**Women’s Council of Realtors**

**Daytona Beach Area Chapter**

**Standing Rules**

Standing Rules provide continuity to the Chapter by setting operating policies that can be followed. They cannot take away a right given to a member by the By-Laws.

Standing Rules can be suspended or amended by a majority vote of those present at a Governing Board meeting.

The Governing Board, Committees and Business Resource meetings shall use as the authoritative guide to smooth, orderly and fairly conducted meetings the **Robert’s Rules of Order** and parliamentary procedures.

1. The Business Resource Meetings shall be held monthly, a minimum of eight (8) times annually.
2. Installation of new officers shall be held yearly at the Business Resource Meeting Holiday Luncheon in December and will be provided for in the annual budget.
3. Speakers shall receive a complimentary meal and a gift in recognition of their contribution. Gift value shall not exceed $25 paid from the Chapter’s budget.
4. The charge for Chapter Business Resource Meetings shall be $30.00 per person. Chapter

 members receive a discounted rate of $25.00 per person. Cost of admission for the Chapter's

 Annual Banquet and Installation of Officers will be determined by the incoming president.

1. Non-members may attend Business Resource Meetings without joining the Chapter at the non-member rate.
2. Members & non-members will be charged whether they have lunch or not. Reservation "No Shows" may be charged the cost of the lunch by invoice payable upon receipt.
3. When reservations for programs and events are required to facilitate adequate seating and meal preparation, cancellations must be made within 24 hrs of the event.
4. Local affiliate dues will be billed in December by the Chapter’s Treasurer and payable as of January 1st. If unpaid by February 15th they will be dropped from the membership.
5. Contribution to the charities designated by each fundraiser may be up to but no more than 25% of the profit gained from each event, after all expenses for the event are paid. The Governing Board will approve the charity prior to the fundraiser and vote on the percentage contribution subsequent to the event. All expenses for the event shall be paid prior to distribution of the funds to the charity. An event is defined as all activities that support the fundraiser.
6. Emergency Board decisions on expenditures must be approved by unanimous of the Governing Board members.
7. Officers eligible for travel reimbursement are the President and President-Elect. Expenses for officer’s travel will include: airfare, lodging, registration fees up to the amount of the early registration fee, banquet and/or awards ceremony tickets, ground transportation, baggage fee not to exceed airline weight limitations and a per diem of $50. All expenses must be submitted within 30 days of travel and include a written report of the event attended. Covered travel expenses will be paid after all chapter expenses have been paid at the time reimbursement is due.
8. The Treasurer will provide a current report and budget line item financial accounting for the current month and year-to-date at each Governing Board meeting.
9. An Audit Committee will conduct an audit of financial activities on a semi-annual basis (July and December.) This committee will be chaired by the President-Elect and one WCR Banking Member appointed by the President Elect. The current Treasurer may be present to address questions by the Committee, but may not participate in the audit. Either the semi-annual audit or the year-end audit shall be done by an independent CPA or bookkeeper (WCR non-member).
10. Two signatures will be required on all Chapter checks. The following line officers will be added to all chapter bank accounts: President, President-Elect and Treasurer. Line officers will not be permitted to sign checks for their own reimbursements. THE USE OF CHAPTER DEBIT and/or CREDIT CARDS IS PROHIBITED.
11. All cash taken in during events shall have 2 signatures verifying the amount.
12. The Chapter shall budget a $2,000 scholarship each year for members taking courses for any NAR designation, i.e, PMN, CRS, ABR, GRI, SRS, MRP, GREEN, PSA, etc. Reimbursement requests up to $200 per year per member must be submitted within 30 days of completing said course to the Governing Board for approval.
13. Email votes between meetings on Governing Board issues are acceptable as in favor only if unanimous.
14. A book of Standing Rules, goals and budget shall be maintained and passed to each new President as a guide.
15. No more than three members of the same brokerage firm (excluding past presidents in attendance) on the Governing Board may vote.

1. The name of the maker of a main motion and the name of the seconder shall not be entered

 into the minutes unless ordered by the Board of Directors