STANDING RULES

LANSING CHAPTER - WOMEN'S COUNCIL OF REALTORS®

DUTIES OF OFFICERS: TERM BEGINS JANUARY 1

 1. PRESIDENT SHALL

 a. Attend WCR State and National Meetings, i.e. Workshops, Governing Board, Regional

 Retreats, Regional Caucus, Orientations and other Meetings deemed necessary by

 the governing board.

 b. Provide a report on above at the next Governing & General Membership meeting.

 c. Prepare a written meeting agenda and report of all pertinent information received

 from the State Chapter and National level.

 d. Promptly send all checks to Financial Secretary.

 e. Obtain the incoming president's pin at the Chapter's expense for presentation at

 Installation Ceremony.

 f. Make arrangements for Member of the Year and Affiliate of the Year to attend State

 WCR Awards luncheon and provide names to state chapter by November 1st.

 g. President shall sign checks in the absence of Financial Secretary.

 h. Submit Local Chapter annual report to State Governor and National by

 December 31.

 2. PRESIDENT-ELECT SHALL:

 a. Attend WCR State and National Meetings, i.e. Workshops, Governing Board, Regional

 Retreats, Regional Caucus, National Leadership Academy, Orientations and other Meetings deemed necessary by the governing board.

 b. Provide a report on above at the next Governing & General Membership meeting.

 c. Following the annual election schedule a planning session with the incoming

 President-Elect to form committees and plan the agenda for the year. Prepare

 goals for each committee and list committee chairs. Send to Governing Board and

 Committee Chairs.

 d. Keep the WCR Banner and American Flag for display at all meetings.

 e. Be knowledgeable of the Bylaws of the Chapter and Standing Rules and have a copy

 available for review at all Chapter meetings.

 f. Serve on the Education Committee as liason.

 3. VICE PRESIDENT OF MEMBERSHIP SHALL:

 a. Oversee all membership activities; accountable for the recruitment and retention

 membership efforts of the chapter, responsible for the implementation and follow

 through on National and State Membership marketing campaigns when in effect.

 b. Establish membership goals in cooperation with the governing board and

 communicate them to the chapter.

 c. Organize chapter effort to achieve goals.

 d. Review reports from National WCR for accuracy and follow-up on any discrepancies.

 e. Report to National WCR any corrections and changes to member information.

 f. Keep and maintain membership roster of National members and Local Chapter

 Affiliates. Maintain an email database of all members.

 g. Must send out Local Affiliate billing by November 30th each year for the following

 calendar year with return address to Vice President of Membership or Membership

 Chair.

 4. FINANCIAL SECRETARY SHALL:

 a. Keep ledger showing receipts and disbursements. Deposit all funds received in

 accounts designated by the Governing Board. Write and sign checks. All bank accounts shall include Financial Secretary and President on signature cards.

 b. Serve as Vice Chair of Finance and Budget Committee and help prepare the budget.

 c. Prepare statements for each Governing Board meeting showing the approved budget

 and year to date figures, subject to audit. The annual audit is performed by a committee appointed by the President. Each fundraiser or project will have a

 separate report attached to the audit.

 d. File annual tax return, as required. (Due May 15th). File any information required to

 maintain WCR status as a nonprofit organization.

 e. Reimburse officers expenses not to exceed the approved annual budget. Expenses

 incurred for registration fees, airfare or other transportation costs, and hotel that

 must be incurred prior to the event may be reimbursed immediately with

 documentation of payment submitted with Travel Reimbursement Form. If member

 is unable to attend they must repay any prior reimbursement and cancellation fees

 within 30 days of cancellation or the event, whichever is sooner. All expenses should

 be presented during year of office by December 1st to facilitate closing of books on

 December 31st. The following items may be submitted for payment:

 1. Registration to WCR National, Regional, and State Meetings.

 2. Airfare to National Meetings with 1 checked bag and 1 carryon (if additional

 payment is charged by carrier). Travel by train would be subject to same

 criteria. Auto travel will be reimbursed at the current IRS mileage rate.

 3. Lodging at the convention rate and only for days of WCR meetings at

 National, Regional, and State meetings. (One night at fall Michigan

 REALTORS®/WCR meeting.)

 4. Michigan REALTORS®/WCR Awards luncheon.

 5. Transportation to hotels and airports/train station.

 6. $50 (per day of WCR meetings) allotment for meals not to include alcohol.

 7. Inaugural banquet ticket at National WCR meeting.

 f. Reimburse the incoming President-Elect for the National Convention expenses up to

 the budgeted amount for registration, airfare, hotel, and food allotment. This position must attend all scheduled WCR meetings including the Governing Board

 meeting.

 g. Travel expense reimbursement criteria for WCR officers, committee chairs, and

 members.

 1. Must be a member in good standing to qualify for reimbursement of room

 expense at a WCR State, Regional or National meeting.

 2. Must attend all WCR regional meetings/caucuses, education workshops,

 (with emphasis on those pertaining to your committee), Governing Board

 meetings and any other meetings as advised to attend by the president or

 President-Elect.

 3. Must share a room with other Lansing Chapter members. Must stay with a

 minimum of two to a room for full room reimbursement.

 h. Obtain debit card from financial institution currently holding local chapter checking

 account. Card shall be in name of Chapter and only the Treasurer will be authorized to incur charges to the card in the name of the Chapter. Usage of this card will be

 audited by the Finance & Budget Committee on a quarterly basis.

5. RECORDING SECRETARY SHALL:

 a. Record the minutes of all Governing Board and General Membership meetings. Maintain

 attendance records and documents pertinent to the meeting. File the originals in the Lansing

 Chapter minute book

 b. Follow guide rules as presented at the State Leadership Training Day as to dissemination of

 minutes to State and Local officers.

 c. Send Agenda for next meeting at least 5 days prior to mentioned meeting.

 d. Keep Governing Board list current and mail with minutes when changes are made.

 e. Correspond to member regarding invitations, congratulations, condolences, etc. as directed

 by the president.

 f. Coordinate with the Chapter Marketing Chairperson to have the WCR information in the GLAR

 "Timeout" and any other Association publication.

 g. Send thank you card to speakers and facilitators of meetings.

6. SCHOLARSHIPS

 Purpose: To promote continuing education in real estate or real estate related fields.

 a. Applicant to be a current WCR Lansing Chapter member.

 b. Course for which scholarship money is requested should be an accredited course; it must be

 related to the real estate industry.

 c. A brief statement from applicant should accompany the application describing why he/she

 desires the scholarship and a description of the course and benefits to the person. A

 certificate of completion is required. The application must be submitted within 30 days of

 event/course within the same calendar year.

 d. Additional scholarships are available on every 2 year anniversary of the member's original

 WCR membership date.

 e. Other Scholarship Committee guidelines:

 1. Financial Secretary to reimburse scholarship recipient after event subject to approval

 of application by WCR Governing Board.

 2. Application forms to be available on WCR Lansing website

 3. Amount of scholarship will not exceed $200.00

Revised: 12-17-15