

**STANDING RULES FOR THE WEST SUBURBAN CHAPTER
OF THE WOMEN'S COUNCIL OF REALTORS** Revised-January 2019

I. Meeting

**A. Network
Meeting**

Regular Chapter meetings shall be held on the 1st or 2nd Thursday of each month. Occasional exceptions will be allowed. **B. Governing Board Meetings**

Governing Board meetings shall be held at least four (4) times per year. Governing Board meetings will be called by the President. A complete agenda is to be prepared and distributed to each participant at the meeting.

II. Election

**A. Officer
Qualifications**

Members nominated for office shall have the following qualifications:

1. The President, President Elect and Vice President of Membership are to be National Members of the DuPage/Will Chapter of the Women's Council of Realtors.
2. Refer to the National By-Laws Section on officer duties in The Women's Council of Realtors, "Leadership Policy

and

Procedure manual”. 3. The President and President Elect shall attend two (2) State WCR meetings and one (1) National WCR meeting, the Illinois Orientation meeting and all local Governing Board Meetings as well as the monthly local chapter meeting. These Meetings are consequential to the performance of the duty of the office.

B. Procedures

1. Voting Eligibility

At the Annual Election Meeting, only those West Suburban members who dues have been paid in full and are members of record in the National Organization of The Women’s Council of realtors shall be entitled to vote.

2. Rules of the Day

The President will prepare “Rules of the Day” instructing the voting members how the election of officers shall be conducted.

III. Installation of Officers

A. The President Elect (incoming President) shall appoint an

Installation Committee at the beginning of the President

Elect's term, which shall make arrangements for the Installation in the year to follow. The incoming President May select the individual who will act as master or mistress of Ceremonies during said installation event.

B. The outgoing President shall have the duty of obtaining the

incoming President's pin at the expense of the West Suburban Chapter in sufficient time for the presentation at the Installation Ceremony.

C. The incoming President shall obtain, at the expense of the

West Suburban Chapter, a gift and/or plaque to be presented to the outgoing President at the Installation Ceremony.

IV. Duties

A. Officers West Suburban Network Officers shall abide by the WCR Bylaws, the Chapter's Standing Rules and the responsibilities relative to their office as outlined in the WCR "Leadership Policy and Procedure manual".

1.

President

a. The President takes office January 1. If the budget

permits the executive officers shall be provided with a copy of the WCR “Leadership Policy and Procedures Manual”. b. The President and President Elect shall organize the year during the Local Chapter Orientation meeting as outlined in the “Leadership Policy and Procedure Manual”, prior to taking office. c. The President shall extend an invitation to the WCR State President and WCR State Governors to attend at least one local chapter and /or local chapter governing board meeting.

2.

President-Elect

a. The President-Elect shall serve the President as needed

And learn the role and duties of the President during the year.

3.

Treasurer

All monies received for the chapter shall be deposited in the account of the Chapter in a financial institution as specified by the Governing Board. One (1) signature shall be required on all checks. The President and the Treasurer will be the legal signatures. The Treasurer

shall keep computerized accurate records. The Treasurer shall perform such other duties as outlined in The “Leadership Policy and Procedure Manual”.

4.

Secretary

The Secretary shall take minutes at all meetings. All

minutes shall be verified by the President and signed by the Secretary before they are disseminated according to the custom, which may be U.S. mail or e-mail, or distributed at each Chapter meeting.

5. Committee

Chairperson

All outgoing committee chairperson shall make a written report of the committee's accomplishments at years end and pass on committee materials to the incoming committee chairperson. The incoming committee chairperson can recommend to the President possible members to serve on their committee who that President may consider appointing.

V. Financial Matters

A. Reimbursed

Expenses

The annual budget will establish a maximum to be allocated for the President, President Elect, Treasurer and Secretary. The fund's are to be reimbursed for expenses incurred at National Meetings. All eligible participants will receive 1/3 of their budgeted allotment for attendance at the 2 National meetings Attended and one (1) Regional meeting.

B. Audit

The President shall appoint the audit committee. Two weeks prior to the end of the year, the Treasurer's books shall be audited. The auditors shall report on the completed audit at the first chapter meeting of the following year.

C.

Budget

The Chapter shall operate within a budget, which shall be approved at the first Chapter meeting of the year.

1. The Treasures and all chairman shall constitute a Budget

Committee that will prepare a proposed budget in sufficient time to be received at least seven (7) days prior to the first Governing Board meeting. The revised budget will be presented to the general membership for approval.

2. Any unbudgeted expenditures must have the approval of the

President and three (3) Executive Committee members.

D. Ways and

Means

The suggested use of Ways and Means proceeds is scholarships, educational projects and community service projects.

1. Separate
Accounting

The Chapter shall keep a separate accounting of all proceeds received from fund-raising projects by line item.

2. Possible Deficit
Obligation

No ways and means project shall be undertaken which could create a deficit obligation for the chapter with out governing Board approval.