Standing Rules

of the

# Greater Tarrant County Chapter of the Women’s Council of REALTORS®

Revised January 21, 2016

The permanent address for the Greater Tarrant County Chapter will be 6925 Weatherwood Rd, Fort Worth, TX 76133. All Chapter records will be maintained at this address.

1. MEETINGS
	1. Chapter Meetings

A minimum of 8 Regular Chapter meetings will be held each year on the 3nd Thursday of the month at the Reata from 11:30 AM to 1 PM.

* + 1. Annual Election Meeting will be held in October. It may be held in conjunction with a Chapter meeting.
		2. Installation Meeting will be held in December. It may be held in conjunction with a Chapter meeting.
	1. Governing Board Meetings

Regular Governing Board meetings will be held a minimum 8 times per year on the third Thursday of the month at 2650 Parkview Dr, Fort Worth, TX 76102. A confirmation email will be sent prior to the meeting.

* + 1. Four (4) voting members of the Governing Board constitute a Quorum, two of which will be non-Officer members. A majority vote is required for Governing Board approval. If business, requiring immediate action, occurs between regular meetings, an email vote from the board members on the action is acceptable provided the action is ratified at the following Governing Board meeting.
		2. The Special Committee Chairmen are encouraged to attend and report at the Governing Board Meeting, though they do not vote. Governing Board members are expected to attend all Governing Board and Chapter meetings.
		3. If an Officer or Standing Committee Chairman has two (2) unexcused absences from Governing Board meetings during the year, it will be assumed that the Board Member has resigned and may be replaced at the President’s discretion with Governing Board approval. Absences may be excused if the request is made in writing and is approved by the Governing Board.
1. ELECTION

* 1. Officer Qualifications
		1. Members nominated for office should have the following qualifications:
			1. Have held membership in Women’s Council of REALTORS® Chapter for at least two (2) years and
			2. Have chaired a Chapter committee and is a member in good standing.
		2. The President, President-Elect and Vice President of Membership of the Chapter will be elected from active REALTOR® members in good standing.
		3. Other Officers will be elected from among active REALTORS® or National Affiliate members in good standing.
		4. An active member in good standing will be defined as:
			1. One who has attended the majority of the general membership meetings.
			2. One who has participated in the events sponsored by this Chapter.
			3. one who is current with dues payment.

* + 1. For details regarding serving more than one (1) term, refer to Article VI, Section 1 (C) of the Greater Tarrant County Chapter By-laws.
		2. The list of the Chapter members who have attended Chapter functions will be submitted after meetings or events by the Secretary/Treasurer who will maintain this list for safekeeping as evidence of participation. He/she will track guest visits to our meetings and will give a copy of this list to the Nominating Committee prior to candidate interviews and to the Treasurer who utilizes it to invoice “No Shows”.
	1. Procedures
		1. Members eligible to vote in the election of Officers at the Annual Election Meeting will be only REALTOR® and National Affiliate members whose dues have been paid in full and are members of record at the National Women’s Council of REALTORS® office.
		2. The Nominating Committee Function: The Chairman of the Nominating Committee will notify the General Membership, via the Newsletter, e-mail and Chapter Meetings that nominations for Chapter Officers are being accepted.
		3. The cut-off date for nominations will be August 31st.
		4. No later than September 15th the Nominating Committee, from the list of eligible candidates nominated will:
			1. Furnish each nominated candidate with a written description of the position for which the candidate has been nominated.
			2. Schedule interviews with candidates.
		5. Officer candidates will be interviewed individually by a panel of no less than five (5) members of the Nominating Committee who will again provide and discuss duties of the position for which each candidate has been nominated.
		6. Each candidate will be required to sign a “Consent to Serve” form which shows they understand the commitment involved in accepting a specific position. At this time, the nominee commits to attending the Member State Orientation and all TAR and NAR meetings the budget allows.
		7. At the conclusion of the interview process and prior to September 20th the Nominating Committee members will select one candidate for each office and present the proposed slate of Officers to the Secretary who will present the slate in writing or by e-mail to the General Membership at least ten (10) days prior to the Annual Election Meeting in August The Notification of Election will include the date, time and place of the election; procedure for making nominations from the floor and definition of Eligibility.
		8. The candidates’ signed consent forms will be given to the President Elect for safekeeping.
		9. At the Annual Election Meeting, the Nominating Committee Chairman will present the slate of candidates for the offices. Before the vote is cast for each office, the President will ask for additional nominations from the floor (2 times).
			1. No name will be placed in nomination from the floor without prior written consent of the nominee.
			2. Nominees will fulfill the requirements and be members in good standing as defined in Section II A 4.

