

ST TAMMANY STANDING RULES

1. **Governing Board Meetings**

1.1. Business Resource Meetings shall be held on the 2nd Thursday of each month unless other notification is given no later than 30 days in advance to the general membership.

1.1.1. **Unexcused Absence**

1.1.1.1. Any appointed member of the Governing Board with two or more unexcused absences

1.1.1.2. Shall be construed as having resigned from the Governing Board.

1.1.2. **Reinstatement**

1.1.2.1. Such member whose seat was vacated in this manner may apply for reinstatement within 30 days, which shall require a majority vote of the Governing Board.

2. **Annual Election Meeting**

2.1. All nominee recommendations shall be submitted to the board by August 31.

2.2. Officer nominees shall be presented with job description and procedures and will be required to sign a consent-to-serve form.

2.3. The Annual Elections shall be held in September and shall be held in conjunction with the Business Resource Meeting.

2.4. The Annual Election will include election of the President Elect, and Treasurer. The Membership and Event Director will be named when the votes are collected and the two elected positions are named.

2.5. Notice of the election will be sent out to all members 10 days in advance of the meeting.

3. **Incoming and Outgoing Officers**

3.1. There shall be a joint meeting of all outgoing and incoming officers and committee chairpersons called by the outgoing President & President Elect before year end to orient them on their duties and responsibilities and acquaint them with the chapter objectives. At this time the outgoing officers and committee chairs shall submit written reports to their new counterparts of the year's activities and budget as well as any pertinent information that would be helpful to them.

4. **Installation of Officers**

4.1. **Arrangements**

4.1.1. The incoming President, along with their Committee, shall make all decisions for their event.

4.2. Selection of Installing Officers

4.2.1. The incoming President shall select the Installing Officer.

4.3. Pin for Incoming Officers and Incoming President

4.3.1. The outgoing President shall have the duty of obtaining the incoming President's and Line Officers pins at the expense of the Chapter in sufficient time for presentation at the Installation Ceremony.

4.4. Plaques for Outgoing Board

4.4.1. The incoming President shall obtain, at the expense of the Chapter, all plaques to be presented to the outgoing board at the Installation Ceremony. Outgoing President shall receive her/his gavel plaque.

5. Membership

5.1. New Members

5.1.1. Processing Applications

5.1.1.1. New National member applications and dues checks shall be collected by the Membership Director who shall forward them immediately to the National WCR Office. A photocopy of the new member's check will be kept in the records of the Chapters membership file.

5.1.1.2. New Local Affiliates members' applications and dues checks shall be collected by the Membership Director and they shall be forwarded immediately to the Treasurer. A photocopy of the check will be kept in the records of the Chapters membership file.

5.1.1.3. All memberships are to be considered individual regardless of business affiliation.

5.1.2. Welcome

5.1.2.1. The Membership Director on behalf of the Chapter President shall send cards or letters of welcome to each new member. New Members shall be welcomed, introduced, and pinned individually at following Business Resource Meetings.

6. Finances

6.1. Officer Travel Reimbursed Expenses

6.1.1. President and President-Elect is to hold a debit card during their term and the debit card to be returned to the incoming board at December meeting.

6.1.1.1. President-Elect will receive their card January of the year they take office.

- 6.1.2. The President, President-Elect and board members will be reimbursed for defined travel expenses as set by the chapter budget and Standing Rules upon submission of receipts to the Treasurer in accordance with the following guidelines.
- 6.1.2.1. President and President Elect are **required** to attend the annual WCR Mid-Year event in Washington D.C. of the year chartered and the WCR National Conference & EXPO in November. In addition, the President-Elect, and 1st VP/Secretary is **required** and shall attend Network 360 Leadership Conference in Chicago, IL
- 6.1.2.1.1. All other Board members should consider attending Network 360 and National Conference & EXPO. Reimbursement of fees will be dictated by the approved budget prior to the early registration open date.
- 6.1.2.2. Registration, airfare, and hotel is at the local Network's expense, with a \$50/day per diem for meals and beverage, not to include alcoholic beverages or tips.
- 6.1.2.3. Air travel reimbursed at economy or lowest rate and must be booked no later than 30 days in advance of travel, and roundtrip transportation to and from the airport to hotel will be reimbursed. Shall be submitted upon return no more than 15 days after incurring the fees.
- 6.1.2.4. Hotel Rate is negotiated by the WCR State or National organization. In the event rooms must be booked outside the blocked rate they should be booked at the best rate possible. President and President-Elect is encouraged to book their rooms with their Network debit card so no reimbursements are needed.
- 6.1.2.4.1. Other Board members that attend WCR conferences and monies are allotted for reimbursed, the reimbursement will be at the rate no higher than the blocked rate.
- 6.1.2.5. Hotel nights reimbursed by Chapter begin the evening of the first meeting day and end the night before the last meeting day as designated by the official registration. Except for the instance of a State, Local, National Meetings that are required attendance by the board members the day prior to the start of the actual conference and or the annual Installation occurring on the evening of the last meeting day, providing member attends installation. If board member shall choose to have a private room they will be reimbursed at 1/2 the cost of the final bill.
- 6.1.2.6. Registration reimbursements only are available for all required WCR meetings, State and National inaugural or installations, local Chapter sponsored events at State and National levels.
- 6.1.2.7. President and President-Elect is encouraged to book their registration with their Network debit card so no reimbursements are needed.

