

# **STANDING RULES MICHIGAN CHAPTER**

## **DUTIES OF OFFICERS (Term begins January 1)**

### **I. PRESIDENT SHALL:**

- A. Attend Women's Council of REALTORS® State and National meetings, i.e. Workshops, Governing Board, Regional Caucus, Orientation and other meetings deemed necessary by the Governing Board.
- B. Attend the MAR Delegate Body Meetings as voting delegate. Bring issues forward at Governing Board meeting for input.
- C. Instruct the Recording Secretary to post on the website the current Bylaws and Standing Rules.
- D. Prepare a written meeting agenda and distribute report of all pertinent information received from National to Governing Board & Members at Large. Meeting agendas shall be sent to the Governing Board and all committee chairs and RVP 5 days prior to meeting. Agendas should also be sent to recording secretary to be posted on the state website prior to meetings.
- E. Governing Board agendas and minutes to be emailed to the Governing Board and posted on the website prior to any state meeting. Annual election agendas to be handled the same way. A limited number of copies are to be printed and brought to meetings for those who were unable to bring them.
- F. Assist the President-Elect to plan and implement a "Leadership Workshop" utilizing the talents of the new officers.
- G. Promptly send all checks to Financial Secretary with attached list from National WOMEN'S COUNCIL OF REALTORS®, indicating number of members covered.
- H. Obtain at Michigan Chapter expense the pins for all incoming officers to be presented at the Installation Ceremony.
- I. President shall sign checks in the absence of Financial Secretary.
- J. Make sure that gavel is at meeting. Arrange for proper set up of the room for meetings and order a podium or microphone as needed.
- K. President shall chair the nominating committee the following year after they serve a president. If the immediate past president is running for office of any kind the most recent past president able to serve will chair the nominating committee.
- L. Keep members-at-large informed of meetings.
- M. Appoint someone to chair the National Focus Committee.
- N. Distribute pertinent news from National to all officers.
- O. Prepare a written president's report to include with minutes for all meetings

### **II. PRESIDENT-ELECT SHALL:**

- A. Co-Chair and plan the Member of Year Banquet with the Chair of the Member of the Year committee. It will be held at the WOMEN'S COUNCIL OF REALTORS® winter meeting. The President Elect shall chair and plan MOY site and meal selection.
- B. Plan and implement the "Leadership Workshop" for new Local Chapter Officers and Committee Chairs. This workshop should be held in the fall, but before Dec. 1<sup>st</sup>, to allow time for Local Chapters to have elections. Plan, with the assistance of the President, and utilizing the talents of the new Michigan Officers and Governors.

- C. Following the annual Election effect a planning session with the Incoming President-Elect to form committees and plan the agenda for the year. Prepare written goals for each committee and list committee members. Send to Governing Board and Committees.
- D. Presents all motions coming out of Committees to Governing Board.
- E. Keep RVP apprised of Leadership Orientation Meeting date.
- F. President-Elect shall be responsible to purchase a gift for the out going president to be presented at the WOMEN'S COUNCIL OF REALTORS® Installation Luncheon at MAR.
- G. Attend Women's Council of REALTORS® State and national meetings, i.e. Workshops, Governing Board, Regional Caucus, Orientation and other meetings deemed necessary by the Governing Board. This will include National Leadership Academy.
- H. Remind Chapters of the Chapter Business Plans.
- I. IMMEDIATELY following the Annual Election of Officers, file a report to the Executive Vice President of National WOMEN'S COUNCIL OF REALTORS® with names and addresses of new officers.
- J. Bring the State Chapter Sign(or banner) and sponsor boards to all meetings.
- K. Bring table top committee signs.
- L. Choose topics for LCP's to speak on at April Meeting.
- M. Bring tent cards with officer positions and names for all meetings.
- N. Prepare a written President-Elect report to be included with minutes of all meetings.

