

# BYLAWS FOR THE WOMEN'S COUNCIL OF REALTORS®

## Contra Costa

Effective November 2023

*Disclaimer: This template is standard bylaws and the only changes permitted are editable fields, including: local network name, geographical Realtor® association boundaries, dues amounts and effective date. No alterations of these state bylaws are permitted without approval from National offices. Any alternations of these bylaws will be in violation of the Affiliation Agreement that grants a charter to this network.*

### ARTICLE I - CREATING THE LOCAL NETWORK

#### Section 1:

A) A Local Network ("Network") of the WOMEN'S COUNCIL OF REALTORS® is hereby created and established under the authority granted in ARTICLE XIII of the Bylaws of the WOMEN'S COUNCIL OF REALTORS® ("the Women's Council"), an affiliate of the NATIONAL ASSOCIATION OF REALTORS® ("National Association").

B) This Network shall be exclusively known as the WOMEN'S COUNCIL OF REALTORS® Contra Costa and shall encourage its members to dedicate themselves to the highest service for the public and real estate industry.

#### Section 2:

A) This Network shall be subject to the national bylaws of the Women's Council and shall have its bylaws approved by the Women's Council. Upon approval of these bylaws by the Women's Council, the WOMEN'S COUNCIL OF REALTORS® Contra Costa is authorized to use the Women's Council's name and marks in connection with the name of the Network.

B) The Network shall support and further the Women's Council mission and objectives. The Network represents the Women's Council in its community and shall act consistently with the Women's Council mission and objectives and shall endeavor to work with and collaborate with Local REALTOR® associations in their community.

Section 3: The fiscal and elective years of the Network shall correspond to those of the Women's Council.

Section 4: The Mission of the WOMEN'S COUNCIL OF REALTORS®: We are a network of successful REALTORS' advancing women as business leaders in the industry and in the communities we serve.

Section 5: The Network shall enter into an Affiliation Agreement ("Agreement") with the Women's Council, which shall govern the terms and conditions of the operation and existence of the Network.

### ARTICLE II-MEMBERSHIP

Section 1: Any member in good standing of an Association of REALTORS® of the NATIONAL ASSOCIATION OF REALTORS® shall be eligible for Active membership in this Network, the State Network (if any) and the Women's Council. The Network boundaries shall be the same as the geographic territory of the Contra Costa Association(s) of REALTORS®.

#### Section 2:

A) An Active member of the Women's Council may be eligible for secondary membership in more than one Local Network and in more than one State Network. Secondary members shall be Active members of a primary Network who wish to obtain the services afforded by another Network. Active members may join this second Network by paying secondary dues only to it. They shall not be eligible to vote or hold elective office in the second Network.

Section 3: National Affiliate members shall hold membership in a Local Association of REALTORS®, but they may not be REALTORS®.

Section 4: National Affiliate members shall pay national, state, and local dues and may vote, hold local office (except President, Presi-

<sup>1</sup> Institute Affiliate members shall be individuals who hold a professional designation awarded by a qualified Institute, Society or Council affiliated with the National Association that addresses a specialty area other than residential brokerage or individuals who otherwise hold a class of membership in such Institute, Society or Council that confers the right to vote or hold office" Article III, Section 1.4a of the National Association Constitution.

dent-elect and First Vice President}, use the Women's Council logo and marks, and avail themselves of Women's Council services. National Affiliates may not comprise more than twenty percent (20%) of the membership of the Local Network.

**Section 5:** The Women's Council shall determine the percentage of National Affiliate memberships in each Network A Network's National Affiliate memberships shall not exceed 20%.

**Section 6:** A member becomes eligible to vote in the Contra Costa Network thirty (30) days from the receipt of a membership application and payment of dues.

**Section 7:** Individuals currently employed in an executive, administrative or management capacity by a Local or State REALTOR® Association or a member Board of a foreign affiliate of the National Association shall be eligible for National Affiliate membership after payment of applicable dues.

## **ARTICLE III - DUES<sup>2</sup>**

### **Section 1:**

- A) Effective 01/01/2024, annual membership dues for Active members shall be \$50.00, plus national dues, and State Network dues, if applicable.
- B) Effective 01/01/2024, annual membership dues for National Affiliate members of State Network shall be \$50.00 plus National dues, and State dues, if applicable.
- C) Effective 01/01/2024, annual membership dues for secondary members shall be \$ 50.00, which are Local Network dues only.

### **Section 2:**

- A) Annual membership dues shall be payable December 31st each year. Members who have not renewed by the renewal date are not considered active members in good standing and are thereby not eligible to vote or hold office in the network while their membership is in delinquent status.
- B) New members shall pay a full year's dues upon making application. By December 31, they shall be billed only for that prorated portion of dues unpaid for the following year.

### **Section 3:**

- A) All local, state and national dues of Active members and National Affiliate members shall be billed by and paid to the Women's Council. Local Network and State Network membership dues billed by and paid to the Women's Council shall be refunded to the Local Network and State Network.
- B) Dues for secondary members shall be billed by and paid to the Local Network and retained by the Network.

**Section 4:** Any member delinquent in payment of membership dues by more than three (3) months shall forfeit membership.

**Section 5:** Annual network dues for each member shall be established in time to notify the Women's Council as per current Women's Council policy.

## **ARTICLE IV - GOVERNING BOARD**

**Section 1:** The government of the Network shall be vested in the Governing Board which shall consist of the President, President-elect, First Vice President, Treasurer, Event Director and Membership Director, all of whom shall be entitled to vote. The President-elect, First Vice President and Event Director must be REALTOR® members.

