Working Copy - STANDING RULES  
WOMEN’S COUNCIL OF REALTORS®CHATTANOOGA

1. CONVENTION AND CONFERENCE EXPENSES
2. PRESIDENT

The President shall attend two (2) National Conventions, one (1) Regional Conference, the Women’s Council of REALTORS® meetings at the TAR State Convention and the Women’s Council of REALTORS® meetings at the TAR Spring Conference.

The President shall receive monies as follows for registration fee, travel, hotel and meals:

1. Two (2) incremental payments not to exceed $1500 each for the National Conventions.
2. One (1) payment not to exceed $500 for the Regional Conference. If air travel is appropriate, up to an additional $500 is allowed for airfare.
3. One (1) payment not to exceed $1000 for the TAR State Convention.
4. One (1) payment not to exceed $300 for the TAR Spring Conference.

In the event the President cannot attend the above listed meetings, the President-Elect may substitute for the President and receive monies allocated for that meeting. If the President or President-Elect cannot attend the meetings listed above, another Line Officer in rank order may attend and receive monies allocated for the President. Because it is important that the Women’s Council of REALTORS® Chattanooga has representation at these meetings, at the discretion of the Governing Board, a member in good standing may attend and receive monies allocated for the President if other line officers cannot attend.

1. PRESIDENT-ELECT

The President-Elect shall attend one (1) National Convention and/or the National Midyear meeting in Washington, DC; the Leadership Academy; the Women’s Council of REALTORS® meetings at the TAR State Convention; the Women’s Council of REALTORS® meetings at the TAR Spring Conference; and the State Leadership Orientation for Officers and Committee Chairs the year prior to serving as President.

The President-Elect shall receive monies as follows for registration fees, travel, hotels and meals:

1. Total payment not to exceed $1500 for the National Convention and/or National Midyear in Washington, DC.
2. One (1) payment not to exceed $1400 for the Women’s Council of REALTORS® Leadership Academy.
3. One (1) payment not to exceed $500 for the TAR State Convention.
4. One (1) payment not to exceed $300 for the TAR Spring Conference.
5. MEMBERSHIP DIRECTOR

The Membership Director shall attend the Women’s Council of REALTORS® meetings at the TAR State Convention and the Women’s Council of REALTORS® meetings at the TAR Spring Conference.

The Membership Director shall receive monies as follows for registration fees, travel, hotels and meals:

1. One (1) payment not to exceed $500 for the TAR State Convention.
2. One (1) payment not to exceed $250 for the TAR Spring Conference.
3. SECRETARY/TREASURER

The Secretary/Treasurer shall attend the Women’s Council of REALTORS® meetings at the TAR State Convention and the Women’s Council of REALTORS® meetings at the TAR Spring Conference.

The Secretary/Treasurer shall receive monies as follows for registration fees, travel, hotels and meals:

1. One (1) payment not to exceed $250 for the TAR State Convention.
2. One (1) payment not to exceed $250 for the TAR Spring Conference.
3. STATE ORIENTATION

One (1) payment not to exceed $700 will be allocated for the State Leadership Orientation for Officers. All Line Officers are expected to attend this training session. The President-Elect shall purchase the chapter gift for the orientation with the value to be suggested by the state.

1. SCHOLARSHIP

$500 may be allocated for non-office holding national members to attend a Women’s Council of REALTORS® Conference. The Board of Directors may allocate these funds to be divided among one (1) to five (5) chairs/members in good standing.

1. ELECTIONS
2. OFFICER QUALIFICATIONS

Any member nominated for an office shall have the following qualifications:

1. Member must have held membership in the Women’s Council of REALTORS® Chattanooga for at least one (1) year.
2. Member must be a national member in good standing and have served on at least one (1) committee.
3. OFFICER’S CONSENT TO SERVE

Officer nominees shall sign a Consent to Serve form after reading the job description of the office for which they have been nominated.

1. MEMBERSHIP
2. APPLICATIONS
3. NEW MEMBERS

All new member applications and dues checks shall be collected by the Membership Director. The Membership Director shall forward those checks within three (3) days to the National Women’s Council of REALTORS® office.

1. INDUCTION OF NEW MEMBERS

The induction ceremony for the new members shall be conducted by the Membership Director at the next General Meeting.

1. GUEST FOLLOW-UP

The Membership Director shall be responsible for contacting ALL eligible guests who have attended Women’s Council of REALTORS® Chattanooga Business Resource meetings for the purpose of inviting them to become Women’s Council of REALTORS® Chattanooga members.

1. A non-member may attend only two business resource meetings annually before being required to join Women’s Council of REALTORS® Chattanooga.
2. AWARDS AND RECOGNITION
3. WOMEN’S COUNCIL OF REALTORS® CHATTANOOGA MEMBER OF THE YEAR

The Women’s Council of REALTORS® Chattanooga shall choose annually one (1) Women’s Council of REALTORS® Chattanooga Member of the Year. Nominees for this award must be a current member of the National Women’s Council of REALTORS® and should have been a Realtor® or Realtor®-Associate for a minimum of one (1) full year.

1. WOMEN’S COUNCIL OF REALTORS® STRATEGIC PARTNER OF THE YEAR

The Women’s Council of REALTORS® Chattanooga shall choose annually one (1) Strategic Partner of the Year. Nominees for this award should have been a Strategic Partner for a minimum of one (1) full year.

1. CHOOSING AWARD WINNERS  
   The award winners shall be chosen by the Awards Project Team according to the state guidelines and appropriate recognition shall be given at the Awards Ceremony.
2. EXPENDITURES
3. GIFTS
4. APPRECIATION GIFTS

The Women’s Council of REALTORS® Chattanooga is not responsible for appreciation gifts to Governing Board, Task or Project Team leaders; however, a gift shall be presented to the retiring President at the end of his/her term of office. The President-Elect is responsible for selecting and presenting the Presidential appreciation gift, for which the combined purchase price and price of wrapping shall not exceed $75.

1. PRESIDENT’S PIN

The retiring President shall purchase the incoming President’s pin and have it ready to present at the installation of new officers. Pins are ordered from the National Women’s Council of REALTORS®.

1. CONDOLENCES

In the event of an illness or death of a member, member’s spouse, parent or child, a card and note will be sent from the Women’s Council of REALTORS® Chattanooga Secretary.

1. MISCELLANEOUS EXPENDITURES

All non-budgeted expenditures shall be approved by the Governing Board before money is spent.

1. EXPENSE REIMBURSEMENT

All expense reports should be turned into the Treasurer within fourteen (14) days after each meeting for prompt (7-10 business days) reimbursement.

1. FINANCIAL TRANSACTION PROTOCOLS

Three (3) signatures shall be authorized on all checking accounts. Only one (1) signature is required on checks. Signatures will be those of the President, President-Elect, and Treasurer. All monies collected by the Women’s Council of REALTORS® Chattanooga shall be turned over to the Treasurer within three (3) working days of receipt and shall be deposited by the Treasurer within five (5) working days thereafter.