C. Special Committees

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 Audit/Review and the Member of the Year Committees, both of which shall be Annual Committees. Special Committee Chairs may attend the Governing Board Meetings and participate in the 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

- a. Serves as the greeting committee at each General Meeting of the Chapter
- b. Consists of the Chair plus a minimum of three additional members. Two persons shall serve at each monthly meeting on a rotating basis as agreed between the committee members.
- c. The monthly greeters shall arrive early and be in position at the entrance until the meeting is called to order in order to greet all attendees as they arrive.
- d. When new attendee(s) arrive(s), it is the duty of the greeter to introduce that person(s) to a member of the organization who might then introduce them to others and/or engage them in conversation.
- e. Members of the greeters committee are not eligible to participate in the “Mystery Guest” contest networking activity in the months they are “on duty”.

2. Newsletter
Prepares a newsletter about Local, State and National activities and distributes it to the membership up to twelve times per year.
3. President's Book
Collects photographs, articles and news releases of the Chapter activities and achievements, and prepares a book to present to the President.
4. Strategic Partners
Obtains sponsors/underwriters to help defray Chapter costs and support educational programs presented by the Chapter.
 - a. Solicits Strategic Partners for the Chapter throughout the year. Partners will be allowed to sign up at any time during the calendar year with their one year term to begin immediately and then end on the anniversary date when they originally committed to being a Strategic Partner.
 - b. Platinum and Gold Strategic Partners will receive one free Chapter membership without regard to the normal “bring a REALTOR® requirement. (Should this person’s affiliation with the company change during the year, the company may designate another employee to complete the unexpired membership term, however the new member could not hold status as a REALTOR® member unless they also held a REALTOR® license.)
 - c. The committee will determine the annual benefits package for all Strategic Partners and make sure it works within any budget that has already been approved.
 - d. The committee insures that all Strategic Partners receive the annual benefits they have been promised and/or that have been publicized.
5. Reservations
Accepts reservations for the General Meeting and makes arrangements with the luncheon facility to accommodate the number expected to attend the meeting. Each month the Reservations Coordinator will forward the list of members making reservations to the Treasurer.

6. Inspiration/Pledge
Prepares and delivers, or arranges for another member to deliver a short inspirational message at each meeting. Leads the group in the Pledges of Allegiance to the American and Texas flags.
7. Publicity/Photography
Submits press releases of Chapter events and accomplishments to local news media and takes photographs at meetings and special events held by the Chapter, for future publications.
8. Professional Standards
Assists in the presentation of at least one program during the year, which deals with professionalism of the real estate industry and the Code of Ethics of NAR.
9. Political Involvement
Acts 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).
10. Scholarship/Awards
Accepts applications from members for reimbursement of tuition for course study to earn a designation, making sure the criteria has been met by the member, and presents the scholarship at a General Meeting.
11. Strategic Planning
The Committee shall be formed by the President from time to time for the purpose of reviewing the effectiveness of the Chapter and to make recommendations for long term and/or short term goals that will enhance the membership experience and serve to move the Chapter forward.
 - a. The Chairman of the Committee will be the most recent Past President, at least two years removed, who is willing and able to serve.
 - b. The Committee will consist of all current local chapter officers, two (2) past presidents other than the Chairman and three (3) members elected from the General Membership.
 - c. The Committee will review the latest Strategic Plan from WCR National and use it a guideline for implementation on the local level.

12. Historian

Maintains a history of the Chapter by obtaining information from each Past President of the highlights and accomplishments of the Chapter during their year as President.

13. Directory

Publishes yearly and distributes on or before the July General Meeting a directory of members of the local Chapter. The directory will include National, National Affiliate and Local Affiliate Members and is used to encourage business networking within the Houston 1960 Chapter WCR. Periodic additions/changes to the Directory will be distributed during the balance of the year so members can update their own Directory.

14. Networking and Member Services

- a. Encourages members to interact at the General Meeting through use of a “Mystery Guest” Networking Activity, etc., and
- b. Handles introductions of first time attendees and guests in attendance at the meeting.
- c. Promotes the use of other WCR member services and the use of the National WCR Referral Directory.
- d. Encourages members to update their member profile on the National website.
- e. Makes a table available at Chapter meetings for all members to promote their listings, open houses, company services, etc.

15. Audit/Review Committee

- a. Obtains the ledger and financial records of the Chapter from the President or Treasurer by December 15th
- b. Reviews the final financials of the Chapter and reports to the Governing Board at the January meeting.
- c. Throughout the year the committee will review the current financials to determine ongoing compliance with all budgeted amounts.

