**GUIDELINES for WCR REGIONS**

**Section I. PURPOSE OF THE REGION**

The purpose of the Region is to provide a strong, organized link between State Chapters and the national WCR.

**Section II. DESCRIPTION OF REGION**

The Region is comprised of the states of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.**

**Section III. Regional Committee**

· Composition

* + Current Regional Vice President (RVP)
  + Most Recent Past RVP willing and able to serve
  + Current State Chapter Presidents
  + Current State Presidents-elect
  + Current State Governors
  + The RVP-elect, upon selection by the Regional Committee at their May meeting

· Governance

The Regional Committee is entrusted with fulfilling responsibilities as follows:

· Responsibilities

▪ Annually elects the next year’s Regional Vice President from among members who have served on the Regional Committee within the past three (3) years.

🔾 No name shall be placed in nomination without the consent of the nominee.

▪ Elects one member annually from among its Regional Committee members to serve on the national WCR Nominating Committee as an Alternate in case the RVP cannot serve.

▪ Hears statements from all candidates from within the Region for the position of national WCR Financial Secretary and makes appropriate recommendation to the national WCR Nominating Committee.

▪ The RVP-elect appoints, and the Regional Committee approves, a member to serve as Financial Oversite person to help the RVP and ExecVP oversee the region’s finances and to be on Budget & Finance Committee to prepare the next year’s budget.

🔾 The Finance & Budget Committee consists of three (3) members: the current RVP, RVP-Elect, and Financial Oversight person.

🔾 There must be 3 members to prepare the budget. If in May, the current RVP or Financial Oversight person is selected to be the RVP-Elect, the Regional Committee must appoint a 3rd person to serve on the Finance & Budget Committee to prepare next year’s budget.

▪ Determines the annual per-member Regional Assessment, if any, to be billed in January. Assessments are billed based on the number of members December 31.

* + Changes must be approved no later than the Annual Conference.
  + Optional: Plans and delivers a regional or joint regional conference and sets registration for same.

▪ Prepares and disseminates conference information to stakeholders

* + Develops and approve an annual regional budget
  + Reviews regional financial statements
  + Records and disseminates to Regional Committee members the report of Regional Committee meetings.

· Chaired by current RVP at the Midyear Meeting, Chaired jointly by RVP & RVP-Elect at the Fall Annual Conference; in the absence of the RVP the group will select a temporary chair.

· Sub-committees comprised of WCR members in the region may be appointed by the RVP to accomplish the purposes of the region. RVP serves ex-officio on all sub-committees.

· Proxy voting and/or representation not allowed.

**Section IV. FINANCIAL AUTHORITIES**

· Region has authority to charge registration fees for regional conferences

· Region has authority to charge assessments from constituent states, usually based on a per-member formula so that large chapters pay more and smaller chapters pay less.

· RVP, WCR Executive Vice President (ExecVP) and one other member of the Regional Committee have control and authority over all regional funds.

· ExecVP will maintain regional funds in an appropriate account, including any accumulated funds.

· ExecVP will be responsible for bookkeeping and management of regional account and for submitting periodic accounts to the regional committee

· ExecVP will make books and funds available to the new RVP within 15 days after the Fall Conference in November.

· Audits of regional funds will be conducted by outside, independent auditors in conjunction with the WCR organizational audit.

**Section V. MEETINGS**

· The Regional Committee will meet twice a year in conjunction with WCR national meetings.

· Special meetings of the Regional Committee may be called by the RVP provided at least ten days notice is given. May be by conference call or other means such that all participants can hear each other speak.

· Quorum will be 30% of Regional Committee members, provided these members belong to more than one state chapter.

· Meetings will be open to WCR members in the region, except when selecting an RVP from among its members.

· In order to transition smoothly from one year to the next, the Regional Committee will interview candidates for RVP at the Fall REALTORS® Conference & Expo and elect at the Midyear Meeting.

· At meetings where the Regional Committee selects the next year’s RVP from among their number, each candidate will be asked to address the group. At no time should any member of the Committee be excused from the room, since candidates are Committee members and should therefore be present throughout the entire deliberation, so that they may cast informed ballots.

**Section VI. OPTIONAL REGIONAL CONFERENCES**

- Regional conferences are not required

- will be held jointly with at least one other region whenever possible

- will be held within 50 miles of an airport serviced by major U.S. carriers

- will be programmed with real estate and chapter management topics to maximize business value for the attendee

**Section VII. REGIONAL VICE PRESIDENT**

· Position established, described and administered in WCR national bylaws.

· Serves on the national WCR Nominating Committee, provided she/he is not a candidate for national WCR Line Office. (The Regional Committee also selects a qualified Alternate in case the RVP cannot serve.)

· Additional duties and responsibilities as may be assigned by the National President

· Presides over meetings of the Regional Committee

· Serves as the reciprocal communication link in matters between national and the state chapters of the region.

· Attends State Chapter meetings when such action can be helpful or when the prestige of the office will enhance their programs and/or effectiveness.

· Schedules meetings as warranted with officers in the region during WCR national meetings to improve understanding, cooperation and two-way communications.

**Section VIII. STATES’ RIGHTS**

· The State Chapters in the Region affirm their desire to act together in determining regional policies and in nominating candidates. This affirmation does not preclude State Chapters from taking business directly to the national WCR Governing Board.

· States within a WCR Region that do not have a State Chapter and wish to have representation on the Regional Committee must grow their membership accordingly.

▪ Once 50 members are achieved, the members in the state may nominate a State Governor, who, upon approval, will automatically serve on the Regional Committee.

▪ States with at least 50 Active members and two Local Chapters may charter a State Chapter, if desired, in which case their State Governor, State Chapter President, State President-elect will automatically serve on the Regional Committee.

**Section IX. FISCAL AND ELECTIVE YEAR**

· Will be the same as National WCR (currently January 1 to December 31).

**Section X. AMENDING THESE GUIDELINES AND STANDING RULES**

· Amendments to these Guidelines, and to any Standing Rules the Regional Committee may approve, must be consistent and in accord with National, State Chapter and Local Chapter Bylaws. In any case where there is a contradiction or conflict, the bylaws will prevail.

· Advance written notice of proposed changes must be provided to Regional Committee members as follows:

🔾 Amendments to Regional Guidelines must be provided to members of the Regional Committee at least 30 days prior to the meeting at which the proposed amendment is scheduled for consideration.

🔾 Amendments to the Standing Rules may be approved as follows:

- With advance notice of at least 30 days, amendments may be approved by a simple majority of the Regional Committee members present and voting, provided a quorum is present.

Without advance notice, amendments must be approved by a two-thirds majority of the Regional Committee members present and voting, provided a quorum is present.

· Amendments to these Guidelines and to Regional Standing Rules are without force unless/until approved, first by the national WCR Bylaws Committee and then by the Governing Boards of the Region’s constituent State Chapters.

· Amendments made by the national WCR Governing Board to these Guidelines are automatically binding upon the Region.

**Section XI. PARLIAMENTARY AUTHORITY**

· *Robert’s Rules of Order*, latest edition.