

STANDING RULES APPROVED 10-6-2013

I. MEETINGS

- A. Chapter Meetings are to be held in conjunction with the business meetings of the California Association of REALTORS[®]
- B. Business Forum Meetings are to be held at the discretion of the Line Officers.
 - 1. Forum participation is at the discretion of each Local Chapter.
 - 2. The Governors and District Vice-Presidents are to assist Local Chapter Presidents.

II. ELIGIBILITY, ELECTION AND INSTALLATION OF OFFICERS

A. Eligibility For President-Elect, Secretary, and Treasurer

Preference will be given to those candidates who have the following qualifications:

- 1. Been a WCR Member in good standing for five (5) consecutive years
- 2. A PMN Designation
- 3. Served on one or more State Committees for two (2) years
- 4. Chaired a State Committee
- 5. Attended four (4) of the six (6) most recent State Meetings
- 6. Attended two (2) of the four (4) most recent National Meetings
- 7. Been a Local Chapter President
- 8. Served as District Vice-President or Governor

B. Eligibility For State Governor

Candidates will be nominated by District. Preference will be given to those candidates who have the following qualifications:

- 1. Been a WCR member in good standing for three (3) years
- 2. Served on a State Committee(s) for two (2) years
- 3. A PMN Designation
- 4. Attended four (4) of the six (6) most recent State Meetings
- 5. Attended two (2) of the four (4) most recent National Meetings
- 6. Been a Local Chapter President.

C. Eligibility For District Vice-President

Candidates will be nominated by District. Preference will be given to those candidates who have the following qualifications:

- 1. Been a WCR member in good standing for two (2) years
- 2. A PMN Designation or is a Candidate
- 3. Served on a State Committee
- 4. Attended three (3) out of six (6) of the most recent State Meetings
- 5. Be a current or past Local Chapter President at time of election.

D. Elections

1. All Candidates may start campaigning for office at the conclusion of the second State Chapter meeting of the year.
2. The “Rules of the Day” are to outline the procedures to be followed and, prior to voting, be approved by the members eligible to vote.
3. The President is to appoint a minimum of three (3) tellers.
4. District Vice-Presidents and Governors are elected by District.

E. Installation of Officers

1. Installation of Officers is to be held in conjunction with the First State Chapter Meeting of the year.
2. Incoming President is to work with her/his appointed Installation Committee to make the arrangements for the Installation of Officers.
3. Incoming President is to select the Installing officer (s) and the Mistress or Master of Ceremonies.
4. Incoming President or Treasurer is to obtain a gift and Past President pin to be presented to the outgoing President at the first State Chapter meeting of the year.
5. Outgoing President is to obtain the incoming President’s pin and gavel for presentation at the first State Chapter meeting of the year.
6. Installation registration fee is waived for Line Officers being installed.
7. Budget for the Installation Ceremony is to be sufficient to include the expenses of the invited guests and dignitaries.

III. DUTIES OF OFFICERS

A. President

The incoming President, prior to taking office is to:

1. Have selected all Committee Chairs and Vice-Chairs.
2. Appoint Strategic Committees prior to the Fall Meeting.
3. Furnish each Officer and Committee Chairs/Vice Chairs with copies of their respective duties, outlined in the Leadership Policy and Procedure Manual, as they apply to each Office and Committee including a copy of the State Chapter Bylaws and the Standing Rules.
4. Schedule and facilitate a leadership planning session with the newly elected Officers of the State Chapter, and any other National Officers and/or Committee Chairs, as deemed appropriate.
5. Consult with Elected Officers to determine the number of Districts, up to five (5), allocate the number of Governors/District Vice-Presidents needed and submit to the Nominating Committee Chair at least four (4) weeks prior to scheduled Nominating committee meeting.

B. President–Elect

1. Is to conduct the business of the Chapter in the absence of the President.
2. May be a liaison and/or support and mentor any Committee at the discretion of the President.

C. Secretary

1. Is to accept the Credentials Report as proof of quorum for Governing Board Meeting.
2. Is to take minutes at all meetings, see Leadership Policy and Procedure Manual. Minutes are to be verified and signed by the State Chapter President and then posted on the State Chapter website at least thirty (30) days before the upcoming State meeting.
3. Is responsible for election materials.
4. Is to distribute notifications electronically to all WCR State Members.
5. Is to update Standing Rules and post to the website within thirty (30) days of changes adopted by Governing Board, including date of said change(s). Copies are to be kept of all previous versions of standing rules by date amended.
6. May be a liaison and/or support and mentor any Committee at the discretion of the President.

