

Women's Council of Realtors
Emerald Coast Chapter
Standing Rules – 2009

MEETING INFORMATION:

Governing Board Meetings:

1. There shall be 12 governing board meetings and 12 general membership meetings a year.
2. Governing Board meeting will be at a location designated by the Governing Board. Meeting shall begin promptly at a time designation by the G. B. and posted on www.mywcr.com and adjourn promptly when President feels all business is completed.
3. Line Officers and Governing Board Members are required to attend all Governing Board Meetings. Absences shall be limited to three per year. If absences exceed stated limit, the absences shall be construed as a resignation.
4. The Secretary shall email the minutes of the governing board meeting to the governing board members within three business days following the meeting.
5. The Secretary shall email the minutes of the general membership meeting to the chapter members within three business days following the meeting.
6. All Governing Board Meetings will be open to the General Membership with only Governing Board Members being allowed to vote. Governing Board members are; President, President Elect, Vice President of Membership, Secretary, Treasurer, the most recent Past President willing to serve, one active Past President appointed by the President and Chairmen of Standing Committees. (ByLaws Committee, Education and Program Committee, Finance and Budget Committee, Membership Committee, Nominating Committee, Ways and Means Committee)

Committee Meetings:

1. All Committee Meetings, excluding Nominating and Audit meetings, are open to the General Membership. The present or past treasurer may attend Audit Committee Meeting only for explanation on present or past bookkeeping.
2. Nominating Committee shall be the selection committee for all scholarships and member awards.

General Membership:

1. General membership meeting location shall be determined by the needs of the chapter with availability and consistency in location kept at a priority. Networking shall begin 30 minutes prior to calling the meeting to order and adjourn promptly no more than two hours after networking begins.
2. Membership dues will be \$150.00 year for members, consisting of \$86 for national dues, \$35 for state dues, and \$29 for local dues; subject to annual review by the appropriate chapters.
3. Membership dues for national affiliates will be \$150 and local affiliates will be \$100.

RESERVATION OBLIGATIONS:

1. If a reservation has not been made, members or guests may attend the meeting without participating in the lunch menu for a cost of \$10.
2. Lunch meetings will cost a member no more than \$25 with a reservation.
3. Lunch meetings will cost a Non-member no more than \$30 with a reservation.
4. Non-members, guests attending lunch meetings with or without a reservation will cost no more than \$30. They shall be accommodated on a space available basis.
5. Any reservation made and the member or guest does not attend the meeting, the member will be responsible for payment to the chapter.

GUEST POLICY:

Non-Members:

1. Guest may attend two times to a meeting before joining the chapter. This does not apply to a member's family or special guest, provided they are not eligible for WCR membership.

GUEST SPEAKER:

1. Guest speaker shall receive a free meal to include one other guest/assistant that might attend with guest speak. (Maximum 2)
2. The maximum cost of a guest speaker's program is \$500.
3. The daily per diem allowed for non-local speakers shall be: gas mileage at the current IRS mileage rate and two meals a day (meals not to exceed \$50.00 total for both). This allowance only extends to the guest speaker.
4. Should a sponsor or affiliate elect to cover the cost for the guest speaker in its entirety, as a "flat fee" or as a supplement to the budget, extra recognition may be given to that company by the Chapter.

FINANCIAL:

1. A free lunch will be offered to the members attending the new ECAR member orientation as a door prize/business card drawing.

Budget Items:

2. The budget for the officer installation shall consist of the price of the in-coming president's gavel - \$100 or less and any table decorations at the cost of \$250 or less. In the case that an honorary guest is invited to lunch, the fees and reimbursable expenses shall parallel that of the guest speaker, gas mileage, hotel, etc.
3. The annual budget shall be placed on the local chapter website not later than 30 days from approval.
4. The President will have access to a discretionary fund for the benefit of the organization on an annual basis of \$1,000. The President shall be required to provide receipts and a check request within 30 days of incurring the expense for reimbursement.
5. Check request shall be signed by two current line officers, with the President signing except for when the President is unavailable or making the request for reimbursement for President's expenses.

