

Standing Rules

1. GENERAL POLICIES

- a. The Standing Rules shall be in compliance with the Local Bylaws, State Bylaws, and National Bylaws
- b. The Standing Rules may be amended by a majority vote of the governing board, provided a quorum is present.
- c. Standing Rules should be reviewed every year and amended as needed.
- d. The Current Bylaws & Standing Rules along with all supporting documents shall be kept in electronic format and made available on the Local microsite. Supporting documents to Standing Rules include but may not be limited to the Financial Policy and Standard Operating Procedures.

2. MEMBERSHIP

- a. A Member is a REALTOR® or National Affiliate (National Affiliate must be a member of a REALTOR® Association) who pays dues to the Women's Council of REALTORS®
- b. A Strategic Partner represents a business that has an affiliate relationship with the real estate industry. They can be part of a Project Team.
- c. A Sponsor is not a member but is able to sponsor individual special events and does not have to have a business that is affiliated with real estate.

3. DUES

- a. The annual dues are \$24, plus National dues and State Network dues, if applicable for active members and national affiliate members.
- b. Non-Resident membership - The annual dues are \$24, which are Local network dues only.

4. GOVERNING BOARD MEETINGS

Unexcused Absences: When a member of the Governing Board has two (2) or more unexcused absences it will be assumed they have resigned from the Governing Board. In that event, the President and the Governing Board will determine the necessary action, if any.

- a. Can be held in person or virtual (all participants must use the camera at all times)
- b. An Agenda must be sent out 7 days before the meeting.
- c. General Membership is invited to attend all local board meetings. The time and date must be included in the event calendar, and uploaded to the Local microsite.
- d. If a board member cannot attend, he or she will ensure that any agenda items to be discussed are covered through notification to the Local Network President and 1st Vice President.
- e. Project Team leaders are expected to attend and give reports only, where items of discussion about their areas of expertise are being discussed, either physically or via virtual only.
- f. If a project leader cannot attend a governing board meeting, he/she will submit a written report covering the areas to be discussed along with any project team recommendations they may have to the 1st Vice President.
- g. The 1st Vice President shall take the meeting notes (minutes). The minutes should be sent to the President and President-Elect for any amendments and shall be sent back to the 1st Vice President. The 1st Vice President shall upload monthly governing board minutes to the Local Network online storage like Google Drive and State Google Drive within 7 days after BOD meeting.

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5. EVENT/NETWORK MEETINGS

- a. The network will hold a minimum of 4 industry events and 2 networking events (see Operating Standards Local Network).
- b. **Guests** - Guests are welcome to attend Events/Networking for a higher price AMOUNT. This does not apply to a member's family or special guests, provided they are not eligible for Council membership. Guests are allowed to attend two events and then must join.
- c. **Members** - attending an organized function shall be charged, a charge is due for the meal or refreshments whether they eat or not.
- d. No reservation - if a member wishes to attend an organized function without a reservation, they shall be accommodated on a space-available basis only. Charges will still apply.
- e. Reservations for all Network Industry Events sponsored by the Network shall be a financial obligation to be paid by a member. Once a reservation is made and paid for there will be no refund. Each event will have an EARLY BIRD reduced price for 6 days prior to the event. After that, the amount will increase.
- f. If space is available, then non-registrants may purchase a ticket at the door for \$10 more than the regular price.
- g. Annual Election Meeting/Event – The Annual Election meeting/event shall be held prior to June 30th each year. It may be held in conjunction with a Regular Network Meeting / Event.
- h. Installation Event - The Installation event shall be held in October, November or December. It may be held in conjunction with the B.E.R. installation of officers.

6. ELECTIONS

- a. Officer Qualifications - Members nominated for office shall have the following qualifications:
 - i. Must be a member in good standing in the National and the local WCR Network.
- b. Officers' Consent to Serve
 - i. Officer nominees shall sign a consent-to-serve form after reading the job description provided by the incoming President.
 - ii. Such Consent form shall be part of the national, state, and local application form.
 - iii. The signed consent form will remain with the First Vice President Secretary for the term of the nominee's office.

