

# **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 distribute copies of the current Bylaws and Standing Rules to Officers and Chairs.
- 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 RVP 5 days prior to meeting.
- E. Executive Committee agenda and minutes to be printed on yellow paper; Governing Board and General Membership agenda and minutes to be printed on green paper; and Annual Election agenda and minutes to be printed on blue paper.
- 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 incoming President's pin and Governor's pin for presentation at the Installation Ceremony.
- I. President shall sign checks in the absence of Financial Secretary.
- J. Make sure that gavel is at meeting.
- K. President shall chair the nominating committee the following year after they serve a president.
- L. Keep members-at-large informed of meetings.

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

- A. Chair and plan the Member of Year Banquet 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. Also, obtain a copy of Leadership Manual for each incoming officer at Chapter expense.
- 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. Keep RVP apprised of Leadership Orientation Meeting date.
- E. President-Elect shall be responsible to purchase a gift for the out going president to be presented at the WOMEN'S COUNCIL OF REALTORS® fall installation Luncheon at MAR.
- F. 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.
- G. Remind Chapters of the Chapter Excellence Awards.

- H. Remind Chapters of the Annual Business Plan, which is due by January 1<sup>st</sup> of the year the Governing Board takes office.
- 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.
- J. Send Incoming Officers Report to National.

**\* Serve as Executive Liaison on the Nominating, Ways & Means & Member of the Year Committees**

**III. VICE PRESIDENT SHALL:**

- A. Keep the WOMEN'S COUNCIL OF REALTORS® Banner and ensure display at all meetings.
- B. Chair the Presidents Installation Banquet Committee and coordinate the event at the MAR Fall Meeting.
- C. Be knowledgeable of Bylaws of the Chapter and have a copy available for review at all Chapter meetings.
- D. Choose topics for the LCPs to speak on at the April meeting, and notify LCPs of the topic. Appoint a timer for the speakers so that their talk is no less than 3 minutes and no more than 5 minutes.

**\* *Serve as Executive Liaison on Program & Education Committee.***

**IV. FINANCIAL SECRETARY SHALL:**

- A. Keep the ledger showing receipts and disbursements. 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 1099's per IRS Requirements.
- E. Send check to recipients upon proof of completion of class. Scholarship recipients have one (1) year from date of award to use monies allotted. The award must be used toward a nationally recognized certification or designation.
- F. Reimburse Officers expense not to exceed the approved annual budget. Reimbursements shall be solely for the portion obligated by WCR Michigan Chapter. Expenses associated with MAR, NAR and local associations shall be reimbursed by those organizations. All members attending a meeting must submit a written report the Financial Secretary and to the State Chapter President, within 30 days of attending the meeting. Original paid receipts if possible, for disbursement of funds. Payment for travel may be obtained in advance 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. 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)

Continue Financial Secretary

5. Continue FINANCIAL SECRETARY Transportation to hotels, airports and events.
6. Miscellaneous expenses for food, tips, etc. will be reimbursed if within budget.
- G. The Financial Secretary will not pay any expense request if the Checking account balance reaches less than \$4,000.00 without Governing Board approval.
- H. Michigan shall budget funds for Regional Vice President and funds will be disbursed same as above. This is to be established by the region.
- I. Officers must acknowledge payment by other entities on the State Chapter expense reimbursement form.
  1. All funds approved shall be disbursed through the Michigan Financial Secretary unless Governing Board deems otherwise.
  2. Upon election, Michigan State and National Officers shall provide a statement to the Financial Secretary outlining expected reimbursements from other sources.
- J. Bonding as required by the Governing Board, President, Financial Secretary, and President-Elect.
- K. Send Memorials checks requested by Corresponding Secretary.

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

V. **RECORDING SECRETARY SHALL:**

- A. Record the minutes of all Governing Board and General Membership Meetings. Minutes for Governing Board meetings must be printed on yellow. General Membership meetings must be printed on green paper. Minutes from the Annual Election meeting must be printed on blue.
- 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, Governors & RVP. Distribute copies of General Membership meeting minutes at all meetings.
- D. Furnish Governing Board members with current Bylaws and Standing Rules.
- E. E-mail State General Membership Meeting Minutes to Website Committee Chair.
- F. Notify National WOMEN'S COUNCIL OF REALTORS® of any Michigan Chapter dues change per Bylaws and any other By-Laws change.
- G. Notify National WCR of any Michigan Chapter dues change per Bylaws.
- H. Assure State General Membership Meeting Minutes are posted on State Chapter website within 3 weeks after meeting.

\* *Serve as Executive Liaison on Election & Credentials Committee & By-Laws.*

VI. **CORRESPONDING SECRETARY SHALL:**

- A. Correspond to members regarding invitations, congratulations, condolences, etc. as directed by the Governing Board.
- B. Coordinate with the Marketing Committee Chair to have WOMEN'S COUNCIL OF REALTORS® information in the Michigan REALTOR® magazine.
- C. Keep Governing Board List (State Officers, Local Chapter Presidents, and State Committee Chairs) current and distribute with minutes when changes are made.
- D. Have a variety of cards at state meetings to send out as directed by Governing Board.
- E. As new member information is received from Local Chapters, send welcome letter to each new member.

\* *Serve as Executive Liaison on Hospitality and Marketing 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 Executive Committee.
- B. Promote Chapter Excellence Awards
- C. Attend local 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. One of the Governors carries the gold banner.
- H. Determines which Chapter wins the Gold Banner award and has the banner made and updates the State Banner.
- I. Make sure the President Elect's are signed up for the Leadership Academy by May.

