



Illinois ~ West Suburban Chapter

STANDING RULES

Adopted April 2008

I. MEETINGS

- A. Regular Chapter Meetings shall be held on the second (2nd) Wednesday of the month unless otherwise noted.
- B. The Annual Election Meeting shall be held in November. It may be held in conjunction with a regular Chapter Meeting.
- C. The Installation Meeting will be held in December. It may be held in conjunction with a Regular Chapter Meeting.

II. GOVERNING BOARD MEETINGS

- A. Governing Board Meetings shall be held no fewer than six (6) times a year.
- B. Any member of the Governing Board with two or more unexcused absences shall be construed as having resigned from the Governing Board.
- C. Reinstatement of such members whose seat was vacated in this manner may apply for reinstatement which shall require a majority vote of the Governing Board.

III. ELECTIONS

- A. Officer(Executive Committee/Board Member) Qualifications

Members nominated for Office shall have the following qualifications:

- 1. The President, President-Elect and Vice President of Membership Candidates shall be National REALTOR[®] members (in good standing) of the Women's Council of REALTORS[®] Local, State & National Chapters), the National Association of REALTORS[®] and their respective Local Association of REALTORS[®] at the time of their respective Nomination and during their tenures in their respective Offices.
 - 2. The Secretary and Treasurer Candidates shall be National REALTOR[®] members (in good standing) of the Women's Council of REALTORS[®] (Local, State & National Chapters), the National Association of REALTORS[®] and their respective Local Association of REALTORS[®] or Affiliate Members of The West Suburban Chapter of the Women's Council of REALTORS[®] (in good Standing) at the time of their respective Nomination and during their entire tenures in their respective Offices.
 - 3. 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 for processing Chapter Business.
- B. Officer Election Voting Eligibility. At the Annual Election, only those West Suburban Chapter members (in good standing whose dues have been paid in full) and are Members of record in the Women's Council of REALTORS[®] shall be entitled to vote.

IV. INSTALLATION OF OFFICERS

- A. The incoming President may select the individual who will act as the Installing Officer during said Installation Ceremony.
- B. The outgoing President shall pass the President's Gavel in sufficient time for the presentation at the Installation Ceremony.
- C. The Incoming President shall obtain, at the expense of the West Suburban Chapter, a Plaque to be presented to the outgoing President at the Installation Ceremony and Incoming Officer's Pins.

V. OFFICER DUTIES & RESPONSIBILITIES

A. Officers

- 1. Shall take office on January 1st of the subsequent year and following the meeting wherein the Installation of officers is conducted and as proved for in the Women's Council of REALTORS[®] – Leadership Policy and Procedure Manual.
- 2. West Suburban Chapter Officers shall abide by the National, State & Local Chapter BYLAWS and Standing Rules and the responsibilities relative to their office and as outlined in the Women's Council of REALTORS[®] – Leadership Policy and Procedure Manual.
- 3. The Executive Committee shall consist of 6 Members: President, President-Elect, Vice President of Membership, Treasure, Secretary & the Immediate Past President.
- 4. The President, President-Elect and Vice President of membership are encouraged to attend State Women's Council of REALTORS General Membership Meetings, the State Chapter Orientation Meeting, and all local Executive Committee/Session and Governing Board Meetings as well as the monthly West Suburban Chapter General Membership Events/Meetings.
- 5. 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.
- 6. President-Elect shall serve as Bylaws Committee Chairman and as Education and Program Chairman.
- 7. Vice President of membership shall serve the Chapter as required and fulfill the responsibilities relative to their office as outlined in the Local and State Chapter Bylaws and Standing Rules and in the Women's Council of REALTORS[®] – Leadership Policy and Procedure Manual.

8. 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).
9. Treasurer shall deposit all monies received by the Chapter in the account of the West Suburban Chapter of WCR of the NATIONAL ASSOCIATION OF REALTORS® in a financial institution selected by the Governing Board. Two signatures shall be required on all checks; the signature shall be the Treasurer's and President's. The Treasurer shall keep written and accurate records on financial software program (ie: 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 year's 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 whom the President may consider to appoint.

VI. MEMBERSHIP

A. New Members

1. Applications and dues checks shall be collected by the membership Chairman who shall forward National Membership applications to the Chicago office and local affiliate applications to the Chapter Treasurer.
2. Welcome cards or letters of welcome shall be sent to each new member by the Membership Chairman on behalf of the President.
3. New Member orientation shall be arranged for new members by the Membership Chairman at a meeting determined by the Governing Board as they fit into the regular program.

VII. FINANCIALS

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. Expenses to be reimbursed may not be prepaid by chapter check. Expenses must be verified by an original bill or receipt.
5. Reimbursement will only be made after meeting attendance within 30 days thereafter.
6. Any budget figures relative to officers' travel must be approved by the Governing Board.

B. Guest Policy

1. 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. Qualified prospective members may be brought to 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. All guests shall be sent a follow-up letter along with a Chapter newsletter, when available, within two weeks after attending a regular membership meeting by the Vice President of Membership on behalf of the President via electronic or regular US Mail.

C. Reservation Obligations

1. Reservations for all Chapter Meetings and events sponsored by the Chapter shall be a financial obligation to be paid by the member.
2. A cancellation deadline shall be established for each ticketed function or meeting of the Chapter and shall be announced in the notice for that function.
3. Billing will occur when the registration is not cancelled within the established number of days prior to the event.
4. Members making a reservation will be charged for the meal or refreshments whether they eat or do not eat.
5. 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. 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/partner, parent/in-law or child, an appropriate memorial not to exceed \$50.00 shall be selected.
2. The Governing Board shall approve any unbudgeted courtesy expenses.

E. Prior to January 31st of any given year, the Treasure'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. Any unbudgeted expenditure exceeding \$50 shall require approval by the Governing Board.

G. 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.

1. 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.)
2. Fundraising proceeds shall be used only for the project designated.
3. Event Minimums/Guarantees must have prior Governing Board approval.
4. No ways and means project shall be undertaken which could create a deficit obligation for the Chapter without Governing Board approval.

VIII. HONORARY MEMBERS

- A. 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.

IX. AWARD & RECOGNITION

- A. Member of the Year & Affiliate of the Year

1. When agreed upon by the Governing Board a local Chapter Member of the Year and Affiliate of the Year shall be selected.

X. CHAPTER ANNUAL REPORT

- A. Responsibility for Preparation

1. 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.
2. The last two years Chapter Annual Report shall be kept by the Chapter Annual Report Chairman to aid in putting the current book together.

XI. CHAPTER CHARTER

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

Approvals

For adoption date of: April 16, 2008

Officers:

Elizabeth Kmet- 2008 President

Bruce Barnes - 2008 President-Elect

Debra De Francesco - 2008 Vice President of Membership

Sue Azzarello- 2008 Treasurer

Rose Mary Woodley- 2008 Secretary

Standing Committee Chairs:

Gina Belsanti Cleary- Membership

Melody Wilp- Hospitality

Dennis Baier- Publicity/Communications

Mary Streit- Newsletter