

COEUR D’ALENE CHAPTER STANDING RULES

Drafted 12/1/2013

Revised 11/20/2014

**MEETINGS**

Chapter Meetings

Chapter General Membership meetings shall be held no less than eight times per year as stated in Bylaws.

Annual Election Meeting - The Election Meeting shall be held in September in conjunction with the Chapter Meeting. Timing is crucial to allow planning for State Orientation attendance.

Annual Installation Meeting - The Installation of Officers shall be held in December in conjunction with the Chapter Meeting. The outgoing President, with a committee when appointed, shall make arrangements for the installation of officers; See also Annual Budget.

Governing Board Meetings - Governing Board Meetings shall be held no less than eight times per year. Local Chapter President may call for additional Governing Board Meetings if deemed necessary. The Governing Board shall consist of the elected Officers, the appointed Chair of Standing Committees or any Local Chapter Past Presidents. The Governing Board Meetings are open to any members, local or national – except when calling for an executive session. Governing Board Meetings shall be determined by the Chapter President.

Unexcused Absence - Any member of the Governing Board or Executive Committee with three or more unexcused absences may be construed as having resigned from the Governing Board or Executive Committee. Consecutive absences are highly discouraged.

Reinstatement - Such member whose seat was vacated in this manner may apply for reinstatement within 30 days which shall require vote of the Governing Board or Executive Committee.

**NOMINATIONS OF OFFICERS**

The Nominating Committee shall be chaired by the most recent Past President as Chairman with up to four active members, per Bylaws. All Past Presidents are encouraged to serve. Nomination Committee Chair shall select from members in good standing, preferably those that have previously held office or committee membership for a minimum of 1 year. Completion of a "Consent to Serve" form is recommended for the Nominating Committee and they are encouraged to show the form and the “Officer Duties” from the Standing Rules to potential candidates.

Nominating Committee shall notice the local Chapter Governing Board of their recommendations/nominations by the July Governing Board Meeting. The Nominating Committee shall notice the slate of officers to the President no later than 15 days prior to the Elections. The Nominating Committee or President shall gather “Consent to Serve” forms from the candidates. The President shall notify the membership with the slate of officers no later than 10 days prior to the Elections.

**ELECTIONS**

Rules of the Day - The Rules shall be approved by the membership prior to voting. The rules shall be in writing and included in the meeting handouts. (See eligible voters and quorum below).

Tellers - The President shall appoint a minimum of three tellers (vote counters). Nominating Committee members shall not serve as tellers.

Ballots - In the event of a contested race, paper ballots will be issued when the voting members sign in at the Registration Desk, immediately prior to the Annual Election Meeting

Quorum - A quorum will be established per Bylaws. (20%)

Voting - Each National WCR member shall be entitled to cast ONE vote. Members are those REALTOR and NATIONAL AFFILIATE members in good standing according to the records of the National WCR office on September 1st of that year.

Voting by proxy will be allowed. Proxy voting will be organized and administered by the Nominating committee, excluding any candidates on the ballot.

If the voting member is not present when a vote is taken and has not voted by proxy, the voting member may not cast a vote after the voting has concluded.

Winners will be elected by majority vote. [Example: When two people run against each other and 200 votes are cast, the winner will need at least 101 votes.]

A majority shall elect. When there are more than two nominees for any office and there is no majority on the first ballot, the top two candidates will run off against each other and all other candidates are eliminated. The President's vote shall be held in reserve and counted in the event of a tie.

**INSTALLATION OF OFFICERS**

Installation Ceremony

Officers of the Chapter shall be installed during the December Meeting unless pre-arranged by the Governing Board.

Arrangements

The President is responsible for arranging the installation ceremony, in cooperation with the current President-Elect. See Awards and Installation Budget.

Selection of Installing Officer

The President is responsible for arranging the installation ceremony using the "Invitation for WCR National Officer" form in the Leadership Policy & Procedure Manual (hereafter referred to as "LPPM"). If the budget does not allow for this, the President or President-Elect shall select the Installing Officer. Installing Officer must be a member of the National WCR.

Incoming President Gift

The President shall have the duty of presenting the Chapter gavel to the newly installed President at the Installation Ceremony. Refer to Chapter Budget for line item expense allowance.

Outgoing Officer Gifts

The President shall obtain at the expense of the Chapter, gifts (pins, plaques, etc) to be presented to the outgoing Officers at the Installation Ceremony. Refer to Chapter Budget for line item expense allowance.

Awards

The President shall obtain at the expense of the Chapter, gifts (pins, plaques, etc) to be presented to the Member of the Year, Entrepreneur of the Year and Affiliate of the Year.

