



## *Delta Chapter Standing Rules*

Standing Rules provide continuity to the Chapter by setting operating policies that can be referred to year after year to determine what procedure is followed.

Standing Rules relate to the administration of a Chapter. They cannot be used to grant or limit rights of membership.

- A Standing Rule can be adopted by majority vote at a Governing Board Meeting. Changes should be noticed periodically to the membership.
- A Standing Rule remains in force until amended or rescinded. It does not bind future meetings if a majority desire to suspend it temporarily for the duration of a particular meeting.
- A Standing Rule can be amended by a majority vote.
- A Standing Rule can be suspended by a majority vote of a society for the duration of a meeting.
- A Standing Rule can be rescinded by a two-thirds vote without previous notice or by a majority vote after notice on at least the preceding day.

## **GENERAL PROVISIONS**

### **ANNUAL BUDGET & EXPENDITURES**

1. The Finance and Budget Committee shall present the budget for the following year at the November Governing Board meeting for review and it shall be approved by the general membership no later than the December meeting.
2. The Chairperson and committee for any events shall develop a line item budget for their event which incorporates any relevant figures from the approved main budget. Line –item budget to be submitted to the Governing Board for approval prior to expenditure of funds. Reimbursement will be paid upon submission of reimbursement form and attached original receipts.
3. No funds are to be advanced without the express permission of the Governing Board. Advancing funds is not advised or recommended.
4. The Governing Board shall make the decisions regarding the distribution of the funds budgeted for charity.
5. All requested reimbursements should only be paid if funds are available or budgeted. Any variances to budget must be approved by the Governing Board. Governing Board approval shall be obtained for any budget line item that exceeds the approved budget, either for individual events or annual budget line items. No disbursement or reimbursement shall be made until Governing Board approval is obtained. Unapproved or unbudgeted items not approved prior to expenditure may not be reimbursed and that the member requesting an unauthorized

reimbursement will be responsible for payment. Disbursements shall be made according to those submitted and approved with oldest approved date being paid first.

6. All requests for reimbursements, including travel, to be submitted to the Budget and Finance Committee Chair within 45 days of the event or the expenditure whichever is later.

7. Committee Chairs and their members shall endeavor to find sponsor funding for expenditures before committing chapter funds.

8. Anyone receiving reimbursement from the Chapter should remember that funds are from the general membership fund and should be used according to professional standards. Be responsible.

9. All chairpersons, committee members, designated event Treasurers and Governing Board members shall as soon as practical or not more than 10 days after an event or from obtaining any funds for any reason on behalf of the Chapter shall deliver any monies in their possession to the Governing Board Treasurer who shall deposit monies into Chapter account within 14 working days of receipt.

10. Disbursement to be made within 30 days unless Governing Board approval is required. If submitted disbursements are not made within time frame allotted, member to contact President or President Elect for resolution.

11. Authorization of disbursement of funds to be approved by the President and the Budget and Finance Committee Chair. Should the Budget and Finance Committee Chair or the President not be available, then the most immediate past President or President-Elect is authorized to approve disbursement of funds. The most immediate past President or President-Elect and the Budget and Finance Committee Chair are to approve the current President's reimbursement requests. At least two signatures are required for all disbursements.

12. President, President-Elect, and Treasurer shall have signature authority on the Chapter checking account.

13. Elected Officers, Governing Board Officers, and general membership will be reimbursed for reasonable travel expenses within their budget upon submission of receipts to the Budget and Finance Committee Chair according to our approved local travel guidelines. The budget shall include travel expense line items for President, President Elect, VP of Membership, Secretary and Treasurer as well as general member travel expenditures.

## **ANNUAL ELECTION MEETING**

1. Annual Election Meeting shall be held in September. It may be held in conjunction with a Regular Chapter Meeting. Installation Meeting shall be held in December. It may be held in conjunction with a Regular Chapter Meeting. All Officers and Standing and Special committee chairs shall sign Consent To Serve form before Installation.

2. Candidate interviews are required for all elected positions. Interviews shall be conducted by the nominating committee.

3. President Elect must have served as chair of a Governing Board Standing or Special Committee or have been a previously elected officer. If no candidates are forthcoming, then the Governing Board, at their discretion, can temporarily suspend this requirement.
4. All eligible voting members must be on the national roster as of the first business day of the month when the election is held.
5. All candidates must be a member in good standing defined as a) having paid national dues, b) have been a member of the Delta Chapter for at least six months and c) attended at least 50% of business resource meetings that year or since joining.

