

**WOMENS COUNCIL OF REALTORS  
WINE COUNTRY CHAPTER  
STANDING RULES**

*(updated February 2009 – Changes in red text)*

**I. MEETINGS**

**A. CHAPTER MEETINGS**

Regular Chapter meetings shall be held on the second Wednesday of the month, unless otherwise notified.

**B. ANNUAL ELECTION MEETINGS**

- 1) The annual election meeting shall be held in October. It may be held in conjunction with a regular Chapter meeting.
- 2) Installation meeting shall be held in December. It may be held in conjunction with a regular Chapter meeting.

**C. GOVERNING BOARD MEETINGS**

Governing Board Meetings shall be held from 11:30am -1:00pm on the third Tuesday of each month unless otherwise notified. Governing Board Members are all parties who have voting obligations to the Chapter. Voting Members of the Board are the President, President-elect, Secretary, Treasurer, VP/Membership, Membership Chair, Education Chair, By Laws Chair, Nominations Chair, *Ways and Means Chair*, Budget and Finance Chair *and Programs Chair, if applicable*. However, all Governing Board Chairs are required to attend the monthly Board meetings (see D. Unexcused Absences).

**D. UNEXCUSED ABSENCES**

- 1) Any appointed member of the Governing Board with three or more unexcused absences, annual or consecutive, shall be construed as having resigned from the Governing Board.
- 2) Such members whose seat was vacated in this manner may apply for reinstatement in writing. Reinstatement shall require a majority vote of the Governing Board.

**E. PAST PRESIDENT COUNCIL**

A Council of past Presidents of the Chapter will be formed each year and will meet quarterly separately from Governing Board Meetings. This Council will be chaired by the most recent past chapter president willing to serve, who will report back to the Governing Board on Council activities and/or offers to assist. The intent of this Council is to find ways to assist the Chapter with a fund raising event or other membership needs during the year.

## II. QUALIFICATIONS

### A. OFFICER QUALIFICATIONS

- 1) President, President-Elect and VP Membership can **only** be held by a Realtor. The positions of Treasurer and Secretary may be held by a National affiliate member.
- 2) All elected Officers must have held membership in a WCR Chapter for at least one year.
- 3) All elected Officers must have chaired a WCR Committee *as a Governing Board Member* for at least one year.

## III. INSTALLATIONS

### A. PRESIDENT

A gavel shall be purchased, at the expense of the Chapter, to be presented to the Incoming President at the December Installation Ceremony.

### B. OUTGOING PRESIDENT

A plaque shall be obtained, at the expense of the Chapter, to be presented to the outgoing President at the December Installation Ceremony.

### C. LINE OFFICERS

All line Officers, including Incoming President, President-Elect, Vice President of Membership, Treasurer and Secretary shall be presented with a WCR Officer Pin upon installation.

### D. FINANCES

The budget for the Installation Ceremony shall be sufficient to include the expenses of the Outgoing President and for each of the elected Officers for awards recognition.

## IV. DUTIES

### A. PRESIDENTS RESPONSIBILITIES

When the President takes office s/he shall furnish each officer and committee Chairperson a copy of the National Leadership Policy and Procedure Manual, a list of committee responsibilities, as well as the local Chapter Bylaws and Standing Rules. *The President (or in President's absence, the President-elect or Treasurer) is the only designated signee of contracts on behalf of the Chapter.*

### B. OFFICERS

Chapter Officers and committee Chair heads shall abide by the WCR "National Leadership Policy and Procedure Manual" and the Chapters "By-Laws and Standing Rules".

