



STANDING RULES  
WOMEN'S COUNCIL OF REALTORS  
COLLIN COUNTY CHAPTER

2007 Proposed Standing Rules

APPROVAL DATE          November 2, 2007         Governing Board Meeting    

**I.      CHAPTER MEEETINGS**

A.    **General Membership Meetings:**

Regular Chapter meetings will be held at a regular time & day of the week each month. Such as: on the second Thursday of the month. Dates may be changed to avoid conflicts with other WCR or TAR/NAR meetings. The incoming President will determine the day that would be in the best interest of the membership and will announce the dates for upcoming year no later than the December meeting of the current year. The President, with Governing Board approval, will determine the location of the meetings.

B.    **Annual Election Meeting:**

The annual election meeting will be held no later than September in conjunction with a General Membership Meeting.

C.    **Installation Meeting:**

The installation of officers for the upcoming year will be held in December in conjunction with the General Membership Meeting.

**II.     GOVERNING BOARD**

A.    **Meetings:** Governing Board meetings shall be held once monthly at a time & place to be determined by the President. There will be a minimum of ten (10) meetings per year. The President may at her/his discretion call for more meetings. Past Presidents shall be allowed to attend all Governing Board meetings in a nonvoting capacity.

B.    **Attendance:** Governing Board members are expected to attend all board meetings. Any

voting member who has missed more than three (3) unexcused meetings during the year may be replaced at the discretion of the President and approved by Governing Board.

### **III. RESERVATIONS**

All members making a reservation for meetings & not fulfilling the commitment will be billed the regular cost of the function, based on the reservation list provided by the Reservations Coordinator. Reservations must be made by a deadline determined by the Governing Board. The deadline shall be in accordance with the requirements of the facility. An additional cost will be charged for reservations made after the designated deadline. Walk-ins will be charged an additional cost per person and will be allowed only on a "space available" basis in accordance with the facility. This information shall be included in all publications for the meeting or event.

### **IV. PARLIAMENTARIAN**

The immediate past president may serve as Parliamentarian. In the event immediate PP can not serve, President can appoint a past president who is willing to serve. Parliament will be present at all general membership, executive committee and governing board meetings.

### **V. NEW MEMBERS**

New members will be introduced & welcomed at General meetings periodically, at the discretion of the President. Pins or certificates will be presented monthly to new National members by the President at General Meeting.

### **VI. DUTIES**

#### **Officers**

Chapter Officers shall abide by the WCR Bylaws, the Chapter Standing Rules and the duties as outlined in the National Leadership Policy and Procedure Manual (LPPM)

#### **President**

- a. Presides with a well-planned agenda at regular and special meetings of the GB and all regular and special Chapter meetings.
- b. Coordinates all business and affairs of the Chapter
- c. Attends all District, State, Regional/Summits and National WCR meetings and serves as a voting member of the State Governing Board.
- d. Communicates to all correspondence and materials received from the State and/or National WCR office: including Meeting reports, keeps the Local Officers and Committee Chairs informed of communications applicable to their jobs throughout the year.
- e. Furnishes each Officer & Chair copies of Bylaws & Standing Rules; with copies of duties as further outlined in the LPPM
- f. Attends Education Sessions when traveling on Chapter business to report back to the membership through a newsletter article or the next Chapter Meeting.
- g. Volunteers to serve on State and/or National WCR Committee (s)
- h. Presents Nominating Committee report to the General Membership at the meeting preceding the General Election Meeting.
- i. Authorized to approve non-budgeted expenditures up to \$250
- j. Authorized to sign checks.

- k. Prepare Chapter Budget for Governing Board approval at 1<sup>st</sup> GB meeting of the year

#### **President-elect**

- a. Will plan & host President Leadership Orientation; inviting all incoming GB, committee chairs & vice-chairs to discuss goals for the upcoming year. Furnish each with copies of duties, By-laws & Standing rules.
- b. In the absence of the President, presides at all meetings and performs the necessary duties of the office.
- c. In the event of death, disability, removal from office or resignation of the President, succeeds to the Presidency.
- d. Makes recommendations to the President for Vice Chairs of all Committees and appoints Vice Chairs to be Chairs of the Committee for the following year.
- e. Attends all District, State, Regional/Summits and National Meetings of WCR and serves as the voting delegate in any instance the President is unable to attend.
- f. Volunteers to serve on the State and/or National WCR Committee (s).
- g. Attends education sessions when traveling on Chapter business and reports back to the membership at the next General Meeting or through an article published in the newsletter.
- h. Attends the Leadership Academy conducted by National WCR.
- i. Submit Business Plan to National WCR by December 31.
- j. Responsible to maintain & update Chapter Business Plan & report to GB not less than quarterly reports.
- k. President's Recognition: Purchases President's plaque & gift to be presented at December meeting not to exceed \$200.00

