

WOMEN'S COUNCIL OF REALTORS
OF THE NATIONAL ASSOCIATION OF REALTORS
INDIANAPOLIS CHAPTER

STANDING RULES

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REGULAR MEETINGS

- 1. February – Honor Million Dollar Producers
- March – Membership Drive Month
- June – Honor Past Presidents
- October – Elections/Member of the Year
- December – Installation of Officers Month

GOVERNING BOARD

- 1. Standing Committee chairs eligible to vote are required to attend all Governing Board meetings unless excused.
- 2. Special committee chairs are encouraged to attend all Governing Board meetings and if unable to attend should request to be excused. Such chairs are not eligible to vote.
- 3. Governing Board members shall receive a notice regarding location, date, and time of meeting. Members are required to call the President if unable to attend.
- 4. All other Members are invited to attend Governing Board meetings but are not eligible to vote.

GOLDEN RULE AWARD

1. Special committee appointed by the President. Award shall be given throughout the year as recipients are approved by the Governing Board. This award was established to recognize and promote the positive ethical performance of all Realtors and Affiliates of the Metropolitan Indianapolis Board of Realtors.
2. Guidelines are:
 - Given to those who follow the Golden Rule. “Do unto others as you would have them do unto you”, and to those who “go the extra mile”.
 - Open to ALL Members of MIBOR. (Not exclusive to WCR members or Realtors.)
 - Recommendations must be in writing to Local Chapter President.
 - Governing Board must approve all recipients.
 - Prefer specific incidents showing outstanding ethical conduct.

INSTALLATION OF OFFICERS

1. Shall be held annually in December at a location, date and time to be set by outgoing Governing Board.
2. Chapter shall provide a plaque or item of recognition for the outgoing President. The current President-Elect shall be responsible for ordering same.
3. The Chapter shall provide a current year President’s pin to incoming President. The current President shall award the pin and be responsible for ordering the same.

FINANCE – Section 100

101. Treasurer will bill, within ten (10) days of an event, Members who fail to cancel their reservation for Chapter Functions, as noted on all flyers sent out regarding the function.
102. Members attending a ticketed function shall be charged for the meal or refreshments whether they eat or not.
103. All withdrawals from the Indianapolis Chapter funds are to be in the form of checks. The President, Treasurer, and President-Elect are the checking account signatories. Any withdrawal under \$500 requires the signature of the Treasurer, or in the absence of the Treasurer, the signature of the President or President-Elect. Any withdrawal over \$500 requires two signatures.
104. When the Vice-President of Membership receives the local Chapter dues check(s) from the Chicago WCR office, it will immediately be forwarded to the Treasurer for deposit into the Indianapolis Chapter checking account.
105. All expenses for reimbursement need to be turned in within 30 days of function or when expense was incurred in order to receive reimbursement. Any expenses turned in past 30 days may be taken to the Governing Board to decide whether or not the Treasurer is allowed to make the reimbursement.
106. Reimbursement will be given to the President-Elect (or designated replacement from the Governing Board) for: Any transportation, lodging and early registration, excluding any ticketed functions, to Regional and National WCR meetings.
107. Any person receiving any reimbursement by the Chapter for any event shall be required to attend all required WCR meetings and functions applicable to the office, regional caucus and break out sessions, and Governing Board meetings. The person is to file a written report to the Chapter with expenses to be reimbursed.
108. All airline tickets shall be purchased at discounted prices with no less than 21 days advance purchase. Automobile mileage will only be reimbursed to regional and national meetings at a rate equal to the current IRS mileage rate, but in no event shall the automobile reimbursement be greater than the cost of the lowest said discounted airline ticket fare.

MEMBERSHIP – SECTION 200

201. Vice-President of Membership reviews all new member applications to ensure it is correctly completed, dates the application, photocopies the check and application then immediately forwards the application and check to the Chicago WCR office. The Local Affiliate dues are forwarded to the Treasurer for deposit into the Indianapolis Chapter checking account. VP of membership also notifies the President and Hospitality Chair of all new members. VP of Membership sends out a welcome letter and provides each new member with a welcome packet; which includes a copy of the Indianapolis Chapter By-laws, Standing Rules, list of current members and upcoming events and meetings for local, state, regional and national. Other information that may be available and helpful to the new member will also be included.
202. When the President receives the list of names from which dues payments are received from the Chicago WCR Office, it will immediately be forwarded to the Vice-President of Membership.
203. Vice-President of Membership handles all membership changes and forwards all such changes to the Chicago WCR office, then notifies the President and Hospitality Chair.
204. Vice-President of Membership will invite all new MIBOR members to a WCR General Membership Meeting as a guest at no charge (excluding special events).