16. Community Outreach/Special Projects
Helps identify and coordinate worthwhile community programs for the Chapter to support through visitations, donations, volunteer work, etc.
17. Marketing
Helps the President coordinate the information, which is sent to the membership such as reminders of meetings, announcements of special events and the printed programs used for the General Meetings. Assists all other committees with their marketing needs.
18. Drama Committee
The drama committee will bring current events, membership value reminders, etc. to Chapter members through short skits performed during the General Membership Meetings.
19. Member of the Year
Reviews nominees and selects one National or National Affiliate member each year for recognition as the Council Member of the Year per the guidelines noted herein.

Criteria for Selection

- A. Must be an active member in good standing (A member of Houston Association of Realtors)
- B. Must be an active member of the Houston 1960 Chapter.
- C. No member shall be entitled to receive the award more than once.
- D. Standards to be used in selecting council "Member of the Year";
Local and/or State Activities: Offices held, committee work, special assignments, seminar study and education work in real estate, including designations, such as ABR, GRI, LTG, CRS, RM, CPM, MAI, CRB, CCIM, CIPS, PMN, ASR, etc.
WCR National/NAR Activities: Offices held, committee work, meeting attendance, other activities not of a State or Local nature.
Local Association Activities: Real Estate Association elective positions, chairmanships, committee work, special assignments, outstanding accomplishments.
Community Service: Activities connected with religious groups, cultural contributions to the community, civic club memberships held and offices held, campaign or political offices held with or without pay, commissions served on, activities connected with elections in which real estate is concerned. Emphasis should be on real estate activities.
Business Accomplishments: Public recognition gained from the manner in which business is conducted (not necessarily the number of dollars earned), outstanding advertising programs, successful rehabilitation work, imaginative and creative land utilization, local recognition of status as a Realtor, reputation for Professional Competence.
- E. Procedure: Letters of recommendation may be submitted from members in good standing. Although it will rarely happen, the Committee may select someone whose name was not submitted. Anyone considered for the award must complete the qualification questionnaire furnished by WCR National.
- F. The award will be presented at the General Membership meeting in December of the year for which they are being honored, or at the next General Membership meeting following the December meeting.

- G. Award Committee; (1) the committee will consist of five (5); (2) the Chairman shall be the last recipient and the Committee shall consist of four (4) other past “Members of the Year”.
- H. The Chairman will be responsible for purchasing a plaque and a gift to present to the honoree, the combined cost of which shall not exceed \$250.00.
- I. The Chairman will choose the time and place of the meeting.
- J. No more than one person from the same Company shall serve on the Committee for any particular year unless they are past recipients.
- K. Those not eligible to receive the award are the current Local Chapter President, President-elect, Vice President of Membership, Secretary or Treasurer.

20. Affiliate of the Year

Reviews nominees and selects one affiliate member to be honored each year as the Affiliate Member of the Year per the criteria stated below:

Criteria for Selection

- A. One member will be selected each year from the Non-Realtor members of the Chapter.
- B. No member will be entitled to receive the award more than once.
- C. Standards for selection will follow the same criteria as “Member of the Year” with more emphasis on business accomplishments and local WCR involvement.
- D. Nominations should be submitted to the Chairman of the Affiliate Member of the Year Committee.
- E. The award will be presented at the General Membership meeting in December of the year for which they are being honored, or at the next General Membership meeting following the December meeting.

- F. Award Committee will consist of five (5) members. The most recent recipient, willing and able to serve, will act as Chairman of the Committee. Other members of the Committee will include the current LCP and other past recipients of the award. The current President will appoint other members to serve on the Committee at any time there are not at least 4 past recipients who are able to serve.
- G. The Chairman will choose the time and place of the meeting and will schedule it well in advance of the December meeting to allow ample time to prepare the award presentation
- H. Those not eligible to receive the award are the current local chapter officers.
- I. The Chairman will be responsible for purchasing a plaque and a gift to present to the honoree, the combined cost of which shall not exceed \$250.