### C. PRESIDENT-ELECT

- 1) The President-Elect shall serve as the Program Chair and complete and submit the Chapter of Excellence Awards to National prior to the National deadline.
- 2) The President-Elect shall plan a one-day workshop or retreat to create the business plan and Chapter direction for the upcoming year. This event shall take place after the elections but before the Officer Installation Ceremony.
- 3) A facilitator or moderator from WCR State or National shall be chosen to moderate this workshop/retreat.
- 4) President-Elect shall work with Past President Council to facilitate a joint meeting with another Professional Women's Organization during the year to meet extra Chapter of Excellence requirements, *as required by annual National Business Plan.*

### D. VICE PRESIDENT OF MEMBERSHIP

The Vice President shall oversee the Membership Committee. This Committee shall be comprised of Vice President of Membership, Membership Chair and a minimum of two committee members.

### E. SECRETARY

- 1) The Secretary shall take Minutes at all Board Meetings, and disperse a first draft of Minutes within 7 days to all Board Members. The final Minutes shall be approved by the Board at the next regularly-scheduled Governing Board meeting.
- 2) The Secretary, or her committee, will send out thank you cards to guest speakers and sponsors of the monthly Business Meetings.
- 3) The Secretary, or her committee, will send out all thank you cards relating to any volunteers or donations to the Chapters fundraisers.

### F. TREASURER

- 1) All monies received by the Chapter shall be deposited into WCR Wine Country Chapter's account in a financial institution selected by the Governing Board.
- 2) Per Board approval, all monies received by the Chapter *monthly basket sales over the amount of \$250 will be designated to* "The Caryl Weis Leadership Fund" *and* shall be deposited in a separate account in a financial institution selected by Governing Board. See Section XII.
- 3) All monies collected by the Chapter shall be turned over to the Treasurer within *24* hours of receipt and shall be deposited by the Treasurer within *48* hours thereafter. The Treasurer should keep written and accurate records of all dues, payments and receipts and provide monthly reports to the Board.

- 4) The Treasurer will supply to WCR Wine Country Chapter's accountant, who has been selected by the Governing Board, all necessary documentation and receipts to file the Chapters taxes prior to any IRS deadlines.
- 5) *The Treasurer will notify President and/or Governing Board of any requests for reimbursement which are not covered within these Standing Rules or submitted after the 30 day deadline. (See Section XVII (A))*
- 6) *The Treasurer will work with President to review Chapter insurance needs for general liability, events and dishonesty bond coverage. Report changes in premium costs to Budget/Finance Chair for Budget purposes.*

#### G. COMMITTEE CHAIRPERSON OTHER THAN ELECTED POSITIONS

- 1) Appointment of Committee Chairs by the Incoming President is to be done prior to the December Governing Board meeting. Chairs of certain committees *will preferably* have served as a committee member prior to becoming Chair of that committee.
- 2) All outgoing committee Chairs shall make a written report on the committee's accomplishments at the years end and pass on the committee materials to the Incoming Chair.

#### H. PARLIAMENTARIAN

The Parliamentarian shall be appointed by the Incoming President prior to the Installation Ceremony.

### V. MEMBERSHIP COMMITTEE

#### A. PROCESSING APPLICATIONS

- 1) New member applications and dues checks shall be collected by the Membership Chair (or designee), who shall forward them immediately to the National WCR office.
- 2) The Membership Chair (or designee) shall keep his/her own Roster and continually check it against the Roster sent from the National office, and notify National of any discrepancies.

#### B. NEW MEMBER WELCOME

A member of the Membership Committee on behalf of the Chapter President shall send cards or letters of welcome to each new Chapter member within seven days of becoming a member.

#### C. INTRODUCTION CEREMONY

An introduction ceremony for new members shall be conducted by the Vice President of Membership quarterly (or as needed) at the regular monthly Business Meetings.

#### D. GUEST ATTENDANCE

- 1) Guests at Chapter functions shall be registered, along with the name of their host/hostess.
- 2) After three guest attendances membership will be encouraged, for further attendance at monthly Business Meetings; or continue to pay \$30.00
- 3) When asked by the President for Guest acknowledgements, Guests should be introduced to the membership by the person who invited them.

#### E. GUEST FOLLOW UP

The Membership Committee shall send a written follow up with membership application within seven days of the Business Meeting, or upon becoming a Member.

