

WOMEN'S COUNCIL OF REALTORS®
Arizona State Chapter – Standing Rules

I. MEETINGS

A. Chapter Meetings

Notice shall be given by email to every Chapter member at least thirty (30) days preceding all regular meetings; it will also be posted on the State Chapter Website. The American Flag and the State Chapter banner shall be prominently displayed at every meeting.

1. Annual Election Meeting

The Annual Election Meeting shall be held each year. It may be held in conjunction with a Regular Chapter Meeting.

2. Installation Meeting

The Installation Meeting shall be held within the fourth quarter of each year. It may be held in conjunction with a Regular Chapter Meeting.

B. Governing Board

1. Notice shall be given by email to every member entitled to participate in the Governing Board Meeting, plus it will also be posted on the State Chapter Website, at least thirty (30) days preceding all regular meetings.
2. For the purposes of representing the Local Chapter, as a voting member of the Governing Board, Local Chapter President shall be the current President as defined by the individual Chapter's Bylaws.
3. At all Governing Board meetings, voting members shall be seated in a designated area.
4. Voting members must be present at the meeting for their vote to count. Proxy votes will not be allowed.

C. Roundtables

In conjunction with select State Meetings, Roundtable Discussions could be provided for all Local Chapter Presidents, Presidents-Elects, Vice Presidents of Membership, Treasurers, Secretaries, Chairs, Co-Chairs and general members.

D. Guidelines to Host Chapter(s) at State Events

Arizona State Meetings are held periodically throughout the year. The intent of these meetings is: education of our membership and chapter officer/volunteer training, and to complete the business of our State Chapter. It is always our intent to highlight the area of the state where the event is held. The State President will ask the Local Chapter to help plan the night out, meet and greet, etc. To avoid any questions or misunderstandings, the following guidelines are in place.

1. All arrangements must be approved by the current State President and coordinated with the State Events Chair and Ways & Means Chair.
2. Any fundraisers held by the Host Chapter during the scheduled State Meeting must be approved by the State President and/or State Officer Committee. This is to include, but is not limited to: raffles, silent auctions, all fundraisers.
3. The Arizona night out is meant as a fun way for our members to network and to experience the host area of the state. The Host Chapter will be in charge of coming up with ideas for the event and reviewing them with the State President, Event Chair and Ways & Means Chair. Based on the cost and

location, the State President will make the final decision. The fee for the evening may be a fundraiser for the Local Chapter(s) with prior approval of the State President. Host Chapter Fundraisers will be reviewed and considered by the State President and Officer Committee. All other fundraisers will be reviewed 60 days prior to the meeting to make sure that they do not compete with any State fundraisers already planned.

4. No advertising of the event or pricing can occur without final approval by the State President. This includes, but is not limited to, email, flyers, postcards, postings on the State website.

II. ELECTIONS

A. Officers Consent to Serve

Officer nominees shall sign a consent to serve form after reading, and agreeing to, the job description. Completed, signed, and dated forms shall be placed in the permanent State minute's book behind election meeting minutes.

B. Procedures

1. Rules of the Day

The Rules shall be approved by the membership prior to voting.

2. Tellers

A minimum of three tellers shall be appointed by the President. Nominating Committee members shall not serve as tellers.

III. INSTALLATION OF OFFICERS

A. Installation

The Installation of the State Chapter President shall be held in conjunction with the Arizona Association of REALTORS® Installation of Institutes, Societies and Councils. Officers will be installed at the next state Women's Council of REALTORS ® function.

B. Arrangements

The incoming President shall make arrangements for the installation of officers and shall select the installing Officer and Master/Mistress 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. The outgoing President, at the expense of the Chapter, shall obtain plaques or a gift for other outgoing officers.

E. Finances

The budget for the Installation Ceremony shall be sufficient to include the expenses of up to four (4) invited guest dignitaries at the discretion of the incoming President and planning committee. The incoming President and the planning committee will secure sponsors to pay any additional costs.

IV. DUTIES

A. Officers

1. President's

Upon taking office, the President shall furnish each Officer and Committee Chair a copy of the 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 travel to the Mid-Year and National Conferences and shall attend conference sessions including, but not limited to: Local Chapter Best Practices, Governing Board Working Sessions, Governing Board Meetings, Elections, Regional Committee Meetings and Inaugural Banquets. The President will issue a report to the State Membership through an email, and provide an Update on the Arizona State website, sharing her experience, ideas and information gained from the conference and sessions.