Installation Budget

The budget for the Installation Ceremony may be sufficient to include the expenses of invited guest dignitaries (such as Board President, Executive Officer, etc.), Installing Officer, and any National Officers, as well as appropriate certificates, gifts, plaques, pins and/or trophies as deemed appropriate.

**DUTIES**

Chapter Officers shall abide by the Chapter Bylaws, the Chapter’s Standing Rules, and the duties as generally outlined in the LPPM. The President and President-Elect are expected to attend National and State meetings, as allowed by the Chapter Budget. Other Line Officers may be expected/permitted to attend if the Chapter Budget allows. **All line officers are encouraged to serve on one Local Chapter Committee** and tobe an active participant and member in good standing at their local Association/Board (CAR). It is also advised that the entire local Chapter Board is familiar with the LPPM, national website wcr.org, the local chapter Dropbox, the local website <http://www.wcr.org/chaptersites/idaho/coeur-dalene/> the local chapter facebook page <https://www.facebook.com/WomensCouncilCDA> .

**President**

The Local Chapter President is a REALTOR nominated by the Chapter Nominating Committee and elected at the Election Meeting. The President-Elect is assumed to fill this position the following year.

The President shall furnish each Officer with the Chapter Bylaws, Standing Rules and Local Chapter Strategic Planning; no later than the first scheduled Governing Board Meeting of the year.

Major Responsibilities: The president shall follow the outline provided at Leadership Training as closely as possible. Host the Annual retreat (prior to January Chapter Meeting), Organize the Local Chapter schedule and speakers (with the Education Committee when applicable), serve as a member of the Idaho State Chapter, attend WCR State and National Meetings; prepare the Annual Budget for adoption by the Governing Board, conduct the business of the Governing Board Meetings; manage (or assign) the local chapter website at <http://www.wcr.org/chapter-sites/idaho/coeur-dalene/>; manage the reporting to the Idaho State Chapter (new 2014). The president needs to keep copies of any contracts or ‘recurring occurrences’ and pass to the next in-coming president. The president shall assign new duties as needed – especially management of the chapter website, Facebook page, Gmail and Event-brite accounts. See WCR CDA Chapter Management attachment

**President-Elect**

The President-Elect works closely with the President in order to learn, assisting with items such as preparing agendas and presiding at portions of the meetings. In the absence of the President, the President-Elect presides at meetings and performs the necessary duties of the office. President-Elect is encouraged to participate on a CAR (Coeur d’Alene Association of REALTORS), SAR (Selkirk Association of REALTORs), IAR (Idaho Association of REALTORS) committee and to sit on one Local Chapter Committee.

The President Elect shall attend National WCR Midyear, Leadership (August), and National Convention (NAR). Major Duties: Assist in management of dropbox, email (wcrcda.board@gmail.com) website <http://www.wcr.org/chapter-sites/idaho/coeur-dalene/> , and Facebook page ([www.facebook.com/WomensCouncilCDA](http://www.facebook.com/WomensCouncilCDA)) Organize attendance of local chapter officers at the State Orientation to be held in October of the year prior to taking office. Actively work with the Nominating Committee in the selection of candidates.

**Vice-President of Membership (REALTOR) or Membership Chair**

(2013-4 National Beta testing this may be National Affiliate)

Oversees the appointment of the Membership Committee and all activities including retention, recruitment and implementation of National membership marketing campaign, establish membership goals in coordination with the president and governing board.

Major Duties: Assign sponsors for the calendar year as outlined in the Sponsorship Brochure. Monitor National membership reports from WCR.org, present National and Local membership at the monthly Governing Board meeting. Manage the roster of local affiliates and sponsors (Dropbox, GMAIL and Eventbrite), edit and print the Membership and Sponsorship brochures (see Dropbox), budget, manage promotion of the sponsors as designated in the brochure, (*includes budget of Table-Top Menus, printing and reprinting*), assist the President-elect with email and Event-brite rosters, assist the President and Event Communication Chair each Chapter meeting with the RSVP calls and meal count, assist in management of the Chapter email (wcrcda.board@gmail.com) and Facebook page ([www.facebook.com/WomensCouncilCDA](http://www.facebook.com/WomensCouncilCDA), assist the treasurer with dues pro-rations (as necessary in the second year of member/sponsorship), and schedule Member Orientation meetings 4X annually. When budget allows, attend State, Mid-Year or National WCR Conference.