- ***Serve as Liaison on the Nominating, Ways & Means & Member of the Year & Education & Programs Committees***

#### **IV. FINANCIAL SECRETARY SHALL:**

- A. Keeps the ledger showing receipts and disbursements if funds. Deposit all funds upon receipt in accounts designated by the Governing Board. Carry to all Women's Council of REALTORS® State meetings the check book and be prepared to write and sign checks for costs incurred by the meeting. All bank accounts shall include Financial Secretary, President, and President-Elect on signature card.
- B. Serve as Vice-Chair of Finance & Budget Committee and help prepare the budget.
- C. Prepare statements for each Governing Board meeting showing the approved budget and year to date figures, subject to audit. The annual audit to be performed before the spring meeting by a committee appointed by the President. Each fundraiser or project to be shown on separate report attached to report.
- D. File annual tax returns as required and prepare any other documents required per IRS Requirements.
- E. Reimburse Officers expenses not to exceed the approved annual budget. Original paid receipts are to be provided. Expenses for deposits on travel may be put on the chapter debit card at the discretion of the president and documentation of such transactions are to be provided to the financial secretary for documentation of said expense. If expenses are incurred by the chapter on behalf of an officer and the officer does not attend that meeting, those expenses are to be reimbursed to the chapter immediately. All expenses should be presented during year of office by December 1<sup>st</sup> to facilitate closing of books on December 31<sup>st</sup>. The following items may be submitted for payment:
  1. Registration to Michigan and National WOMEN'S COUNCIL OF REALTORS® meetings.
  2. Airfare to National meetings or auto travel at the current IRS mileage rate.
  3. Lodging at convention rate for WOMEN'S COUNCIL OF REALTORS® meetings at Michigan, Regional and National.

4. All required WOMEN'S COUNCIL OF REALTORS® ticketed events. (i.e. State Mixer, WOMEN'S COUNCIL OF REALTORS® Installation Luncheon, Dinners and Welcome Reception)
  5. Transportation to hotels, airports and events.
  6. Miscellaneous expenses for food, tips, parking, etc. will be reimbursed if within budget.
- G. The Financial Secretary will not pay any expense request if the total chapter account balances reach less than \$6,000.00 without Governing Board approval.
  - H. Michigan shall budget funds for Regional Vice President and funds will be disbursed as established by the region.
  - I. Officers must disclose payment by other entities on the State Chapter expense reimbursement form. Forms to be available on state website.
    1. All funds approved shall be disbursed through the Michigan Financial Secretary unless Governing Board deems otherwise.
    2. Upon election, Michigan State Officers shall provide a statement to the Financial Secretary outlining expected reimbursements from other sources.
  - J. Bonding as required by the Governing Board for President, Financial Secretary, and President-Elect.
  - K. Send Memorials checks requested by corresponding secretary.

\* *Serve as Liaison to Finance and Budget Committee.*

V. **RECORDING SECRETARY SHALL:**

- A. Record the minutes of all Governing Board meetings and General Membership meetings. These minutes are to be emailed to all Governing Board members and be posted on the state website.
- B. Maintain attendance records and documents pertinent to the meeting. File the originals in the MICHIGAN CHAPTER MINUTE BOOK.
- C. Distribute copies of minutes to the President within two (2) weeks of the meeting. After any revisions, send to members of the Governing Board & RVP. Prepare a limited number of copies of General Membership meeting minutes to be available at all meetings.
- D. Post current Bylaws and Standing Rules on the state website and have a written copy available to refer to at all meetings.
- E. E-mail State General Membership Meeting Minutes to Website Committee Chair.
- F. Notify National WOMEN'S COUNCIL OF REALTORS® of any By-Laws or Standing Rules changes.
- G. Notify National WCR of any Michigan Chapter dues change per Bylaws.
- H. Post State General Membership Meeting Minutes on State Chapter website within 3 weeks after meeting.
- I. Send cards and correspondence on behalf of state chapter as deemed necessary by president.
- J. Have written officer report ready at meetings to be included with minutes
- K. Send out new member welcome letters on behalf of the state chapter whenever notified by a LCP.

\* *Serve as Liaison on Election & Credentials, By-Laws & Hospitality Committees*

## **VII. GOVERNORS:**

- A. Attend Women's Council of REALTORS® State and National meetings, i.e. Workshops, Governing Board, Regional Caucus, Orientation and other meetings deemed necessary by the Governing Board.
- B. Promote Chapter Business Plans.
- C. Attend General Membership and Governing Board meetings of Local Chapters
- D. Governor's to work together to divide local chapter responsibilities.
- E. Prepare written reports for the State Chapter Meetings
- F. Keep State Chapter President abreast of Local Chapter status.
- G. Determines which Chapter wins the Golden Achievement Award and have appropriate recognition materials made.
- H. Make sure the President Elect's are signed up for the Leadership Academy by May.

