



**STANDING RULES
GEORGIA STATE CHAPTER
WOMEN'S COUNCIL OF REALTORS®**

I. DEFINITIONS

- A. In this document, the Georgia State Chapter of the Women's Council of REALTORS®, Inc., is hereinafter referred to as the "Chapter."
- B. The Officers and Committee Chairs of the Georgia State Chapter of Women's Council of REALTORS® is hereinafter referred to as the "Executive Committee" and shall be comprised of the following positions with voting rights:
- i. President, President-Elect, Vice President, Treasurer, Secretary, Governors, and Chair of the Finance and Budget Committee hereinafter referred to as the ("Executive Committee").
- C. The Governing Board of the Georgia State Chapter of Women's Council of REALTORS® is hereinafter referred to as the "Board" and shall be comprised of the following positions with sole voting rights:
- i. President, President-Elect, Vice President, Treasurer, Secretary and Governors of the Women's Council of REALTORS®, Inc., hereinafter referred to as the ("Officers").
 - ii. The Local Chapter Presidents of the Georgia State Chapter of the Women's Council of REALTORS®, Inc., hereinafter referred to as "LCPs."
 - iii. Standing Committee Chairs, including By-Laws and Standing Rules, Education and Program, Finance and Budget, Leadership Identification and Development, Nominating, Membership, and Strategic Planning.
- D. The Georgia Association of REALTORS® is hereinafter referred to as "GAR."
- E. The Current State Network Purpose and Roles is hereinafter referred to as the "SNPR." To access these documents on the

National WCR website, after logging in, click Chapter Tools, Policies and Procedures, State Information and Forms.

II. ELECTIONS

- A. The Annual Election shall be held at the GAR Fall Conference.
- B. Installation of Officers shall be held at an Annual Installation Event in December of each year.

III. DUTIES (not excluding those outlined in the SNPR)

A. OFFICERS

i. The President shall:

- Ensure each Officer, Standing Committee, and Special Committee Chair will have access to a copy of the duties as outlined in the current year SNPR, the Georgia State Chapter By-Laws, and the Standing Rules as they apply to each officer, committee, and workgroup.
- Forward dues checks to the Treasurer.
- The Incoming President shall be responsible for obtaining, at Chapter expense, a plaque for presentation to the retiring President. The retiring President shall be responsible for obtaining, at Chapter expense, plaques and/or certificates presented to all the retiring Officers at the Annual Installation Event held in December of each year.

ii. The President-Elect shall:

- Perform the duties of the President in the event of absence or disability, and such other duties as requested by the Board and/or President.
- Be responsible for orientation of incoming Officers and Committee Chairs for State and Local Chapters.
- Serve as Chair of the Strategic Planning Committee and shall automatically serve on the Finance and Budget, Strategic Partners and By-Laws committees.
- Serve as the Officer Liaison on the Education and Programs, and the Membership Committees.
- Coordinate with GAR and the Event Committee that all meeting room set up and audiovisual as required is in place for facilitators and guest speakers for all State Meetings and Educational classes.

iii. Vice President shall:

- Serve as the Officer Liaison to the Membership and Awards Committees.
- Serve on the Strategic Planning and Finance and Budget Committees.
- Provide an updated membership roster to the Membership Chair monthly; oversee the State Recruitment and Retention contest, guidelines and activities.

iv. The Secretary shall:

- Record and maintain minutes of all Board, Executive and General Membership meetings and distribute copies to all Officers within 14 days of meeting. Minutes shall be available for approval at all subsequent meetings.
- Be responsible for obtaining the plaques and/or certificates awarded by the President for Committee and Partner recognitions.
- Serve as the Officer Liaison to the Communication/ Marketing and Awards Committees and serve on the Strategic Planning Committee.
- Shall report Member of the Year and Entrepreneur of the Year Awards to National by December 1st.

v. Treasurer shall:

- Maintain the Chapter's accounting books, including written and accurate records of all payments and receipts.
- Immediately following their election, the Treasurer-Elect and the President-Elect shall confer with the retiring Treasurer and the incoming Finance and Budget Chair to prepare a Proposed Budget for presentation and approval by the Governing Board and General Membership at the first State Meeting of the elected year.
- Be responsible for soliciting funds for the GAR Scholarship Fund no later than at the Fall Governing Board Meeting. These funds shall be presented by the State Chapter to GAR no later than December 1st. The amount collected from each Local Chapter shall be the State approved budgeted amount divided equally by the number of Chapters.
- All Treasurer Records shall be kept in a cumulative binder, and passed to the appointed Auditor in a timely manner so the Auditor may prepare and

report to the Governing Board at the Winter State Meeting.

