

**STANDING RULES**

**GEORGIA STATE NETWORK**

**WOMEN’S COUNCIL OF REALTORS®**

*These latest changes were approved at the last Governing Board meeting of 2023 for the Georgia Women’s Council of Realtors.*

1. **DEFINITIONS**
   1. In this document, the Georgia State Network of the Women’s Council of REALTORS®, Inc., is hereinafter referred to as the “Network.”
   2. The Officers of the Georgia State Network of Women’s Council of REALTORS® is hereinafter referred to as the “Leadership Team” and shall be comprised of the following positions with voting rights:
      * 1. President, President-Elect, First Vice President, Treasurer, State Liaison and District Vice Presidents.
   3. The Governing Board of the Georgia State Network of Women’s Council of REALTORS® is hereinafter referred to as the “Board” and shall be comprised of the following positions with sole voting rights Quorum: 30%:
      * 1. Leadership Team (President, President-Elect, First Vice President, Treasurer, State Liaison and District Vice Presidents).
        2. Leadership Identification and Development Chair
        3. Candidate Review Team Chair
        4. Strategic Planning Committee Chair
        5. Past Presidents Advisory Committee Chair
        6. The Local Network Presidents of the Georgia State Network of the Women’s Council of REALTORS®, Inc., hereinafter referred to as “LNPs.”
        7. Regular meetings of the Governing Board shall be held a minimum of three times per year at such times, places and methods designated by the President. *The Governing Board ideally should be meeting more than the minimum recommended times per year. These supplemental meetings can easily be accomplished by holding these virtually to accommodate everyone required to be in attendance.*
        8. Ex officio and non-voting members include any National Liaison or National Executive Committee member residing in the state.
   4. The Georgia Association of REALTORS® is hereinafter referred to as “GAR.”
   5. To access the current State Networks Operating Model (hereafter referred to as SNOM, visit wcr.org and go to Network Tools. Select state information and forms to access the SNOM.

1. **ELECTIONS**
   1. The candidate review team shall meet at least 3 times per year.
   2. The Annual Election shall be held at the Membership Meeting during the annual GAR conference and the election of the State Liaison ONLY shall be held no later than May 31st.
   3. The Installation of Officers shall be held at an Annual Installation Event towards the end of the year.
2. **DUTIES** (not excluding those outlined in the SNOM)
3. **OFFICERS**
4. The **President** shall:

* Ensure each Officer, Mandatory Committee, and Project Team Chair will have access to a copy of the duties as outlined in the current year SNOM, the Georgia State Network By-Laws, and the Standing Rules as they apply to each officer, committee, and workgroup.
  + - * Forward checks or deposit checks and send receipt to the Treasurer who shall confirm receipt.
      * Member of National Liaison Team

The retiring President shall be responsible to obtain, at Network expense, plaques and/or certificates presented to all the retiring Officers at the Annual Installation Event held in December of each year.

* + - * Duties as per Position Description on the National Women’s Council of Realtors website: [www.wcr.org](http://www.wcr.org)
      * ***Oversight***:
        + Strategic Planning Committee
        + Leadership Identification and Development Committee
        + Leadership Development Initiatives

