



**Standing Rules: The Missouri Chapter of Women’s Council of REALTORS®**

**Revised and Approved:**

**June 3, 1987, June 1998, Jan. 1991, April 1993, Jan. 1998, April 2000, September 2003, September 2007, June 2008, November 2008**

The Executive Committee of the State Chapter of Women’s Council of REALTORS shall consist of President, President-Elect, Vice President, Secretary, Treasurer, Governor(s), Regional Vice President (when a member of Missouri Chapter), and Past President most recently in office. A simple majority shall constitute a quorum.

The Executive Committee shall meet prior to each scheduled Governing Board / Business Meeting in order to discuss and prepare for the business of the Governing Board.

The President-elect (newly elected President) shall call and preside at a joint Executive Committee Meeting, consisting of present and newly elected Executive Committees. The purpose is for an intensive planning session to outline goals and directions for the coming year, and to conduct an LCP Training Session, assisted by the Governor(s).

Every officer and every committee chairman shall send to the current President, NO LATER than November 15<sup>th</sup>, a year end report for the current President, the incoming President, and the new Chairman. At this transition period, all files and additional guidelines of each committee shall be turned over.

Committee Chairmen should keep minutes of meetings and give a copy to the President. Time will be allotted on the agenda for the Chairmen to report to the Governing Board at the Business Meeting.

Suggested Format for WCR Meetings:

Day One

6:00 - 8:00 pm            Executive Committee Meeting

Day Two

8:00 - 8:30 am	Local Presidents Meet
8:30 - 8:50	Local Presidents Meet with President, President Elect & Governors
9:00 - 9:30	Check in (2 members working)
9:00 - 9:30	Committee Meetings:
	Communication
	Education & Programs
	MAR Connections
	Membership
	National Focus
	Hospitality
	Ways and Means
9:30 - 10:30	Guest Speaker (Education & Hospitality Committees)
10:30 - 10:45	Break
10:45 - 12:00	Governing Board/Business Meeting

## Missouri Chapter of Women's Council of REALTORS JOB DESCRIPTION

The following pertains to all elected chapter officers.

1. Signed vouchers and paid receipts shall be submitted within 30 days after the event before funds can be disbursed.
2. Governing Board and Executive Board Minutes, Treasurer Reports, Ways and Means Requests and Reports and Committee Reports are first submitted to the President before distribution.
3. A State Officer may not have more than one excused or unexcused absence from Executive Board and or Governing Board /Business Meetings. The notice must be submitted to the President and approved by the Executive Committee prior to the requested absence. If the Officer has more than one absence (whether excused or unexcused) the President may appoint someone to fill the unexpired term. After notice has been received by certified mail, the State Officer has ten (10) days to appeal to the Executive Committee.

PRESIDENT (Per the Missouri State Chapter By-laws Art. VI, Sec. 2)

Recommended qualifications:

Has been a WCR member for a minimum of 4 years.

Has served as a local WCR Chapter President.

Has served on a State WCR Committee.

Obtained or in the process of obtaining their PMN designation.

Has attended 50% of the State, Regional and National Meetings over the past 4 years.

Serves on a minimum of 1 local association board committee

The President shall be the chief officer of the Chapter, and shall preside at the Executive and Governing Board/Business meetings. At all other times during the term of the office, the President shall represent the Council and act in its name, subject to its policies.

The President shall appoint the Standing Committee Chair and the Special Committee Chair, excluding the Nominating Committee Chair, Member of the Year Committee Chair, ExCEL Selection Committee Chair and Business Woman of the Year Chair subject to the approval of the Governing Board.

The President shall be an ex-officio member of all committees, except the Nominating Committee, Member of the Year, Business Women of the Year and ExCEL Award Committees.

Current President shall chair the Officer's Training Session.

• Shall provide packet, containing the Governing Board Roster, State Chapter by-laws, Standing Rules, Job Descriptions, Meeting Schedules, etc., to all members of the Executive Committee.

Shall email or send a copy of the agenda for all business meetings to the Governing Board, MAR Staff Liaison, Parliamentarian, and Members at Large prior to the State Meetings. Shall email or send a copy of the Executive Board agenda to the Executive Committee prior to State Meetings.

