

Women's Council of REALTORS

SANTA CRUZ CHAPTER

STANDING RULES

Women's Council of REALTORS points with pride to the development of examples of Standing Rules for Chapters and suggestions for their possible use. Bylaws cannot be waived or suspended and are not easy to amend, Standing Rules can be. Standing Rules provide continuity to the Chapter by setting operating policies that can be referred to year after year to determine what procedure is followed. We request that each Chapter study the material provided and adopt those Standing Rules that will be beneficial to their Chapter.

A Standing Rule:

- Is a rule related to the administration of a society rather than to parliamentary procedure.
- An example of a Standing Rule (per Robert's Rules to Order) is one which sets the hour at which meetings of a society are to commence.
- A Standing Rule can be adopted by majority vote at any meeting.
- A Standing Rule remains in force until amended or rescinded. It does not bind future meetings if a majority desires to suspend it temporarily for the duration of a particular meeting.
- A Standing Rule can be amended by a two-thirds vote without previous notice at a meeting of a society OR it may be amended by a majority vote if prior notice was provided.
- Standing Rule can be suspended by a majority vote of a society for the duration of a meeting.
- A Standing Rule can be rescinded by a two-thirds vote without previous notice or by a majority vote after notice on at least the preceding day.

- We hope that Standing Rules will solve a need by stipulating procedures that a Chapter will follow in certain situations and yet provide the flexibility to change that procedure should the need arise.

STANDING RULES FOR WOMEN'S COUNCIL OF REALTORS®

SANTA CRUZ CHAPTER

I. Meetings

A. Business Resource Meetings

Business Resource Meetings shall be held on the 3rd Wednesday of each month unless other notification is given no later than 30 days in advance to the general membership.

1. Annual Election Meeting

The Annual and Nominating Committee Elections shall be held in August. It will be held in conjunction with the Business Resource Meeting.

The Annual Election will include election of the President Elect, VP of Membership, Secretary, Treasurer, and the general membership members of the nomination committee as outlined in the Bylaws of the Santa Cruz Chapter.

Notice of the election will be sent out to all members 10 days in advance of the meeting by the secretary.

2. Installation Meeting

The Installation Meeting shall be held in December. It will be held in conjunction with the Business Resource Meeting.

3. Incoming and Outgoing Officers

There shall be a joint meeting of all outgoing and incoming officers and committee chairpersons called by the outgoing President & President Elect before year end to orient them on their duties and responsibilities and acquaint them with the chapter objectives. At this time the outgoing officers and committee chairs shall submit written reports to their new counterparts of the year's activities and budget as well as any pertinent information that would be helpful to them.

B. Governing Board Meetings

Governing Board Meetings shall be held the first Wednesday of each month at 9 am at a location noticed to the members prior to the Business Resource Meetings, unless otherwise noticed by the President.

1. Unexcused Absence

Any appointed member of the Governing Board with two or more unexcused absences shall be construed as having resigned from the Governing Board.

2. 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.

II. Elections

A. Nominating Committee The committee charge is to work all year to identify and promote potential leaders. The committee will review applications and interview each interested candidate and put forth a slate of recommended Officers to the secretary in time to notice the membership

B. Officers Consent to Serve

Officer nominees shall sign a consent-to-serve form after reading job description.

C. Procedures

1. Rules of the Day

The Rules shall be approved by the membership prior to voting.

2. Tellers

The President shall appoint a minimum of three tellers. Nominating Committee members shall not serve as tellers.

III. Installation of Officers

A. Arrangements

The incoming President, along with their Committee, shall make arrangements for the installation of officers.

B. Selection of Installing Officers

The incoming President shall select the Installing Officer.

C. Pin for Incoming Officers and Gavel for Incoming President

The outgoing President shall have the duty of obtaining the incoming President's and Line Officers pins at the expense of the Chapter in sufficient time for presentation at the Installation Ceremony. Order Pins from the WCR Web Store on line at www.wcr.org or call REBS (Real Estate Business Services) at 1 888-750-3343.

The outgoing President should have the duty to obtain the gavel for the incoming President. (Brinks Trophy Shop)

D. Gift for Outgoing President

The incoming President shall obtain, at the expense of the Chapter, a gift to be presented to the outgoing President at the Installation Ceremony. Cost of this gift to be limited to no more than \$ 200.00

E. Finance

The budget for the Installation Ceremony shall be sufficient to include the expenses of invited guest dignitaries, not to exceed 5 guests, (such as Board President, Executive Officer, etc.) This shall be included as a line item sub category under the installation expense.

The Local Affiliate dues billing shall be mailed out in December each year by the current VP of Membership. A reminder letter shall be sent to all members that have not renewed by February 19 by the current VP of Membership. Local Affiliate Dues shall "match" REALTOR® dues.

