

HOW TO CHARTER A LOCAL CHAPTER

Requirements:

There must be at least 20 Active (REALTORS® and/or REALTORS-ASSOCIATES®) members to form and maintain a Local Chapter. Twenty (20) is the minimum, it is recommended to not charter with less than 30.

Inquires made to the National Office will be directed to the State Chapter President (if applicable) to discuss the States interest in starting and supporting a new chapter. Contact the National WCR Chapter Liaison for a Chapter formation kit. Obtain support from the Local Board of REALTORS®. Make sure BEFORE the process starts that there are enough REALTORS® in the area to support a strong healthy chapter.

Guidelines:

Call a meeting and appoint a temporary chairman.

Temporary chairman appoints a Bylaws Committee to prepare the bylaws using the Local Model Bylaws (in Chapter Charter Kit, also online in the Member Center) The temporary chairman also appoints a Nominating Committee to nominate a slate of officers.

A Second meeting is called. The bylaws are submitted by the committee to the group for acceptance and permanent officers are elected.

If a Chapter is unable to get organized in a reasonable time frame either due to insufficient membership or lack of leadership, continue to call meetings to maintain interest but submit applications as received to the national WCR office for processing as members-at-large. When the Chapter is ready to for chartering, these members can be transferred into Chapter and will be counted toward the 20 required.

Send the following to the Chapter Liaison of the WOMEN'S COUNCIL OF REALTORS® at the national WCR office:

- One completed copy of the bylaws which have been approved by the Local Chapter;
- The completed Chapter Business Plan and Budget in the Chapter Charter Kit;
- A list of officers-elect of the Local Chapter;
- A list of the charter members and their complete addresses, indicating whether each is a new member to WCR, a WCR member transferring from another Chapter, or a WCR member transferring from member-at-large status
- An application completed in detail from each of the new members;
- Payment of membership dues (national, state and local) from each of the new members.

A Charter will be ordered following national review and approval of the bylaws and the processing of the membership applications. Eight weeks should be allowed from time of completion of the above items required for organization of a Local Chapter being received in the national WCR office until the date for Charter presentation.

In some instances, when the application to Chapter has been fully approved by National, but there is a delay in receiving delivery of the Charter, and a formal date has been set for installation of officers, it is recommended that the Chapter proceed with the installation.

Installation of new officers may be held at the time of presentation of the Charter. It is recommended that the installation ceremony take place at a general meeting of the Board of REALTORS®. Subsequent installation of Chapter officers are most effective if held at the annual installation of Board officers. It is recommended that the installation of Local Chapter officers be conducted by the WCR Regional Vice President, State Chapter President, Governor, other WCR officer, the President or other officer of the Local Board of REALTORS® or of the State Association, or other dignitary who has shown a marked interest in the status of women in business.

For Chapter Formation Kits or assistance, contact the Chapter Liaison at national WCR at 800-245-8512.

Instructions for completing or revising bylaws:

- Your Chapter cannot be chartered until your bylaws are in conformance and approved by national WCR.
- To expedite approval of your Chapter's bylaws, please follow the model bylaws exactly. Do not retype and therefore it will not be necessary to correct typos, spelling, etc.
- Use the model bylaws in your Chapter Charter Kit, access them in the Member Center on the WCR Web site at www.wcr.org , or photocopy the ones in this manual and fill in the blanks.

The following blanks on the model bylaws must be completed:

ARTICLE I, Section 1 and Section 2: Name of Local Chapter

ARTICLE II, Section 1. The Chapter name AND the Name(s) of Local Association(s) within whose boundaries Chapter exists. Other geographical boundaries may be substituted (e.g. names of towns served or street boundaries on the north, south, east and west).

ARTICLE III, Section 1. (A), (B), (C), (D): The amount to be filled in on your copy of the bylaws is the local dues only. Note that the amounts in (A) and (B) must be the same.

Chapters should charge a higher amount for Local Affiliate dues; this is an important source of revenue for Local Chapters.

ARTICLE VI, Section 1(C): Indicate the beginning and ending dates of the one-year term of office. This is typically January 1 – December 31.

ARTICLE XIV: Enter the name of the Chapter and the name of the State.

For information on chartering a State Chapter, contact the WCR Vice President of Member Services at the National Office.