

NORTHLAND CHAPTER WOMEN'S COUNCIL OF REALTORS

STANDING RULES

The Following "Standing Rules", numbering 1-18 were adopted by the Northland Chapter of WCR Governing Board on February 2, 2006

Bylaws Committee:	Marcia Cull, Chair	Yvonne Parker
	Marcha Tietjen	Anita Skehen
	Rue Lovett	Linda Cone
		Mike Rush

1. **REGULAR CHAPTER MEETINGS:** These meetings shall generally be held on the first (1st) Thursday of each month. The January meeting will be the second (2nd) Thursday of the month due to the holiday. Any month a major fund raiser is scheduled, the event may be counted as a regular meeting unless otherwise designated by the Governing Board. The place of the meeting shall be determined by the President with approval of the Governing Board.

2. **ORDER OF BUSINESS:** It is suggested that the following Order of Business be observed at all meetings of the Chapter.

Pledge of Allegiance
Inspiration
Introductions (head table, guests, and state/national officers)
Lunch Served
Program and or entertainment
Reports of Officers and Committees
Unfinished Business
New Business
Drawings
Adjournment

3. **INSTALLATION OF OFFICERS:**

- A. A copy of the duties of each office and a signed consent to serve form shall be furnished to each individual seeking the nomination of any office. The signed Consent to Serve shall be delivered to the Nominating Chair a minimum of (1) week prior to the meeting of the nominating committee meeting. The Committee should meet in July to select the slate of officers.

The President-Elect must be prepared to attend Leadership Academy in August.

The incoming President shall provide a copy of the duties of each committee chairman at the time they are appointed.

- B. Installation ceremonies shall be conducted, whenever possible, by the State Chapter President, Governor, Regional Vice President, or other State Officer of the WOMEN'S COUNCIL OF REALTORS.

The incoming President's pin will be purchased from chapter funds by the Treasurer or designee to be delivered in time for installation ceremony in December of each year.

- C. When a State Officer of WOMEN'S COUNCIL OF REALTORS is not available, it is recommended that the installation be conducted by the President or other officer of the Local Association, State Association or, National Association or other dignitary.

4. **LUNCHEON RESERVATIONS:**

All members who make luncheon reservations and do not cancel prior to the day of the meeting will be billed for the luncheon by the Treasurer. Members who come to the luncheon without reservations will not be seated until it is determined that those making reservations have been seated.

5. **GIFTS FOR SPEAKERS:** It shall be the responsibility of the Program Chairman or designee to see that gifts are available for speaker(s) at each monthly meeting and or provide the meal for such speaker(s). The Program Chairman and the President shall follow up with a thank you note to the speaker(s).

6. **LOCAL AFFILIATE MEMBERS:** Affiliate members shall be billed for their dues during the month of December each year by the Membership Chairman. Affiliate's dues shall be pro-rated in the same manner as National.

7. **LINE OFFICER'S TRAVEL:**

The allowance for line officer's travel to State and National meetings shall be for attendance only. She/He will pay for their own expenses and then be reimbursed. A signed voucher along with original paid invoices shall be submitted as proof of attendance as well as for reimbursement. The allowance amount shall be determined by the Finance and Budget committee with the approval of the Executive Committee. Those officers attending shall be prepared to give a report and/or submit a written article for the newsletter. This report should be reviewed by the Governing Board and approved before Treasurer issues a check for reimbursement. The amount reimbursed shall not exceed the amount of the line item budgeted for any given meeting attended. Any amount exceeding the budgeted amount for a particular meeting can not be applied or carried over to another budget line or meeting. The Budget is to reflect a line item amount for each meeting.