1. The **President-Elect** shall:
   * Perform the duties of the President in the event of absence or disability, and such other duties as requested by the Board and/or President.
   * Be responsible for obtaining, at Network expense, a plaque for presentation to the retiring President.
   * Be responsible for obtaining, at Network expense, an end of the year gift for the retiring President, not to exceed $100.
   * Be responsible for orientation of incoming Officers and Committee Chairs for State and Local Networks.
   * Serve as **Dean for the Leadership Academy**
   * Serve as **Chair of the Strategic Planning Committee** and shall automatically **serve** on the **Finance and Budget**, **Strategic Partners** and **By-Laws committees.**
   * Serve as the Officer Liaison on the Education and Programs, and the Membership Committees.
   * Coordinate with GAR and the Event Committee that all meeting room set up and audiovisual as required is in place for facilitators and guest speakers for all State Meetings and Educational classes.
   * Duties as outlined for Position Description on the National Women’s Council of Realtors website: [www.wcr.org](http://www.wcr.org)
2. The **First Vice President** shall:
   * Record and maintain minutes of all Board, Leadership Team and State Network meetings and distribute copies to all Officers within 14 days of meeting. Minutes shall be available for approval at all subsequent meetings.
   * Be responsible for obtaining the plaques and/or certificates awarded by the President for Committee and Partner recognitions.
   * Serve as the **Officer Liaison to the Communication/ Marketing and Awards Committees** and serve on the **Strategic Planning Committee**.
   * Shall report Member of the Year and Entrepreneur of the Year Awards to National by December 1st.
   * Duties as outlined for Position Description on the National Women’s Council of Realtors website: [www.wcr.org](http://www.wcr.org)
3. **Treasurer** shall:

* Maintain the Network’s accounting books, including written and accurate records of all payments and receipts.
  + Responsible for maintaining the Network’s Billhighway account and ensuring proper training provided to incoming Treasurer, to include providing any necessary login credentials to incoming Treasurer to gain access to account.
* Responsible for monitoring and reporting the budget during the course of the year and reporting on travel budgets. The treasurer may make recommendations to the leadership team on actions needed to meet the budget by year end.
* On a *monthly basis* (by the 10th of each month), the Treasurer will prepare the following for distribution to the Leadership Team:
  + Balance sheet and income statement from Billhighway for the preceding month.
  + On a *quarterly basis* the Treasurer will be prepare the following for distribution to the Governing Board and Finance and Budget Committee:
  + A Year-to-date Statement of financial position, balance sheet and income statement
  + A year-to-date budget analysis to compare actual working budget to the proposed budget.
  + On a *quarterly basis*, the Treasurer will gather the following *from each Local Network Treasurer* to prepare for distribution to the Leadership Team. The purpose of this distribution will be to provide additional oversight to ensure each Network is financially healthy and on track with meeting their budgeted goals.
  + A *year-to-date budget* analysis to compare actual working budget to the proposed budget for each Local Network
  + A *year-to-date balance and income statement* from Billhighway for each Local Network
  + Immediately following their election, the Treasurer-Elect and the President-Elect shall confer with the retiring Treasurer, retiring Finance and Budget Chair and the incoming Finance and Budget Chair to prepare a Proposed Budget for presentation and approval by the Governing Board and General Membership at the first State Meeting of the elected year.
  + After installation of officers, the retiring Treasurer will coordinate with the incoming Treasurer, incoming President and retiring President to update signatory authorization for the Network’s bank account.
  + Responsible for collecting funds for the Women’s Council Georgia PMN Reimbursement program and the National Presidents Visit. Recipients of the Women’s Council Georgia PMN Reimbursement program will be presented at the Annual Georgia Women’s Council Installation and Awards Banquet. (*refer to the Women’s Council PMN reimbursement program for additional information*)
  + The amount collected from each Local Network shall be the State approved budgeted amount divided equally by the number of Networks.
* Invoices to be sent to the local Networks by *February 15th*for their share of the cost of the National President's Visit and the Women’s Council Georgia Reimbursement program. Invoice amount is $100 EACH. *Funds to be received by March 15th for BOTH.*
* *Remind Local Networks to file their taxes* in accordance with the due dates set forth in the current year by the IRS, typically on or before May 15th.
* File and/or Pay the State Taxes in accordance with the due dates set forth in the current year by the IRS, typically on or before May 15th.
* *Remind LNP* to file with the Secretary of State prior to the April 1st deadline.
  + All Treasurer Records shall be kept in an electronic format (IE: Billhighway, Dropbox, Google Drive, QuickBooks etc.), and passed to the appointed Auditor in a timely manner so the Auditor may prepare and report to the Governing Board at the Winter State Meeting.
* ***Serve as Officer Liaison*** to the Finance and Budget, Non-Dues Revenue, and Strategic Partnership Committees and serve as a member on the Strategic Planning Committee.
* Deposit all checks received within 15 days of receipt.
* Duties as outlined for Position Description on the National Women’s Council of Realtors website: [www.wcr.org](http://www.wcr.org)

**E**. The **State Liaison** shall**:**

Monitors and supports local networks and ensures compliance with local network operating standards.

