

**Northern Wasatch Chapter Standing Rules**

**Revised 2010**

1. **Meetings**
2. Chapter Meetings
3. Annual Election to be held prior to October 15 of each year.
4. Installation to be held at December Business Resource Meeting.
5. Governing Board Meeting
6. There shall be a minimum of six meetings annually.
7. **Elections**
8. Officer Consent to Serve
9. Nominating officers shall read the job description and sign “A Consent to Serve Form”
10. Procedures
11. Rules of the Day
12. Elections of officers to be held at the October Business Resource Meeting. Notice and slate to be sent out a minimum of one week prior to meeting.
13. Governing board serves as nominating committee for the next year’s slate of officers.
14. **Installation of Officers**
15. Arrangements
16. The outgoing President, along with her Committee, shall make arrangements for the installations of officers. Installations to take place at the December meeting, or when designated. The incoming President shall select the Installing Officer.
17. The outgoing President shall have the duty of obtaining the President’s pin at the expense of the Chapter in sufficient time for presentation at the Installation Chapter. The pin is an optional choice.
18. Finances
19. The budget of the Installation Ceremony shall be sufficient to include the expense of invited guest dignitaries. If the budget allows, it is the responsibility of the outgoing President to obtain gifts and/or plaques for the outgoing officers at the Installation Ceremony. The incoming President shall obtain a gift and/or plaque for the outgoing President.
20. **Duties of the Governing Board**
21. The Governing Board shall consist of members as outlined in the Chapter Bylaws.
22. The duties of the Governing Board shall be as outlined in the Chapter Bylaws.
23. The acting Governing Board is charged with the responsibility to replace funds spent from the Treasury so that the necessary funds remain constant to operate the Chapter in a fiscally responsible manner.
24. All monies and supporting documents, receipts, invoices, and bank statements shall be turned over to the new Treasurer and/or President by the 5th of January.
25. A financial report will be prepared and presented to the acting Governing Board at the January planning meeting.
26. An Audit Committee may be appointed each year, and it is their duty to audit the books of the previous year and make a report to the current President. The Governing Board may serve as the Audit committee.
27. The name of the Chapter Member of the Year shall be reported to the State Chapter by the outgoing President.
28. All funded officers shall make a report to the Governing Board in writing on the National meetings they are required to attend.
29. All members of the Governing Board are required to attend at least six meetings annually. Notice for all meetings to be set the previous meeting with changes sent in writing, by text or email prior to meetings.
30. **Duties of the Officers**
31. Officers shall abide by WCR Chapter Bylaws, the Chapter’s Standing Rules and duties as outlined in the Leadership Policy and Procedure Manual.
32. The Treasurer shall receive all monies for the Chapter and deposit them in the Chapter account.
33. Two signatures shall be required on all checks. The signatures shall be that of the Treasurer and the President. The bank statement should go to the Treasurer’s address with a monthly copy submitted to the President.
34. All monies (with the exception of dues from National members) collected by the Chapter shall be turned over to the Treasurer within five working days of receipt and shall be deposited by the Treasurer within five working days thereafter.
35. All Committee Chairs shall make a written report at the end of the year to the President and pass on Committee materials to the incoming Committee Chair.
36. The President should appoint a Parliamentarian and an alternate Parliamentarian to be present at all meetings.
37. **Financial Matters**
38. Reimbursed Expenses
39. There are five National meetings annually that qualify for reimbursement.
40. National Mid-Year (May)
41. National Summit (June-July)
42. President-Elect Leadership Summit (August)
43. Utah Association of Realtors Convention
44. NAR Convention (November)
45. Expenses related to attending State Chapter meetings, such as gas and lodging, if necessary will be reimbursed.
46. Governing Board approval shall be given as budget allows for reimbursement.
47. The President, President-Elect, Vice-President of Membership, Secretary, and Treasurer shall receive reimbursement.

The reimbursement shall be for transportation (airfare), registration, and the lowest double room rate at WCR hotel as assigned by WCR, NAR, or UAR. A roommate is required when a roommate is available or no reimbursement for the room will given. Reimbursement includes the taxi from the airport to the hotel and back again, but does not include food or entertainment.  It shall also include current airline charges for one piece of luggage provided that piece of luggage is at or below the weight allotted by the chosen carrier.  Charges for additional weight and additional luggage shall be the responsibility of the attendee.

6.  Expenses shall be reimbursed as follows:  Registration to **qualified and approved** National events shall be reimbursed upon receiving receipt and confirmation of the registration and **must be**received by the Treasurer prior to reimbursement.  Hotel registration shall be reimbursed upon receiving receipt and confirmation of the registration and must be received by the Treasurer prior to reimbursement.  Airfare will not be reimbursed until the event has passed and the written report has been submitted to the Treasurer.  If registrant does not attend the conference, for any reason, all monies paid to the registrant for any and all conference expenses shall be due in full upon request for the NWAOR Chapter or within 24 hours of the first day of the said conference, whichever comes first.

1. In case the full reimbursement for the above stated expenses are not available, a partial reimbursement will be given to the officers attending. The officers will be notified prior to the event how much the Chapter will be reimbursing them for the event.
2. Reimbursement shall be sent by the Treasurer within 14 days of receipt of the invoices, receipts, and reports if funds are available.
3. **Awards and Recognition**
4. Member of the Year Award is to be presented and the December or January Business Resource Meeting. A plaque and/or gift is to be presented at the time and paid for by the Chapter.