



Standing Rules

Women's Council of REALTORS - Birmingham / Bloomfield Chapter

FINAL REVISION DATE: October 13, 2015

Table of Contents:

2. Standing Committees: Education, Ways & Means
3. Standing Committees: Marketing, Membership (Realtor & Affiliate)
4. Standing Committees: Hospitality, Nominating
5. Standing Committees: Audit
6. Administrative: Duties of the President
7. Administrative: Duties of President-Elect, VP of Membership, VP of Affiliates
8. Administrative: Duties of Treasurer, Secretary
- 9.. Officer Travel Requirements and Reimbursements

Approved & adopted by the Executive Board: _____ / _____ 2015
Month Day

STANDING COMMITTEES

Educational Programming

Education & Programming Committee Responsibilities:

1. Plan and present a minimum of eight (8) programs consistent with WCR's Mission Statement. All programs for the year must be in place by **February 15th**.
2. To keep the Membership informed of educational opportunities available to them through Associations, industry related organizations, as well as other Women's Council of REALTORS Chapters and GMAR.
3. Maintain contact with National/State WCR Chapters regarding Performance Management Courses held throughout the State and ensure they are posted on the website.
4. Communicate with the Marketing Committee regarding the promotion of educational programs at the local level.
5. Present an annual educational course e.g. Performance Management Course, for the benefit of the local chapter membership. Any member of the Birmingham/Bloomfield Chapter is eligible for a scholarship of \$100 towards this or any other Continuing Education on a first come, first serve basis as long as funds are available. Limit one class per year per member. Member to submit a request for reimbursement of the \$100 within 30 days of completion of course.

Ways and Means Committee

Ways and Means Committee Responsibilities:

1. Plan and implement fundraising programs to accommodate the Chapter's expense budget. Suggestions include:
 - A. Platinum Sponsors (Open to Brokers and 12 Affiliate Members on a yearly basis who are in good standing with WCRBBC.)
 - B. Business Resource Meeting Sponsors (Affiliate members only)
 - C. Holiday Event
 - D. Other – to be approved by the Governing Board
2. Coordinate with the Marketing Committee on all promotions, flyers and publicity. These items must be reviewed by the Executive Board.
3. Solicit sponsors for monthly Business Resource Meetings.
4. President Elect to oversee the Ways and Means Committee.

STANDING COMMITTEES – cont.

Marketing Committee

Marketing Committee Responsibilities:

1. Enhance the Women’s Council of REALTORS’ image in the community through articles and news releases regarding projects and programs presented by WCRBBC when applicable.
2. Chair to assign one active member to submit articles to GMAR (Greater Metropolitan Association of Realtors) and NOCBOR (North Oakland County Board of Realtors) regarding WCRBBC events and meetings.
3. Actively promote WCRBBC to the membership of GMAR (Greater Metropolitan Association of Realtors) and NOCBOR (North Oakland County Board of Realtors)
4. Maintain open communication with all Committee Chairpersons
5. Promote all local WCRBBC activities as needed.
6. Create a sub-committee to produce a monthly newsletter/calendar for distribution amongst the Membership.
7. Produce invitations/postcards/evites for WCRBBC Business Resource Meetings.
8. Monthly report is to be presented to the Executive Board.

Membership Committee (Affiliates and Realtor Memberships)

Membership Committee Responsibilities:

1. Receive, review, approve and process new applications for all members.
2. Create a membership recruiting/retention program promoting membership benefits and membership campaigns, as directed by WCR National.
3. Recognize new members.
4. Organize, update and arrange distribution of membership directory in Dropbox.
5. Local affiliate dues shall be \$150.00 per calendar year. Invoices shall be mailed out NO LATER than **December 1** and are due paid by **January 10**. This amount will be subject to change if the Executive Board deems it necessary. Pro-ration of dues will be allowed if an individual/company affiliate joins in the middle of the year.

STANDING COMMITTEES – cont.

6. Membership Committee will be overseen by the Vice-President of Membership.
7. Member Orientation will be held at least four (4) times per year.

Hospitality Committee

Hospitality Committee Responsibilities:

1. Receive & greet members & guests at Chapter Business Resource Meeting each month.
2. Be present at all functions 15-20 minutes prior to start time.
3. Arrange for registration and sign-in at the Business Resource Meeting along with Secretary and Treasurer.
4. There will be no charge to attend Business Resource Meetings for the following: State Officers, Speaker, Current Chapter President or Gold & Silver Sponsors for their specific events.

