

**SARASOTA WCR CHAPTER**  
**2016 STANDING RULES**

**I. FINANCIAL MATTERS**

**A. Budgets**

**1. Checks**

There will be three authorized signatures for checks on bank account: President, President-Elect, and Treasurer. All checks must include two authorized signatures.

**2. Debit Card**

President and President-Elect may each have a debit card for use during their terms of office. For conferences, President and President-Elect debit card privileges are **limited** to paying for budgeted officers' **advanced plane reservations, conference registration fees at the lowest level, hotel deposits and final hotel bills**. All members seeking budgeted reimbursements for conferences must submit individually to the Budget & Finance Committee itemized bills with a breakdown of all costs on the debit card for each individual expense report. Submission of the report shall be within 30 days after the last WCR meeting day of the conference in compliance with the Travel budget and Meetings Reimbursements below. (I, A. 3 & 4)

Other than for these advanced items, the debit card may be used solely to purchase chapter materials\* and does not include the purchase of meals or drinks. Any other use of this card shall be solely for 2014 approved budgeted items.

**No cash withdrawals will be allowed.**

\*Chapter Materials include on-line purchases which have been approved in the budget. Other items include but are not limited to LPP Manuals, officer's pins, yearend awards, President's gift, memorials, speaker gifts, items purchased at WCR conferences for budgeted items and new membership dues that are accompanied by a payment from the new member. Cost of items not to exceed budget without board approval. An itemized account of the expenses accrued on the debit card is the responsibility of the President and shall be reviewed by the Finance & Budget committee **whenever used**.

The President's debit card shall be disposed of after the Treasurer submits her yearend report for audit on December 20<sup>th</sup>, and at that time, President-Elect shall use her debit card to conduct the following year's business.

**3. Travel**

Every budgeted officer **must** make a commitment to attend any or all WCR conferences **before the opening of registration date. Decision to attend made after that date is the sole responsibility of the officer**. If an officer for any reason is unable to go, the officer will reimburse the chapter for any expenses incurred on his/her behalf.

Travel budget shall not exceed the total amount reflected in the adopted annual budget. Budget shall be reviewed quarterly by the Finance and Budget committee to ensure adequate funding for proposed travel expenditures.

All monies to be reimbursed must be submitted using original receipts and/or IRS standard rate per mile for automobile transportation.

All monies to be reimbursed shall be reviewed and approved by the Finance & Budget committee prior to reimbursement.

#### **4. Meeting Reimbursements**

##### State, Regional, National Meetings

The Chapter will reimburse subsidized travel as follows:

- a. A portion of the room cost per reimbursable local line officer at conference for the number of days required to attend the WCR Committee and business meetings only.
- b. Registration fee for the early registration amount. (See web site [www.wcrfl.com](http://www.wcrfl.com) or [www.wcr.org](http://www.wcr.org))
- c. Meals not to exceed \$65.00 per day, tips included.
- d. Airfare from Sarasota at the lowest offered fare.

Airfare at the lowest offered fare and conference related expenses of hotel, meals and registration for **President-Elect to Chicago for the WCR Leadership Academy.**

**The immediate Past President will be funded as budgeted to attend the May mid-year conference only if the chapter wins the Gold Level Award. (This is to be determined.)**

**Other officers and members may be reimbursed \$100 towards expenses, as budget allows.**

All reimbursement requests must be submitted with proof of expenditures by email to the Finance and Budget committee within 30 days and need to include a short report of meetings attended. (Check website for contact information.) Copies of Expense Reports will be kept by Treasurer for end of year audit.

A designated Past President who sits on the Governing Board shall sit on the Finance & Budget committee. **All reimbursable expenses must be approved by the Finance and Budget committee.**

#### **B. Ways & Means**

##### **1. Fundraising & Financial Obligations**

The chapter will have a Ways & Means Standing Committee which will provide fund raisers to cover the chapter's financial obligations.

**a. PMN Scholarships** will be voted on by Board of Directors as to the number to be given and criteria necessary to be eligible. The budget will reflect at least \$300 toward scholarships.

c. The **Fashion Show** Committee Chairmen with board approval shall determine which **charity** will be honored by a portion of the fashion show profits. The portion to be given shall be 10% of the profits not to exceed \$1,000.

d. **Toastmaster dues** for President shall be paid by the chapter in March of 2014 to a single club of the President's choosing. Toastmaster dues for President-Elect shall be paid by the chapter in March of 2014 to a single club of the President-Elect's choosing. In September, only President-Elect dues for Toastmasters will be paid.

e. Funding contribution for **State District Vice President** per annual budget shall not exceed \$500.

f. A Liability Insurance Policy will be purchased for the Chapter. Finance & Budget committee shall approve the purchase of the Liability Insurance.