RESERVATION/GUEST POLICY – SECTION 300

301. Reservations for all Chapter Meetings and events sponsored by the Chapter shall be a financial obligation to be paid by the member, unless cancelled prior to the cancellation deadline established for each function and announced in the notice for that function. (See Finance Section item 101)
302. If members wish to attend a ticketed function without a reservation, they shall be accommodated on a space available basis only, and at an additional fee.
303. Members are encouraged to bring guests to all Chapter functions. Non-Members, who are qualified prospective members, may attend two (2) Regular Chapter Meetings as a guest before joining. This does not apply to member's family or special guests provided they are not eligible for WCR membership.
304. Guest Speakers shall receive a complimentary meal. Additional compensation or gift may be offered according to the budget guidelines, unless directed otherwise by Governing Board. This includes speakers who are WCR members.

MEMBER OF THE YEAR – SECTION 400

401. A Special Committee shall be appointed by the President, with the approval of the Governing Board. It is not mandatory that this award be given annually.
402. The award recipient from the previous year shall serve as chair. The committee shall consist of at a minimum of one past Member of the Year, a member of the Governing Board and one member from the General Membership. The committee shall consist of 5 members, 3 members shall constitute a quorum. The Member of the Year award is traditionally presented at the October Meeting.
403. Nominees
 - a. Shall be a current member in good standing of WCR.
 - b. Shall have been a REALTOR for a minimum of five consecutive years.
 - c. Chair shall solicit recommendations from the membership in writing. Current Local Chapter President, President-Elect, Secretary or Treasurer will not be eligible to receive the award during or within one year after the term of office. This does not preclude Past Presidents or other past officers from receiving the award.
 - d. The Member of the Year committee shall establish the criteria and deadlines by which the Member of the Year nominees shall be judged and advise all nominees of this information. Prior recipients shall be eligible to receive the award more than once.
404. Recognition. The recipient of the Member of the Year Award shall be recognized with an appropriate commemoration which includes title of the award, name of the recipient, year honored and Indianapolis Chapter of WCR. Member of the Year Award winner shall be honored at the October Chapter meeting each year. Local Chapter Member of the Year award winner's name and information shall be submitted to the WCR State Chapter to be eligible for State Member of the Year.
405. Member of the Year shall be presented to MIBOR for consideration as MIBOR Realtor of the Year.

AFFILIATE OF THE YEAR AWARD

501. A Special Committee shall be appointed by the President, with the approval of the Governing Board. It is not mandatory that this award be given annually.
502. The award recipient from the previous year shall serve as chair. The committee shall consist of at a minimum one past Affiliate of the Year, a member of the Governing Board and one member from the General Membership. The committee shall consist of 5 members, 3 members shall constitute a quorum.
503. Nominees
 - a. Shall be a current Affiliate member of WCR.
 - b. Shall have been an Affiliate MIBOR member for a minimum of three consecutive years.
 - c. Chair shall solicit recommendations from the membership in writing.
 - d. The Affiliate of the Year committee shall establish the criteria and deadlines by which the Affiliate of the Year nominees shall be judged and advise all nominees of this information. Prior recipients shall be eligible to receive the award more than once.
504. Recognition. The recipient of the Affiliate of the Year Award shall be recognized with an appropriate commemoration which includes title of the award, name of the recipient, year honored and Indianapolis Chapter of WCR. Affiliate of the Year Award winner shall be honored at the October Chapter meeting each year.
505. Affiliate of the Year shall be presented to MIBOR for consideration as MIBOR Affiliate of the Year.