**Section 2:** The Governing Board shall have full power to conduct the business of the Network; to suspend any officer or member for just cause; and to otherwise govern the affairs of the Network in accordance with the bylaws of this Network and the Women's Council.

**Section 3:** Three Active members of the Governing Board shall constitute a quorum, provided either the President or President-elect is present.

### **Section 4:**

- A) Regular meetings of the Governing Board shall be held no less than quarterly at a time and place as shall be designated by the President.
- B) Special meetings of the Governing Board may be called by the President or shall be called at the request of at least three members of the Governing Board. Members of the Governing Board may unite in a petition to call such a meeting or individually address written requests to the President.

<sup>2</sup> Except for new Networks, effective date must be January 1 of the year the current Local Network dues went into effect Midyear changes are not allowed.

Members of the Governing Board may unite in a petition to call such meeting or individually address written requests to the President.

Upon receipt of such petition or written requests from the required Governing Board members, the President shall notify each member of the Governing Board of such meeting in writing. Not less than five (5) days nor more than fourteen (14) days-notice shall be given for a special meeting. Such notice shall state the time and place of the meeting, and the purpose for which it is called. Only the business stated in the call to the meeting shall be transacted at such meeting.

## ARTICLE V NETWORK MEMBERSHIP MEETINGS

### Section 1:

- A) Regular membership meetings of the Network shall be held no less than six times per year at times and places to be determined by the Governing Board.
- B) Special meetings of the Network membership may be called at such times and places as the Governing Board shall, by resolution, require. Not less than five (5) days nor more than fourteen (14) days-notice shall be given for a special meeting. Such notice shall state the time and place of the meeting, and the purpose for which it is called. Only the business stated in the call to the meeting shall be transacted at such meeting.

Section 2: Twenty percent (20%) of the REALTOR/REALTOR-ASSOCIATE/Institute Affiliate members of the Network shall constitute a quorum at all meetings except in those cases where the Network consists of fewer than fifteen Active members, when a majority shall be required to constitute a quorum.

## ARTICLE VI - ELECTIVE OFFICERS & DIRECTORS

### Section 1:

- A) The elective Officers and Directors of the Network shall be President, President-elect, First Vice President, Treasurer, Event Director and Membership Director.
- B) The President, President-elect, First Vice President, Event Director of the Network shall be elected from the REALTOR®/

REALTOR-ASSOCIATE®/Institute Affiliate members in good standing. The Treasurer and Membership Director may be elected from among REALTOR®/REALTOR-ASSOCIATE®/Institute Affiliate or current National Affiliate members in good standing.

Section 2: Officers and directors shall serve for one (1) year. Officers and directors may serve in such offices for more than one term but may not serve more than two consecutive terms. The President-elect shall automatically succeed to office of President the following year.

### Section 3: Officer Duties

- A) The President shall be the chief officer of the Network and shall preside at the meetings of the Governing Board and Network. At all other times during the term of office, the President shall represent the Women's Council and act in its name, subject to its policies.
- B) The President-elect shall perform the duties of the President in the event of the President's disability or absence and perform such other duties as requested by the Governing Board.
- C) The First Vice President shall maintain the records of the network and perform other such duties as are customary to the office.

Immediately following the annual election meeting, the outgoing First Vice President shall report to the Women's Council the names and addresses of all Governing Board members as directed by the National office. A copy of this report shall be sent also to the State Liaison(s), the State Network President and the National Liaison.

- D) The Treasurer shall maintain financial records of the network and report on the finances of the network to the Governing Board.
- E) The Membership Director shall verify reports from the Women's Council of the names of all members of this Network and their status.
- F) The Events Director shall oversee the development and delivery of the networks events.

Section 4: In the event that an Officer or Director is deemed to be incapable of fulfilling the duties for which elected and declines to resign from office voluntarily, the Officer or Director may be removed from office under the following procedure:

To remove an elected Officer or Director, a special meeting of the membership may be convened as per the rules outlined herein. Provided a quorum is present at the meeting, a 3/4 vote of the membership shall be required to remove an elected Officer or Director from office.

## ARTICLE VII - VACANCIES

### Section 1:

- A) In the case of a vacancy in any elective office, except the President or President-elect, the President shall appoint a qualified member to fill the unexpired term.
- B) In case of a vacancy in the office of President, the President-elect shall complete the unexpired term, thus creating a vacancy in the office of President-elect. The President-elect who fills a vacancy in the office of President shall automatically become President for a full term after completion of the unexpired term as President.
- C) In the event of a vacancy in the office of President-elect caused by a vacancy in the office of President, the members of the Candidate Review Team shall submit the name of at least one qualified Active member to the President who shall present it to the Governing Board for approval. An affirmative vote of a majority of the Governing Board shall be necessary to elect. The President-elect who fills a vacancy in the office shall automatically become President-elect for a full term after completion of the unexpired term as President-elect.

In the event of a vacancy in the office of President-elect not caused by a vacancy in the office of President, the members of the Candidate Review Team shall submit the name of at least one qualified Active member to the President who shall present it to the Governing Board for approval. An affirmative vote of a majority of the Governing Board shall be necessary to elect. The President-elect who fills this type of vacancy shall automatically become President after completion of the unexpired term of President-elect.

- D) All appointments to fill vacancies shall have the approval of the Governing Board.

