

**STANDING RULES OF THE DALLAS CHAPTER  
WOMEN'S COUNCIL OF REALTORS**

**Revised Date: 4/03/08**

**Approved Date: \_\_\_\_\_**

**I. MEETING**

**A. CHAPTER MEETINGS**

At least 10 Chapter meetings per year will be held at times and places to be determined by the Governing Board, unless otherwise notified.

**1. TIME FOR MEETING**

Since time is of the essence, chapter meetings shall be held to a maximum of 1.5 hours including time for eating.

**2. ANNUAL ELECTION MEETING**

Annual Election Meeting will be held by September 30th. It may be held in conjunction with a Chapter meeting.

**3. INSTALLATION MEETING**

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

**B. GOVERNING BOARD MEETINGS**

Governing Board Meetings will be held at least 10 times per year at a time and place designated by the President and prior to the monthly Chapter meeting. Six (6) voting members of the Governing Board constitute a Quorum. A majority vote is required for Governing Board Approval.

**II. ELECTION**

**A. OFFICER QUALIFICATIONS**

Members nominated for office will have the following qualifications:

1. Held membership in a WCR Chapter for at least two (2) years
2. Have Chaired a Committee

The President, President Elect, and Vice President of Membership of the Chapter shall be elected from active REALTOR® members in good standing.

7. At the conclusion of the interview process and prior to August 1st, the Committee members shall select one candidate for each office and present the proposed slate of officers in writing to the Secretary who shall present the slate via electronic mail to the General Membership at least ten (10) days prior to the Annual Membership Meeting.
8. The Notification of Election shall include:
  - a. The date, time and place of election
  - b. Definition of eligibility
  - c. The candidate's signed consent shall be turned over to the Secretary for safe keeping and retained as a part of the chapter's permanent record
9. At the Annual Election Meeting, The President or the Nomination Committee Chairman shall present the slate of candidates for the offices. Before the vote is cast for each office, additional nominations from the floor may be made.
  - a. No name shall be placed in nomination from the floor without the written consent of the nominee.
  - b. Nominees shall meet all officer qualifications as defined in Section II of these Standing Rules.
10. Annual Election: The Annual Election meeting shall take place by **September 30th** so that the elected slate of officers may be submitted to National WCR prior to the **October 15th deadline**.
  - a. Rules of the Day ---Election of officers shall be by a voice or roll call vote, or written ballot if there are two or more nominees for an office.
  - b. Tellers ---a minimum of three (3) tellers will be appointed by the President. Nominating Committee members may not serve as Tellers. All ballots will be destroyed by the tellers after the election.
  - c. The list of candidates shall be presented to the General Membership by the Nomination Chairman or the President.
  - d. Nominations shall be made from the floor.
  - e. The President shall call for a quorum. 20% of our Chapter's Realtor and National Affiliate members constitute a quorum. The most recent membership report received from National will be used to determine the total Realtor members at the time of the election.
  - f. If no additional nominations are made from the floor, a motion may be made and seconded to accept the slate of officers as presented.

2. If the **secretary** is unable to fulfill this task, the incoming President can designate another person to accomplish it.

## F. FINANCES

1. The budget for the Installation Ceremony will be sufficient to include the expense of up to 20 invited chapter guests, i.e. dignitaries, local Association President, Executive Officer, etc.

Incoming President plus up to 3 invited guests

Up to 3 invited guests of the Realtor of the Year award recipient

Up to 3 invited guests of the Affiliate of the Year award recipient

Up to 3 invited guests of the Ebby Award recipient

Up to 3 invited WCR State and/or National officers

Up to 2 local Realtor Association officers

Up to 2 Installing Officers and/or Guest Speakers

2. The total cost of the installation shall not exceed the amount budgeted in the current year without the approval of the governing board.

## DUTIES

**OFFICERS-** Chapter officers will abide by the Chapter Bylaws and Standing Rules and fulfill their duties as outlined in the Policy and Procedure Manual from WCR National.

### CHAPTER PRESIDENT

At all times during the term of office, the President shall represent the Council and act in its name, subject to its policies. The President shall be an ex officio member of all Committees except the Nomination Committee. The President may assign and charge officers with the responsibility to meet with and act as liaison between Chapter Committees and the Governing Board. It will be understood clearly that such assigned Officer has no vote and only serves as an observer. (Example: Treasurer will attend the Ways and Means Committee or the Secretary will attend the Publicity and Public Relations Committee Meetings.) Committee visitation gives Officers the opportunity to be more knowledgeable about the Chapter's operational structure.

