

**Standing Rules
Central Coast Chapter
Women's Council of Realtors®**

Amended February 5th, 2015

Definitions:

- **Standing Rules** provide continuity to the Chapter by setting operating policies that can be referred to year after year to determine what procedure is followed.
- **Standing Rules** relate to the administration of a Chapter. They cannot be used to grant or limit rights of membership.
- A **Standing Rule** remains in force until amended or rescinded. It does not bind future meetings if a majority desires to suspend it temporarily for the duration of a particular meeting.
- A **Standing Rule** can be amended by a majority vote.
- A **Standing Rule** can be suspended by a majority vote of a society for the duration of a meeting.
- A **Standing Rule** can be rescinded by a two-thirds vote without previous notice or by a majority vote after notice on at least the preceding day.

I. Meetings

A. Chapter Meetings

1. Occurrence
 - a) Regular Chapter Meetings shall be held on the second (2nd) Thursday of the month unless otherwise notified.
 - b) The time of each Regular Chapter Meeting will be as follows unless otherwise notified:
 - 1) 11:30 AM to 12:00 noon – Registration & Networking
 - 2) 12:00 noon to 1:30 PM –Business Resource Meeting
2. Guest Policy
 - a) Speakers shall be offered a complimentary meal and special recognition for their contribution to the Chapter.
 - b) Qualified prospective REALTOR® and Affiliate members may attend regular Chapter Meetings as a guest a maximum of 2 (two) times before becoming eligible to join the chapter. This policy does not apply to a member's family of special guests, provided they are not eligible for membership.
 - c) Guests shall pay an additional fee of (\$10.00) ten dollars to attend WCR Meetings.
3. Cell Phones and Pagers. During all meetings cell phones, pagers and beepers are to be turned off. If a cell phone, pager or beeper sounds during the

meeting, there will be fines levied in the amount of five (\$5.00) dollars for each additional occurrence.

4. Sponsorship Guidelines

a) Room Sponsor

- 1) The fee to sponsor the “room” each meeting shall be \$200
- 2) The Room Sponsor may hang a banner at the front of the room.
- 3) The Room Sponsor may be given the opportunity to lead the Pledge of Allegiance at the Regular Meeting at which they are a sponsor.
- 4) The Room Sponsor will be acknowledged on meeting announcements and by the President at the Regular Meeting.
- 5) The Room Sponsor will provide a door prize to be given away at the end of the meeting. The gift shall be a value of \$50 or more.
- 6) The Room Sponsor may speak for 5 minutes during the Regular Meeting at a time determined by the President.
- 7) The Room Sponsor will receive one complimentary lunch at the meeting at which they are a sponsor.
- 8)

b) Annual Sweepstake Ticket Sponsorship

- 1) Sponsor(s) shall be determined by Annual Strategic Partner Sponsorship level.
- 2) Tickets will be printed with Sponsors name and logo
- 3) Sponsor will be mentioned whenever the sweepstake is promoted
- 4) Sponsor may be at meeting to pull winning sweepstake ticket as determined by the president.
- 5) Sponsor will receive recognition on website/newsletter as Annual Sweepstake Ticket sponsor for the year in which the drawing is held.

5. Business Resource Meeting Registration Policy

a) Financial Obligations. Registration for Business Resource Meetings and events sponsored by the Chapter shall be considered a financial obligation to be paid by the person registering.

b) Fee Policy

- 1) Members attending a ticketed function shall be charged for the meal or refreshments whether or not the meal or refreshments are consumed.
- 2) Registration made for any CCWCR event shall be considered paid and non-refundable. “No- shows” will not be reimbursed and there will be no refunds given.

c) Registration Deadline. Members shall register for the Business Resource Meeting by 10:00am the Monday prior to the Thursday meeting. If a member or guest has not registered and attends the meeting, they shall pay the normal registration fee plus a \$5 penalty and shall not receive a lunch.

B. Annual Election Meeting. The Annual Election Meeting shall be held in September and may be held in conjunction with a regular Chapter Meeting.

C. Installation Meeting. The Installation Meeting shall be held in December and may be held in conjunction with a regular Chapter Meeting.

