

Standing Rules:

WCR Leadership Travel

The local chapter will pay mileage/flights/meeting registration costs for LCP & LCP-elect to travel to the 3 State Chapter Governing Board meetings, State leadership training in the fall, NAR Spring meeting in Washington DC, NAR National Convention, as well as the state WCR Leadership Training. Reimbursements will be paid upon LCP & LCP-elect's filing of written report with the expense receipts. The local chapter will pay for MAR & NAR registration fees for the above-mentioned meeting schedule based upon early bird registration when possible, and hotel costs based upon double occupancy rates. Nights in the hotel will be a maximum of the nights required to attend WCR meetings and MAR/NAR meetings. Request for reimbursement must be submitted within 30 days of the expense incurred. Any amount to be reimbursed greater than the budgeted amount will need to be approved by the governing board.

Local Chapter President

The President of a Chapter is a REALTOR® or REALTOR-ASSOCIATE® elected by the Chapter membership to be its authorized leader.

Major responsibilities:

- Presides at Governing Board and chapter meetings.
- Appoints all committees, except Nominating Committee, subject to the approval of the Governing Board.

General responsibility to have knowledge of:

- Local Chapter bylaws and standing rules.
- WCR structure and history.
- *Robert's Rules of Order (Newly Revised)*.

Specific responsibilities to the Local Chapter:

- Disseminates applicable materials and information to officers/members.
- Issues an invitation early in the year to the State WCR Governor to make an official visit to the Local Chapter.
- Ensures that Chapter activities are not in conflict with TAAR activities.
- Coordinates officer and committee activities and responsibilities.
- Makes certain Chapter bylaws are up to date and amendments reported to the national WCR office.
- Attends Local Chapter President sessions at Midyear and Annual conference and learning lab sessions at Midyear meetings.
- Schedules meetings in accordance with the Chapter bylaws and standing rules.
- Follows the Chapter Meeting "Order of Business" as outlined in the *Leadership Policy & Procedure Manual*.
- Cooperates with requests from the State Chapter President, State Governor, Regional vice President and national WCR office.

- Assures that the Chapter's votes are cast by the Voting Delegate or Alternate at the national Annual business Meeting. The Local Chapter Delegate shall be the President in good standing of the Local Chapter or another member, who shall be an Active member in good standing of the same Local Chapter, designated in writing by the President.

Local Chapter President-elect

In the absence of the President, the President-elect (a REALTOR® or REALTOR-ASSOCIATE®) presides at all meetings and performs the necessary duties of the office. The President-elect automatically succeeds to the presidency the following year. The main role of the President-elect is to prepare for presidency. This includes assisting the President. Preparation includes:

- Attend Leadership Academy. No other action helps you more, because the Academy helps volunteer leaders plug into the WCR national network sooner and more effectively. For peer support and for referrals.
- Review the President's sections of this manual.
- Visit WCR.org and review the national Strategic Framework located in The Member Center on the WCR website.
- Locate the review the Local Chapter's Bylaws.
- In the fall, and in collaboration with the Chapter's entire incoming leadership team, completes the Chapter Business Plan using the WCR Annual Report (Chapter Business Plan and Chapter Excellence Awards) form.

ANNUAL REPORT

The Annual Report serves three purposes and is required for local chapters to remain in good standing.

1. This form should be used as a template/worksheet for creating your 2013 Chapter Business Plan. This is usually done by the President-elect and her Team in the fall preceding her term. Do not submit this work; IT IS FOR YOUR PLANNING REFERENCE ONLY.
2. This form also serves as the mandatory Annual Report that all local chapters are required to complete and submit, with supporting documentation as indicated, by February 1, 2014. Here you are documenting actual versus planned results. Failure to submit the completed report will result in dissolution of the chapter.
3. Upon receipt of the completed report and documentation, National WCR determines the chapter's eligibility for recognition in the Chapter Excellence Awards Program. See the reference section for more information on the Awards Program criteria.
 - In the fall, and in collaboration with the Chapter's entire incoming leadership team, completes the Chapter Business Plan using the WCR Annual Report (Chapter Business Plan and Chapter Excellence Awards) form.

Local Chapter Vice-President of Marketing

An elected office of the Local Chapter, individual must be a REALTOR® or REALTOR-ASSOCIATE®. Oversee all marketing activities and accountable for the-marketing representation of WCR and the non-profit status of the chapter.

