



***Standing Rules***  
**Women's Council of REALTORS®**  
**North Shore Chapter**

Adopted March, 2004  
Revised June, 2005

**I. Meetings**

A. General Membership Meetings shall be held on the 2nd Thursday of each month. Occasional exceptions will be allowed by majority vote of the Governing Board.

B. Governing Board Meetings shall be held at least eight (8) times per year. Governing Board Meetings will be called by the President and held on the 1st Thursday of each month. A complete agenda is to be prepared and distributed to each participant prior to or at the meeting.

**II. Elections**

A. Officer Qualifications

Members nominated for office shall have the following qualifications:

1. Officers shall have been a member of the Women's Council of REALTORS® for a period of two (2) years prior to being nominated for office.
2. The President, President-Elect, and Vice President of Membership shall be REALTOR® members of the North Shore Chapter of the Women's Council of REALTORS®.
3. The Secretary and Treasurer must be REALTOR® or National Affiliate members of the North Shore Chapter of the Women's Council of REALTORS®.
4. All Officers shall have an email address which is checked on a frequent and recurring basis and shall be proficient in the use of email and attachments.

B. Officer Election Procedures

1. Voting Eligibility. At the Annual Election, only those North Shore Chapter members whose dues have been paid in full and are National members of record in the Women's Council of REALTORS® shall be entitled to vote.

2. Rules of the Day. The President will prepare "Rules of the Day" instructing the voting members how the election of officers shall be conducted as outlined in the Leadership Policy and Procedure Manual.

**III. Installation of Officers**

A. The incoming President (President-Elect) shall appoint an Installation Committee at the beginning of the term. This committee shall make arrangements for the installation in the year to follow. The incoming President may select the individual who will act as the Installing Officer during said Installation Ceremony.

B. The outgoing President shall have the duty of obtaining the incoming President's pin at the expense of the North Shore Chapter in sufficient time for the presentation at the Installation Ceremony.

C. The incoming President shall obtain, at the expense of the North Shore Chapter, a gift and/or plaque to be presented to the outgoing President at the Installation Ceremony. The amount to be spent on the outgoing President's gift will be determined by the Governing Board at the time the Annual Budget is approved.

**IV. Officer & Committee Duties and Responsibilities**

A. Officers

1. North Shore Chapter Officers shall abide by the WCR Bylaws, the Chapter's Standing Rules and the responsibilities relative to their office as outlined in the WCR Leadership Policy and Procedure Manual.

2. The President, President-Elect and Vice President of Membership shall attend three (3) of four (4) State WCR General Membership Meetings, one (1) National WCR meeting, the Illinois Orientation meeting, and all local Governing Board meetings as well as the monthly North Shore Chapter general membership meetings. These meetings are consequential to the performance of the duty of the office. The Chapter President is a member of the Illinois State WCR Governing Board and shall attend three (3) of four (4) State Governing Board meetings. Reimbursement for these meetings is contingent upon this requirement.

3. President

a. The President shall take office immediately following the meeting wherein the Installation of officers is conducted. At the discretion of the President, and if the budget permits, the executive officers shall each be provided with a copy of the WCR Leadership Policy and Procedure Manual.

b. The President and President-Elect shall organize the year during the Local Chapter Orientation meeting as outlined in the Leadership Policy and Procedure Manual.

c. The President shall extend an invitation to the WCR State President and WCR State Governors to attend at least one local chapter monthly Membership meeting and/or Governing Board meeting.

4. President - Elect

a. The President-Elect shall serve the President as needed and shall learn the duties of President during the year.

b. The President-Elect shall serve as the Program Chair and shall chair the Education and Program committee.

5. Vice President of Membership:

a. Shall oversee all membership activities and is accountable for the recruitment, retention and recapture efforts of the Chapter; is responsible for the implementation and follow-through on the National membership marketing campaign when one is in effect.

b. Is responsible for billing the Local Affiliates for annual dues.

c. Shall monitor membership reports received from National WCR for accuracy and follow up on any discrepancies; keep current and accurate the Chapter database; and provide member updates to those officers and committees as applicable to their responsibilities.

d. Shall report to National WCR any corrections or changes to member information (i.e. telephone, email, mailing address).

e. Shall chair the Membership Committee.