## **BUSINESS RESOURCE MEETING**

Flyer and handout distribution at Business Resource Meetings will be limited to:

1. Material from the Room Sponsor
2. Material from the event Speaker
3. BRM program
4. Material pertaining to WCR sponsored events
5. Chapter Newsletter
6. Material promoting Delta Association of Realtors that WCR co-sponsors and events which do not promote another organization or person

## **BYLAWS AND STANDING RULES REVIEW**

1. The Standing Rules shall be reviewed annually or as needed by the Bylaws Committee and any changes presented to the Governing Board for approval. The general membership is notified at the next Business Resource Meeting.
2. Written notice shall be given to the general membership at least 15 ~~30~~ days prior to the annual review.
3. The committee shall review the Bylaws every two years, in the uneven year, and any changes necessary for compliance submitted to WCR National for approval.

## **CHAPTER COURTESY POLICY**

In case of a death of a chapter member, an appropriate memorial not to exceed \$100 shall be selected. In the case of the death of a chapter member's spouse, parent, or child, an appropriate memorial not to exceed \$50 shall be selected.

## **EDUCATION GRANT**

1. Applicants must be a National Realtor, National Affiliate or local affiliate member for at least six months and have attended 50% of the Business Resource Meetings that year or since joining.

2. Grant requests must be completed and submitted within ninety days of the course date accompanied by proof of completion and payment. The actual cost is a maximum of up to \$300 per year, per member, unless a surplus exists, and then more could be awarded at the committee's discretion. Any excess fund amounts are to be announced at the November general meeting. Grants shall be considered on a first come first serve basis as budget allows, with preference given to special or standing committee and governing board members. Any surplus amount shall be rolled over and included in the next year budget. A separate line item and account to be established to verify surplus amount. The following courses qualify for reimbursement:

- A. GRI, CRS, and CRB.
- B. Continuing Education courses and college courses for either provisional or broker's license required to renew a real estate license or obtain a broker's license if given DRE credit.
- C. Any Performance Management Networking class.
- D. Referral and Relocation certificated courses offered by WCR.
- E. National Association of Realtors Recognized Designations.

## EXPENSE REIMBURSEMENT

1. Authorization for reimbursement must be approved by President, President-Elect or Budget and Finance Committee Chair. Authorization signatory may not be the same person requesting approval.
2. All cash and credit expenditures must be verified with itemized receipts attached to the reimbursement form and submitted within 45 days of travel. (Disbursement to be made within 30 days unless Governing Board approval is required.)
3. President shall appoint a Budget and Finance Committee Chair who is experienced in WCR board procedures and policies, standing rules, and bylaws, and has experience adequate to carry out the duties and responsibilities.
4. Finance and Budget Committee shall
  - a. Prepare an annual budget for approval by the Governing Board.
  - b. Review budget and actual expenditures with Treasurer as needed.
  - c. Advise Ways and Means Committee as to planning and conducting of fund raising programs as needed, including funds to enable the Local President and President-Elect to attend national meetings.
5. The Secretary appoints the Audit Committee. One of the Committee members shall have served on the Audit Committee from the previous year. Committee is to be appointed in January of each year with audit to be completed and report given at the February Governing Board Meeting.

## **LOCAL AFFILIATE DUES**

1. The Local Affiliate Dues billing shall be mailed for the upcoming year by the first week of December of each year. This is the responsibility of the current and incoming VP of Membership. Refer to the Bylaws for the delinquency policy.
2. A member in good standing defined as a) having paid national dues, b) have been a member of the Delta Chapter for at least six months and c) attended at least 50% of business resource meetings that year or since joining.

## **MEMBER OF THE MONTH**

Eligible nominees shall be a current member in good standing (see Paragraph One in Education Grant section) of the Delta Chapter Women's Council of Realtors. Nominees shall be those individuals selected for recognition by the local chapter's special Member of the Month Committee, and this committee will establish any additional judging criteria. To avoid any possible automatic awards, the current Elected Officers will not be eligible for the award, but this does not exclude them from receiving future awards.

## **MEMBER OF THE YEAR**

**The Committee Chair is Realtor® award recipient from previous year. Committee selects recipient following guidelines and dates established by the State Member of the Year Committee if the Chapter intends to submit that name to the State Committee for consideration as State Member of the Year.**

Eligible nominees shall be a current member in good standing of the National Women's Council of Realtors and shall have been a Realtor®, Realtor-Associate or Local Affiliate Member. Nominating committee can consider at their discretion up to two awards; one for Realtors and Realtor-Associates and one for Affiliate Members, whether they be Local or National Affiliates. Nominees shall be those individuals selected for recognition by the local chapter's special Member of the Year committee and this committee will establish any additional Judging criteria. To avoid automatic awards, the current year's officers will not be eligible for the award, but this does not preclude them from receiving future awards.

## **BUSINESS WOMAN OF THE YEAR AWARD**

The award shall be called Women's Council of REALTORS® Local Chapter Businesswoman of the Year Award.