21. Businesswoman of the Year

- A. Committee will determine the winner of the Women's Council of REALTORS Houston 1960 Chapter Businesswoman of the Year Award.
- B. The Award winner is selected by a special committee chaired by the most recent past president willing and able to serve. The current President serves and appoints two (2) REALTOR/REALTOR-Associate Past President members. Third member being the current Businesswoman recipient. The President shall appoint two (2) REALTOR/REALTOR-Associate Past President members as alternates.
- C. The Committee will distribute a Call for Nominations at meetings, in the chapter newsletter and on the chapter website, etc.
- D. The Committee will select and announce the winner no later than November 15th to the Board and must submit the name of the award winner, her photo and the Nomination Form to National no later than December 1st.
- E. Eligible Nominees:
 - 1. Must be a woman and a member of National WOMEN'S COUNCIL OF REALTORS for a minimum of one year.
 - 2. Should have been a REALTOR or REALTOR-ASSOCIATE for a minimum of one year.

3. Sales Agent Application Form must be signed by Association Executive Officer of the Broker. Broker/Manager /Owner Application form must be signed by Association Executive Officer.

F A Nomination Form with criteria shall be in Section XV. Forms.

G. Award Winner will receive a personalized plaque or award certificate presented at the December meeting. Funds will be coordinated with Installation chair

22. Monthly Recognitions:

Member of the Month

The President may select a Member of the Month to be recognized at each General Meeting. Recognition will be based on their special contributions to the Chapter and a gift, not to exceed an amount set forth in the budget, will be presented at the meeting. Care will be given to vary the selection based on different years of service such as 5 years, 10 years of membership, etc.

Broker of the Month

The Membership Committee may select a Broker of the Month to be recognized at each General Membership Meeting. Recognition will be based on special contributions to the Chapter and/or the real estate industry and the local community. If the honoree is not already a member of the Chapter they, and up to nine (9) first time non-member REALTOR® attendees from their office will be invited to attend the meeting as our guest when they are being honored. Anyone attending will be encouraged to join the Chapter at the end of the meeting and membership applications will already be at their table(s).

Attendance Trophy

An attendance trophy award may be given at each meeting throughout the year to recognize the real estate office or company that has the most people in attendance at the General Membership Meeting that month, all of which must be from the same company and office location with the same name.

A. One company or member will be allowed to be the sponsor of the trophy for the entire year and will remit adequate funds at the beginning of the

year to cover the cost of the trophy. The annual trophy sponsor will be given an opportunity to announce the winner and present the trophy at each monthly meeting throughout the year.

- B. The office with the most people in attendance, including members and/or guests, will be awarded the trophy for that month. (Neither meeting sponsors Strategic Partners nor the Broker of the Month are not eligible the month they sponsor the meeting, or the month they are being honored, but are eligible other months.)
- C. The winning office will be expected to relinquish the trophy no later than Monday prior to the next General Membership Meeting, and will coordinate with the annual trophy sponsor for the return of the trophy.
- D. Any office may win numerous times throughout the year, but only twice in succession.
- E. In the event of a tie between two or more offices, the traveling trophy sponsor will select a number between 1-20 and a representative from each office will call out a number. The office closest without going over will be declared the winner for that month. If there is no winner, the tiebreaker will be done again until a winner is established.
- F. In January of the following year the names of all offices that had won the travel trophy throughout the year will be placed in a drawing to determine which office will permanently keep the travel trophy. An office will be entered into the drawing based on the number of times they actually won the trophy throughout the year.
- G. An individual member may also receive the trophy if they bring the most guests and/or potential members to a meeting.

VII. RETIRING PRESIDENT'S RECOGNITION

The President's plaque and gift in honor of their service for the year is not to exceed \$250.00. The plaque and gift will be purchased by the previous year's President and presented to the retiring President at the December meeting.

VIII. CHAPTER SUPPORT & REMEMBRANCE

Expenses related to remembrance of WCR family members in the time of need shall not exceed \$75.00 unless otherwise approved by a majority vote of the Governing Board.

IX. EXPENSE REIMBURSEMENT

A Chapter Commitment form must be signed by each line officer and board

member who plans to attend state and national meetings prior to the President-elect including them in the early registration, airfare, etc. that is booked for the group. (see attached Exhibit A)

A. Budgeted travel expenses

1. Line officers/executive committee travel expenses shall include registration, airfare, hotel accommodations, WCR ticketed events and Board approved travel expenses such as, mileage, toll charges, cab fare to and from, on a Board Approved basis prior to the Event.

2. Other Board member budgeted travel expenses shall include registration, airfare, and hotel accommodations, based upon budget availability.

3. No expenses shall be reimbursed pertaining to long distance calls, extra nights at the hotel due to attendance at other meetings, and individual room service charges.

