**STANDING RULES**

**Broward Chapter of the Women’s Council of Realtors®**

**2016**

**Revised as of January 20, 2016– Approved January 21, 2016**

# MEETINGS

# Chapter Meetings

# The President and President Elect shall be in charge of sponsorships.

# The President will introduce speakers at the General Meeting.

# The President Elect will introduce sponsors at the General Meeting.

# Governing Board Meetings

# Governing Board meetings will be held the first Friday of the month – unless notified of date change by President. Meetings will be held at the site and time selected by President.

# FINANCIAL MATTERS

# Eligibility for Reimbursement

* + 1. The Line Officers (President, President-Elect, VP of Membership, Treasurer, and Secretary) shall attend the WCR Meeting in January, Mid Year Meeting in May, WCR/FAR in August, WCR/NAR Meeting in November. If the Chapter can only send one representative, it shall be the President to the Mid-Year Meeting in MAY and President-Elect to the annual FAR conference meeting. Based on budget and funds permitting, the board can vote on reimbursing the VP Membership, Treasurer and or Secretary for any or all of their expenses when attending one of the 4 yearly meetings
		2. Amounts Authorized and Expenses covered may include:
	1. Registration Fee
	2. WCR Ticketed Events
	3. Lodging - Chapter will provide one room which will be shared by all officers attending WCR convention meetings. Space permitting, Chapter members shall be allowed to also share the room. Additional rooms may be provided with Governing Board’s approval, funds permitting.
	4. Meals – per diem at IRS allowance. Alcoholic beverages will not be reimbursed.
	5. Transportation - coach airfare, taxi, shuttle, gas, tolls, and public transportation

* + 1. Leadership Development – Members invited to participate and travel “by invitation only” will be reimbursed for expenses. Rooms must be shared with other chapter members. Reimbursement will be limited to State and/or Regional meetings only, funds permitting.
		2. Attendance – Attendance to Committee Meetings, Governing Board and General Membership sessions is mandatory in order to be reimbursed.
		3. Reports - All attendees eligible for reimbursement will be required to share with the Governing Board information gained from their attendance at the event. The President shall give an oral or written report at the following General Meeting and/or newsletter.
		4. In the event that any officer, committee member(s) or chapter member(s) fails to attend any meeting for which the chapter has incurred expenses on their behalf, said member must reimburse the chapter within 30 days of meeting date – no exceptions.
		5. Request for Reimbursement - All expenses incurred by line officers, and/or committee members, shall be submitted to the Treasurer for reimbursement within 30 days or reimbursement will not be given.
		6. Check Request Forms/Expense Report must be filed for all reimbursements. Original receipts must be attached.
1. Guest Policy

1. Speakers - Speakers are to receive a complimentary meal and/or other special recognition for their contribution to the Chapter.
2. National Officers and Members - Invited National Officers and State Officers should receive a complimentary meal and lodging paid in advance, if requested. Officers arriving the evening before an event should be met at the airport and invited for dinner that evening. Officers arriving the day of the event should be invited to meet with the Governing Board before or after the event. Gifts for National President, State President, Governor and District Vice President would be in order but not for other invited officers. A token of appreciation such as flowers or mementos may be appropriate but are not required. When hosting District cooperative visit for the State President, other district local chapter presidents should be advised of details and included in the preparation of the function and be requested to share in the dollar investment.
3. Reservations
	1. Reservations for all Chapter Meetings and events sponsored by the Chapter shall be a financial obligation to be paid by the member or guest.
	2. Cancellation Deadline – The cancellation deadline shall be 48 hours prior to the event and announced in the notice for the function.
	3. Billing for non-cancelled reservations shall be made within 10 days of the event. Billing shall be done by the Treasurer.
	4. If members wish to attend a function without a reservation and/or ticket, they shall be accommodated on a space available basis only.
4. Chapter Courtesy Policy
	1. Memorials - In the case of a death of a Chapter member, an appropriate memorial not to exceed $100 shall be selected. In the case of the death of a Chapter member’s spouse, parent or child, an appropriate memorial not to exceed $50 shall be selected. This shall be the responsibility of the Secretary.
	2. Illness - A card and/or flowers will be sent to all members hospitalized. Price not to exceed $50 unless approved by the Governing Board.
	3. Courtesy Expenditures Not Budgeted - The Governing Board may approve a Courtesy Expenses not budgeted. A donation request may be taken at a General Membership Meeting for a courtesy expense.
5. Audit – Audit Committee shall be designated by the Governing Board. The committee will meet in January to audit the Treasurer’s books for the past year. The Committee will report their findings to the Governing Board and General Membership.
6. Budget - The budget shall be prepared by the Incoming President, Incoming and Outgoing Treasurer, and all incoming elected officers and submitted to the Governing Board for approval no later than December of the previous year. Finance & Budget Chairperson can be either an Affiliate or REALTOR®.
7. Other Income - All cash collected at any WCR function/event will immediately be turned over to the Treasurer/Officer at the conclusion of the event.
8. ***Sponsorship Levels***