#### F. MEMBER ORIENTATIONS

The Membership Committee shall host a minimum of two, but preferably four Member Orientations per year (preferably quarterly). At that time, Board and Committee Chairs (or their representatives) shall be present to speak about their committees and volunteer opportunities.

#### G. MEMBERSHIP DRIVE

The Membership Committee is responsible for hosting the Winter Membership Drive – January 1<sup>st</sup> thru March 31<sup>st</sup> (dates set by National WCR and subject to change). The goal is to recruit new WCR Realtor members & retain current members. Prizes and incentives are to be determined by Membership Committee.

#### H. NorBAR NEW MEMBER ORIENTATIONS

- 1) The Membership Chair shall be responsible for making sure that a minimum of two representatives from WCR attend the monthly NorBAR New Member Orientations.
- 2) Information for the NorBAR New Member packets will be forwarded on to the appropriate person at NorBAR from the Membership Chair (Information to include - but not limited to- a flyer for the next business meeting and other upcoming events and a letter from the President).
- 3) A follow-up letter shall be sent by the Membership Chair to all NorBAR New Members who attend the orientation.

#### I. MEMBERSHIP MANUAL

The Membership Chair will revise the Membership Manual annually (or more frequently as needed). Every new member of WCR needs a copy when they

join, or at the next Member Orientation, or as soon as the Manual becomes available (which ever event occurs first).

#### J. 70/30 RULE

- 1) **It is the responsibility of** the Vice President of Membership and the President to work together to meet the National standards of no more than 30% of its membership to be comprised of Affiliates (non-Realtors) and 70% of the membership to be comprised of Realtors.

#### K. AFFILIATES

- 1) All affiliates are welcome to join WCR (locally or nationally). In order to comply with National's guidelines regarding membership, any affiliate who wishes to join WCR Wine Country Chapter will be asked to also have a minimum of three Realtors join at the same time. Affiliate to complete Application and Committee Volunteer form *as dictated by current ratio and Board Approval.*

#### L. REVISIONS

- 1) Standing Rules section will be revised yearly. The ratio of Realtors and Affiliates will need to be addressed after March 31<sup>st</sup> when the Membership Drive ends.

#### M. BUSINESS MEETING RESERVATIONS

- 1) Membership Chair shall check over the attendee list to make sure that members and guests are paying the correct amounts and shall also confirm membership status of all who have attended the business meeting. Hospitality Committee shall also give Membership Chair a list of all guests from the business meeting after the event.

### VI. HOSPITALITY COMMITTEE

#### A. RESPONSIBILITIES

- 1) Non-Member Fees – WCR member sponsored guest will pay \$5.00 more than is required for members for general meetings.
- 2) Title Companies – Title companies that are members can bring up to five (5) people at the member rate of \$25. All other people (guests, employees, etc) shall be at the \$30 rate.
- 3) A reservation made is a reservation paid. Any member/non-member who makes a reservation or is on the standing reservation list and does not attend shall be billed by the Treasurer. In the event a reservation has been made and a member/non-member cannot attend, they can send someone in their place by notifying the Hospitality Committee prior to the meeting. Any person attending a business meeting without a reservation will be charged an extra \$5:00; members \$30.00 non-members \$35.00.

- 4) The Hospitality Committee shall get any names of people who did not attend to the Treasurer within 48 hours.
- 5) All monies collected at the monthly Business Meeting shall be reconciled and turned over to the Treasurer within 24 hours.
- 6) The Hospitality Committee shall provide a list of potential Ambassadors for the monthly Business Meetings. This list shall be submitted to President at the beginning of the year for approval. Ambassadors should be members who are Past Presidents, Officers, Chair heads or members that can articulate the brand.
- 7) The Hospitality Chair is responsible for monitoring the reservation hotline and email notifications on all reservations for monthly Business Meetings.
- 8) All final reservation attendance is to be submitted to the venue at the time allocated per the agreed contract.
- 9) Oversee raffle coordination and collection of monies at monthly Business Meetings.