4. To be considered for reimbursement, all reports and proper receipts (i.e. originals of airline tickets, hotel bills, etc.) must be received by the Treasurer no later than December 1st of each year. Each receipt must include notations to identify the individual requesting reimbursement, their position and the meeting attended. (Request for Reimbursement form should be attached for the record.) All other expenses incurred will be at the sole responsibility of the individual incurring same, such as cabs to and from airport, gas, mileage, meals, etc.

B. Payment of budgeted expenses shall be contingent upon the **TIMELY FILING** (within 60 days of expenditure) **OF REQUIRED REPORTS** and shall be prorated if an Officer fails to attend the required State and National meetings or does not fulfill duties as outlined in the Bylaws, Standing Rules and LPPM.

1. President, President-elect, V P of Membership, Secretary & Treasurer:

a. Each officer will be reimbursed in accordance with the annual amount approved in the budget.

b. The President and other officers will share room(s) and may purchase airfare in advance to conserve money.

c. Hotel accommodation total room charges will be divided equally by the number of attendees for reimbursement purposes.

2. Other local board members, and Chapter members serving in State and/or National WCR leadership positions:

- a. May be reimbursed a portion of their expenses if budgeted and approved by the current year's Governing Board.
- b. Any reimbursement from State or National WCR would not also be reimbursed by the local Chapter.

NOTE: Items, which are reimbursed by a member's company, are not also subject to reimbursement by the Chapter.

In the event any member receives an amount in excess of the amounts budgeted and permitted for scholarships, reimbursement of expenses, etc., 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.

X. TREASURY

A review of the Treasurer's records shall be conducted prior to the end of the final Chapter meeting in December and a final report will be reported at that meeting.

- A. An accounting service may be employed annually, with Governing Board approval, to assist the Treasurer in maintaining the financial records
- B. The Chapter will maintain Checking, Savings, Realtor Relief Fund and Education Reserve/Scholarship accounts, all of which should be interest bearing whenever it is in the best interest of the Chapter.
- C. A separate account may be established to facilitate use of a Chapter credit or debit card. The president, president-elect and are the only authorized users of the card. Notice will be given to the other parties within 24 hours of any use of the card to monitor activity and maintain an appropriate balance in the account. Only airfare to meetings, registration, hotel rooms and WCR ticketed events may be charged on the account subject to limitations in the annually approved budget. Any other expense incurred at meetings will be paid for personally by the member, and then reimbursement will be requested on the appropriate form. A daily limit of \$2,500 will be established on the account to limit the possibility of misuse. Should any use of the card cause a member to go over their approved budget, the member must reimburse the Chapter immediately per guidelines established under Expense Reimbursement.
- D. The Governing Board will annually review recommendations for the local charity(ies) that may receive a Chapter donation. All donations will be derived from the net remaining at the end of the year after all reimbursements have been made, allocations to the Scholarship Fund, the Realtor Relief Fund and any

Reserve Fund have been set aside and all operating expenses of the Chapter for that year have been paid. Anyone may recommend a Charity for consideration, but a majority vote of the Governing Board will determine which organization or cause(s) the Chapter fundraisers will support. Such determination should be made at the first Governing Board meeting of the year, but in no event later than March 1st of each calendar year.

E. The Governing Board will vote on the amount(s) to be allocated to the respective charity(ies) at the final Governing Board meeting each year provided all Chapter expenses have been recorded by that time. In the event the final accounting is not complete by that meeting, the new Governing Board will make the decision at their first regularly scheduled meeting of the New Year. A CPA will be hired by February 1st to review and prepare all necessary tax returns, and the returns are to be completed by May 1st.

XI. SCHOLARSHIP FUND

- A. A minimum of \$1,000.00 shall be allocated to scholarship funds annually. Any excess funds will carry over into the next year and can be used for additional scholarships during that year.
- B. Scholarships shall be awarded for the following course work: GRI, CRS, ABR, ABRM, CRB, CRP, CIPS, CCIM, PMN, ASR and other designations that are recognized by NAR and/or WCR in the future.
- C. Scholarships may also be awarded to members who attend the state and regional WCR meetings to defray the cost incurred for their registration. Any member receiving reimbursement for registration to a meeting would also be eligible for a scholarship for any of the course work related to a designation program that they may have taken during the same year.
- D. All scholarship candidates must be active members of WCR Houston 1960 Chapter for at least one year. The amount of the scholarships shall be up to \$250 for Realtor members and up to \$250 for Local Affiliate members.
- E. Scholarship candidates should submit application in the form of (1) a typed resume and (2) a typed summary stating candidate's Real Estate experience, goals and reason or reasons for applying. The resume should include, in addition to the full name, address and phone number, your Broker or Company affiliation, education course taken, community service and involvement, and any other information you feel pertinent.
- F. All recipients must submit proof of course completion prior to reimbursement within 120 days from the date of completion.