- Responsible for the implementation and follow through on the national marketing campaign and/or local when one is in effect.
- Establish Local chapter marketing program in coordination with the Local Chapter President and Governing Board. This will include support for individual events, chapter theme, marketing of the chapter events or the organization itself through print or virtual media, web site, exposure in TAAR and the community.
- Communicate marketing goals and organize Chapter effort to achieve. Uniformity with Chapter visibility within the TAAR and community.

Local Chapter Secretary

The Secretary takes the minutes of each Chapter meeting and each Governing Board meeting. When writing the minutes, record what was done, not what was said.

Original copies of all minutes should be kept in a permanent Chapter minute's book and it shall be posted on the local chapter web site.

The Secretary is responsible for notifying the National WCR office of names and addresses of newly elected officers of the Chapter as soon as elected, but no later than November 1. Failure to report officers is grounds for disbanding the Chapter.

MINUTES – general information always to be included:

- Name of Chapter, committee that is meeting (in caps), whether regular or special meeting.
- Date, hour and place.
- Name of presiding officer or chairman.
- Roll call, plus statement that number of members present constitute a quorum (provided it does).
- Pledge of Allegiance and Inspiration
- Introduction of new members, if any.
- Approval of minutes of last meeting “as mailed or emailed” or “as posted” (Internet). The National WCR no longer recommends reading the minutes aloud; this is not a good use of the members' time. Approval is by majority vote.
- Treasurer's report should be accepted and placed on file.
- Reports.
- Unfinished business.
- New business.
- Election, if any.
- Next meeting: time and place

- Adjournment and time.

Any corrections or amendments to minutes or Treasurer's report should be marked in RED. It is permissible to write amendments on a separate page to become part of an attached to minutes. Minutes should not be rewritten after they have been presented.

The permanent Chapter minutes book is an important document, pass it on to the new Secretary immediately upon completion of your term.

It simplifies the taking of minutes if information is obtained beforehand. Ascertain the purpose of the meeting, and if possible, get copies of resolutions, reports, etc., to be presented.

Obtain a list of the persons to be present, and at the meeting simply check the names "P" or "A" (present or absent) on the list. Note late arrivals and early departures, as an important point may hinge on whether or not a certain person heard a certain discussion.

Local Chapter Treasurer

- The Treasurer has custody of the funds of the Chapter and makes disbursements as may be directed by the President or Governing Board. It is suggested that a bond be obtained for an appropriate amount.
- Records are kept in an account book showing all receipts and disbursements. Treasurer's report should be available at all regular Chapter meetings.
- Reviews association expenditures and financial status on a regular basis to ensure overall fiscal integrity.
- Ensures that regular financial reports are submitted to the Governing Board and presents an annual financial report to the membership.
- Submits the financial accounts of the association to an annual independent audit (usually a group of members). Performs other duties assigned by the President.
- Gives receipts for collection of cash, keeps copy of transaction for Chapter's permanent records.
- Prior to the end of the term of office, books of the Treasurer shall be audited by a committee appointed by the President. The Treasurer and Auditing Committee Chairman shall arrange a time to meet so that the records can be audited. Schedule this meeting no later than two weeks prior to the following month's Chapter meeting.
- Will bill the local affiliates for their annual membership and collect dues.

The National WCR office must receive notification of Chapter dues changes by October 31 in order for the change to be included in the dues billing for the following year. All dues changes become effective January 1 of the following year. Membership renewal notices are printed and mailed in November. Chapter bylaws must also be changed and re-approved.

WCR BILLING PROCEDURES

Each renewing national WCR member received two mailed and one e-mailed renewal notice for dues.

1. The renewal notice and e-mail are sent in early November. The e-mail contains a personalized link to the member's individual renewal page.
2. The second notice is mailed in February to each member who has not yet renewed.
3. Our chapter will begin billing members on a quarterly, pro-rated basis.

This is the last notification they receive from the National WCR office before being dropped March 31st.