10) In the event of a contested race for any office, the procedure will be as follows:

* + - 1. A minimum of Three (3) tellers will be appointed by the President. Nominating Committee members may not serve as Tellers.
			2. The President will call for a quorum. (Our Bylaws stipulate that 20% of our Chapter’s National members constitutes a quorum. The most recent membership report from National will be used to determine the total National members present at the time of election.
			3. Nominations may be made from the floor. Each candidate will have 2-3 minutes to speak about why they want the position and what they can contribute to WCR.
			4. Ballots will be cast in writing by members eligible to vote. (Voting by proxy is not permitted).
			5. A tie vote for any office will result in a run off during the meeting.
			6. Election results will be announced prior to the adjournment of the meeting, when possible.
1. INSTALLATION OF OFFICERS
	1. Arrangements - The incoming President will appoint a committee which will make all the arrangements for the tribute to the outgoing Officers and installation of the new Officers with the participation of the outgoing President. The Incoming President will select the Installing Officer and Master of Ceremonies. The incoming President will obtain, at the expense of the Chapter a President’s plaque and gift to be presented to the outgoing President at the Installation ceremony, with a total cost not to exceed the budgeted amount.
	2. The outgoing President will 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) in sufficient time for presentation at the Installation ceremony.
	3. The budget for the Installation ceremony will be sufficient to include the expense of invited Chapter guests, i.e., dignitaries, local Association President, local Executive Officer etc. Should the cost of the Installation exceed the Budget, that cost will be paid by the Incoming President.
2. DUTIES
	1. Officers - Chapter Officers will abide by the Greater Tarrant County Chapter Bylaws and Standing Rules and the duties as outlined in the National LPPM.
		1. Chapter President - At all times during the term of office, the President will represent the Council and act in its name, subject to its policies. The President will be an ex officio member of all Committees except the Nominating and Audit Committees. The President may assign and charge Officers with the responsibility to meet with and act as liaison between Chapter Committees and the Governing Board. It will be clearly understood that such assigned Officer has no vote in Committee activities and only serves as an observer. Committee visitation gives Officers the opportunity to be more knowledgeable about the Chapter’s operational structure.
			1. Presides with a well-planned agenda at regular and special Governing Board and Chapter meetings.
			2. Coordinates all of the business and affairs of the Chapter.
			3. Attends all District, State, Regional and National Women’s Council of REALTORS® meetings and serves as a voting member of the State Governing Board.
			4. Communicates all correspondence and materials received from the State and/or National Women’s Council of REALTORS® office, including Meeting reports, and keeps the Local Officers and Committee Chairs informed of communication that is applicable to their job throughout the year.
			5. Furnishes each Officer and Chair with copies of the Bylaws and Standing Rules, and a copy of their duties as further outlined in the LPPM.
			6. Attends educational sessions when traveling on Chapter business and reports back to the membership through a newsletter article or at the next Chapter meeting.
			7. Volunteers to serve on State and National Women’s Council of REALTORS® Committees.
			8. Signs the prepared tax return for the year served as President.
			9. Appoints an Audit committee in January to serve during the year.
			10. Attends all Executive Committee, Governing Board and Chapter meetings.
		2. Chapter President-Elect - In the absence of the President, the President Elect will preside at all meetings and perform the necessary duties of this office and automatically succeeds to the presidency the following year.
			1. Succeeds to the Presidency in the event of the death, disability, removal from office or resignation of the President.
			2. Attends all District, State, Regional and National Meetings of WCR and serves as voting delegate in those instances when the President is not able to attend.
			3. Attends the National Leadership Academy in Chicago.
			4. Volunteers to serve on State and/or National Women’s Council of REALTORS® Committees.
			5. Prepares and submits the Chapter Annual Plan.
			6. Attends education sessions when traveling on Chapter business and reports back to the membership at the next Chapter Meeting or through an article published in the newsletter.
			7. Coordinates meeting arrangements and performs any other duties as assigned by the President.
			8. Attends all Executive Committee, Governing Board and Chapter meetings.
		3. Vice President of Membership
			1. Oversees all membership activity. Accountable for the Chapter efforts to recruit, retain and recapture membership.
			2. Responsible for the implementation and follow through on the National, State and Local Membership Marketing Campaign when one is in effect.
			3. Establishes Local Chapter membership goals in coordination with the President and Governing Board.
			4. Communicates membership goals and organizes Chapter effort to achieve these goals.
			5. Monitors membership reports downloaded from National Women’s Council of REALTORS® website for accuracy and follows up on any discrepancies.
			6. Reports to National Women’s Council of REALTORS® any corrections, changes, i.e., telephone, address.
			7. Verifies applicants’ membership status with area board.
			8. Mails membership applications and renewals with dues checks to National Women’s Council of REALTORS® within 3 calendar days of receipt. Inputs new membership application and credit card information directly into the National Women’s Council of REALTORS® system within 3 calendar days of receipt. (A photo copy of all checks for dues payment will be retained through the year-end review.)
			9. Responsible to keep written and accurate records of all dues payments.
			10. Some duties may be delegated to the Membership Chairman. However, items above will not be delegated.
			11. Organizes and tracks membership history records and sees that they are maintained and passed on to the succeeding Vice President of Membership.
			12. Maintains a complete member database including all National, National-Affiliate and Local Affiliate members. Updated member database will be provided to the Technology Chair and Secretary for distribution of Chapter wide notices and up-loading to Chapter web-site. Member database is for the general use of members only.
			13. Oversees the Treasurer’s billing and collection of Local Affiliate member dues.
			14. Attends as many District, Regional, State and National meetings of Women’s Council of REALTORS® as possible and/or as budgeted.
			15. Attends educational sessions when traveling on behalf of the Chapter, and reports back to the Governing Board at the next meeting.
			16. Coordinates the New Member Orientations.
			17. Assures Women’s Council of REALTORS® representation at all monthly local board Orientations for New REALTORS® and Members.
			18. Attends all Executive Committee, Governing Board and Chapter meetings.