- a. Presides with a well-planned agenda at regular and special Governing Board and Membership meetings.
- b. Coordinates all of the business and affairs of the Chapter.

In the absence of the President, shall preside at all meetings and perform the necessary duties of this office. The President-elect automatically succeeds to the presidency the following year and attends Leadership Academy.

- a. In the event of the death, disability, removal from office or resignation of the President, succeeds to the Presidency.
- b. Attends all District, State, Regional and National Meetings of WCR and serves as voting delegate in those instances when the President is not able to attend.
- c. Volunteers to serve on State and/or National WCR Committee(s).
- d. Attends education sessions and observes both the state and national governing board sessions when traveling on chapter business. A written report shall be given to the governing board upon returning from the meeting, as well as informing the general membership through both a newsletter article and brief report at the next meeting. No reimbursement of expenses will be given to the President-elect until the Treasurer has received a written report.
- e. Coordinates meeting arrangements. (e.g. meal selections, special equipment, flags, decorations)
- f. Coordinates all programs for monthly chapter meetings. Programs will be in accordance with WCR National guidelines for local chapter programs.
- g. **Works with the committees eligible and prepares entries for competition in the Chapter Excellence Awards and submits all paperwork to WCR National for evaluation by the Feb. 1<sup>st</sup> Deadline.**

#### **VICE PRESIDENT OF MEMBERSHIP**

- a. Oversee all membership activities. Accountable for the recruitment, retention and recapturing membership efforts of the chapter. Responsible for the implementation and follow-through on the national membership marketing campaign when one is in effect.
- b. Establish Local Chapter membership goals in coordination with the President and 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 (i.e. telephone, address) to member information.
- f. Some duties may be delegated to the membership chairman however the ones listed above should **not** be delegated.

request a check from the Treasurer for the membership.

## **SECRETARY**

- a. The Secretary takes the minutes of each Chapter meeting and each Governing Board meeting. Original copies of all minutes should be kept in a permanent Chapter's minute book. Copies of minutes will be kept in chronological order in a binder for the fiscal year. A copy of each should be sent by electronic mail to the State Chapter President and the Governor following board approval. Copies of the Governing Board Minutes should be made available to the President, all other Chapter officers, and Standing Committee Chairmen. Copies of General Meeting Minutes should be made available to all Officers and any member requesting them. (Usually, copies of minutes are placed on the tables at the general meetings for members to pick up.) Keep minutes clear, concise, and accurate. It is not necessary to report discussions.
- b. The Secretary is responsible for notifying the National WCR Office of the name and address of newly elected officers of the Chapter no later than November 1st.
- c. The Secretary is responsible for maintaining the Charter and other important documents of the Chapter in a designated location and gives all documents relating to the position to the incoming secretary for the next year.
- d. The Secretary is encouraged to attend District, State, Regional and/or National WCR Meetings, as budgeted or approved by the governing board.
- e. The Secretary attends educational sessions and observes both the state and/or national governing board sessions when traveling on chapter business. A written report shall be given to the governing board upon returning from the meeting, as well as informing the general membership through both a newsletter article and brief report at the next meeting. No reimbursement of expenses will be given to the secretary until the Treasurer has received a written report.

## **TREASURER**

- a. The Treasurer has custody of the funds of the Chapter and deposits them in accounts in a financial institution selected

- h. The Treasurer is responsible for ALL INVOICING, including billing members a fee of \$25.00 per occurrence for NSF checks. All committee Chairmen are responsible for submitting a complete list of expenses to be invoiced including contact name, company name, complete address and phone number, and a copy of the signed commitment and dollar amount with explanation for invoicing. (See Appendix for expense reimbursement form)
- i. Notifies the National WCR office of any change in the amount of Local Dues. (National WCR must receive notification of dues changes by **October 31** in order for the change to be included in the dues billing for the following year. Chapter Bylaws must also be changed and re-approved.)
- j. Submits the books to the President by December 23 for use of the Review Committee. The Treasurer is in attendance at this annual review.
- k. Serves as a member of the Ways and Means and Budget and Finance Committees.
- l. Attends as many District, Regional, State and National Meetings of WCR as budgeted or approved by the governing board. Attends education sessions and observes both the state and national governing board sessions when traveling on chapter business. A written report shall be given to the governing board upon returning from the meeting, as well as informing the general membership through both a newsletter article and brief report at the next meeting. No reimbursement of expenses will be given the Treasurer until the report has been received by the President.
- m. The President, plus one signature, must sign reimbursement for expenses incurred by the Treasurer.
- n. Procedures for chapter laptop and electronic record keeping.
  - 1. Treasurer shall keep all chapter records on the laptop provided by the chapter. The Treasurer is entrusted with the safe keeping of this computer during their time in office, and should they resign for any reason, the computer will be returned to the chapter President or President-elect.
  - 2. As guardian of the chapter computer, they will be responsible to make back-up files of

incoming President, Secretary, and these reports plus Committee materials to incoming Committee Chairmen. All committees shall have no fewer than three (3) members.