7. Candidate Review Team

- a. The Candidate Review Team shall be appointed by the President.
 - i. The Team shall consist of a minimum of three and a maximum of five active Realtor members, no more than one National Affiliate member, and one or more active Past Presidents.
 - ii. Current Governing Board members are NOT eligible.

8. Procedure

- a. At the Annual Election Meeting, only active REALTOR® and National Affiliate Members whose dues have been paid in full and are members of record in the National WCR office or can show proof of payment shall be entitled to vote.
 - i. Rules of the Day - Members will be instructed on the "Rules of the Day" before voting, per the Network By-Laws.
 - ii. Tellers - The President shall appoint a minimum of three tellers. No nominees or nominating committee member shall serve as a Teller.
 - iii. Election of officers shall be by viva voice vote, electronic vote, roll call vote, or written or electronic

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ballot if there are more than two or more nominees for an office.

- iv. Voting by proxy shall not be permitted.

9. Installation of Officers

- a. The passing of the gavel shall occur at the October, November, or December Installation of Officers.
- b. The incoming President, along with his/her Project Team/Task Force shall make the arrangements for the ceremony.
- c. The incoming President shall select the Mistress/Master of Ceremonies and Installing Officer, in the event one is needed.
- d. The outgoing President shall have the duty of obtaining the incoming leaders by the specified dates.
- e. To ensure the goals and objectives of the Women's Council of REALTORS WCR are being fulfilled and carried out through Network Project Teams' and Task Forces' actions, the incoming President's pin at the expense of the Network (either by mail or by purchase at an Annual Convention) in sufficient time for presentation at the passing of the gavel.
- f. The incoming President shall obtain, at the expense of the Network, a plaque and personal gift to be presented to the outgoing President at the passing of the gavel. The value of the personal gift shall not exceed \$250.
- g. The cost for the Installation event shall be financed, as with all other General Business Meetings, -industry events by sponsors, and supplemented by the Budget as needed.
- h. Network Officers shall abide by the Bonita Springs-Estero WCR By-Laws, the Network's Standing Rules, the Strategic Plan, and the duties as outlined in the Local, State, and National Leadership manuals.

10. Project Team/Task Force

- a. All outgoing Project Team and Task Force Chairman shall make a written report on the Committee's accomplishments at year's end and pass on Committee materials to the incoming Chairman.
- b. The outgoing Committee Chairman shall recommend to the incoming President members to serve on their committee. Project Team and Task Force Chairman shall be responsible for thank you notes to sponsors or others involved in events.
- c. The Project Team and Task Force Chairman will review and be familiar with their job description.

11. Parliamentarian

- a. A Parliamentarian and an alternate Parliamentarian may be appointed by the President - OR - The President shall be responsible for implementing Roberts Rules of Order.

12. SCHOLARSHIPS: See Financial Policy and Procedure

- a. A member cannot receive reimbursement from the Network if they have received reimbursement for the same course through any Realtor association or organization.

13. VIP Policies

- a. When a member of the Network is elected to a State or National WCR Office, any expenses allocated by the Network shall be determined by and voted upon by the Governing Board.

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14. Miscellaneous

- a.** Occasionally, sponsors may be needed for specific functions or activities. Procedures and responsibilities should be clearly defined before the function or activities.
- b.** Correspondence should be in writing, and a thank you letter or card should be sent. This is the responsibility of the respective Project Team/ Task Force.

Financial Procedures & Policy

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The purpose of this Procedures & Policy Manual is to provide clear and consistent direction of the local network's day-to-day operations where their finances are concerned and to provide transparency and accountability to the Network and its members.

Financial Procedures & Policy

1. Financial Statement Preparation and Distribution

Only the Treasurer and a CPA will have full access to QuickBooks. The President and President-Elect will have viewing rights only.