D. Treasurer

1. Is to deposit monies received by the Chapter in the account of the California State Chapter Women's Council of REALTORS®.
2. Is responsible for maintaining the Chapter Employee Dishonesty Bond.
3. Is to keep written records of transactions and prepare a financial statement for each State meeting which will be reviewed by the Governing Board and General Membership.
4. Oversees the Finance and Budget Committee.
5. Is responsible for the payment of financial obligations of the State Chapter.
6. Is to provide the Audit Committee up to date bank statements and reconciliations on chapter accounts for verification of accuracy at the last State meeting of the year or as requested by Audit Committee.
7. Is responsible for maintenance, storage and transportation of the State Chapter laptop and accounting software.
8. Is to submit Financial Statements, approved by Governing Board, with any required supporting documents to CPA by March 30, and is to confirm that CPA files taxes in a timely manner.
9. May be a liaison and/or support and mentor any Committee at the discretion of the President.

E. State Governors

1. Facilitate new chapter formation in the State.
2. Serve as a liaison between Members-At-Large and the State Chapter.
3. Serve as a liaison for Local Chapters assigned by the State Chapter President.
4. Mentor Local Chapters.
5. Are members of the Strategic Planning Committee.
6. Assist in Facilitating Local Chapter planning sessions.
7. Perform other duties as directed by the State President.
8. Provide written reports to incoming officers at year end as to Chapter updates.
9. Are voting members of the National WCR Governing Board and are to attend National Governing Board Meetings.

F. District Vice-Presidents

1. Serve as a liaison for Local Chapters assigned to them by the State Chapter President.
2. Mentor Local Chapters.
3. Serve on the Strategic Planning and EXPO Committees.
4. Assist in facilitating Local Chapter Planning sessions.
5. Provide written reports to incoming officers at year end as to Chapter updates.
6. Perform other duties as directed by the State Chapter President.
7. Are members of the Governing Board and are to attend State meetings

IV. COMMITTEES

A. Standing and Special Committees:

1. Outgoing Committee Chairs are to make a written report on the activities and accomplishments of their Committee that is to be given to the incoming President and incoming Committee Chair by year end. All committee materials are to be passed on to the incoming Chair.
2. Committee Chairs are to be prepared to give a report to the Membership at each of the State Chapter meetings.

B. Strategic Committees

1. Create programming for Winter and Spring meetings based on current Strategic Plan, input from Line Officers, and the needs of the membership.
2. Names and objectives of the Committees are subject to change from year to year.
3. Chairs and Vice Chairs are to be members of the Strategic Planning Committee.

C. State Meeting Planning

1. Is responsible for State meeting banners and other audio, etc. owned by the State Chapter.
2. Is to deliver all items to the State meetings. Costs of delivery, if applicable, are paid as a meeting cost expense.
3. Registration fee for the Chair is waived if not a funded officer, as a meeting expense.

D. Parliamentarian

1. President is to appoint a qualified Parliamentarian at every State Chapter meeting.
2. Registration fee is waived, if not a funded officer, as a meeting expense.

V. FINANCIAL MATTERS

A. Officers and Expenses

1. All Elected officers have an approved budget and are funded to represent the State Chapter.
2. Expenses are to be submitted, with receipts, to the Treasurer within 45 days from the incurred expense or date of the event whichever occurs later, or the reimbursement may be forfeited.

3. Non-budgeted expenses may be reimbursed upon approval of the Budget and Finance Committee and Record of Approval is to be placed on file.
4. President or President-Elect to review and approve Treasurer expenses prior to payment.
5. Administrative Services to be provided by an Independent Contractor as per budget.

B. Budget

1. A proposed budget is to be noticed to the membership no less than fifteen (15) days prior to the January State Chapter meeting for approval by the Governing Board and Members at the General Membership Meeting.
2. Registration fee for the State Chapter meetings is waived for current Line Officers and State Chapter Past Presidents in good standing.

C. Reserves

1. \$3000 shall be allocated each year to the National Officer Reserve fund to be used to sponsor the installation of a National Line Officer from California. These funds are to be transferred from retained earnings by December 31 of each year.
2. \$3000 shall be allocated for Strategic Planning Reserves and transferred from retained earnings by December 31 of each year.

