

Standing Rules

WCR – San Diego Chapter

Revised 08/02/2009

Standing Rules relate to the administration of a Chapter. They provide continuity to the Chapter operation by setting policies that can be referred to year-after-year to determine what procedure is followed. Basic information on Standing Rules follows:

- Standing Rules cannot be used to grant or limit rights of membership.
- A Standing Rule can be adopted by majority vote at a Governing Board Meeting. Changes should be noticed periodically to Membership.
- A Standing Rule remains in force until amended or rescinded. It does not bind future meetings if a majority of the Governing Board desires to suspend it temporarily for the duration of a particular meeting.
- A Standing Rule can be amended by a majority vote of the Governing Board.
- A Standing Rule can be suspended by a majority vote of the Governing Board 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- A Standing Rule can be rescinded by a two-thirds vote without previous notice or by a majority vote of the Governing Board after notice on at least the preceding day.

I. Meetings

A. Governing Board Meetings

Regular Governing Board Meetings shall be held on the last Monday of each month unless otherwise notified.

1. Annual Election Meeting

The Annual Election Meeting shall be held in October. It may be held in conjunction with a Regular Chapter Luncheon Meeting.

2. Installation Meeting

The Installation Meeting shall be held in December. It may be held in conjunction with a Regular Chapter Luncheon.

3. Unexcused Absence

Any appointed member of the Governing Board with two or more unexcused absences may be subject to removal by a majority vote of the Governing Board.

II. Elections

A. Officers Consent to Serve

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

B. Procedures

1. Rules of the Day

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

2. Tellers

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

III. Installation of Officers

A. Arrangements

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

B. Selection of Installing Officers and Mistress of Ceremonies

The incoming President shall select the Installing Officer and Master or Mistress of Ceremonies.

C. Pin and Name Badges for Incoming Officers

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

D. Plaque for Outgoing President

The Incoming President shall obtain, at the expense of the Chapter, a plaque and gift to be presented to the outgoing President at the Installation Ceremony.

E. Finance

The budget for the Installation Ceremony shall be sufficient to include the expenses of invited guest dignitaries.

IV. Duties

A. Officers

Chapter Officers shall abide by the WCR Bylaws, the Chapter's Standing Rules, and duties outlined in the Leadership Policy and Procedure Manual.

1. President

When the President takes office, the President shall furnish each Officer and Committee Chairperson copies of duties as outlined in the Leadership Policy and Procedure Manual as they apply to each office and committee along with a copy of the Chapter Bylaws and Standing Rules.

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. She shall complete the invitation for Governor's Visit and the Report Forms for the Chapter by the specified dates.

2. President-Elect

The President-elect shall serve as the Education and Program Committee Co-Chair and the SDAR Expo WCR Booth Chair.

3. Vice-President of Membership

The Vice-President of Membership shall serve on the Membership Committee and shall oversee all membership activities and account for membership recruitment, retention and recapturing efforts of the chapter.

4. Recording Secretary

The Recording Secretary shall take minutes at all meetings. All minutes shall be verified by the President and signed by the Recording Secretary before they are disseminated according to Chapter custom which may be by mail, e-mail, printed in newsletter, posted on the Chapter website, or read at each Governing Board meeting.

5. Corresponding Secretary

The Corresponding Secretary shall send all Chapter correspondence including Thank You Notes to speakers, sponsors, and others as requested by the Governing Board or Chapter President. The Corresponding Secretary shall also be responsible for submitting Press Releases regarding WCR events, Officer attendance at all out of town meetings, and other items as requested by the Governing Board or President.

6. Treasurer

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

Two signatures shall be required on all checks; the signatures shall be the Treasurer's and the President's or President-Elect's.

All monies (with the exception of dues from National members) collected by the Chapter shall be turned over to the Treasurer within ten days of receipt and shall be deposited by the Treasurer within five business days thereafter.

B. Committee Chairpersons

1. Committee Chairpersons shall abide by the WCR Bylaws, the Chapter's Standing Rules, and the duties as outlined in the Leadership Policy and Procedure Manual.
2. 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 Chairperson.
3. The incoming Committee Chairperson shall recommend to the incoming President possible members to serve on their Committee who that President may consider appointing.
4. All Committee Chairpersons shall be at the governing board meetings.

C. Parliamentarian

At the President's discretion a qualified Parliamentarian may be present at meetings.

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 verify membership with the Local Association of REALTORS® and then forward them immediately to the National WCR Office. A copy of all new member applications and checks shall be retained by the Chapter.

New Local Affiliate member applications and dues checks shall be collected by the Vice President of Membership, copied for the Chapter records, and forwarded to the Treasurer. An additional requirement of Affiliate membership is that each new Affiliate member shall bring a new REALTOR[®] member to the Chapter to aid in keeping balanced ratios of REALTORS[®] to Affiliate members. New Affiliate member applications and dues payment will be held by the V.P. of Membership until this has been accomplished.

2. Contact Information

The V.P. of Membership will forward new member contact information to all Officers within five (5) business days of receipt. A report shall be made by the V.P. of Membership at each Governing Board meeting of all new members, including their contact information.

3. Welcome

Cards or letters of welcome shall be sent to each new member by the V.P. of Membership or Corresponding Secretary on behalf of the Chapter. New members shall be welcomed and introduced individually at Chapter Luncheon meetings by the President.

