**Standing Rules of the St Charles County Chapter**

**Women’s Council of REALTORS®**

**(Revised and Approved May 2, 2015)**

**Governance**

Meeting notices, slate of officers from the Nominating Committee, and any Bylaws changes shall be presented to the Chapter members in writing no later than ten (10) days preceding the business meeting. Notification to members will be in the form of e-mail, regular mail, fax, or website publication.

**Introduction of New Members**

An induction ceremony for new members shall be conducted by the Vice-President of Membership or the Member Services Chair. Orientation to be held no less than quarterly. New members will be spotlighted in the Chapter newsletter or electronic notification.

**New Members**

Cards or letters of congratulations and welcome are to be sent to each new member by the Chapter President or Vice-President of Membership. New members are to be introduced and welcomed at Chapter meetings.

**Guests**

A qualified, prospective REALTOR® member may be brought to Chapter meetings as a non-member two (2) times. An affiliate who is not a WCR local member may attend one meeting as a guest within a calendar year. This does not apply to member’s families. At each regular meeting, guests are to be welcomed individually. Non-members lunch shall be ~~$20~~ **$25** with reservation or ~~$25~~ **$30** for walk-ins. Chapter members shall pay member’s price. Speaker(s), State and National Officers shall receive a free lunch if they are visiting the chapter. Program Chairs should notify Registration/Attendance of names of speakers for attendance at luncheon and what speakers are to attend at no charge.

**Memorials**

In case of death, the Chapter’s Hospitality Committee is to make an appropriate remembrance in memory of a member. The amount is not to exceed ~~$50~~ **$100**. An announcement shall be posted in the chapter newsletter or other electronic notification. Member’s spouse, father, mother, or child shall be acknowledged with a card. These expenditures are subject to budget approval each year as budgets are prepared.

**Governing Board**

Governing Board meetings shall be held at least six times annually and held prior to the regular chapter monthly meeting at a time and place to be determined by the Chapter President and notice via electronic notification.

The Local Chapter Officers and Committee Chairs shall attend the training sessions held in conjunction with WCR’s state orientation each year. Transportation to be reimbursable pending budget approval.

Every officer and committee chair shall email to the current President, no later than December 15, a year-end summary report, which includes all files and budgets along with additional guidelines of each committee: one for the current President, one for the incoming President, and one for the new chairpersons.

All officers (elected and appointed) and chairs shall provide a written CONSENT TO SERVE along with appropriate job descriptions for the new position. It should be clearly stated and understood that the promotion to the succeeding office is NOT automatic, except for the President-Elect to President.

Expanded job descriptions for each office shall be submitted to each considered nominee for review prior to acceptance. Committee Chairs should keep minutes of their meetings and give a copy to the Chapter President. Time will be allotted on the agenda at Governing Board meetings for the committee chairs to report to the membership. Reports will be given to the general membership meetings at the discretion of the Chapter President.

All Officers and Standing Committee Chairs are voting members of the Governing Board. As voting members, IT IS VITAL THAT CHAIRS BE IN ATTENDANCE in order that the business of the day can be conducted. If absence is unavoidable, to be excused, notice to the Chapter President should be received prior to the meeting. Pursuant to the Bylaws, in the event of a vacancy of any Committee Chair, except for the Nominating Committee Chair (must be a past president), the Chapter President shall appoint a qualified member to fill the unexpired term. The President shall appoint committee Chairs. The President-Elect shall appoint Committee Vice-Chairs. All chairs and vice chairs to be appointed by November 7. All appointments to fill vacancies shall have the approval of the Governing Board.

