

WCR STANDING RULES TUCSON CHAPTER

ARTICLE 1 - MEETINGS

Section 1: (A) Chapter Meetings: Regular Chapter Meetings shall be held on the second Thursday of every month, except December, unless otherwise notified. The American Flag and the Tucson Chapter Banner shall be prominently displayed at every meeting.

Section 2 (A) Governing Board Meetings; Governing Board Meetings shall be held on the first Thursday of every month at 1:00 p.m. unless otherwise notified.

(B) Absences: Any elected or appointed member of the Governing Board with three (3) excused or unexcused absences shall be construed as resigned from the Governing Board.

(C) Reinstatement; A member who was removed from the Governing Board per Article 1 Section ZB above of these rules may be reinstated, if the position is still vacant, with approval of the Governing Board.

ARTICLE II - ELECTIONS

Section 1: (A) Tellers: A minimum of three (3) tellers shall be appointed by the President. Nominating Committee member shall not serve as tellers.

Section 2: (A) Votes: Vote counts for elections shall not be given verbally, however, exact counts will be retained by the local Chapter for thirty (30) days following the date of the election of review upon request by any local Chapter member.

ARTICLE III - INSTALLATION OF OFFICERS

Section 1: (A) Arrangements: The incoming President shall select a committee and chair for that committee to make arrangements for the installation of incoming officers.

(B) Selection of Installing Officers and Mistress / Master of Ceremonies: The incoming President shall select the Installing Officer and Mistress/Master of Ceremonies.

(C) Pin for Incoming President: The outgoing President shall have the duty of obtaining the incoming President's pin at the expense of the Chapter in sufficient time for presentation at the Installation Ceremony.

(D) Plaque/Gift for Outgoing President: the incoming President shall obtain, at the expense of the Chapter, a plaque or a gift to be presented to the outgoing President at the Installation Ceremony. Plaques/Gifts for other outgoing officers shall be obtained by the outgoing President at the Chapter's expense.

ARTICLE IV - DUTIES

Section 1: (A) Officers: Chapter Officers shall abide by the WCR Bylaws, the Chapter's Standing Rules, and the duties as outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL...

1. President's Responsibilities

Upon taking office, the president shall furnish each Officer and Committee chair copies of duties as outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL as they apply to each office and committee along with a copy of the Chapter bylaws and standing Rules. The President shall complete the Invitation for Governor's visit and the State President's visit and the Report forms for the chapter by the specified dates.

2. President Elect:

In addition to the duties set forth in the Bylaws, the President Elect shall be the chair of the Chapter Excellence Award Committee and the Tucson Association of Realtors EXPO.

3. Vice President of Membership

See Article V - Membership

4. Secretary

In addition to the duties set forth in the Bylaws, the Secretary shall be responsible for taking of minutes of all Governing Board and Chapter meetings, keeping an accurate record of all motions passed at these meetings. Said minutes shall be typed and distributed to the Chapter President and Governing Board within 14 days subsequent to the meeting by fax or e-mail and for Board review. After Board approval, e-mail to webmaster for posting on website. Original copies of all minutes shall be kept in a permanent minute book. The State President, The State Governor(s), and the Regional Vice President can review all minutes on TucsonWCR.org. The Secretary shall perform other such duties as requested by the President.

5. Treasurer

All money collected by the Chapter shall be given to the Treasurer within ten (10) days of receipt and shall be deposited by the Treasurer within five (5) working days thereafter. The Treasurer shall keep written and accurate records of all dues payments and, in addition, perform such other duties as outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL. The Treasurer shall obtain authorization from the local Chapter President before making any payment not approved or over budget. Ratification of said checks are to be made at the next Governing Board meeting. The Treasurer shall serve on the Budget and Finance Committee. The Treasurers reports shall be filed for Audit.

Section 2: (A) Committee Chairs: All outgoing Committee Chairs shall make a written report on the Committee's accomplishments at year 's end and pass on Committee materials to the incoming Committee Chair.

(B) Committee Chairs are authorized to appoint the members of their committee with the approval of the President, in order to carry out committee responsibilities.