The Finance and Budget Committee shall present the budget for the following year at the November meeting for review and it shall be approved by the general membership no later than the December meeting.

IV. Duties

A. Officers

Chapter Officers shall abide by the WCR Bylaws, the Chapter's Standing Rules, and the duties as outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL.

1. President's Responsibilities

When the President takes office, they shall furnish each Officer and Committee Chairman a copy of the LEADERSHIP POLICY AND PROCEDURE MANUAL along with copy of the Chapter Bylaws and Standing Rules. Cost for the LPPM to be paid for by the Chapter

As soon as elected, the President shall organize the year as outlined in "How to Organize Your Year as President" in the LEADERSHIP POLICY AND PROCEDURE MANUAL. They shall invite the DVP/Governor to visit and complete any Report Forms for the Chapter by the specified dates.

2. President-Elect

President-elect shall serve on Education and Program Committee and the Budget and Finance Committees.

3. Secretary

The Secretary shall take minutes at all Governing and Business Resource meetings. All minutes shall be verified by the President and signed by the Secretary at the following Governing Board meeting before they are disseminated according to Chapter custom.

4. Treasurer

All monies received by the Chapter shall be deposited in the account of the Santa Cruz Chapter of WCR in a financial institution selected by the Governing Board.

All monies (with the exception of dues from national members) collected by the Chapter shall be turned over to the Treasurer within ten (10) days of receipt and shall be deposited by the

Treasurer within five (5) working days thereafter.

New National member applications and dues checks shall be collected by the Vice President of Membership who shall forward them immediately to the National WCR office. A photocopy of all dues will be supplied to Treasurer and retained by the Chapter.

B. Committee Chairpersons

All outgoing Committee Chairpersons shall make a written report on the Committee's accomplishments at year's end and pass on Committee materials to the incoming Committee Chairpersons no later than January 1 of the following year.

C. Parliamentarian

The President shall be responsible for the presence of a qualified Parliamentarian when deemed necessary.

V. Membership

A. New Members

1. Processing Applications

New National member applications and dues checks shall be collected by the Vice President of Membership who shall forward them immediately to the National WCR Office. A photocopy of the new member's check will be kept in the records of the Chapters membership file. The Vice President will verify membership with the Santa Cruz Association or Watsonville Association of REALTORS®.

National or Local Affiliate memberships may not exceed 30% of the total membership at any time.

New Local Affiliates members' applications and dues checks shall be collected by the Vice President of Membership and they shall be forwarded immediately to the Treasurer. A photocopy of the check will be kept in the records of the Chapters membership file.

All memberships are to be considered individual regardless of business affiliation.

2. Welcome

The VP of Membership on behalf of the Chapter President shall send cards or letters of welcome to each new member. New

Members shall be welcomed and introduced individually at Business Resource Meetings.

3. New Member Orientation

A new member orientation will be conducted by the Membership Chairperson for all new members. New member orientation will be held at least two times a year.

B. Guest Follow Up

Visitors to meetings will be mailed a card and given a call by the Hospitality committee. The Chair of Hospitality will contact the VP of Membership and share the contact information and VP of Membership will then follow-up with guest.

VI. Financial Matters

A. Officer Travel Reimbursed Expenses

The President, President Elect and VP of Membership will be reimbursed for defined travel expenses as set by the chapter budget and Standing Rules upon submission of receipts to the Treasurer in accordance with the following guidelines.

Payment for an individual officer's line item can exceed that line item, but not exceed total budgeted amount for any specific travel event.

A Line item was added to the budget in 2011 to include Registration and Installation Expenses only, for "other" WCR members as approved by the board for travel to State Meeting in 2011, not to exceed \$1900 for Registration and \$510 for Installation Expense, in total for all attendees. This line item is temporary and any such expenses will be reviewed or abandoned, in years to come, at the discretion of the board, for future travel events.

Air travel reimbursed at economy or lowest rate and must be booked no later than 30 days in advance of travel.

Hotel Rate – 1/2 of the standard rate as negotiated by the WCR State or National organization ...any room upgrades, member pays the difference. In the event rooms must be booked outside the blocked rate they should be booked at the best rate possible and reimbursed at the 12 room rate. Hotel nights reimbursed by Chapter begin the evening of the first meeting day and end the night before the last meeting day as designated by the official registration. Except for the instance of a State Installation occurring on the evening of the last meeting day, providing member attends installation.

Roundtrip transportation to and from the airport to hotel will be reimbursed at the airport transportation shuttle rate only. If member drives to the meetings parking at the hotel best rate will be reimbursed. Members are encouraged to carpool.

Early registration reimbursements only are available for all required WCR meetings, State and National inaugural or installations, local Chapter sponsored events at State and National levels. Any other entertainment is at member's expense.