### **C. Auditing Process**

The chapter financials will be closed for audit once a year by January 15<sup>th</sup> of the following year. A balance statement shall be emailed to the governing board members at that time by the Treasurer. The President shall appoint an Audit Chairman who along with a minimum of 2 chapter members will perform the audit to be presented at the governing board meeting in February. No current board officers can be appointed to the Audit Committee.

## **II. MEETINGS**

### **A. General Membership Meetings**

1. Non WCR members may attend up to two General Membership meetings per calendar year as guests and then must join to attend additional meetings.
2. Reservations for meetings must be cancelled within 24 hours or individual will be billed by the Treasurer.
3. Guest speaker and spouse or assistant, not to exceed 2 meals will be complimentary.
4. Complimentary Meals (to be paid for by check payable to venue and itemized.)
  - a. State line officers who are not local Chapter members
  - b. District VP who is not a local Chapter member
  - c. Our Governor who is not a local Chapter member
5. Realtors who give speeches at chapter meetings must be national WCR members. Non member affiliates may not be speakers at chapter meetings.
6. Affiliates, at the time of joining the Chapter, must bring into the Chapter a new Realtor who becomes a member simultaneously.

### **B. Governing Board Policies**

The chapter bylaws using Robert's Rules of Order prevail.

### III. ELECTIONS

#### A. Election Protocol

While the membership is encouraged to unanimously elect the Nominating Committee's slate of candidates, a non-slated candidate may run from the floor if that candidate chooses to do so. Before the election, they must sign a "Consent To Serve". They must also have read and agreed to abide by the Standing Rules. To avoid confusion regarding the candidate's acceptable activities, the following protocols will be followed:

1. The candidate may not utilize email for electioneering purposes, nor may the candidate phone members at their homes. If phone calls are utilized, the candidate should phone members at their places of business.
2. Mailings to the membership are allowed at the candidates' expense.
3. Written campaign material may be distributed by the candidate, or representatives of the candidate, only at the general election program meeting and at the program meeting for the month immediately prior to the general election. Such written materials may not be distributed via the check-in table and no electioneering for any candidate shall take place at check-in.

### IV. DUTIES

#### A. Officers

1. When a member agrees to take an officer position, there are certain obligations that go with the office. The President, President-Elect and the elected Vice President of Membership will be expected to attend the two WCR State meetings. The President-Elect will attend the WCR Leadership Academy in Chicago in August. The President and President-Elect will attend the two national WCR meetings. If the budget allows, other line officers will be reimbursed for attending as well. (Compensation computed as per FR Guidelines.)
2. Line Officers have the duty to attend Governing Board Meetings. If two meetings are missed, the line officer may be removed from office, and replaced as per bylaws.
3. As ex-officio member of all committees, the President shall be invited by email to all committee meetings. Committee meetings are open to all members with the exception of Nominating & Awards Committee meetings.
4. An officer will be appointed by the President as travel coordinator for 2014 meetings. Her responsibilities will include booking rooms at conference hotels, booking flights at the lowest possible rates for participants who will attend the meetings. **Each participant will be responsible for his/her own registration. (See Financial Matters)**
5. The President's debit card shall be disposed of after the Treasurer submits her year end report for audit on December 20<sup>th</sup>, and at that time, President-Elect shall have use of her debit card to conduct the following year's business.

### **B. Committee Chairs**

**Appointed committee chairmen including Standing and Special Committees, Workgroups and Task Forces shall submit a list of their committee members, minimum 3, to the President no later than 2 weeks after their appointment.**

## **V. CHAPTER COURTESY POLICY**

### **A. Memorials**

Flowers will be sent to members who are hospitalized or in the event of a death in the immediate family. Price of arrangements should not exceed \$75 including delivery.

Cards of congratulations or sympathy will be sent by the Corresponding Secretary to members who have had life events or made exceptional accomplishments at the direction of the President or Vice President of Membership.

## **VI. PROTOCOL & VIP POLICIES**

The name Women's Council of Realtors, its abbreviation or its logo may not be used in any type of correspondence including but not limited to emails to promote or solicit a member's business if by so doing, it could be construed as an endorsement by the Sarasota WCR chapter.

## **VII. AWARDS & RECOGNITIONS**

### **A. Local Awards**

The President shall appoint the recipient of the previous year's Member of the Year award as the Chairman of the Awards Committee. The Awards Committee will determine candidates for Awards as suggested by State WCR.

2016 Standing Rules – WCR Sarasota Chapter

Mary Northrup: Bylaws Chairman, Sarasota Chapter, 2016

Revised: January, 2016