- Serve as Officer Liaison to the Finance and Budget, Non-Dues Revenue, and Strategic Partnership Committees and serve as a member on the Strategic Planning Committee.

vi. The Governors shall:

- Oversee Local Chapters' Governance Performance, analyze the membership recruitment and retention results and monitor all Chapter Business Plans during the year.
- Mentor, communicate, and/or visit, at least once during term, each Local Chapter (as assigned by State Chapter President), ensuring that Chapters are functioning according to WCR By-Laws and Policies, and report back to the Executive Committee.
- Serve on the Strategic Planning and Leadership Identification and Development Committees.

vii. The President and/or President-Elect shall provide a summary of all State, Regional, or National events/meetings at each subsequent Board meeting and/or regular Chapter meetings. This summary is to be sent by email and included in the Quarterly Newsletter.

B. STANDING COMMITTEES

Make up of all Standing Committees, except as otherwise noted, shall be: Chair, Vice-Chair and a minimum of three (3) general members.

The Chair for each Committee shall appoint a Recorder to take minutes at all Committee or Work Group meetings and forward a copy, along with any action items, to be presented to the Governing Board to be voted on, to the President and Officer Liaison assigned to the committee within two (2) days of the meeting.

- Standing Committee and Special Committee/Work Group Chairs shall submit proposed meeting dates and locations to the Officer Liaison assigned to committee as soon as=reasonably possible, but no later than two weeks prior to the meeting. Committee/Work Group meeting minutes, including any action items, must be submitted via email to the Officer Liaison and State Secretary no later than three (3) weeks prior to the State Governing Board Meetings.

i. BY-LAWS/STANDING RULES COMMITTEE

- Review By-Laws and amend as needed.
- Provide notice to Chapter members that National amendments to By-Laws are automatically binding.
- By-Laws in conflict with the model By-Laws will not be approved.
- Submit amendments to National WCR for approval after approved by members.
- Develop/review periodically the Standing Rules, which shall be voted on annually by the Governing Board.
- Rights of membership are granted, or limited, only in the By-Laws, never in the Standing Rules, which are for administrative convenience only.

ii. EDUCATION and PROGRAMS COMMITTEE

- Collaborate with the President-Elect to plan programs that will increase member productivity and income.
- Plan/execute/evaluate programs for Chapter meetings consistent with member needs.
- Inform members of educational opportunities offered by Local Boards, the State Association, NAR and local educational institutions.

iii. FINANCE AND BUDGET COMMITTEE

- Prepare an Annual Budget for approval by the Board.
- Review expenditures with the Treasurer.
- Assist the Non-Dues Revenue Chair.

iv. LEADERSHIP IDENTIFICATION AND DEVELOPMENT COMMITTEE (LIDC)

Committee make up: 3 Past State Presidents willing to serve, Current National Executive Committee members or Regional Vice Presidents (RVP), if eligible, 1 State Governor and 3 appointed general members.

Terms: All serve two (2) year staggered terms except RVPs, Governors and Executive Committee members, who only serve during the year they hold these positions.

Roles: Chair serves as a voting member of the Nominating Committee. Vice Chair serves as a non-voting member of the Nominating Committee.

- Observe emerging leaders at State Meetings and Events.
- Committee members attend Local Network Resource and Governing Board Meetings to scout for leadership talent.
- Recruit leaders to apply for the annual State Leadership Academy.
- Select applicants for the annual State Leadership Academy.
- Annually recommends Academy graduates for opportunities at National, including offering for National Executive and National Officer Positions.

v. NOMINATING COMMITTEE

Committee make up: Chair, Vice-Chair, LIDC Chair, one (1) Governing Board member appointed by the Governing Board and three (3) general members.

LIDC Vice Chair serves as a non-voting member.