### **BYLAWS AND STANDING RULES**

- a. Reviews Bylaws and revises them as needed or as directed by the National WCR office or by the Local Governing Board.
- b. After giving proper notice to the membership and getting their approval on changes, submits any changes of the Bylaws to the National WCR office for final approval.
- c. Reviews and revises the Standing Rules, presents any Revisions to the Governing Board for approval and then insures that these are presented at the next General Meeting.
- d. Works closely with the Parliamentarian.

### **EDUCATION AND PROGRAMS**

- a. Under the guidance of the President-elect, the committee plans and develops programs for the local chapter meetings in accordance with the National WCR guidelines. To ensure quality programs for the chapter, the expenses for speakers or education shall be budgeted...
- b. Promote and encourage participation in educational opportunities including PMN courses, TAR educational courses, Local Associations of REALTORS® and other societies and councils of NAR educational courses that may benefit WCR members.
- c. The committee shall be responsible for identifying and defining scholarship programs to benefit chapter members. All scholarship programs shall be approved by the governing board.

### **MEMBERSHIP**

- a. Plans and develops membership drives to help recruit new members and/or implements the membership drive which may be developed by WCR national.
- b. Works closely with the Vice President of Membership to maintain an open line of communication to the membership.
- c. Assists the Vice President of Membership in maintaining a complete up to date membership roster.
- d. Coordinate with chapter website committee to keep an updated list of the current National members on chapter website.

- a. Plans and implements programs to raise non-dues revenue for the Chapter.
- b. Submits a proposed budget for fund raisers to the Treasurer and processes all monies raised through the Treasurer.
- c. Establishes Sub-committee Chairs within the committee to handle different aspects of the particular fund-raisers.
- d. Submits a final report of the event(s) to the Governing Board and the Membership.
- e. Assists in the preparation of Chapter Excellence Award for the chapter at the request of the President.

**FINANCIAL OBLIGATIONS IN CONJUNCTION WITH WAYS AND MEANS:**

- a. **TAX EXEMPT STATUS** –To protect this Chapter’s tax exempt status as a Not-For-Profit organization concerning Ways and Means fund raising projects, refer to the IRS Ruling information in the Leadership Policy and Procedures Manual. It is the duty of the President to make sure that the Ways and Means Committee has a copy of this information found in the Leadership Policy and Procedure Manual.
- b. **SEPARATE ACCOUNTING and Budget** – The Chairman will establish a separate budget for all Ways and Means Projects, which will be reflected in the Chapter’s main budget. The committee under the direction of the committee chairman will assist the Treasurer in maintaining accounting of all proceeds and expenditures in connection with all fund raising projects.
- c. **OPERATING EXPENSE CAUTION**— the proceeds or profits of each event will be used as projects designated by the governing board only after expenses have been paid. (Example: Proceeds from an Angel Fund Auction will go to the Angel Fund account after the expenses of the auction are subtracted.) Note that current IRS regulations prohibit the chapter from donating more than thirty per cent of the operating budget to a charity or charities designated by the governing board.
- d. **POSSIBLE DEFICIT OBLIGATION**—No ways and means project will be undertaken which could create a deficit obligation for the Chapter without Governing Board approval.
- e. The committee chairman or any committee or subcommittee member does not have the authority to sign a contract on behalf of the governing board. All contracts for service must

number expected to attend the meeting. This committee serves as the greeting committee and collects money from members and guests for each General Meeting of the Chapter. Each month the final list of attendance, reservations not kept, and all money received is given to the Treasurer. A list of the names of guests is to be given to the Membership Chairman for recruiting new members.

