Women's Council of REALTORS® Northwest Chapter
Standing Rules

I. MEETINGS

A. CHAPTER MEETINGS

Regular Chapter Meetings shall be held on the second (2nd) Tuesday of the month unless otherwise noted.

1. *ANNUAL ELECTION MEETING*
   The Annual Election Meeting shall be held between August 1 and October 15. It may be held in conjunction with a regular Chapter meeting.

2. *INSTALLATION MEETING*
   The Installation Meeting will be held in December. It may be held in conjunction with a Regular Chapter Meeting.

B. GOVERNING BOARD MEETINGS

Governing Board Meetings shall be held no fewer than six (6) times a year.

1. *UNEXCUSED ABSENCES*
   Any member of the Governing Board with two or more unexcused absences shall be construed as having resigned from the Governing Board.

2. *REINSTATEMENT*
   Such members whose seat was vacated in this manner may apply for reinstatement which shall require a majority vote of the Governing Board.

II. ELECTIONS

A. OFFICER QUALIFICATIONS

Members nominated for office shall have the following qualifications:

1. Held membership in a WCR Chapter for at least two years.

2. Has chaired a committee.

B. OFFICERS CONSENT TO SERVE

Officer nominees shall sign a consent to serve form after reading the job description.

C. PROCEDURES

1. *THOSE ELIGIBLE TO VOTE*
   At the Annual Election Meeting, only Active REALTOR® and National Affiliate Members whose dues have been paid in full and are members of record in the National WCR office shall be entitled to vote.

2. *TELLERS*
   A minimum of two tellers shall be appointed by the President. Nominating Committee members shall not serve as tellers.

III. INSTALLATION OF OFFICERS

A. ARRANGEMENTS

The incoming President, along with her Committee, shall make arrangements for the installation of officers and keep the current President informed.

B. PIN FOR INCOMING PRESIDENT

The outgoing President shall have the duty of obtaining the incoming President's pin at the expense of the Chapter either by mail or by purchase at the Annual Convention or in a convenient manner, in sufficient time for presentation at the Installation Ceremony.

IV. DUTIES

A. OFFICERS

Chapter Officers shall abide by the WCR Bylaws, the Chapter's Standing Rules, and the duties as outlined in the Guidelines for Officers.

1. PRESIDENT'S RESPONSIBILITIES

a. When the President takes office, he/she shall furnish each Office and Committee Chairman copies of duties as outlined in the Guidelines for Officers as they apply to each office and committee along with a copy of the Chapter Bylaws and Standing Rules. As soon as elected, the President shall organize the year as outlined in "LEADERSHIP POLICY & PROCEDURE MANUAL" in the Guidelines for Officers. He/She shall complete the invitation for Governor's Visit and the Report Forms for the Chapter by the specified dates.

b. President shall oversee and make sure training for the incoming Treasurer is done prior to the first of the year.

2. PRESIDENT-ELECT

President-Elect shall serve as Bylaws Committee Chairman and as Education and Program Chairman.

3. VICE PRESIDENT OF MEMBERSHIP

Vice President of Membership shall serve as Membership Committee Chairman.

4. SECRETARY

Secretary shall take minutes at all business meetings. All minutes shall be verified by the President and signed by the Secretary before they are disseminated according to Chapter customs (which may be by email or printed in the newsletter).

5. TREASURER

Outgoing Treasurer to train incoming Treasurer prior to installation.
All monies received by the Chapter shall be deposited in the account of the NORTHWEST CHAPTER of WCR of the NATIONAL ASSOCIATION OF REALTORS® in a financial institution selected by the Governing Board within 24 to 48 hours of receipt. One (1) signature shall be required on all checks; the signatures shall be the Treasurer's, President's or President-Elect's. The Treasurer shall keep written and accurate records on a financial software program(i.e. Quicken) of all dues payments, other receipts, checks issued, credit card transactions, and bank charges or fees, and in addition, perform other duties as outlined in the Guidelines for Officers.

B. COMMITTEE CHAIRMEN

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

V. MEMBERSHIP

A. NEW MEMBERS

1. New member applications and dues checks shall be collected by the Membership Chair-Man who shall forward National Membership applications to the National office and local affiliate applications to the Chapter Treasurer

2. *WELCOME CARDS*
   Welcome cards or letters of welcome shall be sent to each new member by the Membership Chairman, or otherwise designated person, on behalf of the Governing Board.

3. *INDUCTION CEREMONY*
   An induction Ceremony for new members may be conducted by the Membership Chairman at a meeting determined by the Governing Board. Such ceremonies may cover several months and shall be arranged as they fit into the regular program.