#### **Vice President of Membership**

- a. In the absence of the President and President-elect, presides at all meetings and performs the necessary duties of the office.
- b. Receives the membership report from WCR National and sends copies of each report to President, President-elect, Secretary, Treasurer and Membership Chair.
- c. Maintains a complete membership roster, including all National, National-Affiliate, and Local Affiliate members, and oversees the billing and collection of local affiliate dues which will be     \$70.00     per year, or approximately one-half of the total National membership. One full year will be payable at the time of first joining the chapter and renewal statements will be sent in December of each year for the upcoming year. Renewal statements for those Local Affiliate members who joined during the calendar year will be prorated for their second year based on the month they originally joined the Chapter. Updated copies of the membership roster will be provided monthly to the GB members.
- d. Helps coordinate the effort of the Membership Committee to increase and retain membership, helps with other committees as determined by the President or the GB.
- e. Attends District, Regional/Summits, State and National Meetings of WCR.
- f. Attends educational sessions when traveling on Chapter business and reports back to the membership at the next General Meeting or through an article published in newsletter.
- g. Coordinates the New Member Orientations, held quarterly at General Meeting.

#### **Secretary**

- a. Takes the minutes at GB meetings, keeping accurate record of all motions made and their

dispositions.

- b. Forwards a copy of all minutes to Local GB, Texas Governor and State Secretary.
- c. In the absence of the President, President-elect and Vice President of Membership, presides at meetings and appoints another member to take the minutes of the meeting.
- d. After meetings, reviews motions passed and bring to the attention of President any motions that necessitate Bylaw or Standing Rule changes.
- e. Submits to the National WCR office the names, addresses and telephone-numbers of newly elected Officers immediately after their election; and during the year, submits any changes to this information.
- f. Attends as many District, State, Regional/Summit and/or National WCR Meetings as possible.
- g. Attends educational sessions when traveling on behalf of the Chapter as a budgeted expense and reports back to the membership through an article in the newsletter or a report at the next General Meeting.

#### **Treasurer**

- a. Pays only items approved in the budget. Any expenditure above a budgeted amount must be approved by the GB.
- b. Maintains records of all receipts and disbursements for a period of four (4) years after the year the disbursement was made.
- c. Disburse funds only when a statement has been received.
- d. Is authorized to sign checks.
- e. Prepares a Financial Report and Budget Report for each GB meeting, and files a written report each fundraiser.
- f. Notifies the National WCR office of any changes in the amount of Local dues.
- g. Deposits in the Chapter Account(s) all monies received by the Chapter.
- h. All monies collected by any member of the Chapter shall be turned over to the Treasurer within five (5) days of receipt, and shall be deposited by the Treasurer within ten (10) days thereafter.
- i. Serves as a member of the Ways and Means Committees and helps with any Special Fundraisers the Chapter sponsors.

## **VII. STANDING COMMITTEES**

All Committee Chairs shall attend the GB meetings and provide a written report if necessary. A copy of the year-end report and any Committee materials shall be passed to the incoming Chair.

### **A. Bylaws**

1. Reviews Bylaws and revises them as needed or as directed by the National WCR office or by the Local GB.
2. After giving proper notice to the membership and getting their approval on changes, submits any changes of the Bylaws to the National WCR office for final approval.
3. Reviews and revises the Standing Rules, presents any revisions to the GB for their approval.
4. Works closely with the Parliamentarian.

### **B. Education/Scholarships**

1. Informs members of and encourages participation in other educational opportunities including PMN courses, TAR offerings, Local Associations of Realtor offerings, etc
2. Serves as a member of the State Education Committee
3. Approve applicants for scholarships per the following:
  - a. Applicant must be member of CCAR; minimum 1 year
  - b. Applicant must be a National member of the Collin County Chapter; minimum 6 months.
  - c. Applicant must be recommended by Broker or member of Governing Board
  - d. Application must be submitted at least two weeks prior to course date
  - e. Scholarships will be issued at a maximum of \$300 or exact cost of course
  - f. Only one scholarship issued per calendar year, per member
  - g. Scholarships are not issued for MCE
  - h. Scholarships may be granted for ABR, CRS, GRI, PMN and other Realtor Designations, computer training, grouped educational packages scheduled within 90 day period and other Real Estate related and personal growth courses
  - i. Scholarships will be paid upon proof of successful completion of course or travel, as funds become available.

Travel scholarships may be awarded to current National members & Governing Board National members for reimbursement for attending required WCR conferences either Local, State or National.