4) Secretary/Treasurer

* + - 1. Takes the minutes at all Governing Board and Business Resource meetings and retains the original copies in the permanent Chapter Minutes Book. Generates a separate, chronological list of motions (action items) derived from the minutes to be kept in the back of the Minutes Book. This list will be used at year’s end by the Audit Committee.
			2. Emails copies of the minutes to the State Chapter President and the Chapter’s assigned Governor after each meeting.
			3. Assures that copies of the minutes are provided to voting members of the Governing Board at each meeting and, that once approved are sent to the Technology Chair for posting to the Chapter website.
			4. Provides the name and contact information for newly elected Chapter Officers to National Women’s Council of REALTORS® no later than November 1 of the year prior to their year of service.
			5. Maintains the Charter and other important documents of the Chapter at the Chapter’s permanent address.
			6. Receives incoming correspondence and distributes as necessary.
			7. Sends outgoing correspondence as necessary i.e. congratulatory cards, get well cards, sympathy cards, thank you cards and any other correspondence as directed by the President.
			8. Attends as many District, Regional, State and National Meetings of Women’s Council of REALTORS® as possible and/or as budgeted.
			9. Attends educational sessions when traveling on behalf of the Chapter, and reports back to the Governing Board at the next meeting.
			10. Attends all Executive Committee, Governing Board and Chapter meetings.

(k) Maintains custody of the funds of the Chapter and deposits them in accounts in a financial institution selected by the Governing Board. Funds will be disbursed per the budget and as directed by the President and the Governing Board.

