



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- A Standing Rule remains in force until amended or rescinded.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 desires 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- A Standing Rule can be rescinded by a two-thirds vote without previous notice or by a majority vote after notice on at least the preceding day.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

Budget:

1. 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.
2. 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
3. The Secretary appoints the Audit Committee. One of the Committee members shall have served on the Audit Committee from the previous year.
4. 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.
5. The Chairperson and committee for any event shall develop a line item budget for their event, which incorporates any relevant figures from the approved chapter budget. The line item budget is to be submitted to the Governing Board for approval prior to the expenditure of funds. Reimbursement will be paid upon submission of reimbursement form and attached receipts.

Expenditures:

1. All requests, including travel are to be submitted to the Budget and Finance Committee Chair within 45 days of the event or the expenditure whichever is later. Reimbursements to be made within 7 days, unless Governing Board approval is needed.
2. No funds are to be advanced without the express permission of the Governing Board.
3. The Governing Board shall make decisions regarding the distribution of the funds budgeted for charity.
4. All requested reimbursements should only be paid if funds are available and budgeted. The Governing Board must approve any variances to the budget. 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 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.
5. Committee Chairs and their members shall endeavor to find sponsor funding for expenditures before committing chapter funds.
6. 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, deliver any monies in their possession to the Governing Board Treasurer, who shall deposit monies into the Chapter account within 14 days of receipt.
7. Reimbursement is to be made within 7 days, unless Governing Board approval is required. If submitted reimbursements are not made within time frame allotted, the member is to contact the President or President-Elect for resolution.
8. 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.
9. President, President-Elect, and Treasurer shall have signature authority on the Chapter checking account.
10. 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. The Annual Election Meeting shall be held prior to the WCR State Orientation Meeting. It may be held in conjunction with a Business Resource Meeting (BRM). The Installation Meeting shall be held in

December or January. All Officers and Standing and Special Committee Chairs shall sign the Consent to Serve form before the 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 the chair of a Governing Board Standing or Special Committee, or must 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 WCR 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
 - c. Attended at least 50% of BRMs that year or since joining

BUSINESS RESOURCE MEETING (BRM)

Flyer and handout distribution at BRMs 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 to be notified at the next BRM.
2. The committee shall review the Bylaws annually, and any changes deemed necessary shall be 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 BRMs that year or since joining.
2. Grant requests must be completed and submitted within ninety days of the course date and be accompanied by proof of completion and payment. The grant will be the actual cost, with a maximum of \$150 per year, per member, unless a surplus exists, and then more can 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 the budget allows, with preference given to special or standing committed and Governing Board members. 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 (PMN) class.
 - d. Referral and Relocation certified courses offered by WCR.
 - e. National Association of REALTORS® Recognized Designations.

LOCAL AFFILIATE DUES

1. The Local Affiliate Member and Secondary National Member 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. Local Affiliate dues are \$80 and are not prorated.

MEMBER IN GOOD STANDING

A member in good standing is defined as:

- a. Having paid National Dues
- b. Have been a member of the Delta Chapter for at least six months
- c. Attended at least 50% of BRMs that year or since joining

MEMBER OF THE MONTH

Eligible nominees shall be a current member in good standing of the Delta Chapter. 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 the REALTOR® award recipient from the previous year. The Committee selects the 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 WCR 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.

ENTREPRENEUR OF THE YEAR AWARD

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

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

A Special Committee chaired by the most immediate Past President able to serve selects award winner. Current Local Chapter President also appoints three REALTOR®/REALTOR®- Associate alternatives. The committee will distribute a Call for Nominations at meetings, in the Chapter newsletter, on the Chapter website, etc. The Committee must submit the name of award winner as well as the winning member's award application form. Consult LPPM for more information and further guidelines.

RESERVATIONS AND BRM EXPENSES

BRM costs for members shall be \$22, while non-members shall pay \$32. BRMs are on the second Friday of the month, unless otherwise agreed. A \$5 surcharge shall be paid by member or guest if no reservation is made.

Financial Obligations

1. The Chapter shall pay for the BRM for the guest speakers and a gift, as appropriate.
2. A reservation made is a reservation paid.
3. Treasurer is responsible for billing reservations made but not paid and report outcome to Governing Board at next Governing Board Meeting.

Fee Policy

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

No Reservations

Anyone planning to attend a ticketed function without a reservation 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 the Delta Chapter President.

Fundraisers

Each member is requested to purchase at least one ticket to a Chapter fundraiser event each year, excluding general BRMs.