#### **SUGGESTED PROCUDRES FOR RESERVATIONS:**

- A. All members making a reservation for meetings and not fulfilling the commitment will be billed the regular cost of the function. The cancellation deadline is no later than noon on the day prior to the meeting. A reservations list will be provided to the Treasurer monthly by the reservation committee. Reservations are payable by cash, check, or credit card. Any NSF check will be charged a \$25 fee per occurrence. The cost of the luncheon and NSF charges will be billed to the member.
- B. If members attend a function without a reservation, they will be accommodated on a space available basis only, and pay the late registration fee. Since the chapter is billed for the monthly luncheon by the number of attendees, no member will be allowed to attend without paying.
- C. It is the obligation of members to pay for all chapter events at the time of the events. Billing is discouraged as it creates an extra expense for the chapter.
- D. Reservations can be prepaid in advance for all luncheons, except for special events which may have a higher costs associated with the event. Any unused reservation vouchers cannot carry over to the next year without a written request presented to the governing board. Members will be informed of this policy via announcements at the chapter meetings, electronic mail and in newsletter. The governing board will review the reservation policy at the beginning of each year. Subsequent changes to the reservation policy will be changed in the standing rules by the Bylaws and Standing Rules Chairman once a new policy is adopted.

#### **NEWSLETTER**

Prepares a newsletter about local, state and national activities and distributes to the membership at least four (4) times per year.

radio or television coverage of a WCR event. Cooperate with other committees on communications for the membership. (i.e. meeting and/or event notices) Cooperate with the Chapter Excellence Award committee for submission.

## **HOSPILITY**

This committee shall arrange for cards, flowers and/or other gestures of kindness to express congratulations or condolences to members of the Dallas Chapter.

**Memorials** – In the case of death of a Chapter member, a member's spouse, child, parent, or spouse's parent's death, the Hospitality Chairman will select an appropriate memorial not to exceed \$100.

**Get Well Remembrances** – The Hospitality Chairman will send a card to a member who is ill or hospitalized. In the event of surgery or major illness, the chapter secretary will send flowers, costs not to exceed \$100.00.

**Unbudgeted Courtesy Expenditures** – The Governing Board must approve any unbudgeted courtesy expense. The President, as a representative of the members of this chapter, will bring before the governing board any circumstances where the chapter may need to participate in expenditure for a special memorial, scholarship, or donation on behalf of a special member of WCR.

## **PROFESSIONAL STANDARDS**

At the President's discretion, a chairman and committee may be appointed and approved by the Governing Board to assist in the presentation of at least one (1) program during the year which deals with professionalism of the real estate industry and emphasizes the necessity of members adhering strictly to the Code of Ethics of NAR.

## **POLITICAL INVOLVEMENT/TREPAC**

At the President's discretion, a chairman and committee may be appointed and approved by the governing board to act as a liaison for the Chapter to the Local Association(s) of REALTORS® and keep the Chapter informed of political issues which impact the industry. May assist in arranging a Meeting with a local politician(s).

Helps identify and coordinate worthwhile community programs for the Chapter to support through volunteer work, visitation or donations.

### **ANGEL FUND**

This fund is held in a separate account from the Operating Fund, and is utilized when WCR members in need have a catastrophic financial need, disaster, or serious illness.

- a. The purpose of this fund is assist members in their personal time of crisis.
- b. The committee appointed by the President shall consist of the Presidential Advisor, and two members from the governing board. Requests for funds will be handled on a case by case basis, with the monetary amount per request not to exceed 30% of the total fund.
- c. The committee must submit their recommendation to the governing board. Due to the urgent nature of some requests, the committee may convene via conference call or online, and forward their request to the President. The President, or in the absence of the President, the President-elect will notify the governing board via email for a vote on the recommendation.
- d. Additional fund raisers or contributions may be required during the year to maintain adequate funds.

### **MEMBER OF THE YEAR**

This Committee is chaired by the Current Member of the Year and is responsible for Committee selection. The member of the year will be a member of the WCR Dallas Chapter and a Local Association of REALTORS® member, will have been a REALTOR® or a National Affiliate for a minimum of four (4) consecutive years, and will be an individual selected for recognition by the Local Chapter. Should there be no nominees that fit the selection requirements; the committee will **NOT** give the award. The selection requirements of these standing rules must be followed by the committee and cannot be overturned by the committee. **The committee will report the results to the President**, who will verify the recipients meet all requirements.

To avoid any possibility of any award going automatically to the Local Chapter President, that individual will be ineligible to receive any award during or within one year after the term of

**in strict confidence prior to the announcement** at the installation luncheon in December. The Chairman of should also **notify the Office Manager or immediate supervisor** of the award recipients so they may attend the award presentation to honor the recipients.

### **ANNUAL EBBY HALLIDAY AWARD**

Nominees for this award must be a National Member or Past President of the Dallas Chapter, who has demonstrated extraordinary leadership at the local, state, or National level, who has given of their time to the community, mentored others in the industry and been a role model for all to follow.

Nominees will be solicited from the membership beginning at **August** of each year.

