



Bonita Springs-Estero Chapter

Standing Rules

October 2011

MEETINGS

A. Chapter Meetings

Regular Chapter Meetings shall be held monthly unless otherwise notified.

1. Annual Election Meeting - The Annual Election Meeting shall be held in August. It may be held in conjunction with a Regular Chapter Meeting.
2. Installation Meeting - The Installation Meeting shall be held in December. It may be held in conjunction with the B.E.A.R. installation of officers.

B. Governing Board Meetings

Governing Board Meetings shall be held at least six (6) times a year.

1. Un-excused Absences - Attendance shall be taken at each Governing Board Meeting and shall be reflected in the minutes as present, excused and absent. Any member of the Governing Board's attendance record with two un-excused absences shall be reviewed by the Governing Board and then said member may be asked to resign.

II. ELECTIONS

A. Officer Qualifications

Members nominated for office shall have the following qualifications:

1. Held membership in a WCR Chapter for at least one year.
2. Be a member in good standing in both the National and the local WCR Chapter.
3. Served on a committee.

B. Officers Consent to Serve

Officer nominees shall sign a consent-to-serve form after reading job description. Such Consent form shall be part of the application form. The signed consent form will remain with the Secretary for the term of the nominee's office.

C. Nominating Committee shall be elected as per Chapter By-Laws.

D. Procedures

1. Those Eligible to Vote - At the Annual Election Meeting, only active REALTOR® and National Affiliate Members whose dues have been paid

in full and are members of record in the National WCR office shall be entitled to vote.

2. Rules of the Day - Members will be instructed on the “Rules of the Day” prior to voting per the Chapter By-Laws.
3. Tellers - A minimum of three tellers shall be appointed by the President, with the approval of the Governing Board. No nominees or nominating committee member shall serve as a Teller. Note: Tellers shall meet the same requirements as those eligible to vote.

III. INSTALLATION OF OFFICERS

A. If agreed, WCR officers shall be installed in conjunction with B.E.A.R. installation ceremonies.

B. The passing of the gavel shall occur at the December General Membership Meeting.

C. Arrangements

The incoming President, along with his/her Committee shall make the arrangements for the ceremony.

D. Selection of Mistress/Master of Ceremonies

The incoming President shall select the Mistress/Master of Ceremonies and Installing Officer, in the event one is needed.

E. Pin for Incoming President

The outgoing President shall have the duty of obtaining the incoming President’s pin at the expense of the Chapter (either by mail or by purchase at an Annual Convention) in sufficient time for presentation at the passing of the gavel.

F. Plaque for Outgoing President

The incoming President shall obtain, at the expense of the Chapter, a plaque and personal gift to be presented to the outgoing President at the passing of the gavel. The value of the personal gift shall not exceed \$100.

G. Finances

The cost for the December General Business Meeting shall be financed, as all other General Business Meetings, by one Affiliate Sponsor. Donations are acceptable.

IV. DUTIES

A. Officers

Chapter Officers shall abide by the Bonita Springs-Estero WCR By-Laws, the Chapter's Standing Rules, the Strategic Plan and the duties as outlined in the Local and National Leadership manuals.

1. President's Responsibilities - When the President takes office, the President shall furnish each Officer a Local and National Leadership manual and Committee Chairman copies of duties as outlined in the local GUIDELINES FOR OFFICERS as they apply to each office and committee along with a copy of the Chapter By-Laws, Standing Rules and Strategic Plan.

As soon as elected, the President shall organize the year as outlined in "How to Organize Your Year As President" in the National Leadership Manual. She/He shall complete the Invitation for Governor's Visit and the Report Forms for the Chapter by the specified dates.

To insure the goals and objectives of WCR are being fulfilled and carried out through Chapter committee actions, the President shall assign and charge officers with the responsibility to meet with and act as a liaison between various Chapter Committees and the Governing Board.

Note: It shall be understood clearly that such assigned officer has no vote on that committee and serves strictly as an observer.

2. President-Elect - Shall aid the President and serve as Education and Program Co-Chairman. All programs will be reviewed by the President-Elect. In the absence of the President, he/she shall preside at all meetings and assume the duties of the President.
3. Vice-President of Membership - Shall be responsible for recruiting and retaining members and all other responsibilities as outlined in the National Leadership Manual and shall chair the Membership Committee.
4. Secretary - The Secretary shall create the agenda for all General Membership Meetings and shall take minutes and distribute at all meetings, as per the guidelines in the National Leadership Manual. General Membership Meeting minutes shall be verified by the President and signed by the Secretary before they are disseminated to the membership. The minutes may be read at General Meetings, mailed to the membership, printed in the newsletter or posted on the website.
5. Treasurer - All monies received by the Chapter shall be deposited in the

account of Bonita Springs-Estero Chapter of WCR in a financial institution selected by the Governing Board.