**Awards Banquet and Installation of Officers**

The President-Elect shall serve on the St Charles County Association of REALTORS® (SCCAR) Event Planning Committee to act as a representative of our WCR Chapter for the Awards and Installation Ceremonies. The incoming President will work in conjunction with SCCAR committee members to coordinate WCR’s participation in the Awards Banquet and Installation Ceremonies providing the names of their installing slate of officers to the SCCAR staff. All installed officers will have dinner tickets paid for depending on SCCAR sponsorship ticket availability and budget. President and President-Elect shall attend installation of the Metro St Louis Women’s Council of REALTORS® Chapter. Refer to budget.

**Parliamentarian**

A Parliamentarian may be appointed by the President and approved at each meeting.

**Job Descriptions**

All Elected Officers shall be a REALTOR®, REALTOR®-Associate, or National Affiliate in good standing with primary membership at SCCAR. National Affiliates can only serve as Secretary or Treasurer.

**General Officer Duties and Requirements**

Specific duties and requirements are listed in each Officer section in this document. Other duties and/or requirements include:

* Follow Chapter Bylaws, Chapter Standing Rules, and WCR National LPPM
* Provide quarterly newsletter article.
* Attend WCR State orientation training session.
* Have NO MORE THAN ONE UNEXCUSED ABSENCE from Governing Board Meetings. (Unexcused is defined as no notification to President.)

**President**

The duties of the President are described in the Bylaws, Article 6. Other duties include:

* Distribute reports to Governing Board prior to Governing Board meeting including:
	+ Financial Report
	+ Minutes from previous Governing Board Meeting
	+ Governing Board meeting Agenda
	+ Fundraiser After Action reports (when applicable)
	+ Committee Chairperson reports
* Checks to be signed by Treasurer or President.
* The President shall serve as the representative on the SCCAR Board of Directors. If the President is unable to serve, the Governing Board shall appoint a representative.

**President-Elect**

The President-Elect shall:

* Perform the duties of the President in the event of the President’s disability or absence, including attendance at State, Regional and National meetings.
* Serve as member of the Standing Rules and Bylaws Committee.
* Submit approved local chapter Bylaws to National WCR by deadline if revisions are made.
* Ensure that protocol is followed for any visiting State and National Officer.
* Attend the WCR National Leadership Academy.
* Attend WCR State Orientation.
* Call a joint Governing Board meeting, consisting of present and newly-elected officers, prior to the first regular Governing Board meeting. The purpose is for an intensive planning session to outline goals and direction for the upcoming year.
* Handle arrangements for visiting VIP’s.
* Coordinate the Installation Banquet (see paragraph regarding Awards Banquet and Installation of Officers)
* Order a gift of appreciation for the outgoing President.
* Be a member of the SCCAR Event Planning Committee.

Pursuant to the Bylaws, in the event that a vacancy in the office of President-Elect is NOT caused by a vacancy in the office of President, the members of the Nominating Committee shall submit the name of at least one nominee to the President, who shall present it to the Governing Board for approval. An affirmation vote of a majority of the Governing Board shall be necessary to elect. The President-Elect who fills this type of vacancy shall automatically become President after completion of the unexpired term of the President-Elect.

**Committees under President-Elect**

1. **Standing Rules and Bylaws Committee**

This committee is to include Bylaws Chairperson and a minimum of two other members. The purpose of this committee is to revise and update the Standing Rules as it becomes necessary. All revisions shall be noted on the Standing Rules (e.g. approved 1/20/86, revised 11/1/06, etc.) and submitted to the Governing Board for approval.

Submit approved local chapter Bylaws to National WCR by deadline if changes made.

1. **ExCEL Award Committee**

The Chairperson shall be the immediate past recipient who is a current chapter member. The committee shall consist of two (2) other past ExCEL award recipients. Chairperson is responsible for submitting recipient information to WCR Missouri State Chapter designated person with a full copy to the local Chapter President.

The award recipient will receive reimbursement of $150 toward PMN or any MAR/NAR accredited course taken during the calendar year the award is presented.

1. **Member of the Year Award Committee**

The Chairperson shall be the immediate past recipient who is a current chapter member. The committee shall consist of two (2) other past Members of the Year award recipients. Chairperson is responsible for submitting recipient information to the WCR Missouri State Chapter designated person with a full copy to the local Chapter President.

