

Standing Rules

Mile High Chapter Women's Council of REALTORS®

I. **COMMUNICATIONS.** It shall be the duty of the Local Chapter President to inform the entire membership of all meetings of the Mile High Chapter.

II. **OUTGOING OFFICER'S REPORTS:** It shall be the duty of all outgoing officers and committee chairmen to submit reports in writing to the incoming officers or committee chairmen. The purpose of these reports shall be to keep a complete record of activities, and these records shall be passed on at the JOINT MEETING.

- a. Prior to the installation of the officers in December, the outgoing President-Elect will be responsible for selecting a gift of appreciation to be presented to the outgoing president on behalf of the chapter at installation. The out-going president will be responsible for presenting the incoming president with a chapter president's pin and gavel engraved with name and year of installation.

III. **JOINT MEETING.** A joint meeting of all outgoing and incoming officers and committee chairmen shall be called by the President and/or President-Elect for the purpose of instructing the new officers and committee chairmen with the objectives of the Women's Council of REALTORS®.

IV. **RECOMMENDATION OF NOMINEES FOR A NATIONAL OFFICER:** A two-thirds affirmative vote of the Governing Board at the June meeting shall be required to constitute a recommendation for the office of National President, Recording Secretary, Financial Secretary, and Regional Vice-President.

- a. By a majority vote of the Governing Board prior to the September meeting, the Governing Board may instruct the Local Chapter President (or the delegate carrying the vote to the National Convention) to vote for a certain nominee for the national office of the Women's Council of REALTORS® Regional Vice-President.

V. **PRESIDENT'S EXPENSES:** Such expenses of the President and President-Elect paid out of the treasury of the local chapter shall be determined each year by the Governing Board.

Such expenses shall include: Airfare, room, convention registration, and a \$60.00 per diem, for no more than a 5-day stay. Expenses of the President and President-Elect shall be for such meetings as necessary and to be determined yearly by the Governing Board.

VI. PARLIAMENTARY PROCEDURE: Standing Rules shall be reviewed each year by the Bylaws Committee and presented to the Governing Board for approval.

VII. GUEST POLICY:

- a. Speakers: Monthly luncheon speakers and installation officers (Mile High members included) shall be given complimentary meals and/or other special recognition for their contributions to the Chapter. However, monetary compensation shall not be given.

VIII. CHAPTER MEMBER/AFFILIATE OF THE YEAR AWARD:

- a. Member of the Year: The award shall be called the Women's Council of REALTORS® Mile High Member of the Year Award for the year in which it is presented. The award shall be presented at a time decided by the Governing Board. The previous year's recipient shall be the Chairman of the committee.

Eligible Nominees shall:

1. Have been a member of the Women's Council of REALTORS® and the National Association of REALTORS®.
2. Have been a REALTOR® for a minimum of five consecutive years, and have contributed significantly to the organization in the past year.

- b. Affiliate of the Year: The award shall be called the Women's Council of REALTORS® Mile High Affiliate of the Year Award for the year in which it is presented. The Local Chapter award shall be presented at a time decided by the Governing Board. The previous year's recipient shall be the Chairman of the committee.

Eligible nominees shall:

1. Have been an Affiliate Member for a minimum of two years.
2. Be a member in good standing and have contributed significantly to the organization in the past year.

IX. REVIEW OF BYLAWS: The Bylaws shall be reviewed every two years in uneven years to comply with the Bylaws of the Women's Council of REALTORS® of the National Association of REALTORS®.

X. RESERVATIONS OBLIGATIONS: Reservations for all chapter meetings and special events shall be an obligation to be paid by the member or non-member making the reservation.

- a. Members and non-members who make reservations and do not attend the luncheon or event without having cancelled at least 24 hours before the event will be billed for the price of the event.
- b. Members and non-members who make reservations and pay online or pay at the door will be charged the price of the event.

XI. GET WELL AND SYMPATHY CARDS: The Secretary shall be responsible for sending cards to members at appropriate times.

XII. GOVERNING BOARD SELECTION OF CPA: The Governing Board shall reevaluate the selection of the CPA firm annually.

XIII. JOAN GARBARINI PMN SCHOLARSHIP: This scholarship will award tuition towards one PMN class.

a. The recipient must:

1. Be a member in good standing of the Mile High Chapter of the Women's Council of REALTORS®.
2. Have completed at least one class towards the PMN designation.
3. Apply in writing to the Governing Board by supplying a one-page letter of request explaining why the designation would be beneficial.
4. Agree to have the statement and photo printed in the Mile High newsletter.
5. Return the money to the Mile High Chapter in the event the training is missed.

b. The Governing Board will make the final decision on the recipient.

XIV. The current President, President-Elect and Treasurer of the chapter shall be placed as signees on the chapter's checking account. Only two signatures shall be required on checks.

XV. The money reserved for the annual PMN class shall not be used for any other purposes.

XVI. PAST PRESIDENT'S LUNCHEON: Past presidents of the Mile High Chapter and its predecessors will be honored at the chapter meeting in May or June of each year. They will be luncheon guests of the chapter, be recognized as past presidents and receive a token of appreciation. The State President and Governor will be invited guests at this meeting.

Approved by the Governing Board May 2008