



STANDING RULES

Revised 11/30/2023

GENERAL

If there is a conflict of interpretation, the most recently revised Bylaws, adopted by the Network, shall take precedence over the Standing Rules.

The Standing Rules can be amended or waived by majority vote of the Governing Board (herein referred to as "Board"). The Standing Rules shall be published annually on the local network website and made available at all times to all members.

BUSINESS NETWORK MEETINGS

The Tulsa Network will meet or exceed National minimum standards. There are to be a minimum of eight (8) meetings and (2) Member Networking events per year for a minimum total of ten (10) events. Suggested minimum Meeting Agenda items include:

- Pledge of Allegiance
- Blessing/Inspiration
- Introduction of Special Guests
- Introduction of New Members (both REALTOR members and Strategic Partners)
- Introduction of Event Sponsors
- Announcement of Upcoming Events
- Educational, motivational or leadership development presentation

GOVERNING BOARD MEETINGS

Governing Board Meetings shall be held once a month as approved by the Board at a time and place to be determined by the Network President.

Governing Board meetings shall consist of:

- Four (4) Officers - Must be a REALTOR Member in good standing. (**President, President-Elect, First Vice President and Treasurer**)
- **Event Director** (must be a REALTOR Member in good standing)
- **Membership Director** (can be a REALTOR Member or Strategic Partner in good standing)
- All positions must be elected by membership

Attendance:

Governing Board voting can take place at any meeting where a quorum is present, whether in person or electronically (i.e. conference call, email, Zoom call, etc.). A quorum is determined to be three (3) REALTOR Members of the Governing Board.

Attendance by all Officers and Directors is expected. If absence is unavoidable, notice to the Network President should be received prior to the meeting, as well as any reports forwarded.

Any Officer or Director of the Governing Board with three (3) absences shall be construed as having resigned from the Governing Board. A written notice will be submitted by the Network President to the Officer/Director after two absences. The notice shall include a copy of Position Requirements and the signed "Consent to Serve." The notice shall state that if the Member misses one additional meeting, this will constitute an automatic resignation.

Reinstatement – Such Member who was vacated in this manner may apply for reinstatement and would require a majority vote of the Governing Board.

Attendance of the two major networking events, the luncheon meetings, and all other events is expected.

Meeting notices, slate of Officers from the Candidate Review Committee, and any Bylaw changes shall be presented to the Network Membership in writing no later than ten (10) days preceding the business meeting. Notification to Members will be in the form of email, regular mail or social media publications.

The President shall appoint a qualified Member to fill any unexpired term of any Board Member. All appointments to fill vacancies shall have the approval of the Governing Board.

The Standing Rules may be amended at any Governing Board meeting by the majority of those present without prior written notice to the membership and will be effective immediately upon approval. However, as stated previously, the Bylaws supersede the Standing Rules.

ELECTIONS OF OFFICERS

To be conducted in accordance with Article IX of the Network Bylaws.

All Officers and Directors shall be provided a written job description for the new position. It should be clearly stated and understood that the promotion to the succeeding office is not automatic except for the President-Elect to President. All Board Members will sign a "Consent to Serve" yearly.

See "Network Election Procedures" for Additional Details.

OFFICER AND DIRECTOR QUALIFICATIONS

Requirements will be based on past experience, certifications, years of WCR service, leadership skills and good standing status. Minimum requirements shall be outlined in the Application for Leadership and the Consent to Serve forms.

DUTIES OF OFFICERS AND DIRECTORS

Network Officers and Directors shall abide by the WCR Bylaws and the Network's Standing Rules, and should conduct themselves in a fair, professional and positive manner in all WCR affairs.

Officers and Directors consist of President, President-Elect, First Vice President, Treasurer, Event Director, and Membership Director.

A Board Member is required to be an active working team member and commit to help plan at least one major fundraising event. The Board Members will not be required to pay a registration fee for the two major networking events.

Every Board Member and Committee Chair shall email to the current Board, no later than Dec. 15th, a year-end summary report, to include all files and budgets along with additional information regarding position or committee. The exception to this rule lies with the Treasurer due to the last bank statement not being available until the 31st.

Upon installation of next year's Board, current Board Members shall turn over all relevant materials, systems and passwords to their successors.

PRESIDENT

After taking office, the President shall furnish each Officer and Committee Chair with a job description which applies to their position.

PRESIDENT-ELECT

The President-Elect, in the absence of the President, shall preside at all meetings and perform the necessary duties of President.

MEMBERSHIP DIRECTOR

The Membership Director shall keep written and accurate records of all registration data.

The Tulsa Network will maintain at least 35 Realtor Members.

New Member onboarding will be ongoing throughout the year as new Members join.