AFFILIATE MEMBERSHIP DUES BILLING

Local affiliates are billed on an annual basis. The membership rate for local affiliates is the same as National affiliates but 100% of the membership fee is retained by the local chapter. The treasurer is to mail out bills to Local Affiliates on the same cycle as the National Members. Another words, in November of the year prior to renewal time the treasurer will mail a renewal notice with information on how the affiliate is to return their membership fee. If the member has not renewed by December the treasurer shall send an e-mail notice to the local affiliate member.

4. A second billing shall be mailed in February and this is the last billing they receive. On March 31st the treasurer will notify the affiliate membership chair that the affiliate is to be dropped from our local chapter membership. The affiliate membership chair must then notify the tour director and the website manager for membership rosters. Our chapter will begin billing affiliates on a quarterly, pro-rated basis.

LUNCHEON BILLING PROCEDURES

Upon notification by the Hospitality Chair the treasurer shall bill members who made luncheon reservations but did not show up or send a substitute for their reservation the cost of the luncheon. If a member has more than 3 "no shows" and doesn't pay for the luncheons based upon the billings the member will be dropped from the opportunity to make reservations and put on a cash in advance reservation option only.

COMMITTEE RESPONSIBILITIES

STANDING COMMITTEES

Bylaws Committee

- Review bylaws and amend as needed.
- National amendments to local bylaws are automatically binding: simply notice your members
- Local bylaws in conflict with the model bylaws will not be approved.

- Submit amendments to National WCR for approval.
- Develop and review periodically Standing Rules, which should be voted on each year.
- Rights of membership are granted, or limited, only in the bylaws, never in the Standing Rules, which are for administrative convenience only.
- Work closely with the Parliamentarian if the Chapter has one.

Education and Program Committee

- Committee chair is WCR's President-Elect
- Plan business resource programs that will increase your member's 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.
- Carry out program plans completing arrangements for speakers, panelists, etc.
- Evaluate programs' impact and success.
- Inform members of educational opportunities offered by the Local Board, State Association, NAR Affiliates and nearby educational institutions.

Scholarship Program

A member in good standing can apply to be reimbursed for registration fees to attend MAR or NAR conferences. A member may receive scholarship funds once per calendar year. Receipt of registration to be submitted in writing to the President-Elect for approval and reimbursed by the Treasurer. Reimbursements should be based on early bird registration when available. Total scholarship monies not to exceed the budgeted amount, unless approved by the governing board.

Finance and Budget Committee

- Prepare an annual budget for approval by the Governing Board.
- Review budget and actual expenditures with the Treasurer as needed.

Funding that will be budgeted include NAR Spring and Fall Meetings, MAR Achieve and Fall Convention, State WCR Meetings in conjunction with MAR plus the Leadership Development meeting in the Fall. Funding will be reimbursed after the individual attends the meetings. The officer must complete a short report regarding the meetings attended and submit receipts from travel costs for these reimbursements within 30 days of expense incurred. Items refundable include: NAR & MAR Meeting registrations based upon early bird registration when possible; WCR luncheons as well as WCR meeting registrations; Flights/mileage and hotel accommodations. Hotel costs will be compensated on double occupancy. Any amount to be

reimbursed greater than the budgeted amount will need to be approved by the governing board.

Sample Budget for Chapter Business

	Budget Targeted	Last Year's ACTUAL
REVENUE	\$300.00	\$100.00
Surplus from Last Year Carried Fwd	0	0
Membership (35 Members x \$20.00)	700.00	700.00
Monthly Sponsorships (5 x \$200)	1,000.00	1,000.00
Ways & Means (Chinese auction)	4,000.00	4,000.00
Local Affiliate Membership	500.00	400.00
TOTAL REVENUE	\$6,500.00	\$6,200.00

EXPENSES	Budget Targeted	Last Year's ACTUAL
Awards	\$ 100.00	\$ 90.00
Bank Service Charges	50.00	50.00
Discretionary Fund	50.00	50.00
Education	500.00	400.00
Leadership Orientation	150.00	125.00
Meeting Programs	150.00	100.00
Membership Pins	50.00	50.00
Newsletters	350.00	300.00
Leadership Development	2,900.00	2,800.00
President's Travel	1,400.00	00.00
Postage	150.00	135.00
Scholarships	650.00	500.00
TOTAL EXPENSES	\$ 6,500.00	\$5,900.00
Surplus to carry forward \$300.00		

Membership Committee

- Establish Local chapter membership goals in coordination with the Local Chapter President and Governing Board.
- Notify Tour director of all new members and e-mail addresses.
- Monitor membership reports received from National WCR for accuracy and follow up on any discrepancies.
- Have new member applications available at all chapter functions.
- Recruit new members by planning a Chapter membership campaign that encourages and challenges members to recruit new members.
- Plan for recognition of new members at Chapter meetings.
- Retain existing membership and re—recruit “dropped” members.
- Notify National WCR and state and local officers of changes of status or address of membership.
- Compile and publish a Chapter roster.

