

STANDING RULES FOR HILL COUNTRY CHAPTER (TX)

I. Meetings

A. Chapter Meetings. (See Bylaws, Chapter V.)

1. Regular Chapter Meetings shall be held on the 2nd Thursday of the month unless otherwise notified.

2. Annual Election Meeting. The Annual Election meeting shall be held in August. It may be held in conjunction with a Regular Chapter Meeting.

3. Installation Meeting. The installation Meeting shall be held in November. It may be held in conjunction with a Regular Chapter Meeting.

B. Governing Board Meetings. (See Bylaws Article IV for powers, composition and scheduling meetings of the Governing Board.)

1. Governing Board Meetings shall be held on the 1st Thursday, at 1:30 – 3:00 PM.

2. Unexcused Absences. Any appointed member of the Governing Board with two or more unexcused absences shall be construed as having resigned from the Governing Board and from the position that established that membership on the Governing Board. (See Bylaws, Article IV, Section 2.)

3. Reinstatement. Any member whose seat was vacated in this manner may apply for reinstatement within 30 days, which shall require a majority vote of the Governing Board. The President or President-Elect shall counsel any officer of member considered for removal prior to formal action by the Governing Board.

II. Elections and Nominations of Officers. (See Bylaws Article IV and VI for a list of elective positions, Bylaws Article VI for eligibility criteria and term limits, Article VIII regarding nominations, Article IX regarding elections and Article IV.D. below regarding the Nominating Committee.)

A. Officers Consent to Serve. To be eligible for election, officer nominees shall sign a consent-to-serve form after reading job description. Nominees nominated from the floor at the elections must be present and verbally agree to serve.

B. Election Procedures.

1. Rules of the Day. (Note: It is recommended that Chapters have “Rules of the Day” instructing the voting members how the election shall be conducted.) Prior to voting on Election Day, the President shall announce the “Rules of the Day,” as approved by the Board of Governors to define the procedures and govern voting and conduct of the election. The current Rules of the Day, effective with the adoption of these standing rules, are provided at Attachment A. The Rules of the Day may modified in accordance with the provisions for modifying other Standing Rules of the chapter.

2. Tellers. The President shall appoint a minimum of three tellers to distribute ballots, collect the ballots, count the votes and announce the results. Nominating Committee members shall not serve as tellers.

III. Installation of Officers

A. Arrangements. The outgoing President, along with his or her Committee, shall make arrangements for the installation of officers.

B. Selection of Installing Officers and Master/Mistress of Ceremonies. The incoming President 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. Order Pins from the WCR Web Store on line at www.wcr.org or call REBS (Real Estate Business Services) at 1-888-750-3343.

D. Plaque for Outgoing President. The Incoming President or Treasurer shall obtain, at the expense of the Chapter, a plaque with a symbolic gavel and gift to be presented to the outgoing President at the Installation Ceremony.

E. Finance. The budget for the Installation Ceremony shall be sufficient to include the expenses of invited guest dignitaries (such as Board President, Executive Officer, etc.)

IV. Duties

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. When the President takes office, he or she shall furnish each Officer and Committee Chairman copies of duties as outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL as they apply to each office and committee along with copy of the Chapter Bylaws and Standing Rules.

As soon as elected, the President shall organize the year as outlined in "How to Organize Your Year as President" in the LEADERSHIP POLICY AND PROCEDURE MANUAL. She shall complete the invitation for Governor's Visit and the Report Forms for the Chapter by the specified dates.

2. President-Elect. President-elect shall serve as Education and Program Chairman and shall plan the program and make arrangements with speakers and featured guests for the regular chapter meetings. The President-Elect shall also contact the State and District Presidents/Governors who may be expected to visit throughout the year and extend an invitation to visit, suggest a date or alternative dates, and inquire about the dates that would be most convenient to that dignitary.

The President-Elect shall also extend an open invitation for the dignitary to visit at any convenient time. But, to take the best advantage of such VIP visits and to assure adequate time is reserved to them on the program, the

President-Elect shall request the courtesy of a 30-day advance notice if they plan to make a presentation beyond the normal courtesy recognition of visiting VIP's.

3. Vice-President of Membership. (Also see additional detail in Article V.A.1. below.) The Vice-President of Membership shall conduct an aggressive campaign to recruit new members, non-resident members ("secondary" members of other chapters), and affiliates, provide membership application forms to all interested parties, forward applications and dues payments to national, and maintain a roster of all current members and non-resident/secondary members and affiliates.

4. Secretary. The Secretary shall take minutes at all meetings of the Governing Board and regular chapter meetings. (See LEADERSHIP POLICY AND PROCEDURE MANUAL). All minutes shall be verified by the President and signed by the Secretary before they are disseminated according to Chapter custom, which may be by mail or email, printed in newsletter or read at each Chapter Meeting.

A signed copy of the agenda for a Chapter Meeting shall suffice as minutes for that meeting, but if any official business of record is conducted, such as a vote to amend the Bylaws or an election, such business and the outcome shall be recorded with the agenda and presented to the next meeting of the Governing Board for acceptance and official recognition of record.