6. Scholarship Qualifications: If the chapter budget funds allow, there shall be five scholarships awarded each year; one for the Kathy Sublett GRI Scholarship, two for the ECAR Leadership Academy, and two PMN courses. Members must apply for the scholarship by completing the application process, be a good member in standing, a member of the chapter for at least one consecutive year and must complete the course. Upon qualification, the scholarship will be awarded by date of application. The first qualified member to apply will be awarded scholarships. Scholarships will be awarded in December.

Travel:

1. The local chapter shall fund the current line officers, (per our Emerald Coast Chapter Bylaws) not to exceed five, for Women's Council district/state/regional/national events as funds permit. If one of the current line officers is not able to attend, at the discretion of the president, he/she may select an alternate from the general membership, rotating members, as funds permit.
2. The chapter shall reimburse the immediate past president to attend the National mid-year meeting. Travel: at \$.40 a mile ; Airfare: coach seating; Hotel: semi-private rooms; and two meals a day not to exceed \$50 total, excluding alcoholic beverages with proof of receipt. If a private room is desired, that person shall absorb the extra expense incurred.
3. The chapter shall reimburse the current line officers to attend Women's Council district/state/regional/national events. Travel: at the current standing rule policy for mileage. Airfare: coach seating; Hotel: semi-private rooms; and two meals a day not to exceed \$50 total, excluding all alcoholic beverages. An exception will be made for WCR "ticketed" events, with proof of receipt. If a private room is desired, that person shall absorb the extra expense incurred. However, if circumstances occur to where a member is lodged individually in a private room because of an odd number of people attending the event, that member shall not be charged for a private room.

Lodging:

1. Actual costs of room plus tax (double room rate) if costs reimbursement falls within limitations overnight lodging for the night prior is not paid when the meeting starts at or after 10 a.m. and adjourns by 4 p.m. As a matter of personal convenience, the chapter will reimburse lodging costs if travel

time exceeds three hours one way or commercial travel will not accommodate a 10 a.m. meeting.

Reimbursement:

1. If an approved member has pre-paid for an event and needs to cancel, the member will be reimbursed if the cancellation is due to circumstances beyond their control, acts of God and family emergencies.
2. If a third or fourth, etc. person wishes to attend these events, the cost of lodging, all car expenses shall be divided equally.
3. In the event that the cost of airfare is less expensive than driving or vice versa, including the possibility of incurring extra lodging expenses, the member may choose to fly verses drive. The chapter will reimburse the member for the member's actual cost. If member chooses the more expensive method to travel, then member shall only be reimbursed for the less expensive method of travel.
 4. A minimum of two members per car shall be reimbursed. If a funded member's work related schedule prohibits traveling with other funded members to qualified meetings, member shall be reimbursed 50% of scheduled reimbursement policy
5. Chapter members are required to complete an expense report and provide receipts within 60 days of incurring the expense.
6. All expenses to be paid out by the Treasurer must be approved by the current President (if unavailable P.E. or on down the ranking line officers available) and one additional line officer. Should the current President file expenses, approval must be by President Elect and follow schedule above.

Insufficient Funds/Bank Charges:

1. If the chapter incurs returned check fees on behalf of a member, it shall be the responsibility of the member to reimburse the chapter for those fees and amount of check within 10 business days after notification from treasurer. The funds acceptable shall be either paid by cash or certified funds.

SPONSORSHIPS:

1. There shall be three levels of sponsorships. Each year the Governing Board shall approve the specifications and benefits to the chapter's sponsors.

Sponsorship Opportunities shall consist of the following:

\$250 – One Year Sponsorship

- Logo included on all printed materials, ie...brochures, newsletters, handouts, and email signature from the President
- Logo prominently displayed on the slide show presentation.
- Logo displayed on www.mywcr.com
- Does NOT include membership to WCR. Local affiliates add \$100 for Membership.