6. Secretary

The Secretary shall record the Minutes of all meetings. All Minutes shall be verified by the President and signed by the Secretary before they are disseminated according to the custom of the Chapter, which may be via the U.S. Mail, e-mail, fax, or distributed at each North Shore Chapter meeting.

## 7. Treasurer

All monies received for the Chapter shall be deposited into the account of the Chapter within five (5) business days at the financial institution specified by the Governing Board. One (1) signature shall be required on all checks. The President and Treasurer will be the legal signatories. The Treasurer shall keep computerized and accurate records. The Treasurer shall perform such other duties as outlined in the *Leadership Policy and Procedure Manual*.

### B. Committee Chairs

1. A list of all committees and a description of each committee's duties and responsibilities are attached and incorporated into these Standing Rules.

2. All outgoing committee Chairs shall make a written report of the committee's accomplishments and activities at year's end and pass on committee materials to the incoming committee Chairs. The incoming committee Chairs may recommend to the incoming President those North Shore Chapter members whom they would like to serve on their committee. The incoming President may consider such recommendations in making committee appointments.

## V. Financial Matters

### A. Reservations for General Member Meetings

If a reservation is not made prior to the reservation deadline (as may be extended) there is no guarantee that accommodation will be made on the date of the meeting. If accommodated, the cost will bear a \$10 surcharge. Reservations not cancelled 72 hours prior to the meeting will be billed to the member. If the reservation has been prepaid, a refund will not be given unless cancellation is received at least 72 hours prior to the meeting. Notice of such policy shall be stated on all program flyers.

## B. Reimbursed Expenses

The Governing Board, at the annual budget meeting, will establish a maximum stipend to be allocated for the reimbursement of expenses for all eligible participants who attend National, Regional or State WCR meetings. All eligible participants will receive a budgeted allotment for expenses resulting from attendance at said meetings.

1. Requests for reimbursement must be on the proper form, completed and signed by the member requesting reimbursement, with receipts attached.
2. Reimbursement requests must be delivered to the Treasurer within thirty (30) days of the expenditure or reimbursement will be forfeited.
3. The Governing Board via the annual budget will specify what expenses shall be reimbursed.
4. Reimbursements for expenses incurred shall be made as a result of full participation. The participants must attend all meetings pertaining to local Chapter governance and operations as well as keynote assembly and voting meetings. Stipends will not cover all expenses. Receipts are required.
5. The following are meetings that are reimbursable for Officers:

**President:** Illinois Governing Board Meetings, Illinois State Membership Meetings, Regional Meetings, National Convention and Washington D.C. mid-year meetings.

**President-elect:** Leadership Academy, Illinois State Membership Meetings, Regional Meetings, Washington D.C. mid-year Meetings, National Convention.

**Vice President:** Illinois State Membership Meetings, Regional Meetings, Washington D.C. mid-year Meetings, National Convention.

**Secretary:** Illinois State Membership Meetings, Regional Meetings.

**Treasurer:** Illinois State Membership Meetings, Regional Meetings.

C. Local Affiliates

Local Affiliate members will pay the same dues as the National Members. These dues will be directly deposited in the North Shore Chapter checking account

D. Guest Speakers

Guest speakers are to receive a complimentary meal and other special recognition for their attendance and contribution to the Chapter.

E. Audit

The President shall appoint the audit committee. Two weeks prior to the end of the year, the Treasurer's books shall be audited. The auditors shall report on the completed audit at the first Chapter meeting of the following year.

F. Budget

1. The Chapter shall operate within a budget, which shall be approved at the first Chapter General Membership meeting of the year.