5. Treasurer. All monies received by the Chapter shall be deposited in the account of the Hill Country Chapter of WCR in a financial institution selected by the Governing Board.

One signature shall be required on all checks; the signature shall be the Treasurer's or President's. When only one person signs the checks, (e.g. the President), then a second person, (e.g. Treasurer) shall be designated to receive the bank statement and reconcile the account.

All monies (with the exception of dues from national members) collected by the Chapter shall be turned over to the Treasurer within 7 days of receipt and shall be deposited by the Treasurer within five working days thereafter.

New member applications and dues checks shall be collected by the VP-Membership (or Treasurer) who shall forward them immediately to the National WCR office. (Note: It is suggested that the chapter retain a photocopy of all dues checks.)

B. Committee Chairmen. All outgoing Committee Chairmen shall make a written report on the Committee's accomplishments at year's end and pass on Committee materials to the incoming Committee Chairmen. The incoming Committee Chairmen shall recommend to the incoming President possible members to serve on their Committee who that President may consider appointing.

C. Parliamentarian. A Parliamentarian and an alternate Parliamentarian shall be appointed by the President. OR The President shall be responsible for the presence of a qualified Parliamentarian at every meeting.

D. Nominating Committee. (See Bylaws Article VIII for further details.)

1. When to Act. In accordance with Bylaws Article VIII, before May 1 of each year the Governing Board shall chose from its membership a member to sit on the Nominating Committee. The Nominating shall initially meet in the month of June and prepare a slate of nominees to the Board of Governors before the end of July.

2. List of Nominees. The list of nominations shall include nominees for President, Vice President-Elect, Vice President of Membership, Secretary, Treasurer, and a Nominating Committee consisting for three primary members and two alternates (designated #1 and #2)..[Note: In addition to the elected Nominating Committee members, the most recent past President able to serve who shall be chairman of the Committee. The Governing Board shall elect one member from it own membership to serve on the Committee. Alternates shall serve only in the absence of a committee member and in the #1 or #2 order as needed.

V. Membership

A. New Members

1. Processing Applications. New member applications and dues checks shall be collected by the Vice President of Membership (or Treasurer), who shall forward them immediately to the National WCR office. (Note: Suggest retaining photocopy of the new member's check. It is also recommended that membership with the Local Board be verified.)

2. Welcome. Cards or letters of welcome shall be sent to each new member by the VP of Membership on behalf of the Chapter President. New Members shall be welcomed and introduced individually at Chapter Meetings by the President (or Vice President of Membership)

3. Induction Ceremony. An Induction Ceremony for new members shall be conducted by the Membership Chairman during a regular meeting. Such ceremonies may cover several months and shall be arranged as they fit into the regular program.

B. Guest Follow Up. The Secretary shall give the VP of Membership a list with the name, address, and phone # and email address of all guests that attend Chapter meetings. This information is to be given to the VP/Membership within three days of the meeting attended. The VP/Membership shall send an appropriate card or letter of welcome and an invitation to join the chapter or provide further information regarding the benefits of membership no longer than 10 days after the meeting attended. The membership committee shall devise an appropriate follow-up program to best guarantee the opportunity for adding new members.

VI. Financial Matters

A. Reimbursed Expenses.

(Note: When the Chapter budgets reimburse expenses for attending specific WCR functions, each Chapter shall formulate policies to avoid misunderstanding concerning the following issues.)

1. District, Regional, State and National Meetings are covered.

2. The Governing Board shall select and authorize the person or persons who will attend the functions.

3. The President, President-Elect and/or a Chapter representative will be selected to attend the functions.

4. The Governing Board shall set a specific maximum amount authorized for each meeting in accordance with the financial budget status and means of the chapter, and limit reimbursement to actual expenses.

5. Reimbursement may cover transportation, lodging and registration fees.

6. Reimbursement is to be verified by receipts, bills, etc.

7. The reimbursement will be paid after the function unless special arrangements have been approved by the board to pay the expenses in advance.

8. As a requirement for receiving reimbursement, the representative shall attend the appropriate meetings, functions, etc. and report to the Governing Board or Chapter Meeting with a concise written report and copies of helpful information from the function.

B. Guest Policy

1. Speaker. Guest speakers are to receive a complimentary meal and/or other special recognition for their contribution to the Chapter. This policy also applies to speakers who are WCR members.

2. Non-Members. Qualified prospective members may be brought to Regular Chapter Meetings as guests 3 times only before joining. This does not apply to a member's family or special guest provided they are not eligible for WCR

membership.

C. Reservation Obligations

1. Financial Obligations. Reservations for all Chapter Meetings and events sponsored by the Chapter shall be a financial obligation to be paid by the member.

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.

3. Billing. Billing for un-cancelled ticketed functions shall be made within 10 days of the event.

4. Fee Policy. Members attending a ticketed function shall be charged for the meal or refreshments 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.

B. Memorials. In the case of a death of a Chapter member, an appropriate memorial not to exceed \$40 shall be selected. In the case of the death of a Chapter member's spouse, parent or child, an appropriate memorial not to exceed \$30 shall be selected.

