

NORTHWEST CHAPTER

STANDING RULES

I. MEETINGS

A. CHAPTER MEETINGS

Regular Chapter Meetings shall be held on the second (2nd) Tuesday of the month unless otherwise noted.

1. ANNUAL ELECTION MEETING

The Annual Election Meeting shall be held in October. It may be held in conjunction with a regular Chapter meeting.

2. INSTALLATION MEETING

The Installation Meeting will be held in December. It may be held in conjunction with a Regular Chapter Meeting.

B. GOVERNING BOARD MEETINGS

Governing Board Meetings shall be held no fewer than six (6) times a year.

1. UNEXCUSED ABSENCES

Any member of the Governing Board with two or more unexcused absences shall be construed as having resigned from the Governing Board.

2. REINSTATEMENT

Such members whose seat was vacated in this manner may apply for reinstatement which shall require a majority vote of the Governing Board.

II. ELECTIONS

A. OFFICER QUALIFICATIONS

Members nominated for office shall have the following qualifications:

- 1) held membership in a WCR Chapter for at least two years,
- 2) has chaired a committee.

B. OFFICERS CONSENT TO SERVE

Officer nominees shall sign a consent to serve form after reading the job description.

C. 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 Chicago WCR office shall be entitled to vote.

2. TELLERS

A minimum of two tellers shall be appointed by the President. Nominating Committee members shall not serve as tellers.

III. INSTALLATION OF OFFICERS

A. ARRANGEMENTS

The outgoing President, along with her Committee, shall make arrangements for the installation of officers.

B. 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 the Annual Convention or in a convenient manner, in sufficient time for presentation at the Installation Ceremony.

IV. DUTIES

A. OFFICERS

Chapter Officers shall abide by the WCR bylaws, the Chapter's Standing Rules, and the duties as outlined in the Guidelines for Officers.

1. PRESIDENT'S RESPONSIBILITIES

When the President takes office, he/she shall furnish each Office and committee Chairman copies of duties as outlined in the Guidelines for Officers as they apply to each office and committee along with a copy of the Chapter Bylaw and Standing Rules.

As soon as elected, the President shall organize the year as outlined in "LEADERSHIP POLICY & PROCEDURES MANUAL" in the Guidelines for Officers. He/She shall complete the Invitation for Governor's Visit and the Report Forms for the Chapter by the specified dates.

2. PRESIDENT-ELECT

President-Elect shall serve as Bylaws Committee Chairman and as Education and Program Chairman.

3. VICE-PRESIDENT

Vice President shall serve as Membership Committee Chairman.

4. SECRETARY

Shall take minutes at all business meetings. All minutes shall be verified by the President and signed by the Secretary before they are disseminated according to Chapter customs (which may be by email or printed in the newsletter).

5. TREASURER

All monies received by the Chapter shall be deposited in the account of the NORTHWEST SUBURBAN CHAPTER of WCR of the NATIONAL ASSOCIATION OF REALTORS® in a financial institution selected by the Governing Board.

One (1) signature shall be required on all checks; the signature shall be the Treasurer's, President's or President-Elect

The Treasurer shall keep written and accurate records on financial software program (i.e. Quicken) of all dues payments and in addition, perform such other duties as outlined in the Guidelines for Officers.

B. COMMITTEE CHAIRMEN

All outgoing Committee Chairmen shall make a written report on the committee's accomplishments at years end and pass on

Committee materials to the incoming Committee Chairmen. The incoming Committee Chairmen shall recommend to the incoming President possible members to serve on their Committee who that President may consider appointing.

V. MEMBERSHIP

A. NEW MEMBERS

1. New member applications and dues checks shall be collected by the Membership Chairman who shall forward National Membership application to the Chicago office, and local affiliate applications to the Chapter Treasurer

2. WELCOME CARDS

Welcome cards or letters of welcome shall be sent to each new member by the Membership Chairman on behalf of the President.

3. INDUCTION CEREMONY

An Induction Ceremony for new members may be conducted by the Membership Chairman at a meeting determined by the Governing Board. Such ceremonies may cover several months and shall be arranged as they fit into the regular program.