Nominees will fill out the application form given by the **committee chair and return it to the chairman by October 1<sup>st</sup>.**

The committee shall consist of the following:

1. The Current Dallas Chapter President.
2. Immediate Past President.
3. A Past President selected by the active Past President's Committee.
4. The President of Metrotex or the Executive Officer.
5. A National Affiliate Member
6. A member from the General Membership

The finalists will be introduced and the winner announced at the Installation luncheon in December by the previous year's award recipient.

The award recipient's name will be engraved on a rotating trophy that they will keep for **one year**. The previous award recipient will announce/present the award to the current award recipient. The President shall present the previous award recipient a personal plaque in exchange for the rotating trophy.

Nomination forms for this award are located in the Appendix section of these Standing Rules.

The Chairman of committee should **notify the immediate family** of the selected Ebby Halliday Award so they may attend the presentation. The **Family is asked to keep this**

ticketed events/meals. Items not covered are long distance telephone charges, extra nights at the hotel due to attendance of educational classes, alcoholic beverages and individual room service charges.

- D. Request for Expense Reimbursement form must be completed and submitted with Original receipts for approved expenditures after the function. If and when funds are available, a check will be issued within five days of approval. Expense Reimbursement forms are located in the appendix.

Responsibilities and requirements for receiving reimbursement are as follows:

1. Every officer, committee member, or chapter member traveling at the chapter's expense is required to attend meetings, functions, and educational sessions at each orientation or convention attended. The specific duties of each officer in regard to reports and reimbursements are found under their job responsibilities.
2. Attendees traveling at the chapter's expense are required to provide a written report to the Governing Board as a summary of meetings or educational sessions attended. The chapter will benefit from the information passed on to the membership and the members will be stewards of the chapter's money.
3. All requests for reimbursements will be made prior to December 15, no requests will be honored after that date
4. While traveling on chapter business in Texas, the local chapter will pay up to \$30.00 per diem for meals not covered in the event registration fee. While traveling out of state, the local chapter will pay up to \$60.00 per diem for meals not covered in the event registration fee.
5. Parking and or transportation will be reimbursed per trip (event) as per IRS Government guidelines for mileage.
6. Excess Allocations – in the event any member receives an amount in excess of the amounts budgeted and permitted, the member will be required to repay the Chapter all excess amounts received. Failure to repay the chapter in a timely manner will be referred to the governing board for appropriate action.

- B. State or National officers invited by the Dallas Chapter to attend a meeting or special event will be invited by President, with the consent of the governing board. The governing board must approve any extra expenses in connection with their visit, other than lunch or a special event fee not itemized in the annual budget.

## VIP POLICIES

### COMPLIMENTARY MEMBERSHIP

The **Metro-Tex Association of REALTORS® Executive Officer, Metro-Tex WCR Liaison and Metro-Tex President** shall receive a complimentary National WCR Membership at the beginning of the calendar year. The Chapter **President** will contact the Metro-Tex Association Members and advise them of the complimentary membership. Once the membership is sent to National, the President will send a letter to the association President welcoming them to the chapter. If the association President is already a member, the chapter will offer to pay their dues for the year. In the event their office is vacated, and the association officer filling their position is not a WCR member, the governing board must vote to approve a second membership for the person filling the position of association president. The Executive Officer for MetroTex Association of REALTORS® will be provided an annual complimentary National membership to the Dallas Chapter. The **Vice President of Membership** will assist with the annual renewal of this membership.

### HONORARY MEMBERS

Honorary Members shall be selected by vote of the Governing Board. Honorary Members shall not have voting privileges. Extreme caution will be exercised in conferring any Honorary Membership.

## RECOGNITION

Members displaying outstanding contributions or achievements should be acknowledged at monthly meetings or in the chapter newsletter by a special recognition. In some case instances the President may want to advise both the State and National Officers of an outstanding achievement by a Dallas Chapter member.

## MISCELLANEOUS

All communication to the governing Board and to the Membership shall go through the **President** i.e. "all calls", mailings and electronic mail. The President of the Dallas Chapter of WCR is to be the official spokesperson for

D. Special Committees

- 15. Member of the Year
- 16. Affiliate of the Year
- 17. Ebby Halliday Annual Award  
Suggested Procedure

V. <b>Expense Reimbursement</b>	
VI. <b>WCR Dues</b>	
VII. <b>Membership</b>	
III. <b>Reservations</b>	
IX. <b>Guest Policy</b>	26
X. <b>Chapter Courtesy Policy</b>	26
XI. <b>VIP Policies</b>	27
XII. <b>Recognition</b>	27
XIII. <b>Miscellaneous</b>	27