1. **Entrepreneur of the Year Award Committee**

The Chairperson shall be the immediate past recipient who is a current chapter member. The committee shall consist of two (2) other past Entrepreneur of the Year award recipients. Chairperson is responsible for submitting recipient information to the WCR Missouri State Chapter designated person with a full copy to the local Chapter President.

1. **Affiliate of the Year Award Committee**

The Chairperson shall be the immediate past recipient who is a current chapter member. If the immediate past recipient is not an active member, the Affiliate Liaison will nominate a Chair with Governing Board to approve the nomination. The committee shall consist of two (2) other past Affiliate of the Year award recipients. Chairperson is responsible for submitting recipient information to the local Chapter President.

**Vice-President of Membership**

The person holding this position should not necessarily be considered as a candidate for Chapter President, but should be elected solely for the qualifications of this office. The Vice-President of Membership shall:

* Oversee all membership activities.
* Accountable for the recruitment, retention, and recapture of members including REALTOR® and Affiliate members for the chapter.
* Review and implement WCR National recruitment and retention tools. Implement and follow-through on the National WCR membership marketing campaign.
* Establish Local Chapter membership goals in coordination with the Local Chapter President and Local Chapter Governing Board.
* Communicate membership goals and organize Chapter efforts to achieve goals.
* Monitor membership reports received from National WCR for accuracy, follow up on any discrepancies, and forward to the President.
* Forward copy of membership reports and any checks received from National WCR to Treasurer.
* Report to National WCR any corrections, changes (i.e. telephone, address) to member information.
* Ensure member roster (REALTOR® and Affiliate) is accurate and updated.
* Ensure website has accurate and updated member information.
* Encourage participation in National and Local referral rosters.
* Process REALTOR® and Affiliate applications then forward copy of application to Treasurer. All applications shall be submitted to VP of Membership within 24 hours of receipt. Funds to be deposited by Treasurer within 3 business days of receipt.

**Committees under VP of Membership**

1. **Membership Committee (Standing Committee)**
Duties include:
	1. Help VP of Membership with recruiting new REALTOR® and/or Affiliate members
	2. Implement four (4) New Member orientations per year
	3. Assist with call-around for retention and recruitment
	4. Report back to VP of Membership regarding orientation, materials needed such as pins, certificates, and packets.
	5. Provide article with new members as a spotlight after each orientation for electronic distribution.
	6. Assist with keeping email address for REALTOR® members, Affiliate members, and prospective members up to date.
2. **Mentor Committee**
Duties include:
	1. Call all new members and assign a Mentor.
	2. Stay in touch with VP of Membership and Member Services to make sure new member attends the orientation, receives pin, and receives packet.
	3. Get new members involved in a committee.
	4. Send out Thank You Notes for joining WCR.
3. **Hospitality Committee**
Duties include:
	1. Greet all members at each meeting.
	2. Coordinate implementation of ice-breaker before each meeting.
	3. Direct new member guests and members to VP of Membership or Member Services Chair.
4. **Reservations Committee**
Duties include:
	1. Work directly with VP of Membership.
	2. Send out emails regarding the programs for the month and reservations.
	3. Confirm reservation head count with the venue where the meeting is being held based on the venue contract terms.
	4. Assist with keeping email address for REALTOR® members, Affiliate members, and prospective members up to date.
5. **Affiliate Liaison Committee**Duties include:
	1. Schedule and/or coordinate Affiliates to be the “highlighted” affiliate for each applicable Business Resource Meeting (to be determined at Annual Transition Meeting).
	2. Incoming Affiliate Liaison Chair to conduct meeting in December prior to the year in which they are serving, for the upcoming year with Affiliates to discuss what worked that year, what didn’t work, get feedback, and set up sponsors for the upcoming year. Coordinate these meetings with President-Elect.
	3. Follow up with Affiliate sponsor prior to the scheduled Business Resource Meeting.
	4. Be a member of the Ways and Means committee.
	5. Gather bio, picture, and logo for Business Resource Meeting introductions and forward to Marketing and Promotions.
6. **Marketing and Promotions Committee**

