

# Standing Rules WCR Northern Michigan Chapter

Revised 10.19.2015

## 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 and communicate with Executive Officer and/or staff members about WCR programming
- 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.
- Complete work throughout the year and then submit the Chapter's Annual Report to National The Annual Report is required for local chapters and BRGs to remain in good

standing: The mandatory Annual Reports are to be submitted online by 12/31 of each year. Failure to submit the completed Report will result in dissolution.

## **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:

- Prior to taking office, hold a planning meeting to identify the upcoming year's educational programming topics/speakers and assign members to be responsible for each program.
- Chair the Education and Program Committee (see Below)
- 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, complete the Chapter Business Plan
- In the fall, lead the Strategic Planning meeting to coordinate efforts for their upcoming year as President

## **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.
- Chair the Marketing Committee (see below)
- Communicate marketing goals and organize Chapter effort to achieve. Uniformity with Chapter visibility within the TAAR and community.
- Compile information for Chapter Luncheons then write and send emails to membership to prompt registration for luncheons
- Create content on Chapter Websites and Photo Slideshows for luncheons

- Maintain Chapter Facebook Page
- Ensure that new members are added to the email list for marketing and event registration

## 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:

- WCR logo
- Name of Chapter, committee that is meeting (in caps)
- 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).
- 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.

Get copies of resolutions, reports, or revisions etc., that are presented and incorporate them in to the record. When recording a motion, if something is referenced ensure that it is attached to the minutes.

Obtain a list of the persons to be present, 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.
- Helps Budget and Finance Committee understand present year expenditures to set a realistic annual budget
- Collect dues submitted via check for annual Affiliate Dues
- Transfer monies from PayPal account to Chapter operating account.

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.

# 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.
- Make sure bylaws are properly updated as changes are made and subsequently posted to the website.

## 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. and keep marketing informed.
- Inform members of educational opportunities by local trainers as well as those offered by the other WCR Chapters, State WCR Chapter, National Chapter; and Local Board, State Association, NAR and NAR Affiliates.

## Finance and Budget Committee

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

The budget shall consist of

- Revenue
  - Ways & Means
  - Membership Dues
  - Monthly Membership Fees (Luncheon Income)
  - Home Tour
  - Sponsorships

- Expenses
  - Membership
  - Way & Means
  - Awards & Recognition
  - Conventional & Travel President and President-Elect
  - Convention & Travel Governing Board
  - Convention & Travel Past President
  - Convention & Travel for State and National Leaders
  - Hospitality
  - Scholarship
  - Education
  - Strategic Planning
  - Website and Treasurer software
  - Marketing
  - Donations
  - Corporate Renewal

## Membership Committee

- Establish Local chapter membership goals in coordination with the Local Chapter President and Governing Board.
- Notify Tour director and VP of Marketing 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.
- Guide affiliate members to the affiliate membership website to sign up.
- 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.
- 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 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..
- 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. Service on this committee is limited to REALTOR or REALTOR-ASSOCIATE members and clearly outlined in the ByLaws of the Northern Michigan Chapter. The immediate past president able to serve is the chair of the committee. Nominations need to be presented at the October board meeting for an election at the luncheon, which will serve as the annual election meeting. The slate of officers much also be presented to the general membership, in writing, at least 10 days prior to the annual election meeting, which shall not be held later than October 15.

### **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 and other officers to attend National and State meetings.
- Chair of Ways and Means is the current President of the Bras for a Cause LLC.

### **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.

## Special Committees (Chapter's Choice)

### Audit Committee

The audit committee chairperson shall be appointed for the year and do biannual audits of the chapters's financials.

### 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.
- Coordinate the luncheon venue including food, sponsor and speaker needs.
- End online registration and RSVP our attendance to the luncheon venue.
- Run check in for luncheons including checking people in, collecting luncheon fees and business cards for a door prize.
- Send invoices to members who registered, but did not pay, through the online registration website.
- Pass collected money to the treasurer for deposit.

### WCR Home Tour Committee

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

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 if paid prior to tour, \$25 if not paid by the morning of tour.