- Before distributing membership applications to prospective members complete the dues amounts on the application and the name of your Chapter. These steps will ensure speedier and more accurate processing by National WCR.
- Pre-qualify candidates for National Affiliate membership – make sure your Chapter is under the 30% limit and the individual holds membership in The TAAR Board of REALTORS.
- All affiliates will be processed as local affiliates unless excepted by the Governing Board.

Marketing Committee

- Committee chair is WCR's Vice-President
- Promote and maintain a favorable image of WOMEN'S COUNCIL OF REALTORS in the eyes of our various publics.
- Prepare and submit media releases to publicize Chapter activities and achievements as required.
- Copy National WCR on all newspaper clips mentioning WCR activities.
- Notify National WCR of any radio or television coverage of a WCR event.
- Plan and prepare communications (meeting notices, newsletter) for the membership.
- Coordinate a photographic record of Chapter activities, for history and publicity.

Nominating Committee

- Fulfill obligations of Chapter bylaws Article VIII Nominations. Must be elected at Annual Election Meeting to serve the following calendar year. Service on this committee is limited to REALTOR or REALTOR-ASSOCIATE members and clearly outlined in the ByLaws of the Northern Michigan Chapter of the WCR see below:

ARTICLE VII – NOMINATIONS

Section 1:

- (A) The Nominating Committee shall consist of four Active members in addition to the most recent past President able to serve who shall be chairman of the committee.
- (B) One member of the Nominating Committee shall be elected by the Governing Board from its membership, and three members plus two alternates shall be elected by the general membership at the Annual Election Meeting. Alternates (designated #1 and #2) shall serve only in the absence of a committee member.
- (C) The members of the Nominating Committee shall serve during the calendar year subsequent to their election.
- (D) Nominating Committee members shall not be eligible to serve successive terms, except those designated alternates who were not required to serve as committee members.

Section 2: It shall be the duty of the Nominating Committee to select at least one candidate for each office and to present its report in writing to the Secretary who shall present it in writing to the general membership at least ten (10) days before the Annual Election Meeting.

Section 3: After the President has presented the slate of candidates for election, additional nominations from the floor may be made by any active member before the election.

Section 4: No name shall be placed in nomination without the consent of the nominee.

Section 5: The Nominating Committee shall be responsible to nominate a slate of officers to serve the entity of Bras for a Cause TC, Inc. The officers to be presented for BCT include: President/Chair, Vice-President/Co-Chair, Secretary and Treasurer.

Ways and Means Committee

- Assumes from Finance & Budget committee the responsibility to conduct fundraising programs as needed, including funds to enable the Local President and President Elect to attend National and State meetings.
- Chair of Ways and Means is the person set forth from the Nominating Committee to act as President/Chair of the Bras for a Cause LLC.

BRAS FOR A CAUSE

WCR NORTHERN MICHIGAN CHAPTER supports Bras for a Cause TC, Inc (“BCT”) which is a 501(c)3 entity established to promote charitable giving in the community. Membership in the WCR Northern Michigan Chapter automatically provides membership in BCT. WCR has been selected and will sell tickets for the event, proceeds to be a WCR fundraiser.

Special Committees (Chapter’s Choice)

Audit Committee

The audit committee shall be appointed at the next to the last meeting of the elective year and shall present its report at the first meeting of the next year.

Hospitality Committee

- Welcome newcomers to Chapter meetings and introduce them to the members.
- Encourage unity and friendship within the Chapter.
- Communicate on behalf of the chapter with members who are ill or bereaved.

- **Past President’s Council**
- The most recent Past President will be chair of this committee.
- Receive nominations for Awards and Scholarships
- Submit forms and reports to State and National regarding Awards & Scholarships
- Arrange for recognition of Awards that include but are not limited to:
Member of the Year Award

- Chairman is award recipient from previous year. Committee selects recipient following guidelines and dates established by the State member of the Year Committee if the Local chapter intends to submit that name to the State committee for consideration as State Member of the Year.

