

**STANDING RULES  
FOR SUMNER COUNTY CHAPTER  
COUNCIL OF REALTORS®  
(Approved 11/11/2008, amended 10/9/2009)**

**I. Meetings**

A. Chapter Meeting

*Meeting dates and times will be set by the Governing Board. Meetings and fundraising events will not be held during the months of July and August.*

1. Annual Election Meeting- the Annual Election Meeting shall be held *prior to October 15<sup>th</sup>*. It may be held in conjunction with a Regular Chapter Meeting.
2. The Installation Meeting shall be held in December. It may be held in conjunction with a Regular Chapter Meeting.

B. Governing Board Meetings

Governing Board Meetings shall be held at such times and places as shall be designated by the President.

1. Unexcused Absences- Any member of the Governing Board with two or more unexcused absences shall be construed as-having resigned from the Board.
2. Reinstatement - Such member whose seat was vacated in this manner may apply for reinstatement, which shall require a majority vote of the Governing Board.

**II. Elections – Elections will be held in accordance with State and Chapter bylaws.**

A. *OFFICER COMMITMENT AGREEMENT:*

*All current chapter officers and members nominated for chapter officers shall be requested to read and sign an “Agreement to Serve” form. The form will include a statement that they have sufficient funding to advance personal funds for the travel*

**III. Installation of Officers**

A. Arrangements

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

B. Selection of Installing Officers and Mistress of Ceremonies

The incoming President shall select the Installing Officer and Mistress of Ceremonies.

C. Pin for Incoming President

The outgoing President shall have the duty of obtaining the President's Pin, at the expense of the Chapter, for presentation at the Installation Ceremony. *Past President's Pin may be purchased at WCR national events or online at the WCR Store.*

D. Appreciation Gift for Outgoing President

The President-Elect is responsible for obtaining an appreciation gift for the President at the expense of the Chapter, for presentation at Installation

**IV. State WCR Officer/Mentor Protocol**

The President may invite the State President or Chapter Mentor as a guest or guest speaker to attend a local function. At all times, any meals shall be at chapter expense. A token of appreciation to be presented to Chapter Mentor at Installation Meeting, purchased by the President at chapter expense.

## **V. Financial Matters**

### **A. Budget**

Sumner County Chapter shall operate under a budget approved by the Governing Board.

### **B. Audit**

Prior to the first Chapter Meeting of the year, the Treasurer's books shall be audited. (See Guidelines for Officers). The auditors shall report on the completed audit no later than the second Chapter Meeting of the year.

### **C. CONVENTION AND CONFERENCE EXPENSES**

As Treasury permits, the Governing Board will decide which functions attended by designated officers will be reimbursed by the Chapter and to be included in the approved budget for the year.

*All officer travel expenses per standing rule guidelines will be funded with proper documentation of expenses and verification of required meetings attended. Expenses for reimbursement with copies of actual receipts for all expenditures shall be submitted within one month of the event to the President for review and approval (or to the Board in the case of the President's reimbursements). All reimbursement forms must be submitted in ample time to allow for repayment during the same calendar year as the travel occurred. Chapter Officers shall attend those meetings noted as "Important to Attend" in the Leadership Policy and Procedure Manual. If these meetings and sessions are not attended, no reimbursements will be made unless for a good cause.*

*An officer will be reimbursed for only one office responsibility on a single trip. Reimbursements will cover "Early Bird" Convention registrations, convention room rates, 14-day minimum advance airfare and mileage per federally mandated amount. Food will be reimbursed per diem based on national city guidelines.*

*Any Local Chapter officer entitled to WOMEN'S COUNCIL OF REALTORS® travel funding who also receives funding from any other organization considered primary (TENNESSEE ASSOCIATION OF REALTORS®, CRS, NATIONAL ASSOCIATION OF REALTORS®, etc.) shall only be reimbursed by WOMEN'S COUNCIL OF REALTORS® for expenses in excess of this primary funding.*