2. President-elect

Will chair the-Strategic Partner Special Committee. Other officers will assist in procuring sponsors and vendors for the State Chapter.

Is responsible for compiling and posting on the website a quarterly newsletter for the state membership.

Is responsible for preparing and submitting the Arizona State Annual Report which will be due by December 31st to the National Women's Council of REALTORS®.

Is responsible for planning and directing a planning retreat for the following year after attending Leadership Academy.

After attending Leadership Academy, P-E will be responsible for planning and directing a planning retreat for the following year.

When the budget allows, the President-Elect shall travel to the Mid-Year and National Conferences and shall attend conference sessions including, but not limited to: Local Chapter Best Practices, Governing Board Working Sessions, Governing Board Meetings, Elections, Regional Committee Meetings and Inaugural Banquets. The President will issue a report to the State Membership through an e-mail, and provide an Update on the Arizona State Website, sharing her experience, ideas and information gained from the conference and sessions.

3. Secretary

The Secretary shall take the minutes of each Chapter meeting and each Governing Board meeting and keep an accurate record of all motions made at these meetings. Minutes must be approved within 20 days of the meetings. Upon approval Secretary will email and distribute to the Governing Board members and Regional Vice President and posted to the state website.

Will place original copies of all minutes on our State website. Will scan and save the preceding year's record on permanent media to be stored with the

Arizona Women's Council of REALTORS® Statutory agent for a total of seven (7) years.

Shall notify National Women's Council of REALTORS® of the following year's line officers upon election, but no later than November 1st.

Shall file the Annual Report with the Arizona Corporation Commission prior to the January 8th of the following year.

4. Treasurer

All monies collected by the Chapter shall be given to the Treasurer or President, along with documentation, within ten (10) days of receipt and shall be deposited by the Treasurer or President within five (5) days thereafter.

Will obtain written, faxed or emailed authorization from the State President before issuing any checks. Ratification of said checks is to be made at the next State meeting.

Shall bill for reservations not cancelled within twenty (20) days of the ticketed function.

Treasurer's reports shall be filed for audit.

Prior to the scheduled state meetings, the following forms are to be prepared, copied and distributed to all Governing Board members: Karen Franz Scholarship report, Actual vs. Budget YTD report, Balance Sheet, Travel report and any Reserve Account reports.

Is responsible for filing the State Chapter's annual tax return of form 990 by the deadline set forth by the IRS.

Will scan and save the preceding year's Treasurer Records on a permanent media to be stored with the Statutory Agent for a total of seven (7) years.

5. Governor (s)

The Governors shall attend Women's Council of REALTORS® State, Regional, and National Meetings.

Coach local chapters in understanding and completing the Annual Report Chapter Business Plan & Chapter Excellence Program.

B. Committee Chairs

1. All outgoing Committee Chairs shall prepare a written report Year in Review Form on the Committee's accomplishments at the year's end and pass on Committee materials to the incoming Committee Chair.
2. All Committee Chairs are authorized to appoint sub-committees in order to carry out committee responsibilities.

C. Parliamentarian

The President shall appoint a Parliamentarian and an alternate Parliamentarian. The Parliamentarian or the alternate shall be present at all Governing Board meetings and all State Chapter meetings.

V. ORGANIZATION OF NEW CHAPTERS

The State President and Chapter Officers shall assist in the formation of new Chapters. The State Treasury shall contribute two hundred and fifty (\$250) dollars to each new Chapter upon approval of their Bylaws by National Women's Council of REALTORS®.

VI. FINANCIAL MATTERS

A. Budget

It shall be the responsibility of the officers, and Budget and Finance Committee to prepare a budget for the coming year. The Treasurer shall Chair the budget-planning meeting.

At the last Governing Board meeting of the year, the Treasurer shall submit-for approval, a-balanced budget for the coming year.

1. No later than 30 days before the scheduled Governing Board meeting, a draft of the proposed budget shall be distributed by email to all Governing Board Members.
2. If the budget has not been approved before the end of the year, it shall be presented for approval at the first Governing Board meeting of the upcoming year. The Chapter shall continue to operate under the previous year's Budget with usual and reasonable expenses being paid until the new budget has been approved.