Acts as an important conduit of information between local, state, and National on network issues, trends and accomplishments.

Acts as a leadership role model and creates an environment that fosters the development of leaders throughout the Council.

1. The **District Vice President(s)** shall:
   * + Oversee Local Networks’ Governance Performance, analyze the membership recruitment and retention results and monitor all Network Business Plans during the year.
     + Mentor, communicate, and/or visit, at least once during term, each Local Network (as assigned by State Network President), ensuring that Networks are functioning according to Local Women’ s Council of Realtor Bylaws and Policies, and report back to the Leadership Team.
     + Serve on the Strategic Planning and Leadership Identification and Development Committees.
     + Duties as outlined for Position Description on the National Women’s Council of Realtors website: [www.wcr.org](http://www.wcr.org)

The President and/or President-Elect shall provide a summary of all State, Regional, or National events/meetings at each subsequent Board meeting and/or regular Network meetings. This summary is to be sent by email and included in the Quarterly Newsletter.

**2. STANDING COMMITTEES**

Make up of all Standing Committees, except as otherwise noted, shall be the following:

* + - Chair
    - Vice-Chair
    - and a minimum of three (3) general members.

The Chair for each Committee shall appoint a Recorder to take minutes at all Committee or Work Group meetings and forward a copy, along with any action items, to be presented to the Governing Board to be voted on, to the President and Officer Liaison assigned to the committee *within two (2) days of the meeting.*

* Standing Committee Chairs and Project Team/Work Group Team Leaders shall submit proposed meeting dates and locations to the Officer Liaison assigned to committee as soon as reasonably possible, *but no later than two weeks prior to the meeting****.***
* Committee/Work Group meeting minutes, including any action items, must be submitted via email to the Officer Liaison and State First Vice President no later than three (3) weeks prior to the State Governing Board Meetings.

**A**. **Leadership Identification and Development Committee (LIDC)**

*Committee make up:* 3 Past State Presidents willing to serve, Current National Leadership Team members or State Liaison (if eligible), 1 District Vice President , and 3 appointed general members.

*Terms*: All serve two (2) year staggered terms except State Liaison, District Vice President(s) and Leadership Team members, who only serve during the year they hold these positions.

*Roles:* Chair serves as a voting member of the

Candidate Review Team. Vice Chair serves as a non-voting member of the Candidate Review Team.

* + Observe emerging leaders at State Meetings and Events.
  + Committee members attend Industry Events and Governing Board Meetings to scout for leadership talent.
  + Recruit leaders to apply for the annual State Leadership Academy.
  + Select applicants for the annual State Leadership Academy.
  + Annually recommends Academy graduates for opportunities at National, including offering for National Executive and National Officer Positions.

