



## Standing Rules 2005 Revision

### Luncheon Policies

#### Members:

1. If the Chapter has an option for members to pre-pay for General Membership Meeting luncheons throughout the year, pre-paid luncheons will not be refunded for non-attendance. Members are required to notify the Hospitality Chairperson if they will not be attending a meeting.
2. Members are required to cancel their meeting reservation for luncheons directly with the Hospitality Chairperson 48 hours prior to the luncheon.
3. Members who make a reservation and do not attend the meeting will be billed by the Hospitality Committee within seven (7) days after the meeting.
4. Officers who miss more than two (2) regularly scheduled meetings without a valid excuse will be deemed to have resigned.

#### Guest(s):

1. The luncheon speaker shall receive their meal gratis.
2. When a National or State Officer(s) attend a chapter business function, they will receive a gift from the chapter not to exceed \$30.00 and their meal gratis.

The National Officer's travel and accommodation expenses will be paid by the chapter, according to the current years' Leadership Policy & Procedures Manual (LPPM).

#### Non-Members:

1. Qualified prospective members may be brought to regular Chapter meetings as guests a maximum of two (2) times before they are expected to join the Flint Women's Council of REALTORS® Chapter. This does not apply to a member's family or special guest provided they are not eligible for WCR Membership.
2. The luncheon charge for the guest at a General Membership Meeting of the Women's Council of REALTORS® meeting will be \$2.00 more than the general membership pays for their meal.

## Memorials

In the case of the death of a Chapter Member, or the death of a chapter member's spouse and/or children, a memorial of \$25.00 will be sent to the members' charity of choice.

An appropriate card will be sent by the Corresponding Secretary to our Women's Council of REALTORS® member for all other instances of which we are aware.

## Outgoing President and Governing Board Gifts

The gift for the outgoing president will be obtained by the current President-Elect and will be presented at the last General Membership meeting of the year. The cost of the gift shall not exceed \$50.00.

The outgoing President shall purchase gifts for the outgoing Governing Board members and Committee Chairpersons for presentation at the December General Membership Meeting. The cost of the gifts shall be \$10.00 each. The President is expected to submit an expense report for these gifts by the December meeting. The Treasurer will reimburse the President by December 31<sup>st</sup> so that the expense can be documented in the appropriate calendar year's financial statements.

## Officer Attendance at State, Regional, and National meetings

The Flint Chapter feels it is critical for the chapter leadership to attend State, Regional, and National meetings. Due to the information gleaned and networking opportunities provided by these meetings and conventions, it is vital to the success of our Chapter that our officers and representatives take part and relay appropriate information back to the Chapter.

## Travel Reimbursement for President and President-Elect

Because of the importance our Chapter puts on attendance at State, Regional, and National meetings, we remain committed to funding the officers' attendance at such meetings.

Officers should attempt to maximize the chapter's funds by taking advantage of early registration discounts, travel discounts, etc.

1. Each officer traveling to a State, Regional, or National meeting/convention on behalf of the Flint Chapter will present a written Expense Report, with accompanying receipts, within 30 days of the event or prior to December 15<sup>th</sup>, whichever is sooner. This Expense Report shall be submitted to and reviewed by the Financial Secretary of the Chapter.
2. Reimbursements for plane tickets, hotel deposits, and convention registrations, etc. may, at the option of the Governing Board, be reimbursed upon presentation of a written Expense Report, with accompanying receipts, before the meeting/convention has taken place.

If the officer does not attend the meeting/convention after being reimbursed, they must reimburse the chapter for those prepaid expenses within 14 days of the event.

3. The President and President-Elect will be reimbursed up to the maximum in the budget for these meeting/convention-related expenses:
  - a. Early Bird Registration for meetings/conventions, including WCR ticketed dinners or events.
  - b. Coach air fare to National and Regional meetings.
  - c. Auto travel at current IRS mileage allowance (Check [www.IRS.gov](http://www.IRS.gov) for current year's mileage allowance).
  - d. One-half of the cost for lodging at the hotel's convention rate of two to a room. The lodging reimbursement is typically only for the days of WCR meetings at Michigan, Regional, and National meetings. For out-of-town conferences, lodging for the night before the conference begins is an allowable expense. Depending upon the ending time of the conference, lodging for the night the conference ends may be reimbursed at the discretion of the Governing Board.
  - e. Transportation to and from hotels, convention centers, and airports.
  - f. Meals, tips, and other miscellaneous expenses incurred while representing the Flint Chapter of Women's Council of REALTORS®. No alcoholic beverages will be expensed to or reimbursed by the Chapter.
  
4. The President-Elect will be reimbursed for these same expenses incurred in conjunction with the attendance of August's Leadership Academy.

