



STANDING RULES OF THE LAKE HAVASU AREA CHAPTER OF WOMEN'S COUNCIL OF REALTORS®

Revised: 08/11/2011

MONTHLY BUSINESS RESOURCE MEETING:

These meetings shall be held on the 2nd Thursday each month. Registration and networking begin at 11:30, the program and luncheon begin at 12 noon at (a location to be determined). All attendees shall pay the prevailing meeting charge, which includes lunch. Attendance at these meetings will be forwarded to the Secretary and the Nominating committee.

GOVERNING BOARD MEETING:

These meetings shall be held on the 2nd Thursday each month at 10:30 am at a location to be determined by the President.

RESERVATION OBLIGATIONS:

1. Financial Obligations
Reservations for all Chapter meetings and events sponsored by the Chapter shall be a financial obligation to be paid by the member.
2. Cancellation Deadline
A cancellation deadline shall be established for each function of the Chapter and shall be announced in the notice for that function.
3. Billing
Billing for all no shows shall be made within 7 days of the event, by Chapter Treasurer.
4. Fee Policy
Members attending a Business Resource Meeting or a ticketed function shall be charged for the meal or refreshments whether they eat or do not eat. Early bird discounts may apply to some events to facilitate in planning.
5. No reservation
If members wish to attend a function without a reservation, they shall be accommodated on a space available basis only.

6. While meeting attendance is not mandatory, all members are encouraged to attend on a regular basis. Attendance will be recorded at the door and kept on file by the Secretary, Nominating Committee and Hospitality Committee.

INFORMATION FOR GOVERNING BOARD:

The incoming President shall prepare updated job descriptions and duties for the incoming Officers and Committee Chairpersons. Job descriptions will be posted on the website by July 15th.

After attending Leadership Academy in August, the President Elect will establish a date and time for a Governing Board Orientation following the October Elections.

After elections and before Orientation, the President Elect shall seek out the most qualified members as Committee Chairpersons and deliver them a copy of job descriptions and duties of their particular committee. Officer and Committee Chair nominees must sign a Consent to Serve form prior to election or appointment.

The incoming President shall obtain a Leadership Policy and Procedure Manuals to be available at all Governing Board and Business Resource Meetings.

Annual Election Meetings shall be held prior to October 15th each year. Results of the election shall be reported to National by the outgoing Secretary no later than November 1st.

All Board Members are expected to attend all Governing Board and Business Resource meetings. Any absences should be reported to the President in advance. In addition, the Officer or Committee Chair should find a replacement to fulfill their responsibility for the missed meeting.

PRESIDENT, PRESIDENT-ELECT, VICE-PRESIDENT OF MEMBERSHIP, SECRETARY AND TREASURER:

All Chapter Officers shall abide by the WCR Bylaws, the Chapter's Standing Rules and perform all duties as outlined in the Leadership Policy and Procedure Manual and others such as prescribed by the President and the Governing Board. The President, President Elect and Treasurer, shall be bonded signatories on all bank accounts of the Chapter. Two signatures will be required on all checks.

TRAVEL:

Budgeted travel expenses and registration fees for the President and President-Elect, shall be established in the annual budget for attendance at the National, Regional and State WCR meetings, unless funding is received from another funding source.

Budgeted travel expenses and registration fees for the Vice-President of Membership, Secretary, and Treasurer shall be established in the annual budget for attendance at the Regional and State WCR meetings, unless funding is received from another funding source.

Reimbursed items will include coach airfare with 21-day advance purchase or ground transportation (at the rate per mile as set by the IRS); hotel accommodations at the lowest available rate for double occupancy, early bird meeting/event registration and tickets for WCR functions that Officers are expected to attend. Budgeted Officers shall receive a reimbursement for meals (excluding alcoholic beverages) and miscellaneous expenses not to exceed the annual travel budget. No travel expenses will be advanced to an individual. All reimbursements will be made after attending the events.

The President and President-Elect and Vice-President of Membership (if budgeted) are required to attend the following functions, when held, at National, Regional and State meetings: President's Workshop, Governing Board meeting, Business Resource Meeting, General Assembly/Sessions, State and Regional Caucuses, Annual National Election, WCR Installation Dinners, WCR Dinners, Luncheons and Breakfasts, National President's (Incoming and Outgoing) Receptions, and other functions as prescribed by the Governing Board of the Chapter and give report of these functions at the following Business Resource Meeting.

The Chapter President and Treasurer are to obtain a Chapter Debit Card. Signatories on the debit card are to be changed annually and be the same as on the Chapter Checking Account. The card is to be used only by the President for advance Airline Reservations, Hotel Deposits, Meeting Registrations and WCR Ticketed Events, for all funded members that must be paid in advance. Budgeted expenses to be charged to the debit card must be verified by the Governing Board prior to using the card. The card stays in the Treasurer's possession and is not to be used to pay for hotel bills, restaurants, other transportations, etc. In the event the debit card is used and an officer forfeits a reservation or does not attend the event, the individual is personally responsible for repaying the Chapter within 30 days. Failure to repay the Chapter within 30 days will result in additional penalties as approved by the Governing Board.

