

WCR
WOMEN'S COUNCIL OF
REALTORS®

Naples on-the-Gulf
Chapter

Standing Rules

Approved Changes October 2011

NAPLES ON THE GULF WOMEN'S COUNCIL OF REALTORS®
CHAPTER STANDING RULES

I. Meetings

A. Chapter Meetings

A minimum of 8 Regular Business Resource Meetings shall be held monthly in the calendar year.

1. Annual Election Meeting

The Annual Election Meeting shall be held **prior to the Oct 15th National deadline**. It may be held in conjunction with a Business Resource Meeting.

2. Installation Meeting

The Installation Meeting shall be held in December. It may be held in conjunction with a Regular Business Resource Meeting or other REALTOR® event.

B. Governing Board Meetings

Governing Board Meetings shall be held as per Chapter Bylaws Article IV section 4. Voting members of the board shall be as stated in Article IV section 1 of the Chapter Bylaws.

1. Un-excused Absences

Attendance shall be taken at each Governing Board Meeting, which shall be reflected in the minutes as present, excused or absent. The Governing Board shall review the attendance record of any member of the Governing Board with two un-excused absences. A vote shall be taken regarding their removal from office.

2. Reinstatement

Any Member whose seat was vacated in this manner may apply for reinstatement, which shall require a majority vote of the Governing Board.

II. Elections

A. Officer Qualifications

Members nominated for office shall have the following qualifications:

- Held membership in a WCR Chapter for at least one year.
- Be a member in good standing in both the National and the local WCR Chapter.

B. Officers Consent To Serve

Officer nominees shall sign a consent-to-serve form after reading the job description. The consent to serve form shall accompany the application form and will be turned in at time of interview. A final version will be signed after elections have taken place. Job descriptions will be accessible to applicant from chapter website.

C. Nomination Committee

Nominating Committee shall be elected as per Chapter By-Laws Article VIII section 1.

D. Procedures

1. Those Eligible To Vote

At the Annual Election Meeting, only active REALTOR® and National Affiliate Members whose dues have been paid in full and are members of record in the National WCR office shall be entitled to vote.

2. Rules Of The Day

Members will be instructed on the “Rules of the Day” prior to voting per the Chapter By-Laws.

3. Tellers

The President shall appoint a minimum of three tellers. No nominee or nominating committee member shall serve as a teller.

Note: Tellers shall meet the same requirements as those eligible to vote.

III. Installation Of Officers

A. WCR Officers may be installed in conjunction with NABOR officers or separate installation ceremonies may be conducted.

B. The passing of the gavel may occur at the December (Installation) Meeting.

1. Arrangements

The incoming President, along with her Committee, shall make the arrangements for the ceremony.

2. Selection of Mistress/Master of Ceremonies

The incoming President shall select the Mistress/Master of Ceremonies and Installing Officer.

3. Pin for Incoming President

The outgoing President shall have the duty of obtaining the incoming President's pin at the expense of the Chapter (either by mail or by purchase at an Annual Convention) in sufficient time for presentation at the passing of the gavel.

4. Plaque for Outgoing President

The incoming President shall obtain, at the expense of the Chapter, a plaque and a personal gift to be presented to the outgoing President at the passing of the gavel. The value of the personal gift shall not exceed \$150

5. Finances

The cost for the December (Installation) event(s) shall be a budgeted line item approved by the board.

IV. Duties

A. Officers

Chapter Officers shall abide by the local chapter By-Laws, the local chapter's Standing Rules, the National Annual Report/ Business Plan, the chapter's Strategic Plan, the local chapter job descriptions, and the duties as outlined in the Local and National Leadership Manuals.

1. President

When the President takes office the President shall furnish:

- a. Each Officer a copy of the Local and National Leadership Policy and Procedure Manual.
- b. Each Committee Chairman a copy of their duties as outlined in the local Guidelines for Officers.
- c. Each Officer and Committee Chairman a copy of the Chapter By-Laws, Standing Rules, Annual Report/Business Plan and Strategic Plan.

As soon as elected, the President shall organize the year as outlined in “How to Organize Your Year as President” in the National Leadership Policy and Procedure Manual. She/He shall complete the Invitation for Governor’s Visit and the Report Forms for the Chapter by the specified dates. The President shall contact the DVP to arrange the State President’s visit.

To insure the goals and objectives of WCR are being fulfilled and carried out through Chapter Committee actions, the President shall assign and charge Officers with the responsibility to meet with and act as a liaison between various Chapter Committees and the Governing Board.

Note: It shall be understood clearly that such assigned Officer has no vote and serves strictly as an observer and advisor.