Duties include:

* 1. Call on REALTOR® offices in St Charles County to promote WCR delivering program materials for each meeting.
	2. Publish news releases in newspaper. (May use templates from WCR National.)
	3. Work hand in hand with the Affiliate Liaison and all new sources of recruitment.
	4. Prepare flyers advertising Special Meetings, Business Resource Meetings, and Fundraising events.
	5. Review WCR National marketing and social network tools. Assist with implementation.

**Secretary**

The Secretary shall:

* Take accurate records of all action taken during the Governing Board meetings and all business meetings of the Chapter.
	+ Minutes of the Governing Board Meetings and special called meetings by the President shall be kept as recorded by the Secretary.
	+ Motions made and approved by Governing Board to be reflected in Governing Board meeting minutes.

**Treasurer**

The Treasurer shall:

* Be bonded.
* Keep written and accurate records of all dues.
* Prepare a balanced and recommended budget each year for the Finance and Budget Committee.
* Receive all membership dues checks and membership printouts from National WCR and compare to incoming receipts.
* Receive and deposit funds from fundraising projects, or any project, within five (5) business days after receipt by all committee chairpersons making complete copies of said bank deposits for chapter records.
* Checks to be signed by Treasurer or President.
* Provide Financial Report to the President for distribution to Governing Board each month electronically no later than the sixth (6th) of the month. Include:
	+ Fundraiser After Action Report (when applicable)
	+ Bank Statement
	+ General Ledger
	+ Budget VS Actual
* Work with the Audit Committee.
* Be part of the Finance and Budget Committee.
* VP of Membership processes REALTOR® and Affiliate applications then forward copy of application to Treasurer. All applications shall be submitted to VP of Membership within 24 hours of receipt. Treasurer to deposit funds within three (3) business days of receipt.

**Treasurer related information:**

* All Chairpersons and/or members will not be reimbursed for any expense or budget line item expense without a signed voucher and paid receipt.
* The Treasurer’s books should be closed and filed for review by our Chapter’s financial review designee on or before January 15th and semi-annually thereafter. Semi-annual review should be done no later than June 30th with a full budget review after reimbursements of the National Mid-year and June State WCR meetings to see where the chapter is and make recommendations on budget changes, if any. This Mid-Year review should be submitted in writing to the Governing Board at the next immediate meeting following the State June meetings. The annual Financial Review Report should be presented at the January Business Resource Meeting for the previous year.
* At the Governing Board planning session on or before December 15th, the incoming Treasurer should be given a preliminary year-end report and the existing Treasurer should obtain new signature cards from our depository accounts and obtain all incoming Officer signatures where necessary.
* It is recommended that available surplus funds be placed in an interest-bearing account.
* The reserve fund may be used as designated by the Governing Board with the recommendation from the Treasurer.
* The final budget should be finalized prior to the January Business Resource meeting.

**Committees under Treasurer**

1. **Audit Committee**

This committee should be chaired by a past President who is not part of the line officer positions to keep a third party perspective on the expenses and income of the Chapter without being an actual recipient of any of the funding or travel expenditures.

1. **Finance and Budget Committee (Standing Committee)**

This committee includes the current and incoming Treasurer, the President-Elect, the outgoing/current Chapter President, and one past local Chapter President.

1. **Ways and Means Committee**

Assumes from Finance & Budget committee the responsibility to conduct fundraising programs. Raises funds to enable the officers to attend national and state meetings and provides funding for leadership development of the Chapter’s members.