VI. FINANCIAL MATTERS

A. REIMBURSED EXPENSES

1. The President's expenses for registration, transportation, meals and lodging (up to 50% of published WCR room rate) to all National, Regional and State Meetings shall be covered up to the maximum allowed by the budget.
2. The President-Elect's expenses for registration, Transportation, meals and lodging (up to 50% of the published WCR room rate) to the Annual, National, Leadership Academy and State Business meetings shall be covered up to the maximum allowed by the budget.
3. The Vice President of Membership's expenses for registration, transportation, meals and lodging (total not to exceed \$1,000 unless otherwise budgeted) to the Annual, National, Regional and State Business Meetings shall be covered.
4. Member travel expenses (reimbursement) to the Annual, National, Regional and State Business Meetings shall be reimbursed as funds are available thru the 50 / 50 raffle. (If the chapter budget allows, the registration expenses will be covered. Members eligibility is as follows: non funded executive board members, committee chairs, up and coming leadership, currently paid national members in good standing. Amount distributed will be determined by executive board.)
5. Expenses to be reimbursed may not be prepaid by chapter check. Expenses must be verified by an original bill or receipt.
6. Reimbursement will only be made after meeting attendance within 30 days thereafter
7. Any COUPONS, CERTIFICATES, PROMOTIONAL AWARDS or VOUCHERS received by Chapter Officers become the property of the Northwest Chapter when value exceeds \$25.00.
8. Any revised budget figures relative to officers' travel must be approved by the Governing Board.

B. GUEST POLICY

1. SPEAKER

Guest Speakers are to receive a complimentary meal or other special recognition for their contribution to the Chapter as is determined by the Governing Board.

2. NON-MEMBERS

Qualified prospective members may be brought to a Regular Chapter Meetings as guests twice only before joining. This does not apply to a member's family or special guest provided they are not eligible for WCR membership.

3. GUEST FOLLOW-UP

All guests shall be sent a follow-up letter along with a Chapter newsletter within two weeks after attending a regular membership meeting by the Vice President of Membership on behalf the President.

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.

2. CANCELLATION DEADLINE

A cancellation deadline shall be established for each ticketed function of the Chapter and shall be announced in the notice for that function. A cancellation deadline shall be established for any meeting, event or function of the Chapter and shall be announced in the notice for that meeting, event or function.

3. BILLING

Billing will occur when the registration is not cancelled within the established number of days prior to the event.

4. FEE POLICY

Members making a reservation will be charged for the meal or refreshments whether they eat or do not eat.

5. NO RESERVATIONS

If members wish to attend a chapter event without a reservation, they shall be accommodated on a space available basis only.

D. 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/in-law or child, an appropriate memorial not to exceed \$50.00 shall be selected.

2. UNBUDGETED COURTESY EXPENDITURES

The Governing Board shall approve any unbudgeted courtesy expenses.

E. AUDIT

Prior to January 31 of any given year, the Treasurer's books shall be reviewed (*See Guidelines for Officers.*) The review committee shall report on the completed review at the February Governing Board of the subsequent year.

F. BUDGET

Any unbudgeted expenditure exceeding \$50 shall require approval by the Governing Board.

G. WAYS & MEANS

1. Tax Exempt

To protect your tax exempt status as a nonprofit organization concerning Ways & Means fund raising projects, refer to IRS ruling information in the *Guidelines for Officers.*

2. SEPARATE ACCOUNTING

The Chapter shall keep a separate accounting of all proceeds received from the fund raising project. And or as determined by the Governing Board in advance of the Fund Raiser (i.e., scholarships, charity, etc.

3. OPERATING EXPENSE CAUTION

Fund raising proceeds shall be used only for the project designated.

Event Minimums/Guarantees must have prior Governing Board approval.

