

FORT MYERS WOMEN'S COUNCIL OF REALTORS  
CHAPTER STANDING RULES as revised 11-20-2015

I. MEETINGS

A. CHAPTER MEETINGS

Regular Chapter Meetings shall be held according to the By-Laws Article V, Section 1:A, which read as follows: *Regular meetings of the Chapter shall be held at least eight times per year at times and places to be determined by the Governing Board*

I. The Annual Cross over the Bridge Business Resource Meeting with the Cape Coral Chapter serves as one of the joint Chapter meeting required to fulfil The Chapter Business Plan. The Host Chapter alternates each year. Both Chapters jointly plan and have sponsors for the meeting. The Host Chapter informs the visiting Chapter of the Sponsor so that there is no duplication of sponsorships (i.e. two title companies or 2 lenders). Each Chapter President introduces their Chapter Leadership Team and any honored guests. Proceeds and expenses are split equally between the two chapters.

B. GOVERNING BOARD MEETINGS

Governing Board Meetings shall be held according to By-Laws Article IV, Section 4:A, which reads as follows: Regular meetings of the Governing Board shall be held at least six times per year at times and places as shall be designated by the President.

1. Unexcused absences.

The Governing Board shall have the power to declare the office of a member of the Board to be vacant in the event such member shall be absent from two (2) consecutive or a total of three (3) unexcused absences.

2. Reinstatement.

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

3. Excused absences.

The President shall have the power to excuse absences. Excused absences will not cause the Governing Board to declare the position vacant.

II. ELECTIONS

A. OFFICER QUALIFICATIONS

The nominees for President, President-Elect and Vice President of Membership must be REALTOR® members. The nominees for Secretary and/or Treasurer may be either REALTOR® or National Affiliate members. Any member nominated for office shall have the following qualifications: 1. Must have held their primary membership in the Fort Myers Chapter of Women's Council of REALTORS for at least 1 year.

2. Must be a member in good standing and have served on at least one on-going committee of the Fort Myers Chapter of Women's Council (excluding awards and nominating).

B. OFFICERS CONSENT TO SERVE

Officer nominees shall sign consent to serve form after reading the job description of the office they have been nominated for. The signed consent form will remain with the Chapter Secretary and become part of the permanent Record Book for the Chapter.

## C. PROCEDURES

### 1. Those Eligible to Vote.

At the Annual Election meeting, only active primary member REALTORS® and National Affiliate primary members whose dues have been paid in full and are members of record in the National Women's Council of Realtors office shall be entitled to vote.

### 2. Tellers.

The President, with the approval of the Governing Board, shall appoint tellers if necessary from the Governing Board. No nominee shall be appointed as a Teller.

## III. INSTALLATION OF OFFICERS

### A. ARRANGEMENTS

The outgoing and Incoming President, along with their committee shall make arrangements for the installation of officers.

1. The Incoming President shall arrange for sponsorship of the Installation event.

2. The Incoming President shall decide whether to have a separate event, combine the Chapter Installation with the Association Installation and/or whether to have a luncheon or dinner or cocktail event.

### B. SELECTION OF INSTALLATION OF OFFICERS AND MASTER/MISTRESS OF CEREMONIES

The Incoming President shall select the installation officer and Master/Mistress of ceremonies. The Chapter shall pay for the ticket of the installation officer.

### C. PIN FOR INCOMING PRESIDENT

The Outgoing President shall have the duty of obtaining the Incoming President's pin, at the expense of the Local Chapter, in sufficient time for Presentation at the Installation Ceremonies. (See WCR order form in the Guidelines for Officers)

### D. PLAQUE FOR OUTGOING PRESIDENT

The Incoming President shall obtain, at the expense of the Local Chapter, a Plaque to be presented to the Outgoing President at the Installation of Officers Ceremonies.

### E. GIFT FOR OUTGOING PRESIDENT

The Incoming President shall, at the expense of the Local Chapter, purchase a personal gift not to exceed \$150.00.

## IV. DUTIES OFFICERS

Chapter Officers shall abide by the National Women's Council of REALTORS® Bylaws and the nationally approved Chapter Bylaws, the Chapter Standing Rules and the duties as outlined in the Guidelines for Officers.