Chapters will set deadlines with the understanding that the Award Recipient's name, photo and nomination form must be submitted to National by December 1.

Award winner is selected by a special committee chaired by the most immediate past president able to serve. Current Local Chapter President also appoints 3 Realtor®/Realtor-Associate® members and 2 Realtor®/Realtor-Associate® alternates. The Committee will distribute a Call for Nominations at meetings, in the Chapter newsletter, on web-site, etc. The Committee must submit name of award winner as well as the winning member's award application form. Consult Leadership Policy and Procedures Manual for information and further guidelines.

## **RESERVATIONS AND BRM BUSINESS RESOURCE MEETING EXPENSES**

Business resource meeting costs for members shall be \$22 and \$28 for non-members. Business resource meetings are on the 2<sup>nd</sup> Friday of the month, unless otherwise agreed. \$5 surcharge paid by member or guest if no reservation made.

### **Financial Obligations**

The chapter shall pay for the business resource meetings for the guest speakers and a gift as appropriate. Reservations of all chapter meetings and events sponsored by the chapter shall be a financial obligation to be paid by the members.

### **Cancellation Deadlines**

A cancellation deadline shall be established for each ticketed function of the chapter and shall be announced in the notice for that function

Treasurer is responsible for billing reservations made but not paid and report outcome to Governing Board at next board meeting.

### **Fee Policy**

Members attending a ticketed function shall be charged for the meal or refreshments whether they eat or do not eat.

### **No Reservations**

If members wish to attend a ticketed function without a reservation, they shall be accommodated on a space available basis only.

### **Email Database Use**

Material emailed through the Reservations reminder database or under the WCR logo will be limited to items promoting WCR and chapter events only. Exceptions are to be approved by Delta chapter President.

### **Fundraiser Requirement**

Each member is required to purchase at least one ticket to a chapter fundraiser event each year, excluding general meeting business resource meetings.

## **DUTIES OF THE GOVERNING BOARD**

1. Governing Board Meetings shall be held monthly prior to the Regular Chapter Meetings, unless otherwise notified. The date and location are at the call of the President. All Elected Officers, Appointed Standing and Special Committee chairs are members of the Governing Board.
2. All Governing Board members are expected to attend all Governing Board meetings.
3. Unexcused Absence-Any appointed member of the Governing Board with two consecutive unexcused absences or three excused and/or unexcused absences shall be construed as having

resigned from the Governing Board. A letter will be sent by the President or President-Elect asking the member to resign.

4. Excused absences will include a death in the family, illness, family emergencies and CAR/NAR meetings, and WCR required events. Any other excused absence will be at the discretion of the Governing Board. An absence is considered excused when the President is notified prior to the meeting and has excused the member.

5. Duties of Chapter 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.

**6. PRESIDENT Responsibilities:** When the President takes office she/he shall furnish each Officer and Committee Chairperson a copy of their respective duties as outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL and/or provide local committee responsibilities and job descriptions as they apply to each office and committee along with copy of the Chapter Bylaws and Standing Rules.

As soon as elections have been completed, the President shall organize the year as outlined in "How to Organize Your Year as President" in the Leadership Policy and Procedure Manual.

President to supply State Orientation guidelines to Elected Officers and Appointed Committee Chairs.

The President shall complete the invitation for the State President, District Vice President visit. President shall complete report information requested by the District Vice President.

President is to provide the necessary information in regards to the chapter for the State web page.

The President is expected to attend as many of the State, National, and Regional meetings as possible.

**7. PRESIDENT-ELECT Responsibilities: As outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL.**

Attend as many meetings of the State, National, and Regional as possible.

Attend Leadership Academy in Chicago which is usually in August.

President-Elect has the option of either chairing the annual Fashion Show or the Programs and Education Committee during her/his term. This is to be decided at the time of election. With the assistance of the President and most available Past President willing to serve, the President-Elect will recruit a member to fill the alternate position.

Plan and conduct a Leadership retreat for incoming officers, committee chair, etc. Committee chairs (standing and special) to be selected prior to retreat. Retreat to be sometime after attending the Leadership Training in Chicago, but BEFORE December first.

**8. VICE-PRESIDENT OF MEMBERSHIP Responsibilities: As outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL.**

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.

Establish Local Chapter membership goals in coordination with the Local Chapter President and Local Chapter Governing Board.

Communicate membership goals and organize Chapter effort to achieve goals.

Monitor membership reports received from National WCR for accuracy and follow-up on any discrepancies.

Report to National WCR any corrections, changes (ie. Telephone, Address) to member information.

Some duties may be delegated to the Membership Chairperson(s).

Maintain an adequate amount of membership materials, including but not limited to: WCR Membership Applications, Samples and/or adequate supply of national marketing pieces (ad slick, electronic logo,) for use in local association/board newsletter and Leadership Policy and Procedure Manual.