## **VII. BYLAWS COMMITTEE**

### **A. RESPONSIBILITIES**

- 1) Review Bylaws and amend as directed and approved by Governing Board.
- 2) National amendments to local bylaws are automatically binding. Notice is to be given to Chapter members 10 days before submitting to National WCR for approval.
- 3) Submit approved amendments to National WCR for approval.
- 4) Develop and review periodically Standing Rules, which should be approved by the new Governing Board in January of each year.

## **VIII. EDUCATION COMMITTEE**

### **A. RESPONSIBILITIES:**

- 1) Plan and coordinate a Performance Management Network class for the Chapter during the year, preferably co-sponsored with NorBAR or other WCR Chapters, *subject to annual budgeted amount.*
- 2) Educate the Chapter on the PMN designation and its benefits.
- 3) Locate venue, instructor, marketing, food and sponsorships to offset costs of education events.
- 4) Market classes, with assistance of Marketing Committee, to local Chapter and other Chapters in your area.
- 5) With assistance of Marketing Committee, inform members of educational opportunities offered by the local Board, State Association, NAR-affiliated groups, and by nearby educational institutions.
- 6) Communicate with NorBAR Education Committee to find ways to co-sponsor educational events with other NorBAR Chapters.

## **IX. FINANCE AND BUDGET COMMITTEE**

### **A. RESPONSIBILITIES**

- 1) Prepare annual budget for presentation and approval at the first Board meeting of the year.
- 2) Review budget and actual expenditures with Treasurer and report to Governing Board at every Board Meeting.

## **X. AUDIT COMMITTEE**

### **A. RESPONSIBILITIES**

- 1) Conduct an audit of the Treasurer's records at least twice during each Calendar year.
- 2) Reports to the Board on completed audit at next Board meeting.

## **XI. PROGRAM COMMITTEE**

### **A. RESPONSIBILITIES**

- 1) Generally overseen by President Elect.
- 2) Creates and implements Chapter calendar of speakers for monthly Business Meetings.
- 3) Supplies biographies of speakers for introduction.
- 4) Locates and coordinates sponsors for monthly Business Meetings.
- 5) Coordinates any equipment and or props which are needed by Speaker and/or sponsors.
- 6) Each guest speaker will be credited a lunch while participating at the meeting.
- 7) There will be no more than two (2) lunch credits for the sponsors of the monthly meetings.

## **XII. AWARDS & RECOGNITION COMMITTEE**

### **A. RESPONSIBILITIES**

- 1) Plan and coordinate visible symbols of appreciation.
- 2) Work closely with President Elect on Chapter of Excellence Awards.
- 3) Implement yearly "Volunteer Award Program" for members, *budgeting up to \$500 voucher award to cover registration and airfare to Fall State or National Conference. This award will be given at September meeting each year.*
- 4) Work with President on Members of the Year awards.
- 5) *Market and coordinate the three scholarship funds for members, assisting members in applying for the Caryl Weis Leadership Award, naming no more than five Realtors and five Affiliates to receive \$125*

*education reimbursement per year, for a maximum of \$1250 in scholarships annually.*

- 6) Create Business woman of the Year Award Committee of three (3) persons to submit recipient name and nomination form to National WCR by December 2<sup>nd</sup> of each year, following guidelines in current Leadership Policies and Procedures Manual.

#### **XIV. NEWSLETTER COMMITTEE**

##### **A. RESPONSIBILITIES**

- 1) Newsletters to be sent out to members on a quarterly basis.
- 2) Printed or e-mailed newsletters should be sent out by 21<sup>st</sup> of the 3<sup>rd</sup> month of each quarter.
- 3) Prepare with and follow guidelines that are set up between Chapter and graphic design & printing company.
- 4) Create news articles for submission.
- 5) *Work closely with Marketing committee and other Board Committee Chairs for Newsletter submissions.*
- 6) Have final proof reviewed by either President or President-Elect before publishing.
- 7) Encourage member advertising to offset costs of mailings.

