

**STANDING RULES
ILLINOIS STATE CHAPTER
WOMEN'S COUNCIL OF REALTORS®**

I. CHAPTER MEETINGS

A. Regular Illinois State Chapter Meetings shall be held in conjunction with the Illinois Association of Realtors® meetings unless otherwise notified. A General Membership Meeting will be held in August.

B. The Annual Election Meeting shall be held in conjunction with the regular Chapter Meeting. The August meeting will be the Election Meeting.

C. Reservations for State General Membership Meetings will be handled as follows:
1. All reservations received 72 hours in advance will be paid as "Early Bird" reservations at cost indicated on reservation. All reservations received after the 72 hours advance deadline and walk-ins will cost \$10.00 additional.

2. All reservations that are made, but later cancelled after the 72 hour deadline or are "no show" will be billed to the individual if not previously paid.

II. GOVERNING BOARD MEETINGS

A. Regular Illinois State Chapter Governing Board Meetings shall be held in conjunction with the Illinois Association of Realtors® meetings unless otherwise notified.

B. Any member of the Governing Board with two or more unexcused absences shall be construed as having resigned from the Governing Board. Any excused absences must be approved by the Executive Committee.

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

D. The Governing Board shall consist of the Executive Committee, Current Local Chapter Presidents, and Chairmen of Standing Committees, all of whom shall be entitled to vote. The President will appoint One (1) National member from the State's general membership to serve as the voting Member-At-Large on the Governing Board.

III. EXECUTIVE COMMITTEE

A. The Executive Committee will meet a minimum of Four (4) times per year.

B. The Executive Committee will be comprised of the State Chapter Officers, Immediate Past President, and the 2 Illinois Governors.

IV. ELECTIONS

A. OFFICER & GOVERNOR QUALIFICATIONS
Members nominated for office shall have the following qualifications:

1. Held membership in the Illinois WCR Chapter for at least 3 years.
2. Chaired a State Committee or Task Force and served as Local Chapter President.
3. See By-Laws Article VI, Section 1 (A, B, C, D & E) regarding elective officers.
4. President & President-Elect shall attend All State and 2 National WCR Meetings/orientations, and Governing Board to be apprised of events & actions.

B. OFFICERS CONSENT TO SERVE

Officer nominees shall sign a Consent To Serve form after reading job description.

C. PROCEDURES

1. Those Eligible to Vote at the Annual Election Meeting: only the 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: The Chapter will have "Rules of the Day" instructions for the voting members on how the election shall be conducted. The By-Laws Committee shall establish "Rules of the Day."

V. INSTALLATION OF OFFICERS

- A. The incoming President shall appoint an Installation Committee which shall make arrangements for the installation, banquet & annual convention in consultation with the outgoing President.
- B. The President-Elect or her representative shall serve on the Installation Committee.
- C. The incoming President may select the Mistress of Ceremonies.
- D. The outgoing President shall have the duty of obtaining the incoming President's pin at the expense of the State Chapter in sufficient time for the Installation Ceremony.
- E. The incoming President shall obtain, at the expense of the State Chapter, a gift and/or plaque to be presented to the outgoing President at the Installation Ceremony.
- F. The budget for the Installation shall be sufficient to include the expenses of invited guest dignitaries (such as NAR Executive Officers, etc).

- G. All expenses incurred as a result of the installation shall be charged to the installation.
- H. The committee shall keep records of all expenses & proceeds pertaining to the installation. A report will be provided by the Chairperson at the next Governing Board Meeting.

VI. DUTIES

A. OFFICERS

- 1. State Chapter Officers shall abide by the WCR Bylaws, the Chapter's Standing Rules and the duties outlined in the Leadership Policy and Procedure Manual.
- 2. **PRESIDENT**
 - a. When the President takes office January 1, she shall furnish each officer with a copy of the Leadership Policy and Procedure Manual.
 - b. The President shall organize the year with State Orientation Meetings as outlined in the Leadership Policy and Procedure Manual.
 - c. The President will send Occasion cards to the members upon notification. All other donations are at the discretion of the Executive Board.
- 3. **PRESIDENT-ELECT**

The President-Elect shall serve as Education and Program Liaison.
- 4. **TREASURER**
 - a. All monies received for the Chapter shall be deposited in the account of the Chapter in a financial institution as specified by the Governing Board within seven (7) days of receipt. All authorized bills will be paid within thirty (30) days of receipt.
 - b. One (1) signature shall be required on all checks. The signature shall be the Treasurer's, or the President's in the absence of the Treasurer.
 - c. The Treasurer shall keep computerized, accurate records and shall retain copies of all checks for a period of seven (7) years. All records will be passed to the next Treasurer after the year's audit or internal review is complete. The Chapter will bond both the President and the Treasurer each year.

