

Standing Rules Marin Chapter WCR

MEETINGS

Monthly Business Resource Meetings (BRM) shall be held on the fourth Tuesday of the month unless otherwise notified. A minimum of eight (8) BRMs are to be held annually. Topics shall satisfy one of the five categories suggested by National WCR as found in the LPPM. Minimal business will be conducted at these meetings and speakers will be given 45 minutes to present prior to any business being conducted. Exceptions will be the annual election meeting, bylaws votes and installation.

Financial Obligations

The Chapter shall pay for the luncheons for the guest speakers and a coffee mug gift as appropriate. State and National WCR officers shall receive a complimentary meal at the meeting. Reservations for all chapter meetings and events sponsored by the chapter shall be a financial obligation to be paid by members.

Cancellation Deadlines

If reservations are made in advance, the member is responsible for payment whether or not they attend. A cancellation deadline shall be established for each ticketed function of the chapter and shall be announced in the notice for that function. Special circumstances for refund need board approval.

Billing

Billing for un-cancelled ticketed functions shall be made within two (2) days of the event. The Treasurer will bill the members who owe the Chapter for their financial obligation.

Fee Policy

Since the primary value of the BRM is in the program and the networking, there will be no discount for those who choose not to eat a meal.

Non Member Guest Policy

Qualified prospective members may be brought to regular BRM as a guest 2 times per year before joining. This does not apply to a member's family or special guest provided they are not eligible for WCR membership. The cost for a reserved guest shall be determined by the governing board annually. Each guest shall be introduced by their host/hostess when asked by the President.

No Reservations

If members wish to attend a ticketed function without a reservation, they shall be accommodated on a space available basis only.

Annual Election Meeting shall be held no later than September 30th. It may be held in conjunction with a regular Chapter BRM.

Rules of the Day

The Rules shall be provided to each attending member instructing the members how the election shall be conducted including quorum. The Rules shall be approved by the membership prior to voting.

Tellers

A minimum of three (3) tellers shall be appointed by the President. Nominating Committee members shall not serve as tellers.

Installation Meeting shall be held in December or January. It may be held in conjunction with a regular Chapter BRM.

Arrangements

The incoming President shall make arrangements for the installation of officers and shall select the Installing Officer and Mistress/Master of Ceremonies.

The incoming President shall be responsible to obtain her President's pin along with the other officer pins at the expense of the Chapter in time for presentation at the installation.

A gift or plaque obtained at the Chapter's expense for the outgoing President will be presented at the installation ceremony.

Finances

Funds should be allocated in the budget for the Installation Ceremony and should include when possible the expense of invited guest dignitaries (such as State and National WCR officers, Chapter DVP, Governor, etc.)

Governing Board Meetings shall be held on second Friday of each month at noon.

Unexcused Absence

Any elected or appointed member of the Governing Board with two or more unexcused absences shall be construed as having resigned from the Governing Board. Excused absences are decided by the president. Any other excused absence will be at the discretion of the Governing Board. An absence is considered excused when the President is notified prior to the meeting and has excused the member. Any board member arriving more than a half hour late to the meeting must have made arrangements to provide any materials to the board prior to the meeting so the board can conduct its business.

Reinstatement

Such member whose seat was vacated in this manner may apply for reinstatement within 30 days, which shall require a majority vote of the Governing Board.

Leadership Retreat is scheduled by the incoming President as a planning retreat for the incoming board. A full day of planning is recommended for putting together the upcoming year's business plan and goals of the incoming President along with the Governing Board. Chapter effectiveness and team building are to be the agenda of the day. It is recommended that a guest facilitator such as a Governing Board member of the State, past or present, be invited to assist.

DUTIES OF THE GOVERNING BOARD

Governing Board members include all elected officers, appointed Standing Committee and Special Committee chairs. Only one person for each

Standing Committee as well as officers is entitled to vote. Special Committee chairs do not have a vote on the Governing Board.