Two (2) signatures shall be required on all checks; the signatories shall be the Treasurer and one other elected officer. In the absence of the Treasurer, another elected officer shall sign. All officers shall be signatories. Monies 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 three (3) business days thereafter. However, monthly meeting monies collected shall be tallied within three (3) days of the event and turned over to the Treasurer. The Treasurer shall deposit these funds within three (3) days of receipt.

All reimbursement requests require review and approval or denial by the Treasurer and one (1) elected officer who is not requesting reimbursement.

The Treasurer shall keep accurate written records of all dues payments and in addition perform such other duties as outlined in the Guidelines for Officers.

6. Committee Chairmen - All outgoing Committee Chairmen shall make a written report on the Committee's accomplishments at year's end and pass on Committee materials to the incoming Chairman. The outgoing Committee Chairman shall recommend to the incoming President members to serve on their committee. Committee Chairman shall be responsible for thank you notes to sponsors or others involved in events. Committee Chairman will review and be familiar with their job description.
7. Parliamentarian - A Parliamentarian and an alternate Parliamentarian may be appointed by the President - OR - The President shall be responsible for implementing Roberts Rules of Order.

V. MEMBERSHIP

A. New Members

1. Processing Applications

New REALTOR® member applications and dues checks shall be collected by the Vice President of Membership who shall forward them immediately to the National WCR Office, retaining a copy for the membership file. A copy of the check and application must be forwarded to the State Membership Chairman, local Treasurer and local President.

New National Affiliate member applications and dues checks shall be collected by the Vice President of Membership who shall forward them immediately to the National WCR Office, retaining a copy for the membership file. Note: Retaining a photocopy of the new member's check is recommended along with verifying membership in the local Board.

New Local Affiliate member applications should be retained for the membership file. A copy of the application and check should be sent immediately to the Vice President of Membership. The application and original check should be forwarded to the local Treasurer and a copy to the local President. Note: Retaining a photocopy of the new member's check is recommended.

2. Welcome - Cards or letters shall be sent to each New Member by the Vice President of Membership, Secretary, or another appointee on behalf of the President. New members shall be welcomed and introduced individually at Chapter Meetings by the Vice President of Membership. New members shall receive recognition by the Vice-President of Membership at the Chapter Meeting. Notice of the next month's meeting shall be sent by the Vice President of Membership.

B. Guest Follow Up

The Vice President of Membership shall be responsible for contacting all eligible Guests who have attended Chapter Meetings for the purpose of asking them to join. Guests may attend two meetings and then must join.

VI. FINANCIAL MATTERS

A. Eligibility for Reimbursement

1. Regularly scheduled State Meetings shall be attended by the President, President-Elect, Vice President of Membership, Secretary, and Treasurer. The newly elected officers for the following year are also eligible and requested to attend the Fall State Meeting.

Regularly scheduled Regional and National Meetings shall be attended by the President, President-Elect and other line officers as allowed by the budget. If the Chapter can only send one representative it shall be the President to the Mid-year meeting and President-Elect to the annual convention meeting.

2. If budget constraints do not permit attendance at all meetings, the Governing Board shall vote to determine which meetings shall have

representation.

3. Amounts Authorized and Expenses Covered may include:*
 - a) Registration fee.
 - b) Transportation to and from WCR authorized functions shall be reimbursed per IRS Guidelines. Mileage for car transportation shall be reimbursed as long as two or more chapter members ride together.
 - c) WCR Ticketed Events.
 - d) One half hotel room for the approved officers attending
 - e) Meals - per diem at IRS allowance. Receipts must be supplied. Reimbursement will not exceed actual expense. Purchase of alcoholic beverages will not be reimbursed.
 - f) Coach Airfare - reimbursed at coach class rate with original receipt (ticket) indicating date of travel. Electronic Ticket purchasers have three options: (1) request a receipt when they check in, (2) submit the original boarding passes along with the electronic ticket or, (3) submit a credit card statement showing the actual charge. Flight itineraries are not an acceptable form of receipt.