VI. FINANCIAL MATTERS

A. REIMBURSED EXPENSES

1. The President's expenses for registration, transportation, meals and lodging (up to 50% of published WCR room rate) to all National, Regional, and State Meetings shall be covered up to the maximum allowed by the budget. No more than 50% of the total budgeted amount can be allocated to any one meeting.
2. The President-Elect's expenses for registration, transportation, meals and lodging (up to 50% of the published WCR room rate) to the National and State business meetings shall be covered up to the maximum allowed by the budget. The expenses for registration, meals and lodging to attend the Leadership Academy are reimbursable up to the maximum allowed by the budget for that item.

3. The Vice President of Membership's expenses for registration, transportation, meals and lodging (up to 50% of the published WCR room rate) to the National and State Business meetings shall be covered up to the maximum allowed by the budget.

4. Member travel expenses (reimbursement) to the National, Regional and State Business Meetings shall be reimbursed as funds are available through the 50/50 raffle proceeds. (If the chapter budget allows, the registration expenses will be covered. Members eligibility is as follows: non-funded executive board members, committee chairs, up and coming leadership, currently paid national members in good standing. Amount distributed will be determined by executive board.

5. Expenses to be reimbursed may not be prepaid by chapter check. Expenses must be verified by an original bill or receipt.

6. Reimbursement will only be made after meeting attendance, but no later than 30 days thereafter. In order to receive reimbursement, attendance at specified sessions respective to the member's office is expected and this can be documented by providing a verbal report at the next Business Resource Meeting or by publishing a report in the next chapter newsletter.

7. Any coupons, certificates, promotional awards or vouchers received by Chapter Officers become the property of the Northwest Chapter for any travel paid for by the chapter when value exceeds $25.00.

8. Any revised budget figures relative to officers' travel must be approved by the Governing Board.

B. GUEST POLICY

1. *SPEAKER*
   Guest Speakers are to receive a complimentary meal or other special recognition for their contribution to the Chapter as is determined by the Governing Board.

2. *NON-MEMBERS*
   Qualified prospective members may attend a Chapter Business Resource Meeting as "guests" no more than twice within a reasonable time period, after which time they must become a chapter member in order to attend additional future meetings. This does not apply to a member's family or a special guest provided they are not eligible for WCR membership.

3. *GUEST FOLLOW–UP*
   All guests/prospective members shall be sent a follow-up letter along with a chapter newsletter within two weeks after attending Business Resource Meeting by the Vice President of Membership on behalf of the President.

C. RESERVATION OBLIGATIONS

1. FINANCIAL OBLIGATIONS
   Reservations for all Chapter meetings and events sponsored by the Chapter shall be a financial obligation to be paid by the member.

2. *CANCELLATON DEADLINE*
   A cancellation deadline shall be established for each meeting, event or ticketed function of the Chapter and shall be announced in the notice for that function.

3. *BILLING*
   If a registration is not cancelled with the established time period for that function, the Treasurer will send an invoice to the person who made the reservation.

4. FEE POLICY
   a. Members making a reservation will be charged for the registration cost whether they eat a meal or not.
   b. Bounced Checks: Member will incur all expenses for bounced checks. After (2) bounced checks, member is to pay in Cash Only.

5. NO RESERVATIONS

If members or guests wish to attend a chapter event without making a reservation before the deadline, they shall be accommodated on a space available basis only. They will not be guaranteed a meal and will be subject to a surcharge.

D. CHAPTER COURTESY POLICY

1. *MEMORIALS*

In the case of a death of a Chapter member, an appropriate memorial not to exceed $100 shall be selected. In the case of the death of a Chapter member's spouse, parent/in-law or child, an appropriate memorial not to exceed $50.00 shall be selected.

2. UNBUDGETED COURTESY EXPENDITURES

The Governing Board shall approve any unbudgeted courtesy expenses.

E. AUDIT

1) Prior to January 31 of any given year, the Treasurer's books shall be reviewed (See Guidelines for Officers.) The review committee shall report on the completed review at the February Governing Board meeting of the subsequent year.

2) Monthly: The Bank Account should be reconciled at the end of each month, at least by the following month and a copy of Bank Statement and Reconciliation forwarded to the President.

F. BUDGET

Any unbudgeted expenditure exceeding $50 shall require approval by the Governing Board.

G. WAYS & MEANS

1. *TAX EXEMPT*

To protect your tax exempt status as a nonprofit organization concerning Ways & Means fund raising projects, refer to IRS ruling information in the Guidelines for Officers.

2. *SEPARATE ACCOUNTING*

The Chapter shall keep a separate accounting of all proceeds received from the fund raising project, and or as determined by the Governing Board in advance of the Fund Raiser (i.e., scholarships, charity, etc.)

