

# Women's Council of Realtors – Jacksonville Chapter

## Standing Rules

Amended October 7, 2015

### I. Attendance Policy for Reservations

1. The Guest Speaker receives a complimentary meal.
2. Members of the Press will receive one complimentary meal per company per Business Resource Meeting.
3. Members are welcome to bring a Realtor guest to the Business Resource Meeting at member price once; subsequently guest price will be in effect. This does not apply to special guests or family members.
4. Guest pricing will be \$10.00 above member price.
5. Available seating is not guaranteed without a paid reservation.
6. Prepaid luncheons are available to members at a discounted price equivalent to 1 luncheon when paying for the entire year at once:  
EX: 9 Business Resource Meetings per calendar year, member would prepay for 8 lunches, receiving 9 lunches for the year (saving one lunch per year) must be paid within the first quarter of the year.
7. Transfers of reservations to another person or month will not be permitted without prior notification to and approval by the Secretary.

### II. Travel Expense Reimbursement Policy

1. Travel expenses will only be reimbursed to the member per the following guidelines, and where funds permit.
2. Reimbursement will first be made to the Chapter's Line Officers (President, President-Elect, Vice President of Membership, Treasurer and Secretary), then to Standing Committee Chairs, then to general membership
3. Travel expenses must be prepaid by the member.
4. Submission for reimbursement must be within 30 days of attending budget-approved events.
5. Reimbursement requests must be accompanied by all receipts to support the request along with a completed and signed expense reimbursement form within 30 days of the end date of the event.
6. All reimbursements will be completed within 30 days of the receipt of the approved documentation.
7. Any changes to the standing rules regarding expense reimbursement and/or prepayment must be approved by the Governing Board.
8. WCR Events does not include any Designation Courses.
9. Any member requesting reimbursement must meet the following attendance requirements:

- a. Line Officers must have attended at least 75% and all others must attend 50% of all WCR Meetings and Forums during the event for which the reimbursement is being requested, with documentation whether at State or National Conventions or Mid-Year Meetings; and
  - b. Must have attended at least 4 Business Resource Meetings during the previous 12 month period; and
  - c. Be a National Member in good standing of the Jacksonville Chapter at the time of the event.
  - d. Fuel will be reimbursed at the current IRS rate per mile at time of travel, when 3 or more national members travel in the same vehicle to a State or National WCR Conference.
  - e. Chapter travel event costs will be paid as follows from established budgets for the President, President-Elect, Vice President Membership, Treasurer and Secretary as follows:
    - i. 100% of Line Officers Accommodation Expense (Excluding Incidentals) (with minimum double occupancy) at the WCR (or equivalent not to exceed cost of WCR Host Hotel) hotel for the night preceding the first WCR meeting (meeting must start before 12:00 p.m.) through the night before the last WCR meeting of the event  
Ex: Room cost-\$200  
Cost per line officer-\$100  
Reimbursement to line officer-\$100
    - ii. Registration at WCR early bird registration rate when required
    - iii. Officers may use the chapter debit card to reserve hotel rooms for initial reservations and upon check in. But may not use it to pay the bill upon check out without prior governing board approval.
    - iv. Full coach airfare plus 1 bag@ standard weight limit
    - v. WCR Ticketed Event
    - vi. Airport transfer (to and from event lodging or location)
    - vii. Parking at WCR hotel at the self-parking rate
    - viii. Airport parking at the Economy Rate
10. WCR State, National Committee or Forum Chairman will be reimbursed for State and District WCR Events as follows: Member to be reimbursed at line officer rate only if required to attend prior to publish conference dates.
- a. 50% of Member's Accommodation Expense (Excluding Incidentals) (with minimum double occupancy) at the WCR hotel (Or equivalent not to exceed cost of WCR host hotel's standard/convention room rate) for the night preceding the first WCR meeting (meeting must start before 12:00 p.m.) through the night before the last WCR meeting of the event.
  - b. WCR Ticketed Event

11. Jacksonville Chapter National Members not previously addressed will be reimbursed as funds permit and to the budgeted amount provided for the year, excluding NAR/WCR Mid-Year meeting, as follows:

a. Member must notify the Chapter President in writing of their intention to travel to the event during the early bird registration period timeframe.

b. 50% of Member's Accommodation Expense (excluding incidentals) (with minimum double occupancy) at the WCR hotel (or equivalent not to exceed cost of WCR host hotel) for the night preceding the first WCR meeting (meeting must start before 12:00 p.m.) through the night before the last WCR meeting of the event.

**EX: Room Cost - \$200**

**Cost to Member - \$100**

**Reimbursement to Member - \$50**

c. 50% of the registration at WCR early bird registration rate when required

d. 50% of the cost of the WCR Ticketed Event

e. 50% of the cost of the parking at WCR hotel at the self- parking rate

### III. Business Resource Meetings

1. Meeting Sponsors are required to pay for their sponsorship in advance to receive website and announcement recognition, speaking privileges and/or provide marketing materials at the specific meeting to be sponsored.

2. All members and guests must pay to attend the meetings, regardless of meal participation.

3. New members will be inducted at Business Resource Meetings.

4. Special requests will be considered and may be approved by the Governing Board.

### IV. Chapter Accounting Practices

1. The Treasurer will provide a current report and budget line item financial accounting for the month and year at each Governing Board Meeting.

2. An Audit Committee will conduct an audit of financial activities on a semi-annual basis. This should include a past treasurer, the incoming Treasurer and the President Elect. The current Treasurer may be present to address questions by the committee, but may not participate in the audit

3. Two signatures will be required on all checks. The following Line Officers will be added to all Chapter bank accounts, including PayPal access: President, President-Elect and Treasurer. Line Officers will not be permitted to sign checks for their own reimbursements or Family Members

4. All cash taken in during events shall have 2 signatures verifying amount

**V. Fundraising Event Sponsors**

1. Current members have first sponsorship rights for all sponsored WCR events

**VI. Scholarships**

1. Current National members in good standing may apply for reimbursement for NAR recognized designation course including PMN, GRI, CIPS, CRS and others
2. Reimbursement shall be determined by the Board of Directors, funds permitting in the Scholarship budget, and with submission of all required documentation within 30 days of taking the course.
3. Required documentation includes a completed chapter scholarship reimbursement request form, an invoice showing payment for the course and a pass slip or Certificate of Completion for the course
4. Chapter shall reimburse approved reimbursement requests within 30 days of all required documents being turned in and available funds.
5. Scholarship funds are not for reimbursement of Certification courses, licensing courses, or other CE courses unless it is a NAR approved designation course
6. Scholarship reimbursement will be a maximum of \$250.00 per member per calendar year.