## ARTICLE VIII - CANDIDATE REVIEW TEAM

The Candidate Review Team will operate in accordance with the Network Election Procedures, as approved by the Women's Council.

## ARTICLE IX - ELECTION OF OFFICERS AND DIRECTORS

Section 1: The election of Officers and Directors shall be held at the Annual Election Meeting of the Network which shall be held no later than September 30 each year.

Section 2: All candidates for office must submit an application and adhere to the qualification rules of the Candidate Review Team.

### Section 3:

- A) Election of Officers and Directors shall be by viva voce or roll call vote, or written or electronic ballot if there are two or more candidates for an office. Each Active and National Affiliate member may cast one vote. A majority of those present and entitled to vote shall elect. When there are more than two candidates for any office and there is no majority on the first ballot, the two candidates receiving the greatest number of votes cast shall remain on the ballot and a run-off election shall be held between these two candidates. The candidate receiving the majority of votes cast in the run-off election shall be declared the winner.
- B) Voting by proxy or any method other than in person methods above shall not be permitted.

## ARTICLE X - COMMITTEES & PROJECT TEAMS

Section 1: The President may appoint temporary project teams or task forces to work on specific projects, as approved by the Governing Board. Such groups shall consist of at least three Active or National Affiliate members.

Section 2: An Audit Team shall be appointed at the next to the last meeting of the Governing Board and shall present its report at the first Governing Board meeting of the new year.

## ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order* shall be recognized as the authority governing the proceedings of the Network in all cases not provided for in these bylaws or in the Standing Rules.

## **ARTICLE XII - DEFENSE AND INDEMNIFICATION OF OFFICERS AND DIRECTORS**

Section 1: In the event of suits or claims in which one or more current or past officers or directors of the Network are named as a result of their status as such or decisions or actions taken in good faith and reasonably understood to be within the scope of their authority during their term as such, the Network shall, directly or through insurance secured for the benefit of such officers and directors and employees, secure counsel to act on behalf of and provide a defense for such officers and directors and employees; pay reasonable defense expenses incurred in advance of final disposition of such case; and indemnify such officers, directors and employees with respect to any liability assessed or incurred as a result of any such claim, suit or action.

Section 2: The above stated defense and indemnification of officers and directors shall extend to those individuals when serving at the request of the Network as a director or officer of another entity, but only after indemnification and insurance coverage from such other entity has been exhausted.

## **ARTICLE XIII - AMENDMENT OF BYLAWS**

Section 1: The dues and network name and REALTOR® Association names reflecting the network boundaries in these bylaws may be

amended at any meeting of the Network by two-thirds (2/3rds) vote in the affirmative of the Network members present and voting at such meeting, provided that a pre-approval has been obtained from the Women's Council and a quorum is present, and provided the substance of the proposed amendments has been submitted to all members of the Network at least ten (10) days in advance of the meeting at which they will be acted upon, and provided that no such amendment shall become effective until the same shall have been submitted to and approved by the Women's Council.

Section 2: Amendments to the Local Network bylaws required by the Women's Council shall be mandatory and become effective immediately. The general membership of the Local Network shall be notified of such amendment(s) at the next regular meeting following receipt of notice, and the Networks bylaws shall be changed immediately to include such amendment(s).

## **ARTICLE XIV - DISSOLUTION**

Upon the dissolution or winding up of the affairs of the Women's Council of REALTORS® Contra Costa and after providing for payment of all obligations, the Network shall distribute any remaining assets to the Women's Council of REALTORS® California. In the event there is no State Network, the remaining assets shall go to the Women's Council.



## Contra Costa Network Standing Rules

Women's Council of Realtors has developed examples of Standing Rules for Networks and suggestions for their possible use. By-laws cannot be waived or suspended and are not easy to amend; Standing Rules can be. Standing Rules provide continuity to the Network by setting operating policies that can be referred to year after year to determine what procedure is followed.

\*Standing Rules are rules related to the administration of a society rather than to parliamentary procedure (e.g. the hour at which meetings are to commence).

\*A Standing Rule can be adopted by majority vote at any meeting.

\*A Standing Rule remains in force until amended or rescinded. It does not bind future meetings if a majority desires to suspend it temporarily for the duration of a particular meeting.

\*A Standing Rule can be amended by a majority vote.

\*A Standing Rule can be suspended by a majority vote of a society for the duration of a meeting.

\*A Standing Rule can be rescinded by a two-thirds vote without previous notice or by a majority vote after notice on at least the preceding day.

### GENERAL PROVISIONS

#### I. MEETINGS

1. **Monthly Business Resource** Meetings shall be held on the 2<sup>nd</sup> Friday of the month unless otherwise notified. At least 6 Business Resource Meetings and one fundraiser at minimum are to be held annually. Priority for the topic of each meeting shall be given to a speaker or a panel that satisfies one of the 5 categories suggested by National WCR as found in the LPPM. Minimal business will be conducted at these meetings and speakers will be given at least 45-60 minutes to present at the business meeting per the agenda. (Exceptions will be the annual nominations meeting, election meeting and installation)

##### ▪ **Financial Obligations**

The Network shall pay for the luncheons for the guest speakers and a gift as appropriate. WCR state and National Officers shall receive a complimentary meal/attendance to the meeting. Reservations for all Network meetings and events sponsored by the Network shall be a financial obligation to be paid by members.

##### ▪ **Cancellation Deadlines**

A cancellation deadline shall be established for each ticketed function of the Network and shall be announced in the notice for that function. Special circumstances for refund need board approval.