2. President-Elect

The President-Elect shall aid the President, stand in for the President as needed and train, plan and arrange to fulfill the duties as upcoming president. The PE shall oversee management and content of the chapter website.

3. Vice-President of Membership (VP Membership)

The VP of Membership shall be responsible for recruiting and retaining members as well as all other responsibilities as outlined in the National Leadership Manual including chairing the Membership Committee. The VP of Membership with the VP of Affiliates will hold a minimum of 2 new member orientation meetings. VP’s are also responsible for maintaining the accuracy of the member database.

4. Secretary

Per the National Leadership Manual, the Secretary shall take minutes of all meetings and distribute copies as required therein. Notification of the upcoming board meeting will be distributed a minimum of one (1) week prior to meeting. Minutes of the Governing board are to be distributed to the members of the Governing Board within one week after the governing board meeting. General Membership Meeting minutes shall be verified by the President and bulletined in the Newsletter. The Secretary shall also be responsible for the President’s Memory Book, as well as compiling and preparing required data for Annual report.

5. Treasurer

All monies received by the Chapter shall be deposited in the account of Naples-on-the-Gulf Chapter of WCR in a financial institution selected by the Governing Board.

Two (2) signatures shall be required on all checks; the signatories shall be the Treasurer and the President. A check request must be submitted for payment and must be signed by the President and one other board member. When the President is submitting a request, the check request and the check must be signed by the President Elect and one other signatory officer. In the absence of the Treasurer and/or President, another elected Officer shall sign. All Officers shall be signatories. Monies collected by the Chapter shall be turned over to the Treasurer within ten (10) days of receipt and shall be deposited by the Treasurer within three (3) business days thereafter.

However, monthly meeting monies collected shall be tallied within three (3) days of the event and turned over to the Treasurer. The Treasurer shall deposit these funds within three (3) days of receipt.

All reimbursement requests require review and approval or denial by the Treasurer and one (1) elected Officer who is not requesting reimbursement.

Treasurer shall handle all sponsors invoicing, with the help of the Sponsor Chair or Assistant Treasurer, should one be appointed.

Treasurer responsibilities are further outlined in Section VI - Financial matters of the Standing Rules.

Treasurer shall keep and distribute a current IRS Guideline form or expense that fall under those guidelines.

Treasurer will provide a detailed monthly treasurer's report showing money received in and money dispersed out for the previous month at each board meeting, to be recorded and attached to the minutes.

An Assistant Treasurer position may be filled, provided the candidate is approved by the board. This position is not considered an elected officer position.

The Treasurer position will be bonded.

6. Vice-President of Affiliates (VP Affiliates)

This is an elected local non-officer position, which shall be filled by a National Affiliate. Duties include being a liaison between Affiliates and the Governing Board, being responsible for billing and collecting of Affiliate dues.

The VP of Affiliates shall report to and work with the VP of Membership on joint matters of membership, including new member orientation(s).

B. Committee Chairmen

Standing committee Chairmen are outlined in the Bylaws in Article X and are voting members of the Governing Board.

All outgoing Committee Chairmen shall make a written report on the Committee's activities and accomplishments and pass on Committee materials and report to the incoming Committee Chairmen at the local chapter leadership retreat held in November. The incoming Committee Chairmen shall recommend to the incoming President - members to serve on their Committee. Committee Chairmen shall be responsible for thank you notes to sponsors or others involved in events. Committee Chairmen will review and be familiar with their job description.

C. Parliamentarian

A Parliamentarian and an alternate Parliamentarian may be appointed by the President - OR- the President shall be responsible for implementing Robert's Rules of Order.

V. Membership

A. New Members

1. Processing Applications

The Vice President of Membership shall collect new REALTOR® member and National Affiliate member applications and payment. They shall be forwarded immediately to the National WCR Office, retaining copies for the membership file. A copy of the application and proof of payment must be forwarded to the local Treasurer. Local Chapter President will be informed of new members along with contact information within 7 days of application receipt.

New Local Affiliate member applications should be retained for the membership file. Notice of new member should be forwarded to VP Membership and Local Chapter President with contact information. The application and payment should be forwarded to the local Treasurer.

2. Welcome

Cards or letters shall be sent to each new (REALTOR®) member by the VP Membership, the VP of Affiliates or an appointed welcoming committee, on behalf of the President. New Members shall be welcomed and introduced individually at Chapter Meetings by the VPs of Membership and Affiliates.

The VP of Membership is responsible to send notice of the next month's meeting to newest members.