Before or during the Leadership Retreat, all outgoing committee chairs will present a written report of accomplishments and budget expenditures to the incoming committee chairs and pass along any relevant materials or supplies.

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

All elected officers are encouraged to chair or be a member of a committee for at least one year.

President

Appoints Standing and Special Committee Chairs, subject to Governing Board approval.

Upon taking office or at the Leadership Retreat, shall furnish each officer and committee chair a copy of their respective duties as outlined in the LPPM and/or provide local committee responsibilities and job descriptions as they apply to each office and committee along with a copy of the Chapter Bylaws, Standing Rules, Business Plan and Proposed Budget.

Provide necessary information in regards to the chapter for the State WCR web page.

Submit names of elected officers to National WCR by mandated deadline.

Attend regional, state and national meetings as possible.

Assign to any officer or committee chair reasonable and relevant duties not already prescribed in the LPPM or these standing rules.

Serves as ex-officio member of all committees.

President-Elect

Attend Leadership Academy in Chicago.

Attend regional, state and national meetings as possible.

Plan and conduct a Leadership Retreat for incoming officers and chairs. Retreat to be held after elections but before December.

Complete, with the assistance of the Governing Board, the Business Plan.

Performs other duties assigned by the President.

Vice President of Membership

Oversee all membership activities.

Accountable for the recruitment and retention efforts of the Chapter. Plans a membership drive in the beginning of the year in conjunction with the Membership Committee.

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

Maintains the data base of members.

Verify MAR membership status before processing applications to be forwarded to National WCR.

Retain copies of all checks along with membership application in a master file in order to monitor membership reports with National WCR for accuracy.

Coordinate new member application information with the Membership Chair to be sent within seven days of a guest attending a Business Meeting.

Report corrections and changes in member information to National WCR.

In conjunction with Membership Chair, see that a welcome card or letter is sent to each new member.

Perform other duties assigned by the President.

Secretary

Minutes shall be taken at all Governing Board Meetings as outlined in the LPPM and be emailed to the Governing Board within five (5) days after each meeting for review and/or corrections.

All minutes shall be verified by the President and signed by the Secretary and kept for historical record. They are then posted on-line for the membership to view.

Send thank-you notes to guest speakers and monthly meeting sponsors.

Sends electronic birthday cards to all members on behalf of the Chapter.

Sends sympathy, get well and congratulatory cards to members on behalf of the Chapter.

Performs other duties assigned by the President.

Treasurer

Custody of the Chapter's funds is the duty of the Treasurer who will make appropriate disbursements as directed by the President and the Governing Board.

Keep accurate, written records of all dues, payments and receipts. Pay Pal will be used for all on-line payments.

Reviews expenditures and financial status with the Budget & Finance Committee.

Submit regular financial reports to the Governing Board and present annual financial report to the membership.

Supply the Chapter's accountant all necessary documentation and receipts to file the Chapter's taxes prior to any IRS deadlines.

Coordinates the cash and accounting at the venue for BRMs or other events.

Performs other duties assigned by the President.

Budget & Finance

The committee shall present the budget for the following year at the November Governing Board meeting for review and shall then be approved by the general membership by the November meeting.

Prior to the end of the term of the Treasurer, the committee shall conduct an audit of the books of the Treasurer. This meeting with the Treasurer and committee should be scheduled in October.

Membership

Works in tandem with the VP of Membership to attain recruitment and retention goals set by Governing Board.

Attend a new member orientations at MAR to talk about WCR.

Sends Evites for Business Resource Meetings.

Coordinate attendance at various office and buy/sell meetings to pitch WCR membership and fundraisers.

Shall send a follow up with a membership application within seven (7) days of a guest attending a Business Meeting.

Conduct a new member orientation 3-4 times a year. Board and Committee Chairs shall be present to speak about their committees and volunteer opportunities.

Introduce new members at the BRM once a quarter.

Develop and monitor a new member mentor program in conjunction with the Hospitality Committee.