- **Billing**

Billing for un-cancelled ticketed functions shall be made within 2 days of the event.

- **Fee Policy**

Since the primary value of the Business Resource Meeting is in the program and the networking, there will be no discount for those who choose not eat a meal.

- **Non-Members**

Qualified prospective members may be brought to regular Business Resource meetings as a guest 3 times before joining. This does not apply to a member's family or special guest provided they are not eligible for WCR membership. The cost for a reserved Guest shall be determined by the governing board 30 days prior to promoting the event.

- **No Reservations**

If members wish to attend a ticketed function without a reservation, they shall be accommodated on a space available basis only and will pay the At the door fee (aka) No reservation price shall be pre-determined by the governing board.

2. **Annual Nomination Meeting** shall be held in July. It may be held in conjunction with a Regular Network Business Resource Meeting.
3. **Annual Election Meeting** shall be held in August. It may be held in conjunction with a Regular Network Business Resource Meeting.

- **Election Procedures**

- **Rules of the Day** shall be provided to each attending member instructing the members how the election shall be conducted. The Rules shall be approved by the membership prior to voting.

- Those being nominated (perhaps add a date) must be confirmed by according to our election rules.

- A minimum of three tellers shall be appointed by the President. Nominating Committee members shall not serve as tellers.

4. **Installation Meeting** must be held prior to December 31<sup>st</sup>. It may be held in Conjunction with a Regular Network Business Resource Meeting. All Officers and Standing and Special committee chairs shall sign a "Consent To Serve" prior to Installation.

- **Arrangements for Installation**

- The incoming President, along with their Committee, shall make arrangements for the installation of officers.

- The current Membership Director will confirm all Officers and Special Committee Chairs are current members of the Contra Costa Network.

- The incoming President shall select the Installing Officer and Mistress/Master of Ceremonies.

- The outgoing President shall have the duty of obtaining the incoming President's Pin at the expense of the Network (either by mail or by purchase at the Annual Convention) in sufficient time for presentation at the Installation ceremony (See LPPM)

- **Gift For Outgoing President**

The President Elect (Incoming President) shall obtain at the expense of the Network, a gift or plaque to be presented to the outgoing President at the Installation ceremony.

▪ **Finance**

Funds should be allocated in the budget to purchase thank you gifts for outgoing board members. The budget for the Installation Ceremony shall be sufficient when possible to include the expense of invited guest dignitaries (such as Board President, Executive Officer, State and National WCR Officers, Network DVP, Governor, etc.).

5. **Governing Board Meetings** shall be held via Zoom on the second Wednesday of the month from 9:00 am to 10:00 am unless otherwise indicated by the Presiding Officer.

## **II. DUTIES OF THE GOVERNING BOARD**

1. Governing Board Members include all elected Officers, Appointed Standing and Special Committee chairs. Only one person either the President-Elect Chair or Vice-Chair of a Standing Committee is entitled to vote on issues presented to the board at any given Board Meeting. Special Committee Chairs do not have a vote on the governing board.
2. All Governing Board members are expected to attend all Governing Board meetings.
3. Unexcused Absence
  - Any elected or appointed member of the Governing Board with two or more unexcused absences shall be construed as having resigned from the Governing Board. A letter may be sent by the President or President-Elect asking the member to resign. Excused absences will include a death in the family, illness, family emergencies and CAR/NAR meetings. Any other excused absence will be at the discretion of the Governing Board. An absence is considered excused when the President is notified prior to the meeting and has excused the member. Any board member arriving more than a half hour late to the meeting must have made arrangements with the President to provide any materials to the board prior to the meeting, so that the board can conduct its business without having to wait for the said materials.
4. Reinstatement
  - Such member whose seat was vacated in this manner may apply for reinstatement within 30 days which shall require a majority vote of the Governing Board.
5. Duties of Network Officers
  - Network Officers shall abide by the WCR Bylaws, the Network's Standing Rules and the duties outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL.

<b>POSITION</b>	Local President
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**General Oversight/Scope of Duties:**

Provides leadership and direction for the Network, keeping her team focused on the mission of the Council and the Network business plan. Acts as the local voice for the Women's Council brand, articulating the value of the Network, representing the Network with related groups, and setting the tone for active member involvement.



**Major Responsibilities:**

- Preside over focused, productive meetings of the Governing Board and membership
- Work with the Governing Board to develop, implement and monitor the Network Business Plan
- Encourage and inspire members to get involvement and recognize contributions
- Cultivate development of future leaders for the Network
- Mentor, train, support and provide leadership opportunities for the President-elect to facilitate a smooth transition in leadership
- Build and maintain relationships with the Local Association and related industry and community groups
- Work with the Governing Board to evaluate Network progress and performance on stated goals, ensuring, in particular, quality Network programs and services
- Support Event Director and Membership Director in delivering quality events and building and retaining a solid base of REALTOR® members
- Appoint the Event Director and Membership Director, with ratification by the Governing Board
- Appoint an Event Chair and/or Membership Chair, as needed to support the Event and Membership Directors, with ratification by the Governing Board
- Ensure compliance with all State and National reporting requirements
- Represent the local Network at State and National meetings

**Important Relationships – INTERNAL**

- Network membership
- Network Strategic Partners
- State Network leadership
- Governing Board
- Project Team leaders
- President-elect

**Important Relationships – EXTERNAL**

- Local REALTOR® Association Executive and elected leadership
- Related real estate organization leadership
- Appropriate staff/leadership of community groups

**Criteria/Qualifications**

- Must be a REALTOR® member in good standing

**Ideal Skills/Experience**

- Team management
- Communication skills
- Delegation
- Meeting management
- Previous leadership experience within or outside of Women’s Council
- Planning and organization
- Conflict resolution

**POSITION**

Local President-elect

**General Oversight/Scope of Duties:**

Supports the President in fulfilling her duties, builds leadership skills and prepares to assume the presidency. Develops and maintains productive relationships with Strategic Partners to ensure satisfaction and support for Network activities.