8. **AUDIT PROCEDURES:**
The Treasurer's books shall be closed and delivered to the Audit Committee no later than December 15. The Audit Committee shall complete the audit and transfer the treasurer's books to the incoming Treasurer prior to the January meeting. The Audit committee shall report the results of the audit at the January meeting. The Assistant Treasurer, if existing, shall be a member of the Audit committee. All checks should be photo copied and passed on to the Treasurer within 5 days. All accounts receivable should be turned over to the Treasurer and deposited within 5 working days.
9. **ELECTED TO STATE OFFICE:** When a member of our chapter becomes a State Officer, and is being installed at the State Inaugural Banquet with other state association officers, it shall be the duty of the Local Chapter President or designee to present a suitable gift to the member being installed. Funds to be included in general operating budget.
10. **CARDS:** A card will be sent by the Hospitality Chairman to any member ill at home or in the hospital. Flowers will be sent at the discretion of the Executive Officers.
11. **MEMORIALS:** In case of death in the immediate family of a member, the Chapter is to make an appropriate remembrance in an amount determined by the Governing Board. Funds are to be furnished from general funds. A collection will be taken at the next meeting to help offset the expenditure. Memorials will be sent with money collected by the Hospitality Chairman. In case of death of a member, the Chapter shall have a short memorial service the following month or as soon as possible thereafter
12. **WAYS AND MEANS COMMITTEE:** The committee should have a minimum of one (1) revenue generating project during the year. The amount of revenue to be generated will be determined by the Budget Committee.
13. **COMPLIMENTARY MEMBERSHIP:** The Executive Officer of the Kansas City Regional Association of Realtors shall be given a complimentary membership to the Kansas City MO Northland Chapter of the Women's Council of Realtors.
14. **"50-50" SCHOLARSHIP DRAWING:** All attendees at regular meetings shall be eligible to purchase tickets for \$1.00 for the "50-50" drawing. Half of the proceeds of the "50-50" drawing will be given to the winner. The remaining half will be retained in the chapter treasury. When the "50-50" fund reaches \$100.00, a drawing will be held at the next regular meeting for an educational scholarship. Only paid Realtor members are eligible for the scholarship drawing, They must be present for the scholarship drawing, and must present proof of attendance at a class within the last year for an NAR recognized designation, including PMN classes.
15. **DRAWINGS/DOORPRIZES:** Only paid members are eligible for drawings and door prizes at regular meetings.

16. **BUDGET:** An annual proposed operating budget shall be established each year, taking into consideration travel expenses, hotel, registration and required banquets for the President and President-elect. In addition, the registration fees of the other officers shall be paid for the WCR regional and/or state meetings and 50% of PMN course fees shall be reimbursed to officers upon presentation of proof of attendance at PMN courses. All Committee Chairmen shall be aware of the budget limitations and shall limit expenditures to comply with such limitations.

17. **AWARDS:**

A. MEMBER OF THE YEAR AWARD:

1. ELIGIBLE NOMINEES:

- a. Must be a current paid member in good standing with Kansas City (MO) Northland Chapter of Women’s Council of Realtors.
- b. Is a REALTOR or REALTOR-ASSOCIATE or NATIONAL AFFILIATE for a minimum of five consecutive years
- c. Shall be those individuals selected for recognition by the Member of the Year Committee. To avoid any possibility of this award going to a current Local President these individuals shall be ineligible to receive the award during or within one year after the term of office. This does not preclude past Presidents or other officers from receiving the award.
- d. Shall complete and submit a Member of the Year Application to the Member of the Year Committee Chairman no later than August 1.

2. COMMITTEE:

- a. The member of the year award committee shall consist of:
Chairman—the immediate past recipient of the award
Members—the chair of the awards committee and three (3) past award winners appointed by the President
- b. Nominations are welcomed from any member, in good standing, of the local chapter. All nominations shall be received by the Chairman no later than July 1. The chairman of the committee shall distribute the application form to nominated individuals.
- c. The committee shall meet and choose the recipient based on the information received on the application form. In order for the Awards Chairman to order the plaque, a decision should be made no later than September 1.
- d. Members of the committee should regard this information as “top secret” until the announcement of the recipient at the December Meeting.

B AFFILIATE OF THE YEAR AWARD

1. ELIGIBLE NOMINEES

- a. Must be a current paid member in good standing with Kansas City (MO) Northland Chapter of Women's Council of Realtors.
- b. Has been an affiliate of the chapter for three (3) years.
- c. Shall be those individuals selected for recognition by the Affiliate of the Year Committee. To avoid the possibility of this award going automatically to a current local officer these individuals shall be ineligible to receive the award during the year of their term
- d. Shall complete and submit an Affiliate of the Year Application to the Affiliate of the Year Committee Chairman no later than August 1.

2. COMMITTEE

- a. The Affiliate of the Year award committee shall consist of
Chairman—the immediate past recipient of the award
Members—the chair of the awards committee and three (3)
past award recipients appointed by the President.
- b. Nominations are welcomed from any member, in good standing of the local chapter. All nominations shall be received by the Chairman no later than July 1. The chairman, of the committee shall distribute the application form to nominated individuals.
- c. The committee shall meet and choose the recipient based on the information received on the application form. In order for the Awards Chairman to order the plaque, a decision should be made no later than September 1.
- d. Members of the committee should regard this information as “top secret” until the announcement of the recipient at the December Meeting.

18. **SPONSORS FOR REGULAR MEETINGS:** The following guidelines shall apply:

1. Advertising materials may be distributed by paid sponsors only.
2. Sponsor fee shall be fifty dollars (\$75) per meeting
3. Fees for special meetings/events will be determined by the Executive Committee.
4. Sponsor may, if so desired, distribute printed information to attendees; have drawing for door prizes, etc.
5. Sponsor will be allotted 2-3 minutes of commercial time at podium
6. Meeting dates are on a first come first serve basis.