D. Audit

1. ~~Outgoing~~ Treasurer's financial statements and supporting documents are to be made available for audit throughout the year.
2. A final audit is to be performed at the first State Chapter meeting of the year.
3. Audit Committee will include the outgoing and incoming Treasurers, the outgoing Secretary, one (1) member of the outgoing Audit Committee and one (1) member of the incoming committee appointed by the incoming President.
4. Findings of said audit are to be reported to the Membership at the January Chapter meeting.

VI. RECOGNITION AND AWARDS

A. General Criteria

1. Current State President, President-Elect, Secretary and Treasurer are not eligible for any awards during year(s) of service.
2. All awards are to be given at the last state meeting of the year.
3. Awards are to be based on merit and applications/nominations received. If no eligible nominations received, an award need not be given.

B. Other Awards

1. Awards other than those listed below may be determined at the Annual Officer Planning Retreat.

2. Budget is to reflect expected costs of monetary awards and/or plaques or certificates.
3. Other Award nominations are due to the Recognition and Awards Chair by July 31.
4. Recognition and Awards Chair is responsible for soliciting nominations. Committee is to meet and determine successful awardees. Chair is to submit the names of awardees to President by August 31.
5. President is to be responsible for providing certificates or plaques and informing Treasurer of any monetary awards.
6. Members/Chapters may receive more than one award.

C. Member Of The Year

1. Chair is previous years' Award Winner.
2. New Award Winner is to be reported to National on or before December 1.
3. Is to be a member in good standing of the Women's Council of REALTORS®.
4. Is to have been a REALTOR® or REALTOR®-Associate for a minimum of three (3) consecutive years.
5. Is to be nominated by a current member of Women's Council of REALTORS®.
6. Is to have served as a Local Chapter President and on at least one (1) State Committee.
7. May not be awarded to State Officers during or within one (1) year after their term of office.
8. May receive an award or gift not to exceed \$100.

D. Presidents Award

1. Is determined by the President for a member who has gone beyond their duties in service to the State Chapter.
2. May receive an award or gift not to exceed \$100.

E. Strategic Partner Recognition

1. Platinum Level Partners are
 - a. to receive plaques
 - b. to be highlighted on the State Chapter website and in State Chapter newsletter
 - c. invited to speak at Awards Recognition event.
2. Gold and Silver Level Partners are
 - a. to receive certificates.
 - b. to be mentioned in the State Chapter Newsletter
 - c. to have their logos placed on the State Chapter Website.
3. All other sponsor benefits as listed on sponsor brochure.

V11. SCHOLARSHIPS

A. State Education Awards

1. Presented to members who complete a course that is approved by the California Association of REALTORS® and/or the National Association of REALTORS®.
2. Presented to a member in good standing of the State Chapter for at least one (1) year prior to application.
3. Time period for taking an approved course is August 1st through July 31st.
4. Applications are to be received by the Recognition and Awards Chair by September 1.
5. General Education Awards are limited to \$100.00 per member per year; total amount awarded is per budget.
6. Four (4) \$125.00 Joanne McEchren Memorial Awards may be given for members who have a PMN designation or who are a PMN candidate.
7. A member may apply for both General Educational Awards and the Joanne McEchren Award providing two different courses are completed.

B. Leadership Academy Scholarship

1. Purpose is to provide financial assistance for Local Chapter Presidents-Elects to attend the Leadership Academy.
2. Recipients are to be chosen by the Line Officers at the second State Chapter meeting of the year.
3. Local Presidents-Elect's application is to be submitted to the State President-Elect ten (10) days prior to the second State Chapter meeting of the year.
4. Applications are to include an essay explaining why funds are needed.
5. Local Chapter's budget and most current year-to-date profit and loss statement is to be submitted with the application.
6. Funds are to 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 a scholarship does not attend Leadership Academy, funds are to be returned to the State Chapter.

C. Local Chapter State Meeting Scholarship

1. Purpose is to provide financial assistance to Local Chapter National members to attend State meetings.
 2. Recipients are to be chosen by the Line Officers.
 3. Applications are to be given to the State Treasurer thirty (30) days before each state meeting.
 4. Members are to submit an essay explaining why funds are needed.
- *Membership allows By-Laws/Standing Rules committee or task force to make necessary syntax, structural changes ie numbering, re-indexing, etc and spelling corrections as needed with Membership informed at the following State Meeting.*