

STANDING RULES

1. MEETINGS

Chapter Meetings shall be held in conjunction with the business meetings of the California Association of REALTORS®

2. ELIGIBILITY FOR PRESIDENT-ELECT, SECRETARY, and TREASURER

Candidates should have the following qualifications:

- Been a WCR Member in good standing for five (5) consecutive years
- PMN Designee
- Served on one or more State Committees for two (2) years
- Chaired a State Committee
- Attended four (4) of the six (6) most recent State Meetings
- Attended two (2) of the four (4) most recent National Meetings

Candidates must have been a Local Chapter President.

3. ELIGIBILITY FOR STATE GOVERNOR

Candidates should have the following qualifications:

- Been a WCR member in good standing for three (3) years
- Served on a State Committee(s) for two (2) years
- PMN Designee
- Attended four (4) of the six (6) most recent State Meetings
- Attended two (2) of the four (4) most recent National Meetings

Candidates must have been a Local Chapter President.

4. ELIGIBILITY FOR DISTRICT VICE-PRESIDENT

Candidates should have the following qualifications:

- Been a WCR member in good standing for two (2) years
- PMN Designee or candidate
- Served on a State Committee
- Attended three (3) out of six (6) of the most recent State Meetings

Candidates must be a current or past Local Chapter President at time of election.

5. ELECTIONS

A. All Candidates may start campaigning for office at the conclusion of the second State Chapter meeting of the year.

B. The “Rules of the Day” shall outline the procedures to be followed and be approved by the members eligible to vote prior to voting.

C. A minimum of three (3) tellers shall be appointed by the President.

6. INSTALLATION OF OFFICERS

- A. The installation of Officers shall be held in conjunction with the First State Chapter Meeting of the year.
- B. The incoming President shall work with her/his appointed Installation Committee who make the arrangements for the Installation of Officers.
- C. The incoming President shall select the Installing officer's and the Mistresses or Masters of Ceremonies.
- D. The outgoing President shall obtain the incoming President's pin and gavel (at the State Chapter's expense) for presentation at the Installation Ceremony.
- E. The incoming President or Treasurer shall obtain (at the expense of the Chapter) gift to be presented to the outgoing President at the First State Chapter meeting of the year.
- F. The budget for the Installation Ceremony shall be sufficient to include the expenses of the invited guests and dignitaries.

7. DUTIES OF OFFICERS

A. President

- 1. Before the President takes office she/he shall have selected the Standing and the Special Committee Chairs and Vice Chairs.
- 2. She/he shall furnish each Officer and Committee Chairs/Vice Chairs with copies of their respective duties, as outlined in the Leadership Policy and Procedure Manual as they apply to each office and committee, as well as a copy of the State Chapter Bylaws and the Standing Rules.
- 3. The President shall schedule a leadership planning session with the newly elected officers of the State Chapter, and any other National officers and/or Committee Chairs, as the President deems appropriate.

B. President-Elect

- 1. She/he shall oversee the membership and coordinate the activities of the Membership Chair, the Governors, and the District Vice Presidents.
- 2. She/he is responsible for the storage and transportation of committee and head table signage and the State Chapter banner to all State meetings.

C. Secretary

- 1. She/he shall record the roll call at the State Chapter Governing Board and General Membership meetings in order to establish the existence of a quorum.
- 2. She/he shall take minutes at all meetings. (See Leadership Policy and Procedure Manual.) All minutes shall be verified by the State Chapter President and signed by the Secretary before they are disseminated according to the State Chapter custom, which may be by mail, e-mail, or printed in a newsletter.
- 3. She/he shall be responsible for the election materials.

D. Treasurer

- 1. She/he shall deposit all monies received by the Chapter in the account of the California State Chapter Women's Council of REALTORS® as soon as possible after receipt.

2. An Employee Dishonesty Bond shall be maintained by the Chapter.
3. She/he shall keep written records of all transactions and prepare a financial statement for each State meeting which will be reviewed by the Governing Board and General Membership.
4. She/he shall serve on the Finance & Budget Committee
5. She/he shall be responsible for the payment of all financial obligations of the State Chapter.
6. She/he shall provide the State Secretary up to date bank statement and reconciliation on all Chapter accounts for verification of accuracy at each State meeting.

E. State Governors

1. She/he shall facilitate new chapter formation in the State.
2. She/he shall serve as a liaison between members-at-large and the State Chapter
3. She/he shall serve as a liaison for Local Chapters assigned by the State Chapter President.
4. She/he shall mentor Local Chapters.
5. She/he shall be a member of Strategic Planning committee.
6. She/he shall assist in Facilitating Local Chapter Planning sessions.
7. She/he shall perform other duties as directed by the State President.