**C. Membership**

1. Plans and develops membership drives to help recruit new members and retain and/or implements the  
Membership drive developed by WCR National
2. Plans and develops recognition programs as a retention tool for members
3. Works closely with the Vice President of Membership to maintain an open line of communication to the membership
4. Assists the Vice President of Membership in maintaining a complete up-to-date membership roster

**D. Programs**

1. Plans & schedules speakers for monthly chapter meeting
2. Works closely with President planning the year's speakers

**E. Ways & Means**

1. Plans and implements events to raise non-dues revenue for the Chapter
2. Submits a proposed budget for fundraiser to the Treasurer and processes all monies raised through the Treasurer (NO SEPARATE ACCOUNTS)
3. Establishes Sub-committee Chairs within the Committee to handle different aspects of the fundraisers.

**F. Nominating Committee**

1. Meets prior to the General Meeting preceding the Election Meeting to select at least one Candidate for each elective office.

2. Nominees for consideration by the NC may be forwarded to the Chair at any time throughout the year prior to the Committee meeting.
3. The Chair (most recent Past President) shall obtain signed 'Consent to Serve' forms from each nominee, a complete 'Candidate Application' form and schedule interviews with each candidate. Each candidate should be furnished a written job description of the position.
4. The Chair shall notify the Candidates of the Committee's selection and present a written report of the nominees to the President for presentation to the General Membership

## VIII. SPECIAL COMMITTEES

May vary from year to year at the discretion of the President and with the approval of the Governing Board. Chairs must attend the Board Meetings. All committees shall have no fewer than three (3) members.

1. **Hospitality:** Serves as the greeting committee at each GM & sends cards & letters for funerals, get wells etc. Expenses related to remembrance of WCR family members in time of need shall not exceed \$75 unless otherwise approved by a majority vote of GB
2. **Newsletter:** Prepares a newsletter/e-letter with local, State & National activities and distributes to the membership quarterly.
3. **Advertisers:** Obtains advertisers to help defray Chapter cost and support educational programs presented by the Chapter.
4. **Reservations:** Accepts reservation for the Monthly Meeting and makes arrangements with facility to accommodate the number expected to attend. Forward all monies collected to the Treasurer.
5. **Publicity:** Submits press releases of Chapter events and accomplishments to local news media and takes photographs, at meetings and special events.
6. **Strategic Planning:** shall be formed by the President from time to time to review the effectiveness of the Chapter. Make recommendations for long term and/or short term goals to enhance the membership experience and move the Chapter forward.
  - a. Chair should be the most recent Past President, willing to serve
  - b. Consist of all current local chapter officers
  - c. Two (2) Past Presidents other than the chair
  - d. Three (3) members appointed by the GB from the General Membership
7. **Historian:** Maintains a history of the Chapter by obtaining information from each Past President of the highlights and accomplishments of the Chapter during their year in office
8. **Communications:** Coordinates & maintains current membership rosters and information for reminders & announcements for events & meetings.
9. **Awards:** Reviews nominees & candidates for recognition of Member of the Year; per the guide lines noted herein

## IX. MEMBER OF THE YEAR AWARDS

### A. Realtor Member of the Year

Criteria for selection of the member of the year can be found in the Leadership Policy & Procedure Manual.

1. Procedure: Letters of recommendation may be submitted from members in good standing. Anyone considered must complete the qualification questionnaire furnished by WCR National provided in LPPM
2. Awards will be presented at the General Membership meeting in December of the year being honored.
3. The Committee: Chairman shall be the last recipient with two (2) appointed members.
4. Chairman is responsible purchasing plaque and/or gift to present to the honoree.
5. Those not eligible to receive the award are the current Local Chapter President and President Elect.

**B. Affiliate Member of the Year**

One local affiliate member will be honored each year per the criteria stated below

1. Member must be in good standing
2. No member will be entitled to receive the award more than once.
3. Standards for selection will follow the same criteria as Realtor Member of the Year, emphasis on business accomplishments and local WCR involvement
4. Nominations should be submitted to the Chairman of the Affiliate Member committee
5. Awards will be presented at the General Membership meeting in December of the year being honored.
6. The Committee: Chairman shall be the last recipient with two (2) appointed members

**X. TRAVEL & EXPENDITURES**

**A. Hotel Accommodations:** The chapter will reserve three (3) hotel rooms to

Accommodate officers and any National Governing Board member that will be attending State, National, and Summits. The cost will not exceed that of the designated WCR HQ.

**B. Transportation:** The chapter will reimburse or provide airfare for President, President Elect, VP of Membership for all travel over 300 miles. When funds are available; the chapter will provide airfare for line officers to State, Summits, Leadership Orientation & National Meetings. Travel up to 300 miles round trip within the district shall be reimbursed Up to \$200 for President, President Elect, & VP Membership for Auto expenses, unless they travel together in one automobile at which \$200.00 total will be reimbursed.