***\*LIASEN-Membership Committee.***

## **VIII. 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 Executive Committee.

## **COMMITTEES**

### **NOMINATING COMMITTEE:**

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

- A. Place the names of the nominees for the state officers (including Governors) for following year.
- B. Place the names of three (3) members for next year's nominating committee.
- C. Place the names of the 1<sup>st</sup> and 2<sup>nd</sup> alternates for next year's nominating committee.
- D. Place 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. Immediate past president shall chair the nominating committee.

### **STANDING COMMITTEES:**

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

## Bylaws

Committee responsibilities are to:

- A. Review National Bylaws and implement necessary changes to the State Chapter Bylaws to confirm to National.
- B. Provide copies and guidance to Local Chapter Bylaws Chairs and Elected Officers Committee.
- 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. Distribute State PMN sponsorship award criteria to incoming Local Chapter Presidents and Education Chairs at Leadership Training Day.
- D. Recommend an education program to be offered at Annual MAR meeting.
- E. Communicate with Marketing Committee for promotion of education programs.
- F. Contact local chapter Education Chairs and invite them to be on Committees.
- G. PMN Sponsorship Award criteria for Local Chapters:
  - Two local chapter award recipients will be selected per annum, each to receive \$500 to be used toward the sponsorship of a PMN course. The deadline for local chapters to submit funding requests is February 15<sup>th</sup>. The State Education and Programs Chair will inform chapter award recipients by February 28<sup>th</sup>. Certificates will be formally presented at the April State Meeting.
  - Certificate must be redeemed during the same year and submitted for reimbursement along with the class attendance roster. If planning/scheduling of the course requires extensive lead time that will carry over to the next State fiscal year, the Local chapter should request an extension from the State Education and Programs Chair. Should the state have the funds to budget for additional awards, more chapters may be selected as recipients. If a PMN course is cancelled, the \$500 will not be awarded, and can, at the discretion of the State Chapter, be carried over into the State budget for the next year, providing of an additional sponsorship award.

Criteria for Award

- A. Chapter must not have received another PMN sponsorship award within the last three (3) years from the date of the new request.
- B. Local Chapter's budget must reflect the need for State PMN sponsorship assistance in order for local chapter to hold PMN course.

Liaison is the Vice President.

## **Finance and Budget**

Committee responsibilities are to:

- A. Create the budget and to be presented at the January meeting.
- B. Review budget and actual expenditures with Treasurer as needed.

Liaison is the Financial Secretary.

## **Membership**

Committee responsibilities are to:

- A. Create a membership recruiting/retention program 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 Gold Banner Award winner at January meeting with Governors.

***\*Liaisons are the Governors.***

## **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  
And the Connections on all WOMEN'S COUNCIL OF REALTORS® events and must be proofed by  
State Chapter  
President.
- D. Contact local chapter marketing chairpersons and invite them to be on your  
Committee.

***\*Liaison is Corresponding Secretary.***

## **SPECIAL COMMITTEES**

Ads, Flyers and any other promotional material must be reviewed by State Chapter President before distribution

### **Hospitality**

Committee responsibilities are to:

- A. Be at all functions 15-20 minutes ahead of time.
- A. Coordinate with appropriate person responsible for meeting to arrange for Registrations and sign-in.
- B. Recognize new members at State Functions; act as a guide, to show them what Women's Council is all about.
- C. Create networking event in conjunction with MAR (night before WOMEN'S COUNCIL OF REALTORS® Meetings)
- D. Coordinate with Marketing for flyers and promotion.
- E. Coordinate breakfast and lunch for spring meeting held at offices in Lansing.
- F. Take reservations for the above mentioned events.
- G. Invite the Hospitality Chairs from the Local Chapters to join the Committee.

***\*Liaison is Corresponding Secretary.***

### **Member of the Year**

The duties of the Member of the Year Committee are:

- A. Provide applications to LCP are for 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 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 Incoming 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. Solicit and coordinate sponsorships.

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

### **Notes**

(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 executive committee meeting.

### **(Specific Meetings)**

#### **January State Chapter meeting**

- Make sure room is set up; Help Vice President with set up
- Arrive early to Greet members
- Bring or arrange for: FLAG, Microphone, WOMEN'S COUNCIL OF REALTORS® Banner, Tent Cards for the executive committee, Table Toppers for committee tables; Table for check in (registration)
- Hand Outs (flyers, Agenda, Calendar)
- Nametags available for attendees "Member of the Year" luncheon
- Complete motion form for the request of funds and motions and deliver to the Governing Board.

#### **Committee meeting**

- Assign member of committee to take notes, assign Co-Chair
- Review annual calendar of events
- Develop time lines for each meeting/event
- Discuss and define who will be sending out announcements of meetings to members and maps of location.

#### **April Meeting**

- Who will contact be to reserve room and set up for breakfast and lunch?
- Registration    Name Tags    Receipts    Breakfast    Catered lunch

#### **MAR Convention**

- Networking evening: Flyer, Location, date, time theme, social "mixer" game, food, drinks, etc. Who will receive registration? Always include email, city chapter on form
- Promotion: when/who/how? Will LCP's, State Pres, and Marketing Committee? Will there be more than one mailing:

#### **Leadership Training Day**

- Take reservations, provide nametags.