- d. The State Chapter shall see to it that all local chapters obtain a Federal Identification number and file appropriate tax forms if applicable.
- e. The Treasurer will perform such other duties as outlined in the Leadership Policy and Procedures Manual.
- f. The Treasurer shall serve on the Finance and Budget Committee and could serve as Chairman.

5. SECRETARY

- a. The Secretary shall take Minutes at all meetings.
- b. All Minutes shall be verified by the President and signed by the Secretary before they are disseminated according to custom, which may be mailed prior to the next Chapter meeting or distributed at each Chapter meeting.

6. GOVERNOR

Governor's duties shall be as outlined in the Policy and Procedure Manual and any additional responsibilities as directed by the Governing Board.

B. COMMITTEE CHAIRMEN

- 1. All outgoing Chairmen shall make a written report on the committee's accomplishments at year's end and pass on committee material to the incoming committee chairmen.
- 2. The incoming committee chairmen may recommend to the incoming President possible members to serve on their committee. The President may consider these members for appointment.

C. PARLIAMENTARIAN

A parliamentarian and an alternate Parliamentarian shall be appointed by the President.

D. NOMINATING COMMITTEE

- 1. The Nominating Committee will meet separate and apart from the Illinois State WCR Governing Board & General Membership Meeting.
- 2. The Nominating Committee will have the application form available by May 1.

3. Applications for any elective office are to be submitted to the Nominating Committee 2 weeks prior to the interviews.
4. All applications must be typed or printed.

VII. FINANCIAL MATTERS

A. REIMBURSED EXPENSES

1. The annual budget will establish a maximum to be allocated for the President, President-Elect, Treasurer, Secretary and Governors. The funds are to be reimbursed for expenses incurred as a result of participation in National, Regional & State Meetings. All officers will receive the budget allotment based on meetings attended.
2. Funds will be paid upon submission of an expense report, with receipts, following National Meetings.
3. All reimbursable expenses must be submitted within 30 days of travel return. After 30 days, no bills will be reimbursed and the same will become the expense of the person who incurred them.
4. Reimbursable expenses may include airfare, ground transportation, hotel room, convention registration, WCR functions and meals for the officer. Meals will not exceed \$50 per day. Total reimbursement will not exceed the maximum budget for that meeting.
5. Reimbursement for attendance at National, Regional and State Meetings will be allotted as follows:
 - a. 80% of allotted budget for National Meetings (40% per meeting attended);
 - b. 15% of allotted budget for Regional Meeting attended;
 - c. 5% of allotted budget for State Meetings per meeting attended (based on 4 state meetings per year).
6. If there are funds remaining in the Officers' National Travel Budget, the balance can be used to offset local travel expenses upon submission of an expense report, not to exceed the balance remaining in the individual Officer's National Travel Budget.

B. GUEST SPEAKERS

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

C. AUDIT

1. The President shall appoint the Audit Committee. One member shall be appointed to serve a second term to ensure continuity.
2. 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.

D. BUDGET

1. The Chapter shall operate within a budget which shall be approved at the first Governing Board meeting of the following year.
2. The Treasurer and the Finance & Budget Committee shall prepare the proposed budget in sufficient time to be mailed to the Governing Board at least seven (7) days prior to the first Governing Board Meeting of the year.
3. The Executive Committee shall review the budget prior to presenting it to the Governing Board for approval.
4. Any unbudgeted expenditure exceeding **\$50** shall require approval of the Executive Committee Any unbudgeted expenditure exceeding \$100.00 shall require approval of the Governing Board.
5. All contracts shall be in writing with a specific dollar amount. All contracts are to be signed by the Women's Council of Realtors®, State of Illinois President and Treasurer. A copy of the contract is to be kept by the President, the Treasurer and the Secretary.

E. WAYS AND MEANS/FUND RAISING

1. Tax-Exempt Status

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. Separate Accounting

- a. The Chapter shall keep separate accounting of all proceeds received from fund raising projects by line item.
- b. A report of proceeds will be provided by Ways and Means to the Governing Board no later than 30 days after the event.

3. Possible Deficit Obligation

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

VIII. VIP POLICIES

NATIONAL WCR OFFICE

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

IX. MEMBER OF THE YEAR AWARD

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

X. COMMUNICATIONS

All email blasts distributed by the State Chapter must have a remove line and a signature and contact information for the contact person from the Chapter originating the email.