Nominating Committee

Nominating Committee Responsibilities (WCR Awards):

1. Consists of the previous year's Member of the Year recipient & Past President & three Realtor members to be appointed by the President
2. Distribute & process applications for and select the REALTOR Member of the Year, Entrepreneur of the Year, Affiliate of the Year & Heart of WCR (recognized only by WCRBBC) and secure awards for each. These applications are to be emailed no later than **September 30** and returned no later than **October 15**.
3. Nominations to be presented to the current Executive Board for review and vote, following which, award recipients are to be notified and invited to attend and receive their awards on a date and at a venue to be determined..
4. Purchase special gifts, awards, cards and or/flowers at the request of the President or other member of the Executive Board.
5. Invite and make arrangements for Member of the Year, Affiliate of the Year & Entrepreneur of the Year to attend the WCR State Chapter banquet as guests of the Chapter.

STANDING COMMITTEES – cont.

Nominating Committee Responsibilities (WCR Awards): - cont.

6. This committee is responsible for maintaining the list of past award recipients for WCRBBC Chapter directory.

7. All Executive Board Members are exempt from all nominations.

WCR Officers Nominating Committee Responsibilities

1. Committee shall consist of the past President, Vice President of Membership and 2 elected members.

2. Slated officers must be posted 10 days prior to election meeting and distributed to all WCRBBC members and affiliates prior to October 15.

Audit Committee

Audit Committee Responsibilities:

1. Consists of three (3) members, one of whom shall be a past Treasurer, President- Elect and a WCRBBC member. This committee is not to include the current President due to possible conflict of interests.

2. To meet twice per year to review all financial records kept by the Treasurer.

3. Ensure that all records balance with relevant bank statements, that all deposits have been made appropriately and that all disbursements have been made in accordance with the receipts that have been-submitted.

4. Report to the General Membership annually with a written report at the January meeting for the previous year. This report is to be presented as a handout to the membership at the registration table.

5. Submit a budget and plan for each event for approval to the Executive Board.

ADMINISTRATIVE

The Executive Board consists of:

- a. President
- b. President-Elect (automatic successor to Office of the President)
- c. Vice-President of Membership
- d. Secretary
- e. Treasurer
- f. Past President

Attendance: It is imperative that all Executive Board members attend all meetings. In the event a Governing Board member has in excess of 3 UNEXCUSED absences, he/she may be considered for replacement and/or removal.

Duties of Executive Board Officers: (Each term commences January 1st)

President shall:

- A. Attend WCR State and National meetings e.g. workshops, Governing Board sessions and orientations as deemed necessary and when feasible.
- B. Instruct the Secretary to distribute copies of the Current Bylaws and Standing Rules to Executive Board Members and Committee Chairpersons.
- C. Prepare written Agenda and distribute report of all pertinent information received from Women's' Council of Realtors, both National and State.
- D. Prepare and print Agenda and Minutes for all Board and General Meetings.
- E. Responsible for submitting all State and National reports.
- F. Assemble a Leadership Manual for each incoming officer at Chapter expense. The Leadership Manual should include the Bylaws, Standing Rules and Expense Reports. Review duties with each Officer and Committee Chairperson.
- G. Sign checks in the absence of the Treasurer
- H. Make sure gavel is present at all meetings
- I. Be knowledgeable of Bylaws and Standing Rules.
- J. Approve reimbursement of all allowable expenses as related to WCR business, travel and/or Education prior to disbursement by Treasurer.
- K. Send invoices w/personalized letter to Platinum Sponsors and follow up as required

ADMINISTRATIVE – cont.

President-Elect shall:

- A. Be a liaison to the Program & Education Committee and plan Agenda for the Year.
- B. Attend the Leadership Academy in August.
- C. Attend WCR State and National meetings.
- D. Fill in for the President in the case of his/her absence.
- E. Be knowledgeable of the Bylaws and Standing Rules.
- F. Be aware of National and Local Affiliates and Realtor Members.

Vice President of Membership shall:

- A. Oversee the Membership Committee
- B. Keep a current Roster of Members and Affiliates in Dropbox and grant access to the Roster as needed.
- C. Recruit new Realtor Members and Affiliates.
- D. Be knowledgeable of Bylaws and Standing Rules.
- E. Forward new member/affiliate information and renewal fees to National in a timely manner.
- F. Monitor reservations for each Business Resource Meeting and communicate number of attendees to meeting venue.
- G. Verify that the meeting room is set up appropriately (i.e. flag, WCRBBC banner, (2) easels for Platinum Sponsor Boards, reservation tent cards, microphone, podium). No additional requests to be made unless previously approved by the Executive Board.
- H. Request Business Resource Meeting venue to provide a skirted table for WCRBBC registration.
- I. Request Business Resource Meeting venue to provide a skirted table for Platinum Sponsor materials and a secondary table for Gold & Silver Sponsor materials.