4. POSSIBLE DEFICIT OBLIGATIONS

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

VII. VIP POLICIES

A. COMPLIMENTARY MEMBERSHIP

1. Each year the current Local Board President shall be honored with full WCR membership.
2. The Local Board President, as a complimentary member, shall be invited to attend each Chapter Meeting.

B. STATE OR NATIONAL WCR OFFICE

When a member of the Chapter is elected to State or National WCR 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.

C. HONORARY MEMBERS

Honorary members shall be elected by unanimous vote of the Governing Board on a yearly basis. Honorary members shall be exempt from paying Local Dues. Honorary members shall not have voting privileges.

VIII. AWARDS & RECOGNITION

A. MEMBER OF THE YEAR & AFFILIATE OF THE YEAR & BUSINESS WOMEN OF THE YEAR

1. A Local Chapter Member of the Year and Affiliate of the Year & Business Women of the Year shall be selected by the Awards and Recognition Committee* (see Appendix I for Awards and Recognition Committee policy) from the recommendations from the membership.
2. Selection of candidate by the Awards and Recognition Committee, for the Illinois Chapter may be made and forwarded to the state selection committee in a timely fashion for consideration for the State Chapter Member of the Year.
4. A 50/50 Raffle at all monthly meetings is to be used for member travel fund, to National, Regional, and State meetings. A member's eligibility is as follows: non-funded executive board members, committee chairs, up and coming leadership, currently paid National members (in good standing). The Awards and

Recognition Committee will confirm the member's eligibility and the amount distributed will be determined by executive board.

B. SCHOLARSHIPS

1. Scholarships shall be awarded by the Awards and Recognition Committee within the budgetary guidelines set by the Governing board and with the approval of the Governing Board.
2. There will be two (2) \$125.00 scholarships and additional scholarships and in such amounts as determined by the Governing Board and recipients will be recommended by the Awards and Recognition Committee to the Governing Board.

IX. CHAPTER ANNUAL REPORT

A. RESPONSIBILITY FOR PREPARATION

The Chairman of the Chapter Annual Report Committee shall be in charge of and the final authority on what goes in the Chapter

Annual Report. The Chairman shall organize the Committee to assist her throughout the year.

The Chapter President shall appoint a committee including the President-Elect to prepare the chapter annual Report at the end of the year in accordance with the requirements as outlined in the report and to be submitted to National by the due date to maintain the chapter in good standing.

B. RESPONSIBILITY FOR CHAPTER ANNUAL REPORT

The last two years Chapter Annual Report shall be kept the by the Chapter Annual Report Chairman to aid in putting the current book together. All prior books shall be maintained and catalogued in the Board Office library section.

X. CHAPTER CHARTER

The President shall be responsible for maintaining the Charter and other important documents for the Chapter.

APPENDIX I

Awards Committee

1) What awards are going to be presented

- Scholarships
- Member of the Year and Affiliate of the Year and Business Women of the Year
- CE classes

2) Who selects recipients

- Awards Committee submits recipients to the Governing Board which has ultimate decision using the guidelines provided by National

3) Qualifications criteria

- Scholarships

- Scholarships will be awarded to members who attended at least 8 WCR meetings within each calendar year
- To receive the scholarship proof of successful class completion will need to be presented to the committee
- Classes can be:
 - PMN (or other designation)
 - CE classes
 - Industry or Real Estate related class

- Member of the Year
 - Member must have done something significantly beneficial to WCR Chapter
 - Other factors considered could be state or national level participation

- Affiliate of the Year
 - Same criteria as Member of the Year

- Business Women of the Year
 - Use Criteria as outlined in the Leadership Procedure Manual as provided by National.

4) How much or what is awarded

- Scholarships (financial)
 - Amount of award will be determined by funds available in the budget

- Reimbursement will be in the amount of the cost for the class, but not to exceed \$125 per award

- Awards
 - Member of the Year and Affiliate of the Year
 - Should award be plaque or monetary and plaque

Business Women of the Year

Plaque

5) Documentation

- Present to Awards Committee
- Verification of completion of class through documentation such as registration, check, certificate, etc.
- Deadline should be no later than 12/01 of current year