3. Induction Ceremony

The VP of Membership and the VP of Affiliates shall conduct the Induction Ceremony for New Members during a Business Resource Meeting or at a New Member Orientation program. New Members shall be notified and invited to attend on the date of induction.

B. Guest Follow Up

The VP of Membership or VP of Affiliates shall be responsible for contacting all eligible guests who have attended Chapter Meetings for the purpose of asking them to join.

VI. Financial Matters

A. Reimbursed Expenses for Meetings

When the Chapter budgets reimbursable expenses the following guidelines shall apply:

1. Authorized Functions

Authorized functions shall be District, Regional, State and National Meetings.

2. Requests For Reimbursement

Requests for reimbursement shall be submitted to the Treasurer on a form provided by the Treasurer including paid receipts and/or bills, no later than ten (10) days after the conclusion of the meeting or event.

All reimbursement requests require review and approval or denial by the Treasurer and one (1) elected Officer who is not requesting reimbursement within five (5) business days from submission.

3. Eligibility For Reimbursement

- a. The Governing Board shall determine who will be eligible for reimbursement, including Officers and/or designees and which events they will attend, per the budget allocations for the current year and in accordance with the National Annual Report requirements.
- b. If budget constraints do not permit attendance at all meetings, the Governing Board shall vote to determine which meetings shall have representation.
- c. In order to be eligible for reimbursement, minimum attendance to at least one general membership meeting or board meeting, and one committee meeting is required.

4. Amounts Authorized and Expenses Covered May Include:

- a. Registration fee.
- b. Transportation to and from State, National and Summit WCR Meetings. If car is utilized, IRS guidelines for mileage reimbursement will be used. Car-pooling is encouraged.
- c. WCR Ticketed Events.
- d. One half of the hotel room bill for the approved Officer attending.
- e. Meals will be paid based on IRS Standard Low Rate guidelines for M&IE.

Note: The budget shall reflect reasonable transportation costs. **Reimbursement shall not exceed the budgeted amount unless approved by governing board.**

5. Scheduled Payment

Airline tickets, pre-registration and hotel deposits that are made more than sixty (60) days in advance of the event, are eligible for reimbursement if the Chapter has money available. If the Officer does not attend, she/he must reimburse the Chapter for all prepaid expenses within seven (7) business days of the Chapter's request for reimbursement. Payment for approved reimbursement expenses shall be made within five (5) business days of submission.

6. Reports

All attendees eligible for reimbursement are expected to attend all WCR ticketed events, assigned Committee Meetings, Governing and General Membership Meetings. Conflicts are to be approved by the President. All attendees eligible for reimbursement will be required to share with the Governing Board any information gained from their attendance at the events. The President will make a report to the general membership.

7. Requirements

All attendees shall be required to dress in appropriate business attire and to arrive on time to scheduled meetings.

B. Guest Policy

1. Speakers

Speakers are to receive a complimentary meal and/or other special recognition for their contribution to the Chapter.

2. National Officers and Regional Governors

Invited National and State Officers should receive a complimentary meal and lodging paid in advance if requested.

Gifts for State President, National President and Governor would be in order, but not for other invited Officers.

A token of appreciation such as flowers or mementos may be appropriate but are not required. When hosting the District V cooperative visit for the State or District Vice President, other District Local Chapter Presidents should be advised of details and included in the preparation of the function including a request to share in the dollar investment. All LCP's shall sit at the head table with the State President and District Vice President. The DVP is the Master/Mistress of Ceremonies for this event, not the hosting LCP.

3. Non-Members

Guests eligible for membership in WCR may attend General Membership Meetings as a guest two times during a calendar year. It is the responsibility of the Membership Committee to keep a guest list.

C. Reservations

1. Financial Obligations

Reservations must be made for all local Chapter Meetings and sponsored events. Payment by cash, check or credit card must be made at the time of reservation. The current LCP or presiding Officer shall be entitled to a complimentary meal at the local WCR General Membership Meeting.

2. Cancellation Deadline

The cancellation deadline shall be established for each function of the Chapter and will be announced in the notice for that function.

3. Fee Policy

Members attending meetings and/or ticketed functions shall be charged for the meal or refreshments whether or not they partake in them. If not cancelled 24 hours prior to event, the reservation charge will apply even if they do not attend. Treasurer will be responsible for billing and collections.

D. Chapter Courtesy Policy

1. Memorials

In the case of a death of a Chapter member, an appropriate memorial not to exceed \$100.00 shall be selected. In the case of the death of a Chapter member's spouse, parent or child, an appropriate memorial not to exceed \$75.00 shall be selected. This shall be the responsibility of the Secretary.