(C) All Committee Chairs are authorized to appoint sub-committees, with the approval of the President, in order to carry out committee responsibilities . Each committee shall have a minimum of 3 members and present the list of members at second Governing Board meeting for approval.

Section 3: (A) Parliamentarian: A Parliamentarian and an alternate Parliamentarian shall be appointed by the President. The Parliamentarian or the alternate shall be present at all meetings.

ARTICLE V - MEMBERSHIP

Section 1: (A) New members - Processing Applications: New members applications and dues checks shall be submitted to the Membership Chair who shall be responsible for forwarding them to the Chicago WCR Office within five (5) days of receipt. The Membership Chair shall provide a copy of the check to the Treasurer and shall provide a copy of the application to the appropriate parties.

(B) Welcome: By January 1 of each year, the Membership Committee shall establish a procedure to help new members feel welcome and to introduce the new members at Chapter meetings.

(C) New Member Induction: An Induction Ceremony for new members shall be conducted by the Membership Chair - during a regular meeting. Such ceremonies may cover several months and shall be arranged as they fit into the regular program.

(D) Upon induction, a new member shall be provided the following at the Chapter's Expense: *REALTORS* @ to receive the National WCR pin; National Affiliates to receive a pin other than the National WCR pin; and Local Affiliates to receive a certificate of membership.

(E) New Member orientation shall be held for all new inductees at least once a quarter.

Section 2: (A) Guest Follow Up: By January 1 of each year, the Membership Committee shall establish a follow-up membership recruitment procedure for guest attendees at Chapter meetings.

ARTICLE VI - BUDGET/FINANCE

Section 1: (A) Budget: It shall be the responsibility of the Budget and Finance Committee to submit to the membership, for their approval, a proposed and balanced budget for the coming year at the first meeting of the Governing Board. The IMMEDIATE PAST PRESIDENT shall serve as a member of the budget/finance committee.

Section 2: (A) Fund Raising /Ways and Means: The Chapter shall assume the responsibility of conducting fund raising programs, as needed, to enable the Chapter Officers to attend National, Regional and State WCR meetings.

(B) To protect WCR's tax exempt status as a NOT FOR PROFIT 501(c)6 organization, Ways and Means fundraising projects shall be in accordance with IRS rules (refer to IRS ruling 501(c)6 information in the LEADERSHIP POLICY AND PROCEDURE MANUAL).

(C) The Chapter shall keep a separate accounting of all proceeds received from fundraising projects.

(D) Fund raising proceeds shall not be designated for individual projects, but allocated to those projects that require funding, as approved by the Governing Board.

(E) No Ways and Means project shall be undertaken which would create a deficit obligation for the chapter without Governing Board approval.

(F) Any additional Expenses not included in the budget but deemed necessary in order to conduct fundraising projects shall be approved by the Governing Board before such expenses are incurred.

Section 3: (A) Operating Accounts and Deposits: All money received by the Chapter shall be deposited in the account of the Tucson Chapter of WCR in a financial institution selected by the Governing Board. Sums placed in checking, savings, money market or reserve accounts shall be deposited in a financial institution where deposits are insured by the Federal Government.

The signature of the President and the Treasurer shall be required on the signatory card. Only one signature that of the President or the Treasurer shall be required on all checks.

Section 4: (A) Dues: Dues shall be non-refundable.

(B) A former member whose membership was terminated for nonpayment of dues may apply for reinstatement as prescribed for new applicants in Article 111, Section 2 (B) of the Tucson Chapter Bylaws. Before any member can be reinstated, all delinquent dues must be current, all applicable application fees must be paid and the first year's dues must be paid in advance.

Section 5: (A) Reimbursed Expenses / Documentation: No authorized expenses will be reimbursed without written documentation provided to the Treasurer. Authorized expenses shall be defined as those, which appear in the approved annual budget. A WCR secured credit card shall be obtained and used for authorized travel. Officers shall also receive \$50.00 per diem for travel expenses.