D. Governing Board Meetings

1. Governing Board Meetings shall be held monthly prior to the Regular Chapter Meetings unless otherwise notified. The date, time and place shall be determined by the President.
2. Unexcused Absence
 - a) Any appointed member of the Governing Board with two or more unexcused absences shall be construed as having resigned from the Governing Board.
 - b) An absence is considered excused when the President is notified prior to the meeting.
2. Reinstatement. A member whose seat is vacated in the above manner may apply for reinstatement within thirty days which shall require a majority vote of the Governing Board.
3. **Email Voting.** Emergency Email Voting of the Governing Board may be permitted for urgent items that are time sensitive and cannot wait until the next regularly scheduled Governing Board Meeting with the following parameters:
 - 1) Proper notice must be provided to each Governing Board Member (at least 72 hours).
 - 2) A reply must be received from each Governing Board Member.
 - 3) The vote must be 100% consensus or the motion would fail

E. Leadership Retreat. The incoming President (President-Elect) may plan and conduct a leadership retreat prior to December 1st. Attendees shall consist of incoming board members, committee chairs, and invited guests of the incoming President. The chapter is to provide a budget for this function.

II. Election of Chapter Officers

A. Officers Consent to Serve. Officer nominees shall sign a consent-to-serve form after reading job description.

B. Procedures

1. Rules of the Day. The Rules of the Day shall be in compliance with the National WCR guidelines found in the current year's LEADERSHIP POLICY AND PROCEDURES MANUAL as issued each year by National.
 - a) Elections shall be conducted in accordance with the ratified Rules of the Day.
 - b) The Rules of the Day shall be approved by the membership prior to voting.
2. Eligible Voters. Eligible voters are active Realtor and National Affiliate members whose dues have been paid.
3. Tellers. A minimum of three tellers shall be appointed by the President.

III. Installation of Officers

- A. Basic Guidelines for Installation** shall conform to the National Guidelines as set forth in the current year's LEADERSHIP POLICY AND PROCEDURE MANUAL.
- B. Arrangements.** The incoming President shall make arrangements for the installation.
- C. Selection of Installing Officers and Mistress or Master of Ceremonies.** The incoming President shall select the installing Officer and Mistress or Master of Ceremonies.
- D. Pins for Incoming President & Officers**
 1. The outgoing President shall obtain the incoming President's pin, at the expense of the Chapter, in sufficient time for presentation at the Installation Ceremony.
 2. The Incoming President shall order pins for the incoming officers.
 3. Pins are to be ordered from the WCR Web Store on line at www.wcr.org, or call Real Estate Business Services at (888) 750-3343 (see WCR order form in the LEADERSHIP POLICY AND PROCEDURE MANUAL).
- E. Gift for Outgoing President & Board Members.** The President Elect may obtain, at the expense of the Chapter, a gift to be presented to the outgoing President at the Installation Ceremony. The outgoing President may purchase thank-you gifts for outgoing board members as budget allows.

F. Finance/Budget for Installation. The budget for the Installation Ceremony shall be sufficient to include expenses of invited guest dignitaries, up to the budgeted amount.

IV. Duties of Governing Board. ALL Governing Board Members are expected to attend all governing board meetings.

Chapter Governing Board Members shall abide by the Chapter Bylaws, the Chapter Standing Rules and the duties as outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL

V. Membership

A. New Members

1. Processing Applications for National Members

- a) New member applications for National Membership and dues shall be collected by the Vice President of Membership. Dues are payable in either credit card or check format.
- b) The Association membership of each new applicant shall be verified by the Vice President of Membership prior to submitting to National WCR.
- c) The new member's application shall be scanned and stored electronically by the Vice President of Membership for recordkeeping purposes. If payment is made with credit card, scanned application can be emailed direct to National for processing (wcr@wcr.org). If payment is made via check, it must be mailed to National for processing.
- d) One copy of the application shall be emailed to the chapter Treasurer, the Evites/Website Chairperson, Governing Board, Newsletter, Hospitality and the Contact Committee Chairperson.

a) Processing Applications for Local Members

- a) New member applications for Local Membership and dues shall be collected by the Vice President of Membership. Dues are payable in either credit card or check format
- b) The new member's application shall be scanned and stored electronically by the Vice President of Membership for recordkeeping purposes. If payment is made with credit card, scanned application can be emailed direct to Treasurer for processing. If payment is made via check, it must be mailed to Treasurer for processing
- c) One copy of the application shall be emailed to the chapter Treasurer, the Evites/Website Chairperson, Governing Board, Newsletter, Hospitality and the Contact Committee Chairperson.