2. Get Well

A card shall be sent to a member who is ill or hospitalized and shall be the responsibility of the Secretary.

3. Courtesy Expenditures Not Budgeted

The Governing Board may approve a courtesy expense not budgeted.

E. Audit

The treasurer's books shall be audited bi-annually within the calendar year. Recommended audits should be completed at the end of January, with an initial meeting held in December, and finalized in January. The second audit to be completed at the end of July. Treasurer shall not be serving on audit committee, but will be available for audit with all supporting documents.

The President/Governing Board shall appoint an Audit committee chair and designate two (2) additional auditors. One (1) auditor may come from the general membership. A report shall be given at the first regular Governing Board meeting of the year. The audit report is to be published in the newsletter and on website.

F. Budget

The Budget shall be prepared by the outgoing and incoming President and Treasurer and all incoming elected Officers. It shall be submitted to the Governing Board for approval no later than December of the previous year.

G. Ways and Means

It is the responsibility of the Ways and Means Committee to suggest sources and/or functions for funding the obligation of the Chapter.

1. Tax Exempt Status

To protect the Chapter's tax-exempt status as a non-profit organization concerning Ways and Means Fund Raising Projects, the IRS Ruling Information in the NATIONAL LEADERSHIP MANUAL & Procedure Manual is to be followed. Tax exempt information is to be given to Ways and Means Chair to disseminate for ways and means functions.

2. Separate Accounting

The Chapter Treasurer and the Committee event chairs shall keep a separate accounting for all proceeds received from Fund Raising Projects. All monies collected at an event should immediately be turned over to the Treasurer/Officer at the conclusion of the event, and deposited in chapter bank account within 72 hours.

The Committee Event Chair will provide a report of proceeds to the Governing Board no later than the next Governing Board meeting.

3. Possible Deficit Obligation

The Ways and Means Committee shall not undertake any project, which could create a deficit obligation for the Chapter without Governing Board approval.

H. Education Reimbursement

Reimbursement will be distributed on a percentage basis depending on the amount budgeted for the year and the number of members who request reimbursement. The following classes may be submitted for reimbursement; PMN Courses, Broker Courses, Realtor® Designation Courses and other certification courses approved by the Governing Board. The member must be in good standing having attended at least six paid events, of which a minimum of three (3) events must be business resource meetings, and must hold their primary membership in the Naples on the Gulf Chapter. Reimbursement requests must be submitted in writing on a Check Request Form with original receipt(s) attached by November 30th of the current year. Requests will be reviewed and approved at the next governing board meeting.

VII. VIP Policies

A. State or National WCR Office

When a member of the Chapter is elected to State or National WCR Office, any expense allocated by the Chapter shall be determined by and voted upon by the Governing Board.

VIII. Awards and Recognition

A. Local Chapter Member of the Year

The purpose of this award is to give recognition, publicity and regard to a deserving member for effort, time and talent expended in the interest of their fellow members, their profession and the community.

1. The Chair of this committee will be the recipient from the prior year.
2. The Chair of the committee will announce to the general membership at the October meeting that the committee is looking for candidates.
3. An announcement that the committee is looking for candidates will be placed in the October Chapter Newsletter and/or email blast to membership.
4. The Chair will ask the Governing Board at their November meeting to submit candidates to the committee.
5. The committee will also review the membership and look for candidates.
6. The Member of the Year Award will be presented at the January meeting of the Chapter, or the Top Producer event.
7. The Member of the Year Award winner will then be asked to complete the State application, which the Committee Chair will send to the State competition.
8. Local chapter application forms must be submitted to be considered for this award.
9. Only one (1) member may receive this award each year.

B. Local Chapter Honor Circle Award

The Chapter will participate in Florida Honor Circle Award and make every attempt to nominate a local Chapter member.

1. The Awards Committee is in charge of this award.

2. The Chair of the committee will announce to the general membership at the October meeting that the committee is looking for candidates.
3. An announcement that the committee is looking for candidates will be placed in the October Chapter Newsletter and/or email blast to membership.
4. The Chair will ask the Governing Board at their November meeting to submit candidates to the committee.
5. The committee will also review the membership and look for candidates.
6. The Honor Circle Award will be presented at the January meeting of the Chapter or the Top Producer event.
7. The Honor Circle Award winner will then be asked to complete the State application, which the Committee Chair will send to the State competition.
8. Local chapter application forms must be submitted to be considered for this award.
9. Only one (1) member may receive this award each year.

C. Local Chapter Affiliate of the Year Award

The Chapter will honor a local affiliate with an Affiliate of the Year Award to a local WCR Member.