### Travel Reimbursement for Other Line Officers

For the Vice-President of Membership, Financial Secretary, Recording Secretary, and Corresponding Secretary, the following will be reimbursed up to the maximum in the annual budget per officer:

- a. Early Bird Registration fees for meetings/conventions, including WCR ticketed dinners or events;
- b. Meals, including appropriate tips, during the meeting/convention and during travel to and from the meeting/convention. No alcoholic beverages will be expensed to or reimbursed by the Chapter.
- c. One half of the cost of lodging at the hotel's convention rate of two to a room. The lodging reimbursement is typically only for the days of WCR meetings at Michigan, Regional, and National meetings. For out-of-town conferences, lodging for the night before the conference begins is an allowable expense. Depending upon the ending time of the conference, lodging for the night the conference ends may be reimbursed at the discretion of the Governing Board.

### Chapter Expenses

When items are purchased on behalf of the chapter by a chapter officer, committee chair, or member in order to further the efforts of the chapter, they will be reimbursed the full cost of the item(s) upon presentation to the Financial Secretary of the receipt(s) for the same.

## Inspiration at Flint Area Association's Meetings

Historically, the Women's Council of REALTORS® President has given the inspiration at FAAR general membership meetings. An executive from FAAR will extend the invitation to WCR.

## Summer Governing Board "Fun Planning Day"

The President-Elect will plan and chair a summer meeting of current board members and incoming board members to allow members to acquaint themselves with one another and to plan for the coming year. Committee Chairpersons may be invited at the discretion of the President-Elect.

## Leadership Policy and Procedure Manual (LPPM)

The President will order a new edition of the WCR Leadership Policy and Procedure Manual (LPPM) for each incoming officer except for the President-Elect. The new LPPMs will be provided to the incoming officers in advance of the January general membership meeting.

## Commitment to Serve

Each incoming officer will read and sign to their willingness to serve the Chapter's "Commitment to Serve" form upon their nomination and subsequent election. This form will be included in the permanent records of the chapter. A sample copy of the Commitment form is included herein as Addendum A.

## Chapter Records

Permanent Chapter Records will be placed in well marked containers and stored at the FAAR REALTORS® Building.

## Fund Raising

For raffles, drawings, etc., the Committee Chairperson will be responsible for obtaining appropriate licenses and filing all reports in a timely manner to the Michigan State Lottery Commission.

1. Written reports will be placed in a binder and stored with the permanent records of the chapter.
2. Anyone taking tickets to sell is responsible for the full dollar value of those tickets and will pay for any lost tickets.
3. All members of the chapter are expected to take an active role in all fundraising efforts of the Chapter.

## Meeting Management

The incoming President-Elect shall make every effort to attend an approved meeting management class prior to taking office. (This class is formerly known as LTG III).

The Chapter Banner and an American Flag will be displayed at all official meetings and be kept and maintained by the President-Elect.

## Vice-President of Membership Duties

The Vice-President of Membership is responsible for the following. Where appropriate, some of these items may be delegated to members of the Membership Committee or other Chapter members.

1. Keep a running list of all active paid members, both REALTORS® and local Affiliate members.
2. Develop a membership roster each year, providing a copy to each member.
3. Develop a “new member” kit with a master list of all that should be included in the kit. Copies of the New Member Kit shall be available at all chapter functions.
4. Attendance is required at the Fall Leadership Day, held in October of each year.
5. Attend as many other state meetings as possible.
6. Conduct the induction of new members at the monthly General Membership Meetings on a regular basis. A list of each month’s inductees shall be maintained for Chapter records. Photos of all new inductees are placed in the chapter records and when possible, delivered to the local print media for publication.

## Chapter Bank Accounts

The President and Financial Secretary will both be on the signature card for the chapter checking account and other accounts authorized by the Governing Board. Only one signature will be required on checks.

## Financial Secretary Duties

The Financial Secretary is responsible for the following. Where appropriate, some of these items may be delegated to members of the Finance and Budget Committee.

1. Keep a Chapter ledger showing receipts and disbursements of the Chapter.
2. Promptly deposit all funds upon receipt in accounts designated by the Governing Board.
3. File annual tax returns as required.
4. Prepare financial statements for each Governing Board meeting. The financial statement should show the approved budget amount per item and the year to date amounts received or spent per item.
5. The annual audit is to be performed before the January meeting by a person or committee appointed by the President. Each fund raiser or project should be shown on separate reports within the Financial Secretary’s record books.
6. Reimburse officers only upon presentation of an expense report, accompanied by all receipts. The expense reports should be submitted within 30 days of an event.

7. If not in attendance at a meeting, the Financial Secretary shall make arrangements for the payment of the General Membership Meeting luncheon meal bill. These arrangements should be made prior to the meeting.
8. Shall, at the direction of the President, send payment for each members' reservation for the Fall Leadership Day and the Spring General Meeting in Lansing. The chapter pays for all Chapter members who attend these meetings.

### Recording Secretary Duties

The Recording Secretary shall:

1. Record the minutes of all Governing Board and General Membership meetings.
2. Maintain attendance records and documents pertinent to the each meeting. The originals shall be placed in the Flint Chapter Permanent Record Book.
3. Send a copy of the minutes to the President within two (2) weeks after the meeting. After any revisions, duplicate and bring to the next Governing Board Meeting.