- Shall be chaired by the most recent Past President able to serve. The Chair shall provide the membership with timely notice of the timetable for nominations for State Officer positions for the coming year by June 30th. Email, phone, and/or written mail constitute acceptable methods of notice.
- Nominations shall be invited up to July 31st of each year. The application form found on the State Website, shall be completed by the nominee and accepted by the Committee no later than July 31st.
- Confirmation of all timetable dates and the interview date shall be made to each nominee.
- Nominating committee shall meet to interview nominees and select a slate no later than August 15th
- A quorum of five (5) committee members is required to set the Slate.
- Notice shall be given to the membership of the Slate selection no later than ten (10) days prior to the Fall State Meeting.

vi. MEMBERSHIP

- Coordinate with Local Chapter Vice Presidents to ensure that a recruiting and retention strategy is implemented to encourage and challenge members to renew and recruit new members.

vii. STRATEGIC PLANNING

Committee make up and terms: 3 Past State Presidents willing to serve for a minimum of 2 years and a maximum of 3 years, each Elected Line Officer for a minimum of 2 years and a maximum of 3 years.

- Responsible for coordinating with National and the State Chapter to plan and execute the Strategic Plan.

C. SPECIAL COMMITTEES (WORK GROUPS)

Make up of all Special Committees, except as otherwise noted: Chair, Vice-Chair and a minimum of three (3) general members.

- Special Committee/Work Group Chairs: Awards, Auditor, Non-Dues Revenue, Event Coordination, Past Presidents Council, Communication/Marketing, Strategic Partnerships, YPN and Entrepreneur of the Year.

i. AWARDS COMMITTEE

Committee make up: Chair shall be the most recent recipient of the Member of the Year Award, President, President-Elect and two (2) Governors.

- Each Local Chapter and State Chapter may submit one REALTOR® member's name to the State Chair for consideration as the Georgia Member of the Year, prior to October 1st.
- Application forms for the State Member of the Year (SMOY), available on the State website, shall be completed by each member named, and submitted to the Chair of the Awards Committee no later than October 1st. Applications received after October 1st shall not be considered by the committee.
- At-large members may self-nominate.
- Nominees must be a REALTOR®, REALTOR-ASSOCIATE® for five (5) years or a National Affiliate for a minimum of five (5) consecutive years; To avoid any possibility of this award going automatically to a current State Chapter Officer, these individuals shall be ineligible to receive the award during, or within one year after, their term of office. This does not preclude past Presidents or other Officers from receiving the award.

- Report to National by December 1st on the Award winner by the State Secretary.
- The State Chapter Governing Board shall submit nominees for The Beacon, Rising Star, Harriett Konter Leadership Scholarship, Community Service and Extra Effort Awards.
- Select and recognize a Strategic Partner of the Year at the December Installation meeting.

ii. COMMUNICATIONS/MARKETING COMMITTEE

- Membership Communication
- Maintenance of Member Database
- Quarterly Newsletter
- State Website/Social Media Management
- Public Relations

ii. STRATEGIC PARTNERSHIPS

Committee make up: 2 Co-Chairs, 1 Vice Chair to be appointed by the President-Elect, the Officer Liaison assigned and All Current Line Officers

- Annually recruit Strategic Partners for the purpose of funding the activities of the State Chapter.

iii. AUDITOR

- Shall work with the Treasurer and Finance and Budget Committee of the Chapter to reconcile the books and present the report to the Governing Board at the Winter State Meeting.

iv. NON-DUES REVENUE

- Plan fundraising events for the Chapter as determined necessary by the Budget.
- Committee shall be responsible for the collection of all funds raised from these events.
- All funds shall be forwarded to the Treasurer within ten (10) days of each event.

v. EVENT COORDINATION

- Coordinates events with the President-Elect.
- Responsible for event logistics for all State Meetings and greeting members at all functions.

- Maintain attendance sheets at each event and forward to the Secretary immediately after the meeting.
- Responsible for meeting room arrangements being ordered and set up.
- Receive, review, and forward all invoices in a timely manner to the Treasurer.
- Responsible for the WCR table presentation at both the Winter and Fall GAR Conferences, tradeshow and the Annual Spring National President's Luncheon.

vi. ENTREPRENEUR OF THE YEAR

Committee make up: Chair shall be the most recent recipient of this award, Vice Chair and a minimum of three (3) general members.