**B**. **Candidate Review Team**

* There shall be a Candidate Review Team of six (6) members elected and appointed as follows:
  + - * Chair: Most Immediate Past President able and willing to serve
      * State Liaison
      * Leadership Identification and Development Chair
      * One member elected from and by the Governing Board
      * Two (2) members elected by the general membership.
      * A pool of three (3) Alternates is also to be established, elected as follows:
* one alternate elected from and by the Governing Board
* two (2) alternates elected by the general membership.
* Elected members shall be from at least two different networks.
* The members of the Candidate Review Team shall serve in the same elective year as the Governing Board.
* The most immediate past President willing and able to serve shall serve as chairperson of the Candidate Review Team. If the Chair is unable to serve, the President shall appoint an active Past President to serve as an alternate chairperson of the team. *In no case* should the same person serve as chairperson for two successive years. In the event the most immediate past president is the State Liaison, the President shall appoint an alternate past president to serve as chairperson as members may only fill one role on the team.
* Candidate Review Team members shall not be eligible to serve successive terms, except those designated alternates who were not required to serve as team members.
* Upon vacancy of any other member of the team, the President shall appoint a replacement from the pool of Alternates.
* It shall be the duty of the Candidate Review Team to determine candidate eligibility for all Elected Offices and provide a list of Eligible Candidates to the Women’s Council members and voting delegates by the Notification Date (10 days before election date)
* All potential candidates must file an application declaring the office to which they seek to be elected and submit to the credentialing process as per the [Credentialing and Election Policy](https://www.wcr.org/media/1848222/state-credential-procedure_2022.pdf). Applications must be submitted within the published time period and no members shall be permitted to run from the floor and bypass the credentialing process.

**C.** **Strategic Planning**

Committee make up and terms: 3 Past State Presidents willing to serve for a minimum of 2 years and a maximum of 3 years, each Elected Line Officer for a minimum of 2 years and a maximum of 3 years.

* + - Responsible for coordinating with National and the State Network to plan and execute the Strategic Plan.

. **D**. **Finance and Budget Committee**

* + Chair is the Treasurer and Vice-Chair is appointed by the President-Elect.
  + Prepare an Annual Budget for approval by the Board.
  + Review expenditures with the Treasurer.
  + Assist the Non-Dues Revenue Chair.
  + Review the budget and actual expenditures provided by the treasurer on a quarterly basis.
  + Review any recommendations by the Treasurer during the year as deemed necessary by the Treasurer to the budget for approval by the Governing Board.
  + Audit- shall be appointed at the next to last Leadership Team meeting of the elective year, to reconcile the books and present its report at the 1st Leadership meeting of the following year.
  + Deadline for reconciling the books shall be no later than January 15th.

1. **Past Presidents Advisory Committee**

* The chair is appointed by the President.
* The vice chair is appointed by the President-Elect.
* Oversight of this committee is the President.
* The committee serves in an advisory capacity to the State Leadership Team on tasks and/or projects as assigned by the President. Active Past State Presidents are members of the Past Presidents Advisory Committee and serve as role models and mentors to the membership and provide historical knowledge to the State Leadership Team.

State Leadership to meet with this group virtually or in person as needed. (Recommended twice per year)

**3. PROJECT TEAMS (WORK GROUPS)**

Make up of all Project Teams, except as otherwise noted: Team Leader and a minimum of three (3) general members.

* + - Project Teams/Work Groups: Bylaws/Standing Rules, Education and Programs, Awards, Communication/Marketing, Strategic Partnerships, Membership, Non-Dues Revenue, Event Coordination, Entrepreneur of the Year., Leadership Academy Past Deans Advisory Group and Entrepreneur of the Year.

1. **BYLAWS / STANDING RULES**
   * Review Bylaws and amend as needed.
   * Provide notice to Network members that National amendments to By-Laws are automatically binding.
   * Submit amendments of Bylaws to National Women’s Council of Realtors for approval after approved by members.
   * Develop/review periodically the Standing Rules, which shall be voted on as needed by the Governing Board.
   * Rights of membership are granted, or limited, only in the Bylaws, never in the Standing Rules, which are for administrative convenience only
2. **EDUCATION and PROGRAMS** 
   * + - Collaborate with the President-Elect to plan programs that will increase member productivity and income.
       - Plan/execute/evaluate programs for Network meetings consistent with member needs.
       - Inform members of educational opportunities offered by Local Boards, the State Association, NAR and local educational institutions.
       - Refer to Financial Matters, Section IV, subsection F for further guidance.
3. **AWARDS**

Project Team make up: Project Team Lead shall be appointed by the President and the remaining project team makeup shall be: Most recent recipient of the Member of the Year Award, President, President-Elect and two (2) District Vice Presidents.

