

The Standing Rules of the St. Charles County Chapter

Women's Council of REALTORS®

Revised and Accepted Dec. 14 2006

Governance

Meeting notices, slate of officers from the Nominating Committee, and any Bylaws changes shall be presented to the Chapter members in writing no later than ten (10) days preceding the business meeting. Notification to members will be in the form of e-mail, regular mail, fax or website publication.

Introduction of New Members

An induction ceremony for new members shall be conducted by the Vice-President of Membership or Member Services Chair. Orientation will be held no less than quarterly.

New Members

Cards or letters of congratulations and welcome are to be sent to each new member by the Chapter President or Vice-President of membership. New members are to be introduced and welcomed at Chapter meetings.

Guests

A qualified, prospective member may be brought to Chapter meetings as a non-member two (2) times. This does not apply to members' families or special guests. At each regular meeting, guests are to be welcomed individually. Non-members shall pay \$2.00 more for lunch and programs than regular members. Chapter members shall pay member's price. Any speaker shall receive a free lunch. Program Chairs should notify registration/attendance names of speakers for attendance at luncheon and what speakers are to attend at no charge.

Memorials

In case of death, the Chapter's Hospitality Committee is to make an appropriate remembrance in memory of a member, spouse, father, mother or child of a member and an announcement shall be posted in the chapter newsletter. The amount is not to exceed \$50.00.

Governing Board Meetings

Notice of the Governing Board meeting dates shall be included in the Chapter newsletter.

Governing Board meetings shall be held at least six times annually and held prior to the regular chapter monthly meeting at a time and place to be determined by the President of the Chapter.

The Local Chapter officers and committee chairs shall attend the training session held in conjunction with WCR's state orientation each year.

Every officer and committee chair shall send to the current President, no later than December 15, a year-end summary report in triplicate, which includes all files and budgets along with additional guidelines of each committee: one for the current President, one for the incoming President, and one for the new chairpersons.

All officers (elected and appointed) and chairs shall provide a written CONSENT TO SERVE along with appropriate job descriptions for the new position. It should be clearly stated and understood that the promotion to the succeeding office is NOT automatic, except for the President-Elect to President.

Expanded job descriptions for each office shall be submitted to each considered nominee for review prior to acceptance. Nominees shall sign CONSENT TO SERVE only after reviewing the job description.

Committee chairs should keep minutes of their meetings and give a copy to the Chapter President. Time will be allotted on the agenda at governing board meetings for the committee chairs to report to the membership. Reports will be given at the general membership meetings at the discretion of the Chapter President.

All Officers and Standing Committee chairs are voting members of the Governing Board. As voting members, IT IS VITAL THAT CHAIRS BE IN ATTENDANCE in order that the business of the day can be conducted. If absence is unavoidable, to be excused, notice to the Chapter President should be received prior to the meeting. Pursuant to the Bylaws, in the event of a vacancy of any Committee Chair, except the Nominating Committee Chair (must be a past president), the Chapter President shall appoint a qualified member to fill the unexpired term. The

President shall appoint committee Chairs. The President-Elect shall appoint Committee Vice Chairs. All appointments to fill vacancies shall have the approval of the Governing Board.

Awards Banquet and Installation of Officers

The incoming President shall serve on the Membership Services Committee to act as representative of our WCR Chapter for the Awards and Installation Ceremonies. The incoming President, will work in conjunction with SCCAR committee members to coordinate WCR's participation in the Awards Banquet and Installation Ceremonies providing the names of their installing slate of officers to the SCCAR staff. **Installed officers that are not currently holding an officer position, will have installation dinner paid for them and a guest. President and President-Elect shall attend installation of the Metro St. Louis Women's Council of Realtors.**

Parliamentarian

A Parliamentarian may be appointed by the President and approved at each meeting.

JOB DESCRIPTIONS

All Elected Officers shall be a REALTOR®, REALTOR®-Associate or National Affiliate in good standing with primary membership at SCCAR. **National Affiliates can only serve as Secretary or Treasurer.**

President

The duties of the President are described in the Bylaws, Article 6. The President shall be a member of the Association's Events Committee.

Local Chapter President's annual report form is due and shall be submitted to the Missouri Chapter President NO LATER than October

President-Elect

The President-Elect shall:

Perform the duties of the President in the event of the President's disability or absence, including attendance at State, Regional and National meetings.

Serve as Chairperson of the Standing Rules and Bylaws Committee. This committee is to include Bylaws Chairperson and a minimum of two other members. The purpose of this committee is to revise and update the Standing Rules as it becomes necessary. All revisions shall be noted on the Standing Rules (e.g., approved 1/20/86, revised 11/1/06, etc.) and submitted to the Governing Board for approval.