\$500 – One Year Sponsorship

- Logo included on all printed materials, ie...brochures, newsletter, handouts, and email signature from the President
- Logo prominently displayed on the slide show presentation.
- Logo displayed on www.mywcr.com
- *Featured Sponsor of the Month (up to 2 sponsors per meeting)* Time given at the monthly meeting to spotlight your business and pass out promotional materials.
- Includes One local affiliate membership to WCR.
- Additional company memberships available for \$100

\$1,000 – One Year Sponsorship

- Logo included on all printed materials, ie...brochures, newsletters, handouts, and email signature from the President
- Logo prominently displayed on the slide show presentation.
- Logo displayed on www.mywcr.com
- *Featured Sponsor of the Month 2 times a year (2 sponsors per meeting).* Time given at the monthly meeting to spotlight your business and pass out promotional materials.
- Featured at Special Quarterly Events.
- Includes two local affiliate memberships to WCR.
- Additional company memberships available for \$100

EVENT SPONSORSHIP

- Recognition for that event on the web site, any event literature, and at the event will be given the opportunity to speak for a time specified by event coordinator.

Other benefits of being a WCR Sponsor include the following:

1. Sponsor's business cards will be collected separately at the registration table at all monthly meetings apart from the Realtor's business cards. From the collection of these Sponsor business cards, two cards will be drawn at random during the monthly meeting. The selected sponsors will have an opportunity to stand up and do a "mini" 1-minute commercial of their services. Two drawings per meeting.
2. The opportunity to bring a door prize and to personally present it to the Realtor chosen by a drawing of business cards or tickets.
3. The Governing Board may permit affiliates and non member businesses to receive a free sponsorship for services rendered to the chapter. The level of sponsorship shall be based upon the value of the service in kind.

CHAPTER COURTESY POLICY:

1. **Cell phones:** Cell phones shall be placed in the silent or vibrate mode. The presiding president shall make two announcements, one at the beginning of the meeting and once again just before the guest speaker begins the program.
2. **Professional Conduct:** Members and affiliates are expected to conduct themselves in a professional manner when attending public functions, whether it is local or out of town, as a representative of Women's Council. This is a standard of behavior expected from members representing our chapter. This does not include good, clean fun, only intolerable or intoxicated behavior. Consequences for misbehavior will be a private warning from the local chapter president as advised by the majority of the line officers.

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3. Membership Roster: The membership roster shall only be available to National & Affiliate members as well as Local Sponsors. (Members requesting a copy of the roster should contact the appropriate member volunteer in charge of the membership roster.)

3. Press Releases: The chair person or designated member in charge of placing press releases in any publications shall insure that all chapter members will be appropriately recognized with their company names and chapter positions held.

MEMORIALS:

1. Chapter member - In the event of death or a hospital stay, a floral arrangement or a cash donation to an organization of the member's choice or a family member's choice will be made, if possible, not to exceed \$65. Hospitality committee shall appoint a member to make sure this taken care of. (An appropriate card and postage shall be budgeted for.)

2. Chapter member's spouse, significant other or child - In the event of death or a hospital stay, a floral arrangement or a cash donation to an organization of the member's choice or a family member's choice, if possible, will be made not to exceed \$45. Hospitality committee shall appoint a member to make sure this taken care of. (An appropriate card and postage shall be budgeted for.) In the event of a parent, an in law or sibling, the chapter may choose to send an appropriate card and email an announcement to the membership.

3. If a charitable contribution is made in lieu of flowers, a set amount of \$25 will be donated.

BY-LAWS AND ELECTION POLICIES:

Composition of Nominating Committee:

1. The composition of the nominating committee shall be the past president, one governing board Realtor member and three elected Realtor members from the membership.
2. Members eligible to vote at a governing board meeting shall be the line officers and committee chairs.
3. Guidelines for amending the Bylaws shall be as outlined in the current Bylaws.

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4. Election procedures shall be as outlined in the current Bylaws.
5. **Business Woman of the Year:** The selection of this member shall be by the current Nominating Committee. The chair person or any one of the committee members of this committee shall not be eligible for this award. In the event committee members are nominated they shall decline this nomination. A list of the non-eligible members and specifications for this award shall be published by nominating committee prior to accepting nominations. (The specifications for this award are presented in the application for the Business Woman of the Year).
6. **Realtor of the Year and Affiliate of the Year:** Nominating Chair person shall solicit the membership for votes regarding each of these awards. The chair of this committee shall be responsible for documenting the results of this selection. The results of that selection shall be verified by the current Secretary. The chair person of this committee shall not be eligible for these awards. The Realtor and Affiliate members should only be considered if they have been a member for a minimum of one year and have brought value to the local chapter by means of their involvement, dedication, professionalism and promotion of the Women's Council.