Every month, the Treasurer will prepare the following for distribution to the Governing Board members: a current report and budget line-item financial accounting for the current month year-to-date and Budget vs. Actual reports

2. Records Retention & Destruction

The following shall be retained in a secure location for a minimum of 6 years:

- Bank reconciliations and statements
- Deposits and receipts
- Contracts and leases – length of the contract plus 6 years
- Invoices and supporting payables documentation

The following records shall be retained permanently:

- Articles of incorporation
- Corporate resolutions
- Determination letter from the IRS
- Independent audit reports
- Tax returns
- Governing Board minutes

3. Review of Recurring Auto debits, Login & Password Information

Online accounts requiring a secure login shall be recorded in the records per the Local Network Playbook. Recurring auto debits for local network expenses are to be reviewed and updated annually per the Local Network Playbook.

4. Reimbursements and Check Requests

Certain events or network activities may require the reimbursement or advance of funds for Travel, Events, Project Teams and Programs. Details regarding Reimbursements and Check Requests can be found in the Playbook or within the Travel section of this Financial Policies and Procedures Manual. In addition, the following guidelines will apply:

4.1. Reimbursements

- All reimbursement requests must be sent to the Treasurer on the provided Network Reimbursement form and must include the receipts.
- See Member Travel Expense Reimbursement Section for requirements for travel reimbursement when applicable for the network.
- Only Budgeted items will be advanced or reimbursed without Governing Board approval.
- Reimbursement Requests must be received no later than 30 days from the end of the event.

4.2. Advance Payments

- The amount and purpose must be within the current Network Budget
- An invoice or contract stating the amount due must accompany the check request

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- The appropriate Check Request Form must be used.
- All check requests must be sent to the Treasurer.
- Checks and Debit Cards/Credit Cards Checks
- All network checks shall be kept under lock and key until they are used, with access limited to the Treasurer. Checks are only to be used when the assigned debit card or online banking check processing cannot be utilized.

4.3. Check signing Policy

Check signing authority will be given to the following individuals (check all that apply):

- ✓ President
- ✓ President-Elect
- ✓ Treasurer
- ✓ First Vice President
- ✓ Membership Director
- ✓ Events Director

Checks must be signed by two of the selected officers above (check if applicable)

A check issued to one of the officer/signatories may not be signed by the same officer/signatory.

4.4. Member Travel Expense Reimbursement Policy

The Line Officer are defined as the President, President-Elect, Treasurer, First Vice President, Event Director, and Membership Director.

Travel expenses will be reimbursed to the member per the following guidelines, and when budgeted funds permit.

Reimbursement will first be made to the Network's President and President-Elect, then reimbursements will be made as follows (check all that apply):

- ✓ First Vice President
- ✓ Treasurer
- ✓ Membership Director
- ✓ Events Director
- ✓ State Officer Travel (including DVP) from their local network for travel expenses NOT reimbursed by the State WOMEN'S COUNCIL budget
- ✓ State and/or National Committee Chairs
- ✓ State and/or National Committee Members
- ✓ General Membership
- ✓ Designated State/National Strategic Partner Members
- ✓ Local Strategic Partner members

Regularly scheduled State Meetings shall be attended by the President, President-Elect, First Vice President, Treasurer, Event Director, and Membership Director. The newly elected President-Elect for the following year is expected to attend the Annual State Meetings and State Leadership Summit in the year in which they were elected.

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Regularly scheduled National Meetings shall be attended by the President, President-Elect and other Line Officers as budgeted. If the Network can only send one representative, it shall be the President.

All Travel expenses must be prepaid by the member.

Reimbursement requests must be accompanied by all receipts to support the request along with a completed and signed expense reimbursement form within 30 days of the end date of the Women's Council event.

All reimbursements will be completed within 30 days of the receipt of the approved documentation.

Any changes or exceptions to this Financial Policy and Procedures Manual must be approved by the Governing Board.

With preapproval by the Governing Board, the local network (check which applies)

will or will not reimburse the member's travel expenses for attending and completing a PMN course, provided there are budgeted funds available at the time of the reimbursement request. (See Scholarship Section for PMN Course reimbursement requirements.)

Any member requesting reimbursement must meet the following attendance requirements (check all that apply):

- The Network's Line Officers must have attended at least 75 % of all WOMEN'S COUNCIL Meetings, Events and/or Sessions during the event for which the reimbursement is being requested, including the Governing Board Meeting.
- All other members must attend at least 50% of all WOMEN'S COUNCIL Meetings, Events and/or Sessions during the event for which the reimbursement is being requested.