Shall select her/his Parliamentarian. It is recommended that a Parliamentarian be in attendance at each Executive Committee Meeting and Governing Board/Business Meeting.

The President shall introduce the officers and dignitaries during the Governing Board/Business Meetings. The Parliamentarian should be seated with the President. The Governor(s) and Regional Vice-president, when possible, should also be seated with the officers. Regional Vice-president should be recognized for a report at each meeting.

Shall receive all membership dues checks and membership printouts from National WCR. A copy shall be made and retained for the President's records, and the originals shall be immediately sent to the Treasurer.

President's expenses: Reimbursement of the expenses (budget line) shall be made only AFTER attendance including any voting session at which President would vote. Signed vouchers and paid receipts shall be submitted within 30 days after the event before funds can be disbursed.

**PRESIDENT – ELECT (Per the Missouri State Chapter By-laws, Art. VI, Sec. 3)**

**Recommended qualifications:**

Has been a WCR member for a minimum of 4 years.

Has served as a local WCR Chapter President.

Has served on a State WCR Committee.

Obtained or in the process of obtaining their PMN designation.

Has attended 50% of the State, Regional and National Meetings over the past 4 years.

Serves on a minimum of 1 local association board committee

The President-elect shall perform the duties of the President in the event of the President's disability or absence.

Shall assist the President and MAR/Staff liaison as meeting room coordinator, in advance of the Governing Board/Business meetings, regarding room size needs, seating arrangements, size of the head table, podium, flag, banner, etc.

Shall serve as Chairman of Standing Rules and By-laws, as it becomes necessary. This committee to include a minimum of two other members. The purpose of this committee is to revise and update the Standing Rules. All revisions to be noted on the Standing Rules (i.e.: approved 1/1/85, revised 3/1/85) and submitted to the Governing Board for approval.

Shall contact the Chicago WCR Office to invite the National President to a State Meeting. Also shall insure that protocol is followed for visiting National Officers.

Must attend the National Leadership Academy.

Must attend the National Convention Meeting in November in order to go through the State Chapter President Orientation Sessions.

President Elect shall be in charge of the Installation Ceremony of incoming officers coordinating with the President and the MAR/Staff Liaison.

The President-Elect (the newly elected President) shall call a joint Executive Committee Meeting, consisting of present and newly elected Executive Committee members, prior to the first regular Governing Board/Business meeting. The purpose is for an intensive planning session to outline goals and directions for the coming year, and to conduct an LCP Training Session, assisted by the Governor(s).

Shall order the Plaque of Appreciation for the outgoing President, to be presented at the Installation Banquet (suggest that plaque be ordered through MAR/Staff liaison). Order the flowers for the head table and for the officers when appropriate, for Installation Banquet.

President-elect's expenses: Reimbursement of the expenses (budget line) shall be made only AFTER attendance. Signed vouchers and paid receipts shall be submitted within 30 days after the event before funds can be disbursed.

**VICE PRESIDENT**

**Recommended qualifications:**

Has been a WCR member for a minimum of 4 years.

Has served as a local WCR Chapter President.

Has served on a State WCR Committee.

Obtained or in the process of obtaining their PMN designation.

Has attended 50% of the State, Regional and National Meetings over the past 4 years.

Serves on a minimum of 1 local association board committee.

Shall serve as Officer Liaison to the Chairman of the Educational Program of the Governing Board / Business Meetings.

Shall serve as Chairman of the EXCEL Committee. The Committee shall consist of the Local Chapter Presidents.

Shall order the incoming President's, other line officers and Governor(s) pins from National WCR Web Store prior to the Installation.

Shall serve as State Membership Chairman. The committee shall consist of the State Governors and all Local Chapter Vice Presidents of Membership.

Reimbursement of budget line expenses shall be made only AFTER attendance. Signed vouchers and paid receipts shall be submitted within 30 days after the event before funds can be disbursed.

#### SECRETARY (Per the Missouri State Chapter By-Laws Art. VI, Sec. 4)

##### Recommended qualifications:

Has been a WCR member for a minimum of 4 years.

Has served as a local WCR Chapter President.

Has served on a State WCR Committee.