***PLATINUM YEARLY STRATEGIC PARTNER - $1,250***

* A WCR one (1) year membership (or renewal when it comes up for 2016 or 2017)
* Member Spotlight on WCR Broward Network’s Facebook website to promote your business and industry
* Opportunity to speak for 2 minutes and promote your business at (3) three Business Resource Meetings in 2016
* Two (2) tickets for our 2017 Installation in December 2016
* Twenty five percent (25%) off a Sponsor Table at our Special events including Fashion show, District, and Casino night.
* Seven (7) complimentary admission Business Resource Meetings
* Company name and logo to be displayed as “Platinum Sponsor” at all Business Resource Meetings, fundraisers, and networking events
* Recognition at Business Resource Meetings, fundraiser, and networking events
* Brochures displayed on Sponsor Table at monthly Business Resource Meetings, fundraisers, and networking events
* Company name and logo on WCR Broward Network website with link to your company website
* Company name and logo to appear on e-mail announcements
* Copy of all attendees Business cards

***GOLD YEARLY STRATEGIC PARTNER - $750***

* Opportunity to speak for 2 Minutes and promote your business at one (1) of our Business Resource Meetings in 2016
* One (1) ticket for our 2017 Installation in December 2016
* Ten percent off (10%) a Sponsor Table at our Special events including Fashion show, District and Casino night.
* Three (3) complimentary admission Business Resource Meetings
* Company name and logo to be displayed as “Gold Sponsor” at all Business Resource Meetings, fundraisers, and networking events
* Recognition at Business Resource Meetings, fundraiser, and networking events
* Brochures displayed on Sponsor Table at monthly Business Resource Meetings, fundraisers, and networking events
* Company name and logo on WCR Broward Network website with link to your company website
* Company name and logo to appear on e-mail announcements
* Copy of all attendees Business cards

***BUSINESS EVENT SPONSORS - $350***

* One (1) complimentary admission Business Resource Meeting
* Recognition at Business Resource Meetings, fundraiser, and networking events
* Business card or
* Company name and logo to appear on the specific Business meeting e-mail announcements
* Display either flyers or business card at each seat or table of the specific Business meeting
* Copy of all attendees Business cards