OFFICERS AND COMMITTEES DUTIES – SECTION 600

601. The Local Chapter President shall:

- a. Preside at Governing Board and Chapter meetings
- b. Appoint all committee chairs except Nominating Committee, subject to the approval of the Governing Board.
- c. Possess knowledge of Local Chapter Bylaws and Standing Rules; WCR structure and history; *Robert's Rules of Order Newly Revised*.
- d. Make copies for Officers/Members of applicable materials received.
- e. Issue an invitation early in the year to the State WCR Governor to make an official visit to the Local Chapter.
- f. Ensure that Chapter activities are not in conflict with MIBOR activities.
- g. Coordinate officer and committee activities and responsibilities.
- h. Make certain that Chapter Bylaws are updated and amendments reported to the National WCR office.
- i. Attend the Local, State, Regional, and National meetings.
- j. Schedule meetings in accordance with the Chapter Bylaws and Standing Rules.
- k. Follow Chapter Meeting "Order of Business" as outlined in *Leadership Policy & Procedure Manual*.
- l. Cooperate with requests from the State Chapter President, Governor, Regional Vice President, and National WCR Office.
- m. The President shall be the designated voter for the Chapter at the National Annual Business Meeting. In their absence, the Local Chapter delegate shall be the President-Elect in good standing of the same Local Chapter, designated in writing by the President.
- n. Complete and submit on time the required forms/reports contained in the *Leadership Policy and Procedure Manual*:
 - i. Local Chapter President's Proposed Outline Plan
 - ii. Local Chapter Information for WCR Governor
 - iii. Local Chapter President's Report of Governor's or State Chapter President's Visit.
 - iv. Local Chapter President's Annual Report
- o. Invite the State Chapter President to the Induction of Officers at December's Holiday Luncheon, early in the year. The President is responsible for planning the Induction of Officers in conjunction with the Holiday Luncheon. The President is responsible for ordering and presenting a gift to the State Chapter President after the Induction of Officers in an amount not to exceed \$40.
- p. The Local Chapter President is ultimately responsible for all communication within and from the Chapter.
- q. The President shall contact all new Chapter Members and invite them to serve on a committee.

602. Local Chapter President-Elect shall:

- a. In the absence of the President, the President-Elect shall preside at all meetings and perform the necessary duties of this office. The President-Elect automatically succeeds to the presidency the following year.
- b. Attend Leadership Academy
- c. Shall attend the Fall National Meeting (Annual Convention). The incoming President will be the designated voter for the annual national elections in the absence of the President. President-Elect shall attend all Local, State, Regional and National Meetings, including the Annual Business Meeting. The cost of lodging for days of the meeting only, transportation and registration will be reimbursed. Only the Inaugural Dinners will be reimbursed. (See Finance Section items 106-108)
- d. Must prepare a written report as to which meetings were attended and what information was gained at those meetings, which is to be turned in with expenses.

603. Vice President of Membership shall:

- a. Oversee all membership activities. Accountable for the recruitment, retention and recapturing membership efforts of the chapter.
- b. Responsible for the implement and follow-through on the National Membership Marketing Campaign when one is in effect. Establish Local Chapter membership goals in coordination with the Local Chapter President and Local Chapter Governing Board.
- c. Communicate membership goals and organize Chapter effort to achieve goals.
- d. Monitor membership reports received from National WCR for accuracy, and follow-up on any discrepancies.
- e. Report to National WCR any corrections, changes to member information (i.e. telephone, address)
- f. Chair the Membership Committee.
- g. Produce a current list of NEW members to the Governing Board on a monthly basis.

604. Secretary shall:

- a. Take the minutes of each Governing Board meeting.
- b. Original copies of all minutes should be kept in a permanent Chapter Minutes Book and one copy of each shall be mailed to the Chapter President, President-Elect, State Chapter President and Governor. Keep minutes clear, concise and accurate. It is not necessary to report discussions.
- c. Responsible for notifying National WCR office of name and address of newly elected officers of the Chapter as soon as elected, but no later than November 1st.

605. Treasurer shall:

- a. Keep ledger showing receipts and disbursements. Deposit all funds upon receipt in accounts designated by the Governing Board. Write and sign checks. All bank accounts shall include Treasurer, President, and President-Elect on the signature card. Any amounts over \$500, need two Officers' signatures.
- b. Serve on Finance and Budget Committee and help prepare the budget.
- c. Prepare statements for each Governing Board meeting showing the approved budget and year-to-date figures, subject to audit. The annual audit to be performed prior to February meeting by a committee appointed by the President. Each fundraiser to be shown on a separate report attached to the report.
- d. Reimburse officers' expenses, not to exceed the approved annual budget or Standing Rules. Paid receipts must be turned in and WCR meetings must be attended BEFORE disbursement of funds. All expenses shall be presented in a written report within 30 days after the expense occurs and must be during the year of office by December 1st to facilitate closing the books on December 31st.