* Each Local Network and State Network may submit one REALTOR® member’s name to the State Chair for consideration as the Georgia Member of the Year, prior to October 1st.
* Application forms for the **State Member of the Year (SMOY**), available on the State website, shall be completed by each member named, and submitted to the Chair of the Awards Project Team no later than October 1st. Applications received after October 1st shall not be considered by the committee.
  + - Nominating applications are to be received by all members in good standing. Good standing is defined by a member who is current with their Women’s Council dues and is also a current member of a Local Board of Realtors.
    - Project Team to review requirements for each award each year before ending out nominating applications to ensure no changes need to be made.

Nominees must be a REALTOR®, REALTOR-ASSOCIATE® for five (5) years or a National Affiliate for a minimum of five (5) consecutive years; To avoid any possibility of this award going automatically to a current State Network Officer, these individuals shall be ineligible to receive the award during, or within one year after, their term of office. This does not preclude past Presidents or other Officers from receiving the award.

Report to National by December 1st on the Award winner by the First Vice President.

* + - * The State Network Governing Board shall submit nominees for The Beacon, Rising Star, Harriett Konter Leadership Scholarship, Community Service and Extra Effort Awards. Optional Awards are Hero Award and Toni Peabody Award.
        + Select and recognize a Strategic Partner of the Year at the December Installation meeting.

1. **COMMUNICATIONS/MARKETING** 
   * + Membership Communication
     + Maintenance of Member Database
     + Quarterly Newsletter
     + State Website/Social Media Management
     + Public Relations
     + Maintain Calendar for Local and State Networks
2. **STRATEGIC PARTNERSHIPS**

Project Team make up: 2 Team Leaders, 1 Assistant Team Leader to be appointed by the President-Elect, the Officer Liaison assigned and **the Leadership Team.**

* + - Annually recruit Strategic Partners for the purpose of funding the activities of the State Network.
    - All recruiting for Strategic Partners should begin NO later than October of each year, for the following year’s partner lineup.

1. **NON-DUES REVENUE**
   * + Plan fundraising events for the Network as determined necessary by the Budget.
     + The Project Team shall be responsible for the collection of all funds raised from these events.
     + All funds shall be forwarded to the Treasurer within ten (10) days of each event.
     + Refer to Financial Matters, Section IV, subsection F for further guidance.
2. **EVENT COORDINATION**
   * + Coordinates events with the President-Elect.
     + Responsible for event logistics for all State Meetings and greeting members at all functions.
   * Maintain attendance sheets at each event and forward to the First Vice President immediately after the meeting.
   * Responsible for meeting room arrangements being ordered and set up.
   * Receive, review, and forward all invoices in a timely manner to the Treasurer.
   * Responsible for the Women’s Council of Realtors table presentation at both the Winter and Fall GAR Conferences, tradeshows, and the Annual Spring National President’s Luncheon.
   * Refer to Financial Matters, Section IV, subsection F for further guidance.
3. **ENTREPRENEUR OF THE YEAR AWARD**

Project Team make up: Team Leader shall be the most recent recipient of this award, Assistant Team Leader, and a minimum of three (3) general members.

* + Responsible for reviewing the guidelines for Networks.
  + Each Local Network and State Network may submit one REALTOR® member’s name to the State Team Leader for consideration as the Georgia Entrepreneur of the Year, prior to October 1st.
  + Application forms for the **Entrepreneur of the Year (SEOY)**, available on the State website, shall be completed by each member named, and submitted.

to the Team Leader of the Entrepreneur of the Year Project Team no later than October 1st. Applications received after October 1st shall not be considered by the project team.

