

Standing Rules

Adopted –
September,
2015

Lydia Crystal, Bylaws Chairman

9/7/2015



continuously reviewed and updated periodically. Members are encouraged to visit the Chapter's website for current updates periodically. All Standing Rules, prior to placement on the website, are approved and adopted by the Chapter's Governing Board.

Greater Palm Beach County Chapter

Bylaws Committee 2015

Governing Board Approved Standing Rules during 2015

I. MEETINGS

A. Chapter Meetings:

1. Date, time, place and number of monthly meetings will be determined by the Governing Board, according to the National Guidelines.
2. Annual election meeting shall be held in October. It may be held in conjunction with a regular Chapter meeting.
3. Installation meeting shall be held in December
4. Awards are to be presented in either the November or December meeting.
5. Limitation for three-time visit total for non-members to attend meetings without being a member.

B. Attendance:

- a. Guests may attend three meetings and then are required to join in order to enjoy the full benefits of membership.
- b. Any member who makes a reservation and does not cancel 3-days prior to the meetings, nor attends the meeting will be billed for the meeting.
- c. If members wish to attend a ticketed function, without a reservation they shall be accommodated on a 'space-available' basis only.

C. Governing Board Meetings:

1. Governing Board meetings will be determined by the reigning Governing Board. The Governing Board will meet regularly before Chapter Meetings.
2. Any member of the Governing Board with two or more unexcused absences shall be construed as having resigned from the Governing Board.

D. Speakers and Sponsors: The Chapter will pay the cost of meals for the Speaker and Sponsor.

II. Elections:

- A. Officer's Qualifications:** Members nominated for Office shall have the following qualifications:
 - 1. Held membership in a WCR Chapter
 - 2. Served on a committee in the last two years.
- B. Officers Consent to Serve – Officer Nominees** shall sign a *Consent to Serve* form after reading the position description.
- C. Procedures:**
 - a.** Those eligible to vote at the Annual Election Meeting: Only Active National Realtors and National Affiliate Members whose dues have been paid in full and members of record shall be entitled to vote.
 - b.** Rules of the Day: Roberts Rules of Order Newly Revised shall be the recognized authority to govern the meetings for the Chapter; the Governing Board and in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order which the Chapter may adopt.
 - c.** Tellers: The President shall appoint a minimum of three (3) Tellers. Nominating Committee members may not serve as Tellers during their term on the committee.

III. Installation of Officers:

- a.** Arrangements: The outgoing President, along with her Committee shall make arrangements for the installation of new officers.
- b.** Selection of Installation Officers and Mistress of Ceremonies: The incoming President shall select the Installing Officer and Mistress of Ceremonies.
- c.** WCR Pin for Incoming President: The outgoing President shall have the duty of obtaining the Incoming President's pin at the expense of the Chapter; in sufficient time for presentation at the installation. (This can be done by mail or purchase at the annual convention. See WCR order form in the *Leadership Policy and Procedure Manual*).

IV. Duties:

- a.** Officers: Chapter Officers shall abide by the WCR Bylaws, the Chapter's Standing Rules, and the duties as outlined in the *Leadership Policy and Procedures Manual*.
 - i.** When the President takes office, she/he shall furnish each Officer and Committee Chairman copies of the duties as outlined in the Leadership Policy and Procedures Manual, as they apply to each office and committee along with a copy of the Bylaws and Standing Rules.
 - ii.** President-elect: In the absence of the President, shall preside at all meetings and perform the necessary duties of the office and assist the President when called upon to secure meeting places.

- iii. Vice-President of Membership: Oversees all membership activity. Accountable for the recruitment, retention, and recapturing membership efforts of this Chapter. Shall furnish copies of all applications to both Treasurer and Secretary for accounting and record keeping (refer to paragraph 5, under Treasurer).
- iv. Secretary: Shall take minutes at all meetings. All minutes shall be verified by the President and signed by the Secretary before they are disseminated according to Chapter custom, which may be by mail, newsletter, web site posting, or read at each Chapter meeting. Secretary will also keep membership roll/database up to date as per copies of applications furnished by Vice-President of Membership.

V. **Treasurer:**

Changes to 2013 budget as requested at December 2012 board meeting were made. 2013 final budget approved.