(l) One Officer’s signature (President, President Elect and/or Treasurer) will be required on all checks, provided it is approved by the President.

(m)Provides a monthly financial report to the Governing Board.

1. Receives all monies collected by other Chapter members. These monies will be turned over to the Treasurer within five (5) days of receipt and will be deposited by the Treasurer within 5 working days.

(o) Disburses funds for budgeted and approved items only when an original receipt or statement is received.

(p) Maintains records of all receipts and disbursements.

(q)Responsible for all invoicing as required in the course of Chapter Business (Strategic Partners, Local Affiliate dues, etc).

(r)Notifies National Women’s Council of REALTORS® of any change in the amount of Local dues. (National WCR must receive notification of dues changes by October 31 in order for change to be included in the dues billing for the following year. Chapter Bylaws must also reflect the changes after membership approval.)

* + - 1. Submits the books to the Audit Committee by December 15 for use in the final audit. The Treasurer is in attendance at this annual review to answer questions only.
			2. Serves as a member of the Ways and Means and Budget and Finance Committees.
			3. Attends as many District, State, Regional and National Women’s Council of REALTORS® meetings as possible and/or as budgeted.
			4. Attends educational sessions when traveling on behalf of the Chapter and reports to Governing Board at next meeting.
			5. Reviews and pays credit card bill each month in a timely manner so as not to incur late payment charges.
			6. Attends all Executive Committee, Governing Board and Chapter meetings.