* + Nominees must be a REALTOR®, REALTOR-ASSOCIATE® for five (5) years or a National Affiliate for a minimum of five (5) consecutive years; To avoid any possibility of this award going automatically to a current State Network officer, these individuals shall be ineligible to receive the award during, or within one year after, their term of office. This does not preclude past Presidents or other Officers from receiving the award.
* Report to National by December 1st on the Award winner by the First Vice President.

1. **LEADERSHIP ACADEMY PAST DEANS ADVISORY GROUP**

* Team Leader is appointed by President Elect and members consist of past deans.
* The first meeting is to review the curriculum and program along with the current Dean.
  + Make any adjustments necessary.
  + Get the Dean ready for the years session.
  + Select the faculty for the year.
* The final meeting is to review and accept the students for the new semester as well as finalizing the program.

1. **MEMBERSHIP**
   * The *First Vice President* shall verify reports from the Women’s Council of the names of all members of this Network and their status.
   * The *President Elect* oversees growth activities.

**IV. FINANCIAL MATTERS**

1. **Prepaid Cards**

* Cards are distributed to the President, President Elect, and the Treasurer only.
* Cards are to be used for Women’s Council of Realtors Georgia’s business only.
* Treasurer shall preload the cards based on the budgeted amount for such event.

1. **Reimbursed Expenses**
   * + 1. The funds allocated in the current year’s budget for President, President-Elect, State Liaison, First Vice President, Treasurer, and District Vice President(s) allowances shall be used as follows:
2. Travel: Registration, hotel, local transportation (i.e., rideshare (Uber, Lyft), taxis, shuttle, and parking) for Women’s Council of Realtors meetings, official visits within the State, or to form new Networks.
3. Airfare: Round-trip coach class to National, State, or Regional Women’s Council of Realtors events/meetings. *It is highly encouraged to book all airfare a minimum of 60-90 days before travel*.
4. Auto: Officers shall be reimbursed for gasoline expenses with receipts only. IRS mileage logs are not acceptable.
5. Lodging: Accommodations for National, State, or Regional Women’s Council of Realtors events/meetings; single room rate at host hotel or reasonable rate for the area. Room sharing is encouraged. Note that overnight lodging is not reimbursed for the night before and/or after an approved council meeting or event when the meeting starts after 10 am and adjourns by 4 pm. As a matter of convenience, the council will reimburse lodging costs if travel time exceeds 3 hours one way or commercial travel will not accommodate a 10 a.m. meeting.
6. Meals: Per Diem allowance of $75.00
7. Personal Expenses: All personal expenses, including but not limited to laundry/dry cleaning, sundries, and recreational charges are not included in the events/meeting registration fees. Telephone and fax charges not associated with Network business and in-room movies are not reimbursable.
8. Registration Fees: Expenses for Women’s Council of Realtors ticketed events/meetings, including social functions, at National, State or Regional meetings, including Women’s Council of Realtors National Inaugural Banquet, and GAR’s Annual Awards Luncheon. Conference Fees reimbursed for early bird rate only.
9. Rental Cars: Not reimbursed.