**9. SECRETARY Responsibilities: as outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL.**

Secretary shall take minutes at all Governing Board Meetings (See example in Leadership Policy and Procedure Manual) Governing Board minutes shall be emailed to the Governing Board within 10 days after each meeting for review and or corrections.

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 email, printed in newsletter or read at each Chapter Board meeting.

**10. TREASURER Responsibilities: As outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL.**

The Treasurer has custody of the funds of the Chapter and makes disbursement as may be directed by the President and/or Governing Board.

Records are to be kept in an account book showing all receipts and disbursement. Treasurer's report shall be available at all Governing Board meetings.

Reviews Chapter expenditures and financial status on a regular basis to ensure overall fiscal integrity.

Ensures that regular financial reports are submitted to the Governing Board and present an annual financial report to the membership.

Performs other duties assigned by the President.

Gives receipts for collection of cash, keeps copy of transactions for Chapter's permanent records.

Prior to the end of the term of office, books of the Treasurer shall be audited by the Audit Committee. The Treasurer and Auditing committee Chairperson shall arrange a time to meet so that the records can be audited. This meeting should be scheduled no later than two weeks prior to the following month's Chapter meeting. Audit to begin no later than November 15<sup>th</sup> and be completed at least two weeks prior to the January Governing Board Meeting.

11. Duties of COMMITTEE CHAIRPERSONS (Standing and Special Committee) are as outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL or as determined by Chapter Leadership. A written job description shall be provided by to each Committee Chair by the President and President-Elect.

12. There shall be a joint meeting of all outgoing and incoming officers and committee chairpersons called by the outgoing President before year end to orient them on their duties and responsibilities and to acquaint them with chapter objectives. At this time, the outgoing officers and committee chairpersons shall submit written reports or binders to their new counterparts of the year's activities and budget as well as any pertinent information that would be helpful to them. This meeting is to occur BEFORE or as part of the Leadership Retreat or immediately following the final Governing Board meeting of the year.

**13. CHAIR APPOINTMENTS** –The incoming President appoints Special and Standing Committee Chairs, subject to Governing Board approval (see By-Laws.) The Committee Chairs are responsible for appointing their committee members.

**14. Parliamentarian** shall be appointed by the President and shall attend all Governing Board meetings.

## **TRAVEL GUIDELINES**

**Applies to all officers and members. Priority given, in order, to: President, President Elect, VP of Membership, Treasurer and Secretary, then to Standing and Special Committee Chairs, Other Members.**

For members: application for proposed travel must be presented to the Governing Board 30 days prior to event to make sure reimbursement funds are available. The same criteria as noted below applies with the word members to be submitted for officers.

1. Air Travel: reimbursed at coach class rate.

2. Hotel Rate: Standard rate as negotiated by WCR State or National organization upgrades officer pays the difference. Chapter to reimburse one-half of the room rate or the negotiated room rate, whichever is less. (This is to encourage members to share a room.) Any exceptions to be approved by the Governing Board.
3. Transportation: to and from point of origin to airport, airport to hotel, and return.
4. Airport/Hotel Parking
5. Personal Vehicle Reimbursed: for actual mileage to and from the meetings at the current IRS vehicle deduction rate per mile. Public transportation fees reimbursed. Includes State, Regional, and National Meetings. This does not include monthly meetings.
6. Meals: Maximum allowance per day for all meals is \$60 (tips to be included in the \$60). Actual reimbursements will equal actual itemized receipts. Cost for alcohol will not be reimbursed.
7. WCR reimburses for required meetings, State and National Inaugural or Installation, Welcome Reception, WCR local chapter sponsored events at State and National level. Any non-WCR sponsored entertainment is at officer's expense. Chapter reimbursement is to be for the amount of early-bird registration fees only for State, National and Regional meetings. The Governing Board is to approve any exceptions.
8. For reimbursement approval, see ANNUAL BUDGET AND EXPENDITURES section.
9. Air fare and Hotel accommodation to accommodate meeting times only taking into consideration necessary travel time for arrival to accommodate meeting start and end times. Chapter will not pay for extra day of hotel to attend any classes (PMN).
10. President Elect is required to attend Leadership Academy. Chapter to pay for registration, air fare, transportation to and from local airport and host city airport. \$60.00 for food or miscellaneous expenses will be authorized for entire trip.
11. Conference Attendance: All members who attend conferences are expected to attend all meetings to qualify for reimbursement.
12. NO RECEIPT, NO REIMBURSEMENT, NO EXCEPTIONS!!!

Previous 09-13-06, Approved by Board of Directors 10-6-06  
Preliminary 5-08, Approved 7-7-08, Presented 8-08 BRM  
Preliminary 2-09, Approved 2-6-09, Presented 3-13-09 BRM