6) Immediate Past President

* + - 1. The outgoing President becomes the Immediate Past President and serves on the Governing Board.
			2. Serves as Chairman of the Nominating Committee.
			3. Attends all Executive Committee, Governing Board and Membership meetings.
	1. Standing Committees - Standing Committee Chairmen are expected to attend all Governing Board Meetings and will submit a written report of any committee activity to the President seven (7) days prior to the meeting. At year’s end, the outgoing Committee Chairmen will provide a written account of the committee’s accomplishments to the incoming President and a copy of these reports, along with committee materials, will be passed on to the incoming Chairmen at the annual Transition Meeting held in November. Incoming Chairmen will recommend to the incoming President, potential members for their committee. All committees will have no fewer than three (3) members.
		1. Bylaws
			1. Reviews Bylaws and revises them as needed or as directed by the National Women’s Council of REALTORS® or by the Governing Board.
			2. Submits any membership approved changes of the Bylaws to National Women’s Council of REALTORS® for final approval.
			3. Reviews and revises the Standing Rules to reflect actual practice and presents any suggested revisions to the Governing Board for approval.
			4. Serves as a member of the State Bylaws Committee as needed.
		2. Education
			1. Informs members of and encourages participation in Educational opportunities including PMN courses, and local Board, TAR and NAR offerings.
			2. Forms a subcommittee to handle all aspects of presenting a PMN class prior to a TAR or NAR Meeting in Dallas/Ft. Worth.
			3. Oversees the process and assures follow-up with the member who wins a Scholarship drawing for continuing education. Notifies the Treasurer to issue reimbursement when the proof of course completion is received.
			4. Procedure: Scholarship drawings may be held several times during the year at Chapter meetings. Women’s Council of REALTORS® members and guests who apply for membership at the meeting are eligible to win and must still be present at the meeting at the time of the drawing. Previous scholarship winners are ineligible to win for one (1) year and the scholarship must be used within one year of date of issue. The scholarship amount will not exceed $150, but the actual amount of reimbursement will be limited to the amount actually paid by the member for the course, up to $150.
			5. Coordinates any 50/50 project at each Chapter Meeting to raise funds for Education.
			6. Serves as a member of the State Education and Program Committee as needed.
		3. Program
			1. Plans and develops programs for Local Chapter meetings consistent with the needs of the membership and the goals of the Chapter as outlined in the Annual Plan.
			2. Arranges for guest speaker introductions by Chapter Member.
			3. Serves as a member of the State Education and Program Committee as needed.
		4. Membership
			1. Plans and develops membership drives to help recruit new members and retain current members, and/or implements the membership drive which may be developed by National or State Women’s Council of REALTORS®.
			2. Works closely with the Vice President of Membership to maintain an open line of communication to the membership.
			3. Assists the Vice President of Membership in maintaining a complete up-to-date membership database.
			4. Serves as a member of the State Membership Committee as needed.
		5. Budget and Finance
			1. Prepares the annual budget to present for approval of the Governing Board no later than the January Governing Board Meeting.
			2. Reviews the budget and actual expenditures at least quarterly or as requested by the President or the Governing Board.
			3. Serves as a member of the Audit Committee that is appointed by the President.
		6. Nominating
			1. Members are elected at the Annual Election Meeting to serve during the following calendar year.
			2. The Chairman will be the Immediate Past President of the Chapter. If unable to serve, the Chair will be the most recent Past President willing and able to serve.
			3. The committee will be composed of (5) members, and two (2) alternates.
			4. The function of this committee is detailed in B. Procedures, Items 2 through 8 of these Standing Rules
			5. Members of this committee cannot serve consecutive terms. However, an Alternate who did not serve would still be eligible to serve the next year.
		7. Ways and Means
			1. Proceeds from any Ways and Means functions are for general funds to be used for scholarships, educational projects, community service projects and Officer expenses for District, Regional, State and National meetings.
			2. Plans and implements programs to raise non-dues revenue for the Chapter.
			3. Submits a proposed budget for fundraisers to the President for initial review and then to the Governing Board for approval.
			4. Turns in any monies collected prior to an event to the Treasurer on a weekly basis.
			5. At the completion of the event turns over to the Treasurer all monies raised.
			6. Establishes subcommittees to handle different aspects of the particular fundraisers.
			7. Submits a final report of the event(s) at the Governing Board and Chapter Meetings.
			8. Serves as a member of the State Ways and Means Committee as needed.
			9. Financial Obligations in Conjunction with Ways and Means:
				1. Tax Exempt Status - To protect this Chapter’s tax exempt status as a Not-For-Profit organization concerning Ways and Means fundraising projects, refer to the IRS Ruling information in the LPPM (Chapter Business, Insurance, and Legal Issues).
				2. Keeps a separate accounting of all proceeds received from fundraising projects.
				3. Operating Expense Caution - Fundraising proceeds will be used only for the projects designated, less any expenses.
				4. No Ways and Means project will be undertaken which could create a deficit obligation for the Chapter.
	2. Special Committees - May vary from year to year with the exception of the Audit and Executive Committee. Special Committee Chairmen are expected to attend the Governing Board meetings and participate in discussion, but they do not vote on issues determined by the Governing Board. All committees will have no fewer than three (3) members.
		1. Communications
			1. Distributes timely updates and professional e-mail communications for all Chapter business.
			2. Creates and maintains an up-to-date email database for all Chapter members.
			3. Prepares and distributes email reminders to Chapter members for all Executive, Governing Board and Business Resource meetings only after obtaining Chapter President approvals.
			4. Forwards general or committee communications to Chapter members as requested and approved by Chapter President.
			5. Attends all Governing Board meetings to stay current with all Chapter activities and to be pro-active with any area concerning communications.
		2. Executive Committee
			1. Consists of the elected Officers and the Immediate Past President.
			2. Meets on 2nd Thursday of each month and at other times as requested by the President. Executive Committee meeting will be held via conference call at 9am. No Chapter funds will be used in conjunction with this meeting.
			3. Reviews agenda items and committee reports and suggests a course of action to present to the Governing Board.
		3. Hospitality
			1. Serves as the greeting committee at Chapter Meetings.
			2. Sends outgoing correspondence as necessary, i.e., welcome, thank you cards, congratulatory cards, etc. and any other correspondence as directed by the Vice President of Membership.