**Major Responsibilities:**

- Fulfills duties of the President as needed, and assists with running efficient and productive meetings.
- Cultivates and manages relationships with Strategic Partners, ensuring a high level of satisfaction and appropriate benefit levels and packages.
- Assists the President in tracking Network progress and performance, identifies areas for continued improvement and considers related goals for inclusion in the Network Business Plan in the coming year.
- Appoints the Secretary, with ratification by the Governing Board.
- Supports accomplishment of Network Business Plan goals and priorities.
- Encourage and inspire members to get involved, and recognize contributions
- Cultivate development of future leaders for the Network
- Attends Women's Council Leadership Academy as part of preparing to take on the presidency
- Attends National and State Women's Council Meetings, depending on budget and personal finances.
- Works with the incoming President-elect to ensure a smooth transition in leadership

**Important Relationships – INTERNAL**

- President
- Governing Board
- Network membership
- Project Team leadership
- Strategic Partners
- State Network leadership

**Important Relationships – EXTERNAL**

- As needed to support the President

**Criteria/Qualifications**

- Must be a REALTOR® member in good standing
- Preference for members of the Local Network with a minimum of one year tenure

**Ideal Skills/Experience**

- Team management
- Communication skills
- Delegation
- Meeting management
- Previous leadership experience within or outside of Women's Council
- Planning and organization
- Conflict resolution

<b>POSITION</b> Local First Vice President
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<b>General Oversight/Scope of Duties:</b>
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Ensure proper reporting and Network compliance with all state and federal laws and regulations impacting non-profit organizations.
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<b>Major Responsibilities:</b>
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| <ul style="list-style-type: none"><li>● Maintains Network bylaws and standing rules.</li><li>● Oversees Credentials Project Team to ensure proper election protocols, and reports results of election to National Women’s Council by November 1 each year.</li><li>● Ensures accurate minutes are taken at each Governing Board meeting, and maintains all official records of the Network.</li><li>● Ensures accurate minutes are taken at Membership meetings when votes are taken for bylaws amendments and for elections.</li><li>● Attends National and State Women’s Council Meetings, depending on budget and personal finances.</li></ul> |
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<b>Important Relationships – INTERNAL</b>	<b>Important Relationships – EXTERNAL</b>
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| <ul style="list-style-type: none"><li>● Governing Board (regular reporting)</li><li>● State Network leadership</li><li>● Network membership</li><li>● Strategic Partners</li><li>● Project Team leadership</li></ul> |  |
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<b>Criteria/Qualifications</b>	<b>Ideal Skills/Experience</b>
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| <ul style="list-style-type: none"><li>● Must be a REALTOR® member in good standing</li></ul> | <ul style="list-style-type: none"><li>● Planning and organizing skills</li><li>● Communication skills</li><li>● Operating as part of a team</li></ul> |
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**POSITION**

Local Treasurer

**General Oversight/Scope of Duties:**

Ensures strategies and systems are in place to support the financial health and integrity of the Network. Ensure proper reporting and Network compliance with all state and federal laws and regulations impacting non-profit organizations.

**Major Responsibilities:**

- Maintains Network financial records, tracks transactions, and reports regularly on Network financial performance.
- Handles receipts and disbursements, ensuring proper controls in place.
- Works with the Governing Board to develop proposed annual budget.
- Ensures Network state and federal taxes are filed annually, and provides full support for Network financial reviews.
- Attends National and State Women's Council Meetings, depending on budget and personal finances.

**Important Relationships – INTERNAL**

- Governing Board (regular reporting)
- State Network leadership
- Network membership
- Strategic Partners
- Project Team leadership

**Important Relationships – EXTERNAL**

- CPA/tax professionals

**Criteria/Qualifications**

- REALTOR® or National Affiliate member in good standing

**Ideal Skills/Experience**

- Bookkeeping/accounting background and/or related experience
- Planning and organizing skills
- Communication skills
- Operating as part of a team

**POSITION**

Event Director

**General Oversight/Scope of Duties:**

Ensures the development and delivery of timely, relevant, business-oriented Network educational and networking events that attract a high level of participation from members and the industry at large.

**Major Responsibilities:**

- Produces four Network industry events.
- Coordinates and implements marketing strategies for a high level of exposure for Network events within the industry.
- Develops and manages systems to routinely scan the industry environment to identify business needs and issues.
- Produces a minimum of two additional events focused on member networking and relationship building.
- Manages Event Chair and Project Teams as needed to accomplish tasks.
- Monitors and evaluates success of all programs and events and reports to the Governing Board.
- Attends National and State Women's Council Meetings, depending on budget and personal finances.