The Treasurer, as per standing rule guidelines along with approved budget must review and approve authorization prior to reimbursement.

All cash and credit expenditures must be verified by Treasurer with copies of original receipts, or a copy of the original, attached to the reimbursement form and submitted within 15 days from travel.

No reimbursement will be given for Internet connections, room service, movies, meals not covered under the registration or personal amenities.

No officer expense will be reimbursed in excess of budgeted amount each year.

NO RECEIPTS, NO REIMBURSEMENT, NO EXCEPTIONS

B. Member Travel Reimbursement Expense

With priority given to Chapter Officers, Standing Committee Chairs and Special Committee Chairs, members will be reimbursed for defined travel expenses as set by the chapter budget and Standing Rules upon submission of receipts to the Treasurer in accordance with the following guidelines.

Application for proposed travel must be presented to the Governing Board 30 days prior to the event to make reimbursement funds available. Travel must fall within the guidelines of budget for that year.

Air travel reimbursed at economy or lowest rate and must be booked no later than 30 days in advance of travel.

Hotel Rate – 1/2 of the standard rate as negotiated by the WCR State or National organization ...any room upgrades, member pays the difference. In the event rooms must be booked outside the blocked rate they should be booked at the best rate possible and reimbursed at the 22 room rate. Hotel nights reimbursed by Chapter begin the evening of the first meeting day and end the night before the last meeting day as designated by the official registration. Except for the instance of a State Installation occurring on the evening of the last meeting day, providing member attends installation.

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No reimbursement will be given for Internet connections, room service, movies, meals not covered under the registration or personal amenities.

NO RECEIPTS, NO REIMBURSEMENT, NO EXCEPTIONS

C. Guest Policy

1. Speaker

Guest speakers are to receive a complimentary meal and/or whatever other special recognition for their contribution to the Chapter

2. National, Regional and State Officers

National Regional and State Officers should receive a complimentary meal when they attend local Business Resource Meetings. This excludes local chapter members who may hold these officers.

3. Complimentary Guest Policy

Any current member can bring a REALTOR® non-member guest to a meeting at member cost for the guest. The member must make a reservation prior to the meeting for themselves and the guest.

4. Non-Members

Qualified prospective members may attend Business Resource Meetings as guests. After three (3) meetings they will be asked to join. This does not apply to a member's family or special guest provided they are not eligible for WCR membership. The cost for a non-member will be more than for member attendance. The fee for non-members will be determined by the event and Governing Board.

D. Reservation Obligations

1. Financial Obligations

Reservations for all Business Resource 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 ticketed function of the Chapter and shall be announced in the notice for that function.

3. Billing

Billing by the Treasurer for uncanceled-ticketed functions shall be made within five (5) days of the event. A reservation made is a reservation paid policy is in effect at all Chapter functions.

4. Fee Policy

Members attending a ticketed function shall be charged for the meal or refreshments whether they eat or do not eat. Non-member or non-reservation price are set at \$35.00 per person for regular Business Resource Meetings

5. Reservation Policy

If members wish to attend a ticketed function without a reservation, they shall be accommodated on a space available basis only and the non-member rate will apply to that meeting. Reservations for the Monthly Business Resource Meetings shall be made by no later than 4 p.m. of the Friday prior to the meeting date.

E. Memorials

In the case of a death of a Chapter member, an appropriate memorial not to exceed \$75.00 shall be selected. In the case of the death of a Chapter member's spouse, parent or child, an appropriate memorial not to exceed \$50.00 shall be selected.

F. Contributions

Our policy as a not-for-profit business organization is to support our members with education and building leadership skills.

We support our local community by participation in events and direct fundraising rather than monetary contributions from the chapter.

An annual contribution will be made to the Santa Cruz Association of REALTORS® Housing Foundation of \$1,000 as the budget allows

Selection of charity support will be determined by February 28" each year by the Governing Board and all funds as budget allows will be disbursed at the December Business Resource Meeting as determined by the Governing Board at its November meeting.

G. Financial Management Checking Account

Approved signatures shall be the Treasurer, President or President Elect. No signer shall sign a check issued to them. Account balance will never run below \$5000. Any overage will be determined after the annual Audit and deposited into the Reserve account by the Treasurer no later than January 30th.

Reserve Account All overages from any year's budget will be deposited into a separate WCR Santa Cruz Chapter interest bearing account. Upon recommendation of the Budget and Finance committee, any use of the reserve funds will take a 2/3 majority vote by the Governing Board.

VII. VIP Policies

A. Complimentary Membership

The Executive Officer of the Santa Cruz County Association of REALTORS® and the Pajaro Valley Association of REALTORS® shall be invited as a complimentary guest to each Business Resource Meeting. Each year the current Executive Officer of the Santa Cruz County Association of REALTORS® and the Pajaro Valley Association of REALTORS® shall be honored with a full National WCR membership paid for by the chapter and submitted to National by the VP of Membership no later than January 31st.