New Members will have the opportunity to attend the New Member Orientation that is held quarterly by the board where they will be presented with the following information and format:

- Welcome Introduction From the President
- Introduction of the Governing Board
- Where to Find the Standing Rules
- Where to Find the Bylaws
- Committee & Volunteer Information and Sign-Up
- Where to Locate the Annual Calendar
- National WCR Information and Website LogIn
- Benefits of Membership
- Mission Statement & Core Values

All new Member contact information will be provided to the Board on a monthly basis.

Members may bring qualified, prospective Members and Strategic Partners to a Network meeting as their guests. Speakers, state and national officers, Board Members, and special invited guests

will receive a free lunch and those names will be given to the First Vice President and Treasurer upon the Board's approval.

FIRST VICE PRESIDENT

The First Vice President shall take the minutes of each Governing Board meeting and keep an accurate record of all motions passed. Attendance shall be recorded for each monthly meeting and Network event. Copies of all minutes shall be kept and provided to the Board monthly.

The First Vice President shall send to the national office the names and addresses of newly elected Officers as soon as elected (no later than November 1 of the current year).

TREASURER

An Annual Network Budget will be developed in collaboration with the outgoing Treasurer and the incoming Board. It shall be presented, discussed, amended if necessary, and approved at each November Board meeting.

The Treasurer shall keep a written and accurate record of all payments and receipts/invoices. Documentation will accompany each request for reimbursement; itemizing and describing the expense, date, amount, and the party to receive reimbursement. Authorization from the Board is required before issuing checks or using Network debit cards outside of the approved budget. Receipts must be attached and maintained for the year. Any receipts turned into the board by a REALTOR Member, Strategic Partner, or National Affiliate that are not a current board member, for any expenses incurred, have to be voted on and approved by the board at the following board meeting before reimbursement can occur. A copy of the Treasurer's report shall be filed for audit or review by a Certified Public Accountant.

Monthly written Treasurer's report shall be presented at each monthly Network Board meeting and included in the minutes. This report will include bank balance, general ledger, and budget versus actual expenses.

No check is allowed to be signed by the payee.

All expenses will be approved by the Board and documented in the meeting minutes. All expenses, event or travel, must be submitted to and approved by the Board within 30 days or by the next board meeting, whichever comes first, of incurring the expense, and not to exceed

December 15th of the fiscal year. Expenses should be part of the approved budget or approved by the Board.

The Treasurer, with the assistance of the President, will manage Network debit cards to be used by the Board for Network expenses.

The Treasurer shall file all necessary documents with the CPA, the IRS and any other pertinent organizations.

The current Treasurer shall help coordinate banking transitions to add the incoming President, President-Elect and Treasurer to the Network bank account.

INSTALLATION OF OFFICERS

The outgoing President, along with the Governing Board, shall make arrangements for the installation of Officers.

The outgoing Board shall have the duty of purchasing pins for the incoming Board at the expense of the Network (either by mail or by purchase at the annual NAR convention) in sufficient time for presentation at the Installation Ceremony.

Installation of all incoming Board shall be conducted at a general Network Meeting no earlier than November 1 and no later than December 31 of the preceding year.

The incoming President shall select the person to Install the incoming Board.

Name badges can be presented to the incoming Board at the Installation Ceremony.

The incoming President may obtain, at the expense of the Network, a plaque/award/gift to be presented to the outgoing President at the Installation Ceremony. Plaques/awards/gifts for current Officers may be obtained by the outgoing President at the expense of the Network. All gifts, awards, etc. must comply with the Approved Budget.

LOCAL NETWORK EXPENSES

Network Courtesy Policy – Network Courtesy may include funerals, weddings, major crises, illnesses, etc. and Members may receive cards, meals or other Board approved support.

Travel – The Network will provide expenses for the current President-Elect and next year’s President-Elect to attend the WCR Leadership 360 Conference and the Annual National WCR Conference. Covered expenses will include transportation, conference registration, lodging and a per diem amount of \$125 for meals. Expense receipts are required for any reimbursements and must be submitted within 30 days from the end of the conference or at the next board meeting, whichever comes first.

Scholarships – Members may apply for reimbursement scholarships for Real Estate focused Continuing Education at a rate of no more than \$100 per year. Members may be approved for scholarships for a course or training after providing a paid receipt and proof of successful completion within 10 days afterwards and no later than November 30 of each year. Scholarships will be awarded only to Realtor Members in good standing. (Refer to “How to Apply for a Scholarship” form.)

Expenses Outside the Budget – The Annual Budget shall have a line item to account for Miscellaneous Expenses which shall cover discretionary expenses that surface during the year. Additional expenses not covered in the Budget require a majority vote of the Board.

COMMITTEES

Standing Committees will include Member Relations Committee, Event Committee and Leadership Candidate Review Committee, and Finance & Audit Committee. Chairs, co-chairs and members will be appointed and approved by the Board.

All Committees will keep minutes of their meetings and shall supply minutes and reports to the Board in a timely manner.

All Committee members must be current Realtor Members or National Affiliate Members in good standing.

See “Network Election Procedures” for additional details regarding the Leadership Candidate Review Committee.