COMMITTEE CHAIRS:

All outgoing Committee Chairs shall pass Committee materials on to the incoming Committee Chairs.

All Committee Chairs are authorized to appoint sub-committees in order to carry out committee responsibilities.

THE ENTREPRENEUR OF THE YEAR and MEMBERS OF THE YEAR AWARDS:

Committee

Candidates for the awards will be selected based on predetermined criteria. It is not mandatory to select Members of the Year. Award Winners will be selected by a special committee chaired by the most immediate past president able to serve, the current LCP, and the most recent recipients of these awards also able to serve. The current LCP also appoints two or more

REALTOR® members from the General Membership to result in a committee of seven members. Four committee members shall constitute a quorum. No more than one member from any company shall serve on the selection committee.

ENTREPRENEUR OF THE YEAR AWARD CRITERIA

Eligible Nominees

- 1) Must be a member of National WOMEN'S COUNCIL OF REALTORS® for minimum of one year.
- 2) Should have been a REALTOR® or REALTOR-ASSOCIATE® for a minimum of one year.
- 3) Sales Agent Application form must be signed by Association Executive Officer or Broker. Broker/Manager/Owner Application form must be signed by Association Executive Officer.
- 4) May not be a current Line Officer

Procedure:

The Committee will distribute a Call for Nominations to the General Membership at the regular September Business Resource meeting, in chapter newsletter, on Web site, etc. Nominations will be submitted to the Committee before the annual October elections at which time nominations shall be closed.

The Award Recipient's name, photo and nomination form must be submitted to National WCR by December 1.

Judging Criteria

- 50% Business Accomplishments:
- 5% Production
- 5% Education
- 10% REALTOR® Local/State/National Leadership
- 15% Served As a Mentor to Other Women in the Profession
- 10% Political/Business Community Involvement
- 5% Career Achievements

MEMBER OF THE YEAR AWARD CRITERIA

Eligible Nominees must:

1. Be a current member in good standing for a least one year.
2. Not be a current Line Officer
3. Have attended at least 50% of Lake Havasu Area Business Resource Meetings during the current year.
4. Have chaired or actively served on a committee-

Procedure

At the annual election, all members will be able to submit their candidates for the REALTOR® and Affiliate Members of the Year. After the ballots are collected the committee will meet to determine the award recipients based on the following criteria:

Judging Criteria

REALTOR® Member of the Year Award:

- 60% Local Lake Havasu WCR involvement.
- 20% State and National Chapter involvement.
- 10% Local LHAR Association involvement
- 10% Community involvement

AFFILIATE Member of the Year Award:

- 60 % Local Lake Havasu WCR involvement
- 10 % State and National Chapter involvement
- 20 % Local LHAR Association involvement
- 10 % Community involvement

The Awards:

The Award Committee shall be responsible for obtaining a recognition pin, if available, and printing and framing a certificate of recognition for each award recipient to be presented at the December Business Resource Meeting.

In addition, a Entrepreneur of the Year Award Pin is available for purchase by chapters from the National WCR Web Store to award to winners.

Recognition of Entrepreneur of the Year and Members of the Year Award Recipients will be incorporated into chapter promotions of other chapter award winners, i.e. recognize at awards banquets, in programs, in newsletters, on Web site.

NANCY CHARLES SPIRIT AWARD SCHOLARSHIPS

Each year the Chapter will budget funds for the Nancy Charles Spirit Award as scholarships to assist members in funding their personal expenses to attend State, Regional and National Conferences.

The requirements to apply for scholarships are:

- Must be a National REALTOR®, National Affiliate or Local Affiliate, in good standing, of the Lake Havasu Area Chapter of WCR.
- Be a member of the local chapter for a minimum of 6 months.
- Attend a State, Regional or National meeting.
- Must be a (non-funded) officer, chairperson or active committee member in the local chapter (to be determined by the Chapter President and the Awards Committee).

- Proof must be provided that the event was paid for by and attended by recipient.
- Only non-company or non-chapter reimbursed expenses will be considered.
- If the event cost is at least \$250 and the member meets all of the Arizona Karen Franz Scholarship criteria, the member may also apply for the state scholarship.
- Scholarship funds will be distributed only after eligibility has been confirmed.
- Requests for reimbursement must be made within 30 days of the completion of the event.
- Reimbursement will be up to \$100 or the event cost whichever is less.
- A maximum of one scholarship per member will be awarded each year.
- The total number of scholarships will not exceed the yearly budgeted amounts.
- The Chapter President and the Awards Committee will meet to evaluate applications.
- Once approved, the funds will be disbursed at a local Chapter Business Resource Meeting when recipient is in attendance.

PARLIAMENTARIAN:

The Chapter Secretary shall act as the Parliamentarian and have copies of the Robert's Rules of Order for reference at all Governing Board and Business Resource Meetings.