**Secretary**

The Secretary shall take the minutes of each Governing Board Meeting, Executive Committee Meeting, and shall keep an accurate record of all appointments, motions and votes made at these meetings. Copies of all minutes shall be sent via email to all Board Members for review/corrections following the meeting as soon as possible but no later than the following Monday PM. Corrected minutes shall be kept in the chapter Dropbox, and forwarded to the Chapter President for inclusion in the following meeting agenda.

A major responsibility of the Chapter Secretary is to send to National WCR the names and addresses of all newly elected officers immediately upon election using the form provided in the LPPM. Also, should there be any changes during the year (name and/or address of Chapter officers), these changes should be sent to National WCR as soon as possible. Other duties: Collect articles for the quarterly Chapter Newsletter, produce and disseminate the quarterly newsletter to all members. Assist in management of the Chapter Facebook page ([www.facebook.com/WomensCouncilCDA](http://www.facebook.com/WomensCouncilCDA)) and local website <http://www.wcr.org/chapter-sites/idaho/coeur-dalene/> and Chapter email (wcrcda.board@gmail.com).

Secretary must provide election results/signed minutes to the President and/or Treasurer to update the bank signature card for the upcoming year prior to relinquishing duties to the incoming secretary.

**Treasurer**

The Treasurer shall assist the incoming President in preparing the year's Annual Budget and shall keep an up-to-date accounting of all accounts and records. The incoming Treasurer and incoming President-Elect should sign new bank signature cards after the State Orientation and prior to the January Governing Board meeting.

All monies received by the Chapter shall be deposited in the account of the Coeur d’Alene Chapter of WCR in a financial institution selected by the Governing Board. Two signatures shall be required on all checks over $100; the signatures shall be the Treasurer's and the President's or the President-Elect’s. The Treasurer/President/President Elect shall receive bank cards. All may have access to the account statements online but management of the account is held by the Treasurer.

All monies collected by the Chapter (with the exception of dues for National Members) shall be turned over to the Treasurer within 3 days. All funds should be deposited by the Treasurer or treasurer assigned board-member within five business days of receipt and deposit slips sent to the Treasurer along with any appropriate documentation.

Treasurer's Report and Budget Report to be presented at each Governing Board Meeting. Treasurer’s Report should include current balance in all accounts. In the event of a Treasurer absence this updated report should be provided via email at the earliest convenience to all board members prior to the meeting. Treasurer is encouraged to call for any upcoming expenditure to keep finance communication ongoing.

The outgoing Treasurer will compile a year-to-date final report for the previous year and present it to the Governing Board prior to year-end (preferably in November to accommodate the upcoming budget). It is encouraged that the outgoing Treasurer meet with the incoming Treasurer and review all details in preparation for the Income Tax filing.

Prior to the end of the term of office, books of the Treasurer shall be audited by a committee appointed by the President. The Treasurer and Auditing Committee Chairman shall arrange a time to meet so that the records can be audited. Schedule this meeting no later than two weeks prior to the following month's Chapter meeting. An audit report will be provided to the incoming President who will present the audit report at the first Governing Board Meeting.

Other Duties:

Manage the collection of funds (and fees) from Eventbrite (includes the use of credit card payment) and suggest any changes to the Event-brite system. Treasurer should scan or photocopy all dues and sponsorship checks prior to deposit. Invoices shall be sent in November/December to the Sponsors and Local Affiliates. (see Membership and Sponsorship Brochure and beware of prorations).

**Past President**

The Past President shall be in charge of the Nominating committee and the Annual Report (thru 2013). The Past President is a great resource for the President and is often ‘joined at the hip’ to offer wisdom and advice to the Governing Board.

**Committees –** Committee members may be National or Local Affiliate Members. ‘Sponsor’ employees may also be appointed to Event Committees but may not serve on the Governing Board.

**Standing Committees** include but are not limited to: Membership Committee, Ways & Means, Fashion Show, Event Communication, Nominating, By-Laws, Education and any special committees to perform such services as may be assigned to them and appointed by the President with the approval of the Governing Board. Committee Chairs shall provide evaluation forms at any meetings and/or events for the purpose of evaluating a speaker, presenter, or event. All outgoing Committee Chairs shall make a written report on the Committee's accomplishments and suggested modifications at year-end and pass on Committee materials to the incoming President and when named, incoming Committee Chairs. The Committee Chairs shall recommend to the incoming President possible members to appoint to the Committee.