B. Fund Raising/Ways and Means

1. The State Chapter shall assume the responsibility of conducting fund raising programs, as needed, to enable the State President and officers to attend National, Regional and State Women's Council of REALTORS® meetings, and Local Chapter Visitations.
2. To protect Women's Council of REALTORS® not for profit organization tax exempt status, Ways and Means Fundraising Projects shall be in accordance with IRS rules (refer to IRS ruling information in the Leadership Policy and Procedure Manual).

C. Operating Account and Deposits

All money received by the Chapter shall be deposited in the account of the Arizona Chapter of Women's Council of REALTORS® 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 the Federal Government insures deposits. The signature of the President, the President-Elect and the Treasurer shall be required on the signatory card, and all three signatories shall be bonded at the Chapter's expense. Two signatures (that of the President, President-Elect or Treasurer) shall be required on all checks.

D. Reimbursed Expenses

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. Expenses deemed necessary in order to conduct fundraising projects should be approved by the Governing Board before such expenses are incurred.

E. Guest Policy

1. Speaker

All luncheon guest speakers shall receive a complimentary meal and/or other special recognition for their contribution to the Chapter.

2. Non-Members

Members may bring guests to a State meeting.

F. Reservation Obligations

1. Financial Obligations

Reservations for all State Chapter meetings and events sponsored by the Chapter shall be a financial obligation of the person making the reservation.

2. 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.

3. Billing

Billing for reservations not cancelled shall be made within twenty (20) days of the date of the ticketed function.

4. Fee Policy

Members attending a ticketed function shall be charged the full ticket price whether they eat or do not eat.

5. No Reservation

If members wish to attend a ticketed function without a reservation, they shall be accommodated on a space available basis only.

G. Audit

The books shall be audited by the audit committee as soon as practical after the end of the fiscal year. The Audit report shall be presented to the State President prior to being presented at the first meeting of the year.

H. Memorial

In the event of the death of a Chapter member, the Local Chapter President shall notify the State President within ten days. The State President shall in turn notify the National Women's Council of REALTORS®

I. Contracts/Encumbrances

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.

J. General Reserve Account

Beginning with the 2011 Budget, any Chapter funds remaining in the checking account at the end of a calendar year in excess of \$10,000.00 shall be deposited in the general Reserve Account until the account balance of \$25,000.00 has been reached. To pull funds from the General Reserve Account requires a 2/3 vote of the members present and voting at a Governing Board meeting.

K. National Future Leader Reserve Account

\$750.00 will be deposited at the end of each fiscal year into a National Future Leader Reserve Account. If an Arizona member is elected to National office. An additional \$2500.00 shall be budgeted for the National Future Leader Reserve Account until the account reaches \$25,000.00, to help defray the costs of a campaign and installation for a national line officer candidate from Arizona. To

pull funds from the National Future Leader Reserve Account requires a 2/3 vote of the members present and voting at a Governing Board Meeting.

VII. PROTOCOL & VIP POLICY

A. Local Chapter Visitation

The Governor(s) and the State President shall be guests of the local chapters at their invitation. If a meal is provided, the local chapter shall bear the cost.

B. National Officer Visits

If a National President cannot attend a State function to which she has been invited, then the invitation will be extended to the next line officer. The State Chapter shall pay the National Officer's travel expenses for lodging, transportation, food, registration and ticketed functions for each day a Women's Council of REALTORS® event is scheduled and for the days necessary for travel.

VIII. TRAVEL

A. Elected Officers:

Travel shall be established in the annual budget for attendance to the National, Regional and State WCR meetings unless funding is received from another source. Elected Officer Reimbursed items shall include:

1. Budgeted early Coach Fare, including Cancellation Insurance, if desired, plus one piece of luggage when traveling 4 days or more.
2. Hotel-standard room rate based on double occupancy for officers that travel more than 30 miles of the officer's home chapter Association site address.
3. Meeting/event registration and tickets for Women's Council of Realtors functions that they are expected to attend to be paid by debit card. The State Event Registration fee for all State Elected Officers shall be waived, if possible.
4. The Per Diem for all travel shall be based on the US General Services Administration's rate set for the individual city for Meals and Incidental Expenses set annually and published on the website www.GSA.gov for officers that travel more than 30 miles of the officer's home chapter Association site address. The total amount allocated per individual not to exceed the amount budgeted by the State Chapter.

