

STANDING RULES
Women's Council of REALTORS
Jacksonville Chapter

Guest Policy

1. **Guest Speaker receives a complimentary meal.**
2. **Members of invited press receive one free meal per company.**
3. **Non-Members---Qualified prospective members may be brought to regular Chapter meetings as guest 2 times and are expected to join the chapter prior to a third visit. This does not apply to a member's family or special guest, provided they are not eligible for WCR membership.**
4. **Reservations for all Chapter meetings and events sponsored by the Chapter shall be a financial obligation to be paid by the member.**

Trips

1. **Line Officers with a Budget will be reimbursed one half of the hotel room rate, early bird registration fee, required Banquet ticket, and airfare if applicable at the coach rate after shopping for the lowest fare. Amended 1/06/2010**
2. **The Ways and Means Chairperson will be reimbursed one half of the hotel room rate, early bird registration fee, required Banquet ticket, and airfare if applicable at the coach rate after shopping for the lowest fare. Chairperson is required to attend the Ways and Means meetings and have the sales table covered at all times. Amended 1/06/2010**
3. **Members that are the Chairperson or Vice Chair on a State Committee will be reimbursed one half of hotel room rate, early bird registration fee, required Banquet ticket, and airfare if applicable at the coach rate after shopping for the lowest fare to the FAR conventions. Amended 1/06/2010**
4. **Members will be reimbursed from the Membership Travel Budget for one half of the hotel room rate. Early bird registration fees and banquet ticket will be reimbursed at the end of the year depending on monies raised from fundraisers throughout the year. Amended 1/06/2010**
5. **Officers/Members are encouraged to make reservations at the hotel where the event is being held. If event hotel is full members can stay at an alternate hotel and be reimbursed up to event hotel rate. Amended 1/06/2010**
6. **In order for Officers/Members to get reimbursed they must notify President or President-Elect that they will be attending the Conventions/Meetings when early bird registration opens. Amended 1/06/2010**
7. **Receipts must be submitted to Treasurer within 30 days after the trip to get reimbursed. Amended 1/06/2010**
8. **Officers/Members are obligated to attend all meetings pertaining to their office and at least 50% of other meetings pertaining to WCR. They may pick the meetings they would like to attend as long as they are WCR related. Amended 1/06/2010**

Board Meetings

- 1. Current monthly Treasurer report will be provided at each board meeting to all in attendance with itemized monies deposited and debited. Amended 1/06/2010**
- 2. A profit/loss spreadsheet will be given to the Treasurer from the Chairperson for each Special Event at the board meeting following the event. i.e.-golf tournament, fashion show, etc. Amended 1/06/2010**

General Meetings

- 1. Sponsors will pay in advance or not be allowed to speak at the meeting.**
- 2. Everyone must pay for lunch whether eating or not. We are charged by head count at the facility.**
- 3. New members will be inducted each month.**

Addition to Standing Rules

- 1. Any new affiliate membership will be required to bring in 1 new Realtor member at the time of joining. Amended 1/06/2010**

**Revised and
Voted by Board
1/06/2010**