**Important Relationships – INTERNAL**

- Governing Board
- Project Team leadership
- Network membership
- State Network leadership
- Event Chair

**Important Relationships – EXTERNAL**

- Local REALTOR® Association, other real estate related groups, community groups (for collaborative programming)
- Potential speakers

**Criteria/Qualifications**

- REALTOR® member in good standing

**Ideal Skills/Experience**

- Planning and organizing skills
- Networking and communication skills
- Environmental scanning
- Delegation
- Program development
- Operating as part of a team

## **POSITION** Membership Director

### **General Oversight/Scope of Duties:**

Conducts an aggressive outreach strategy to communicate the value of the Network and the Women's Council brand, engaging prospective, new and renewing members.

### **Major Responsibilities:**

- Develops and implements a member recruitment and retention strategy to grow the REALTOR® membership base within the Network.
- Supports and follows through on all National Council membership marketing campaigns.
- Works with the Governing Board to establish membership recruitment and retention goals as part of the Network Business Plan.
- Oversees implementation of a new member welcome and orientation strategy, as well as a first-year member communication strategy, using tools and resources provided.
- Oversees implementation of a member communication 'drip' system, using tools and resources provided.
- Monitors and supports development of Strategic Partner benefits packages.
- Manages Membership Chair and Project Teams as needed to accomplish tasks.
- Monitors and evaluates success of all membership development and outreach efforts and reports to the Governing Board.
- Monitor membership reports received from National Women's Council for accuracy, and follows up on any discrepancies.
- Attends National and State Women's Council Meetings, depending on budget and personal finances.

### **Important Relationships – INTERNAL**

- Network new members
- Network renewing members
- Governing Board
- State Network leadership
- Project Team leadership
- Membership Chair

### **Important Relationships – EXTERNAL**

- Prospective members
- Local REALTOR® Association

### **Criteria/Qualifications**

- REALTOR® or National Affiliate member in good standing

### **Ideal Skills/Experience**

- Planning and organizing skills
- Networking and communication skills
- Delegation
- Strategy development
- Operating as part of a team

6. Duties of COMMITTEE CHAIRPERSONS (Standing and Special Committee) are as outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL or as determined by Network Leadership. A written job description shall be provided by to each Committee Chair by the President and President-Elect.

- Such member whose seat was vacated in this manner may apply for reinstatement within 30 days which shall require a majority vote of the Governing Board.

7. Chair and Committee Positions

- The incoming President appoints Special and Standing Committee Chairs, subject to Governing Board approval (see By-Laws.) The Committee Chairs, are responsible for appointing their committee members. Each committee should have at least three members when possible.
- There shall be a joint meeting of all outgoing and incoming officers and committee chairpersons called by the outgoing President before year end to orient them on their duties and responsibilities and to acquaint them with Network objectives. At this time, the outgoing officers and committee chairpersons shall submit written reports to their new counterparts of the year's activities and budget as well as any pertinent information would be helpful to them. This meeting is to occur BEFORE or as part of the Leadership Retreat.

8. Parliamentarian

- The Parliamentarian shall be appointed by the President and shall attend all Governing Board meetings.
- There shall be a joint meeting of all outgoing and incoming officers and committee chairpersons called by the outgoing President before year end to orient them on their duties and responsibilities and to acquaint them with Network objectives. At this time, the outgoing officers and committee chairpersons shall submit written reports to their new counterparts of the year's activities and budget as well as any pertinent information would be helpful to them. This meeting is to occur BEFORE or as part of the Leadership Retreat.

9. Nominating Committee (see By Laws for membership requirements)

- Those members seeking Network board office shall not be eligible to serve within the same year as the elections.
- It shall be the duty of the nominating Committee to select at least one candidate for each office and to present its report in writing to the Secretary who shall present it in writing (by email, mail, posted to website or in the newsletter) to the general membership at least ten (10) days before the Annual Election. Nominating committee can select more than one person for a position. Nominating committee's main objective is to verify each candidate is qualified to run for subject office.
- Nominations may be made by any active member before the election.

- No name shall be placed in nomination without the consent of the nominee.

### III. ANNUAL BUDGET & EXPENDITURES

- The Finance and Budget Committee shall present the budget for the following year at the November Governing Board meeting for review and it shall be approved by the general membership no later than the December meeting.
- The Chairpersons for committees and for any special events shall develop a line item budget for their event before any funds are committed for the event which incorporates any relevant figures from the approved main budget. Line –item budget to be submitted to the Governing Board for approval prior to expenditure of funds. Reimbursement will be paid upon submission of reimbursement form and attached original receipts.
- Attempts will be made to have a rollover fund of at least \$5000 a year. Any funds over \$5000 may be distributed to community organizations **ONLY** as decided by the governing board. **NO COMMITTEE OR INDIVIDUAL** shall determine or commit distribution of funds to charities without the approval of the Governing Board. If the rollover fund falls below \$5000 no disbursements will be promised to charitable organizations.
- All requested reimbursements should only be paid if funds are available or budgeted. Any variances to budget must be approved by the Governing Board. Disbursements shall be made according to those submitted and approved to the President or the President-Elect or Immediate Past President, with oldest approved date being paid first as long as request has been submitted within 45 days of the event.
- All requests for reimbursements, including travel, to be submitted to the President or someone approved by President within 45 days of the event or the expenditures whichever is later.
- Committee Chairs and their members shall endeavor to find sponsor funding for expenditures before committing Network funds.
- Anyone receiving reimbursement from the Network should remember that funds are from the general membership fund and should be used according to professional standards. Be responsible.
- Disbursement to be made within 30 days of approval unless Governing Board approval is required. If submitted disbursements are not made within the time frame allotted, member to contact President or President Elect for resolution.
- Authorization of disbursement of funds to be approved by the President. It is up to the Treasurer to inform the President if requested funds are not available. Should the President not be available, then the President-Elect or most immediate past President is authorized to approve disbursement of funds. The most immediate past President of President-Elect are to approve the current President’s reimbursement requests.
- Only one signature is required to sign any disbursement. However, the Network must have a dishonesty bond in place at all times.