* + 1. Reservations
			1. Accepts reservations for and collects money from members and guests at the Chapter Meetings.
			2. Reports to the President the number of RSVP’s expected to attend the meeting.
			3. Provides to the Treasurer the final list of attendance, reservations not kept and all money received, immediately following the luncheon.
			4. Gives the Membership Chairman, a list of guests for use in recruiting new members.
			5. Provides the Vice President of Membership with a list of members who participate in Chapter functions to be used to determine eligibility by the Nominating Committee.
		2. Newsletter
			1. Prepares a newsletter about Local, State and National activities at least quarterly.
			2. Provides a copy to the Communications and Technology Chairmen for distribution to the membership.
		3. Strategic Partners - Obtains Partners interested in exposure to the membership.
			1. Luncheon Partners - there should be at least 2 luncheon partners in addition to the Annual Partners for each Chapter meeting held throughout the year.
			2. Annual Partners - Are the mainstay of our organization and will be recognized at every appropriate occasion. There will be as many as possible to secure.
		4. Invocation/Pledge
			1. Prepares and delivers, or arranges for another member to deliver, a short invocation or inspirational message and leads the group in the Pledge of Allegiance to the flag of the United States of America and the Texas Pledge at each Chapter Meeting.
			2. If the message is religious (i.e. includes a prayer), it precedes the Pledge. If merely inspirational, it follows the Pledge.
			3. If no American flag is in the room, the Pledges cannot be given.
		5. Publicity/Marketing
			1. Promotes and maintains a favorable image of Women’s Council of REALTORS® in the eyes of our various publics.
			2. Prepares and submits media releases to publicize Chapter activities and achievements as required.
			3. Sends a copy of all newspaper clips mentioning Women’s Council of REALTORS® activities to National Women’s Council of REALTORS® and to the Chapter President Elect.
			4. Notifies National Women’s Council of REALTORS® of any radio or television coverage of a Women’s Council of REALTORS® event.
		6. Director of Affiliates
			1. Promotes programs to increase Affiliate participation.
			2. Consults with Affiliates who generate business leads and gathers testimonials to help grow REALTOR® membership and partnerships.
			3. Helps Affiliates promote their business by coordinating promotional donations.
		7. Audit
			1. Chairman is the Budget and Finance Chair.
			2. Committee is appointed by the President with the approval of the Governing Board and consists of a past President, a past Treasurer, non-Officer Governing Board member and a general member.
			3. Conducts a quarterly audit to insure proper procedures are being followed.
			4. Current Treasurer attends the meeting only to answer questions and provide the financial records for review.
			5. Audit committee will thoroughly review the Chapter expenditures by comparing them with the Budget, Standing Rules and Governing Board Minutes.
			6. Presents report at first Governing Board meeting of the next year.
		8. Community Outreach -Helps identify and coordinate worthwhile community programs for the Chapter to support through volunteer work, visitation and/or donations.
		9. Member of the Year
			1. Chairman is last recipient of the award who is responsible to form a committee of at least four (4) past recipients. If no past recipients are available, 4 members will be requested to serve.
			2. Prerequisites for consideration are that the recipient be a member of the Greater Tarrant County Chapter and Local board of REALTOR®, will have been a REALTOR® or National Affiliate for a minimum of one (2) consecutive years, and is an individual selected for recognition by the Local Chapter. A Local Chapter President will not be eligible for consideration until at least one (1) year after their term of office concludes.
