

STANDING RULES

WOMEN'S COUNCIL OF REALTORS® SCOTTSDALE AREA CHAPTER

ARTICLE I – MEETINGS

SECTION 1:

Chapter meetings shall be held on the second Wednesday of each month unless otherwise notified.

SECTION 2:

Governing Board Meetings shall be held monthly, with the time and place to be selected by the President.

- A. Unexcused absences – any member of the Governing Board with two or more unexcused absences shall be construed as having resigned from the Governing Board.
- B. Reinstatement – Such member who was vacated in this manner may apply for reinstatement and would require a majority vote of the Governing Board.

ARTICLE II – ELECTIONS

SECTION 1: Officer Qualifications

Members nominated for office shall have the following:

- A. Held national membership in WCR Chapter at least one year.
- B. Have chaired a committee (Office of President only).

SECTION 2: Officer's Consent to Serve

Officer nominees shall sign a Consent to Serve after reading the job description.

SECTION 3: Procedures

- A. Those Eligible to Vote - At the Annual Election Meeting, only active national REALTOR® and National Affiliate Members of record shall be entitled to vote.

- B. Tellers - A minimum of three tellers shall be appointed by the President. Nominating Committee and Officers shall not serve as tellers.

ARTICLE III – INSTALLATION OF OFFICERS

SECTION 1: Arrangements

The installation of officers shall be in conjunction with the Scottsdale Association of REALTORS®'s Installation of Officers and Directors, if possible.

SECTION 2: Selection of Installing Officer

The incoming President shall select the Installing Officer.

SECTION 3: Pin/Badge for Incoming Officer

- A. The badge will be given to the incoming President by National WCR at the first national meeting of the year.
- B. The President's pin shall be presented to the incoming President by the outgoing President, which shall be purchased at the last national convention of the year.
- C. Gift for the outgoing President shall be presented by the incoming President. The outgoing President shall present gifts to the outgoing officers. These will be at the expense of the Chapter. These may be presented at a meeting of the Chapter.
- D. Finances: The budget for the Installation Ceremony shall be sufficient to include the expenses of invited guest dignitaries.

ARTICLE IV – DUTIES

SECTION 1: Officers

Chapter Officers shall abide by the WCR Bylaws, the Chapter's Standing Rules and the duties as outlined in the Guidelines for Officers.

- A. President

When the President takes office, she/he shall furnish each Officer and Committee Chairs copies of duties as outlined in the Guidelines for Officers as they apply along with a copy of the Bylaws and Standing Rules.

C. President-Elect

The President-Elect shall assume the duties of the President in the event the President is unable to do so.

D. Vice President of Membership

The Vice President of Membership shall be responsible for the recruitment and retention of members of the Chapter. The Vice President of Membership shall be responsible for the induction and the orientation of all new members. The Vice President shall also be responsible for reporting to National WCR the membership information as is required by National.

Upon receipt of all national membership applications and dues checks, the Vice President of Membership shall be responsible for forwarding them immediately to the Chicago office of WCR.

The Vice President of Membership shall be responsible for the invoicing of Local Affiliate dues in December.

E. Secretary

The Secretary shall take minutes of all meetings. All minutes shall be verified by the President and signed by the Secretary before they are disseminated, printed in newsletter, and/or read at each Chapter meeting.

F. Treasurer

All monies received by the Chapter shall be deposited in the account of the Scottsdale Chapter of WCR or NAR in a financial institution selected by the Governing Board.

Two signatures shall be required on all checks over \$500; the signatures shall be the Treasurer's and the President's.

All monies collected by the Chapter shall be turned over to the Treasurer within thirty (30) days of receipt and shall be deposited by the Treasurer within five (5) working days.

The Treasurer shall keep written and accurate records of all dues payments and, in addition, perform such other duties as outlined in the Guidelines of Officers.

SECTION 2:

- A. Standing Committee Chairs: All outgoing Committee Chairs shall make a written report on the Committee's accomplishments at year's end and pass on Committee materials to the incoming Committee Chairs. The incoming Committee Chairs shall recommend to the President possible members to serve on the Committee for consideration of President for appointment.

Standing Committee Chairs shall be responsible for attending all general meetings and governing board meetings and will be voting members of both.

- B. Special Committee Chairs: All outgoing Committee Chairs shall make a written report on the Committee's accomplishments at year's end and pass on Committee materials to the incoming Committee Chairs. The incoming Committee Chairs shall recommend to the President possible members to service on the Committee for consideration of President for appointment.

Special Committee Chairs are asking to attend both the general meeting and governing board meeting monthly. They will NOT be voting members of the Governing Board.