- Elected Officers, Governing Board Officers, and general membership will be reimbursed for reasonable travel expenses within their budget upon submission of receipts to the Treasurer according to our approved local travel guidelines. The budget shall include travel expense line items for President, President Elect, First Vice President, Membership Director, Events Director, and Treasurer as well as general member travel expenditures.

**IV. REIMBURSED EXPENSES FOR CONFERENCES AND OTHER EVENTS (See Section XII below as well)**

- All Line Officers are reimbursed for airfare, hotel, registration fee, all planned joint events ie: Installation dinners, Joint networking events, Awards dinners, etc., plus \$60.00 per diem for 2 National Conferences, 1 Regional Conference and 3 state Conferences per year. This assumes availability of budgeted funds. In the event there are not sufficient funds for reimbursement, funds will be distributed in the order of office: President, President-elect, and V.P. of Membership, Secretary and Treasurer,
- President Elect is reimbursed lowest airfare, registration, hotel and \$60.00 per diem for Annual Leadership Academy in addition to above conferences.
- All Voting board members with the exception of Line Offices are reimbursed for early bird registration fees for all conferences attended in the calendar year, in addition will be reimbursed for airfare not to exceed \$300.00 per calendar year. Voting board members will also be reimbursed actual cost for hotel lodging during conferences. The president and president-elect will be reimbursed for their entire hotel room cost. For all other members attending meetings ~~All~~ hotel reservation reimbursements are based on half the cost of the hotel room.
- Reimbursements can not exceed the annual budgeted line item.
- General members may submit an application for reimbursement of conference early bird registration fee.
- Criteria for reimbursement are:
  - a. Attendance at 75% of all local Network meetings. An exception can be granted by the governing board. Reimbursement of hotel, airfare or registration expenses or individual events must be verified by receipts only. Receipts are required for per diem allowances of attended events.
  - b. Reimbursement will only be made after the member has attended the event. Should it be a hardship for the President or President-Elect to pay required deposits, etc. hardship exceptions can be made as long as it is understood that if the event is not attended, all monies need to be reimbursed to the Network within 30 days of the event or by the end of the calendar year whichever comes first.
  - c. Booking at least 30 days in advance lowers airfare and hotels must be booked early to ensure space available. All national conferences require first night deposit at time of reservation.

## **V. LOCAL AFFILIATE DUES**

- The Local Affiliate Dues billing shall be mailed for the upcoming year in December of each year. This is the responsibility of the Membership Director, Chair or Co-Chair.
- Refer to the Bylaws for the delinquency policy. Local Affiliate candidates for membership shall be required to have three Realtor members join as members under their name before their membership can be accepted. They are not to pay for the membership of the new REALTOR members as this will likely not result in retention of new members.

## **VI. EDUCATION GRANT**

- Each Year the Contra Costa Network of WCR has funds budgeted for education reimbursements. (Restructure sentence) During the year the money will be allocated to applicant members who fit the listed criteria. If the budgeted amount is not awarded, then the remaining funds will be placed back into the general fund for the following year.
- Preference will be given to the following applicants:
  - a. National Realtor, National Affiliate or local member in good standing for at least six months,
  - b. Have attended 50% of the scheduled meetings in the current year or since joining.
  - c. Who have served on a special or standing committee or on the Governing Board.
  - d. Grant Requests must be completed and submitted within 90 days from completion of the course date.
  - e. Proof must be provided to confirm that the course was paid for and completed by the member and the commensurate certificate or designation granted.
  - f. Reimbursement will be no more than 50% of the cost of class per year, per member, unless a surplus exists, and then more could be awarded at the committee's discretion. Any excess fund amounts should be announced at the November general meeting. Grants shall be considered on a first come first serve basis.
- The following courses qualify for reimbursement in the order identified depending on availability of funds and time of submission of request;
  - a. Any Performance Management Networking (PMN) class
  - b. Any other certificated courses offered by WCR
  - c. GRI, CRS and CRB courses, or any NAR approved Course
  - d. Continuing Education Courses and college courses for renewal of your Real estate Licenses and or Brokers License if given for DRE credit.

## **VII. BYLAWS AND STANDING RULES REVIEW**

1. The Standing Rules shall be reviewed annually by the Bylaws Committee and any changes presented to the Governing Board and then the membership for approval.
2. The committee shall review the Bylaws every two years, in the uneven year and any changes necessary for compliance submitted to WCR National for approval.

## **VIII. NETWORK COURTESY POLICY**

- In case of a death of a Network member, an appropriate memorial not to exceed \$100 shall be selected. In the case of the death of a Network member's spouse, parent, or child, an appropriate memorial not to exceed \$50 shall be selected. In the case of a serious illness which results in inability to work of an active member in good standing the Network will do whatever it is possible to assist the member. It will be the responsibility of each member to identify and bring to the Governing Board any situation that requires extra care and attention.