* + - 1. PROCESS GUIDELINES FOR REIMBURSEMENT OF EXPENSES
* Request for expense reimbursement shall be submitted on a State Expense Report with receipts attached. The Treasurer is authorized to reimburse all expenses submitted, provided the required secondary approval signature on the reimbursement request form has been obtained.
* Secondary approval signature will be obtained from the Network President, with exception of the Network PE being the secondary signature for President reimbursements.
* Expense Reports must be submitted within 30 days of the event.
* Reimbursement of expenses shall be made within fifteen (15) days of receipt of request.
* Expenses exceeding the budgeted amount for each officer may not be reimbursed.
* The Leadership Team must approve exceptions to the Guidelines above.
* Additionally, it’s crucial that each Line Officer, Liasson, or DVP is aware that expenses may not be reimbursed.
  + - 1. Funds will be allocated in the current year’s budget to pay the early bird registration fee to the Mid-Year Women’s Council of Realtors Meeting for the “Member of the Year” recipient.
      2. Funds will be allocated in the current year’s budget to pay expenses, as outlined in the Harriett Konter Leadership Award.
      3. Georgia Women’s Council of Realtors PMN Grant Criteria
      * **Eligibility** Recipient  must be a REALTOR®, REALTOR-Associate® or REALTOR® Association executive and a Women's Council member in good standing for at least one full year and **complete at least**[**three Performance Management Network. courses by**](https://www.wcr.org/about-the-pmn-designation/course-calendar/) September 30.
    - **How to Apply-** Upon completion of requirements, a member is to submit an application for the grant.  Application should include a personal bio as well as a brief summary on how the PMN designation would benefit them in their leadership journey as well as career.
    - **When to submit-** Applications are to be **submitted by October 15** of the **year courses were taken.**  Awards are to be conferred upon the selected recipients at the Inauguration installment.
    - **Amount of Grant**- Up to 10 Grants at $100 per recipient or 5 at $200 if there are not 10 or greater applications.  Limits may be imposed to allow the grant to benefit all the networks.
    - **Completion**- Completion of the application process should be done on or **prior to October 15.**
    - **Selection:**  Applications should be redacted to all but the State President (as the State President is non-voting member) and voted on by the State Board on or before November 7
      1. Any member selected to attend the National Leadership Institute shall be reimbursed the cost of the application fee upon graduation.
      2. The Treasurer must receive reimbursable budgeted expense requests no later than December 15th of the current year, or the funds will be forfeited. The Leadership Team may approve exceptions to the time frame.
      3. No Officer, or member, shall commit Network funds not listed in the budget that are more than $50.00 without prior approval from the Leadership Team.

1. **Memorial Fund**
   * + In the event of the death of a serving State Leadership Officer or the spouse or partner of a serving State Leadership Officer, the following will occur: An appropriate memorial will be given, not to exceed $100.00. This shall be sent by the First Vice President.
2. **Charitable Donations**

In keeping with the Network’s Strategic Plan, Georgia Women’s Council of Realtors shall not make donations to any charitable organization. In the event the Network should have undesignated funds, such funds would be used to help support the State’s Local Networks.

1. **Annual Past President Appreciation**

State Network to hold an annual appreciation event in honor of all past Georgia State Presidents, providing that the current state budget allows.

1. **Education, Programs, Fundraisers and Event Expenses**
   * + To ensure the Network is working within its annual Operating Budget, an Event Planning Budget, must be submitted to the Finance & Budget (hereafter referred to as F&B) committee chair, detailing any expenses that will be incurred to execute a successful event. A sample event planning budget can be found at this link: https://www.wcr.org/media/1848250/template-eventbudget.xlsx . A sample State Event Planning Guide can be found here: <https://www.wcr.org/media/1839491/state-event-planning-guide.pdf>
     + If the current operating budget is insufficient to support the expected expenses outlined in the Event Planning Budget, it will be necessary for a plan of action to be put in place to secure sponsorships or fundraising to help offset costs to stay within the operating budget.
2. **Reserve Funds**

* Reserve funds defined as those funds listed as current Women’s Council accounting software savings balance in Billhighway.
* Network to maintain a reserve balance of $35,000.
* Under certain circumstances, funds may be pulled from the reserve account. Examples of such circumstances may include, (but not limited to the following:
* Catastrophic, unexpected events (ie: natural disaster)

1. **End of Year Funds**

Annually, on December 31st, a minimum of $35,000 will remain in the operating account and any overage will be moved to the reserves account.

1. **STANDING RULES**
   * A Standing Rule may be adopted by majority vote at any Board Meeting with a quorum present or amended by a majority vote at any General Membership Meeting.
   * A Standing Rule may be rescinded by a two-thirds vote of the Governing Board without previous notice.
   * It is recommended that the Bylaws Project Team review the financial matters in the standing rules a minimum of every 2 years.