

**Standing Rules Pikes Peak Chapter**

Approved by the current Governing Board of the Pikes Peak Chapter of Women’s Council of Realtors, Colorado Springs, CO, at the August 2, 2010 Board meeting.

1. **Regular Chapter Meetings**
   1. Schedule in coordination with the master calendar of the Pikes Peak Association of REALTORS whenever possible.
   2. Meetings shall be held on the second Thursday of each month.
   3. Established programs shall support the national WCR objectives. The following meetings shall be incorporated into the meeting schedule;
      1. Summer - President’s Lunch
      2. September - Elections and appreciation
      3. October - Local Chapter Officer installation
2. **Governing Board Meeting**
   1. Monthly meetings will be scheduled in coordination with the master calendar of the Pikes Peak Association of REALTORS.
   2. Meetings shall be held the first week of each month. Meetings shall be moved to the following week when regular meeting dates fall on national holidays.
3. **Duties of the Governing Board and Committees**
   1. Duties shall be as stated in the current WCR Leadership Policy and Procedures Manual.
   2. The President shall be notified in advance prior to absences if a Governing Board Member cannot attend a meeting.
   3. Committee Chairpersons shall submit a written report to the President at least two days prior to the Governing Board Meeting if unable to attend. These may be delivered personally or electronically.
   4. Chairpersons are responsible for selecting her/his committee members,
   5. Presidents-Elect, upon taking office, shall appoint her/his committee chairs for her/his year. Those committee chairs will be approved as per the by-laws and then become co-chairs for the current year. Rationale: The co-chairs are in training. This will provide the training and skills needed to chair the following year.
   6. The current President, President-elect, and V.P. of Membership shall collectively maintain all passwords for the web sites. This shall include National web sites and local chapter web sites.
   7. The current President-elect and Communication chair shall oversee the web sites and their content.
4. **Parliamentarian**
   1. The President shall appoint a parliamentarian at every meeting.
   2. The Parliamentarian shall be knowledgeable in parliamentary procedures, as contained in the current edition of Robert’s Rules of Orders Newly Revised.
   3. A current manual shall be made available at each meeting.
5. **Qualification of Officers**
   1. The President and President-Elect shall have a minimum of 1 year of experience on the Board, or they can receive a vote of acceptance from the majority of the current Board if running without experience.
   2. Local WCR chapter will pay for the PPAR Leadership Academy program.
   3. The nomination slate of officers shall be presented at the September membership meeting.
   4. Candidate applications must be received no later than the August membership meeting. (See attached application form).
6. **Installation of Officers**
   1. Officers of the Chapter shall be installed at the Annual Installation Meeting in October. The President shall be responsible for the planning of the Installation Meeting in cooperation with the incoming president. Arrangements shall include:
      1. Invitation or announcements to the Chapter members and PPAR Chairman, Board of Directors and CEO
      2. Reservations
      3. Arrangements for the meal/refreshments
      4. Decorations
      5. Plaques or gifts for the outgoing officers
      6. Incoming President’s pin and passing the gavel
7. **Installation of New Members**
   1. New chapter member shall be installed at once a quarter at the monthly membership meetings.
   2. Each new member will be presented with a certificate of membership and/or a pin.
8. **Awards**
   1. Member(s) of the Year Award
      1. The member of the Year Committee shall consist of no less than 1 past recipient and be chaired by the President Elect. The committee shall select a Local Chapter Member of the Year in accordance with the guidelines as stated in the current WCR Leadership Policy and Procedures Manual, and the governing board shall approve with a vote.
      2. All current Local Chapter Officers e.g. the Local Chapter President, President Elect, Vice President of Membership, Secretary, and Treasurer shall be eligible to receive the award during their term of office.
      3. No entries shall be accepted after the deadline established by this committee.
         1. Two “Member of the Year” awards are presented. The categories are: Realtor Member of the Year and Affiliate Member of the Year.
   2. The Extra Mile Award
      1. The President, at her/his discretion, may present an Extra Mile Award.
9. **Annual Budgets**
   1. The current President, President-Elect, Treasurer, and Ways & Means Chairperson are responsible for preparing the annual budget with the assistance of the PPAR Controller no later than September. The budget shall be presented for approval to the governing board no later than the October Governing Board Meeting.
   2. The Governing Board approved annual budget shall be presented for approval at the November General Membership meeting.
   3. A minimum of $5,500 shall be carried over to the succeeding Chapter year.
   4. The Chapter By-Laws of WCR do not allow for a deficit budget. Monies due to outside vendors (non-WCR persons) shall have priority over reimbursement to Chapter members.
   5. The President and/or President-elect and Treasurer’s signatures shall be required on any expenses over $500.00
   6. No monies shall be disbursed without proper documentation, i.e., receipts, contracts, etc. All receipts must be submitted within 60 days of the event.
   7. All contracts obligating WCR funds must have approval of the Governing Board and be signed by both the President and the Treasurer.
10. **Fundraising and Donations to Charitable Organizations**
    1. The President shall have the option, with the approval of the Governing Board, of selecting a charitable organization to support throughout the year (this support may be either in time or money).