Businesswoman of the Year Award

- Award winner is selected by a special committee chaired by the most immediate past president able to serve. Current LCP serves and appoints 3 REALTOR/REALTOR-ASSOCIATE members and 2 REALTOR/REALTOR – ASSOCIATE alternates. The Committee will distribute a Call for Nominations at meetings, in chapter newsletter, on member's award application form.

Strategic Planning Committee

This team is responsible to develop, plan and present an annual leadership training planning retreat in conjunction with the In-coming President's leadership team. The committee needs to understand the in-coming President's goals and plans for the upcoming year and work to support the ideals of the Chapter through Communication and utilization of WCR tools available.

WCR Home Tour

Operate the home tour weekly by organizing route, posting it to the WCR members as well as the TAAR membership. Conduct a Haves and Needs session prior to the tour each week.

Geographic Zones to determine Tour direction

- 1) Northwest which includes Elmwood Twp N on M-22, West to include the Timberlee area
- 2) Old Mission Peninsula
- 3) Northeast which includes Holiday Hills, Acme Twp and Whitewater
- 4) In-town in Traverse City
- 5) Southwest which includes the Long Lake Area, Silver Lake, maybe as far as Interlochen/Chums Corner
- 6) Southeast to include Garfield Rd and E to Spider Lake Area back to Hammond Rd
- 7) Scheduling E-mail requests for listings to be submitted to the committee chair. The tour list typically will be posted to WCR Members on the weekend prior to tour. WCR members may put as many listings on tour, all year, at no charge. Non-members will be assessed \$15.00 for each listing.

Haves & Needs Session at TAAR, Wednesday mornings 8:15 – 8:45

Listing agents or their representative must attend the Haves & Needs session to confirm availability and access information. If a house is vacant and the listing agent requests an affiliate host it is the listing agent's responsibility to:

- A) Make sure the driveway is plowed and walks shoveled.

- B) Make sure there is heat in the house.
- C) Make sure there is a chair or other creature comfort to show appreciation to the host for their time and commitment to helping us sell our inventory.

We do not re-tour listings (unless of course we have a light week and are driving by).

A preliminary tour is posted the weekend before scheduled tour. It is the only notice listing agents will get regarding their property being on tour. It is the listing agents responsibility to review the tour list, verify property availability and make arrangements for hosting. Jodi Skeba with Lighthouse Title will coordinate hosts but the listing agent must contact her to verify they would like a host. This makes it possible for the LA to tour the other properties.

There will not be a schedule of tours posted. We sometimes have in excess of 20 property requests for a particular area. Because 8- 10 is our absolute max for a 2 hour tour it is necessary to split a particular area (Old Mission Peninsula and/or Southwest) into two weeks. If this happens, it disrupts any tour schedule, and agents who have promised a particular date to their client end up with egg on their face through no particular fault of their own. In the interest of our profession looking it's very best we will continue to move fluidly through the market area based upon requests received. It appears we work on approximately 4 - 6 week rotation.

Affiliates will be expected to attend the haves and need session at TAAR, Wednesday at 8:15 am. Also to pick up house information from Realtor at the haves and needs meeting which may include; Profile, sign in sheets, feedback forms and access information. Leave the TAAR meeting and go directly to the assigned property. Upon arriving at the property put information out on the counter, turn on all lights, adjust thermostat to comfort. Encourage Realtors to sign in and fill out feedback forms. Upon wrapping up the open house feel free to leave a note for the homeowner thanking them for the tour. Turn off all lights return thermostat to original setting and lock up the house. Deliver the sign in sheets and feedback forms to the listing agent's office.

The first week an affiliate is assigned to host they will have a partner affiliate to "show them the ropes" then they will be eligible to be assigned to future properties as available. In the event an unexpected conflict arises the affiliate is responsible to call another host and make arrangements for a replacement. Jodi Skeba can be a helpful resource to find out who may be available at the last moment. Affiliates who are not assigned a property are still welcome to attend the haves and needs session at TAAR to network, hand out cards and introduce relevant information at the meeting that will lend itself to the program and participants success.