Fuel will be reimbursed at the current IRS rate per mile at time of travel to a (check which applies)

- State WOMEN'S COUNCIL Conference
- National WOMEN'S COUNCIL Conference

It is recommended that carpooling is used by members from the same local, to save mileage reimbursement expenses paid by the Network. Exceptions for reimbursement can be made if approved by a majority vote of the Governing Board. Renting a vehicle for use by several members vs using a personal vehicle may be a less expensive alternative as well.

State or National Event costs will be paid accordingly to the approved annual budget for the Network's Line Officers as follows: (check all that apply)

- WOMEN'S COUNCIL Ticketed Events
- One half (1/2) hotel room at the WOMEN'S COUNCIL hotel (or equivalent not to exceed the cost of the WOMEN'S COUNCIL Host Hotel) for the night preceding the first WOMEN'S COUNCIL meeting through the night before the last WOMEN'S COUNCIL meeting.
- The Network's Line Officers may use the Network's debit card to reserve hotel rooms for initial reservations. No member of the Network's Line Officers may use the debit card to pay the bill upon check out without prior governing board approval.

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- ✓ Meals – (check if applicable, plus one box below only)
- ✓ per diem at IRS allowance, or \$_____per day, or No meal reimbursement or per diem.

Receipts must be provided, regardless of the amount.

Reimbursement will not exceed actual expense. Purchase of alcoholic beverages will not be reimbursed.

Airfare will be reimbursed as follows: (check all that apply)

- ✓ Coach Airfare - reimbursed at coach class rate
- including travel insurance with original receipt (ticket) indicating date of travel
- ✓ plus 1 bag at the airline's allowable weight limit
- ✓ Airport transfer (to and from event lodging or location)
- ✓ Parking at WOMEN'S COUNCIL hotel at the self-parking rate

WOMEN'S COUNCIL State Committee, National Committee or Project Team members will be reimbursed for State WOMEN'S COUNCIL Events as follows:

Members are to be reimbursed at Line Officer rate only if required to attend prior to the published conference dates as a result of their committee and/or project team participation. Otherwise, the reimbursement will be as follows:

___50___% of Member's Accommodation Expense (Room rate, resort fee if mandatory and taxes but excluding incidentals) with minimum double occupancy at the WOMEN'S COUNCIL hotel (Or equivalent not to exceed cost of WOMEN'S COUNCIL host hotel's convention room rate) for the night preceding the first WOMEN'S COUNCIL meeting.

Any travel reimbursements not previously addressed will be reimbursed as funds permit and to the budgeted amount provided for the year, for WOMEN'S COUNCIL meetings during the Mid- Winter and Annual Convention meetings as follows: (check all that apply)

- ✓ Person or persons must notify the Network President in writing of their intention to travel to the event.
- ✓ ___50___% of Accommodation Expense (excluding incidentals) (with minimum double occupancy) at the WOMEN'S COUNCIL hotel (or equivalent not to exceed cost of WOMEN'S COUNCIL host hotel) for the night preceding the first WOMEN'S COUNCIL meeting through the night before the last WOMEN'S COUNCIL meeting of the event.
- ✓ ___50___% of the registration at WOMEN'S COUNCIL early bird registration rate when applicable
- _____% of the cost of the WOMEN'S COUNCIL Ticketed Event
- ✓ ___50___% of the cost of the parking at WOMEN'S COUNCIL hotel at the self- parking rate

Reports

All attendees eligible for reimbursement must attend the assigned Committee and/or Project Team Meetings, Governing Board and General Membership Meetings. All attendees eligible for reimbursement will be required to share with the Governing Board information gained from their attendance at the event.

5. Events

The Network shall hold events as planned in the current network budget and as directed by the Network Events Director. The Events Director and respective Project Team shall use the Event Planner contained

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within the Playbook in determining revenues and expenditures to achieve Network Membership, Education and Financial Goals.

The speaker shall receive one (1) free meal ticket. If the budget allows the speaker will receive a gift.