4. Membership Orientation

A Membership Orientation for new members shall be conducted by the V.P. of Membership in conjunction with other Officers during a regular Chapter Luncheon meeting. Such orientations may cover several months and shall be arranged as they fit into the regular program.

B. Guest Follow Up

In conjunction with Reservations, the V.P. of Membership and their Committee shall follow up with guests including thanking them for attending, providing WCR information, urging their becoming members, and informing them of the Chapter Policy that a guest may only attend a maximum of three meetings and/or events.

VI. Financial Matters

A. Chapter will pre-pay meeting registration fee (early registration fee only)

B. Reimbursed Expenses

1. State, National and Regional Meetings

All WCR State, National and Regional meetings are covered as reimbursable expenses for the President, for the President-Elect (in addition to the Leadership Academy), and other National members Officers and Officer Candidates as the Board approves and finances allow.

C. Stipend

1. **Governing Board to approve a yearly stipend per person per meeting**
 - a. The Chapter will establish a stipend for each State and National meeting at the time the yearly budget is prepared. The stipend will be based on ½ the convention rate for a double occupancy room to include taxes, (for meeting dates only). The cost of any internet connection will be calculated into the stipend. Transportation to and from the airport and best available airfare will be covered. The stipend will include all WCR-related ticketed functions held at that particular meeting.
 - b. The stipend will not include a Per Diem for food or incidentals.
 - c. Should Chapter member travel to the destination city prior to the beginning of a Meeting, or extend her/his stay in the destination city before and/or beyond the end of a Meeting, no associated expenses will be borne by the Chapter.
 - d. Any exception needs approval in advance by the President.

2. **Reimbursement Process**
 - a. Travelling member will have a Stipend Request form to complete prior to reimbursement. This form will be provided prior to travel.
 - b. Complete stipend form to be submitted to President for approval. President will forward to Treasurer for payment.
 - c. Stipends received from travelling member more than 15 days from the last day of the meeting will not be honored.
 - d. There will no advancement of monies to any travelling member.

3. **Requirements**
 - a. Responsibilities and requirements for receiving reimbursement include attending all meetings, functions, etc. and fulfilling the obligation to make a report of the meeting(s) attended to the Governing Board and at the Chapter Meetings, if requested at the next meeting upon returning. .
 - b. If the Chapter member does not fulfill any of the requirements their stipend will be adjusted accordingly.

D. Guest Policy

1. Speakers

All guest speakers are to receive a complimentary meal and any other special recognition for their contribution to the Chapter. Any additional compensation for a speaker is to be approved by the Governing Board. All REALTORS® who are speakers must be WCR members.

2. Non-Members

Qualified Prospective members may be brought to Regular Chapter Luncheon meetings as guests three times only before joining.

E. Reservation Obligations

1. Financial Obligations

Reservations for all Chapter Luncheon meetings and events sponsored by the Chapter shall be a financial obligation to be paid by the member. Only confirmed reservations will be guaranteed at member price at any event.

2. Cancellation/Reservation Deadline

A reservation and cancellation deadline shall be established for each ticketed function of the Chapter and shall be announced in the notice for that function. Cancellations made after the reservation deadline fall under the guideline of “A reservation made is a reservation paid.”

3. Billing

Billing for reservations not cancelled or paid shall be made within 30 days of the event at the discretion of Governing Board.

4. Hospitality

The Hospitality Chair shall track and report the attendance results of each luncheon or ticketed event to the President immediately following the event and to the Governing Board at the regular monthly meeting. Members or Guests who chronically attend without a reservation or reserve but do not attend shall be noted for potential follow up.

5. Fee Policy

Members attending a ticketed function shall be charged for the meal or refreshments whether they eat or do not eat.

6. No Reservations

If members wish to attend a ticketed function without a reservation, they shall be accommodated on a space available basis only. Only prepaid reservations will be held past the start of the luncheon or event.

F. Memorials

In the case of a death of a Chapter member, an appropriate memorial not to exceed \$100.00 shall be selected. In the case of the death of a Chapter member's spouse, parent or child, an appropriate memorial not to exceed \$100.00 shall be selected.

VII. VIP Policies

A. State or National WCR Office

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

B. 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. Qualifications shall be approved by the Governing Board prior to approval of such membership.

VIII. Awards and Recognition

A. REALTOR® of the Year/Affiliate of the Year

The Chapter President shall appoint a committee to be approved by the Governing Board to select the Member of the Year. This person shall be a National member and a REALTOR® for a minimum of 5 consecutive years. The committee shall follow the guidelines as outlined in the Leadership Policy and Procedures Manual in making their selection.

B. REALTOR® of the Quarter/Affiliate of the Quarter

The Member of the Quarter shall be a member of the Chapter, nominated by secret ballot submitted to the President at the Governing Board meeting. Final selection and announcement of the Member of the Quarter

to be made by the President with an appropriate Award being given at the following Luncheon meeting.

C. Educational Scholarship

Each year when the budget is prepared there will be consideration of an Educational Scholarship. If approved the scholarship is to be used for any Real Estate designation offering. The committee will be appointed by the President. The availability of the Scholarship will be made known to all members on all communications during the year. The committee will report to the Governing Board.

D. Other Recognition

Other special recognition may be given by the President at Luncheon and Governing Board meetings by the President.

Respectfully Submitted,

Bylaws Chair