			3. Member of the Year will be announced at the (December) Membership meeting and the recipient will be suitably honored.
			4. Suggested Procedure:
				1. The Membership Chairman provides the current membership list to help qualify those members eligible to be nominated by the membership.
				2. Notifies the membership beginning at the January Membership Meeting, through the Chapter newsletter and at the Chapter Meeting.
				3. Provides a Nomination Form for the membership including information about the criteria for eligible nomination and a list of eligible members to be nominated with a return deadline.
				4. The Committee meets and reviews all forms submitted and selects the recipient.
				5. The immediate family of the recipient will be notified in strict confidence.
				6. The Program and Awards are presented at the December Chapter Meeting.
		10. Entrepreneur of the Year
			1. Entrepreneur of the Year is awarded to a REALTOR® Chapter member who has exhibited business leadership in their work and community.
			2. Award winner is selected by a special committee chaired by the most immediate past president able to serve and includes the current President, three 3 REALTOR® members and 2 REALTOR® alternates appointed by the President.
			3. Prerequisites for consideration are that the recipient must be a REALTOR® member of National Women’s Council of REALTORS® for a minimum of one year. Award is presented at the December Membership Meeting.
		11. Past President’s Council - The President appoints a Past President to serve as Chairman of the Council which consists of other Past Presidents that will perform duties as requested by the President.
		12. Technology
			1. Maintains and updates Chapter website in timely manner.
			2. Uploads materials, including photos, newsletter, Chapter documents or forms, links and announcements.
			3. Maintains ongoing contact with Web host to ensure access to latest technology.
		13. Table Top – Secures various vendors for the opportunity to do business with WCR members in attendance at the Chapter Meetings. Insures the appropriate number of table have been requested.
		14. Photography/Video
			1. Coordinates audio visual presentations at Chapter and other meetings as requested.
			2. Collects photographs, articles, new releases, videos of chapter activities and achievements and prepares a CD to present to the out-going President at December Installation Ceremony.
1. CHAPTER FINANCES - Chapter Credit Card - The Local Chapter Treasurer and Local Chapter President will each be issued a credit card associated with the Chapter accounts at the (Chase). The usage for this card is limited to travel expenses to National, Regional, District or State Women’s Council of REALTORS® meetings, Installation ceremony expenses, expenses for visiting State or National Women’s Council of REALTORS® Officer and other budgeted expenses. The usage for this card must be approved by the Local Chapter Treasurer and President.
2. TRAVEL AND EXPENSE REIMBURSEMENT
	1. Line Officer Travel
		1. Functions covered for reimbursement are District, Regional, State, and National Meetings. Reimbursement will be paid to the Officers in accordance with the amount stipulated in the approved budget.
		2. Chapter Officers serving in State and/or National Women’s Council of REALTORS® leadership positions may be reimbursed a portion of their expenses with PRIOR approval and as funds permit. In general, room reimbursement is based on double occupancy.  Any member attending and not sharing a room will do so at their own expense.   Airfare to and from any such meeting or conference will also be at the individual members own expense.   Registration expense for the meeting or conference may be available for potential Officers on a case-by-case basis if funds are available. While traveling all food and drink are at the individual members' expense, with the exception of Women’s Council of REALTORS® ticketed meal events.

