Standing Rules For The Lexington Chapter, Women’s Council of Realtors

The Standing Rules have the purpose of giving continuity and consistency for current and future officers of the Lexington Chapter. Standing Rules are for administrative convenience and rights of membership are not granted or limited in the Standing Rules , only in Chapter Bylaws.

1. Meetings
2. Chapter Meetings
3. Installation of Officers shall be held in December.

There are only two matters of business which are put to a vote at a General Membership Meeting, the election of officers and nominating committee and a proposed Bylaws amendment per WCR Leadership Policies and Procedures Manual.

1. Governing Board Meetings
2. The Governing Board shall have the power to declare the office of a member of the Board to be vacant in the event such member has a total of three (3) unexcused absences. An excused absence is considered to be notice prior to the meeting. Approved absences should be noted in the Governing Board Minutes.
3. Installation of Officers
4. Pin for Incoming President: The Outgoing President shall have the duty of obtaining the incoming President’s pin at the expense of the Local Chapter.
5. Plaque for Outgoing President: The Incoming President shall obtain, at the expense of the Local Chapter, a Plaque to be presented to the Outgoing President.
6. Budget Expenses
7. Budget expenses and /or Travel Reimbursement shall be submitted with receipts within Fourteen Days (14days) of expenses. Bills and reimbursement requests shall be given to the President in writing. This document is to be reviewed and approved by the finance committee before the Treasure can dispense a check. All reimbursement forms must be submitted to allow for reimbursement during the same calendar year as such expense occurred.
8. Travel Expenses: Monies will be budgeted on a yearly basis for Officers of President and President Elect. Travel to include two (2) National Meetings each and Leadership academy for the President Elect, as the budget allows. Food Allowances shall not exceed $50 a day. No alcoholic beverages.
9. Chapter Courtesy Policy: In the event of illness or death of a member or member’s family, cards and notes are encouraged and gifts if the budget allows.
10. Speakers: The Chapter shall provide a complimentary meal, a thank you card and a small gift not to exceed $20 to the guest speaker.
11. Guest may come up to two (2) meetings before joining. After the second meeting, the guest will need to become a member.