*\*Liaison to Membership Committee and the Ways and Means/Sponsorships Committee*

## **MEMORIALS**

- A. A memorial of twenty-five dollars (\$25.00) will be sent to the charity of the bereaved family's choice in the event of a death of the immediate family of the Governing Board or as otherwise agreed upon by the Officers.

## **NEW CHAPTER START UP FUNDS**

The State Chapter will budget for a \$500 allowance for any new chapter start-up expenses. Acceptable expenses may include: Website set-up fee and first year hosting fee, officer and charter member pins, once copy of the Leadership Policy and Procedures Manual for the chapter, registration fees for any members to attend the State Chapter Leadership Day, stipend for travel for president-elect to attend National Leadership Academy and any miscellaneous fees for organizing new chapter. These are acceptable uses but the new chapter will not be reimbursed over and above the budgeted amount for any items.

The State Chapter will have a travel allowance of \$250 that may be used by the State Officers to travel to the new chapter meetings to help them in setting up the chapter. These funds may be used for mileage and overnight stay when necessary.

## **STANDING COMMITTEES**

**Ads, Flyers and any other promotional material must be reviewed by the President before distribution**

### **NOMINATING COMMITTEE:**

(To Be Voted on By The General Membership Except for E.)

- A. Present the names of the nominees for the state offices (including Governors) for following year to the general membership at the fall meeting at MAR. .
- B. Shall consist of three (3) members. Committee members to be elected by the general membership at the fall meeting at MAR and will then be responsible for bringing forth candidates for the fall elections the following year. .
- C. Names of the 1<sup>st</sup> and 2<sup>nd</sup> alternates for next year's nominating committee shall also be elected by the general membership at the fall meeting at MAR..
- D. Present the name of a potential RVP as recommended by the standing governors, state chapter president, and regional vice president to bring forth at National and who could serve in the 2<sup>nd</sup> year following the state election.
- E. Most immediate past president able to serve shall chair the nominating committee.

***\* Liaison is President Elect***

### **BYLAWS COMMITTEE**

Committee responsibilities are to:

- A. Review National Bylaws and implement necessary changes to the State Chapter Bylaws to confirm with National.
- B. Provide copies and guidance to Local Chapter Bylaws Chairs and Elected Officers.
- C. Ensure By-Laws are on the State website.
- D. Continually monitor, review and recommend changes.
- E. Invite local Bylaws Committee Chairs and Recording Secretaries to join State Committee.

***\* Liaison is Recording Secretary.***

### **EDUCATION AND PROGRAMS**

Committee responsibilities are to:

- A. Facilitate and guide Local Chapters who are sponsoring PMN classes.
- B. Keep in contact with National regarding PMN classes being held throughout the state and ensure that these are posted on State Website.
- C. Recommend an education program to be offered at Annual MAR meeting.
- D. Communicate with Marketing Committee for promotion of education programs.
- E. Contact local chapter Education Chairs and invite them to be on Committees.

***\*Liaison is President Elect***

## **FINANCE AND BUDGET**

Committee responsibilities are to:

- A. Work with Financial Secretary and President to create the budget and to be presented at the January meeting.
- B. Review budget and actual expenditures with Financial Secretary as needed.
- C. Audit the books at the end of each year.

*Liaison is the Financial Secretary.*

## **MEMBERSHIP**

Committee responsibilities are to:

- A. Create a membership recruiting/retention campaign promoting member benefits utilizing the National Chapter program where applicable.
- B. Recognize new members at State Chapter meetings.
- C. Encourage membership program through local VP of Membership
- D. Encourage local chapter VP's of Membership to join Committee.
- E. Coordinate with Governors whose chief duty is Membership
- F. Recognize Golden Achievement Award winner at January meeting with Governors.

*\*Liaisons are the Governors.*

## **NATIONAL FOCUS**

The committee is to be comprised of a minimum of 2 Realtor members who are appointed by the State Chapter President. Members should have extensive WCR knowledge and experience at all levels.