6.1.2.8. Any other entertainment outside of the above-mentioned entertainment is at member's expense.

6.1.2.9. No reimbursement will be given for Internet connections, room service, movies, meals not covered under the registration or personal amenities.

6.1.2.10. The Treasurer, as per standing rule guidelines along with approved budget must review and approve authorization prior to reimbursement.

6.1.2.11. All cash and credit expenditures must be verified by Treasurer with copies of original receipts, or a copy of the original, attached to the reimbursement form and submitted within 15 days from travel. No officer expense will be reimbursed in excess of budgeted amount each year.

6.1.3. NO RECEIPTS, NO REIMBURSEMENT, NO EXCEPTIONS

6.2. Board Member Travel Reimbursement Expense

6.2.1. With priority given to Network President and President-Elect, other board members will be reimbursed for defined travel expenses as set by the chapter budget and Standing Rules upon submission of receipts to the Treasurer in accordance with the following guidelines.

6.2.2. Acknowledgement of proposed travel must be presented to the Governing Board 30 days prior to the event to make reimbursement funds available. Travel must fall within the guidelines of budget for that year.

7. MEETING POLICY

7.1. Speaker

7.1.1. Guest speakers are to receive a complimentary meal and/or whatever other special recognition for their contribution to the Chapter

7.2. National, Regional and State Officers

7.2.1. National Regional and State Officers should receive a complimentary meal when they attend local Business Resource Meetings. This excludes local chapter members who may hold these officers.

7.3. Non-Members

7.3.1. Qualified prospective members may attend Business Resource Meetings as guests at an additional fee of \$10 per event.

8. Awards and Recognition

8.1.1. Member of the Year

8.1.1.1. Eligible nominee shall be a current member of the National Women's Council of REALTORS®, as a REALTOR® for a minimum of 2 (two) consecutive years.

8.1.2. Affiliate Member of the Year

8.1.2.1. Eligible nominee shall be a current member of the National Women's Council of REALTORS®, as a National Affiliate Member or as a Local Affiliate Member for a minimum of 3 (three) consecutive years.

8.1.3. Certificates of Appreciation

8.1.3.1. Certificates of appreciation will be obtained, determined and delegated by the outgoing President and presented during the installation of Officers at the expense of the Chapter.

8.1.4. Educational Awards

8.1.4.1. Educational awards as determined by the budget line item will be distributed by the guidelines set forth by the Governing Board every year. Each award shall not exceed \$100.00 per member per year.

8.1.4.2. Educational award account shall be funded through profits of annual events of the year the scholarships are being awarded. 10% of all the profits of each event is to be placed into the Scholarship account. If for any reason the scholarship account has a remaining balance carried over from the outgoing year into the new year the funds from the previous (outgoing) year can be used for the present (new) year.

8.1.5. Other Recognition

8.1.5.1. Other recognition for participation can be voted on by a majority vote of 3 of the governing board if the allotted amount or recognition is within the guideline of the current budget.

8.1.6. Business Woman of the Year Award

8.1.6.1. Recognizing a person that is not only advancing in her/his business but also is doing great things for others in / around the community she/he works in.

9. FUNDRAISER GUIDELINES

9.1. Fundraising Events

9.1.1. Budgets for sponsorships for special events and guidelines for each special event to be approved by Governing Board prior to the start of any promotion of such event. The budget and all money to be spent needs to be signed by the chair but approved by the board. Chair of fundraiser must present to the board the final numbers prior to any donation to charities is to be released.

9.1.2. The board will confirm the donations as followed:

9.1.2.1. The charity/ non-profit/ or organization will receive a **portion** of all proceeds that have been collected from the event, but the portion kept shall not be less than the portion donated; however, the portion kept can be equal to/ more than the amount to be donated.

9.1.2.2. 10% of the kept funds should be placed in the scholarship award account which is to be used to reimburse active member(s) for a portion / full cost of a NAR or WCR certification or designation course(s) that was paid for and completed by the active member the year of the scholarship being awarded.

10. Managing the Retention of the 501(c6) not-for-profit Status

10.1. Treasurer shall prepare and send the Statement of Identity (SOI) normally due in February of each calendar year.

10.2. Annual Minutes must be taken and placed with the corporate documents which shall be maintained in a safe location, physically and electronically.

10.3. All financials shall be maintained according to the IRS and State tax guidelines.

10.4. Taxes shall be timely filed by a knowledgeable tax accountant, and any tax owed paid on time.

10.5. A 501(c6) cannot receive contributions or donations, and the donor cannot receive a tax deduction.

10.6. Whenever WCR St Tammany sponsors events whereby a charity, (a 501 c3) such as the Bras for a Cause where as a breast cancer center(s) is a recipient of a portion of the WCR event proceeds, then, all flyers and advertising shall boldly state the name of the charity who is the recipient of only a PORTION of the proceeds.