- b. Eliminate use of debit card. Members will use their own money and get reimbursed from the Chapter. (Attach original receipts in accordance with IRS Rules)
- o Two signatures will be required on all checks, the first signature to be the Treasurer and the second to be the President or President elect.
 - a. All monies received by the Chapter shall be deposited in the account of the Greater Palm Beach County Chapter of the Women’s Council of Realtors; in a financial institution selected by the Governing Board.
 - b. The signatures shall be that of the Treasurer, the President or the President-elect. All of these signatures shall be on record with the financial institution. The payee is not permitted to be a signatory on their own check. No check shall be signed without the written approval of 2 signatories none of which can be the payee.
 - c. All dated receipts shall be turned submitted to the Treasurer within 30-days for reimbursement. Receipts over 30-days must have Governing Board Approval for payment.
 - d. All monies collected by the Chapter shall be given to the Treasurer within two-days of receipt and shall be deposited within five working days. The Treasurer shall keep a numbered receipt book and a receipt for any money collected shall be deposited immediately.
 - e. Upon receipt of all membership applications, the Vice-President of Membership must forward National membership to National Women’s Council of Realtors with a copy of

the application and the funds delivered to the Treasurer immediately. Local membership applications and dues are to be given to the Treasurer for deposit; and thereafter, Local Members will be billed in December for payment in January. All local level dues billing shall be processed by the Treasurer, with the assistance of the Vice-President of Membership.

- f. The Treasurer and Vice-President of Membership shall construct and maintain written accurate records of all dues payments. In addition, perform other duties as outlined in the Policy and Procedures Manual.
- g. **Audit:**

The Audit committee shall audit the financial records of the prior year, not later than March 31 of the current year. Both current and immediate past Treasurer shall be available to respond to questions of audit committee and provide access to all financial records and documents. The committee shall be comprised of 4-members: The Current President-elect, and 3 additional members, with one member being from outside the Governing Board. Neither the current President, nor Immediate Past President, nor any person(s) directly connected to the finances being audited are eligible to serve on this committee.

VI. Committee Chairmen:

- a. All outgoing Committee Chairmen shall make a written report regarding the Committee's accomplishments at year's end and forward any committee materials to the incoming Committee Chairman. These Chairmen will recommend to the incoming President possible members to serve on their respective committee, who the President may choose to consider appointing.

(Note: To ensure that the goals and objectives of WCR are being fulfilled and carried out through Chapter committee actions, many Chapters assign and charge Officer's with the responsibilities to meet with and act as the liaison between various Chapter committees and the Governing Board. The liaison/observer has no vote on any of these committees. They are there only as an observer.)

VII. Chapter Memorial Fund:

In case of the death of a Chapter Member, an appropriate memorial, not to exceed \$50.00 shall be selected. In case of the death of a Chapter Member's spouse, parent, or child, an appropriate memorial not to exceed \$25.00 shall be selected.

VIII. Honorary Membership in the Chapter:

The Realtors Association of the Palm Beaches' CEO shall be granted an annual "Honorary Membership" in the Chapter, at the expense of the Chapter in accordance with the Chapter's annual budget.

IX. National Affiliate Membership:

- a. When the National Affiliate membership reaches 30%, an affiliate wishing to join the Chapter may be placed on a National Affiliate waiting list.
- b. If the National Affiliate membership has reached 30%, a National Affiliate applicant obtaining three new Realtor or Institute Affiliate members, who acknowledge the National Affiliate applicant's responsibility for their having joined, will be eligible to join prior to any other Affiliate on the waiting list as this would not violate the 30% rule.

X. Past President's Advisory Committee:

- a. The Past President's Advisory Council shall be a Special Committee.
- b. Members will consist of Active Local Chapter Past Presidents willing to serve.
- c. The Chairman of this committee will be appointed annually by the incoming local Chapter President of the Greater Palm Beach County Chapter. The Chairman of this Special Committee will serve as a representative on the Governing Board with the right to vote. The immediate Past President of the Chapter will not be eligible.
- d. This Special Committee shall meet at times directed by the Committee-Chairman, with the current President's goals in mind and consent.
- e. Duties of the Committee shall be as follows, but are not limited to:
 - i. The Committee Chairman shall serve in an advisory capacity to the Local Chapter
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ii. Shall have direct oversight of Past President's Leadership Advancement Scholarship
 - 1. All funds disbursement of Scholarship Money is to be approved by the
Governing Board.
 - 2. Review panel for Scholarship application(s) shall be appointed by the current local Chapter President and approved by the Governing Board. Five (5) members will be include: two (2) General Realtor Members in good standing, two (2) Past Presidents, not serving on the Governing Board, and one (1) Governing Board Member, who is not a Past President.
 - iii. State and National Initiatives will be reviewed by this committee and any action recommendations will be presented to the Governing Board.
 - iv. Special Assignments as designated by the current Local Chapter President
 - 1. Mentor Line Officers

2. Business Meeting Hospitality Hostess
3. Provide Inspiration
4. Serve as a Speaker or Presenter.

XI. Membership:

Refer to Membership Committee meeting, for Dual Membership Fee structure.

1. Affiliates shall pay full amount first year and get prorated in January of the second year (year following). Affiliates will be billed invoices on November 15th with payments due by January 1st. There must then be a firm commitment or payment by January 15th to avoid an automatic drop off and removal from website.(12/2014)
2. All local affiliates will be capped to a new percentage of 40% of total Chapter membership which included 30% for National Strategic Partners per National Guidelines.
3. Each Strategic Partner category will be capped at 4 members (September 2015)