**STANDING RULES OF THE MEMPHIS NETWORK OF THE
WOMEN'S COUNCIL OF REALTORS ®**

February 7, 2022

I. PRESIDENT AND OFFICERS

1. The terms of the President and Officers shall run on a calendar year January 1' through December 31St.
2. Election of Officers shall be held at the September Meeting. The Installation of the new Officers is to be held prior to December 31°.

II. REIMBURSEMENTS & EXPENSES

A. The President and President-elect shall be reimbursed for WCR expenses incurred for the following events:

1. TAR State Convention;
2. NAR Convention;
3. WCR functions in either Washington D.C. or Chicago, Illinois;
4. Regional meetings;
5. State Orientation.

B. No expense will be reimbursed without receipts. Receipts shall be submitted within 30 days of event.

C. Officer Travel Expenses: The President, President-Elect and Membership Director shall each receive reimbursement for event registration and travel expenses, as the budget allows. This amount is to be determined each year by the Governing Board of the preceding year. The Early-Bird Registration fee for each event will be paid for Treasurer, Membership Director, 1st Vice President/Secretary, and any "co" officer, if applicable. State Orientation travel expenses shall be reimbursed for all line officers (President, President-Elect, Treasurer.The President-Elect expenses for attendance at the Leadership Academy in Chicago to receive LCP training shall be reimbursed. All reimbursements must be budgeted by the current Governing Board.

D. All committee chairmen must have the approval of the President before making /am., commitments to purchase materials.

1. The President-Elect must approve all of the President's reimbursements.
2. Reimbursements of NAR and TAR conventions will be restricted to the time frame that includes the sanctioned Women's Council of Realtor's events. This will include travel and hotel stays for the night prior to and the night following the sanctioned Women's Council of Realtor's events, if warranted.
3. Reimbursements are to be made after receipts are submitted to the Treasurer (within 30 days of transaction).
4. No reimbursements shall be made, notwithstanding the tetras contained herein, unless the individual seeking reimbursement has actually traveled to and attended the event for which reimbursement is sought.

III. FUNDRAISING AND DONATIONS POLICIES

1. A portion of the funds raised at the major fundraiser for the year will be donated to charities that have been designated by the President, and is approved by the Governing Board.
2. The President shall choose at least 2, but no more than 3 charities who shall each receive a $250 donation from the Network, which shall be approved by the Governing Board.

IV. CHAPTER FUNDS

Monies held in reserve by the Network may be used for the following purposes and must be approved by the membership:

1. To help sustain the Network during depressed markets,
2. For National Speakers,
3. For education courses.

V. STATE OFFICERS

When a State Officer is invited to a Network Meeting, he/she is the guest of the Network and the Network shall pay for his/her meal.

VI. MEMBERS

A. New members shall be recognized with a Certificate of Membership and shall be provided with a hard copy of the Local Network Directory of Membership or with the link that allows the new member access to the information online.

1. Reservations for all Network Meetings shall be a financial obligation to be paid by the member unless cancelled 24 hours before the meeting date and time. Members will be billed for expenses if a reservation is made and the member is a "no show".
2. Handling fee of $25 will be charged for any returned check.
3. Receipts to be given to Member for any cash paid. A copy of the receipt to be given to the Treasurer.
4. Bills and reimbursement requests shall be given to the President to be reviewed and initialed before being sent to the Treasurer for payment. This is to be done within 30 days of the transaction, which shall be defined as that moment when payment has been received and collected by the vendor, and the Member shall present receipt.

VII. STANDING COMMITTEES

The Awards Committee Members shall consist of: Network President, Network President-Elect, Immediate Past President, the immediate past year's Member of the Year, and the immediate past year's Affiliate of the Year.

VIII. DUES

1. Effective January 1, 2014, annual membership dues for Local Affiliate Members shall be $189.00, which shall increase annually according to increases in State and National Dues.
2. Effective January 1, 2014, annual membership dues for Non-resident members shall be $189.00, which shall increase annually according to increases in State and National Dues.

IX. CREDIT CARD AUTHORIZATION AND USAGE

1. The Network may obtain a credit card /Debit Card in the name of the Memphis Network of the Women’s' Council of Realtors for the purpose of paying for certain

expenditures as described herein. The credit card may only be applied for and obtained by a majority approval of the Governance Board.

1. The credit card chosen must provide a reward points program to benefit the Network.

C. The credit card shall be paid off each and every month and maintain a zero

balance.

D. Only the President and Treasurer shall have access to the usage of the credit

card,/debit card and shall be the only signatories for the credit card/debit card.

E. All expenditures charged to the credit card /debit card by the President must first be approved by the Treasurer and the President-elect who shall certify and confirm that there are enough funds in the Network’s accounts to pay for the credit card /debit card chargees.

F. .. . All credit cc/dc charges over $1,000.00must be approved by a majority of a

quorum of the Governing Board, except for the Network's monthly membership luncheons which shall be approved herewith for a maximum charge of $3,000.00 without the need for Board approval.