- G. In the event a scholarship is given as a door prize, any Realtor or Affiliate member of the Houston 1960 Chapter is entitled to win up to \$250.00
- H. The actual amount of reimbursement will be limited to the amount paid by the member for the course taken towards their designation.
- I. Except as noted in C and G above, where one scholarship may be received in any given year as an offset for registration to a state or national meeting, members are limited to one scholarship award per year.

XII. NATIONAL AND LOCAL AFFILIATE

Local affiliates will be billed annually by November 1st. Expiration of local affiliate's memberships will be December 31st. The fee will be at least 1/2 the amount charged for total membership of National, State and Local WCR dues.

Anyone wishing to join as a new Affiliate Member must bring a new National REALTOR® Member with them who also joins the Chapter. (effective April 1, 2006).

If an Affiliate allows their membership to lapse over 90 days then they will be required to bring another new National REALTOR® Member in order to reinstate their membership within sixty (60) days. When the dues are paid for a Local Affiliate, it will be retroactive to their original date of renewal.

National and Local Affiliate membership is considered on an individual basis not]for a company, and will therefore transfer with the individual no matter what company they work for.

XIII. REALTOR RELIEF FUND

The REALTOR Relief Fund was created by the Chapter to help supplement the needs of local Chapter members, as well as others who are affiliated with the real estate industry, in times of medical crisis or other unforeseen financial need.

- A. All requests for disbursements from the REALTOR Relief Fund must be submitted to the Governing Board in writing for their approval at one of their regularly scheduled meetings so there can be open discussion on the request.
- B. Donations made from the Realtor Relief Fund will be determined on a case-by-case basis with approval from the majority of the Governing Board.
- C. A portion of the Net Proceeds from the fundraisers will be added to the Realtor Relief Fund on an annual basis. The Governing Board will determine an amount to add to the fund annually provided each year starts with a minimum of \$5,000.
- D. Funds not awarded in scholarships will be deposited in the Education Reserve Scholarship account at the end of each year per provisions in the Standing Rules.

XIV. RESERVE FUND

A Reserve Fund will be created and held by the Chapter for its future use only in an emergency situation when no other funds are available to sustain the Chapter's operation and/or pay for the Chapter's educational offerings to its membership.

- A. Annual contributions to the Reserve Fund will be determined solely by the Governing Board but will not exceed \$2,500 in any given year.
- B. The Reserve Fund will continue to build until it has reached a maximum of \$15,000 excluding any interest earned on the account.
- C. A special Reserve Fund Committee will be elected by the membership at the end of each year to serve the following year. The Committee shall consist of five (5) members, plus two alternates, made up of REALTOR® members, National Affiliate members and local Affiliate members, all of whom shall be members in good standing. Five committee members must be in attendance for any vote to be valid and one of the elected members will be appointed by the Chapter President to serve as Chairman.
- D. Committee members may not be serving as voting members of the Governing Board in the year they serve on the Reserve Committee.

- E. The Governing Board would send a written request to the Chairman of the Committee for any allocation from the Fund. The Committee members should be notified immediately by the Chairman and would then meet within fourteen (14) days of the Chairman's receipt of request from the Governing Board.
- F. After careful review of the circumstances that may warrant an allocation, the Committee would vote to approve or disapprove an allocation. The Chairman would notify the LCP within 48 hours of the meeting of their decision to approve or disapprove of the Governing Board request.
- G. None of the Reserve Funds can be allocated without final approval of at least 75% of the members present and voting at a General Membership meeting. Before any allocation will be voted on the Committee must provide at least a 10 day written notification to the membership stating the reason for their recommendation as well as how much of the Fund would need to be used.
- H. At no time is the Reserve Fund to be used in lieu of the Chapter holding its regular fundraisers that are designed to generate the necessary revenue to operate the Chapter's activities for any given year, based on the annual approved budget.
- I. The Chapter President may choose to be in attendance at the Committee's meeting but is not considered a voting member of the Committee.

XV. FORMS

Candidate Application Form

Nomination Form

Sales Agent Application Form

Broker/Manager/Owner Application Form

A Chapter Commitment Form

Request for Reimbursement Form

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