### A. President

The President shall appoint all Committee Chairmen. When the President takes office, he/she shall furnish each Officer and Committee Chairman copies of their duties as outlined in the Guidelines for Officers along with a copy of the Chapter Bylaws and Standing Rules.

The President may assign Officers as LIASON to different Committees. Example: Treasurer to the Ways and Means Committee meetings or the Secretary to the Publicity and Public Relations Committee meetings. The assigned Officers will have no vote at those meetings.

#### B. President-Elect

President-Elect will be responsible for the Chapter Business Plan and will coordinate with the Programs & Education Chairman to deliver quality programs according to the guidelines set forth in The Chapter Business Plan.

The President-Elect, in the absence of the President, shall preside at all meetings and assume the duties of the President. The President-Elect will prepare a gift for each speaker or trainer or special guest and present to them at the function on behalf of the President and the entire Chapter. The budgeted amount for this will be set annually by the Incoming President and approved by the Governing Board as a line item. The President-Elect will obtain contact information for all speakers and special guests at each Business Resources Meeting and provide this to the President and to the Secretary.

#### C. Vice President of Membership.

The Vice President of Membership shall be responsible for the Membership Committee. Under the Vice President of Membership shall be the chairman for the Affiliate Membership, chairman for the REALTOR Membership and a chairman for Membership Retention. As a team and in a coordinated effort with the Governing Board, the Membership Committee shall hold the minimum of Membership Orientations and membership drives to fulfill the Chapter business Plan. The budget for which will be set by the Incoming President and approved by the Governing Board. Upon receipt of all Local Affiliate Membership applications and dues, the Vice President of Membership shall record new member information on local roster and forward payments to the Treasurer. The Vice President of Membership will forward all National Membership Applications and dues to the National Women's Council office and record new member information on local roster. '(A copy of all dues payments and a written roster will be retained by the Vice President of Membership for the Fort Myers Chapter with a copy to the Chapter Secretary to become part of the permanent record of the Chapter). The Vice President of Membership shall be responsible for creating and sending out by whatever means appropriate (USPS, e-mail or whatever technology may be available) the annual Local Affiliate Membership and Secondary National Membership renewals not later than November 15th of the current year. The Vice President of Membership shall be responsible for preparing and sending any additional renewal notices to Local Affiliates and Secondary National Members. The Vice President of Membership shall remove from the roster any Local Affiliate who has not paid in full their annual dues by March 30th of the current year and so notifying the Governing Board, the Membership Committee members, the Secretary and the former member.

#### D. Secretary

The Secretary shall take minutes at all governing board meetings (See Guidelines for Officers). Minutes may be mailed or e-mailed to the Governing Board to be approved or corrected at the next Governing Board meeting. The Secretary shall be responsible for Thank You cards being sent to all sponsors of any meeting or function and to all speakers and inspiration leaders of all meetings.

#### E. Treasurer

All monies received by the Chapter shall be deposited in the account of the Fort Myers Local Chapter of Women's Council in a financial institution approved by the Governing Board.

1. Two (2) different officer signatures shall be required on all checks.
2. Signatures of officers shall not be the same as the payee of the check.
3. Signatures may be those of the President, President-Elect, Vice President of Membership, Treasurer and Secretary.
4. All monies collected by the Chapter shall be turned over to the Treasurer within three (3) days of receipt and shall be deposited by the Treasurer within five (5) working days thereafter
5. The Treasurer will prepare and file Federal Income Tax forms in a timely manner each year.
6. The Treasurer will renew the corporation in a timely manner each year.

#### F. PARLIAMENTARIAN

The President shall appoint a primary member knowledgeable in parliamentary procedure and meeting management to be at all meetings of the Chapter, and to review the National and Chapter Bylaws and Chapter Standing Rules on an annual basis.

#### V. MEMBERSHIP

##### A. NEW MEMBERS

###### 1. Processing Applications.

New Member applications and dues payments, if not paid on line at [www.WCR.org](http://www.WCR.org), shall be collected by the Vice President of Membership and processed accordingly. The Vice President of Membership will verify applicant's membership in the Local or National Association of REALTORS®.