Responsibilities include:

- A. Explore ways to gain national prominence for the state, through networking and participation , and to keep members informed of national issues and opportunities.
- B. Identify, develop and position qualified members for national leadership roles, insuring that national has a strong talented cadre of members for volunteer opportunities and leadership positions.
- C. Encourage attendance and participation at State, Regional and National meetings.
- D. Identify and recommend to national members who have aspirations to serve at the national level. States should identify 1 to 3 names based on state chapter size.
  - a. State chapters with 5-200 members may recommend one.
  - b. State chapters with 201 -500 members may recommend two names
  - c. State chapters with 501 or more members may make up to three recommendations.
  - d. At their discretion the State Chapter may choose not to make any recommendations.

- E. Names are to be submitted to National by April 15<sup>th</sup>.

# **SPECIAL COMMITTEES**

## **MARKETING**

Committee responsibilities are to:

- A. Promote all State Chapter WOMEN'S COUNCIL OF REALTORS® activities as needed.
- B. Coordinate marketing activities with all committees, especially with Education & Programs, Hospitality, Membership, Member of the Year, and Ways and Means Committees.
- C. Provide press releases in a timely manner to the Michigan Realtor® magazine or website. and the Connections Magazine on all WOMEN'S COUNCIL OF REALTORS® events. These must be proofed by the president.
- D. Contact local chapter marketing chairpersons and invite them to be on your committee.

*\*Liaison is Corresponding Secretary.*

## **HOSPITALITY**

Committee responsibilities are to:

- A. Be at all functions 15-20 minutes ahead of time.
- B. Coordinate with appropriate person responsible for meeting to arrange for registrations and sign-in.
- C. Recognize new members at state function and act as a guide to show them what WCR is all about.
- D. Create networking event in conjunction with MAR (night before WOMEN'S COUNCIL OF REALTORS® Meetings)
- E. Coordinate with Marketing for flyers and promotion.
- F. Coordinate breakfast and lunch for spring meeting held at MAR offices in Lansing.
- G. Take reservations for the April meeting at MAR, Fall mixer, Leadership Training Day and handle check in at MOY luncheon.
- H. Invite the Hospitality Chairs from the Local Chapters to join the Committee.
- I. Have name tags available for Leadership Day.

*\*Liaison is Recording Secretary.*

## **MEMBER OF THE YEAR**

The duties of the Member of the Year Committee are:

- A. Coordinate with LCP's to submit MOY nominees by October 1<sup>st</sup>.
- B. Application form to be from current Policy and Procedure manual.
- C. Members of the Committee shall include at least two past State MOY recipients.
- D. Chair shall coordinate MOY Luncheon with incoming President-Elect as co-chair and be responsible for the program at the luncheon.
- E. Coordinate with Hospitality for reservations and registrations.
- F. Send personal invitations to past State MOY recipients.

***\*Liaison is President Elect.***

**WAYS AND MEANS**

Committee responsibilities are to:

- A. Coordinate with the Marketing Committee for promotions, flyers and publicity.
- B. Conduct raffles (50/50) at all State functions.
- C. Contact local chapter Ways & Means chairpersons and invite them to be on your Committee. Could be the person responsible for the tickets (i.e. basket Raffle) for each chapter. Local Chapter President needs to be equally responsible, but having two people might help ease the situation.)
- D. Plan and implement an annual fundraiser for State Chapter, which nets income to be in compliance with the budget.
- E. Establish necessary timelines
- F. Complete motion form for request of funds as necessary
- G. Implement a sub-committee to handle State Sponsorships as a means of raising revenue to cover State Chapter Expenses.

***\*Liaison is the President Elect and the Governors***

**WEBSITE COMMITTEE**

Committee responsibilities are:

- A. Maintain the State Website
- B. Correspond with the webmaster and negotiate any contracts. All contracts are to be approved by the Governing Board before they can be implemented.
- C. Assist local chapters with their website needs and problems.
- D. Help all chapters in learning how to use the National WCR website
- E. Keep a list of all passwords and access codes necessary to access state and local websites.
- F. Post items to the State Website as directed by the president or other items as noted in the Standing Rules.

***\* Liaison is***

**Committee Liaison Duties**

- A. Keep in regular contact with committee chair.
- B. Assist in developing committee agenda if needed for next meeting at least two weeks in advance.
- C. Assist in scheduling additional meetings if necessary.
- D. To report progress at each governing board meeting