**Committees**

Committees are divided into two groups – Standing Committees and Special Committees. Standing Committee Chairs are voting members of the Governing Board. Standing Committees are listed in Bylaws. Specific committee details are listed below or in other sections of this document. General Committee Duties and Requirements refer to all committees.

**General Committee Duties and Requirements**

Specific duties and requirements are listed in other sections in this document. General duties and/or requirements include:

* Committees shall consist of no less than three (3) members.
* Submit budget to be approved by the Governing Board before project is started. (i.e. fundraising)
* Include committee meeting minutes and notions in the Chairperson’s report. Copies of the reports shall be given to the President and Chapter Secretary for file retention. Copies shall also be prepared for the Governing Board meetings. Information shall be given to the Chapter President to be included in the Governing Board meeting packet of documents.
* All funds from fundraising projects, or any other projects, shall be turned over to the Treasurer by Committee Chair within five (5) business days after receipt.
* Year-end reports are due and shall be submitted to the Chapter no later than December 15.

**Nominating Committee (Standing Committee)**

The Chairperson shall be the most recent Past President able to serve. See Bylaws for committee members and additional details. The Nominating Committee should meet prior to the January meeting to establish guidelines for the year and shall have the same ready for presentation at the Governing Board meeting.

A slate of officers shall be presented at the August or September meeting of the Governing Board and the General membership meeting. The Nominating Committee should deliver a job description to each candidate for their respective positions prior to the slate of officer presentation to the Governing Board. Any nominations from the floor shall follow the same procedures with the exception of prior presentation to the Governing Board. Chapter secretary shall publish slate of officers at least ten (10) days before the Annual Election Meeting per Bylaws.

**Bylaws Committee (Standing Committee)**

This committee is to include the Bylaws Chairperson and a minimum of two other members. President-Elect to be a member of this committee. The purpose of this committee is to revise and update the Standing Rules as it becomes necessary. All revisions shall be noted on the Standing Rules (i.e. approved 1/20/86, revised 11/1/06) and submitted to the Governing Board for approval.

**Educations and Programs Committee (Standing Committee)**

This committee shall plan and coordinate Business Resource Meeting speakers as well as any other programs and educational events.

**Standing Rules**

The Standing Rules may be amended at any Governing Board meeting by the majority of those present without prior written notice to the membership and will be effective immediately upon approval. The Bylaws supersede Standing Rules.

**Expenses**

Expenses to be approved by President via signature or electronic signature on the Request for Check Expense Form. The President-Elect will approve the President’s reimbursement for expenses.

It should be noted that specific dollar amounts have been budgeted as separate line items for each Officer and specific funded Chairs to attend various meetings throughout the calendar year. The purpose of these designated allocations is so that the Chapter may closely monitor the usage of funds and better prepare for budgets forthcoming based on historical usage by our officers/chairs. Any funded officer/chair that has an unused budgeted allotment, who attends all WCR State, Mid-Year, and National Conference meetings as indicated below, will be allowed to use said unused appropriated funds with proper receipts. If, however, said officer/chair has missed one of the meetings budgeted, the monies budgeted for the unattended meeting are lost and are not to be reimbursed to said officer/chair at year end. Payment of these unused funds will be made after WCR National Conference in the fall of each calendar year. (i.e. – If the President has attended all required meetings but did not attend Mid-Year, and Mid-Year was allotted $500 for reimbursement, that $500 could not be used for year-end reimbursements for the President.) President to review the expense request. If there is a discrepancy, contact member. If the discrepancy is unresolved, take discrepancy to Governing Board for decision. President-Elect to review President’s expense request.

All expenses, event or travel, must be submitted to and approved by the President or President-Elect within 30 days of incurring the expense not to exceed December 15th of the same fiscal year. All expenses must be submitted during the year spent. All budgeted expenses incurred by a committee shall be submitted and approved by the Committee Chair then submitted to the Treasurer for payment. All non-budgeted items must be submitted to the President and approved by the Governing Board. All events and programs that incur expenses must be submitted and approved by the Governing Board prior to planning of the event.