###### 2. New Chapter Members.

New Chapter Members who are REALTORS® and are Members of the Local Association of REALTORS® do not need to be approved by the Governing Board.

###### 3. Welcome New Chapter Member.

Welcome cards and/or letters shall be sent to each new member by the Vice President of Membership on behalf of the President. New members shall be welcomed and introduced individually at their induction at the New Member Orientation.

###### 4. Induction of New Members.

The Induction Ceremony for New Members shall be conducted by the Vice President of Membership at the New Member Orientation. New Member Orientations must take place at least 3 times a year to comply with the requirements of the Chapter Business Plan as set for by National. If the Chapter Business Plan requirements change, this Standing Rule will automatically be amended to conform to the change.

#### VI. FINANCIAL MATTERS

##### A. REIMBURSED EXPENSES

1. Budget funds annually for the DVP. Said funds to be \$500 and approved annually by the Governing Board.
2. Budget funds annually for the Installation of Officers. Said funds are to include expenses for invited dignitaries (i.e. State or National Council President).
3. Budget funds annually for a Local Chapter Orientation for all elected Line Officers,

Governing Board members and Committee Chairmen.

4. At Governing Board's discretion funds shall be budgeted annually for reimbursement to members attending the annual Florida Realtors® convention and/or the Florida Realtors® Mid-Winter conference.

Qualifications:

a. Must be a member in good standing, holding their primary membership in the Fort Myers Chapter, with dues paid by April 1<sup>st</sup> of the current year, and has attended at least 5 Business Resource Meetings within the last 12 months.

b. Registration fee: not to exceed amount of early registration fee.

c. Hotel: reimbursement based on Women's Council of REALTORS® Hotel Rate (or less). Reimbursement will be 1/2 (one-half) of double occupancy rate not to exceed two (2) night stay per member. Clear electronic or original invoices must be submitted containing the required reimbursement information and proof of payment. Members shall use the current required forms found on the chapter website to submit their requests.

d. Above funding paid only after member submits an accountability form stating which Women's Council Committee and/or Women's Council Program was attended each day for which reimbursement is requested, along with a report to be submitted by the next scheduled Business Resource Meeting. The President may request and receive an in-person report at the next Business Resource Meeting presented to the membership in lieu of a written report but not in lieu of documentation of attendance. (See VI. A4.c).

5. Budget funds annually for the President and President-Elect to attend WCR, Florida Realtors®, and NAR meetings. Budget funds annually for the Vice President of Membership to attend the two Florida Realtors® meetings. Original Receipts - All cash and credit expenditures greater than \$35.00 must be verified with original receipts attached to the expense form unless IRS per diem is used. Photocopies and faxed receipts will not be accepted, however scanning receipts and sending via email is acceptable. In the event of a lost receipt, travelers have the option of submitting a separate explanation for expenditures. These occurrences will be monitored so that the policy will not be abused. Expenditures submitted for reimbursement which are outside the current reimbursement policies will be adjusted and an explanation provided. The Chapter may deduct expenses that are deemed beyond industry standards for a reasonable business expense.

Airfare – IRS required: Reimbursed only with original receipt issued by the Airline at coach class rate with name and date of travel listed on receipt – Electronic ticket purchasers have two options: (1) Request a receipt from the Airline at check in or (2) Submit any form of electronic ticket or itinerary that includes information showing that a credit card was charged, along with substantiation that the travel did occur. Frequent flyer miles may be used but must be accompanied by letter from airline or travel agency stating cost of flight if it had been booked at least 30 days before travel.

Lodging – ½ (one-half) of double occupancy rate plus tax at host hotel or reasonable rate for the area. Overnight lodging is not paid when the meeting starts at or after 10:00a.m. and adjourns by 4 p.m. As a matter of personal convenience, the Chapter will reimburse lodging costs if travel time exceeds 3 hours one way or commercial travel will not accommodate a 10:00a.m. meeting. Original hotel bill must be submitted for reimbursement.

Meals – will be reimbursed up to the IRS per diem rate which can be found at

<http://www.gsa.gov/portal/content/104877> 0.00 - receipts need to be submitted and alcohol is not reimbursable. May include up to 20% tip.