2. The Treasurer and all Committee Chairs shall work with the President to prepare a proposed budget in sufficient time to be received by the Governing Board at least seven (7) days prior to the first Governing Board meeting. The Budget, as revised by the Governing Board, will be presented to the general membership for approval. Specific reimbursable expenses (e.g. newsletter, postage, name tags, printing, member scholarships, officer travel, etc.) shall be dictated by the Governing Board.

3. Any unbudgeted expenditure must have the approval of the President and two (2) additional Officers.

4. All contracts shall be in writing with a specific dollar amount. All contracts are to be signed by the President and Treasurer. A copy of the contract is to be kept by the President, Treasurer and Secretary in the Chapter's files. Prior disclosure must be made by any member of the North Shore Chapter with regard to ownership or interest in any entity with whom a contract is entered into by the North Shore Chapter.

G. Ways and Means

1. The suggested use of Ways and Means proceeds is scholarships, educational projects and donations to or participation in community service

projects. To protect the tax-exempt status as a non-profit organization concerning Ways and Means/Fund Raising, refer to the IRS ruling information in the Leadership Policy and Procedure Manual.

2. Chapter shall keep a separate accounting of all proceeds received from fund-raising projects by line item. 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 Committee.

3. No Ways and Means project shall be undertaken which could create a deficit obligation for the Chapter without Governing Board approval.

H. Member of the Year Award

Refer to the Leadership Policy and Procedure Manual for qualifications, guidelines and application.

## **VI. RECORDS**

All Chapter records shall be kept at the desk and file cabinet located at the NSBAR Office located in Northbrook, Illinois.

## **STANDING COMMITTEES:**

By-Laws Committee: Reviews By-Laws and amends as needed; Submits amendments to National WCR for approval; Notice members to local by-law changes mandated by National WCR; Develops and periodically reviews and revises Standing Rules.

Committee Chairman: TBA

Education and Program Committee: Plans programs for Chapter meetings each month and any special programs; Carries out program plans and completes arrangements for speakers, sites, etc.; Informs members of educational opportunities offered by the local Board, State associations, NAR affiliates, etc.

Committee Chairman: President-Elect/Program Chair

Finance and Budget Committee: Prepares annual budget for approval by Governing Board; Reviews budget and actual expenditures with Treasurer as needed; Works with the Ways & Means committee to plan and conduct fundraising programs as needed, including funds to enable local officers to attend national meetings.

Committee Chairman: Treasurer

Membership Committee: Recruits new members; Inducts and introduces new members at chapter meetings; Retains existing membership and recruits “dropped” members; Notifies National WCR and state & local officers of changes of status or address of members; and Compiles and publishes Member Roster and Database.

Committee Chairman: Vice-President/Membership

Nominating Committee: Fulfills obligations of Chapter by-laws

Committee Chairman: Immediate Past-President

Ways and Means Committee: Assumes from Finance and Budget Committee the responsibility to conduct fundraising programs; Raises funds to enable officers to attend national and state meetings; and conducts the bi-annual Silent Auction. Is in charge of donations to Chapter-sponsored charities.

Committee Chairman: TBA

## **SPECIAL COMMITTEES:**

Awards and Recognition Committee: Plans and coordinates visible symbols of recognition; works with the Chapter President in submitting information for the national WCR Chapter Excellence Awards Program.

Committee Chairman: TBA

Hospitality Committee: Welcomes newcomers (and everyone) to Chapter meetings each month; Communicates with Chapter members who are ill or bereaved. Sends cards for Birthdays, Get Well, Sympathy, etc.

Committee Chairman: TBA

Marketing Committee: Prepares and submits media releases to publicize Chapter activities and achievements as required; Plans and prepares meeting notices and newsletters for the membership; Coordinates a photographic record of Chapter activities for history and publicity.

Committee Chairman: TBA

Reservation/Attendance Committee: Records reservations for Chapter meetings and reports to Treasurer; Maintains attendance records.

Committee Chairman: TBA

Communications Committee: Plans and coordinates (phone/fax/email/mail) dissemination of necessary information to Chapter members and to WCR web site coordinator.

Committee Chairman: TBA