The Special Committees can be comprised of any of the following: Reservations, Contacts, Sponsorship, Newsletter, Hospitality, Parliamentarian, Referral Network, Scholarship, REALTOR® Update, Nominating, Awards and Recognition, Audit, Web Site, Photographer, and Community Liaison.

- C. Parliamentarian: A Parliamentarian and an alternate shall be appointed by the President.

ARTICLE V – FINANCIAL MATTERS

SECTION 1: Reimbursed Convention Expenses

- A. The Chapter shall be represented by the President or President-Elect at State, Regional and National meetings. The President will attend those meetings requiring voting.
- B. Selection and/or authorization authority for said reimbursement by the Governing Board.

- C. Reimbursement covers transportation, event registration and per diem to be voted on by the governing board at an end of the year Board Meeting to be set for the following year.
- Transportation to be a Coach Fare Airline Ticket, 14 day advance purchase fare. If driving to event, reimbursement will be made for mileage based on IRS guidelines.
 - Housing to be reimbursed, based on 2 officers attending, at half the cost of a double occupancy room at the WCR Host Hotel. If only 1 Officer attending, reimbursement will be made for one single occupancy room at the WCR Host Hotel.
 - Event Registration including all required WCR Events, such as WCR night out, WCR Awards and Installation Events, Etc.
 - Additional Per Diem of up to \$50 per day to be used for additional meals, cab Fares, Etc. No reimbursements for Alcoholic Beverages.
- D. Effective January 1st, 2006, the V.P. of Membership is requested to attend State, Regional and National meetings. Reimbursement for V.P. of Membership will cover event registration (WCR only) and a flat fee of \$250.00 for any additional expenses accrued for (out of state only) meeting.
- E. Effective January 1, 2006, the Secretary and Treasurer are requested to attend state meetings. Reimbursement for Secretary and Treasurer will include event registration (WCR registration only).
- F. Reimbursement to be verified by receipts. These expenses are for meeting days only
- G.. Receipts for reimbursements to be submitted no later than the Governing Board meeting following the event to be considered reimbursable.
- H. Responsibilities and requirements for receiving reimbursement include attending meetings and functions, and the obligation to report to Governing Board and Chapter Meetings and to file a written report.

SECTION 2: General Expenses

- A. Expenses covered by the budget shall be submitted at the first Governing Board meeting after the expense has occurred.
- B. Expenses which have NOT been approved in the budget or are over budget shall require approval by quorum of the Governing Board.

SECTION 3: Guest Policy

- A. Speaker – All guest speakers will receive a complimentary meal or other special recognition for their contribution to the Chapter
- B. National Officers, Governors and Regional Vice Presidents who are invited by the Chapter will receive a complimentary meal.

SECTION 4: Reservations

- A. Reservations for a general membership meeting shall be made no later than the Friday prior to the general meeting. If reservations are not made by Friday, a \$4.00 penalty will be charged in addition to the normal meal charge.
- B. Financial Obligations – Reservations for all chapter meetings and events sponsored by the Chapter shall be a financial obligation to be paid by the member.
- C. Cancellation Policy – A cancellation deadline shall be established for each ticketed function of the chapter and shall be announced in the notice for the function.

If a member is on the permanent reservation list, the member must call to cancel the reservation for the general meeting no later than the Friday prior to the meeting.

Billing for uncancelled reservations for ticketed functions shall be sent within 15 days of the function.

- D. No Reservation – If members or guests wish to attend a ticketed function without a reservation, they shall be accommodated on a space available basis only.

SECTION 5: Chapter Courtesy Policy

- A. Memorials – In the case of the death of a chapter member, an appropriate memorial not to exceed \$50.00 shall be selected. In the case of the death of a chapter member's spouse, parent or child, an appropriate memorial not to exceed \$35.00 shall be selected if member has served as an officer or committee chair, committee member.
- B. Get Well Remembrances – A card shall be sent by the Secretary and visits will be encouraged to a member who is ill or hospitalized.

SECTION 6: Local Affiliate Dues

- A. If a Local Affiliate joins the Chapter in the last quarter of the year, the dues will apply through the following full calendar year.
- B. Local Affiliate dues will be billed in December and due no later than March 31. Failure to pay local dues will result in forfeiture of membership.

SECTION 7: Audit

Prior to the final Chapter meeting of the year, the Treasurer's books shall be audited. The auditors shall report on the completed audit at the last meeting of the year.

SECTION 8: Budget

The Chapter shall operate under a budget. An unbudgeted expenditure exceeding \$30.00 shall require the approval of the Governing Board.

The Treasurer shall serve as Chair of the Finance and Budget Committee.

SECTION 9: Ways and Means

Uses for Ways and Means proceeds are Scholarships, Community Service projects and officers' expenses for national meetings.