Chapter will reimburse President, President Elect & VP Membership for shuttle or taxi between airports, hotels and TAR/NAR receptions and trade shows.

**C. Meals:**

Chapter will reimburse the cost of meals up to \$40 per day for President, Pres-Elect, VP Membership for all State, National & LO trips unless WCR ticketed event includes a ticketed event which \$20 per day will be reimbursed. \$20 per day per person for State Orientation will be provided for as many members that attend.

**D. Registration:**

Chapter will provide or reimburse all registration fees & ticketed events for President, President Elect, & VPMembership for State, & National Conventions. Chapter will provide registration fees for all line officers to attend the annual State Leadership Orientation.

**E. Scholarship Travel:**

Upon funds being available, Governing Board may elect to sponsor full travel for a member to further the members interest in the chapter, known as the "The Sarah Scholarship". Members are limited to one scholarship award per year; and can not qualify for other educational scholarships.

**XI. EXPENSE REIMBURSEMENT**

- A. Payment of budgeted expenses shall be contingent upon the **TIMELY FILING** (within 30 days of expenditure) **WITH REQUIRED REPORTS** and shall be prorated if an officer fails to attend the required District, State, National, & WCR Leadership Orientation meetings or does not fulfill duties as outlined in the Bylaws, Standing Rules and LPPM.
- B. Each original receipt must include notations to identify the individual requesting the reimbursement, their position and the meeting attended. (Request for Reimbursement form should be attached for the record.)
1. **Line Officers:** will be reimbursed in accordance with the annual amount approved in the budget. Officers will purchase airfare in advance to conserve cost.
  2. **Members serving in the State and/or National WCR Leadership**  
May be reimbursed if budgeted and approved by the current year's GB. State or National chapter member will turn in expense report..
- C. Items reimbursed by a member's company are not also subject to reimbursement.
- D. When funds are available the chapter may pay registration fees, airfare and hotel costs advance to take advantage of early bird savings & specials. In the event the trip is not taken, pre-paid expenses will be billed to the member. Failure to repay the chapter may result in loss of membership.
- E. All request for reimbursement will be fulfilled if and when funds become available within the budgeted year.
- F. In the event any member receives an amount in excess of the amounts intended, budgeted or permitted for scholarships, reimbursement of expenses that member will be required to repay the Chapter all excess amounts received. Failure to repay the Chapter may result in loss of membership.

**XII. NATIONAL AND AFFILIATE MEMBERSHIP**

National Affiliate Membership is restricted to those Affiliates serving on Standing or Special Committees unless otherwise approved by majority vote of the GB.

**XIII. LOCAL AFFILIATE DUES**

Local Affiliates will be billed annually on December 1<sup>st</sup>. Expiration of local affiliate memberships will be December 31<sup>st</sup>. The fee will be at least 1/2 the amount charged for total membership of National, State & Local WCR dues.

**XIV. HONORARY MEMBERS**

The Executive Officer or COO of CCAR will be an honorary member and receive full benefits Available to other WCR members.

#### **XV. RESERVE FUND**

A Reserve Fund, if funds become available, shall be created and held by the Chapter for its future use only in an emergency situation when no other funds are available to sustain the Chapter's operation and/or pay for the Chapter's educational offerings to its membership.

- A. Annual contribution to the Reserve Fund will be determined solely by the GB but will not exceed \$2500 in any given year.
- B. The Reserve Fund will continue to build until it has reached a maximum of \$15,000 excluding any interest earned on the account.
- C. A special Reserve Fund Committee will be elected by the membership at the end of each year to serve the following year. The Committee shall consist of five (5) Members, plus two (2) alternates, made up of current members in good standing. Five Committee members must be in attendance for any vote to be valid and one of the elected will be appointed by the President to serve as Chair.
- D. Committee members may not serve as voting member of the GB in the year they serve on the Reserve Fund Committee
- E. The GB would send a written request to the Chairman for any allocation from the Fund. The Committee members should be notified immediately by the Chairman and meet within fourteen (14) days of the Chairman's receipt of request.
- F. After careful review of the circumstances that may warrant an allocation, the Committee would vote to approve or disapprove the allocation. The Chairman will notify the LCP within forty-eight (48) hours of the meeting with their decision of the request.
- G. At no time is the Reserve Fund to be used in lieu of the Chapter holding its regular Fundraisers that are designed to generate the necessary revenue to operate the Chapter's activities for any given year, based on the annual approved budget.
- H. The LCP may choose to attend the committee meetings; however, is not considered a voting member & may only answer questions from the committee.