Parking, tolls, valet parking – actual cost.

Personal auto mileage reimbursement – A mileage log is available if multiple trips are reported on the same form. Owner of vehicle used is to be reimbursed at the per mile rate of 57.5 cents (IRS allowable rate continuing in 2015) for actual mileage traveled, which must be indicated. Clearly indicate departure and arrival locations.

Rental Car & Gasoline Usage – actual costs of rental car including insurance coverage options exercised plus gasoline costs incurred with rental car usage during the rental period. Luxury or SUV rentals are not an allowable expense unless a detailed explanation is provided in the purpose and details section. Mileage cannot be claimed along with car rental expenditures.

Taxi, airport limo, bus – actual cost plus tips up to 20% plus up to \$2 per bag for unusual number of bags

Telephone – all chapter related business calls are reimbursable

Tipping – allowances are as follows:

- room service – up to 20% (only if it is not automatically added to the bill)
- room maid - \$2.00 per day per room
- bellhop/porter – up to \$2.00 per bag
- skycap – up to \$2.00 per bag

Other – Chapter related business activities that do not fall under specific expense categories listed on the form such as meeting & event registrations (registration and event fees are reimbursed at the early bird registration rates), postage, photocopies, etc. Reason for the expense must be noted in the purpose and details section.

Budget funds annually for the President-Elect to attend both the National Leadership and State Leadership Retreats. Budget shall include: transportation, lodging and the early registration fee. Expenses for food will be reimbursed from the original receipts (not to exceed IRS Per Diem rate for that City) and submitted not later than thirty (30) days following the meeting. A meeting report will be provided to the General Membership at the next monthly meeting.

6. Payment for approved reimbursement request shall be made within fourteen (14) working days of receipt of the written request and documentation by the Treasurer.

7. No reimbursement shall be made for items already or will be reimbursed by another group i.e. Local Association, CRS, etc

8. The Governing Board may elect to donate funds to RPAC yearly, and shall be budgeted if approved by the Governing Board.

## **B. EDUCATION REIMBURSEMENT**

Budget annually to reimburse Primary REALTOR® and National Affiliate members for education expenses. 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 Course

Broker (Pre-license course only)

REALTOR® approved Designation courses

Classes offering only continuing education credits DO NOT qualify. The member must be in good standing having been a Primary Chapter member for at least one complete year and attended at least five (5) Business Resource Meetings (not including the two annual auctions and the installation events) within the current calendar year. The Treasurer will review all Business Resource Meeting registrations against the reimbursement requests. All requests must be submitted in writing on a Check Request Form by November 30th of the current year. Each request must include proof of attendance and achievement (if applicable) with original receipts attached. The Check Request Form can be obtained from the Treasurer. Reimbursement will not be made if member has received reimbursement from the REALTOR® Association or another group.

### C. GUEST POLICY

1. Speakers are to receive a complimentary meal and special recognition for their contribution to the Chapter.
2. National and State Officers and Regional Vice Presidents are to receive a complimentary meal and special recognition.
3. Non-members may attend a Business Resource Meeting as a guest two (2) times only. This shall not apply to a member's family guest. This restriction shall not apply to the two annual fundraising auctions and the installation event.
4. Once the two visit limit has been reached, the Vice President of Membership shall send the guest a letter thanking them for attending and explaining the two visit limit. A membership application will be included to encourage them to join so they can continue to participate with us throughout the rest of the year.

### D. RESERVATIONS

1. Financial Obligations.

Cost for all Women's Council functions and sponsored events shall be the responsibility of the member. The Treasurer will have the responsibility of billing for the non-cancelled reservation. Billings will be made within five (5) working days of the event.

2. A cancellation deadline will be established for all functions and will be announced in all notices of function.

3. Fee Policy.

Attendees at a ticketed function will pay for a meal or refreshments whether or not they partake of them.

4. No Reservation.

Anyone wishing to attend any function without a reservation will be accommodated on a first come/first serve availability basis.

### E. CHAPTER COURTESY POLICY

1. Memorials.

In the case of the demise of a Chapter Member, or their immediate family, an appropriate memorial shall be selected. Price will not exceed \$100.00.