**Attendance Requirements for Officers/Chairs – WCR State, Regional, National Events/Meetings**

All Officers are expected to attend all State WCR meetings, the Mid-Year and National WCR conference/meetings to be eligible for full year end reimbursement.

Any WCR state, regional, national, or other events/meetings will be attended by President and President-Elect, OR as budget allows. If one of those officers are unable to attend, it will be offered to VP of Membership, then Treasurer, then Secretary, in that order.

Budget provisions for expenses may be applied to WCR State and National meetings. Items to be covered include WCR registration, food up to $50 per day, transportation, and lodging, during WCR scheduled events not to exceed the budget limit. Receipts to be included with request for reimbursement. If points are redeemed for travel costs, a printout showing actual costs at the time of booking must be provided for reimbursement. Travel by personal vehicle to be reimbursed at the standard IRS published mileage rate for business travel. All funded members must provide proof of applicable registration, attend all WCR events determined by the President and provide an event report or article to President to distribute to Governing Board and include for electronic distribution with their respective expense reimbursement request.

The Budget shall determine for each meeting what travel expenses, lodging, transportation, etc. are relative and qualify for reimbursement. (i.e. number of nights lodging eligible for reimbursement based on event start and end times.)

In the event an Elected Officer cannot attend WCR Mid-Year or National conference/meetings, the Governing Board has authority to appoint a substitute to represent the Chapter in that capacity. The attending substitute will be entitled to allocated reimbursement per the budget with Governing Board approval.

**Affiliate Membership**

SCCWCR Local Affiliate members may join a Real Estate Board of choice, but not required.

Local Chapter dues for Affiliates are voted on by general membership and established in Bylaws. Current local Affiliate membership dues are $199.

Affiliates must attend a New Member Orientation within three (3) months of joining and sign the CODE OF CONDUCT form to be retained by the Chapter.

Affiliate members will be limited to no more than 50% of total Chapter Membership and Affiliates from one industry will be limited to 50% of total Affiliate Membership. When Affiliate Membership reaches these limits, Affiliates wishing to become members will be placed on a waiting list to be reviewed annually. If an Affiliate opening becomes available, the Affiliate Chair will contact Affiliates on the waiting list to fill the position.

An Affiliate who is not a SCCWCR local member may attend one meeting as a guest within a calendar year.

An affiliate member may designate an alternate attendee from their company to attend the business resource meeting in their absence if they are a Strategic Partner – for a maximum of three (3) meetings.

If Affiliate member is also a Chapter Officer, the National WCR dues shall be paid out of the $199 annual member dues. If National membership cost exceeds the Affiliate annual member dues, the SCCWCR shall pay the difference out of the scholarship fund.

Strategic Partner guidelines to be reviewed/approved by Governing Board annually prior to implementation.

**Past Presidents**

Invite Past Presidents to a meeting to share past experiences and ideas with incoming officers. This meeting to be held before the leadership transition planning meeting.

Past Presidents to be invited to a special Past President Recognition at the December Chapter meeting. Presidents will be given a complimentary lunch.

**Lifetime Member**

Life Membership may be awarded to a former St. Charles County Women’s Council of REALTORS® member who was in good standing with National Women’s Council of REALTORS for a minimum of 5 years of service to the local chapter as an officer or committee chair. To be considered, the former member must be retired from real estate sales; however, he or she may still have an active real estate license held by a referral company. Nominees will be submitted to the Governing Board for approval. Life members will be allowed to attend monthly local meetings at member cost and will remain on the email contact list.

Benefits:

* Free local Chapter dues.
* Free lunch when attending local Chapter meetings.
* Recommendations for Lifetime Membership will be reviewed and approved by Governing Board. Acknowledgement of any new Lifetime Members to be made at the following Business Resource Meeting.