***WCR BROOKLYN CHAPTER STANDING RULES***

***Approved & Adopted January 22, 2015***

1. On an event by event basis, a portion of the net proceeds from all fundraising events will be retained by the local WCR Chapter. Designated funds will be awarded to charities for each fundraising event at a program immediately following the closing of the event books, rather than make the charity wait until the end of the year.
2. At the May Business Resource Meeting or program prior to the election, a job description of each officer position will assist prospective candidates and copies should be available.
3. Proceeds of the 50/50 raffle will be placed into the general operating fund.
4. The Leadership Team agreed that table literature and give aways can only be distributed by the current meeting Sponsors. Realtor and Affiliate Members and Sponsors can bring a good quality basket to giveaway at meetings and events but basket donations must not conflict with a Sponsor for any meeting or event, if so the basket will be held to the next suitable meeting.
5. Any time the Treasurer leaves the State or is unable to attend the Leadership Team/Business Resource Meeting, the books are to be left with the President. The Treasurer must deliver the books to the President.
6. A professional audit of the WCR books will be conducted on an annual basis by December 31st or as soon as the year’s books are closed if the Governing Board feels it is necessary, otherwise an audit committee will review the books.
7. Budgeted travel expenses are for Officers only. Any non-Officer travel is not eligible for reimbursement. Prior to booking reservations, travel expenses must be pre-approved by the Leadership Team and must be submitted within 30 days or they will not be reimbursed. If adequate funds are available, payment for Officer registration fees, flights and hotels will be made in advance to secure lower costs. Otherwise, the Officers must pay out of pocket and submit for reimbursement. However, any officer who does not attend booked events will be required to reimburse the local Chapter within two weeks of the cancellation or event. A Travel Promissory Statement will be enacted so that if we pay Officers to travel and someone cancels and doesn’t go, the Chapter will be reimbursed. The Leadership Team may waive reimbursement due to emergency circumstances or urgent personal or family matters.
8. The Treasurer should deposit all funds received within 7 business days. Otherwise, the Chapter President will make the deposits as required.

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1. If a check is returned insufficient funds, the fee we are charged by our bank will be charged to the member who presented the check, there will be no additional fee on top. A personal phone call will be made by the Treasurer or other officer to the member to discuss the situation. If a second check is returned for insufficient funds within a 12 month period then the person must pay cash/certified check or money order for all WCR meetings and functions.
2. If an officer is appointed to a position by March 31st of that year, it will count towards year one of a two year maximum term.
3. The Treasurer is to provide a credit/debit account report at each Leadership Team meeting. All purchases made by the Chapter must have prior approval of the Leadership Team Board before spending any Chapter money.
4. An annual contribution amount to RPAC may vary based on our budget and funds available.
5. Appreciation will be shown to our Sponsors during our annual Holiday Party.
6. Leadership Team officers shall be allowed 2 unexcused absences and must submit reports to the Chapter President via email prior to the meeting to allow business to move forward. Beyond that the Chapter disciplinary policy herein will apply and the officer will be replaced by appointment of the Chapter President upon approval of the Leadership Team. Exceptions can only be made with unanimous board approval.
7. A minimum of two Chapter fundraising events to be held each year.
8. A Chapter Business Plan review session should be held after the General Election and before Thanksgiving. The final version of the annual Chapter Business Plan shall be reviewed by the Leadership Team prior to submission. A digital copy will be kept each year by the Secretary, along with updated standing rules, and copies placed in our Chapter records. A Chapter Calendar for both meetings must be set by the first week of January for the year.
9. Monthly luncheon program information must be submitted to the Chapter President as soon as a speaker is booked. Information must be submitted in writing or via email within 1 month prior to the program so that sponsors can be informed and for planning and publicity purposes.
10. Non-members may attend two Business Resource Meetings per calendar year as a guest. They must join to attend anymore. This rule applies to both REALTOR and Affiliate members. Affiliates to join any time during the year and pay a prorated fee. November and December are free.

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