**Membership Committee** is headed by the VP Membership or Membership Chair. It is encouraged that all major sponsors (affiliates) are offered a seat on the committee. Other specific roles may be assigned by the President or VP/Chair of Membership. The committee encourages guests at the meeting and affiliate members are encouraged to bring a REALTOR prospect as a guest. The Committee (under the direction of the VP/Chair) organizes quarterly Orientation Meetings, emphasis on New Member Orientation but attendance encouraged by all. Membership committee is encouraged to promote a Retention/Membership Drive at their discretion.

**Membership Retention Chair** is assigned duties to retain members and sponsors. Contact new members, encourage them to attend Orientation (with membership Chair). Follow up with ‘the task is to ask' questions after the President's Welcome letter, familiarize with their specific or general wants and needs, Encourage Leadership opportunities, Communicate member feedback at the Governing Board Meeting. Participate in programming with the president and president-elect especially in regards to providing value to REALTOR members, their business and income. Encouraged to ask for referrals for other potential NEW Members - (pass on to Membership  committee)
Suggest REALTORs for opportunities on the board/committees/events

**Ways and Means Committee** is in charge of fund-raising. Committee chair may be the chair of the annual Makeover Fashion Show or appoint the chair with approval of the governing board.

**Makeover Fashion Show** is the major fundraiser for the chapter. Chapter President and Past President are encouraged to be on the committee to ensure ongoing chapter financial needs. All members are encouraged to participate whenever possible – the event provides funding for the Chapter. (see Makeover Fashion Show Checklist)

**Event Communication Chair** is an appointed position with the following responsibilities: Create and send monthly invitations thru the wcrcda.board@gmail.com email. Events will be created inside Eventbrite and an email invitation sent to wcrcda.board@gmail.com, this invitation (including a link to the event) is forwarded to the group All Members and the group Prospects from WCR email TWO WEEKS prior to the event. Correspondence and RSVPs can be monitored by the board when necessary when email is sent from WCR email. All members are encouraged to use EventBrite. EventBrite manages the member data, reminders and income at a nominal fee (approx $2 per attendee). Provide count (spreadsheet/list of Eventbrite attendees/email rsvps) to the VP/Chair of Membership and President no later than Monday 9AM the week of the BRM. (calls will be made to members, input to Eventbrite for accuracy of data/count). Event Communication Chair will also use Facebook to market events before and after.

**Nominating Committee** see page 1-2 and Past President

**By-Laws Committee** shall meet at least once per year to review the bylaws and standing rules (and any changes). Attention to State and National Bylaws and changes are encouraged.

Recommendations for amendments should be made to the Governing Board prior to the end of the term/year. The By-Laws committee should make especial notice if any Standing Rules conflict with current By-Laws. Standing rule amendments may be made at any time by the Governing Board.

**Education**

An Education Committee may be formed by the President/Governing Board to assist with scheduling of speakers and education.

**Annual Budget**

The Annual Budget shall be prepared by the incoming President with the assistance of the Treasurer. It shall be understood that any Annual Budget developed by the Local Chapter represents a proposal for earning and spending funds. Such budgets shall be interpreted as a guide, not a guarantee and are subject to the actual monies collected by the Chapter in the given chapter year.

A minimum of$500.00 shall be carried over to launch the succeeding Chapter year. A separate account is available with this balance.

Line items may be added at the discretion of the President.

**Membership**

**REALTOR Members** are encouraged to register Online for data accuracy (Member profile). Any applications and dues checks collected by the VP/Chair of Membership or Treasurer shall be forwarded to National WCR (retain a copy of check/application). Treasurer or VP Membership may input a member on the wcr.org website with the member’s credit card if requested.

**National Affiliate Members** are limited to a percentage of the quantity of National REALTOR members. Local Chapter has set a limit of 20% as a guideline. To help keep this ratio we have adopted a policy that to become a National Affiliate, local member should bring two (2) NEW REALTOR members and will become a National Affiliate the following year upon payment of dues. Current board may opt to make them immediate National Affiliate.

**Affiliate Sponsor Members**

VP/Chair of Membership uses the Sponsorship/Membership Brochure to show prospects the levels of sponsorship best suiting their business. It is best if shown the difference from individual membership. The VP/Chair of Membership or the Treasurer can use an invoice to collect dues from Sponsors. 2014 Sponsorship dues are $500 for Gold Sponsorship (includes 2 local members) or $1000 for Platinum Sponsorship (unlimited local members). Recommendations of changes to the Membership Brochure shall be approved by the Governing Board and made at the end of the year. Sponsors shall be notified of changes prior to invoicing.

**Local Affiliate Individual Membership**

Affiliates shall be invoiced at the same amount as National Dues for the first year. Proration will be made the second year in the same way manner that National prorates. Local affiliates may be presented with a Pin or Certificate (after renewing or joining as decided by the Governing Board)

**Membership Recognition**

Major Sponsors will receive a plaque at the December business meeting.