***IN-KIND STRATEGIC PARTNERSHIPS ALSO AVAILABLE!***

* One (1) Provide your venue location, meals, printing, office supplies, services, etc. for one of our events or throughout the year
1. ELECTIONS
2. The position of President and President Elect shall be applied for either verbally or in writing with experience referenced, and will be interviewed by the nominating committee.
3. The Annual Election Meeting shall be held in September in conjunction with a General Meeting.
	1. Procedures
		1. Those Eligible to Vote - At the Annual Election Meeting, only active REALTOR® and National Affiliate Members whose dues have been paid in full and are members of record in the National WCR office shall be entitled to vote.
		2. Rules of the Day - Members will be instructed on the “Rules of the Day” prior to voting per the Chapter By-Laws.
4. Officers Consent to Serve - Officer Nominees shall sign a consent-to-serve form after reading job description. Such Consent form shall be part of the application form. The signed consent form will remain with the Secretary for the term of the nominee’s office.
5. Governing Board shall have a leadership retreat prior to installation to formulate a cohesive team plan. The retreat shall be held at a location chosen by the President.
6. Governing Board shall have a leadership retreat prior to installation to formulate a cohesive team plan. The retreat shall be held at a location/date and time chosen by the current President-elect.
7. INSTALLATION OF OFFICERS
	1. The incoming President, along with her/his Committee, shall make arrangements for the installation of officers.
	2. The incoming President shall select the Installation Officer and Master/Mistress of Ceremony.
	3. The incoming President shall be responsible for obtaining sponsor(s) for the Installation Celebration.
	4. The outgoing President shall have the duty of obtaining the incoming Line Officers pins/name badges at the expense of the Chapter.
	5. The budget for the Installation Ceremony shall be sufficient to include the expenses of invited guests, plaques or gift for the outgoing President, flowers etc….
	6. The Installation event will include any award presentations.
8. AWARDS AND RECOGNITION
	1. Honor Circle Award (awarded to an active member of two years or less as of July 1st of the current year) – to be voted by the Governing Board.
	2. Affiliate of the Year – to be voted by Governing Board.
	3. Member of the Year – to be voted by Governing Board.
	4. President’s Award – President’s choice
	5. Special President’s Award – at President’s discretion.
9. DUTIES
10. Officers - Chapter Officers shall abide by the Broward Chapter WCR By-Laws, the Chapter’s Standing Rules, the Strategic Plan and the duties as outlined in the National Leadership Policy and Procedure Manual (LPPM).
	1. President’s Responsibilities - When the President takes office, the President shall furnish each Officer a National Leadership Policy and Procedure Manual and Committee Chairman copies of duties as outlined in the local GUIDELINES FOR OFFICERS as they apply to each office and committee along with a copy of the Chapter By-Laws, Standing Rules and Strategic Plan. As soon as elected, the President shall organize the year as outlined in “Local Chapter Planning Guide” on the National website. To insure the goals and objectives of WCR are being fulfilled and carried out through Chapter committee actions, the President shall assign and charge officers with the responsibility to meet with and act as a liaison between various Chapter Committees and the Governing Board.
	2. President-Elect - Shall aid the President and serve as Education and Program Co-Chairman. All programs will be reviewed by the President- Elect. In the absence of the President, he/she shall preside at all meetings and assume the duties of the President.
	3. VP of Membership - Shall be responsible for recruiting and retaining members and all other responsibilities as outlined in the National Leadership Manual and shall chair the Membership Committee.
	4. Secretary - The Secretary shall take minutes and distribute at all meetings within 2 weeks of Governing Board Meeting, as per the guidelines in the National Leadership Manual. General Membership Meeting minutes shall be verified by the President and signed by the Secretary before they are disseminated to the membership. The minutes may be read at General Meetings, mailed to the membership, printed in the newsletter or posted on the website.
	5. Treasurer - All monies received by the Chapter shall be deposited in the account of Broward Chapter of WCR in a financial institution selected by the Governing Board. One (1) signature shall be required on all checks; the signatories shall be the Treasurer or one other elected officer. All elected officers shall be signatories. Monies collected by the Chapter shall be turned over to the Treasurer within ten (10) days of receipt and shall be deposited by the Treasurer within three (3) business days thereafter. However, General meeting monies collected shall be tallied within three (3) days of the event and turned over to the Treasurer. The Treasurer shall deposit these funds within three (3) days of receipt. Treasurer shall review the budget and finances at each Governing Board Meeting.
	6. Ways and Means Chairman - It is the responsibility of the Ways and Means Committee to suggest sources and/or functions for funding the obligations of the Chapter.
	7. Committee Chairmen - All outgoing Committee Chairmen shall make a written report on the Committee’s accomplishments at year’s end and pass on Committee materials to the incoming Chairman. The outgoing Committee Chairman shall recommend to the incoming President members to serve on their committee. Committee Chairman shall be responsible for thank you notes to sponsors or others involved in events. Committee Chairman will review and be familiar with their job description.
	8. Parliamentarian - A Parliamentarian and an alternate Parliamentarian may be appointed by the President - OR - The President shall be responsible for implementing Roberts Rules of Order.
11. MEMBERSHIP
	1. New Members
	2. Processing Applications
		* 1. New REALTOR® member applications and dues checks shall be collected by the Membership Chair who shall forward them immediately to the National WCR Office, retaining a copy for the membership file. A copy of the check and application must be forwarded to the State Membership Chairman, local Treasurer and local President.
			2. New National Affiliate member applications and dues checks shall be collected by the VP of Membership who shall forward them immediately to the National WCR Office, retaining a copy for the membership file. Note: Retaining a photocopy of the new member’s check is recommended along with verifying membership in the local Board.
			3. New Local Affiliate member applications should be retained for the membership file. A copy of the application and check should be sent immediately to the VP of Membership. The application and original check should be forwarded to the local Treasurer and a copy to the local President. Local Affiliates will be billed for renewal by VP of Membership by December 31st.
			4. Welcome - Cards or letters shall be sent to each New Member by VP of Membership, Secretary, or another appointee on behalf of the President. New members shall be welcomed and introduced individually at Chapter Meetings by the VP of Membership. New members shall receive recognition by the VP of Membership at the General Meeting. Notice of the next month’s meeting shall be sent by the VP of Membership and shall advise President (by email) of any new members on a biweekly basis.
	3. Guest Follow Up - The VP of Membership and/or Membership Chair (Co-Chairs) shall be responsible for contacting all eligible Guests who have attended Chapter Meetings for the purpose of asking them to join.