(B) Travel - President: Budgeted travel expenses and registration fees for the Local Chapter President shall be established in the annual budget for attendance to the National, Regional and State WCR meetings, unless funding is received from another funding source. Reimbursed items will include coach airfare or ground transportation (at the rate per mile as set by the IRS), early bird meeting / event registration, lodging, meals and tickets for WCR functions that the Chapter president is expected to attend. Documentation of expenses must be submitted within thirty (30) days after the expense was incurred to be reimbursed. In the event the officer does not attend the event for which they were reimbursed officer shall repay the chapter within 30 days of the event.

(C) President-elect: The Local Chapter President-elect shall be reimbursed in the same manner as described in ARTICLE VI - Section 5 (B) herein for budgeted travel expenses for attendance to National, Regional and State WCR meetings, unless funding is received from another source.

(d) Vice President, Secretary and Treasurer: These officers shall be reimbursed in the same manner as described in Article VI-Section 5 (B) herein for budgeted travel expenses for attendance to National, Regional and State WCR Meetings, unless funding is received from another funding source.

Section 6: (A) Guest Policy - Speaker: All luncheon guest speakers shall receive a complimentary meal and/or other special recognition for their contribution to the Chapter.

(B) Non-Members: Members may bring guest to Regular Chapter meetings. Eligible prospects for WCR membership may attend no more than two times as a guest in any calendar year, with exception of the Tucson Association of REALTOR® staff who shall not have a limit on the number of times as a guest attendee.

Section 7: (A) Reservation Obligations - Financial Obligations: Reservations for all Chapter meetings and events sponsored by the Chapter shall be a financial obligation of the person making the reservation. An additional \$5.00 will be charged if reservation is past the deadline.

(B) Cancellation Deadline: A cancellation deadline shall be established for each ticketed function of the Chapter and shall be announced in the notice for that function. A member and/or non-member, whose reservation is not cancelled prior to the deadline, shall be billed for the full ticket price.

(C) Billing: Billing for reservations not cancelled shall be made within ten (10) days of the date of the ticketed function.

(D) Fee Policy: Members attending a ticketed function shall be charged the full ticket price whether they eat or do not eat.

(E) No Reservation: If members wish to attend a ticketed function without a reservation, they shall be accommodated on a space available basis only and charged an additional \$5.00.

Section 8: (A) Chapter Courtesy Policy - Memorials: In the case of death of a chapter member, an appropriate memorial not to exceed \$75.00 shall be selected. Within thirty (30) days of a Chapter member's death, the Local Chapter President shall notify the State Chapter President. In the case of death of a Chapter member's spouse, parent or child, an appropriate memorial not to exceed \$50.00 shall be selected.

(B) Get Well Remembrances: The Hospitality Chair is responsible for sending a card or flowers to a member who is ill or hospitalized.

(C) Unbudgeted Courtesy Expenditures: The Governing Board shall approve any unbudgeted courtesy expenses.

Section 9: (A) Audit - The books shall be audited at the end of the fiscal year and the Audit report shall be presented no later than the third meeting of the year.

Section 10: (A) Non Sufficient Fund Checks - all checks returned for (NSF) shall be charged a \$25.00 service fee.

ARTICLE VII - V.I.P POLICIES

Section 1: (A) Complimentary Membership: The local Association President and the CEO of the Tucson Association of Realtors shall be invited to become a member of the Local Chapter, at the expense of the Chapter.

Section 2: (A) State of National WCR Office: When a member of the Chapter is elected to State or National WCR Office, any expenses allocated by the Chapter shall be included in the Chapter Budget.

(B) The Governor(s), the State Chapter President and the Regional Vice President shall be guest of the local Chapter at its invitation. If a meal is provided, the local Chapter shall bear the cost.

ARTICLE VIII - AWARDS AND RECOGNITION

Section 1: (A) Member of the Year and Affiliate of the Year - Nominees: The Member of the Year recipient must be a REALTOR® member of the local Chapter for at least three (3) consecutive years. The Affiliate of the Year recipient must be a member of the local Chapter for at least two (2) consecutive years.