CHAPTER DISBANDMENT:

1. A 45 day notice shall be given to all members, affiliates and sponsors via email and a official letter signed by the presiding president
2. A 30 day notice shall be given to the restaurant or the location to which the meetings reside.

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3. Remaining funds shall be disbursed first to satisfy all outstanding invoices and then the balance shall be donated to Shelter House. The Chapter account to be closed at that point.
4. Banner to be stored at E.C.A.R. as well as any other Chapter owned belongings.
5. Vice President of membership shall purge all members' information from records.
6. Website shall be discontinued.

**WCR Emerald Coast Travel Accountable Plan
Travel allowance policies, procedures and guidelines**

All cash and credit expenditures must be verified with original receipts attached to the expense form. Photocopies of receipts will not be accepted Travel reimbursement form must be reviewed and approved by a Past President prior to reimbursement.

Requirements for completion to receive travel reimbursement:

- Original Receipts
- Date
- Location
- Purpose and details of trip
- Signature



**Reimbursement
must be requested
within **30 DAYS** of
event!**

Requirements for completion to receive travel reimbursement:

- Original Receipts
- Date
- Location
- Purpose and details of trip
- Signature

****Air fare - IRS required:** Reimbursed only with original receipt issued by the Airline at coach class rate with date of travel listed on receipt -Electronic ticket purchasers have two options: (1) Request a receipt from the Airline at check in or (2) Submit the boarding pass with a photocopy of the credit card charge. Itineraries and receipts from Travel Agents or On-line Travel Agencies are not acceptable. Frequent flier miles may be used but must be accompanied by letter from airline or travel agency stating cost of flight if it had been booked at least 30 days before travel. Reimbursement is for Local Line Officer or designated alternate as approved by Governing Board. If there is a charge for a second bag, the funded member shall be reimbursed.

Lodging -actual cost of room plus tax (double room rate) if cost reimbursement fails within limitations Overnight lodging is not paid when the meeting starts at or after 10 a.m. and adjourns by 4 p.m. As a matter of personal convenience, the Chapter will reimburse lodging costs if travel time exceeds 3 hours one way or commercial travel will not accommodate a 10 a.m. meeting. Original hotel bill must be submitted for reimbursement. Members will be required to share a room. (Minimum of 2-maximum of 4 to a room.)

Meals – guidelines are as follows:

WCR maximum allowance

Per day for all meals is

\$50.00, excluding ticketed events.

(Original receipts absolutely required for this allowance)

Meal tips are to be included in the \$50.00

(Tipping limited to 17%) (Incidentals include all of day-s tips)

Meal allowances may be changed by the Governing Board only. Any changes will be made before the event.

Personal Auto Mileage reimbursement-owner of vehicle used is to be reimbursed at the per mile rate of 40 cents for actual mileage traveled, which must be indicated, covering all the expenses connected with the use of the personal auto for business purposes.

Rental Car & Gasoline Usage-actual costs of rental car including insurance coverage options exercised plus gasoline costs incurred with rental car usage during the rental period.

Taxi, Airport Limo, bus-actual cost plus tips up to 15% plus up to 50 cents per bag for unusual number of bags.

Tipping-allowances are as follows:

- Room service -up to 15% (only if not automatically added to the bill.)
- bellhop/porter - up to \$1.00 per bag to the bell)
- skycap - up to \$1.00 per bag
- room maid - \$1.00 per day per room

Other -includes items such as postage

All cash and credit expenditures must be verified with original receipts attached with reason for the expense occurrence noted in the purpose and detail section,

Non-reimbursable expenditures. The following expenses are not reimbursed:

- Personal entertainment (in-room movies, health club fees, airline movies)
- Purchase of books or magazines
- Barber or beautician fees
- Babysitting Fees
- Kennel Fees
- Personal telephone calls
- Personal attire for banquets
- In-room service bars
- Liquor purchases
- Laundry

**Women's Council of Realtors
Emerald Coast Chapter**

Policies and Procedures

Financial

Annual Audit. An audit of the council's finances shall be made by an audit committee of three active non-signatory members, chosen at the November Governing Board meeting. Audit is to take place in January of each year. Audit results to be presented at Governing Board meeting in February. Audit procedure shall be as follows:

Treasurer to maintain original invoices and receipts.