Obtained or in the process of obtaining their PMN designation.

Has attended 50% of the State, Regional and National Meetings over the past 4 years.

Serves on a minimum of 1 local association board committee.

Shall take accurate records of all action taken during the Executive Committee meetings, Governing Board/Business meetings, and the Annual Business meeting of the Chapter.

Shall e-mail or send a copy of the minutes and notices to President for approval, after approval from President shall email or send to members of the Governing Board, MAR Staff Liaison, Parliamentarian, and Members at Large, after each meeting. Minutes of the Executive Committee meetings shall only be sent to the Executive Committee members after approval of the President.

The Secretary shall submit to National all information of the election of officers for the following year, the recipient of the Member of the Year Award and the Business Woman of the Year Award before November 1<sup>st</sup> or date specified by National.

Reimbursement of budget line expenses shall be made only AFTER attendance. Signed vouchers and paid receipts shall be submitted within 30 days after the event before funds can be disbursed.

#### TREASURER

##### Recommended qualifications:

Has been a WCR member for a minimum of 4 years.

Has served as a local WCR Chapter President.

Has served on a State WCR Committee.

Obtained or in the process of obtaining their PMN designation.

Has attended 50% of the State, Regional and National Meetings over the past 4 years.

Serves on a minimum of 1 local association board committee

The Treasurer must be bonded.

The Treasurer's books should be audited in June and closed by December 31<sup>st</sup> of each year. The closed financial books to be given to the Audit Committee Chair – no later than January 5<sup>th</sup>. The Audit Committee Chair shall provide the President and Treasurer a written audit report no later than five (5) days prior to the January Meeting. Out going Treasurer shall be responsible for bank signature cards and account data transfer with incoming Treasurer also it is recommended to order the minimum number of checks (100). The outgoing Treasurer to order the bond for the incoming Treasurer.

Included in Treasurer Report to Executive Committee shall be Year-to-Date account register for all accounts.

The Chapter books shall be sent to the audit committee no later than May 15<sup>th</sup>. Reconciliation of the books should be done by the June meeting (mid-year preliminary audit).

It is recommended that available surplus funds be placed in an interest bearing account. This reserve fund may be used as designated by the Executive Committee and approved by the Governing Board.

Shall serve as Officer Liaison to the Finance and Budget Committee. (The Finance and Budget Chairman and her/his committee, will include the current and incoming Treasurers, and shall meet with the newly elected President prior to the January meeting.)

Shall email or send a copy of the financial report to members of the Governing Board five (5) days before each State Meeting. Should be sent to the President before disbursement.

Reimbursement for budget line items, for the President, other line Officers and/or Governor(s), shall be made only AFTER attendance. Signed vouchers and paid receipts shall be submitted within 30 days of event before funds are disbursed.

All chairmen, and/or members, shall not be reimbursed for any expense or budget line item expense without a signed voucher and paid receipt. No reimbursements after books are closed on December 15<sup>th</sup>.

Shall disburse funds described above, to the "Function" Chairman for expenses. Chairman shall submit these vouchers and paid receipts to the Treasurer - within ten (days) of the event. Income shall be given to Treasurer no later than ten (10) days of the event.

Shall receive from the President, all membership dues checks and membership printouts, from National WCR, after a copy has been made for her/his records.

Shall receive funds of all fundraising projects, within five (5 WORKING DAYS after receipt, from all Committee Chairmen.

Shall issue certificates in lieu of checks, for all awards. The check shall be issued upon registration, when the prize is a scholarship or convention registration.

Reimbursement of budget line expenses shall be made only AFTER attendance. Signed vouchers and paid receipts are submitted within 30 days after the event before funds are disbursed.

