

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. Officers or members with a budget will only be reimbursed one half of room rate if sharing a room with non members. The officer/member will be obligated to pay the other half.
2. Members attending meetings with a budget will be 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.
3. Members attending meetings with a budget must submit original receipts to get reimbursed. Receipts must be submitted within 30 days of trip.
4. In order for members to get reimbursed room rate at meetings and conventions they must notify President or President elect that they will be attending 7 days prior to the event.
5. Members are encouraged to make reservations at the hotel where event is being held. If event hotel is full members can stay at alternate hotel and be reimbursed. Reimbursement not to exceed event hotel rate.
6. Officers being reimbursed for registration fees at meetings and conventions will only be reimbursed at early bird registration rate.
7. Members being reimbursed for airfare to meetings and conventions are encouraged to shop for lowest airfares and make reservation early and will only be reimbursed at coach fare.

Board Meetings

1. Current monthly Treasurer's report provided at each board meeting to all attendees with itemize money spent.
2. A separate statement will be given to the treasure for special fund raising functions such as fashion show, pecan sales, trade show etc. These reports will be presented to the board members at the next board meeting after the event.

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.

Revised and voted
by Board
7/9/2007