F. District Vice Presidents

1. She/he shall serve as a liaison for Local Chapters assigned to them by the State Chapter President.
2. She/he shall mentor Local Chapters.
3. She/he shall be a member of the State Chapter Membership and EXPO committees.
4. She/he shall assist in facilitating Local Chapter Planning sessions.
5. She/he shall perform other duties as directed by the State Chapter President

G. Committee Chairs

1. The outgoing Committee Chairs shall make a written report on the activities and accomplishments of their Committee that shall be given to the incoming President and incoming committee chair by year end. All committee materials shall be passed on to the incoming Chair.
2. The Committee Chairs shall be prepared to give a call report to the membership at each of the State Chapter meetings.

H. Parliamentarian

1. The President shall be responsible for the presence of a qualified Parliamentarian at every State Chapter meeting.

8. FINANCIAL MATTERS

A. Funded Officers

1. The President of the State Chapter shall have an approved budget and be funded to all State and National WCR meetings and any other events in which she/he represents the State Chapter during the calendar year in which she/he serves. Expenses shall be paid directly or reimbursed with receipts. All reimbursable expenses of the President, President-Elect, Secretary and Treasurer must be submitted to the Treasurer within 45

days from the incurred expense or date of the event which ever occurs later, or the reimbursement may be forfeited. Non-budgeted expenses shall be reimbursed with the approval of the Governing Board.

2. All Governor-and District Vice-President expenses shall be paid directly or reimbursed with receipts to the extent of the budgeted amount and submitted to the Treasurer within 45 days from date of event or the reimbursement may be forfeited.

B. Budget

1. The budget for the incoming President's year shall be prepared and disseminated-to the membership no less than 15 days prior to the January State Chapter meeting for approval by the Governing Board and members at the General membership meeting.

2. The registration fee for the State Chapter meetings will be waived for-State Chapter Past Presidents in good standing.

3. \$2,500 shall be allocated each year to the National Officer Reserve fund to be used to defray the cost of a campaign and installation of a National Candidate from California.

C. Year End Audit

1. The outgoing Treasurer's books shall be audited at or before the January Chapter meeting. Audit Committee shall include the outgoing and incoming Treasurers, the outgoing Secretary, and two (2) members of the outgoing Audit Committee appointed by the incoming President. Findings of said audit are to be reported to the membership at the January Chapter meeting.

10. BUSINESS FORUM MEETINGS

1. May be held yearly at the directions of the President and elected officers. The purpose is to provide networking and education opportunities for the members. The Governors and District Vice-Presidents shall assist the Local Chapter Presidents and President-Elects with planning, budgeting, and facilitating the Business Forum meetings. Participation in the Business Forums shall be at the discretion of the local chapter.

11. STATE EDUCATIONAL AWARDS

1. This award shall be given to members who complete a course that is approved by the California Association of REALTORS® and/or the National Association of REALTORS ®

2. In order to receive reimbursement for a course you must be a member in good standing of the State Chapter of Women's Council of REALTORS® for at least (1) one year prior to applying for reimbursement.

3. Applications must be received by the Educational Awards Chairman by September Awards will be given at the first State Chapter meeting of the following year and are limited to \$100.00 per member per year.

4. Education Awards year shall be September 1st through August 31st.

5. Four (4) Joanne McEchren Memorial Awards will be given per year for PMN designees in the amount of \$125.00 each.

6. A member may apply for both Educational Awards providing two different courses are completed

12. **Outstanding Service Award** shall be determined by the President and awarded to a member who has gone beyond her/his duties in service to the State Chapter. The award shall be given at the first State Chapter meeting of the year with a gift not to exceed \$100.00.

13. LEADERSHIP ACADEMY AWARD

- A. The purpose is to provide financial assistance for Local Chapter Presidents-elect to attend the Leadership Academy.
- B. The recipients shall be chosen by the State President, President-Elect, Secretary and Treasurer at the second State Chapter meeting of the year.
- C. The Local Presidents-elect's application shall be submitted to the State President-elect 10 days prior to the second State Chapter meeting of the year.
 - a. The application shall include an essay explaining why funds are needed.
 - b. The Local Chapter's budget and the most current Profit and Loss statement or financial statements shall be submitted with the application.
- D. The funds shall be awarded at the second State Chapter meeting of the year and given to the President-elect's Local Chapter. If the Local Chapter President-elect who has received an award does not attend the Leadership Academy, the funds must be returned to the State Chapter.

14. LOCAL CHAPTER AWARD

- A. The purpose is to provide financial assistance to Local Chapter National members to attend State meetings
- B. The recipients shall be chosen by the State President, President-Elect, Secretary and Treasurer
- C. Application to be given to the State Treasurer 30 days before each state meeting.
- D. The members shall submit an essay explaining why the funds are needed.

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