**** NOTE: The budget shall reflect reasonable transportation costs and reimbursement shall not exceed the budgeted amount.***

4. Reports - All attendees eligible for reimbursement must attend assigned Committee Meetings, Governing Board and General Membership Meetings. All attendees eligible for reimbursement will be required to share with the Governing Board information gained from their attendance at the event. The President will make a report to the General Membership.
5. All attendees shall be required to dress in appropriate business attire and arrive on time to scheduled meetings.

B. Reimbursed Expenses for Meetings

When the Chapter budgets reimbursable expenses the following guidelines shall apply:

1. Authorized Functions - Authorized functions shall be District, Regional, State and/or National Meetings.
2. Request for Reimbursement - Requests for reimbursement (per eligibility requirements) shall be submitted to the Treasurer on a form provided by the Treasurer including paid receipts and/or bills, no later than 45 days after the conclusion of the meeting or event. All reimbursement requests require review and approval or denial by the Treasurer and one (1) elected

officer who is not requesting reimbursement within ten (10) business days after submission

C. Guest Policy

1. Speakers - Speakers are to receive a complimentary meal and/or other special recognition for their contribution to the Chapter.
2. National Officers and Members - Invited National Officers and State Officers should receive a complimentary meal and lodging paid in advance, if requested. Officers arriving the evening before an event should be met at the airport and invited for dinner that evening. Officers arriving the day of the event should be invited to meet with the Governing Board before or after the event.

Gifts for State President, National President and Governor would be in order but not for other invited officers. A token of appreciation such as flowers or mementos may be appropriate but are not required. When hosting District V cooperative visit for the State or District Vice President, other district local chapter presidents should be advised of details and included in the preparation of the function and be requested to share in the dollar investment. All LCP's shall sit at the head table with the State President and District Vice President. The DVP is the Master/Mistress of Ceremonies for this event, not the hosting LCP.

D. Reservations

1. Financial Obligation - Reservations must be made for all local chapter meetings and sponsored events. Payment by either cash or check may be made at the time of reservation or at the door. The Treasurer will have the responsibility of billing for the non-cancelled reservations. Billings will be made within seven (7) working days of the event.
2. Cancellation Deadline - The cancellation deadline shall be four (4) days prior to the event.
3. Fee Policy - Members attending meeting and/or ticketed functions shall be charged for the meal or refreshments whether or not they partake in them. If not cancelled, reservation charge will apply even if they do not attend.
4. No Reservation - Anyone wishing to attend any function without a reservation will be accommodated on a first come/first serve availability basis.

E. Chapter Courtesy Policy

1. Memorials - In the case of a death of a Chapter member, an appropriate memorial not to exceed \$100 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 shall be selected. This shall be the responsibility of the Secretary.
2. Illness - A card and/or flowers will be sent to all members hospitalized. Price not to exceed \$50 unless approved by the Governing Board.
3. Courtesy Expenditures Not Budgeted - The Governing Board may approve a Courtesy Expenses not budgeted. A donation request may be taken at a General Membership Meeting for a courtesy expense.

F. Audit

Three (3) auditors shall be designated by the Governing Board. One (1) auditor may come from the general membership. The committee will meet in January to audit the Treasurer's books for the past year. The Committee will report their findings to the Governing Board and General Membership.

G. Budget

The budget shall be prepared by the Incoming President, Incoming and Outgoing Treasurer, and all incoming elected officers and submitted to the Governing Board for approval no later than December of the previous year. Finance & Budget Chairperson can be either an Affiliate or REALTOR®.

H. Ways and Means

It is the responsibility of the Ways and Means Committee to suggest sources and/or functions for funding the obligations of the Chapter.

1. Tax Exempt Status - To protect the Chapter's tax exempt status as a non-profit organization concerning Ways and Means Fund Raising projects, refer to IRS Ruling Information in the NATIONAL LEADERSHIP MANUAL.
2. Separate Accounting - The Chapter Treasurer and Ways and Means Chairman shall keep a separate accounting for all proceeds received from Fund Raising Projects. All cash collected at the event should immediately be turned over to the Treasurer/Officer at the conclusion of the event. A receipt will be signed and given to the committee member. A report of proceeds will be provided to the Governing Board no later than thirty (30)

days after the event by the Ways and Means Chairman.

3. Possible Deficit Obligation - The Ways and Means Committee shall not undertake any project which could create a deficit obligation for the Chapter without the Governing Board approval.

