



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 can not 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- A Standing Rule remains in force until amended or rescinded.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- A Standing Rule can be rescinded by a two-thirds vote without previous notice or by a majority vote of the Governing Board after notice on at least the preceding day.

STANDING RULES

I. Meetings

A. Governing Board Meetings

Regular Governing Board Meetings shall be held immediately following the Business Resource Meeting unless otherwise notified.

1. Annual Election Meeting

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

2. Installation Meeting

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

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 and Committee Chairpersons 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 incoming President, along with the incoming Governing Board and Committees, shall make the arrangements for the Installation of Officers.

B. Selection of Installing Officers and Mistress/Master of Ceremonies

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

C. Items of Recognition and Name Badges

1. The new Executive Officers and Committee Chairs will be presented with their name badges upon installation.
2. Items of recognition may be presented to the outgoing President (not to exceed \$150.00) and the outgoing Executive Officers and Committee Chair (not to exceed \$150.00 total for all Officers and Chairs)

D. 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 Women's Council of REALTORS® Bylaws, the Chapter's Standing Rules, and the duties as outlined in the Leadership Policy and Procedure Manual.

1. Code of Conduct

Officers of Women's Council of REALTORS® agree to conduct him/herself at all times with due regard to public conventions and morals. Officers agree while representing Women's Council of REALTORS® not to do or commit any act that will reasonably tend to degrade him/her or to bring Women's Council of REALTORS® ridicule or shock. Officers acknowledge that this provision is necessary to protect the goodwill of Women's Council of REALTORS® in the community.

2. President's Responsibilities

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/he shall complete the invitation for Governor and/or District Vice President visit and the report forms for the Chapter by the specified dates.

3. President-Elect

The President-elect shall serve as the Bylaws and Standing Rules Committee Co-Chair.

4. Vice-President of Membership

The Vice-President of Membership shall serve on the Membership Committee. See the Leadership Policy and Procedure Manual for details regarding the duties of Vice-President of Membership position.

5. Secretary

The Secretary shall take minutes at all meetings. All minutes shall be verified by the President and signed by the 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.

6. Treasurer

All monies received by the Chapter shall be deposited in the account of the Palm Springs/Desert Cities Chapter of Women's Council of REALTORS® 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 Women's Council of REALTORS® 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.

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 Women's Council of REALTORS® 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.

2. Contact Information

The Vice-President of Membership will forward new member contact information to all Officers within seven (7) business days prior to the next Governing Board meeting. A report shall be made by the Vice-President 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 Vice-President of Membership and/or Membership Chair on behalf of the Chapter. New members shall be welcomed and introduced individually at Chapter Meetings by the Vice-President of Membership and/or Membership Chair on behalf of the Chapter.

B. Guest Follow Up

In conjunction with Reservations, the Vice-President of Membership and/or -the Membership Committee shall follow up with guests including thanking them for attending, providing Women's Council of REALTORS® 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. Reimbursed Expenses

1. State, National and Regional Meetings

All Women's Council of REALTORS® State, National, and Regional/Summit meetings are covered as reimbursable expenses for the President, the President-Elect (in addition to the Leadership Academy), and suggested for other National member Officers and Officer Candidates as the Board approves and finances allow.

2. Stipend

The Governing Board to approve a stipend per person per meeting to include:

- a. meeting registration fee (early registration fee only) all Women's Council of REALTORS® - related ticketed function will be reimbursed, with the exception of discretionary activities such as excursions, tours, entertainment, etc.

- b. best available coach airfare (must be 30 days advanced booking) **or** mileage expense of current federal mileage allotment (only the least expensive option)
- c. The Chapter will reimburse hotel lodging expenses at half of the double-occupancy rate of a standard room, plus tax. Should Chapter member prefer not to share her/his accommodations with another Women's Council member attendee, then the Chapter will only reimburse half of the double-occupancy rate of a standard room, plus tax; the Chapter member will be responsible for the balance of the hotel lodging expense of her/his chosen room type and occupancy
- d. transportation to and from airport
- e. Food Per Diem of \$50 per day for State Meetings and \$75 per day for National and/or Regional/Summit Meetings.
- f. 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.

3. Reimbursement Process

- a. All travel-related expenses and accompanying receipts must be submitted to the Chapter President and/or Treasurer for reimbursement within 45 calendar days of the event.
- b. Reimbursement to be requested on a Board Approved Expense Request Form, approved by the Governing Board, and submitted to the Treasurer.
- c. Stipend will be paid within 15 business days of receipt by the Treasurer.

4. 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.
- b. If the Chapter member does not attend a meeting, any associated reimbursements made by the Chapter must be paid back by the Chapter member within 30 calendar days.

B. 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.

2. Non-Members

Qualified prospective members may be brought to Regular Chapter Meetings as guests three times only before joining. After three meetings the prospective member will be asked to join the Chapter. If she/he chooses not to join they will not be allowed at Regular Chapter Meetings.

C. 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 and/or guest.

2. Cancellation / Reservation Deadline

A reservation and cancellation deadline shall be established for each 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 the Governing Board.

4. Reservation Report

The Vice-President of Membership and/or the Treasurer shall track and report the attendance results of each Chapter function to the Governing Board at the regular monthly Governing Board meeting. Members and/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 and/or guest attending a Chapter function shall be charged for the meal or refreshments whether they eat or do not eat.

D. Memorials, Sunshine and Special Circumstances

In the case of a death, illness, or other special circumstances of a Chapter member, an appropriate memorial not to exceed \$10.00 shall be selected.

VII. VIP Policies

A. State or National Women's Council of REALTORS® Office

When a member of the Chapter is elected to State or National Women's Council of REALTORS® 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.

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. Chapter Recognition and Awards

A. Entrepreneur of the Year

Entrepreneur of the Year will be selected as provided in the Women's Council of REALTORS® Leadership Policy and Procedure Manual, and shall be recognized and shall receive the Chapter's Perpetual Plaque from the outgoing President and prior Entrepreneur of the Year recipient at the Installation of the new President and Governing Board.

B. Member of the Year

Member of the Year will be selected as provided in the Women's Council of REALTORS® Leadership Policy and Procedure Manual, and shall be recognized and shall receive the Chapter's Perpetual Plaque from the outgoing President and prior Member of the Year recipient at the Installation of the new President and Governing Board.

C. Affiliate of the Year

Affiliate of the Year shall be selected by the Executive Board (President, President-Elect, Vice-President of Membership, Secretary and Treasurer) to an Affiliate member who has gone beyond her/his duties in service to the Chapter. Recipient shall be recognized and shall receive the Chapter's Perpetual Plaque from the outgoing President and prior Affiliate of the Year recipient at the Installation of the new President and Governing Board.