#### **XV. MARKETING COMMITTEE**

##### **A. RESPONSIBILITIES**

- 1) Work with Chapter President of implementation, design and content of Chapter website.
- 2) Work closely with Newsletter Committee on creating press releases on Chapter events and members for immediate release to local newspapers, and local Realtors Association.
- 3) Create and maintain a brochure of information on the Wine Country Chapter, *per annual Budget.*
- 4) Creates and works closely with a distribution committee for marketing of monthly meetings at real estate offices and Realtor MLS meetings.
- 5) Promote ways to market WCR Wine Country Chapter at available opportunities.
- 6) Prepares monthly report for Governing Board.
- 7) Within the year, submit for publication five (5) articles featured in non-WCR related publication or website. Provide documentation of these publications to President-elect for Chapter of Excellence Award purposes.
- 8) *Work closely with Board Committee Chairs for Marketing needs.*

## **XVI. WAYS & MEANS COMMITTEE**

### **A. RESPONSIBILITIES**

- 1) Working with Budget and Finance Chair and other Governing Board Members, coordinates the budget to conduct fundraising programs.
- 2) Oversees raising funds to enable Local Chapter leadership team to attend National meetings, State business forums and Summit meetings.
- 3) Reports to the Board all *revenue and expenses* on a monthly basis during the preparation of any fundraisers.
- 4) Works closely with Chairs for fundraisers to prepare and balance budget for any events.
- 5) Locates volunteers to work on different committees for fundraising activities.

## **XVII. REIMBURSED EXPENSES**

### **A. OFFICER TRAVEL**

- 1) President and President-Elect shall be reimbursed for attending all national, regional and state meetings if funds are available. This reimbursement will cover *registration*, transportation, lodging, parking and price of ticketed functions. The President shall receive per diem of \$75.00 per day to cover meals for President and other officers as necessary.
- 2) A reimbursement form *will be* completed and submitted with receipts to treasurer *within 30 days of travel*. Any other expenses outside above mentioned items needs Board approval.
- 3) All other Governing Board Officers shall be reimbursed for conference registration and transportation *subject to each Officer's budget for annual travel*. Each Officer shall notify the Board of their choice of intended conference within the first quarter of each year, if budgeted.
- 4) The President-Elect must attend Leadership Academy. This is a mandatory requirement.
- 5) All Officers should supply either oral or written travel report to the Governing Board at the next regularly-scheduled Board Meeting, bringing significant information back to the Chapter.

### **B. CHAPTER EXPENSES**

- 1) All committees shall submit categorized budgets for the upcoming year and use the funds accordingly.
- 2) The reimbursement form shall be completed with appropriate category information and submitted with copy of receipts.
- 3) Reimbursement forms should be submitted to Treasurer, within 30 days *of expense*.

- 4) Requests for reimbursement *after 30 days* will require Governing Board approval.
- 5) *Expenses that are not included in Budget will not be reimbursed without Governing Board approval.*

#### C. MEMORIALS

In the case of a death of a Chapter member, spouse or child an appropriate memorial not to exceed \$75.00 shall be given, *subject to annual budgeted amount.*

#### D. HOSPITALIZATION

A card or appropriate gift not to exceed \$50.00 shall be sent to a Chapter member who becomes hospitalized, *subject to annual budgeted amount.*

#### E. CHARITABLE DONATIONS

- 1) The charities selected to receive funds from one of our yearly fundraisers shall be a local charity. The charity shall be voted and approved by the Governing Board.
- 2) In addition, the Governing Board can make an additional contribution to a charity when budget permits, *but no more than 10% per event will be donate, unless otherwise designated by the Board.*
- 3) *All printed material requesting donations for fundraising and other events shall include the phrase: "A portion of the proceeds from this event will be donated to (name of charity). The Wine Country Chapter of the Women's Council of Realtors is a 501c(6) "not for profit" organization. Our tax ID is 84-1338923.*

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