#### **a. LOCAL CHAPTER PRESIDENT:**

*The Local Chapter President's travel expenses are not to exceed the amount budgeted for their office annually. As budget permits, the Local Chapter President shall attend two National Women's Council of REALTORS® Conventions, one Women's Council of REALTORS® National Conference/ Summit, Tennessee Association of REALTORS® State Convention and Midyear Meeting. The Chapter President will also attend the state orientation*

*for incoming officers with travel expenses not to exceed the amount budgeted for their office annually. Receipts shall be submitted to the Board for review and approval before payment is made by the Treasurer.*

*In the event the President cannot attend any of the above-mentioned meetings, the President-elect may substitute for the President and receive monies for that meeting. Receipts shall be submitted to the President.*

**b. LOCAL CHAPTER PRESIDENT-ELECT:**

*The Local Chapter President-elect's travel expenses are not to exceed the amount budgeted for their office annually. As budget permits, the Local Chapter President-elect shall attend two National Women's Council of REALTORS® Conventions, one Women's Council of REALTORS® National Conference/Summit, Tennessee Association of REALTORS® State Convention and Midyear Meeting. The Chapter President-elect will also attend the state orientation for incoming officers with travel expenses not to exceed the amount budgeted for their office annually. Receipts shall be submitted to the President for review and approval before payment is made by the Treasurer.*

*The Local Chapter President-elect will be required to attend the National WCR Leadership Academy with annual expenses not to exceed the amount budgeted for this event annually.*

**c. LOCAL CHAPTER VICE PRESIDENT OF MEMBERSHIP:**

*The Local Chapter Vice President of Membership's travel expenses are not to exceed the amount budgeted for their office annually. As budget permits, the Local Chapter Vice President of Membership shall attend two National Women's Council of REALTORS® Conventions, one Women's Council of REALTORS® National Conference/Summit, Tennessee Association of REALTORS® State Convention and Midyear Meeting. The Chapter Vice President of Membership will also attend the state orientation for incoming officers with travel expenses not to exceed the amount budgeted for their office annually. Receipts shall be submitted to the President for review and approval before payment is made by the Treasurer.*

**d. SECRETARY:**

*The Secretary's travel expenses are not to exceed the amount budgeted for their office annually. As budget permits, the Secretary shall attend two National Women's Council of REALTORS® Conventions, one Women's Council of REALTORS® National Conference/Summit, Tennessee Association of REALTORS® State Convention and Midyear Meeting. The Secretary will also attend the state orientation for incoming officers with travel expenses not to exceed the amount budgeted for their office annually. Receipts shall be submitted to the President for review and approval before payment is made by the Treasurer.*

**e. TREASURER:**

*The Treasurer's travel expenses are not to exceed the amount budgeted for their office annually. As budget permits, the Treasurer shall attend two National Women's Council of REALTORS® Conventions, one Women's Council of REALTORS® National Conference/Summit, Tennessee Association of REALTORS® State Convention and Midyear Meeting. The Treasurer will*

*also attend the state orientation for incoming officers with travel expenses not to exceed the amount budgeted for their office annually. Receipts shall be submitted to the President for review and approval before payment is made by the Treasurer.*

**C. Ways and Means**

**1. Accounting**

The chapter shall keep *an* accounting of all proceeds received from fundraising. *At the conclusion of the fundraiser, a final P & L statement is to be submitted to Governing Board within 30 days after the event but prior to the end of the calendar year.*

No Ways and Means project shall be undertaken which could create a deficit for the Chapter without Governing Board approval. .

***D. Billing for Local Affiliates – Added 10/9/2009***

*Billing membership status for Local Affiliate Members shall be the responsibility of the Vice President of Membership. The VP of Membership shall receive all Local Affiliate Membership applications and payments, record all payments received, and turn over payments to the Treasurer. No later than December 15<sup>th</sup> of every year, the outgoing VP of Membership shall issue an invoice to all Local Affiliate Members of record as of that date. The new VP of Membership shall issue a second invoice to any Local Affiliate Members who have not paid by January 31 of the current year. Local Affiliate Members who have not paid as of March 31 of the current year shall be moved to inactive roles.*

**VI. Chapter Courtesy Policy**

**A. Memorials**

*In the case of a death of a Chapter member, or a member's spouse, parent or child, an appropriate memorial, in an amount to be set by the governing board, shall be selected. This memorial will be sent by the Treasurer upon approval of the President. A voluntary collection may be taken to defray any memorial or courtesy expenses.*

**B. Get Well Remembrance**

*A card shall be sent to member who is ill or is hospitalized. Such card shall be sent by Secretary.*

**C. Unbudgeted Courtesy Expenditures**

The Governing Board shall approve specific unbudgeted courtesy expenses.