## STATE GOVERNOR (S)

### Recommended qualifications:

Has been a WCR member for a minimum of 5 years.  
Has served as a WCR State President  
Has served as a local WCR Chapter President.  
Has served on a minimum of 1 National Committee.  
Has served on a minimum of 1 State WCR Committee.  
Has served on a minimum of 1 MAR Committee  
Obtained or in the process of obtaining their PMN designation.  
Has attended 50% of the State, Regional and National Meetings over the past 5 years.  
Serves as an officer, director, or on a minimum of 1 local association board committee

- Shall serve to assist local Chapters in various capacities at the request of the State Chapter President.
- Governors shall coach local chapters to improve their performance in working toward meeting standards, analyzing membership results and participating in the Chapter of Excellence Program.
- Shall encourage, coach and provide wise counsel to help Chapters understand and complete the Chapter Business Plan and Chapter Excellence Awards Entry Form, as well as, to understand the WCR mission, vision, values and goals.
- Shall advise on reading and interpreting Local Chapter Profile information.
- Shall actively participate as a member of the State Governing Board.
- Actively participate as a member of the Regional Committee.
- Actively participates as a member of the WCR National Governing Board.

Reimbursement of budget line expenses shall be made only AFTER attendance including any voting session where Governor (2) is to vote. Signed vouchers and paid receipts are submitted within 30 days after the event before funds can be disbursed..

## STANDING COMMITTEE CHAIRMAN

All Standing Committee Chairmen are voting members of the Governing Board.

As voting members of the Governing Board, it is vital that you be in attendance in order that the business of the day can be conducted. If absence is unavoidable, to be excused, written communication notice to the Missouri Chapter President should be received prior to the meeting and any applicable report.

Committee reports shall be prepared for the Governing Board/Business meetings. Notice to the Missouri WCR Chapter President, prior to the meetings, should be sent to allow time on the agenda.

All committees shall consist of not fewer than three (3) members. Minutes of all meetings shall be noted and motions included in the Chairman's report. Copies of the report shall be given to the President.

All Chairman shall submit a budget to the Governing Board for approval. Budget items for the function to be disbursed by the Treasurer, upon receipt of paid receipts and vouchers. These should be submitted to the Executive Committee before an event is approved.

All funds from fund raising projects shall be turned over to the Treasurer by all committee chairmen, WITHIN FIVE (5) WORKING DAYS after receipt.

All paid receipts and vouchers for committee expenses, where applicable, shall be submitted to the Treasurer, prior to December 15<sup>th</sup>, in order to reconcile and to close the books at year-end.

In order to maintain continuity, all Committee Chairmen shall prepare a year-end report. A copy for the President, the President – Elect and for the incoming Chairman along with any existing files and guidelines.

Year-end reports are due and shall be submitted to the Missouri WCR Chapter President, no later than November 15<sup>th</sup>.

## NOMINATING COMMITTEE

The Committee should meet prior to the January meeting to establish guidelines for the year, and meet in conjunction with the Governing Board/Business Meeting for the remainder of the year.

A Slate of Officers to include President, President Elect, Vice President, Secretary, Treasurer and Governor(s) should be selected and be interviewed at the June Meeting. Names should be recommended for submission to National WCR for Regional Vice-President at the January Meeting.

Each Officer currently serving should provide a written consent to serve in the new position. However, it should be clearly stated and understood that the promotion to the succeeding office is NOT AUTOMATIC.

It shall be the duty of the Nominating Committee Chair to announce the slate of officers at the Governing Board Meeting following the interviews

In the event the current Nominating Chair is a candidate for Governor, he/she will step aside and a Past Chair of the Nominating Committee shall conduct Governor candidate interviews. Upon the committee finalizing their selection for the Governor(s) slate of office, the current Nominating Chair will resume their duty.

Expanded job descriptions of each office shall be submitted to each considered nominee for her/his review, prior to her/his acceptance. Nominee shall sign consent to serve form, only after reviewing the job description.

Job descriptions and qualifications to be a WCR Missouri State Officer shall be sent to the Chapter Presidents, along with their notice inviting their suggested nominees.

## **State Installation**

**The State Chapter Installation shall be held in conjunction with the Fall MAR Meeting.**

## STANDING RULES

Standing Rules may be amended at any Governing Board/Business Meeting, by the Majority of those present or by email vote at the President discretion , without prior written notice to the membership, and be effective immediately upon approval.

## MAR CANDIDATES POLICY

The State WCR Secretary shall notify all MAR candidates offering them the opportunity to address the WCR general membership at the Annual Business Meeting. Notice to be mailed by August 1<sup>st</sup> to all candidates. The letters to include format and time limit.