Separate Accounting – The Chapter shall keep a separate accounting for all proceeds received from fund raising projects.

- A. Operating Expense Caution – Fundraising proceeds shall be used only for the project's advertised designation.
- B. Possible Deficit Obligation – No ways and means project shall be undertaken which could create a deficit obligation for the Chapter without approval of the Governing Board.

SECTION 10: Scholarship

The Scholarship Fund shall be named the FRAN CUNNINGHAM SCHOLARSHIP FUND.

Guidelines shall be approved at the first Governing Board meeting each year, presented by the Scholarship Chair.

- A. Requirements – Only one (1) scholarship per year, per applicant.
- B. Eligibility
 - (1) One must be a national member in good standing for more than thirteen (13) months.
 - (2) Member must be active as an Officer, Committee chair or a contributing member of a committee.
 - (3) Member must not have received funds from other sources to attend the class.
- C. Application
 - (1) Member to make application to the Scholarship committee thirty (30) days prior to taking the class.
 - (2) Committee to review application as to its merit and present it to the Governing Board.
 - (3) Approval of the Governing Board with a majority vote with quorum present.
- D. Awards
 - (1) Proof of attendance of the class must be presented to the Scholarship Committee.
 - (2) Scholarships to be awarded on the basis of available funds and/or most qualified applicant(s).
- E. Funding
 - (1) The Chapter will endow the fund with 10% of all Chapter's fundraiser proceeds and 50% of the general meeting raffle.
 - (2) Special fundraising projects may be held for the benefit of the Scholarship Fund.

SECTION 11: Charity and Charity Contributions

- (1) The Scottsdale Area Chapter Women's Council of REALTORS® declares that Gabriel's Angels shall be the official Annual Charity.
- (2) A contribution to the Annual Charity, "Gabriel's Angels" shall be twenty-five percent (25%) (no-more/no less) of net proceeds from its annual fundraising event.
- (3) All fundraiser marketing materials and advertising shall clearly state that a "**portion of the net proceeds**" will be donated to said charity.

ARTICLE VI – MEMBERSHIP

SECTION 1: New Members

- A. Non members – Qualified prospective members may be brought to regular chapter meetings as guests two times only before joining. This does not apply to member's family or special guests provided they are not eligible for WCR membership. Letters shall be sent to all guests at Chapter Meetings by the Vice President of Membership.
- B. Processing Applications – New member applications and dues checks shall be collected by the Vice President of Membership, photo copied and forwarded immediately to the Chicago WCR office.
- C. Induction Ceremony – An Induction Ceremony shall be conducted by the Vice President of Membership during a regular Chapter meeting. Such ceremonies may cover several months and shall be arranged as they fit into the regular program.
- D. Welcome – New members of the chapter shall be welcomed and introduced at the next General Meeting of the Chapter by the Vice President of Membership.
- E. Orientation – A new member orientation will be held as needed by the Membership Committee to cover Chapter Bylaws and Standing Rules and other applicable matters.
- F. Retention of Members – The Membership Committee shall be responsible for the follow up of members who have missed three (3) meetings to encourage them to return.

SECTION 2: VIP Policies

- A. Honorary Membership – Each year, the current SAR President and Executive Director shall be honored with a Scottsdale Chapter WCR Membership. All Past Presidents of the Scottsdale Chapter shall be maintained as Honorary Members on the current roster and be provided with a copy of the monthly newsletter.
- B. State and National WCR Officers – When a member is elected to a State or National Office, any expenses allocated by the Chapter shall be determined and voted upon by the Governing Board. Such funds shall be included in the Chapter Budget.

SECTION 3: Awards and Recognition

- A. REALTOR® and Affiliate Member of the Year – The Chapter shall bestow special awards for the **REALTOR® of the Year** and **Affiliate of the Year** to be selected by a committee co-chaired by the most recent previous year's winners able to serve. Winners shall be kept secret until announced at the Installation of Officers.
 - a. Realtor must be National Member
 - b. Affiliate can be National Member or Local Member
 - c. Both must be an Active Member of the Scottsdale Area WCR
 - d. Both must be in good standing for a minimum of Three (3) consecutive years.
 - e. Both cannot be a member of the Board (Local Chapter Officer) for the existing year the award is received.

- B. Member of the Month – The Member of the Month shall be nominated based on service to the Chapter by the previous month's winner.

- C. Year End Recognition – The President shall have the right to recognize Officers and Committee Chairs at the year end meeting. Recognition awards shall be expensed to the Chapter.

These STANDING RULES may be changed, added to or deleted by 2/3 vote of members eligible to vote provided there is a quorum.

The President and Secretary shall be charged with the responsibility of each having a copy of the Standing Rules available.