(B) Committee: The committee, which chooses the Member of the Year and the Affiliate of the Year, shall consist of the five (5) most recent recipients of the Member of the Year award, who are able to serve, and the most recent recipient of the Affiliate of the Year award, who is able to serve. The committee Chair shall be the most recent recipient of the Member of the Year award who is able to serve. A plaque or gift for the recipients shall be presented by the Chair at the installation of officers.

(C) Life Member: Any member who has been a continuous member in WCR at a local, state and national level for a minimum of (25) years, has held a leadership position (local, state or national officer or chaired a national committee), and has maintained their membership in the Tucson Association of REALTORS® is eligible to become a Life Member of the Tucson Chapter WCR. **Upon request in writing from Life Member, Tucson WCR will reimburse \$100 towards annual membership fees with Life Member paying balance of membership fees.**

(D) The Nominating Committee will be responsible for determining who is eligible for Life Membership and verify that all qualifications have been met prior to Award presentation at the Annual Elections Meeting each year.

(E) Life Members local, state and national dues shall be paid by the local chapter. It will be the responsibility of the Membership Chair to notify National WCR of life member status.

ARTICLE IX- SCHOLARSHIPS

Scholarship recipients must have been a member of the local chapter for a minimum of (1) year in order to qualify, and the member is encouraged to participate on at least one Local Chapter committee

Section 2: (A) Education Scholarships: Scholarships amounting to the cost of the educational offering, other than Performance Management Network, not to exceed \$175 per calendar year shall be awarded to each recipient.

(B) Performance Management Network: Scholarships amounting to the cost of the educational offering shall not exceed \$200.00 per calendar year per recipient.

(C) The scholarships may be used for any real estate industry educational offering in the area which enhances the productivity and professionalism of the member. This requirement can include classes towards NAR designations, technology and self-improvement. Any CE classes required for agent/broker license renewal will NOT be eligible unless class credit is used towards an NAR designation.

(D). Applications must be sent to the Local WCR Tucson Chapter Scholarship Chairperson for approval by the Scholarship Committee

(E) The amount of funds available for scholarships to be awarded shall be established in the annual budget and distributed in accordance to the above stated requirements until allocation has been totally disbursed.

Section 3: (A) Leadership Scholarships: Scholarships not to exceed \$200 per recipient per year to be applied to registration and events. Verification of attendance must be provided and request for reimbursement must be submitted within thirty (30) days of attending the event.

(B). The scholarships may be used for attendance to a National, State, or Regional WCR meeting.

(C). The applications must be sent to the Local WCR Tucson Chapter Scholarship Chairperson for approval by the Scholarship Committee.

(D). The amount of funds available for scholarships to be awarded shall be established in the annual budget and distributed in accordance with the items above until the allocation has been totally disbursed.

ARTICLE X - CONTRACTS / ENCUMBERANCES

The President, subject to the approval of the Chapter Officers, shall be the only individual authorized to enter into contract agreements that incur financial or other liabilities to the Chapter. When outside facilities are required for use by any committee, approval shall be obtained from the President.

ARTICLE XI - VOTING BY MAIL, FAX OR ELECTRONIC MEANS

Voting by mail, fax or other electronic means shall be permitted by the committees, the Chapter Officers, the Governing Board and the Chapter as a whole, except those instances in conflict with the bylaws and those as follows: Elections, Bylaws Amendments, Standing Rules suspension or amendment and the final approval of annual budgets.

ARTICLE XII - PROCEDURE FOR CHANGING STANDING RULES

Section 1: (A) Suspension: A Standing Rule can be temporarily suspended for the duration of a particular meeting by a majority vote.

Section 2: (A) Amendments: Without previous notice, a Standing rule may be amended at any governing Board meeting by a two thirds (2/3) vote of the members present. Amendments may be made by a majority vote, when a minimum of three (3) days prior notice is given.

Section 3: (A) Responsibility: The Chapter President and the Secretary shall be responsible for each having a copy of the Standing Rules available at all meetings.

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