    2. In the case that the President opts out of A., the events committees may select a charitable organization to support for that event. Any committees proposing events in which funds are raised shall be responsible for submitting to the Governing Board at least three (3) names of charitable organizations. A brief description of each organization should also be made available.
    3. A majority of the Governing Board shall be required in selecting the charitable organization that receives any funds from local WCR functions.
    4. A maximum of 10% of money raised shall be donated to a charitable cause. Should the fundraisers earn more than the budgeted amount, the committee may recommend to the Governing Board that a larger donation be made.
11. **Expense Reimbursement**
    1. Each annual budget shall contain the expense guidelines for the President, President-Elect, and Committee Chairs.
    2. Receipts and an expense report shall be required for all approved expenditures.
12. **Travel Expense Reimbursement**
    1. The Pikes Peak Chapter shall pay the travel expenses (transportation, lodging, registration and meals) to the following meetings for the following people, in the order listed if funds are available, but not to exceed the amount determined by the Annual Budget. If money/budget allows a 4th Board member may attend and be paid for any of the following trips.
       1. National Meeting (November-location varies) (during the N.A.R. Convention).
          1. President
          2. President-Elect
          3. Vice-President of Membership
          4. Immediate Past President
       2. Leadership Development Training (August-Chicago)
          1. President-Elect
       3. Mid-Year Legislative Meeting in Washington DC.
          1. President
          2. President-Elect
          3. Vice-President of Membership
          4. Additional Traveller Chosen by President and approved by Governing Board.
       4. State WCR meetings in conjunction with the C.A.R meetings (Mid-Summer meetings and State Convention)
          1. President
          2. President-Elect
    2. Registration and transportation shall be arranged as soon as registration is available in a manner that utilizes bargains and advance purchase discounts when available.
       1. Any personal days taken prior to or after official functions are not reimbursed.
       2. An official function is considered to have begun the evening before and to conclude the day after.
       3. Actual direct mileage, as allowed by IRS shall be used for the President and President-Elect in conjunction with WCR meetings and functions.
       4. Any deviation of these travel expenses shall be voted on by a majority of the Governing Board.
       5. Meals shall be reimbursed to an accrued maximum of $75 per day for the duration of the official function (food only; no alcohol). Mid-Year Meeting $55 if Exec­­utive Room Available.
       6. Lodging shall be coordinated between Chapter travelers. Leadership is encouraged to register early and arrange to stay at WCR hotel. (don’t know what a WCR Hotel is)
          1. In the event that travelers are of the opposite sex or traveling alone,the traveler shall be entitled to a single room.
          2. In the event of a traveling spouse, the Chapter traveler shall be reimbursed for ½ the cost of the regular lodging expense.
          3. The President and President-Elect are required to attend the two yearly NAR meetings. Should an officer not attend a required national meeting any funds advanced to said officer shall be refunded to the Chapter.
          4. In order for any of the above expenses to be reimbursed, the following criteria must be met.
             1. The amount to be reimbursed must be within the budgetary guidelines,
             2. There must be sufficient funds in the treasury to meet the expense.
             3. The expenses must have occurred within the Chapter year for which the reimbursement is sought and within 60 days of the actual event.
             4. The member requesting the reimbursement must present a full accounting of the expenses and it’s rationale to the Treasurer. Such accounting must be accompanied by receipts.
    3. If the President, President-Elect, or delegate represents another organization at the same function and is reimbursed by said organization for the same function, said attendee cannot be reimbursed by both organizations for the same expense. (For example - if a representative or officer of the Local Chapter is also representing another Realtor organization whose expenses are paid by the other organization the no reimbursement of such expenses shall be made by the Local Chapter).
    4. Any deviation of these travel expenses shall be voted on by the majority of the Governing Board.
13. **Other Expenses**
    1. All guest speakers and Local President attending a Local Chapter function are to receive a complimentary meal. Up to 2 PPAR working representatives will also receive a complimentary meal.
14. **Reservation Obligations**
    1. Reservation and cancellation deadlines shall be established for each function and announces in the notice for that function.
    2. A $10.00 surcharge shall be collected from those members and guests attending a meeting without a reservation.
    3. Reservations for all Chapter meetings and events shall be the fiscal obligation of the member unless canceled prior to the cancellation deadline. No-shows will be billed.
15. **Memorial**
    1. The Chapter President is authorized to spend an appropriate sum for flowers in the event of the death of an active member. The President shall also notify the State Chapter and National WCR.
    2. In the event an active member is hospitalized the Secretary will send a card from the Governing Board. Flowers will be sent to a Board member if hospitalized for more than 2 days.
16. **Standing Rules**
    1. The effect of the Standing Rules shall be to augment the Chapter by-laws. In the event of a conflict, the Chapter by-laws will prevail.
    2. The Standing Rules may be amended or changed by a majority vote of the Governing Board.
    3. The WCR Governing Board duties and responsibilities brochure shall become “addendum A” to the Standing Rules.
    4. Chapter by-laws, Standing Rules, and the WCR Governing Board duties and responsibilities shall be distributed to members with the roster.