**VII. VIP Policies**

A. The Sumner County Association President shall be invited as a guest to at least two (2) Chapter meetings per year. Lunch to be complimentary.

**VIII. Awards & Recognition**

***A. Sumner County Chapter WCR Member of the Year***

*Refer to current Guidelines in the Leadership Policy and Procedure Manual for criteria. The Chairman of the Local Member of the Year Award committee is the award recipient from previous year. Committee members shall be appointed by the President according to*

*the terms of the bylaws for appointment of Special Committees. The award presentation will be made at the December meeting. The WCR Chapter Member of the Year shall be awarded to a Realtor. Eligible nominees should meet the following criteria:*

- 1. Must be a current member of WCR*
- 2. Should have been a Realtor for 1 year*
- 3. Shall be those individuals nominated by the Local Chapter*
- 4. Local Chapter officers are to be ineligible for the award during or within one year after their term of office.*

*B. Sumner County Chapter WCR Affiliate of the Year*

*There will be an Affiliate Member of the Year Award selected by the Governing Board and presented at the December meeting to a National or Local Affiliate in recognition of their outstanding contribution to the Chapter. (2006)*

*The Sumner County Chapter WCR Affiliate of the Year shall be awarded to a National or Local Affiliate. Eligible nominees should meet the following criteria:*

- 1. Must be a current member of WCR*
- 3. Shall be those individuals nominated by the Local Chapter Governing Board*
- 4. Local Chapter officers are to be ineligible for the award during or within one year after their term of office.*

*C. Local Chapter "President's Choice" Award*

*There will be an award selected for presentation by the President and presented at the December Chapter meeting. Such an award will be given in appreciation for a member's outstanding contribution to the Chapter and assistance to the President. Such an award will be titled "President's Choice Award". (2006)*

*D. The President may select an appropriate token of appreciation for Board Members at the end of the year.*

*E. The cost of awards and appreciation gifts shall not exceed the amount budgeted by the Governing Board.*

**IX. Guest Policy**

**A. Speaker**

*Guest speakers are to receive a complimentary meal and a token of appreciation at Chapter expense. The Program Chair is responsible for obtaining gift. This courtesy includes any local members who are invited to speak at a local meeting. Cost of speaker gifts shall not exceed the amount budgeted by the Governing Board.*

**B. Non-Members**

*Qualified prospective members may be brought to regular Chapter meetings as guests twice only before joining. This does not apply to a member's family or special guest, provided that they are not eligible for WCR membership.*

*A National Affiliate member is entitled to attend Chapter meetings. Any additional guests from the National Affiliate member company will be asked to join after he/she has attended two meetings and pay individual dues.*

**X. Reservation Obligations**

**A. Financial Obligations**

Reservations for all Chapter meetings and events sponsored by the Chapter shall be a financial obligation to be paid by the member. *A member who has made a reservation to attend a Chapter luncheon but who does not attend shall be billed within 5 days of the luncheon by the Treasurer*

*B.1. Member/Guest cost per luncheon shall be set by the Governing Board and will, at a minimum, cover the actual cost of the meal.*

*C. to encourage early reservations, the Governing Board may establish a deadline for luncheons or events after which the cost of tickets or meals will increase.*

D. Fee Policy

Member attending a ticketed function shall be charged for the meal or refreshments whether they eat or do not eat.

E. No Reservation

If members wish to attend a ticketed function without a reservation, they shall be accommodated on a space available basis only.

XI. Chapter History

A. Responsibility for Charter History

To be kept on file at the Sumner County Association of Realtor's Office

*XIII. Weather Policy – Chapter Meetings will be held during inclement weather.*