Haves & Needs Session at TAAR, Wednesday mornings 8:10 – 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 with the Affiliate Host Coordinator identified with the posted tour. An affiliate host is not automatic and will only be arranged if listing agent contacts the coordinator as soon as possible after tour is posted. Affiliate hosts are encouraged as it promotes networking and makes it possible for the Listing Agent 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. Due to time constraints it is sometimes necessary to split a particular area (Old Mission Peninsula and/or Southwest) into two weeks. If this happens, it disrupts any tour schedule. Therefore WCR Home Tour cannot guarantee a schedule or the week we will be touring a certain area and agents should not make any such promises to their clients as well. Tour schedule is determined upon requests received, ideally we work on approximately 4 - 6 week rotation, however excess or limited inventory in certain areas may change the tour schedule.

Affiliate hosts will be expected to attend the haves and needs session at TAAR, Wednesday at 8:10 am. Also to pick up house information from Listing Agent 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 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 shadow and learn procedure prior to being eligible to host independently. In the event an unexpected conflict arises the affiliate is responsible to call another host and make arrangements for a replacement. The Affiliate Host Coordinator 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.

## 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.
  - Entrepreneur of the Year Award
    - Award winner is selected by a special committee chaired by the most immediate past president able to serve and comprised of past presidents able to serve.

## Travel

The local chapter will pay transportation, stipend and 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 WCR Leadership Academy for the President Elect.

The Chapter will provide a \$50 a day stipend to be used towards meals for President and President Elect. No single meal to exceed \$25. Not to be used when meals are complementary as part of the registration packet. Not to be used for Alcohol. Receipts required, no exceptions. Must be submitted to treasurer within 30 days of travel.

The local chapter will allot a \$2,000 budget for each of the other Governing Board members- Vice President, Treasurer and Secretary- to pay transportation and meeting registration costs 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.

In an effort to encourage the immediate Past President to continue in state and national leadership, the chapter will allot a \$2,000 budget to pay transportation and meeting registration costs 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.

Members of WCR NM serving at a state or national WCR level position, and not receiving full travel and registration support from the state or national level, can apply for financial

support not to exceed the approved annual budgeted amount for mileage, flights, lodging, stipend and meeting registration costs 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.

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 no later than 30 days of the event. Any amount to be reimbursed greater than the budgeted amount will need to be approved by the governing board as soon as the overage is anticipated.

Reimbursements will be paid at time of reservation/registration. If trip is cancelled, for any reason, the chapter will be fully reimbursed the amount of registration and any cancellation fees and/or penalties will be incurred by the member. The chapter will be reimbursed immediately upon cancellation.

Oral reports of conference and/or meetings MUST be given at the board meeting immediately following any travel paid for by the chapter.

## **Billing Procedures**

### **WCR National Member 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 31<sup>st</sup>.

### **Affiliate Dues Billing Procedure**

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 Affiliate website will track membership. If Affiliate members join during the year it will be on a prorated basis, based on a January 1 renewal date. Members will receive email notifications for renewal 30 and 15 days prior, the renewal date as well as two grace period emails 7 and 30

days after renewal (only if affiliate has not already renewed). Memberships not renewed will be terminated as of January 31<sup>st</sup> and will be removed from the online roster.

## **Luncheon Billing Procedures**

National and Affiliate Members shall be charged \$20 for luncheons. All others will be \$25. Cancellations will only be accepted through the Friday prior to the luncheon. If a member can no longer attend they may send someone in their place. The speaker(s) will receive a complimentary meal. After check in the Hospitality Chair shall bill members who made luncheon reservations but did not show up or send a substitute for their reservation the cost of the luncheon.

## **Bras for a Cause**

WCR NORTHERN MICHIGAN CHAPTER supports Bras for a Cause TC, Inc 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 Bras for A Cause TC. WCR has been selected and will sell tickets for the event, proceeds to be a WCR fundraiser.

## **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, along with the Scholarship Form, 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.

## **ANNUAL REPORT**

The Annual Report is required for local chapters and BRGs to remain in good standing: The mandatory Annual Reports are to be submitted online by 12/31 of each year. Failure to submit the completed Report will result in dissolution.