The cost of the membership and complimentary meals will be an expense line item in the yearly budget.

B. State or National WCR Office

When a member of the Chapter is elected to State or National WCR Office, any expenses allocated by the Chapter shall be determined by and voted upon by the Governing Board. Such funds shall be included in the Chapter Budget.

C. Honorary Members

Honorary members shall be elected by unanimous vote of the Governing Board. Honorary members shall be exempt from paying Local Dues. Honorary members shall not have voting privileges.

VIII. Awards and Recognition

A. Member of the Year

Eligible nominee shall be a current member of the National Women's Council of REALTORS®, as a REALTOR® for a minimum of 3 (three) consecutive years. Nominees shall be those individuals selected for recognition by the local chapter's special member of the year committee. This committee will establish additional judging criteria headed by the Member of the year for the previous year. 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.

B. Affiliate Member of the Year

Eligible nominee shall be a current member of the National Women's Council of REALTORS®, as a National Affiliate Member or as a Local Affiliate Member for a minimum of 3 (three) consecutive years. Nominees shall be those individuals selected for recognition by the local chapter's special member of the year committee. This committee will establish additional judging criteria headed by the Member of the year for the previous year. 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.

C. Certificates of Appreciation

Certificates of appreciation will be obtained, determined and delegated by the outgoing President and presented during the installation of Officers at the expense of the Chapter.

D. Educational Awards

Educational awards as determined by the budget line item will be distributed by the guidelines set forth by the Governing Board every year. Each award shall not exceed \$100.00 per member per year. President, President -Elect, and VP of Membership shall not be eligible in the year they serve as an officer of the chapter.

E. Other Recognition

Other recognition for participation can be voted on by a majority vote of 3 of the governing board if the allotted amount or recognition is within the guideline of the current budget.

F. Business Woman of the Year Award

President will appoint a committee of at least 3 members to review applications and select the Business Woman of the Year for submission to National WCR no later than November 15th. The guidelines, application and criteria are outlined in the Leadership Policy and Procedure Manual.

IX Sponsorship Guidelines

A. Business Resource Meetings

President will appoint a sponsorship chair who will be responsible for contacting and securing sponsors for the majority of all Business Resource Meetings by February each year. All remaining sponsors to be in place one month before the meeting they are sponsoring.

Sponsors need not be a dues paying member with the Santa Cruz Chapter. No two sponsors may share the cost of a single sponsorship for the same meeting.

A maximum of two non-competing sponsors will be secured for each Business Resource meeting. Cost to each sponsor will be \$250.00. Sponsorship payment is to be made payable to the Chapter at least 15 days in advance of the meeting and prior to marketing the business in media and print.

Each sponsor will be allowed to present to members at the Business Resource Meeting for a maximum time of 5 minutes and will be promoted through the WCR Santa Cruz website in the

sponsorship section and in the printed material offered at the time of the meeting being sponsored.

Sponsor will receive 2 complimentary lunches on the day of the meeting sponsorship. If the sponsor would like more than 2 attendees from their organization to attend the meeting, they are encouraged to attend. These attendees will be charged at the member price. The Sponsor(s) shall have exclusive use of the business resource meeting tables for their promotional items. Sponsor(s) will provide 2 complimentary items to be used as drawing prizes.

WCR Santa Cruz Chapter retains the right to put promotional items on the table that do not directly compete with the sponsor (i.e. agendas, flyers for next meeting, special event flyers, educational offering and the like)

B. Fundraising Events

Budgets for sponsorships for special events and guidelines for each special event to be approved by Governing Board prior to the start of any promotion of such event.

X. Managing the WCR Santa Cruz corporation and Retention of the 501(c6) not-for-profit Status

A. Treasurer shall prepare and send the Statement of Identity (SOI) normally due in February of each calendar year.

B. Annual Minutes must be taken and placed with the corporate documents which shall be maintained in a safe location, physically and electronically.

C. All financials shall be maintained according to the IRS and State tax guidelines.

D. Taxes shall be timely filed by a knowledgeable tax accountant, and any tax owed paid on time.

E. A 501(c6) cannot receive contributions or donations, and the donor cannot receive a tax deduction.

F. Whenever WCR Santa Cruz sponsors events whereby a charity, (a 501 c3) such as the Santa Cruz County Housing Foundation is a recipient of a portion of the WCR event proceeds, then, all flyers and advertising shall boldly state the name of the charity who is the recipient of only a PORTION of the proceeds. (Use Language as stipulated by the CPA who filed the corporate papers.)

Revised 12/01/10