

**STANDING RULES
OF THE
ORLANDO REGIONAL CHAPTER
OF THE
WOMEN'S COUNCIL OF REALTORS
Revised October 2010**

1. The Annual Election Meeting shall be held in September and may be held in conjunction with a regular Chapter Meeting.
2. The Installation Meeting shall be held in December.
3. Any member of the Governing Board with two (2) or more consecutive unexcused absences shall be construed as having resigned from the Governing Board.
4. Any past President may attend the Governing Board Meetings with voice and no vote (unless appointed as a Committee Chairman) and shall be a member in good standing, whose dues are paid in full.
5. Currently serving Nominating Committee members are not eligible to run for office during that term.
6. Those members in good standing who wish to be considered as nominees for office shall submit a Consent to Serve application to the Chairman of the Nominating Committee.
7. Nominees for office shall have served on a committee for at least one year.
8. At the Annual Election Meeting, only Active Realtor, Realtor-Associates, and National Affiliate Members whose dues are paid in full and are members of record shall be entitled to vote.

9. Any member running for a Line Officer position must submit their application to the Nomination Chair. The Nomination Committee shall interview each candidate to ensure he/she is deemed qualified to hold the office he/she is running for. All candidates deemed qualified by the Nomination Committee may run in the general election even if they do not appear on the slate of candidates recommended by the Nominating Committee.
10. In the case of more than one individual running for a position, the vote shall be held by ballot and a minimum of three tellers shall be appointed by the President. Nominating Committee members shall not serve as tellers. Tellers shall meet same requirements as those eligible to vote.
11. The outgoing President, along with her committee, shall make arrangements for the installation of incoming officers.
12. The incoming President shall select the Installing Officer and Mistress/Master of Ceremonies, if one is needed.
13. The outgoing President shall obtain the pins for all incoming line officers and gavel for the incoming President at the expense of the Chapter and it shall be presented at the Installation Ceremony.
14. The Secretary and Treasurer shall obtain, at the expense of the Chapter, a plaque from The Trophy Place with inscriptions of parting words from all line officers and Chairmen for the outgoing President, not to exceed \$250, to be presented at the Installation Ceremony.
15. The budget of the Installation Ceremony shall be sufficient to include expenses of invited guest dignitaries, to be determined by the Governing Board.
16. Registration, transportation, ticketed events, and hotel charges of double occupancy rate shall be paid by the Local Chapter for the President, President-Elect, and VP of Membership for State and National Conventions.

17. A \$50 per diem per day will be allowed for meal expenses, which can be requested as a cash advance prior to the event for which it will be needed.
18. Reimbursements and cash advances shall be verified by proper receipts and submitted with any remainder of the cash advance no later than thirty (30) days of attendance.
19. Expenses for the Secretary and Treasurer to attend WCR meetings at State and National Conventions shall be paid by the Local Chapter as funds permit.
20. Ten (10) Tickets to the State WCR Banquets shall be purchased by Chapter funds when banquets are being held in the Orlando area as funds permit. Tickets to be distributed by recommendation of Governing Board.
21. Qualified prospective members may be brought to regular Chapter Meetings as guests three times only before joining. It shall be the responsibility of the Secretary to inform the VP of Membership of all guest visits.
22. Invited National Officers and State Officers shall receive complimentary meals and lodging, paid in advance if requested, met at the airport, and invited to meet with Local Chapter Governing Board.
23. In the case of a death of a Chapter member or a Chapter member's spouse, parent or child, an appropriate memorial shall be selected and paid for from the Chapter funds.
24. The Finance and Budget Committee shall consist of the newly elected officers, appointed Chairs of Standing Committees, President and Treasurer. Committee shall submit proposed budget to the Governing Board not later than November of the current year.
25. The Chapter shall keep a separate accounting of all proceeds received from fundraising projects. A report of proceeds shall be provided to Governing Board no later than the next Governing Board meeting after the event by the Ways and Means Chairman.

26. All Ways and Means projects shall be undertaken with the understanding of creating income for the Chapter after expenses are off-set by Sponsorships and entrance fees.
27. Any charity contributions shall not exceed 25% of the profit from any one event.
28. The Executive Vice President of the Orlando Regional Realtors Association shall be an honorary member of the Chapter with dues paid by Chapter funds.
29. In order for an Affiliate to join, he or she just bring in two (2) Realtor members, by the end of their first full year of membership. Upon Governing Board review of Affiliate participation and contribution to the Chapter, he or she may not be allowed to renew until this requirement is met.