I. Other Income

All cash collected at any WCR function/event will immediately be turned over to the Treasurer/Officer at the conclusion of the event. A receipt will be given by the Treasurer/Officer to the committee member.

VII. VIP POLICIES

A. State or National WCR Office

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

VIII. AWARDS AND RECOGNITION

The chairman of the committee will announce to the general membership at the April meeting that the committee is looking for candidates for all of the following categories.

A. REALTOR® Member of the Year.

The purpose of this award is to give recognition to the individual who has done the most for the organization during the year selected. This person should exemplify all the REALTOR® standards and be considered a role model for others. The recipient must have been a WCR member for at least three consecutive years. He/she must have served either as an Officer, Board Member, or Committee chair for 2 of the past 3 years and must have been active on a committee/Board during the year selected. No individual may win the award in two consecutive years.

B. Affiliate Member of the Year.

The Affiliate of the Year award is designed to recognize the person who has done the most to support WCR during the year nominated. No individual may win the award in two consecutive years. To be eligible, the individual must have been an Affiliate Member in good standing for at least 3 consecutive years and must have actively served on at least one committee for 2 of the past 3 years.

C. Pat Lord Humanitarian of the Year.

The individual must be a WCR member in good standing for 3 consecutive years, who has given freely of their time and talents to one or more organizations, who has volunteered many hours of service and commitment on a continuous basis. No individual may win the award in two consecutive years.

D. Rising Star Award.

This award will recognize the member who has participated on more than one committee, has demonstrated leadership skills and has shown a desire to learn more about WCR.

E. Entrepreneur of the year.

This person must be WCR National REALTOR® member for a minimum of one year and meet the criteria per National WCR. No individual may win the award in two consecutive years.

F. Top Producer(s).

To qualify, a REALTOR® Member must meet the following criteria:

- a. fulfill all requirements of the Awards Committee's "Awards Program Rules";
- b. attend a minimum of four (4) Chapter business meetings between January and December of the past calendar year;
- c. actively serve on at least one committee in the past calendar year; and
- d. have closed sales in the following dollar amount award categories referenced below, for the respective award calendar year (January 1st through December 31st):
 - (i) Platinum Top Producer Award: In excess of Ten Million Dollars;
 - (ii) Gold Top Producer Award: In excess of Five Million Dollars to Ten Million Dollars;
 - (iii) Silver Top Producer Award: In excess of Three Million Dollars to Five Million Dollars; and
 - (iv) Bronze Top Producer Award: One Million Dollars to Three Million Dollars.

The Top Producer Awards will be presented at the discretion of the Governing Board.

G. Presidents Award(s).

The President may present special President's Award(s) at the Annual Awards Program at his/her discretion.

H. Limitation of Awards

A nominee may be nominated for more than one (1) award; however, no nominee may win more than one (1) award, unless the second award is that of Top Producer.

The Chapter will participate in National Awards and Programs.

IX. SCHOLARSHIPS

As an inducement for the Chapter to encourage more REALTOR® Member(s) to participate in continuing education and/or higher education, and subject to the hereinbelow conditions, the following classes may be submitted for scholarship reimbursement: PMN Courses and Courses from the REALTOR® Family Designation Programs (information available from REALTOR.org). The Chapter will provide a scholarship reimbursement to each REALTOR® Member(s) who meet(s) the below requirements. Reimbursement will be distributed on a percentage basis, depending on the amount budgeted for the year and the number of Members who request reimbursement. The Chapter's budgeted amount for such reimbursable expense per REALTOR® Member may change from time to time, but shall never exceed the annual Chapter membership fee for the year in which the scholarship reimbursement is requested.

To be eligible for scholarship reimbursement, a REALTOR® Member must meet the following criteria:

1. WCR REALTOR® Member in good standing for at least one (1) year;
2. Actively serve on at least one (1) committee or be a member of the Governing Board for the year in which reimbursement is being requested;
3. REALTOR® Member(s) must hold his/her primary membership in the Bonita Springs-Estero Chapter.
4. Submission to Treasurer, no later than November 30th of each year, a Check Request Form, with original paid receipt and a copy of the Completion Certificate.

X. MISCELLANEOUS

A. Sponsors

From time to time, Sponsors may be needed for specific functions or activities. Procedures and responsibility should be clearly defined prior to the function or activity. Correspondence should be in writing and a thank you letter or card should be sent. This is the responsibility of the Sponsorship Committee Chairman.