Provide the Hospitality Committee with a current list of members so that proper payment for attendance is made by members and guests.

Coordinates the sending of a card or letter of welcome on behalf of the Chapter to each new member within seven (7) days of becoming a member with the VP of Membership.

Ways and Means

Coordinates with Budget & Finance to plan raising the funds to meet the approved budget.

Raises funds to enable Local Chapter Board members to attend regional, state and national WCR meetings.

Oversees drawing coordination at monthly Business Resource Meetings.

Works with Governing Board to establish sponsorship levels. Then works with President to create a sponsorship package to present to potential businesses for participation.

Solicit monthly Business Resource Meeting sponsors.

Locates volunteers to work on different fundraising events, plan a budget and report to the Governing Board projected income and expenses.

Bylaws

The Standing Rules shall be reviewed annually by the Bylaws Committee and any changes presented to the Governing Board for approval.

The committee shall review the Bylaws every two (2) years and any necessary changes shall be submitted to WCR National for approval.

Hospitality

Handles reservations and gives final head count to venue based on count from Evite. Confirm actual count of people served.

Staffs the monthly Business Resource Meeting check-in with Membership Committee representative.

Facilitates the introduction of guests and new members to other members.

Distributes a printed networking question at the Business Resource Meetings.

Passes out table assignments at check-in.

Provides a list of all attendees along with complete contact information for all guests to the Membership Chair.

Coordinates the sale of drawing tickets in conjunction with check-in.

Sees to the room set up including the availability of the microphone, flag, sponsor signage, table numbers.

Prepares monthly report for treasurer and Governing Board.

Communications and Marketing

Coordinates the implementation, design and content of Chapter website with the President.

Creates press releases on Chapter events and members for immediate release to local newspapers and MAR.

Submits monthly BRM notices to BAREIS, MAR and Marin IJ.

Maintain a brochure of information on the Chapter.

Works with Membership Committee and/or Ways & Means Committee on collateral to be used at monthly office meetings, buy/sell meetings and other networking venues.

Works with the Education and Program Committee on the production of a bookmark that lists programs, officers list, and other Marin Chapter information.

Supplies collateral materials for the MAR office.

Submits news articles to National WCR, MAR, local publications.

Awards and Recognition

Establishes guidelines for selecting the Member of the Year and Affiliate of the Year. Eligible nominees or Member of the Year shall be a current member of the National WCR as a realtor for a minimum of two (2) consecutive years. Eligible nominees of Affiliate of the Year shall be a current member of the National WCR as a National Affiliate Member or as a Local Affiliate Member for a minimum of two (2) years. To avoid automatic awards, the current year's officers

will not be eligible for the award, but this does not preclude them from receiving future awards.

Distributes applications/nominations to membership in October for submission.

Honorees to be announced at November or December meeting.

Submits candidate, if appropriate, to National for Business Woman of the Year and follows the procedure for that recognition.

Market and coordinate the educational awards. Educational awards are determined by the budget and will be distributed by the guidelines set forth by the Governing Board every year. Any Performance Management Networking (PMN) class or other certificated course offered by WCR are eligible for qualification for reimbursement. The President, President Elect and VP of Membership shall not be eligible in that year.

Plan and coordinate visible symbols of appreciation.

Other recognition for participation can be voted on by a majority vote of three (3) of the Governing Board if the allotted amount or recognition is within the guidelines of the current budget.

BUDGET AND EXPENDITURES

National Realtor Dues

National Realtor Dues are \$201.00. The dues billing shall be mailed by National for the upcoming year in December with a due date of January 1. If an application is made any other time of the year, dues shall be paid for twelve (12) months, so that in the January of the following year, the dues are billed for the prorated remaining amount of the following year.

Local Affiliate Dues

Local Affiliate Dues will be \$201. The dues billing shall be mailed for the upcoming year in December with a due date of January 1. This is the responsibility of the current VP of Membership to bill with follow up by the incoming VP of Membership. In February, if dues not paid, a follow-up should take place either by billing or phone call. If unpaid by April 1, membership is forfeited. If an application is made any other time of the year,

dues shall be prorated for that year, so that in January of the following year the dues are billed for the full amount.