DUTIES OF THE GOVERNING BOARD

1. Governing Board Meetings shall be held monthly, prior to the BRMs 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 member of the Governing Board with two consecutive unexcused absences or three total absences during the year 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 shall include a death in the family, illness, family emergencies, 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 (LPPM).
6. President Responsibilities: As outlined in the LPPM.
 - a. When the President takes office, she/he shall furnish each Officer and Committee Chairperson a copy of their respective duties as outlined in the LPM and/or provide local committee responsibilities and job descriptions as they apply to each office and committee along with a copy of the Chapter Bylaws and Standing Rules.
 - b. President is to provide the necessary information in regards to the chapter for the state web page.
 - c. 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 LPPM.
 - a. Attend as many of the State, National, and Regional meetings as possible. Attend Leadership Academy in Chicago.
 - b. President-Elect has the option of either chairing one of the Chapter's annual fundraising events or the Programs and Education Committee during her/his term. 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.

- c. Plan and conduct a Leadership Retreat for incoming officers, committee chairs, 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 1.
8. Vice President of Membership Responsibilities: As outlined in the LPPM.
- a. Accountable for the recruitment, retention, and recapturing membership efforts of the Chapter.
 - b. Responsible for the implementation and follow-through on the National membership marketing campaign when one is in effect.
 - c. Establish Local Chapter membership goals in coordination with the Local Chapter President and Local Chapter Governing Board.
 - d. Communicate membership goals and organize Chapter effort to achieve goals.
 - e. Monitor membership reports received from National WCR for accuracy and followUp on any discrepancies. Some duties may be delegated to the Membership Chairperson(s).
 - f. Maintain an adequate amount of membership materials, including but not limited to:
 - i. WCR membership applications
 - ii. Samples of National marketing pieces for use in local association/board newsletters
 - g. Current and incoming Vice President of Membership shall work together to bill Affiliate Members for their annual membership dues by the first week of December.
9. Secretary Responsibilities: As outlined in the LPPM.
- a. Secretary shall take minutes at all Governing Board Meetings. Governing Board minutes shall be emailed to the Governing Board within 10 days of each meeting for review or corrections.
10. Treasurer Responsibilities: As outlined in the LPPM.
- a. Treasurer has custody of the funds of the Chapter and makes disbursement as directed by the President and/or Governing Board.
 - b. Records are to be kept showing all receipts and disbursements.
 - c. Treasurer's report shall be available at all Governing Board meetings.
 - d. Reviews Chapter expenditures and financial status on a regular basis to ensure overall fiscal integrity.
 - e. Ensures that regular financial reports are submitted to the Governing Board and present an annual financial report to the Membership.
 - f. Gives receipts for collection of cash, keeps copy of transactions for Chapter's permanent records.
 - g. An annual audit of the prior year's financial records to be completed by the Audit Committee in January.
 - h. Audit report to be presented at the February Governing Board meeting.
11. Duties of Standing and Special Committee Chairpersons are as outlined in the LPPM or as determined by Chapter Leadership. The incoming President shall provide a written job description to each Committee Chair.
- a. 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

counter parts 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.

12. Chair appointments – The incoming President appoints Special and Standing Committee Chairs, subject to Governing Board approval. The Committee Chairs are responsible for appointing their committee members.

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 the event to make sure reimbursement fund are available.

1. Air Travel: reimbursed at coach class rate.
2. Hotel Rate: Rate, as negotiated by WCR State or National, based on double occupancy. Chapter will not reimburse for room upgrades. Any exceptions to be approved by the Governing Board.
3. Transportation: To and from the point of origin to airport, airport to hotel, and return.
4. Airport and/or hotel parking.
5. Personal Vehicle Reimbursement: Actual mileage to and from the meetings at the current IRS vehicle deduction rate per mile. Public transportation 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 member'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 an exceptions.
8. For reimbursement approval, see ANNUAL BUDGET AND EXPENDITURES section.
9. Air fair 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, including PMN.
10. President-Elect is required to attend Leadership Academy. Chapter to pay for registration, airfare, transportation to and from local airport and host city airport. \$60 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. A Chapter debit card shall be made available to the President, President-Elect and/or Treasurer for the purpose of:
 - a. Booking reservations and the payment of the hotel for budgeted State and National WCR meetings.

- b. State and National meeting registrations, inaugural/installation/welcome reception.
- c. Payment of approved budgeted items.
- d. Non-budget items, with prior Governing Board approval only.
- e. Charges exceeding \$2500 require Governing Board approval in advance of the reservation or charge.
- f. A copy of the reservation, confirmation, and/or receipt is to be sent to the Treasurer and Budget and Finance Committee Chair within 48 hours of the reservation/expenditure.
- g. This card is not to be used for cash advances or airfare.
- h. If a reservation is made and the member cannot attend, that member is responsible for finding a replacement or for any charges incurred.

13. 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 Final 7-29-09, Presented in August
Revision to Travel Guidelines (add item #13), Approved by BofD 3/4/2011
Revision to Travel Guidelines (add item #13), Announced to Membership 4/8/2011
Preliminary 11/30/2011, Approved 12/6/2011, Announced to Membership 12/9/2011