1. The Awards Committee is in charge of this award.
2. The Chair of the committee will announce to the general membership at the October meeting that the committee is looking for candidates.
3. An announcement that the committee is looking for candidates will be placed in the October Chapter Newsletter and/or email blast to membership.
4. The Chair will ask the Governing Board at their November meeting to submit candidates to the committee.
5. The committee will also review the membership and look for candidates.
6. The Affiliate of the Year Award will be presented at the January meeting or the Top Producer event.
7. Local chapter application forms must be submitted to be considered for this award.
8. Only one (1) member may receive this award each year.

D. Local Chapter Shining Star Award

The Chapter will honor a WCR member who deserves recognition for distinguished service on behalf of the Women's Council of REALTORS®.

1. The Awards Committee is in charge of this award.
2. The Chair of the committee will announce to the general membership that the committee is looking for candidates.
3. An announcement that the committee is looking for candidates will be placed in the Chapter Newsletter and/or email blast to membership.
4. The Chair will ask the Governing Board to submit candidates to the committee.
5. The committee will also review the membership and look for candidates.
6. This award may be presented to as many candidates at each meeting that the committee finds worthy of the award.

E. Local Chapter Humanitarian of the Year Award

The Chapter will honor a WCR member considered to be a member in good standing, who has given of their time and talents to one or more organizations, who has volunteered many hours of service and commitment on a continuous basis and provided "hands-on" involvement in a specific cause, and by the way of example, is a role model for other WCR members.

1. The Awards Committee is in charge of this award.
2. The Chair of the committee will announce to the general membership at the October meeting that the committee is looking for candidates.
3. An announcement that the committee is looking for candidates will be placed in the October Chapter Newsletter and/or email blast to membership.
4. The Chair will ask the Governing Board at their November meeting to submit candidates to the committee.
5. The committee will also review the membership and look for candidates.
6. The Humanitarian of -the Year Award will be presented at the January meeting of the Chapter, or the Top Producer event.
7. The winner of the Humanitarian of- the Year Award will be asked to complete the State application, which the Committee Chair will send to the State for competition.
8. Local chapter application forms must be submitted to be considered for this award.
9. Only one (1) member may receive this award each year.

F. Local Chapter Mentor of the Year Award

The Chapter will honor a WCR member considered to be a member in good standing, who has shown outstanding support for Women's Council of REALTORS® either by example or by their response when guidance and knowledge is requested; the member shall have extended a positive influence, shown comfort to and reinforced the efforts put forth by the leadership of WCR and will be chosen for deeds intended for the over all good of the Women's Council of REALTORS®.

1. The Awards Committee is in charge of this award.
2. The Chair will ask the Governing Board to submit candidates to the committee.
3. The Chair of the committee will announce to the general membership that the committee is looking for candidates.
4. An announcement that the committee is looking for candidates will be placed in the Chapter Newsletter and/or email blast.
5. The committee will also review the membership and look for candidates.
6. Local chapter application forms must be submitted to be considered for this award.
7. Only one (1) member may receive this award each year.

G. Local Chapter Rising Star Award

The purpose of this award is to give recognition to a deserving member who has participated on more than one committee, has demonstrated leadership skills, and has demonstrated a desire to learn more and to participate further on the local level and perhaps the State level.

1. The Awards Committee is in charge of this award.
2. At the February meeting the Committee Chair will ask the Governing Board to submit candidates for consideration to the committee.
3. The Chair of the committee will announce at the October General Membership Meeting that the committee is looking for candidates.
4. An announcement that the committee is looking for candidates will be placed in the October Chapter Newsletter.
5. The committee will also review the membership and look for candidates.
6. The Rising Star Award will be presented at the January meeting or the Top Producer event.
7. The winner of the Rising Star Award will be asked to complete the State application, which the Committee Chair will send to the State competition.

8. Local chapter application forms must be submitted to be considered for this award.
9. Only one (1) member may receive this award each year.

XIII. Scholarships

Scholarships will be awarded in an amount and manner to be determined by the Governing Board on an annual basis. It is the intention to provide scholarships for PMN. However, the chapter will have the discretion to provide scholarships for other educational courses.

IX. National Awards Programs

The Chapter will participate in National Awards Programs.

X. Media Protocol

Any media, press, or social media posts promoting and/or representing WCR must reflect the core values of Council and requires the current President's approval prior to release and/or posting.

XI. Miscellaneous

Sponsors

Sponsors will be needed for specific functions or activities. Procedures and responsibility should be clearly defined prior to the function or activity. Correspondence should be in writing and a thank you letter or card should be sent. This is the responsibility of the Chairman of that function or activity.