INSTALLATION OF OFFICERS:

The outgoing President shall, with the Hospitality Committee, arrange the format of the installation ceremonies to be held at the December Business Resource Meeting;

The incoming President shall select the Installing Officer.

The outgoing President shall have the duty of obtaining the incoming President's pin at the expense of the Chapter in sufficient time for presentation at the Installation Ceremony.

The incoming President shall obtain, at the expense of the Chapter, a plaque or gift to be presented to the outgoing President at the Installation Ceremony. The outgoing President shall obtain, at the expense of the Chapter, plaques or gifts to be presented to the other outgoing officers at the Installation Ceremony.

INDUCTION OF NEW MEMBERS:

Upon membership approval of the Governing Board, the Vice President of Membership shall conduct an induction ceremony for new members during a special orientation meeting. The Vice President of Membership shall present each new REALTOR® and National Affiliate Member a membership pin, a New Member Packet see LPPM for guidelines and a membership roster at their induction. Each new member shall be introduced individually by the Vice President of Membership at the next Monthly Business Resource Meeting and given a brief opportunity to tell the group of their business affiliation, etc.

NEW MEMBERS:

Cards or a letter of congratulations and welcome, including an invitation to join a committee of their choice, shall be sent to each new member by the Vice-President of Membership or Membership Marketing Committee.

GUESTS:

All meeting guest speakers shall receive a complimentary meal. The Program Chair shall be responsible for presenting all guest speakers with a thank you note from the Chapter at the expense of the Chapter.

National or State Officers and Governors, at the invitation of the Chapter President, shall receive a complimentary meal.

Non-members shall be allowed to attend no more than two meetings as a guest prior to joining. The Hospitality Chair, Secretary and the Vice President of Membership are responsible for monitoring this attendance. Any exceptions to this policy are at the sole discretion of the President.

DUES:

Dues shall be nonrefundable.

In addition Local Affiliate members shall pay a one time application fee of \$50.00. The Vice-President of Membership shall be responsible for billing and collecting Local Affiliate dues.

National Affiliates joining a second chapter shall be local affiliates in the second chapter and pay all the fees associated with that membership.

REMEMBRANCES:

Upon notification of a member or member's immediate family death or hospitalization of a member, the Chapter Secretary or Hospitality Committee Chair may send flowers or a contribution to the member's family at a cost not to exceed \$50.00. In the case of an illness of a member, the Chapter Secretary or Hospitality Committee Chair shall send an appropriate card in the name of the Chapter.

CHAPTER EXPENDITURES:

The President, subject to the approval of the Chapter Officers, shall be the only individual authorized to enter into contract agreements which incur financial or other liabilities to the Chapter. All income and expense requests must have backup documentation and properly filled out forms. Any expenses not budgeted over \$500 should be approved by the Governing Board

AUDIT:

A minimum of a quarterly audit is to be performed by members of the Finance and Budget Committee. The 3 member Audit Committee shall be appointed in November by the incoming President, This committee shall make an annual report at the January meeting.

IRS GUIDELINE

Due to new IRS requirements effective with the 2007 tax year, all Chapters Must File an Information Return

If the chapter has gross revenue of \$25,000 or less, it is required to file an annual electronic notice, Form 990-N (e-Postcard) under the direction of the President and Treasurer.

The e-Postcard requires the following information:

- Federal Employer Identification Number (FEIN)
- Tax Year
- Chapter Name and mailing address
- Name and address of a principal officer
- Web site address if the organization has one

It is recommended that the chapter consult an accounting or legal professional in preparing and filing an annual electronic notice.

In addition, the Chapter President and Treasurer will ensure that the corporation renewal is filed in a timely manner.

CHARITABLE DONATIONS

WCR is a professional business association, not a charitable foundation or fraternal organization. The main focus of each Chapter is to prepare our members for success as leaders in the industry and the community. Members are encouraged to donate their time to causes and charities of their choice. If the organization decides to participate in charitable giving the following guidelines must be followed.

- The incoming President has the authority to designate a charity for the year of his or her presidency.
- The request to donate funds from an event must be made when the event is proposed and the Board is approving the event budget.
- Up to 10% of the net proceeds of an event may be donated to charity. In addition, up to of 5% of the event proceeds may be donated to replenish the Nancy Charles Spirit Award.

GENERAL RESERVE ACCOUNT

In 2011 the Governing Board voted to open a money market account with a beginning deposit of \$2000. Beginning with the 2012 Budget, Chapter funds in excess of \$10,000 in the Chapter checking account at the end of the of the calendar year shall be deposited into the General

Reserve Account until the account balance has reached \$10,000. To pull funds from the General Reserve Account, a 2/3 vote of the members present and voting at a Governing Board Meeting is required.

PROCEDURE FOR CHANGING STANDING RULES:

A standing rule may be changed, added or deleted by majority vote of the Voting Members present at any regular Chapter Governing Board Meeting after which notice to general membership is made. Copies of Revised Standing Rules will be provided on the chapter website and notice sent to all Members.

Revised 06/09/2011,02/11/2010, 11/19/2009, 10/09/2008, 06/27/2006, 8/11/2011.