New Member Procedures

New Members shall be entered into the Gmail and Eventbrite databases by the VP/Chair of Membership (and removed from Prospects when applicable). New Members shall be introduced at the first attended Business Resource Meeting with their full name and current office affiliation. At their first renewal they will be awarded a WCR pin. Receipt of pin should be noted by the VP/Chair of Membership. Special notice shall be made of the month local affiliates join and documented by the VP/Chair of Membership AND Treasurer for future use.

Letters of Welcome (in the form of email, snail mail or cards) shall be sent from the President on behalf of the Chapter to all new REALTOR, Affiliate and Sponsors with a ‘Task is to Ask’ questionnaire. After receipt of the completed questionnaire the President will forward to the Retention Chair. If no receipt within 2 weeks, President is encouraged to call NEW MEMBER and inquire about New Members needs/wants and assess possible participation.

The Retention Chair or other member of the Membership Committee shall follow-up with the new member 1-2 months after joining (preferably with completed ‘Task is to Ask’) and bring recommendations to the Governing Board IF the NEW Member expresses interest in specific tasks or has ideas to add to our strategic planning.

Complimentary Membership

The Governing Board may award a complimentary membership as an award to Association dignitaries, ROTYs or prizes for contests, budget providing.

Reservation Obligations

Reservations for all Chapter Meetings, courses or functions sponsored by the Local Chapter shall be a financial obligation to be paid by the member. *A deadline shall be established for each meeting*

*or function of the Chapter and shall be announced in the notice for the meeting or function. Members attending ticketed functions shall be charged for the meal or refreshments whether they eat or do not eat. The Governing Board shall determine whether reservations left unpaid and unattended shall be invoiced by the Treasurer.*

Awards and Recognition

Chapter Member of the Year (New 2013)

The Member of the Year Committee, consisting of past recipients and chaired by the most recent Member of the Year willing and able to serve, shall select a Member of the Year, it is encouraged to use the guidelines stated in the current LPPM. Local Chapter Member of the Year recipients shall be forwarded by the Incoming President to the State Chapter President for consideration in the State Member of the Year award which is presented by the State President or by a visiting WCR National Dignitary at the Idaho Association of REALTORS® Awards Luncheon during the (IAR) convention.

Affiliate Member of the Year

The Affiliate Member of the Year Committee, consisting of past recipients and chaired by the most recent Member of the Year willing and able to serve, shall select an Affiliate Member of the Year, it is encouraged to use the guidelines stated in the current LPPM. Local Chapter Affiliate Member of the Year recipients shall be forwarded by the Incoming President to the State Chapter President for consideration in the State Affiliate Member of the Year award which is presented by the State President or by a visiting WCR National Dignitary at the Idaho Association of REALTORS® Awards Luncheon during the (IAR) convention.

Entrepreneur of the Year

The Entrepreneur of the Year Committee, consisting of past recipients and chaired by the most recent Entrepreneur of the Year willing and able to serve, shall select an Entrepreneur of the Year, it is encouraged to use the guidelines stated in the current LPPM. Local Chapter Entrepreneur of the Year recipients shall be forwarded by the Incoming President to the State Chapter President for consideration in the State Entrepreneur of the Year award which is presented by the State President or by a visiting WCR National Dignitary at the Idaho Association of REALTORS® Awards Luncheon during the (IAR) convention.

Also see Membership Recognition, Award History

TRAVEL PROCEDURE

**Travel**

Travel Expenses should be approved in the Chapter Annual Budget. They can be approved or altered in a Chapter Governing Board meeting. Use of the Chapter Debit/Credit card to pay for airfare, registration, transportation and hotel is encouraged for expediency and record keeping. Receipts should be forwarded to the Treasurer if booked by any other Board Member. If booked personally, amounts should be approved by the Governing Board and can be reimbursed after submission of the (Board Approved) expense report and review by the President and/or Treasurer.

To simplify the use of Mandatory use of Expense Reports it is recommended that one travelling member with a debit/credit card make all the purchases, collect receipts and complete the Expense Report.

The chapter authorizes meal reimbursement for up to $50 per day (breakfast, lunch and dinner) but encourages traveling members to pay for their own meals. When required to attend a state meeting while travelling, it is acceptable to use the Chapter card for members attending. Every effort to travel together, for safety & to minimize expenses should be made.