- Responsible for reviewing the guidelines for Chapters.
- Each Local Chapter and State Chapter may submit one REALTOR® member's name to the State Chair for consideration as the Georgia Entrepreneur of the Year, prior to October 1st.
- Application forms for the Entrepreneur of the Year (SEOY), available on the State website, shall be completed by each member named, and submitted to the Chair of the Entrepreneur of the Year Committee no later than October 1st. Applications received after October 1st shall not be considered by the committee.
- At-large members may self-nominate.
- Nominees must be a REALTOR®, REALTOR-ASSOCIATE® for five (5) years or a National Affiliate for a minimum of five (5) consecutive years; To avoid any possibility of this award going automatically to a current State Chapter officer, these individuals shall be ineligible to receive the award during, or within one year after, their term of office. This does not preclude past Presidents or other Officers from receiving the award.
- Report to National by December 1st on the Award winner by the State Secretary.

vii. CHAPTER REPORTING GUIDELINES

- Governing Board Meetings: Each LCP shall present the Chapter reports at the Governing Board meeting, or the President-Elect, in the absence of the LCP. Copy of report must be emailed to the State Secretary and the State officer assigned to the chapter two (2) weeks prior to the start of the State Governing Board Meeting.
- The report shall be given using only the approved LCP reporting guidelines.
- Time objective to give report: 3-4 minutes (30 second grace period).

IV. FINANCIAL MATTERS

A. Reimbursed Expenses

- i. The funds allocated in the current year's budget for President, President-Elect, Vice President, Secretary, Treasurer, and Governors allowances shall be used as follows:

- Travel: Registration, hotel, local transportation (i.e., taxis, shuttle, and parking) for WCR meetings, official visits within the State, or to form new Chapters.
- Airfare: Round-trip coach class to National, State, or Regional WCR events/meetings.
- Auto: Officers shall be reimbursed for gasoline expenses with receipts only. IRS mileage logs are not acceptable.
- Lodging: Accommodations for National, State, or Regional WCR events/meetings; standard room only.
- Meals: Per Diem allowance of \$50.00
- Personal Expenses: All personal expenses, including but not limited to laundry/dry cleaning, sundries, and recreational charges are not included in the events/meeting registration fees. Telephone and fax charges not associated with Chapter business and in-room movies are not reimbursable.
- Registration Fees: Expenses for WCR ticketed events/meetings, including social functions, at National, State or Regional meetings, including WCR's National Inaugural Banquet, and GAR's Annual Awards Luncheon.
- Rental Cars: Not reimbursed.

Expenses exceeding budgeted amount for each officer shall

not be reimbursed.

- ii. Request for expense reimbursement shall be submitted on a State Expense Report with receipts attached. Treasurer is authorized to reimburse all expenses submitted within State Guidelines. The Executive Committee must approve exceptions to the Guidelines above. Reimbursement of expenses shall be made within fifteen (15) days of receipt of request.
- iii. Funds will be allocated in the current year's budget to pay the registration fee to the Mid-Year WCR Meeting for the "Member of the Year" recipient.
- iv. Funds will be allocated in the current year's budget to pay expenses, as outlined in the Harriett Konter Leadership Scholarship Award, for the recipient(s) of award.
- v. The Treasurer must receive reimbursable, budgeted expense requests no later than December 15th of the current year, or the funds will be forfeited. The Executive Committee may approve exceptions to the time frame.
- vi. No Officer, or member, shall commit Chapter funds not listed in the budget in excess of \$50.00 without prior approval from the Executive Committee.

B. Memorial Fund

- i. Death of a member: An appropriate memorial, not to exceed \$75.00, shall be sent by the Secretary.
- ii. Death of the spouse of a serving Officer: An appropriate memorial, not to exceed \$75.00, shall be sent by the Secretary.

C. Charitable Donations

- i. In accordance with National WCR's By-Laws and in keeping with the Chapter's Strategic Plan, Georgia WCR shall not make donations to any charitable organization. In the event the Chapter should have undesignated funds, such funds would be used to help support the State's Local Chapters.

V. STANDING RULES

- A. A Standing Rule may be adopted by majority vote at any Board Meeting with a quorum present, or amended by a majority vote at any General Membership Meeting.

- B. A Standing Rule may be rescinded by a two-thirds vote of the Governing Board without previous notice.