3. Welcome to New Members

- a) Cards or letters of welcome shall be sent to each new member by the Contact Committee on behalf of the Chapter President.
- b) New members shall be welcomed and introduced individually at Chapter Meetings by the Vice President of Membership.

B. Guest Follow-Up. The VP of Membership shall collect Business Cards and follow up with each Guest by e-mail/mail for the purpose of recruiting new Chapter Members.

C. Ratio of Affiliate to Realtor Members (see Bylaws). If the Chapter's Affiliate Ratio is at its maximum, a waiting list will be maintained and Affiliates may join on a first come, first serve basis as space becomes available.

D. Complimentary Membership. The governing board, at their discretion, may approve a complimentary membership during their term.

VI. Financial Matters

A. Annual Budget

The Finance and Budget Committee shall present the budget for the following year at the January Governing Board Meeting for Approval.

3. The decisions regarding the distribution of the funds budgeted for charity shall be made by the standing President

B. Monies Received and Paid

1. All monies received by the Chapter shall be deposited in the WCR chapter accounts(s) in a financial institution selected by the Governing Board.
2. All monies (with the exception of dues from National Members) collected by the Chapter shall be turned over to the Treasurer within 3 working days of receipt and shall be deposited by the Treasurer within five working days thereafter.
3. Two signature shall be required on all checks. The signatures shall be the President, and any selected line officer. A person cannot sign on a reimbursement check to themselves.

C. Financial Audit

1. The Treasurer's books shall be audited quarterly by the Finance & Budget Committee within three (3) days from the end of the Quarter.

D. ANNUAL STRATEGIC PARTNER DUES. The Annual DUES for STRATEGIC PARTNER membership shall be as outlined below.

PLATINUM LEVEL Sponsorship \$500, includes partnership benefits 1-11

GOLD LEVEL Sponsorship \$350, includes partnership benefits 1-8

SILVER LEVEL Sponsorship \$200, includes partnership benefits 1-6

FRIENDS OF WCR Sponsorship \$100, includes partnership benefits 1-4

PARTNERSHIP BENEFITS;

- 1- **All Strategic Partner levels** include 2 member rate tickets for each Program or Event
- 2- Strategic Partners are recognized in online newsletters for the year
- 3- Strategic Partners are recognized at all Business Resource Meetings on PowerPoint Slide Show loop
- 4- Strategic Partners are recognized on our WCR Website as a Strategic Partner for the year
- 5- Strategic Partners have ability to place company fliers, business cards and brochures on the “Strategic Partner” Table
- 6- Strategic Partners receive 1 free ticket to one of our Annual Events or Programs
- 7- Strategic Partners are recognized on Table Centerpiece Standards which display our Meeting Agenda and Calendar of Programs/Events
- 8- Strategic Partners are recognized as Platinum or Gold Sponsor on our website CCWCR.org
- 9- Strategic Partners will have their Company logo printed on Annual Prize Sweepstake tickets
- 10- Strategic Partners will receive 2 additional free tickets to other Events or Programs
- 11- Strategic Partners will have the ability to hang their Company Banner at the “Strategic Partner Table”

1. A review by the governing board of the annual strategic partnership dues should be considered annually. If an increase is desired, the governing board would then pass a motion and it would be presented as a motion to the membership at the first (1st) membership meeting of the year.

E. Requests for Reimbursement of Expenses. ALL requests for monies and/or reimbursements shall be in writing and on the current year’s FORM as designated by the governing board. (i.e. WCR EXPENSE REIMBURSEMENT FORM). All requests for reimbursement must have an original receipt and must be submitted to the Treasurer within five (5) days of the date the event incurred.