Any reimbursement from State, National Women’s Council of REALTORS® or by an Officer’s company will not be reimbursed by the Local Chapter. Officers who are eligible to receive reimbursement from any other source must first receive that reimbursement and provide copies showing reimbursement to the Governing Board before requesting reimbursement from the Local Chapter. Reimbursement to Local Chapter Officers who hold State and/or National Women’s Council of REALTORS® leadership positions will be limited to budgeted travel expenses as defined in Non-Officer Travel, and only after the Local member provides a copy of all reimbursements received from State/National Women’s Council of REALTORS®.

* + 1. Budgeted travel expenses for Officers will include registration, all transportation to and from meetings including airline surcharge for one (1) bag, Women’s Council of REALTORS® ticketed meal functions and lodging accommodations to include an extra night if attending a PMN class, related meetings and or education functions as budget permits. If anyone stays in a room and is not attending the above related meetings/classes, they will be expected to pay their pro-rata share of the room. Items not covered, for example, are long distance telephone/fax/internet charges, meals and individual room service charges.
		2. A Request for Expense Reimbursement form must be completed and submitted with original receipts for approved expenditures after the function in accordance with guidelines set forth in items 2-4 above. If funds are available, a check will be issued within five (5) days of approval. Responsibilities and requirements for receiving reimbursement will be:
			1. Attend meetings and functions.
			2. Provide a written report of meetings attended, action taken and summary of each meeting to the Governing Board.
		3. No requests will be honored after December 15.
		4. Excess Allocations: In the event any Officer or member receives an amount in excess of the amounts budgeted and permitted, that member will be required to repay the Chapter all excess amounts received. Failure to repay the Chapter may result in loss of membership in the Chapter.
	1. Non-Officer Member Travel
		1. Any member expressing an interest to travel to District, State, Regional or National Women’s Council of REALTORS® events will be provided relevant information and have full understanding of the Chapter’s Member Travel/Expense Reimbursement Policy.
		2. Requesting member will submit a written request for travel indicating how this travel will benefit the Chapter PRIOR to making any formal/paid arrangements.
		3. Accommodations for any such meetings and conferences will be shared with Officers already attending such meetings.  Any member attending and not sharing a room will do so at their own expense.
		4. Airfare to and from any such meeting or conference will also be at the individual members own expense.
		5. Registration expense for the meeting or conference may potentially be considered for member reimbursement on a case-by-case basis and if funds are available; priority will be given to those members already elected to serve but not yet installed as new Officers.
		6. While traveling, all food and drink are at the individual member’s expense.
		7. Any reimbursement from State, National WCR or by a member’s company would not also be reimbursed by the Chapter. Members who are eligible to receive reimbursement from any other source must first receive that reimbursement and provide copies showing reimbursement to the Governing Board before requesting reimbursement from their local Chapter.
		8. Reimbursement to Chapter members who hold State and/or National WCR leadership positions will be limited to budgeted travel expenses after the member provides a copy of all reimbursements received from State/National Women’s Council of REALTORS®.
	2. Cancellation for Line and Non-Officer Member Travel
		1. Once Airfare and reservations for event have been paid. All cancellations by line officer and/or non-officer member will be billed to the individual to pay for all travel expenses. Payment must be made in full within 30 days of invoice.
1. WCR DUES
	1. National member dues are billed annually by National WCR.
	2. New members and National members will pay a full year’s dues upon making application.
	3. Local Affiliate
		1. Dues are the same as national members and are billed by the Treasurer annually.
		2. Local Affiliate membership totals will always remain as a minority percentage to the total REALTOR® membership.
2. RESERVATIONS
	1. All members making a reservation for meetings and not fulfilling the commitment will be billed the regular cost of the function. The Cancellation Deadline is no later than two (2) days prior to the meeting. A “No-Show” list will be provided by the Reservations Committee to the Treasurer for billing.

* 1. If members attend a luncheon without a reservation, they will be accommodated on a space available basis only and be charged the Guest rate.
1. GUEST POLICY
	1. Guest speakers are to receive a complimentary meal and/or special recognition for their contribution to the Chapter. This policy also applies to speakers who are members, any visiting State and/or National Officers and Local Board of Realtor CEO.
	2. Non-Members – Qualified prospective members may attend Chapter meetings as a guest TWO (2) TIMES ONLY before requiring membership. This does not apply to member’s family or special guests provided they are not eligible for membership as defined in the By-Laws.

1. CHAPTER COURTESY POLICY
	1. Memorials - In the case of death of a Chapter member, a member’s spouse, child, parent, or spouse’s parent, the Secretary will select an appropriate memorial not to exceed $50.00.
	2. Get Well Remembrances - A card will be sent by the Secretary to a member who is ill or hospitalized.
	3. Unbudgeted Courtesy Expenditures - The Governing Board must approve any unbudgeted courtesy expense.
2. VIP POLICIES
	1. Honorary Members
		1. Will be selected by vote of the Governing Board.
		2. Will not have voting privileges.
		3. Extreme caution will be exercised in conferring any Honorary Memberships.
	2. Special Members
		1. Any Past President who no longer holds an active real estate license may, at the discretion of the President or President-Elect, be considered to be a Local

Member in Good Standing and may be appointed to serve on a Local Chapter committee or task force as a member, co-chairman or chairman.

* + 1. The annual dues for this (these) member(s) will be the same fee paid by the Local

Affiliate Member.

1. NON PAYMENT POLICY - If any Strategic Partner fails to pay their financial commitment to advertise with the Greater Tarrant County Chapter of the Women’s Council of REALTORS®, the result will be that all privileges of their partnership, to include attendance at all meetings and events, will be suspended until the commitment is paid in full.