**Expense Report** (see Travel or General Expense Report) – Completed form provided by traveling member to the treasurer including all permissible expenses (all receipts) incurred during travel. The receipts include all expenses even those not paid by the member, i.e., airfare, seminars, etc. *One Expense Report per event preferred*  Current IRS guidelines shall be used for Mileage when authorized. Form attached, also available in Dropbox.

**Background** – Local Chapter strives to ensure maximum economic benefit to the chapter and the chapter members by providing sufficient information to insure prompt and accurate reimbursement.

**Travel Reservation Process**

Travel is booked by the President or President-Elect preferably since they will be the travelers. Airfare, local transportation, and hotel accommodations will be paid and should be a part of the annual budget. If cost exceeds the budgeted amount, approval of the Governing Board is required.

Members are authorized to make these arrangements if approved by the Governing Board. Travel reservations should be completed early if staying in the WCR Sponsored Hotel. Use of the WCR National sponsored hotel is encouraged to financially support National WCR and to encourage networking opportunities when the budget allows. Travel should be processed with the best possible prices. Early bird registration, hotel rate\* @ time of registration and other saving opportunities are encouraged when making arrangements. Airfare should be checked and discussed with the Governing Board for approval. Email communication with all Governing Board members can also be used prior to booking. The itinerary and applicable travel documents will be provided to traveling members and the Treasurer. Retain itinerary for travel and for expense report purposes. All expenses relating to travel should be available to the Treasurer/Governing Board.

Expenses and Related Items

The member can pay travel expenses incurred by the traveling member. The treasurer, upon receipt of an approved expense report, will reimburse the member for authorized expenses.

Local Chapter debit card will not be released to traveling members for travel purposes (except in the case of the President/President-Elect and Treasurer). In the event a personal credit card is not available, per diem travel allowances can be obtained through the treasurer prior to departure. Return “Request for Per Diem” form to the treasurer two days prior to departure. The per diem amount is based on the IRS Hi-Lo method (based on destination) as follows:

Meals and Incidental Expenses - $50.00/day

Lodging, Meals and Incidental Expenses - $124.00-$201.00/day

If the traveling member chooses per diem, the treasurer will process a check for the traveling member prior to their travel date. Upon return, the member is to submit an expense report (receipts attached) and return any cash not accounted for by receipts. If receipts exceed the advanced funds, an expense check will be processed for the approved difference. Any advanced cash not returned or accounted for within two days of the return date will be deducted from the member’s next incurred expenses.

All expense reports shall be submitted within two weeks of expense occurrence.

Incidental Expenses

Local Chapter will reimburse for expenses specifically related to business purposes, including the following:

Mileage: When using a personal vehicle for travel, record mileage on the Mileage portion of the Expense Report, provide all pertinent information requested at the top, and submit to the treasurer for processing. The current IRS allowed rate is used for mileage reimbursement when authorized. In no case shall mileage and actual expenses be incurred.

Meal expenses are specific to breakfast, lunch, and dinner.

The following are reimbursed at reasonable levels, determined by the Treasurer and/or Governing Board.

Tips for meals (not exceeding 20%), taxi driver, shuttle bus driver, housekeeping, and others of similar nature, Parking and tolls, Internet/fax/office services if applicable to WCR Chapter business.

The following types of expenses are generally considered to be of personal nature and will **NOT** be reimbursed.

Personal services, such as barber, beautician, manicurist, shoe shine, masseur, or masseuse, Use of extra-cost hotel/motel services, such as in-room movies, Additional charges for room upgrades, poolside-rooms, or special floors.

Purchase of luggage carts and suitcases, Other fees, such as housesitting fees, dependent care, or pet boarding.

Clothing, toiletries, and related personal items, Laundry or dry-cleaning charges, Alcoholic beverages (not related to dinner) or tobacco products, Specific car expenses including car washes, tire repair, etc., traffic, seat belt, parking, or other vehicle code/criminal fines incurred, Expenses related to family members accompanying the traveling employee.

Retain all applicable receipts incurred during business travel. Submit an itemized receipt; a credit card slip will not suffice. (Make sure you include the tip paid on the itemized receipt)

Expense Report

Immediately upon your return, obtain an Expense Report and fill in all applicable information.

Attach all applicable receipts (detailed document of expenses) for airfare, meals, lodging, vehicle rental, parking fees, toll fees, fuel, etc. even if WCR Local Chapter paid it.

All information requested in the Expense Report should be provided including the three check-box areas: 1) Entity paying expense (WCRISC/Self; 2) Description of expense (Air, Auto, Meal etc.) See the attached sample Expense Report for reference, or call the treasurer with questions.