1. The cc/dc may be used solely for the following purposes:
2. Travel expenses for members of the Board to Board approved events;
3. The Network's monthly membership luncheon;
4. Supplies for the Network’s fundraising events and/or special events which are approved by the Board;
5. Venue Rentals, catering, and other event expenses for events approved by the Board.
6. Registration costs and related fees needed for attending Board approved seminars, conferences and other Board approved events.

H. The following measures shall be taken in order to prevent abuse of cc/dc

privileges and credit card fraud:

1. The Treasurer shall carefully review all cc /dc statements for unusual or unauthorized charges to the credit card/debit card(s).
2. The Treasurer shall provide copies of the monthly credit card statements to the Governing Board at each meeting as part of the Treasurer's financial report.
3. The Network shall obtain credit card fraud protection and insurance through the relevant credit card company(s), the extent of which shall be approved by a majority vote of the Governing Board.
4. Receipts for cc/dc charges must be provided to the Treasurer within 30 days of any and all expenses charged. Any charges for which the Treasurer has not received a receipt shall be deemed an unapproved charge and the member for whom the expense was charged shall reimburse the Network for the full amount of the amount charged.
5. In the event that a cc/dc receipt is lost, the relevant Member shall petition the Governance Board and provide the Board with a Lost Receipt Affidavit for review. The Governance Board shall approve or deny the petitioning Members Lost Receipt Affidavit by a majority vote. A denial of the receipt shall require that the petitioning Member reimburse the WCR for the sums charged to the WCR cc/dc for that particular expenditure.
6. The provisions of this Article IX shall be subject to annual review by the newly elected incoming Governing Board, who shall review this Credit Card Policy, Uses and Authorization. The new Board shall vote to approve, modify or void this Article by a majority vote of the Board, except that this Article may be voided by the sitting Board for one year only. This Section 5 of Article IX shall survive any Governing Board decisions so as to retain the ability of each new Board to the use of a credit card if it deems it prudent.

X. MISCELLANEOUS PROVISIONS

A. When it is necessary for WCR to make the travel arrangements for meetings and seminars, the Chapter will make a good faith effort to select travel arrangements that do not pose a safety threat to its participants."

1. WCR Governing Board Members, Committee Members and Members at large shall not be liable for any events or decisions or issues contemplated made by said individuals in the governance, management or service to the Memphis Area Women's Council of Realtors.
2. WCR Governing Board Members, Committee Members and Members at large shall comply with any and all additional provisions, requirements and policies that may be included in this document.
3. This document may be modified in writing only by a majority vote of the sitting Governance Board.
4. These amendments and modifications to the Standing Rules shall be effective beginning January 1, 2022.

**MEMPHIS WCR CHAPTER
CONSENT TO SERVE**

I, the undersigned, acknowledge that I have the opportunity to serve the Women's' Council of REALTORSC as a Local Chapter Officer and I am willing to serve if elected. If elected I agree to the following:

1. To attend all meetings during my term as specified in the Memphis Chapter's Standing Rules including, but not limited to, both National Association of REALTORSO meetings and both Tennessee Association of REALTORSC meetings.
2. To keep myself informed of current issues affecting the Women's Council of REALTORSC;
3. To represent in my voting and public positions, the consensus opinion of my constituency and support all decisions reached by the body as a whole;
4. Additionally, I hereby certify that I have sufficient financial support and means to personally fund my travel and meeting expenses prior to and during the meetings, and understand **I** will only be reimbursed for expenses when and if I comply with the reimbursement procedures that are set forth in the Standing Rules of the Memphis Chapter of the Women's Council of Realtors 0, as may be amended. I hereby certify and confirm I have received and read a copy of said Standing Rules and I agree to be bound by its terms.

Signature Date

**,0-... Possible items that should be included in standing rules:**

I. A general travel policy which briefly states the chapters policy on making travel plans and

arrangements that are based on a good faith effort to obtain the most cost effective, yet safe, rates and discounts.

1. A disclaimer that the individual is responsible for complying with all travel requirements and that the chapter is not liable for any traveling mishaps. Some kind of protection from various liabilities?
2. An express limit on certain expenses such as car allowances, daily meal expenses, flights, hotels, cell phones, taxis, gratuities, tips, etc.
3. A description of those items that are non-reimbursable. This would be good since it would make it clear to the member what types of expenses would be coming out of their own pockets prior to making the expenditure.
4. What if a member wants to bring a guest with him/her?
5. Do we want a process for maintaining and handling receipts?
6. Do we have a standard reimbursement form or expense log? If so, it needs to be attached to the Standard Rules and possibly updated.
7. A general release and waiver of liability form.



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*Getting to Yes.. Negotiating Agreement Without Giving In
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*Live Out Loud*

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*Mavericks at Work*

*Maestro*

*Pay It Forward (DVD)*

*Road to Relevance*

*Race for Relevance*

*Rules to Live By For Realtors°
Six Thinking Hats*

*The Starbucks Experience*

*Surviving Your Serengeti*

*Swanepoel Trends Report*

*Taking Care of Business*

*The 17 Essential Qualities of a Team Player
Webster's Robert's Rules of Order
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