6. Scholarships

As an inducement of the Network to encourage more REALTOR® and if checked Affiliate Member(s) to participate in continuing education and/or higher education, Local networks may provide in their budget to reimburse members for meeting specific educational achievements. The amount of disbursements for the current budget year may not exceed the budgeted amount without Governing Board approval. (check which applies)

The Network

- Offers a scholarship program
- Does not offer a scholarship program

When the local network offers a scholarship program specific requirements must be met. These requirements include: (check all that apply)

Education Reimbursement for

- PMN Designation Courses
- Other NAR designations and NAR certifications
- REBAC Certification coursework not included in NAR
- Other (specify): career-specific licensing or accreditation courses in furtherance of an Affiliate Member's current professional designation

6.1. Membership Requirements

- Be a member in good standing for at least 1_____year(s) _____ months.
- The requesting Member must currently hold their primary membership in the Bonita Springs - Estero local Network.
- Submit all documentation to the local network Treasurer no later than October 30th of the current budget year. Any requests for scholarship reimbursement made after October 30th of the current budget year will be considered in the next budget year.
- Must include a Check Request Form with a copy of the paid receipt AND a copy of the Completion Certificate or Pass Record.

The maximum per course scholarship will be no more than 1 year annual dues amount.

- The maximum number of scholarships awarded per year per member will be ___1___
- Maximum scholarship reimbursement amount per member per year will be equal to 1 year annual dues amount
- Other: _____

Reimbursements shall be done within

- 30 days from receipt of request or

Other: _____

7. NETWORK COURTESY POLICY

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- a) Memorials – In the event of a death of a Network member, or immediate family, an appropriate expression of sympathy shall be sent, not to exceed \$ _75_
- b) Get-Well Wishes – A get-well acknowledgement shall be sent to a member who is ill or hospitalized. A donation request may be made to the Governing Board for a gift to the member not to exceed \$ 75
- c) Memorials and Get-Well Wishes may be sent to State and National officers including our Florida State DVP.

8. Debit Cards

Debit Cards shall be issued to the President and the Treasurer. It is the responsibility of the individual to safeguard and monitor the use of the card. All purchases made on Council debit cards must be supported by invoices or receipts and include information regarding the business purpose and name(s) of attendees for the transaction on the expense form. Emailed notifications and/or receipts must be sent to the Treasurer for any purchases made on the card for which there is no physical card present within 24 hours of the receipt of the email confirmation/receipt.

For any cards issued, the following uses are strictly prohibited:

- To purchase personal items
- To obtain a cash advance for personal or business purposes
- To secure credit on a personal basis
- For payment of an officer's or member's travel or travel-related expenses, unless such approval is provided within this policy or as an approved exception by the Budget and Finance Committee and Governing Board, or the Governing Board when there is no Budget and Finance Committee.

The debit card may be used by the President and/or Treasurer within budgeted amounts to include:

- Paying for Council Business-related Meals which exceed \$100.
- Vendor/Event deposits.
- Charges for expenses other than those listed above must be paid personally and expensed by the officer/member and submitted for reimbursement per this policy.

The debit card access for ATM use must be requested to be disabled by the depository institution.

8.1. Credit Cards

The use of credit cards for the local network is prohibited.

9. Audit Process

An Audit Project Team will be appointed from members of the local network by the President- Elect. The Audit Project Team must include:

At least 3 members, but no more than 5 members.

- At least 1 member must be an active member past president (but did not serve as President during the year being audited),
- a current REALTOR® member,
- a National Affiliate member.

The current Treasurer and President Elect may be present to address questions by the Project Team but may not participate in the audit process.

The Audit Project Team will perform a mid-year audit in (check one) July/August

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and a year-end audit, no later than January 31st, both of which will be uploaded into the STATE google drive.

The Audit Project Team shall review the records from the date of the previous audit through the end of the calendar month preceding the audit. The Audit Project Team shall:

- Utilize the Audit Checklist within the playbook on the STATE google drive
- Compare the expense and reimbursement documentation to the Budget and Financial Policy and Procedure to ensure compliance
- Compare all debits and credits shown on the bank statement against the corresponding receipts or deposit tickets and check copies (for deposited items) for the month
- Compare the bank statement debits and credits to the financial software reconciliation statements to ensure agreement
- Provide a written account of the result of the audit to the Governing Board
- Upload the Audit Preparation Checklist and Guideline form to the STATE google drive

10. BUDGETING PROCESS

The budget is the guideline for your network's governing board, committees, project teams and members to follow. It is an important tool for determining your financial goals for your network.

