

WCR Standing Rules – Huntsville Alabama Chapter

Revised - 2013

Article I Purpose: Huntsville Women’s Council of Realtor Standing Rules in relation with its bylaws and administration of the chapter, rather than Parliamentary Procedure.

- 1.1 A standing Rule can be adopted with a quorum from the Governing Board and Chairman of Standing Committees whom are entitled to vote.
- 1.2 A standing Rule remains in force until amended or rescinded, and can be temporarily suspended by the Governing Board and Standing Committees whom are entitled to vote.

Article II Meetings:

- 2.1 Regular Chapter meetings to be held the second Wednesday of the month, unless otherwise notified.
- 2.2 Governing Board Meetings shall be held on the First Wednesday of the month, unless otherwise notified. The president will determine the time and location.
- 2.3 Any person of the Governing Board or Chair of a Standing committee with 3 absences shall be construed as resigning from the governing board.
- 2.4 Re-instating a member who was removed for absences, may be reinstated if the position is still vacant, pending approval of the Governing Board.
- 2.5 In the event a committee chair is unable to attend they shall notify the President and request the vice-chair of the committee attend in their absence and be given their proxy if a vote is needed.

Article III Duties of the Officers:

- 3.1 President – Elect upon being elected shall organize the year as outlined in “Order of Business” in the Leadership Policy & Procedure Manual (LPPM). President – Elect will line up all presenters for the monthly resource meetings and send thank you notes following their presentation
- 3.2 Treasurer upon being elected will be responsible for all chapter monies. All monies received by the Chapter shall be deposited in a financial institution selected by the Governing Board for the chapter.
- 3.3 Two (2) signatures shall be required on all written checks, the Treasurer and President; and/or President Elect, complying with signatures on file at the financial institution.
- 3.4 All monies collected by the chapter shall be turned over to the treasurer within five (5) working days of receipt.
- 3.5 Local affiliate membership dues will be billed on a calendar year. Dues will be prorated to reflect half of the calendar year, depending on the date of joining.
- 3.6 The Annual report will be reviewed by the governing board quarterly. The secretary is to maintain a complete copy of the Annual Report.

Article IV Reimbursement Policy:

- 4.1 Reimbursed expenses shall fall within the guidelines of the current budget. Expenses must be approved beforehand i.e., airfare, parking, transportation, lodging before reimbursement submitted.
- 4.2 Reimbursements will be verified by receipts on furnished reimbursement form.
- 4.3 The Governing Board will be required to approve any unbudgeted expenses.
- 4.4 Officers of the chapter that travel to National Association of Realtors (NAR) and Women’s Council of Realtors conferences out of state will be reimbursed the cost to “upgrade” to attend the full NAR conference.
- 4.5 Officers of the local chapter to include the membership/marketing chairperson or VP of membership will be reimbursed on a per diem basis for attending NAR and WCR conferences on behalf of the chapter. The dates of the NAR conference or hotel registration dates, whichever is smaller, will be used to determine the dates of reimbursement. The rate of *\$75 per day* to cover all meals and incidentals. Article 4.1 remains in effect for all charges.
- 4.6 Officers of the local chapter to include the membership/marketing chairperson or VP of membership will be reimbursed on a per diem basis for attending State of Alabama conferences on behalf of the chapter. The dates of the AAR conference or hotel registration dates, whichever is smaller, will be used to determine the dates of reimbursement. The rate of *\$50 per day* to cover all meals and incidentals. Article 4.1 remains in effect for all charges.

Article V Guest Policy

- 5.1 Guest Speaker(s) receive one complimentary meal. Non-members may attend 2 meetings per year at their own expense before being required to join WCR

Article VI Reservations

- 6.1 Reservations are to be made no later than 48 hours prior to the event. If a person does not attend or send a replacement, that person will be billed and expected to pay for the reservation.

Approved and Adopted by the Governing Board, Huntsville, Alabama – Document is 2 pages in length.

2013 Local Chapter President
Cindi Peters