

**SOUTH LAKE COUNTY CHAPTER
WOMEN'S COUNCIL OF REALTORS**

STANDING RULES

BOARD OF DIRECTORS

- A) A planning retreat meeting will be held in November by the newly-elected president to organize the Chapter for the ensuing year.
- B) The annual Installation Meeting will be held in November. The tenure of the incoming Board will commence at the Installation Banquet and they shall be solely responsible for the operation of the Chapter. The outgoing Board will help with the transition. At no time will there be two sitting Boards.
- C) Officer's attendance at all Chapter meetings (and events) will be expected.
- D) There will be a one year membership requirement before serving as a line officer on the Board of Directors.

MEETINGS

- A) Chapter events, including but not limited to, General Membership meetings and Education classes, shall be the financial obligation to be paid by the member making the reservation. No-shows on that reservation will be billed to that member. Billing will be made within seven days of the event by the Treasurer and paid within thirty days.
- B) A National Affiliate may send a substitute representative to a meeting up to twice in a calendar year.
- C) Non-members who are qualified prospective members may attend the General Members luncheon as a guest only twice. This limit is waived for members who have retired from the business. Any family member of special guests who qualify to be a member of the Women's Council of Realtors is not considered a guest after attending two meetings.

FINANCE

- A) Decisions on contracts are made by the Governing Board and contracts must be signed by the President and President-Elect
- B) Expense reports using WCR –FAR Accountable Plan must be examined by the Treasurer and President of the Chapter. All expenses reimbursed from the treasury must have written documentation. Reimbursement will be based upon the budgetary allowance limits, subject to funds availability.

MEMBERSHIP AND GUESTS

- A) A complimentary local membership shall be afforded the association executive of the Greater Lake County Association of Realtors
- B) Guest speakers and visiting WCR Officials shall receive a complimentary meal and a small gift as a token of appreciation. This will be a budgeted line item.

SPONSORSHIPS AND ADVERTISING

- A) All South Lake County Chapter members may become Local Chapter Sponsors by payment of a sponsorship fee. These Local Chapter Sponsors will be highlighted at all meetings, classes, events and on all communications. Local Chapter Sponsors will be allowed to display company name and logo on a board at all General Membership meetings and events.

- B) The Chapter Affiliate program will be reviewed annually by the Board. The Committee will present its recommendations for changes, if any, to the Governing Board no later than September 30th. The membership will be notified of the opportunities for sponsorship for the upcoming year no later than November 10th of the current year. The cut off time for sponsorship will be determined based on response and need.
- C) The Affiliate Chair will be the liaison for Events Coordination. Event sponsorships will be available to all South Lake County Women's Chapter of Realtors members.

SOUTH LAKE CHAPTER WCR ACCOUNTABILITY PLAN

A) REQUIREMENTS FOR COMPLETION TO RECEIVE TRAVEL

REIMBURSEMENT: (

- a. Original Receipts
- b. Date
- c. Location
- d. Purpose and details of trip
- e. Signature

- B) **** Air Fare – IRS required: Reimbursement only with original receipt issued by the airline at coach class rate with date of travel listed on receipt –electronic ticket purchasers have two options: (1) request a receipt from the airline at check in or (2) submit the boarding pass with a photocopy of the credit card charge. Itineraries and receipts from Travel Agents or on-line Travel Agencies are NOT acceptable. Frequent flier miles may be used but must be accompanied by letter from airline or travel agency stating cost of flight if it had been booked at least 30 days before travel. Air fare travel reimbursement will apply only for driving time of five hours or more.)**

A. Lodging: - Actual cost of room plus tax (double room rate) if cost reimbursement falls within limitations. Overnight lodging is not paid when the meeting starts at or after 10 a.m. and adjourns by 4:00 p.m. As a matter of personal convenience, the Chapter will reimburse lodging costs if travel time exceeds 2 hours one way or commercial travel will not accommodate a 10 a.m. meeting. Original hotel bill must be submitted for reimbursement.

**B. Meals-guidelines are as follows: Only one method can be used for the entire trip. Per day for all meals \$75.00 (original receipts absolutely required for this allowance) Meal tips are included in the \$75.00 including a 17% gratuity
IRS Allowance – (no receipts required) breakfast, lunch per diem - \$36.00 total, plus incidentals include all of day's tips.**

**C. Parking, Tolls, valet parking – actual cost (parking meters only exception to receipt rule) pay parking allowed only when there is no option (i.e., airport)
Personal auto mileage reimbursement – owner of vehicle used is to be reimbursed at the per mile rate of the IRS allowable rate for actual mileage travelled, which must be indicated, covering all expenses connected with the use of the personal auto for WCR business.**

D. Taxi, airport limo, bus – actual cost plus tips up to 15% plus up to \$.50 per bag for unusual number of bags.

E. Telephone-all Chapter association related business calls are reimbursable.

F. Tipping –allowances are as follows:

- Room service –up to 15% (only if not automatically added to the bill)
- Room maid - \$1.00 per day
- Bellhop/porter – up to \$1.00 per bag

Skycap – up to \$1.00 per bag

G. Other – includes items such as postage.

All cash and credit expenditures must be verified with original receipts attached with reason for the expense occurrence noted in the purpose and detail section.

Non-reimbursable expenditures (the following expenses are not reimbursed:

- Personal entertainment (in-room movies, health club fees)
- Purchase of books or magazines
- Barber or beautician fees
- Babysitting fees
- Kennel fees
- Personal telephone calls
- Personal attire for banquets
- In-room servi-bars
- Liquor purchases
- Laundry

Reimbursement will be based on budgetary allowance. At the time of submission for reimbursement, member must also submit a report on the conference.

NOMINATING

Members in good standing who wish to be considered as nominees for office shall submit a “Consent to Serve” form to the Chairperson of the Nominating Committee. To be considered as a line officer of the Chapter, the nominee must have been a member in good standing for at least one year and have served on a committee.

AUDIT COMMITTEE

There will be two audits per year, January and August. The result of the January audit will be presented to the Governing Board at the February meeting. The audit will be done by non-signatories in the presence of the Treasurer

WAYS AND MEANS

Ways and Means shall be a Special Committee which reports directly to the Finance and Budget Committee Chair, who in turn reports to the Board.

VOTING RIGHTS

The Immediate Past President in good standing is entitled to exercise his or her voting rights.

AFFILIATE MEMBERSHIP

All (National and Local) Affiliates must bring two REALTORS who join the Chapter in order to become a member.

SPONSORSHIP AND ADVERTISING

Each sponsor will be entitled to advertising on all communications, including the newsletter. There will also be website recognition and spotlight at one meeting.

Standing Rules Approved March 26, 2009