Affiliate candidates for membership shall bring one (1) Realtor® to join concurrently at the general meeting.

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General Expenditures

All officers and committees shall submit categorized budgets for the upcoming year and use the funds accordingly. The Chairperson for any event shall develop a line item budget for the event which incorporates any relevant figures from the approved main budget. The event budget is to be submitted to the Governing Board for approval prior to the expenditure of funds.

The Governing Board shall make the decisions regarding the distribution of the funds budgeted for charity.

The reimbursement form shall be completed within ten (10) days after completion of purchases/event with appropriate category information and submitted with copies of receipts. Reimbursement for authorized expenses will be paid within 30 days of receipt.

All expenses over \$100 that are not in the budget need board approval.

All receipts for reimbursement that are in excess of \$500 are to be approved by the President and the Treasurer before being paid. If the reimbursement is for the President or Treasurer, another line officer shall approve the expenditure.

Two signatures are needed on checks over \$500, but three signatures shall be on record with the bank.

Charitable Donations

The charities selected to receive funds from one of the Chapter's fundraisers shall be a local charity. The charity shall be voted and approved by the Governing Board.

Conference/Event Reimbursements

The President, President-Elect and VP of Membership will be reimbursed for reasonable travel expenses as set by the Chapter budget and upon submission of receipts within 45 days of travel or before the end of the year, whichever comes first, to the Treasurer in accordance with the guidelines outlined in the Conference/Event Reimbursements. Disbursement to be made within 30 days.

Secretary and Treasurer shall travel to conferences as the budget allows. In the event there are not sufficient funds for reimbursement, funds will be distributed in the order of office, President, President-Elect, and VP of Membership, Secretary and Treasurer.

All members who attend conferences are expected to attend all meetings to qualify for reimbursement. Attendees will give an oral or written report on what they learned.

All cash and credit expenditures must be verified with original receipts attached to the reimbursement form.

Air Travel - Reimbursed at Coach Class at the discounted rate offered by WCR travel affiliate. Airfare to be booked at least 21 days prior to travel.

Hotel - Reimbursed at the standard rate as negotiated by the WCR state or national organization, based on a double occupancy. Single occupancy or upgrades are paid by the member. Rooms are to be booked at the earliest possible registration opportunity. In the event the rooms must be booked outside the blocked rate, they should be booked at the best rate possible. Any exceptions to be approved by the Governing Board. Chapter will not pay for hotel accommodations for extra days to attend any classes (PMN).

Ground Transportation - Transportation to and from airport is reimbursed and to and from hotel. A hotel shuttle should be taken when available. If member drives to meeting, parking at the hotel will

be reimbursed. If a member drives to the airport, long term parking rates will be reimbursed only.

Personal Vehicle - Actual mileage to and from State, Regional and National meetings will be reimbursed at the current IRS vehicle deduction rate per mile.

Meeting Registration - Early registration only is reimbursed.

Meals - A flat rate of \$50 a day will be reimbursed for all meals and associated travel expenses including tips for required State, Regional and National meetings including State and National Inaugural or Installation, Welcome Reception and WCR sponsored events. Any non-WCR sponsored entertainment is at officer's expense. Exception is for Leadership Academy where a flat rate of \$50 will be reimbursed for meals for the entire trip.

Ticketed Functions - Actual cost reimbursement is a line item on the reimbursement form.

SPONSORSHIP/STRATEGIC PARTNERS

Platinum Sponsorships will be made available to only one business/industry in any given year so no duplication occurs.

Sponsorships are accepted throughout the calendar year. The sponsorship will be pro-rated based on the date of money received and calendar out for twelve (12) months from that date.

Amount of sponsorship is in addition to the dues paid if the sponsor/partner is a WCR member.