Submit the completed Expense Report to the treasurer for final approval and reimbursement. Expense reports need to be submitted to the treasurer within 10 days of travel completion. Treasurer shall reimburse at earliest convenience but not later than 7 days from submission provided expenses were previously approved by the Governing Board. Any additional expenses over $50 should be approved by the Governing Board when possible.

**Attachments to follow**

Expense Report form – General Use

Expense Report form - Travel

WCR CDA Chapter Management

History - Awards

History – Presidents and Board Members

History – Makeover Fashion Show Participants/Committee Chairs

Fashion Show Checklist (2014-5)





**WCR CDA Chapter Management**

Data and Documents shall be managed by the Governing Board.

To reduce effort and to avoid RECREATING THE WHEEL sharing from Board to Board, Year to Year, and Member to Member is encouraged.

**DROPBOX**

Shall house all of the documents for the Governing Board whenever possible.

Invitations to the shared Folder WCR-CDA Chapter shall be sent to anyone agreeing to serve on the Governing Board or in some situations, Standing Committees.

**GMAIL**

The email wcrcda.board@gmail shall be the preferred method of SENDING email to members

The Gmail account also houses Groups (data) that need routine maintenance.

Password is

**Website**

<http://www.wcr.org/chapter-sites/idaho/coeur-dalene/>

Can be accessed by all line officers after logging in to wcr.org with their passwords

**Facebook page**

([www.facebook.com/WomensCouncilCDA](http://www.facebook.com/WomensCouncilCDA))

All officers should have administration ability as well as Communication Chair

**Eventbrite**

Username is wcrcda.board@gmail.com

Password is

All passwords and sharing shall be managed by the President

HISTORY OF NATIONAL AWARDS - COEUR D'ALENE CHAPTER

Small (CHAPTER) Gold

2013

2012

2011

2008

Small (CHAPTER) Silver

2009

2006

Idaho State Chapter of the Year:

Large

2006

2007

2008

2009

Small

2010 (?)

2012

STATE AWARDS (EST 2014)

2014 BEST CHAPTER MEMBERSHIP DEVELOPMENT AWARD

See also <http://www.wcr.org/events/realtor-party-convention/award-winners/>

Coeur d’Alene Chapter Past Presidents List - History

2004 Patricia Hartman

2005 Patricia Hartman

2006 Vicky Houle

2007 Sharon Flanagan

2008 Debbie Myles

2009 Christina Ethridge

2010 Claudia Brennan

2011 Tammy Wagoner

2012 Annie Mote

2013 Janna Scharf

2014 Antigone Twidt

2015 Beth Strand

ENTREPRENEUR OF THE YEAR (est ??)

Cindy Sweeney

Debbie Myles

2013 Lea Williams

2014 Anne Anderson

REALTOR (MEMBER OF THE YEAR) est 2013

2013 Claudia Brennan

2014 Tina Hood

AFFILIATE OF THE YEAR

Prior years unknown or not awarded

2011 Sylvia McCormick

2012 Sue Breesnee

2013 Marilyn Buroker

2014 Teresa (Berglin) Metz

FASHION SHOW COMMITTEE CHAIRS

2010 Annie Mote

2011

2012 Jennifer Jenkins

2013 Jennifer Jenkins

2014 Teresa Metz (Berglin)

2015 Antigone Twidt/Katie Marcus

**HISTORY MAKEOVER FASHION SHOW MODELS**

**2014 Models – CDA Resort Dinner**

Carol Curtis

Kelly Curtis

Beverly Dunn

Alisha Ballard

Chuck Crites

Chase Crites

Jessica Plummer

Kate Bowen (didn’t walk)

Michelle Dehart

Kelsey Anfenson (Fulton)

Heather Dahlman

Hannah Dahlman

Heather Potter

Monique Faux

Darby Stein

**2013 Models – CDA Resort Dinner**

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| --- |
| Alicia Rettstatt |
| Charlie Taranto |
| Jeanette Davidson |
| Jessie Chastain |
| John McMurray |
| Kristin Linnemeyer |
| Marianne Ahrend |
| Sue Ball |
| Susan ChristensenRick Scharf |
| **2012 Models – CDA Resort Dinner**Ann Beutler |
| Barb Powers |
| Carrie Oja |
| Danielle Touchton and daughter |
| Heather Wichman |
| Lea Williams |
| Midge Smock |
| Pat Krug |
| Suzanne Metzger |
| Tanya Travis |
| Teresa Berglin (Metz) |
| Teri Farr |

**2011 Models – CDA Resort Luncheon**

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| --- |
| Antigone Twidt |
| Candy Inbody & daughter |
| Janna Scharf |
| Jennifer Jenkins |
| Jennifer Riley |
| Jill Satterly |
| Loretta Reed |
| Peggy Sawicki |
| Rebecca Welsh |
| Stephanie Davenport |

**2010 Models – Hampton Inn - Lunch?**

Nancy White and daughter

Linda Davis’ family (?)