Copies of minutes are not required at the General Membership Meeting, though the preceding months' minutes should be available at the meeting in the event they are needed.

4. Distribute the Governing Board agenda for the next meeting if so directed by the President.
5. Maintain the Permanent Record Book for the Chapter.

### Corresponding Secretary Duties

The Corresponding Secretary shall:

1. Promptly send memorials when informed of appropriate occasions by the Governing Board.
2. Send written thank-you notes within seven (7) days of an event or meeting to any National Officer, State Officer, and guest speaker in attendance at a Women's Council of REALTORS® meeting or event.
3. Send thank you notes to the new members of the Chapter.

### Chapter Scholarships

Each December, the Chapter will hold a drawing to award the approved number of scholarships. Members may submit their names before or during the December meeting to the Education Committee Chairperson.

1. As the budget allows, four (4) scholarships will be provided per year at \$125.00 each. Two of the four will be named the Viola Finch Education Scholarship and the Elizabeth Sullivan Education Scholarship.
2. The scholarships are to be used for NAR approved classes.
3. The submitted class must have been taken during the calendar year for which the scholarship is requested.
4. Any member in good standing may submit their name for a scholarship.
5. Scholarships will be awarded upon presentation to the Financial Secretary of written proof of attendance at a class and proof of payment for the class.

## Convention Attendee Scholarships

Each January, the Chapter will hold a drawing to award the Convention Attendee Scholarships. Members may submit their names before or during the January meeting to the Education Committee Chairperson.

1. As the budget allows, three (3) Convention Attendee Scholarships of \$300.00 each will be awarded each year.
2. The scholarships may be used for any qualified expenses associated with the members' attendance at a State, Regional or National WCR, NAR or MAR convention.
3. The member must attend the convention during the same calendar year in which the scholarship is awarded.
4. Any member in good standing may submit their name for a convention scholarship.
5. Scholarships will be awarded upon presentation to the Financial Secretary of written proof of attendance at a convention and proof of payment for the qualified expenses associated with convention attendance. (Please see the list of qualified expenses under the Travel Reimbursement for Other Chapter Line Officers heading on page 3).

## Chapter Member of the Year

Each September, the current Chapter REALTOR® of the Year shall request nominees for the new REALTOR® and Affiliate Members of the Year.

The current Chapter REALTOR® of the Year shall serve as the Member of the Year Committee Chairperson along with the current Chapter President. Other committee members may be asked to serve by the Chairperson or may be appointed by the President.

It is the committee's responsibility to select the new honorees and to have plaques engraved with their names and the current year. The committee shall present receipts for the plaques and associated committee expenses to the Financial Secretary.

The new honorees will be announced at the November General Membership Meeting. A plaque and flowers or corsage will be presented to the Members of the Year when they are announced.

Each January, the Michigan Women's Council of REALTORS® Chapter hosts a luncheon during which local chapters' REALTOR® and Affiliate Members of the Year are announced. The Flint Chapters' honorees are asked to attend this luncheon as our guests. Their luncheon reservation for this luncheon will be made and paid for by the Flint Chapter.

## Chapter Website

The Flint Chapter of Women's Council of REALTORS® will participate on a yearly basis with the Michigan State WCR Chapter and pay to have a web page on the site. This policy is to be reviewed annually by the Budget and Finance Committee to ensure that the Flint Chapter can afford to pay for the page and any associated fees for the maintenance of the site.



President & President-Elect  
Consent to Serve

I, \_\_\_\_\_,  
am honored with nomination to the office of

\_\_\_\_\_ in the Flint Chapter of Women’s Council of REALTORS®.

I commit, if elected, to attending the following:

All Flint Chapter Business Resource Meetings  
(usually held the 3<sup>rd</sup> Wednesday of each month)

All Flint Chapter Governing Board Meetings  
(usually held the Monday after the Business Resource Meetings)

All State Women’s Council of REALTORS® Meetings  
(usually January, April, September and October)

As incoming President and President-Elect I will attend:  
Both of the National WCR meetings  
held in May and Oct/Nov.

\*\*\*\*\*

If I am the incoming President-Elect, I will attend the  
Leadership Academy held in Chicago during August.

\_\_\_\_\_  
Initial

\*\*\*\*\*

A calendar of these dates has been provided to me for 2007.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Current Year President, Christine Baier Bozynski



Governing Board Line Officer  
Consent to Serve

I, \_\_\_\_\_,  
am honored with nomination to the office of

\_\_\_\_\_ in the Flint Chapter of Women's Council of REALTORS®.

I commit, if elected, to attending the following:

All Flint Chapter Business Resource Meetings  
(usually held the 3<sup>rd</sup> Wednesday of each month)

All Flint Chapter Governing Board Meetings  
(usually held the Monday after the Business Resource Meetings)

All State Women's Council of REALTORS® Meetings  
(usually January, April, September and October)

I will attempt to attend:  
The Regional meeting held in July  
and either of the National WCR meetings  
held in May and Oct/Nov.

\*\*\*\*\*

A calendar of these dates has been provided to me for 2006.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Current Year President, Jane Landaal