Prior to attending the State Leadership Summit, the President-Elect should prepare a proposed budget for the year they will be serving as President. This proposed budget will be brought to the State Leadership Summit.

To create the proposed budget, the President-Elect should utilize:

- the State provided budget template
- the local network's current year budget
- current budget vs actuals year-to-date report
- the local network strategic plan and
- their local network financial policy and procedures

The proposed budget will include income (revenue) goals to be collected from membership dues, strategic partners, and fundraising activities & events. Event and fundraising templates are located within the State budget template within the playbook and should be used when preparing the proposed budget.

The proposed budget must be approved by the current year's governing board prior to October 30 of the President-Elect's year.

An amended budget will be presented to the newly installed governing board during the January meeting for approval. This amended budget will be a modification of the proposed budget and will be updated to more accurately reflect the local network's committed strategic partnerships along with any adjustments that may be needed once the previous year's accounting has been closed. Once approved by the newly installed governing board, the amended budget is not to be modified during the course of the year unless special circumstances warrant an exception. This exception to the budget must be approved by the State Line, followed by a majority vote of the local network's governing board.

Only budgeted line amounts shall be reimbursable. Any non-budgeted requests for reimbursement must be approved by the Governing Board.

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Any expenditures that exceed the budgeted amount must have governing board approval and be documented in the minutes. This approval must be filed within the audit book.

10. Charitable Contributions

At the direction of the State Line Officers and for the local network to maintain the IRS 501c6 status, charitable contributions are not permitted from revenues generated; revenues must be used toward the members' benefit and not to any other specific entity or person.

It is strongly encouraged that the local networks participate in community outreach by providing services and donated supplies.

AWARDS

Women's Council of REALTORS® Bonita Springs - Estero

Award Project Team

The Awards Project team consists of 1 (one) Past President, President, 1 REALTOR and 2 (two) members at large.

- The Project Team is looking for nominations to be placed in the Network Newsletter and/or email blasts to the membership 60 days prior to the ceremony.
- Members will be allowed to nominate any other member including a governing board member or strategic partner.
- The Project Team will review all nominees and present the list to the governing board to be voted on.
- A member may receive only 1 award each year.

Requirements:

- Must be a member in good standing.
- Must have been a member of the Local Network for a min. of 1 (one) year.
- Must be actively serving on 1 (one) or more Project Teams during the year they are nominated.

REALTOR® of the Year

This award is presented to a member who has shown outstanding support for the Women's Council of REALTORS® and is a top-level REALTOR®.

The recipient must have been a WCR member for at least 2 consecutive years. He/she must have served as an Officer, Board Member, or Committee chair/Task Force Chair for 1 of the past 2 years and must have been active on a committee/Board during the year selected. No individual may win the award in two consecutive years.

Partner of the Year

This award is presented to a National Affiliates/Strategic Partner who has exemplified the objective of Women's Council of REALTORS® by example or by their response when guidance & knowledge is requested, extends a positive influence, and reinforces the efforts put forth by the leadership of Women's Council of REALTORS®.

To be eligible, the individual must have been a National Affiliate Member in good standing for at least 1 consecutive year, and must have actively served on at least one Project Team or Task Force, or Governing Board position

Pat Lord Humanitarian of the Year

This award is presented to a member who has given time and talent to one or more organizations, who has volunteered many hours of service continuously, and by way of example, is a role model for other Women's Council of REALTORS® members. The Pat Lord Humanitarian of the Year will be asked to complete the State application, to be submitted to the State by the Chair (if qualifications are met).

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- The nominee should have freely volunteered their time and talents to one or more organizations. That person should have volunteered many hours of service and commitment on a continuous basis and provided “hands-on” involvement to a specific cause. This member, by way of example, is a role model for other Women’s Council of REALTOR[®] members.