## 2. Illness.

The Secretary will send a card to all hospitalized members. A donation request may be made for a gift to the member.

## F. AUDIT

An Audit Committee will conduct an audit of the financial activities on an annual basis (11/30). This should include a past treasurer, the incoming Treasurer and the President-Elect. The current Treasurer may be present to address questions by the committee, but may not participate in the audit.

## G. BUDGET

The Budget shall be prepared annually by the Outgoing President, Incoming Officers (President, President-Elect, Vice President of Membership, Secretary, and Treasurer) and the Incoming Ways and Means Chairman.

## H. WAY AND MEANS

It is the responsibility of the Ways and Means Committee to submit to the Governing Board proposals of suggested sources and/or functions for funding the obligations of the Chapter according to the budget.

### 1. Tax Exempt Status.

To protect the Chapter's tax exempt status as a non-profit organization concerning Ways and Means fund-raising projects, refer to IRS ruling in the Guidelines for Officers.

### 2. Separate Accounting.

The Chapter Treasurer and Ways and Means Chairman shall keep a separate accounting of all proceeds received by the Chapter.

3. Operating Expense Caution: Fund raising proceeds shall be used only for the project designated.

### 4. Possible Deficit Obligation.

The Ways and Means Committee shall not undertake any project which could create a deficit for the Chapter.

## I. WEBSITE

A. Annual transfer of name access requires both the out-going and incoming president work with [GoDaddy.Com](http://GoDaddy.Com) to -p 1) a new account under the new President's name 2) with a new password and 3) a new phone access pin number.

B. The New Password and pin number shall be set-up and the password and pin number shall be shared with the Secretary for the permanent record.

C. The incoming President and the Secretary shall have access to this information to secure the domain name access. The incoming President will re-point the domain name [WCRFortMyers.com](http://WCRFortMyers.com) to the website program currently in use by the Chapter.

The outgoing President shall, by the end of the first month of the next calendar year, disable that single use Account with [GoDaddy.com](http://GoDaddy.com)

## VII. VIP POLICIES

### A. COMPLIMENTARY LOCAL MEMBERSHIP

1. Any new Honorary Members shall be approved by a majority vote of the Governing Board.
2. Honorary Members will not have to pay dues and will have no voting rights or privileges.



3. When a member of the Local Chapter is elected to a State or National Women's Council office, any monies allocated by the Chapter for that office shall be approved by the Governing Board.

4. One Executive Officer of the REALTOR® Association of Greater Fort Myers and the Beach shall be an Honorary Member and his/her dues will be paid for by the Chapter. All meetings and ticketed functions will be the financial responsibility of the Executive Officer.

## VIII. AWARDS AND RECOGNITION

### A. MEMBER OF THE YEAR

The membership of the Chapter shall choose on an annual basis, a REALTOR® of the Year, Entrepreneur of the Year, an Affiliate of the Year and a Rising Star for the Year. These shall be chosen by the Awards Committee according to the State guidelines and appropriate recognition given at the Awards Ceremony. The Awards Committee shall be appointed by the President and shall consist of two (2) REALTOR® Members and one (1) National Affiliate Member excluding line officers. The President shall budget annually for the purchase of these awards.

### B. OTHER RECOGNITION

Outstanding contributions may be recognized by the Chapter. These awards may include, but are not limited to:

- Recruitment
- Political Involvement
- Broker and Lifetime Achievement

### C. AWARD

Said REALTOR® of the Year Award must be submitted by the deadline set by the Florida State Chapter of the Women's Council of REALTORS®.

## IX. AMENDMENT OF STANDING RULES

These Standing Rules may be amended by a majority vote of the Governing Board, provided that a quorum is present.

## X. STANDING RULES DISTRIBUTION

A copy of the current Standing Rules shall be sent electronically to every member in all classes of membership before the first Business Resource Meeting of the calendar year. The Standing Rules and Bylaws of the Chapter shall be posted on the Chapter website. Whenever the Governing Board makes any changes to the Standing Rules, the revised Rules shall be sent electronically to every member in all classes of membership.