3. *OPERATING EXPENSE CAUTION*

Fund raising proceeds shall be used only for the project designated. Event Minimums/Guarantees must have prior Governing Board approval.

4. *POSSIBLE DEFICIT OBLIGATIONS*

No Ways and Means project shall be undertaken which could create a deficit obligation for the Chapter without the Governing Board approval.

VII. VIP POLICIES

A. STATE OR NATIONAL WCR OFFICE

When a member of the Chapter is elected to State or National WCR office, any expenses allocated by the Chapter shall be determined by and voted upon by the Governing Board. Such funds shall be included in the Chapter Budget.

B. HONORARY MEMBERS

Honorary members shall be elected by unanimous vote of the Governing Board on a yearly basis. Honorary members shall be exempt from paying Local dues. Honorary members shall not have voting privileges.

VIII. AWARDS & RECOGNITION

A. COMMITTEE STRUCTURE

The Awards and Recognition Committee shall be chaired by the most recent Member of the Year recipient who is active and able to serve. Members of the committee shall also be previous recipients and shall be appointed by the Chapter President.

B. MEMBER OF THE YEAR & AFFILIATE OF THE YEAR & ENTREPRENEUR OF THE YEAR

1. A Local Chapter Member of the Year and Affiliate of the Year & Entrepreneur of the Year shall be selected by the Awards and Recognition Committee from the recommendations from the membership (see Appendix for details of policy and procedures).

2. The Awards and Recognition Committee may recommend, in a timely fashion, a Local chapter member to be considered for the State Chapter Member of the Year.

C. SCHOLARSHIPS

1. Scholarships shall be awarded by the Awards and Recognition Committee within the budgetary guidelines set by the Governing Board.

2. There will be (2) $125.00 scholarships and additional scholarships in such amounts as determined by the Governing Board and the budgetary guidelines.

IX. CHAPTER ANNUAL REPORT

A. RESPONSIBILITY FOR PREPARATION

The Chairman of the Chapter Annual Report Committee shall be in charge of and the final authority on what goes in the Chapter Annual Report. The Chairman shall organize the Committee to assist her throughout the year. The Chapter President shall appoint a committee including the President-Elect to prepare the chapter annual report at the end of the year in accordance with the requirements as outlined in the report and to be submitted to National by the due date to maintain the chapter in good standing.

B. RESPONSIBILITY FOR CHAPTER ANNUAL REPORT

The last two years Chapter Annual Report shall be kept by the Chapter Annual Report Chairman to aid in putting the current book together.

X. CHAPTER CHARTER AND RECORDS

The President shall be responsible for maintaining the Chapter records and documents including, if any, the Charter and any other important documents on behalf of the Chapter.

APPENDIX – AWARDS & RECOGNITION COMMITTEE

1) What awards will be presented:
   A. Scholarships
   B. Member of the Year, Affiliate of the Year, and Entrepreneur of the Year
   C. CE Classes (if discounts, rebates or incentives are approved by the Governing Board and budget)

2. Who selects the recipients: The Awards & Recognition Committee selects recipients who meet the guidelines

3) Criteria for Eligibility:
   A. Scholarships
      1. Scholarships will be awarded to members who attended at least 8 chapter meetings within the current calendar year
      2. Proof of successful class completion must be present with the application
      3. Eligible classes can be:
         PMN (or other designation)
         CE classes
         Industry or Real Estate related class or related to an Affiliate Members profession

   B. Member of the Year
      1. Member must have done something to significantly benefit the Chapter
      2. Other factors considered could be State or National level participation

   C. Affiliate of the Year
      Same criteria as for Member of the Year

   D. Entrepreneur of the Year
      Use criteria as outlined in the Leadership Policy and Procedure Manual provided by National

4) What or how much is awarded:
   A. Scholarships – Monetary Award
      1. Amount of award will be determined by funds available in budget and from meeting sponsorships
      2. Reimbursement will be in the amount of the actual cost of the class (receipts are required), but not to exceed $125 for 2 awards, and remaining awards are not to exceed $100.

   B. Awards
      1. Member of the Year and Affiliate of the Year will be a plaque unless the Governing Board approves a monetary award
      2. Entrepreneur of the Year Award will be a plaque

5) Documentation
   A. Must be submitted to the Chairman of the Awards and Recognition Committee
   B. Must include verification of successful class completion
   C. Deadline is no later than December 1 of each year

6) Presentation of Awards
   Presentation of all Awards and Scholarships will be made by the Chairman of the Awards and Recognition Committee at the December Installation.