Rising Star

This award is presented to a member who has participated on more than one project team, has demonstrated leadership skills, and has a desire to learn more and to participate on higher levels. The nominee has assumed tasks and went beyond what was asked and demonstrated the ability to be creative and motivated.

President’s Award - I haven’t seen this, but it should be in here in my opinion as an option.

The President might present a special award of her/his choice to any member of the local network.

Nomination Form

Name: _____

Email _____

Phone _____

Recommended Award (circle)

Women's Council of REALTORS® Bonita Springs - Estero

Requirements:

- Must be a member in good standing on December 31st of the respective award year.
- Must be in good standing with any Board of Realtors on December 31st of the respective award year.
- Must have attended at least three events for the respective award year.
- Have closed sales in the following dollar amount award categories referenced below, for the respective award calendar year (January 1st through December 31st):
 - Platinum Top Producer Award: In excess of Twelve Million Dollars;
 - Gold Top Producer Award: In excess of Eight Million Dollars to Twelve Million Dollars;
 - Silver Top Producer Award: In excess of Five Million Dollars to Eight Million Dollars;
 - Bronze Top Producer Award: In Excess of Three Million Dollars to Five Million Dollars.

The Top Producer Awards will be presented at the discretion of the Governing Board. Winners will be recognized at the Top Producers & Annual Awards Event.

- The award winner or their identified representative must purchase an event ticket to accept the award when they submit their application
- The application must be signed by the broker and the agent. The broker's signature certifies that all information is accurate.
- This is an individual award. The award will be issued in the name that is shown on the MLS public ID. If the name registered with the MLS is a team name, the award may go to the team, provided the team registration occurred before July 1st. In this case, the press photo submitted must reflect the entire team. If two individuals work as a team and both are registered with MLS IDs, two awards will be issued in individual names provided both have achieved the required individual criteria
- Since the award is for an individual, only those transactions entered under the applicant's MLS ID number may be counted. In the event of a non-MLS sale, the sales contract must be provided and must reflect the name of the applicant as the selling agent. Any arrangements the agent or office has regarding teams, and their agreements are irrelevant as it relates to the Top Producer program.
- In situations involving "co-listers," as shown in the MLS, the applicant may take credit for half the sales, but both co-listers may not take credit for the full transaction.
- It is the responsibility of the applicant to submit a good quality, high-resolution professional photograph for all media and publications with the application. If no image is provided, your name will be listed with the phrase "not pictured." Winners will be listed alphabetically.
- Applications are subject to further verification through inspection of office records.

TOP PRODUCER AWARDS

- Applications are confidential and are not subject to review by other members outside of the Network Awards Committee Members and Governing Board Members
- Transactions must be supported by a listing/sales contract indicating that it involved an office that is a local board member.
- A “closed unit” is either a listing of yours that sold or a sale where you represented the buyer. If you had the listing and the sale, counted as two units. Units are counted when closed, regardless of when the commission was paid.
- A closed unit counts if it involved “real property”, and may include lots, businesses, boat docks, cabanas, etc. provided it was closed as a separate transaction. Credit is not given for referral fee.
- If advertised, the award must be identified as “Bonita Springs-Estero Network Top Producer 2021”. No winner is authorized to run ads that would in any way suggest the ad was run by or paid for by the WCR Bonita Springs-Estero Network (i.e. Headlines such as WCR Wildcat Run Top Producer or The Association of WCR Recognizes...are prohibited.).

TOP PRODUCER AWARDS

Top Producer Application

Please print:

Your name: _____

Exactly as it is to appear in all ads

Office Name: _____

Office Phone: _____

Total Closed Volume: \$ _____

Check & Confirm: My photo is enclosed

Applicant's Signature: _____ Date: _____

Both Signatures are required!

Broker/Manager's Name (Please print): _____

Broker/Manager's Signature: _____

Signature certifies all information reported is accurate

Categories:

Platinum \$12,000,001+

Gold: \$8,000,001-12,000,000

Silver: \$5,000,001-\$8,000,000

Bronze: \$3,000,000-\$5,000,000