Marcia Danes (?)

Heather Dahlmann

Crystal ? worked for Sue Breesnee

**2009 Models**

**2008 Models**

**2007 Models** **(Hayden Lake Country Club Luncheon)**

Vicky Houle

Sharon Flanagan

Annie Mote

Joelle Goodman

Jose Keller

Mary (from Windermere broken foot, didn’t walk)

**2006 Models (Hayden Lake Country Club Luncheon)**

Katie Marcus

Claudia Childress

Ela (Pettis) Conor

Tina Hood

Debbie Dear/Dennis Hayes

**Makeover Handbook/Start-up Instructions**

**Establish Chair and Subcommittees (suggested)**

 Model Volunteers (from alumni)

 Purse/Raffle/Hot Men

 Event Coordinator

 Ticket Sales

 Silent Auction

 Marketing

 Credit Card Team

**Determine Model Coordinator(s) and Approx. Schedule**

**Crucial dates/details**

Establish start date, approx time frame, cost to models, inclusions and add-ons

DRAFT of Commitment letter needed to recruit

ALSO wise to have Intro Flyer

Determine date of event – and location

Identify Sub-Committees and Chairs, with outline of duties

**Outline of Duties**

Model/Participant Coordinator/Image Consultant job includes

Recruit Participants (or use WCR members)

Assist with communication of commitments (see **Commitment Letter**)

Collect fees and keep accurate accounting for the WCR Treasurer

CLOSE COMMUNICATION with the WCR Committee Chair (s)

Organize and schedule volunteers (Alumni) working with the models/classes/collecting

Coordinate materials/handouts needed for the participants including Commitment Letter, Schedule, Bios, photos for slideshow,

Lead/Assist with development of Program Schedule, assist with Program Brochure

Marketing

Assist with revision/production of materials – attempt to use consistent branding to include the title,

WCR Coeur d’Alene Chapter logo,

Coordinate printing and design schedule and

List of previously used curriculae

* Intro Flyer (can be multi-use)
* Commitment Letter
* Tickets (or E-Tickets)
* Flyers for the offices
* Event Posters
* Solicitation flyers (for models,
* Program

If changing format, be sure to coordinate BRANDING changes with WCR Board, other items which could be affected – Vendor Contract, Bid Sheets, Etc.

Event Coordinator

Should communicate costs with the Chair/Co-Chair for approval of the WCR Board

Vendors (or NOT) includes/costs for contract, determine data for contract

Event date, times, choice of menu/cost and any deadlines associated – communicate to committee Identify necessary sub-contractors and hire (coordinate with location, ie stage/DJ, decorations)

Assist with development of program and Program Brochure

Provide seating chart to Ticket Sales Coordinator

Determine options to ‘host vendors’ and volunteers (will they receive food, etc) and present costs to committee

Work dutifully with Model/Participant coordinator on program to provide any needed props (or ask venue for help)

Purse Raffle Chair (historically donations a min. $150 value = purse + contents)

Determine Themes – Review previous donators, usually they want to continue

Communicate with Silent Auction chair to avoid double-dipping

Find Hot Raffle Man Volunteers for pre-sales and event sales (in a tux) and establish sales contest (and prize) Determine how to keep track of sales/winner.

Silent Auction Chair

Coordinate items and volunteers from previous list(s), always good to identify WHO does what to avoid duplicate requests.

Especially coveted – golf, advertising, real estate services, beauty products & services

Coordinate dates, drop-off location and delivery

Items necessary to print/coordinate: Flyer, Request Letter, Bid Sheets.

Some people need a receipt/tax id.

Coordinate with Credit Card committee on how to will pay (PRIOR TO EVENT)

Ticket Sales Coordinator – work closely with Event Coordinator

Determine whether there will be Ticketed Seating or General Seating

Determine cost of Table Sales (and start list from history)

Determine Sales start date/deadline and make sure it is on the event flyer/posters

Coordinate with Model/Participants Coordinator EARLY on sales

Communicate with WCR on use of WCR email blasts, especially to previous participants

Credit Card Committee – usually from Mtn West Bank (WCR’s financial institution)

Make contact in January with date/times

Get forms for President/Treasurer to sign, determine costs and due dates

If not using Mtn West volunteers