Submit approved local chapter Bylaws to National WCR no later than November 15.

Insure that protocol is followed for any visiting State and National officer.

Attend the National Leadership Academy and State Orientation.

Call a joint Governing Board

meeting, consisting of present and newly-elected officers, prior to the first regular Governing Board meeting. The purpose is for an intensive planning session to outline goals and direction for the upcoming year.

Handle arrangements for visiting VIP's.

Coordinate the Installation Banquet with the President (see preceding paragraph regarding Awards Banquet and Installation of Officers.

Assist the current President with the Installation Ceremony and order a gift of appreciation for the outgoing President

Be a member of the SCCAR Membership Services committee.

The President-Elect may have NO MORE THAN ONE UNEXCUSED ABSENCE from Governing Board Meetings. Pursuant to the Bylaws, in the event that a vacancy in the office of President-Elect is NOT caused by a vacancy in the office of President, the members of the Nominating Committee shall submit the name of at least one nominee to the President, who shall present it to the Governing Board for approval. An affirmative vote of a majority of the Governing Board shall be necessary to elect. The President-Elect who fills this type of vacancy shall automatically become President after completion of the unexpired term of the President-Elect.

Chair of the Chapter Excellence Award

Monthly Newsletter article

Vice-President of Membership

The person holding this position should not necessarily be considered as a candidate for Chapter President, but should be elected solely for the qualifications of this office. This person shall:

Oversee all membership activities. Be accountable for the recruitment, retention and recapture of membership efforts for the chapter. Be responsible for the implementation and follow-through on the national membership marketing campaign when one is in effect.

Establish Local Chapter membership goals in coordination with the Local Chapter President and Local Chapter Governing Board.

Communicate membership goals and organize Chapter efforts to achieve goals.

Monitor membership reports received from National WCR for accuracy and follow-up on any discrepancies.

Report to National WCR any corrections, changes (i.e. telephone, address) to member information.

Encourage participation in national and local referral rosters.

Monthly Newsletter article

Special Committees Under V.P. of Membership

1. Membership Services

Duties:

- a. Help V.P. of Membership with Recruiting New Members
- b. Four New Member orientations per year
- c. Help with call-around for retention and recruitment
- d. Report back to V.P. of Membership regarding orientation, materials needed such as pins, certificates, and packets.
- e. Newsletter article with new members as a spotlight after each orientation.

2. Marketing and Promotions

Duties:

- a. Call on all offices in St. Charles to promote WCR, deliver program material for each meeting.
- b. News Releases in the Papers
- c. Work hand in hand with the affiliate chair, and all new sources of recruitment.

d. Newsletters article

3. Mentor Committee

Duties:

- a. Call all new members & assign a Mentor
- b. Stay in touch with V.P. of Membership, & Member Service to make sure they attend the orientation, receive pin & packet.
- c. Get new members involved in a committee
- d. Send out Thank You Notes for joining WCR
- e. Newsletter article at least 6 times during the year

Secretary

The Secretary shall take accurate records of all action taken during the Governing Board Meetings and all business meetings of the Chapter. The Secretary shall provide a copy of the minutes of the Membership Meeting to every local chapter Member, the Parliamentarian, State President, Governor, Regional Vice President, National President and National CEO after each meeting without submitting them first for approval. Minutes of the Governing Board Meetings and special called meetings by the President shall be kept as recorded by the Secretary.

The Secretary may have no more than one unexcused absence from the Governing Board meetings.

Monthly Newsletter article

Treasurer

The Treasurer shall:

Be bonded.

Keep written and accurate records of all dues.

Chair the Finance and Budget Committee. The Finance and Budget Committee will include the current and incoming Treasurer, the incoming President, the outgoing President, and the incoming President-Elect. Their meeting should be held prior to the January General Membership meeting.

Receive all membership dues checks and membership printouts from National WCR.

Receive funds from all fundraising projects within five (5) working days after receipt by all committee chairpersons.

All Chairpersons and/or members will not be reimbursed for any expense or budget line item expense without a signed voucher and paid receipt.

The Treasurer's books should be closed and filed for review by our Chapter's financial review designee on or before January 15th and semi-annually thereafter (no later than June 30th). The financial review report should be presented at the February Membership Meeting.

At the Governing Board planning session on or before December 15th, the incoming Treasurer should be given a preliminary year-end report and new signature cards.

It is recommended that available surplus funds be placed in an interest-bearing account.

The reserve fund may be used as designated by the Governing Board with the recommendation from the Treasurer.

[Monthly Newsletter article](#)

Committees

All fundraising and chapter project chairs must submit a budget to be approved by the Governing Board before the project is started.