B. Member of the Year Travel

The State Member of the Year shall be reimbursed in the same manner as described in VIII. A. herein for travel expenses to the National Women's Council of REALTORS® function at which the State Member of the Year recipients are recognized.

All documentation of expenses must be submitted within 30 days after attendance of meeting or travel where expense was incurred in order to be reimbursed. If meals are provided as part of the registration fee, then those provided mealtimes will be ineligible for reimbursement. The amount reimbursed not to exceed submitted receipts. If budget permits, other elected officers may travel to the Mid-Year Meeting and/or National Convention.

When Elected Officers travel to visit in state chapters that are more than 30 miles of the officer's home chapter Association site address shall be reimbursed for gas at the IRS rate. No per diem is given for local chapter visits.

C. Chapter Debit Card for Travel

The President/Treasurer will maintain a Credit/Debit card. Signatories will be changed annually and will be the same as on the checking account. The card is only to be used by the President (or the President Elect for Leadership Academy) only for advance airline reservations, hotel deposits, meeting registration and pre-ticketed Women's Council of REALTORS® State, Regional or National social events for budgeted State

Line Officers. The card stays in the Treasurer's possession and is not to be used to pay for hotel bills, meals, other transportation and or any personal expenses. In the event the Credit/Debit card is used and an officer forfeits a reservation or does not attend an event, the individual is personally responsible for repaying the State within 30 days. Failure to repay within the 30 days will result in additional penalties as approved by the Governing Board.

IX. AWARDS AND RECOGNITION

A. Member of the Year Committee

1. The Member of the Year Committee shall consist of five (5) Active members of the State Chapter as follows: the Committee Chair shall appoint three (3) past recipients of the award, willing and able to serve. The Governing Board shall appoint the two remaining members, who shall be chosen from the State Chapter as a whole. The Committee Chair shall be the most recent recipient of the award who is able to serve.
2. The State Chapter will procure a plaque or a gift for the annual recipient of the Member of the Year. It shall be presented by the Committee Chair at a State meeting.
3. The member of the year committee will also determine if a distinguished Service award should be given in any specific year. to an individual who has provided the chapter with outstanding service over a period of years.

B. Karen Franz Scholarship Fund Committee

1. It shall be the responsibility of the State Scholarship Chair to appoint a Committee of three (3) to manage this Fund. This committee to be responsible to solicit donations and/or raise funds to replenish funds awarded each year.
2. Recommendations for recipients of this award to be made by State and Local Chapter Presidents.
3. Scholarships to be awarded to State Women's Council of REALTORS® members to fund any Women's Council of REALTORS® nationally sanctioned leadership classes such as PMN classes, air fare to the Leadership Academy, any NAR Designation or Certification, any Women's Council of REALTORS® Arizona State, Regional or National Women's Council of REALTORS® meeting where attendance cost is involved.
4. Scholarships in the amount of one hundred (\$100) dollars or cost per event (whichever is less) to each recipient. A maximum of one scholarship per member will be awarded each year with the total number of scholarships not to exceed yearly budgeted amount as funds are available.
5. All scholarships are to be awarded as soon as scholarship committee approves application. Recognition of recipient to be at next state meeting.

X. PROCEDURE FOR CHANGING STANDING RULES

A. Adoption

Standing Rule can be adopted by majority vote at a Governing Board Meeting. Changes should be noticed periodically to the membership.

B. Suspension

A Standing Rule can be temporarily suspended for the duration of a particular meeting by a majority vote.

C. Amendments

Without previous notice, a Standing Rule may be amended at any Governing Board meeting by a two-thirds vote of the members present. Amendments may be made by a majority vote, when a minimum of ten (10) days prior notice is given.

D. Responsibility

The State President and the Secretary shall be responsible for each having a copy of the Standing Rules available at all meetings.

Revised: 9/28/92; 10/15/92; 6/17/93; 8/8/94; 7/14/95; 7/24/98; 10/22/98; 3/10/99;
7/23/99; 11/30/00; 3/14/01; 3/12/03; 11/20/03; 8/14/07; 3/11/09; 12/8/09; 12/1/10,
11/30/11,4/11/13, 7/29/13; 3/18/16, 8/22/16