1. Compare actual checks with checkbook register.
2. Expenses must comply with WCRIFAR Accountable/Travel Plan. (Reimbursable expenses.)
3. Deposits made and checks disbursed in a timely manner.
4. Bank statements reconciled accurately.
5. Two signatures on each check.
6. Confirm that Federal Income Tax Return has been completed and filed by May 15th and the Annual State Corporate Return has been completed and filed by May 1st of each year.

Financial Statement for WCR Governing Board

Members of the Governing Board will be provided a copy of a financial statement at each Governing Board meeting. The Treasurer will furnish a detailed financial statement to any Governing Board member who was absent from the meeting.

Investments Policy

Investment Management Team. The Investment Management Team, which shall consist of all Local Line Officers, may invest operational and all other designated funds in other instruments consistent with the established investment objectives of the operational and other designated funds.

Operational Funds. Primary investing objective is to maintain safety of principal while providing sufficient Liquidity to meet cash needs. Investments are limited to instruments that are backed or underwritten by the U.S. Government or its agencies. Investing of funds is to be made at the direction of the Local Line officers, with the review by the Governing Board.

Reserve Funds. Primary investing objective is to achieve a rate of return from investing that is 3% or better than the return realized from the Operational Fund investing; while maintaining safety of principal through sound investment practices, diversification and limited exposure to changing economic conditions. The investing of the Reserve Fund money is to be invested in a manner consistent with Operational Fund limits. Funds within reserves over the minimum definition amount may be invested at the discretion of the Local Line Officers acting jointly in selecting investment options proposed by the Council's investment management firm selected and monitored by the Governing Board.

Fund Policy

Reserve Fund. Objective - To be a source of funds to maintain the services of the Council through periods of economic downturn and to address issues of critical concern to the Council.

Control - Requires a majority vote of the Local Line Officers, with approval from the Governing Board, of intentions to use any part of the fund.

Funding - Transfers from operational revenue sources, occurring on an annual basis, to maintain liquid asset balances in the fund between a floor of twenty (20%) to a target level of thirty five percent (35%) of the Council's current year net operational expenditures

Reimbursable Activities

(Note: Policy subject to annual budgetary allowance limits)

Compliance. The WCR travel reimbursement guidelines shall comply with the FAR Accountable Plan established each year, and sent to all reimbursable leadership positions by January 1 e of current year.

President and President-Elect. The Emerald Coast Chapter of the Women's Council of Realtors shall reimburse* the president and president-elect for expenses incurred when attending meetings of the Regional, State or National Council and/or WCR ticketed functions.

***reimbursement would be based on the budgetary allowance limits.**

Vice President, Treasurer and Secretary. The Emerald Coast Chapter of Women's Council of Realtors shall reimburse* the vice president, treasurer and secretary for expenses incurred when attending meetings of the Regional, State or National Council and/or WCR ticketed functions.

***reimbursement would be based on the budgetary allowance limits.**

District VIII & VIII Vice President

The Emerald Coast Chapter of Women's Council of Realtors shall reimburse* the District VIII & VIII Vice President for travel expenses incurred while performing officer responsibilities inside the district. Any excess net income from the District VII Conference function shall be utilized by the District VII Vice President for travel. The Emerald Coast Chapter will reimburse travel expenses and registration fees for the following meetings attended by the District Vice President:

- WCR annual business meetings and/or WCR ticketed functions
- Officer/Chairman/DVP/Governor orientation
- Meetings to which a presidential invite has been extended ° Attending Regional, State and National meetings

***reimbursement would be based on the budgetary allowance limits.**

Member Travel

The Emerald Coast Chapter of Women's Council of Realtors shall reimburse* the members for Lodging, Registration, and Banquet Tickets, that are incurred when attending meetings of the Regional, State or National Council. Members will be required to share a room. (Minimum of two members-maximum of four members) In order to be reimbursed for member travel you will be required to attend WCR meetings as designated by the Local Chapter President.

***reimbursement would be based on the budgetary allowance limits.**

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