## **IX. MEMBERS/AFFILIATE OF THE YEAR**

- There shall be one REALTOR member of the year award and one AFFILIATE Member of the Year Award.
- Eligible nominees shall be current members in good standing of the Contra Costa Network of Women's Council of Realtors and shall have been a Realtor, Realtor-Associate or Local Affiliate Member. Nominees shall be those individuals selected for recognition by the local Network's special Member Recognition committee and this committee will establish any additional Judging criteria. To avoid automatic awards, the current year's Line officers will not be eligible for the award, but this does not preclude them from receiving future awards. Chairpersons of committees both standing and Special committees will be eligible.
- If possible the chairperson of the Special Recognitions Committee should be the immediate past Years Realtor of the Year recipient.

## **X. ENTREPRENEUR OF THE YEAR**

- When possible, the Network shall award a deserving REALTOR member of this award (see LPPM for criteria). The Entrepreneur of the Year will be reimbursed for registration, hotel, lowest airfare and per diem of \$60.00 a day in order to attend the midyear National meeting and receive their award.
- The special Recognitions Committee shall be responsible for determining the eligible candidates for this award and present their recommendations to the governing board for approval.

## **XI. MEMBER OF THE QUARTER**

- Each Governing Board shall determine if there will be Members of the Quarter in any given year.
- Eligible nominees shall be a current member in good standing (see Paragraph One in Education Grant section) of the Contra Costa Network of Women's Council of Realtors. Nominees shall be those individuals selected for recognition by the local Network's special Member Recognition Committee, and this committee will establish any additional judging criteria. To avoid any possible automatic awards, the current Line Officers will not be eligible for the award, but this does not exclude them from receiving future awards. Chairpersons of committees both standing and Special committees will be eligible.

## **XII. FUND FOR CANDIDATE TO STATE OR NATIONAL WCR OFFICE**

- A fund shall be established for a candidate to use only with board approval to assist the candidate in their campaign for a State or National office
- Candidate must present to the board their qualifications for such a candidacy and not assume that the funds will be disbursed automatically. It is an honor to serve and the candidate must have the backing of the governing board before going forward in order to receive these funds.

## **XIII. TRAVEL GUIDELINES (See section IV above also)**

- Applies to all officers and members. Priority given, in order, to: President, President-Elect, First Vice President, Treasurer, Membership Director and Events Director.
- For members: application for proposed travel must be presented to the Governing Board 30 days prior to event to make sure reimbursement funds are available. The same criteria as noted below applies with the word members to be submitted for officers.
- Air Travel: reimbursed at coach class rate purchased **within 21-14 days**. If officer does not attend meeting, they personally must reimburse the Network for any advance reimbursement.
- Hotel Rate: Standard rate as negotiated by WCR State or National organization upgrades officer pays the difference. Network to reimburse one-half of the room rate or the negotiated room rate, whichever is less for anyone approved to attend except President and President-Elect. If sufficient funds exist, President and President-Elect may be reimbursed for full cost of room rate. All Members are encouraged to share a room.) Any exceptions to be approved by the Governing Board.
- Transportation: to and from point of origin to airport, airport to hotel, and return.
- Airport/Hotel Parking

- Personal Vehicle Reimbursed: for actual mileage to and from the meetings at the current IRS vehicle deduction rate per mile. Public transportation fees reimbursed. Includes State, Regional, and National Meetings. This does not include monthly meetings.
- WCR reimburses for required meetings, State and National Inaugural or Installation, Welcome Reception, WCR local Network sponsored events at State and National level. Any non-WCR sponsored entertainment is at officer's expense. Network reimbursement is to be for the amount of early-bird registration fees only for State, National and Regional Meetings. Network does not reimburse for NAR or CAR attendance. The Governing Board is to approve any exceptions.
- Daily Allowance: Per diem allowance of \$60.00 shall be reimbursed to line officers if funds are available.
- Authorization for reimbursement must be approved by President. If not available, then the most immediate Past President or President-Elect are required to review and approve all travel expense reimbursements. The immediate Past President or President-Elect are to review and approve current President's travel expense reimbursements. Only One signature is required in all reimbursements as long as a surety bond is in place.
- All cash and credit expenditures must be verified with receipts attached to the reimbursement form and submitted within 45 days of travel. (Disbursement to be made within 30 days unless Governing Board approval is required.)
- Airfare and Hotel accommodation to accommodate meeting times only taking into consideration necessary travel time for arrival to accommodate meeting start and end times. Network will not pay for extra day of hotel to attend any classes (PMN). However, Network may reimburse for attendance at a PMN class if funds are available.
- President Elect is required to attend 360. Network to pay for registration, lowest airfare, transportation to and from local airport and host city airport. \$60.00 for food or miscellaneous expenses will be authorized for entire trip.
- Conference Attendance: All members who attend conferences are expected to attend all WCR meetings to qualify for reimbursement. Attendance at NAR or CAR meetings is not reimbursed unless there is a special circumstance that has been approved by the governing board.
- Any appointee to a WCR, CAR or NAR committee shall be given priority in reimbursement over and above a general member should funds be limited.
- NO RECEIPT, NO REIMBURSEMENT, NO EXCEPTIONS!!! Absolutely NO funds will be reimbursed if received after January 30<sup>th</sup> of the following year of the event.

#### **XIV. INCOMING PRESIDENT'S PLANNING RETREAT**

- As a budgeted item the incoming President is to schedule a planning retreat for the incoming board along with the incoming Standing Committee Chairs and the

outgoing President. A full day of planning is highly recommended for putting together the upcoming year's business plan and goals of the incoming President along with her/his board and Standing Committee Chairs. Network effectiveness and team building are to be agenda of the day. **It is recommended that a guest facilitator such as a Governing Board member of the State Network be invited.**

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