VII. VIP Policies

A. Complimentary Membership. The Local Board Presidents shall be invited as a guest to each Chapter Meeting.

B. State or 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

determined by and voted upon by the Governing Board. Such funds shall be included in the Chapter Budget.

C. Honorary Members. Honorary members shall be elected by unanimous vote of the Governing Board. Honorary members shall be exempt from paying Local Dues. Honorary members shall not have voting privileges.

VIII. Awards and Recognition

A. Member of the Year. Must be a current member of national Women's Council of Realtors and should have been a REALTOR or REALTOR-ASSOCIATE or National Affiliate for a minimum of five consecutive years. Must have supported and served the chapter beyond the call of duty, plus any other criteria to be determined by the Awards Committee.

The recipient of the award shall be recognized with an appropriate commemoration including title of the award, name of the recipient and year honored.

B. Affiliate Member of the Year. Must be a current local Affiliate. Shall be chosen on the basis of support and service to the WCR Hill Country Chapter beyond the call of duty, plus any other criteria to be determined by the Awards Committee.

The recipient of the award shall be recognized with an appropriate commemoration including title of the award, name of the recipient and year honored.

C. Other Awards. The Awards Committee may recommend additional awards to the Governing Boards in recognition of service of other persons to the purposes of the Hill Country Chapter. The Local Chapter President may recognize, with an appropriate award, a person or persons who has/have made an outstanding contributions to the goals of the Chapter. The expenses of all awards should be covered by allocation in the budget unless the Governing Board acts to grant an exception.

These Standing Rules were adopted and became effective on: _____,
200 ____

Attachment A: Standing Rules for Hill Country Chapter (TX)

RULES OF THE DAY FOR CONDUCTING ANNUAL ELECTIONS

1. These rules supplement Paragraph II. Above, “Elections and Nominations of Officers,” of the Standing Rules regarding the procedures for conducting general elections, nominations from the floor, handling motions to elect by acclamation, and distributing and counting ballots. Situations not covered here shall be governed by Robert’s Rules of Order, as ruled by the President, or as determined by the Parliamentarian in the event of a formal “Objection to a Point of Order” arising from the floor.

2. The President shall preside over the election process and rule over any controversies that may arise. The election should be held early in the program so the tellers may complete the tally and have the results available for announcement before the meeting adjourns. The President shall announce that the newly elected officers will assume their new positions effective January 1 of the following year, but initial planning for that year should begin immediately.

3. If there is an early motion from the floor to accept the slate of nominees as submitted by the Nominating Committee and elect them by acclamation, before the slate has been read, the President shall rule the motion out of order temporarily, pending the formal reading of the slate of nominees and the call for nominations from the floor.

4. The President shall appoint a minimum of three tellers to distribute ballots, collect the ballots, count the votes and announce the results. Nominating Committee members shall not serve as tellers. The printed ballots shall make provision for voters to insert the name of a member nominated from the floor. (See Article II.B. above.) “Write-in” names not nominated from the floor shall not be counted and that vote for that person should be voided.

5. The President shall call attention to the printed slate of nominees placed on the tables and read the nominations for each office, one at a time,

beginning with the nominee for President.

6. Following the reading of the each nominee's name, the President shall ask if there is a nomination for that office from the floor. If a floor nomination appears the President shall ask the nominee if they are willing to serve, and if they are not present whether there is a signed written statement indicating that they are willing to serve.

7. If there are no nominations from the floor the President shall ask if there a motion to elect all nominees submitted by the Nominating Committee by acclamation. If there is such a motion, it must pass unanimously and the President shall ask if there are any objections to the motion. Hearing none, the President shall rule election of all nominated candidates. If there is objection the President shall proceed with the election.

Tip: To move the process along when there is no apparent opposition to the slate and no nominees from the floor, a wise President may want to plant on the floor a trusted person prepared to make the motion to elect by acclamation, if appropriate. If there is any nomination from the floor, or any apparent opposition to the slate offered by the Board of Governors, the "shill" should not make the motion, the President should rule any such motion out of order if made by anyone, and the formal election by written ballot should proceed as planned.

8. If the election proceeds to a formal vote, the tellers shall distribute the ballots to members, taking care to provide them to members only. The tellers shall then collect the votes, tally the vote and provide a written note to the President stating the results.

9. If no candidate gets a majority vote for that position, the President shall announce a run-off between the top two candidates. The run-off election may be held by show of hands, dividing the room by having voters walk to opposite side of the room if the vote is close, but the two candidates shall be asked to excuse themselves temporarily from the meeting room.

Note: The Annual Election shall be held in August of each year (See Article I.A. above) or as the Governing Board has otherwise provided under the Bylaws. The slate of nominees should be announced at the regular membership meeting (presumably in July) prior to the regular meeting when the election shall be held (August). The Nominating Committee should have provided a full slate of nominees to the Governing Board to its last meeting prior to the announcement

of the slate at the appropriate membership meeting (presumably July). Printed ballots should be available, listing all elective offices: President, President-Elect, Vice-President of Membership, Secretary, Treasurer, three Members of the Nominating Committee, and two Alternates to the Nominating Committee designated as #1 and #2 respectively. The most recent past president able to serve shall be Chairman of the Nominating Committee.