ADMINISTRATIVE – cont.

Treasurer shall:

- A. Maintain Quick Books, showing receipts and disbursements
- B. Deposit all funds, upon receipt, in accounts designated by the Executive Board.
- C. Write and sign checks (all bank accounts to include Treasurer and President on signature card).
- D. Prepare Annual Budget and present to Executive Board
- E. Prepare statement for the Executive Board Meetings showing approved Budget and year-to-date figures, subject to audit. Each fundraiser or project to be shown on separate report and attached for reference.
- F. Disperse checks for reimbursement for permitted expenses as related to WCR business, travel and/or education following written approval by the President.
- G. Reimburse Officers' expenses as allowed by the Budget and Travel section. All expense reports to be turned in **within 30 days of the event** for reimbursement. For the final event of the year, expenses to be submitted by **December 15th**, to facilitate closing of books by **December 31st**. See travel section for approved expenses.
- H. Treasurer shall not reimburse any expense request if Checking Account balance is less than \$15,000.00 without Executive Board approval.
- I. Notify State Women's Council of Realtors of any change in Chapter dues per Bylaws.

Secretary shall:

- A. Record minutes at all Executive & General Board Meetings & file in Dropbox within two weeks of meetings. Advise Executive Board members accordingly & make copies available at following month's Board Meetings.
- B. Maintain attendance records and documents pertinent to all meetings & file in Dropbox
- C. Furnish members of the Executive Board with current Bylaws and Standing Rules.
- D. Immediately following Annual Elections of Officers, file a report to Executive Vice-President of State Women's Council of Realtors with names and addresses of those elected.
- E. Coordinate with President as to who shall send Thank You notes to VIP guests who attended a Business Resource Meeting

ADMINISTRATIVE – cont.

F. Send a memorial, on behalf of WCRBBC, in the event of a death in the immediate family of a member of the Executive Board or as otherwise approved by the Executive Board.

OFFICER TRAVEL REQUIREMENTS AND REIMBURSEMENTS

1. Only Officers who are required to travel on behalf of WCRBBC related events will be considered eligible, budget permitting e.g., President, President-Elect, Vice President of Membership, Secretary and Treasurer will travel to Mid-Year and Nationals. Others may be invited to travel as voted necessary by the Executive Board.

2. All meetings, including Executive Board meetings during Mid-Year and Nationals, must be attended while traveling at the request of Women's Council of Realtors.

3. Upon return and within 10 days, each attendee will submit a 1/2 page summary (available in Dropbox) to the Treasurer outlining the meeting event, speakers, important information/changes affecting WCRBBC, classes attended (when applicable) and expenses incurred. Permitted expenses incurred will not be reimbursed until the attendee's summary is received and expenses approved by the President. In addition, an attending Board Member will present a 5 minute summary at the next Business Resource Meeting.

4. When travel can be completed by vehicle, it is expected that attendees, Board Members included, will make every effort to carpool. Mileage will be reimbursed, per MapQuest, at .55 cents per mile and should be noted on the expense report when requesting reimbursement.

5. When staying in a hotel, officers & any approved attendees are required to share rooms booked at the convention rate. If an Officer or attendee chooses single occupancy, they will be responsible for 50% of the cost. Phone calls or room service charges will NOT be reimbursed.

6. Officers shall be reimbursed for coach airfare, standard mileage (if driving), hotel accommodations, registration & expenses as related to WCR business including travel and/or education and transportation to & from the Convention/Meeting only. No rental car fees will be reimbursed. All registrations are the responsibility of each registrant.

7. Meals not included in the registration will be covered by up to a \$60.00 Per Diem (no receipts required).

8. The cost of alcohol will **not** be reimbursed, under any circumstances, including planning meetings, State & Chapter meetings and dinners etc.

OFFICER TRAVEL REQUIREMENTS AND REIMBURSEMENTS – cont'd

9. Airfare & hotel reservations: Executive Board will determine if an Executive Board member will make reservations for all attendees or if each attendee will make their own based upon a pre-determined price range, whichever is more cost effective. It is understood that if any attendee does not book their airfare/hotel within the required price range or time frame they will be responsible for any difference in cost. It is also understood that if reservations are cancelled due to personal reasons, the attendee will be responsible for any resulting costs & penalties.

10. Treasurer to have the ability, upon review of receipts, to submit concerns to the Executive Board. Treasurer will not reimburse expenses that exceed approved budget.