

Fredericksburg Chapter

Standing Rules

1. **EXPENSES AND EXPENDITURES**

The President or President Elect shall be able to approve alternative lunch plans, up to a cost of $250.00 if the lunch sponsor fails to perform.

The President and one other Board member shall be able to approve miscellaneous expenditures up to $110.00, with supporting documentation provided and initiated by both members.

Travel and education expenses shall be approved by the Board at least 30 days prior to the event.

If an officer is reimbursed for expenses submitted in connection with their incoming year’s elected position, they must reimburse the Chapter in full if they resign their seat before serving in that elected position.

1. **AFFILIATES**

Local Affiliates will be billed one full year upon membership application. They will thereafter receive an annual billing the following February. If the affiliate joins October 1 – December 31 they will not pay dues the next calendar year. ( Example: Affiliate joins October 1 – December 31 of 2013, they will not pay dues again until February of 2015.)

Local Affiliate Charter members’ dues will be “grandfathered” at the initial annual dues of $150.00 per Affiliate, so long as they maintain continuous membership. If they join October 1 – December 31 they will not pay dues the next calendar year.

Applications for Affiliate membership will be brought before the Board and voted upon prior to acceptance in order to limit the number of affiliates in various categories.

1. **HISTORIAN**

The President Elect will serve as Chapter Historian and maintain a record of all documentation including, but not limited to, agendas, bank statements, and minutes.

1. **MEMBERSHIP**

Each new officer or committee chair will be provided with a WCR nametag at the chapter’s expense.

1. **FUNDRAISING**

A projected profit and loss statement is to be submitted to the Board for approval prior to any funds being obligated. The projected P & L must be submitted in enough time for a potential email vote of the Board. In order for funds to be advanced or reimbursed, the President must approve all funding based upon the approval projected P & L. At the conclusion of the fundraiser, a final P & L statement is to be submitted to the Board within 30 days.

1. **ADVERTISING**

Recipients of the Women’s Council of REALTORS Member of the Year award shall specify in all advertisements whether state or local member and the year received (i.e. Rebecca Wampler, 2001 Member of the Year Virginia Chapter of the Women’s Council of REALTORS). Members currently serving as an officer or who have previously served as an officer shall specify in all advertising whether state or local office and date serviced (i.e. Rebecca Wampler, 2000 Virginia State President of the Women’s Council of REALTORS).

1. **SOCIAL MEDIA**

Members and affiliates are asked to use moderation when asking for business on the WCR social media sites. These sites are for informational and educational purposes and are not sites for personal or company advertising.

1. **LEADERSHIP DEVELOPMENT**

The chapter will provide up to $400.00 per officer (maximum of 4) to attend WCR and National and State meetings if funds are available and upon Board approval.

Performance Management Network (PMN) scholarships of $125 will be awarded each quarter (4 per year). All members are eligible to receive the scholarship. Recipients will be chosen by the Board based on applications received.

1. **POST OFFICE BOX**

The President will check the post office box at least twice a month. Two keys are provided and will be held by the President and Treasurer.

1. CHAPTER DOCUMENTS

All documents will be dated. If a document is revised the date will show, for example, Revised 1/23/14.

 Revised and approved 2/10/14