606. By-Laws Committee shall:

- a. Review and revise Bylaws as needed or requested by National. Make certain Local Bylaws have no conflicts with the model bylaws of a local chapter.
- b. Supervise amendment(s) as required. Submit copies to National as required. Develop and review periodically Standing Rules which should be voted on each year.
- c. The Chair, as a voting member of the Governing Board, should attend all meetings of the Governing Board and General Membership meetings.

607. Education and Program Committee shall:

- a. Plan programs to increase members' productivity and income. Plan and develop programs for Chapter meetings consistent with the needs of Members. The impact of WCR on the Members increases when each Local Chapter provides meaningful education for a more professional and successful career in real estate.
- b. Carry out program plans, completing arrangements for speakers, panelists, round table leaders, etc. Evaluate programs' impact and success. Inform members of educational opportunities offered by the Local Board, State Association, NAR Affiliates and by nearby educational institutions.
- c. The Chair, as a voting member of the Governing Board, should attend all meetings of the Governing Board and General Membership Meetings.

608. Budget and Finance Committee shall:

- a. Prepare an annual budget for presentation and approval at the first Governing Board meeting of the year.
- b. Review budget and actual expenditures with the Treasurer as needed.
- c. Work with Ways and Means Committee to plan and conduct fund raising programs as needed to send the Local President and President-Elect to National Meetings.

609. Membership Committee shall:

- a. Recruit new members by planning a Chapter membership program or drive that encourages and challenges members to recruit new members.
- b. Plan for recognition of new members at Chapter meetings.
- c. Retain existing membership and re-recruit “dropped” members.
- d. Notify the national WCR office, State and Local Officers of changes of status or address of membership.
- e. Compile and publish a Chapter roster.
- f. Before distributing membership applications to prospective members, complete the dues amounts on the application and the name of the Chapter the individual is joining. These steps will ensure speedier and more accurate processing at the National WCR office. Remember to pre-qualify candidates for National Affiliate membership by making sure the Chapter is under the 30% limit and the individual is a MIBOR member.
- g. The Chair, as a voting member of the Governing Board, should attend all meetings of the Governing Board and General Membership Meetings.

610. Ways and Means Committee shall:

- a. Assume responsibility of Finance and Budget Committee to conduct fundraising programs as needed. Raises funds to enable the Local Chapter President and President-Elect to attend national meetings. Is responsible for coordinating Style Show and other fund raising events.
- b. The Chair, as a voting member of the Governing Board, should attend all meetings of the Governing Board and General Membership Meetings.

611. Marketing Committee shall:

- a. Promote and maintain a favorable image of WCR.
- b. Prepare and submit media releases to publicize Chapter activities and achievements as required.
- c. Copy the national WCR office on all newspaper clips mentioning WCR activities. Notify National WCR office of any radio or television coverage of a WCR event.
- d. Plan and prepare communications (meeting notices, etc.) for the membership.
- e. Coordinate a photographic record of Chapter activities, history and/or publicity and provide to Web Master.
- f. The Chair, as a voting member of the Governing Board, should attend all meetings of the Governing Board and General Membership Meetings.

612. Hospitality Committee shall:

- a. Welcome guests and members to Chapter Meetings and introduce them to the Members.
- b. Encourage unity and friendship with the Chapter.
- c. Communicate on behalf of the Chapter with Members who are ill or bereaved.
- d. In the case of a death of a Chapter Member, spouse, parent or child, an appropriate memorial not to exceed \$50.00 shall be selected. Memorials are to be a donation to an appropriate charity, one chosen by the family or by the Governing Board.
- e. May have a subcommittee such as a Reservations/Attendance/Telephone Committee to record reservations for Chapter meetings and report as required. Maintain the attendance records. Calls members to remind them of upcoming meetings in order to garner more reservations for meetings.

613. Website Committee shall:

- a. Coordinate the website with advertisers. Collect the yearly fees and promptly turn the fees over to the Treasurer for deposit.
- b. Shall keep the website up to date with photos of current leadership.
- c. Shall institute changes to Member information on the website when given that information by the Member.
- d. Shall keep membership updated on a monthly basis with the changes National has on their website.
- e. Shall not make any major changes or negotiate any new prices without the express permission of the Governing Board.

614. Nominating Committee shall:

- a. Obtain a signed letter of commitment from each nominee prior to elections.

STANDING RULES –

Original Date: October 6, 1993
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Approved:

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