All committees shall consist of no less than three (3) members. Minutes of all meetings shall be noted and motions included in the Chairperson's report. Copies of the reports shall be given to the President-Elect.

All funds from fundraising projects shall be turned over to the Treasurer by all committees chairs within five (5) working days after receipt.

Committee reports shall be prepared for the Governing Board meetings. Information should be given to the Chapter President prior to the meetings should be sent to allow time on the agenda.

The Chairperson for the ExCEL committee shall be the immediate past recipient. The committee shall consist of two (2) other past ExCEL award representatives.

The Chairperson for the MEMBER OF THE YEAR committee shall be the immediate past recipient. The committee shall consist of two (2) other past MEMBER OF THE YEAR award representatives.

Ways and Means Committee Chair or so appointed Chapter representative should serve as Vice-Chair of the joint SCCAR/WCR golf tournament which is held annually.

Year-end reports are due and shall be submitted to the Chapter no later than December 15.

Nominating Committee

The nominating committee should meet prior to the January meeting to establish guidelines for the year and shall have the same ready for presentation at the Governing Board meeting.

A slate of officers shall be presented at the June meeting of the Governing Board and the General membership meeting. The slate should be voted upon prior to leadership conference for the President-Elect. The Nominating Committee should deliver a job description and Consent to Serve to each candidate for their respective positions prior to the slate of officer presentation to the Governing Board. Any nominations from the floor shall follow the same procedures with the exception of prior presentation to the Governing Board.

Special Committees

1. Hospitality

- a. Greet all members at each meeting
- b. Ice-Breaker before each meeting
- c. Direct new guest & members to V.P. of

Membership or Member Services Chair

2. Reservations

- a. Works directly with V.P. of Membership
- b. Sends out monthly emails regarding the programs for the month and reservations.
- c. Responsible for attendance table at each meeting, collecting data sheets, and turning information to V.P. of Membership

Standing Rules

The Standing Rules may be amended at any Governing Board meeting by the majority of those present without prior written notice to the membership, and will be effective immediately upon approval.

Expenses

It should be noted that specific dollar amounts have been budgeted as separate line items for each Officer and Funded Chairs to attend various meetings throughout the calendar year. **Funded Chairs shall receive the same level of compensation as Officers.** The purpose of these designated allocations is so that the Chapter may closely monitor the usage of funds and better prepare for budgets forthcoming based on historical usage by our officers/chairs. Any funded officer/chair who has an unused budgeted allotment who attends the required meetings as indicated below, will be allowed to use said unused appropriated funds with proper receipts. If, however, said officer/chair has missed one of the meetings budgeted, the monies budgeted for the unattended meeting are lost and are not to be reimbursed to said officer/chair at year end. Payment of these unused funds will be made after National convention in the fall of each calendar year. (For example, if the President has attended all required meetings but did not attend Mid Year and Mid Year was allotted \$500 for reimbursement, that \$500 could not be used for year end reimbursements for the President.)

ATTENDANCE REQUIREMENTS FOR OFFICERS/CHAIRS:

All Officers must attend 3 out of 4 State meetings and attend 2 out of 3 of the Mid Year, Regional and National meetings to be eligible for full year end reimbursement.

Funded Chairs must attend 2 out of 3 State meetings and attend 1 out of 3 of the Mid Year, Regional and National meetings to be eligible for full year end reimbursement.

Budget provisions for expenses may be applied to State, Regional and National Meetings. Items to be covered include WCR registration, food up to \$50 per day, transportation and lodging, during WCR scheduled events not to exceed the budget limit. All funded members must provide proof of applicable registration, attend all WCR events as designated by the Chapter President and provide a report to the governing board and submit an event report with their respective expense reimbursement request. Elected Officers of our Chapter shall determine for each meeting what travel expenses, lodging, transportation, etc. are relative and qualify for reimbursement based on mandatory meetings, travel time and individual meeting agendas.

All event expenses must be submitted to and approved by the President or President-Elect within 45 days of incurring the expense not to exceed December 15th of same fiscal year. All expenses incurred by a committee shall be submitted and approved by the committee chair. All events and programs that incur expenses must be submitted and approved by the Governing Board prior to planning of the event.

In the event an Elected Officer cannot attend Mid Year or National Meetings, the current Governing Board has authority to appoint a substitute to represent the Chapter in that capacity. The attending substitute will be entitled to allocated reimbursement per the budget with Governing Board approval.

ExCEL Award

The award recipient will receive \$150 toward a tuition scholarship for one of the following courses (CRS, CRB, GRI, LTG, PMN or other NAR-accredited course. Should the recipient prefer, the award can be used for the registration fee and hotel room (not to exceed \$150) for the Missouri Association of REALTORS® State Convention. The award must be used within the same fiscal year.