

Standing Rules Jacksonville Chapter (Amended 12-7-2011)

Event Guest Policy

- I. The Guest Speaker receives a complimentary meal.**
- II. Members of the Press receive (1) complimentary meal per company.**
- III. Prospective members are welcome to Chapter meetings as a guest twice. On the third visit they will be expected to join. This does not apply to family members or special guests.**
- IV. A member may reserve a ticket for their guest at member pricing providing it is the first visit for the guest to a Chapter meeting.**

Trips and Travel Policy

All Travel expenses shall be prepaid by all Chapter Members. Submission for reimbursements will be within 30 days of attending approved events. All receipts must be submitted within (30) days of the event to the Treasurer. All reimbursements will be completed with (30) days of the receipt of approved documentation. Any additional travel expenses must be approved by the Board of Directors. NO attendance to WCR events means NO reimbursement.

Chapter travel event costs will be prepaid as follows from established budgets:

I. President, President Elect & VP of Membership:

- A. One half of the hotel room rate, full early bird registration fee, required banquet and lunch tickets plus airfare at the coach rate for all National, State & District Events when applicable. Gas reimbursements shall apply pending carpooling of three (3) or more WCR members.**

II. Secretary, Treasurer & Ways and Means Chairman:

- A. One half of the hotel room rate, full early bird registration fee, required banquet ticket for all State & District Events. Gas reimbursements shall apply pending carpooling of three (3) or more WCR members.**

III. State Committee Chairman or Vice-Chairman:

- A. One half of the hotel room rate when rooming with Chapter group, full early bird registration fee and required Banquet ticket for all State & District Events. Gas reimbursements shall apply pending carpooling of three (3) or more WCR members.**

IV. General Members:

A. General Members are required to self-pay in advance and will be reimbursed 50% of the general members hotel, banquet ticket & early bird registration fees. Members must notify the Chapter President or President Elect that they will be attending during the early bird registration timeframe. All receipts must be submitted within (30) days of the event to the Treasurer. Any additional travel expenses must be approved by the board.

B. General Members must attend a minimum of two (2) State Meetings within the previous 24 months for reimbursement consideration to be applicable for National Meetings.

V. Travel Emergencies & Considerations: Subject to Board review.

VI. Officers and Members are encouraged to make reservations at the hotel where the event is being held. If the venue is sold out, members can stay at alternate hotel and be reimbursed up to the event hotel rate.

VII. Officers and Members are obligated to attend all meetings pertaining to their held office or Serve on a State or National committee and attend the presidents recommended meetings and educational sessions pertaining to WCR.

Board of Director Meetings

I. Treasurer will provide current report showing itemization of monies will be provided at each board meeting to all in attendance.

Business Resource Meetings

I. Meeting Sponsors are required to pay for their sponsorship in advance to receive speaking privileges at said meeting.

II. Everyone must pay to attend the meetings regardless of meal participation.

III. New members will be inducted at these meetings.

Chapter Accounting Practices

- I. An Audit committee will conduct an annual audit of all of the active bank accounts. This Committee will consist of a past treasurer, if possible, the incoming Treasurer and the President Elect.**

- II. Two signatures will be required on all checks starting January 2012. The following Line Officers will be added to all Chapter Accounts including PayPal Access: President, President-Elect and Treasurer. Line officers will not be permitted to sign checks for their own reimbursements.**