F. Travel Reimbursed Expenses

1. State and National Meetings

- a) Elected and Appointed Governing Board Members have priority in receiving reimbursement in the following order: President, President-Elect, Vice President Membership or Membership Marketing Chair, Secretary, Treasurer.
- b) If more than one same sex Member is attending, double occupancy for hotel room is required. If a member wishes to have a private room, a maximum of one-half reimbursement will be paid.
- c) Full participation at all scheduled events/meetings is required to be eligible for reimbursement.
- d) Reimbursement for State and National Meetings will include Registration, Transportation, Lodging, and Special Events, as Itemized below:

2. Funded elected officer travel shall be reimbursed as follows:

- a) Registration: Reimbursed 100% including WCR sponsored events for State & National Meetings and State & National Installation Dinners (does not include any late fees)
- b) Transportation: The lesser of air transportation or automobile transportation (regardless of method traveled) calculated as follows:
 1. Air – 100% of air fare at the twenty-one (21) day advance purchase rate. First checked bag is reimbursed at 100%. No over weight charges will be reimbursed.
 2. Auto – reimbursed at the prevailing Federal rate. Self parking shall be reimbursable for your own car. A receipt must be provided.
 3. Transportation to and from airport to hotel – A shuttle should be used if available. If Taxi is used, a dated receipt is required for reimbursement. Tips and valet parking are non reimbursable.
- c) Lodging: Reimbursed 100% (see “double occupancy” requirement above) Hotel rates shall be standard rates as negotiated by WCR State or National Organization such as CAR or NAR. Officer to pay difference for any room upgrade. Chapter to reimburse one half of the room rate for negotiated rate or whichever is less. Any deviation must be approved by board.
- d) All reimbursable expenses MUST be submitted with a receipt (on the Chapter designated Reimbursement Form) within forty five days (45) of travel - No receipt, NO reimbursement. NO EXCEPTIONS!

4. Incoming elected officers can be reimbursed for the registration fee to attend the Fall State Orientation Meeting in the following order: President Elect, VP of Membership or Membership Marketing Chair, Secretary, Treasurer. Reimbursement is subject to the amount budgeted for the current year. Submission of acceptable evidence of registration and participation at the scheduled events/meeting is required.

Education Reimbursement Guidelines. Continuing Education Reimbursement and WCR State/National meeting Scholarship Eligibility & Criteria are as follows:

1. Member of the Central Coast Chapter of WCR for a minimum of 6 months prior to applying for reimbursement.
2. Must be a member in good standing:
 - a. National REALTOR® or National Affiliate Member.
 - b. Attended at least 3 of the current year monthly meetings.
 - c. Be a participant in at least one fundraising activity, committee, or task force.
 - d. Proof must be provided with application to confirm that the course was paid for and completed.
3. Request for reimbursement must be within 45 days of course or meeting completion. Total of reimbursements for Continuing Education or WCR State/National Meeting shall not exceed amount budgeted.
4. Continuing Education Reimbursement:
 - a. The courses taken must be recognized by the National Association of REALTORS® (i.e. CRS, GRI, PMN, ABR, RRC, SRES, CRB, etc) as continuing education in the industry in which the member is currently employed.
 - b. Maximum reimbursement per course is \$100 or actual cost, whichever is less. Maximum annual reimbursement per member is \$100 per year.
5. WCR State/National Meeting Scholarship:
 - a. Voting Committee Chairs may be reimbursed for meeting registration fee up to a maximum of \$250.00
 - b. Voting Committee Chairs who are also incoming elected officers for the following year qualify for additional reimbursement of the registration fee for Fall State Orientation Meeting as described in “F. Travel Reimbursed Expenses” of up to a maximum of \$250.00. Combined maximum annual reimbursement for the Fall Orientation Meeting and another WCR State/National Meeting is \$500.00 per member.

6. Education Reimbursement requests will be reviewed as they come in and funds will be disbursed quarterly on March 31st, June 30th, September 30th, and December 31st.

VII. Member of the Year

Eligible nominee shall be a current member of the National Women's Council of REALTORS and shall have been a REALTOR Member or National Affiliate Member for a minimum of one full year. Nominees shall be those individuals selected for recognition by the local chapter's special Member of the Year committee and this committee will establish any additional judging criteria. To avoid automatic awards, the current or previous year's officers will not be eligible for the award, but this does not preclude them from receiving future awards.