

Women's Council of Realtors Cape Coral Chapter Standing Rules Revised as of May 1, 2010

These standing rules can be amended or rescinded by a two-thirds (2/3) vote without previous notice at a meeting of the Chapter, or by a majority vote if thirty days prior notice is provided. Standing rules remain in force until amended or rescinded. A rule does not bind future meetings if a majority desire to suspend it temporarily for the duration of a particular meeting.

I Meetings:

A. Chapter Meetings:

Regular chapter meetings shall be held once per month unless otherwise notified.

1. Annual Election Meeting:

The annual election meeting shall be held in September. It may be held in conjunction with a regular chapter meeting.

2. Installation Meeting

The installation meeting shall be held in December. It may be held in conjunction with a regular chapter meeting.

B. Governing Board Meetings:

Governing Board Meeting shall be held once per month prior to the General membership meeting, to be decided by the incoming president for the term of office, unless otherwise notified. Action items taken by Governing Board will be in the Chapter Newsletter.

1. Unexcused absences:

Any member of the Governing Board with two (2) or more unexcused absences shall be construed as having resigned from the Governing Board.

C. Reservations:

All members that make reservations for meetings and or special functions and do not attend are to be billed by the Chapter Treasurer.

D. Guests:

Qualified prospective members may be invited to the Chapter meeting as a guest twice during the year. Special guests are welcome to attend a regular meeting.

II

Elections

A. Officer Qualifications:

Members nominated for office shall have the following qualifications:

1. Held membership in a WCR Chapter for at least 6 months.
2. Have chaired a committee (see ByLaws article VI Sect. 1 (B and ©) regarding this.
OR
3. Chaired one major WCR event
4. A candidate for local Chapter President will also need to meet the following criteria:
 - a. To have held an officer position in a WCR chapter
 - b. To have chaired a major WCR event in the previous 2 years prior to taking office.

B. Officers Consent to Serve:

Officer nominees shall sign a consent to serve form after reading the job description.

Procedures:

1. Those eligible to Vote

At the Annual Election meeting, only National and National Affiliate Members whose dues have been paid in full and are members of record at WCR headquarters in Chicago shall be entitled to vote.

2. Tellers

A minimum of two tellers shall be appointed by the President.

III

Installation of Officers:

A. The Arrangements:

The outgoing President along with her committee will make arrangements for the installation of officers.

B. Selection of Installing Officers and Mistress of Ceremonies: The Incoming President shall select the Installation Officer.

C. Pins for the incoming Line Officers:

The President shall have the duty of obtaining the incoming President's pines and Line Officers pins at the expense of the Chapter in sufficient time for the presentation at the installation.

- D. Finance:**
The budget for the Installation Ceremony shall be sufficient to include the expense of invited guests and dignitaries.

IV Financial Matters:

A. Reimbursed Expense:

1. Travel – All reimbursed expenses are limited to Registration fees, car allowance, transportation to be paid at the same rate as the IRS, on two (2) persons per car, Coach fare if air travel and accommodations based on ½ of double occupancy for no more than the number of days attended for WCR or days required. Food not to exceed \$ 65.00 per day. No entertainment of others will be reimbursed. Approved expense reports to be turned in within seven (7) days. Checks will be issued within 30 days of receipt of expense report.
2. All Other Expenses:
 - (a) Budgeted:

Receipts for budgeted expenses are to be turned in within 7 days of the expense. Expenses that exceed the budget need prior approval from the Governing Board. Checks will be issued within 30 days of receipt of expenses.
 - (b) Unbudgeted:

Unbudgeted expenses need prior approval from the Governing Board. Upon approval and expense, the expense, the receipts are to be turned in within 7 days of the expense. Checks will be issued within 30 days of receipt of approved expenses.
3. State Officers if members of the Cape Coral Chapter shall be Reimbursed as per budget
4. All officers of the chapter, including President, President-elect, Vice President of Membership, Secretary and Treasurer will attend State and Regional Meetings whenever the budget is available. All governing board members who have a budget for meetings are encouraged to attend whenever possible. The incoming President will Attend the National Meeting in November and if monies are available the President-elect may attend. The registration fee for the National Meeting in November will be advanced for the incoming President.

B. Speaker:

1. The monthly speaker, unless a member of the Cape Coral Chapter, will be a guest of the chapter.
2. Non-Members – qualified prospective members may be brought to regular chapter meetings as a guest before joining. This does not apply to a member's family or special guest providing they are not eligible for WCR membership.

C. Reservation obligation:

1. Reservations for all chapter meetings and events sponsored by the Chapter shall be a financial obligation to be paid by a member.
2. Cancellation deadline – A cancellation deadline shall be established For functions of meetings of the chapter and will be announced in the notice for that function.
3. Billing – billing for an un-cancelled function or meeting shall be made Within two (2) days after the event.
4. Members attending a function or meeting shall be charged for the meal Or refreshments whether they eat or do not eat.
5. No Reservations: If members wish to attend a ticketed function Without a reservation, they shall be accommodated on a space available basis only.

D. Chapter Courtesy Policy

1. Memorials – In case of a death of a chapter member, an appropriate Memorial not to exceed \$ 50.00 shall be selected. In the case of the Death of a chapter member's spouse, parent, or child and appropriate Memorial not to exceed \$ 50.00
2. An Acknowledgement shall be sent to a member who is ill or Hospitalized is not to exceed \$ 50.00
3. The CEO or AE or EO of the Cape Coral Association will be given Annual membership as a courtesy of the chapter.

E. Audit

Prior to the final chapter meeting of the year, the Treasurer's books shall be audited. The auditors shall report on the completed audit at the final Chapter meeting of the year.

F. Budget

The treasurer shall serve as Chairman of the Budget & Finance Committee Any allocation that exceeds budgeted item will be reported to the Membership.

G. Scholarships:

1. The number and amount of scholarships per year shall be determined By the Governing Board. The scholarship will be used for a course or Seminar approved by the board. A scholarship can be used for any real estate related course with the exception of continuing education. The entire scholarship budget will be divided among those eligible members, not to exceed the cost of the course. In the event there are more candidates that qualify for the monies in the fund, the full budget will be divided among the members in equal amounts. A WCR member that takes more than one course will have their name entered for each course for reimbursement. These reimbursements will be given out as part of the awards meeting.

H. Budget Funds annually for reimbursement to Members attending WCR/FAR/NAR meetings:

Attendee will submit a copy of all bill and records and will provide a Written report within thirty (30) days of the meeting. Governing Board members will be given priority when other funds reimbursements are not available.

Reimbursements to be as follows:

\$ 200.00 towards a National and Regional Meeting or registration or whatever is reasonable or customary.

\$ 100.00 towards State meetings or registration or whatever is reasonable or customary.

Shared Lodging will be reimbursed.