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**Standing Rules**

**DUTIES OF OFFICERS:** Term – Commencing with the end of the NAR convention in November.

**ADMINISTRATIVE**

**The Governing Board consists of:**

**President**

**President-Elect** (automatically succeeds to Office of thePresident)

**Membership Director**

**First Vice President**

**Treasurer**

**Program Director**

Attendance: It is imperative that all Governing Board members attend all meetings. In the event a Governing Board member has three (3) unexcused absences, he/she may be considered for replacement. Attendance may be via Zoom or other remote use.

**Governing Board:**

**President**

*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.*

Responsibilities:

* Schedules and presides over focused, productive meetings of the Governing Board and Network meetings.
* Only votes at meetings of Network Governing Board as needed to break ties.
* Cannot make motions for Network Governing Board.
* Work with the Governing Board to develop, implement and monitor the Local Network Certification.
* Submits annual budget and ensures compliance with all National and State reporting requirements.
* Approves reimbursements for Governing Board member expenses.
* Attends National and State Women’s Council Meetings and conferences as our voting delegate. If a vote cannot be cast, an alternate (president-elect) shall be sent.
* Disseminates applicable materials and information to officers/members.
* Issues an invitation early in the year to the State District Vice President to make an official visit to the Local Network.
* Build and maintain relationships with GKAR, BCAAR and SWMAR and communicates with Executive Officer, staff members, local boards and other related industry and community groups about Women’s Council and programming.
* Works closely with the President-Elect to 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.
* Updates Bylaws to ensure Standing Rules are up to date and accurately represent Network best practices.
* Appoints Audit Project Team and shall report bi-annually to the Governing Board.
* Cooperates with requests from the State President, State District Vice President, State Liaison, National Liaison Central Region and National Women’s Council office.
* Encourage and inspire members to get involvement and recognize contributions.
* Work with the Governing Board to evaluate Network progress and performance on stated goals, ensuring, quality Network programs and services.
* Support Program Director and Membership Director in delivering quality programs and building and retaining a solid base of REALTOR® members.

* Appoints the First Vice President, with ratification by the Governing Board.
* Appoints the Program Director and Membership Director, with ratification by the Governing Board.
* Appoint a Program Chair and/or Membership Chair as needed to support the Program and Membership Directors, with ratification by the Governing Board.

In addition, the President should have a general knowledge of:

* Local Network bylaws and standing rules.
* Women’s Council structure and history.
* *Robert’s Rules of Order* *(Newly Revised).*

**President-Elect**

*In the absence of the President, the President-Elect (a REALTOR® or REALTOR-ASSOCIATE®) presides at all meetings and performs the necessary duties of the office. The President-elect automatically succeeds to the presidency the following year. The main role of the President- Elect is to prepare for presidency and coordinate the Network’s education.*

Responsibilities:

* Leads the Strategic Planning meeting in the fall to coordinate efforts for their upcoming year as President identifying the upcoming year’s educational programming topics/speakers and assign members to be responsible for each program.
* Fulfills duties of President as needed, and assists with running efficient and productive meetings.
* Attends National and State Women’s Council Meetings and conferences.
* Attends Network 360 Leadership Conference.
* Cultivates and manages relationships with Strategic Partners, ensuring a high level of satisfaction and appropriate benefit levels and packages.
* Works closely with the President to identify leaders for the Network’s upcoming year.
* Leads the Strategic Planning meeting in the fall to coordinate efforts for their upcoming year as President.
* Prior to the last board meeting of the year, presents the First Vice President, Program Director, Membership Director for their upcoming year to the Governing Board for approval by a majority vote.

* Supports accomplishments of Local Network Certification goals and priorities.
* Assists the President in tracking Network progress and performance, identifies areas for continued improvement and considers related goals for inclusion in the Local Network Certification in the coming year.

* Prepares strategic planning book for leadership team to use at retreat- including incoming leadership, past presidents, past award recipients, upcoming events calendar, budget and financial reports, year-end reports and current bylaws and standing rules.
* Encourage and inspire members to get involved, and recognize contributions.
* Works with the incoming President-elect to ensure a smooth transition to leadership.

In addition, the President-Elect should have a general knowledge of:

* Local Network bylaws and standing rules.
* Women’s Council structure and history.
* *Robert’s Rules of Order* *(Newly Revised).*

**Treasurer**

*Individual can be a REALTOR® or National Affiliate who oversees Network financials.*

Responsibilities:

* Keeps custody of the funds of the Network and makes disbursements as may be directed by the President or Governing Board.
* Reimburses members for out-of-pocket Network expenses and travel. Not to exceed budgeted amounts without approval from the Governing Board by a simple majority. Reimbursements to be made after attending events.
* Keeps records showing all receipts and disbursements.
* Reviews association expenditures and financial status on a regular basis to ensure overall fiscal integrity submits reports to the Governing Board.
* Submits the financial accounts of the Network to the Audit Project Team.
* Helps Budget and Finance Project Team understand present year’s expenditures to set a realistic annual budget.
* Collect monies submitted via check for annual Strategic Partner fees.
* Transfer monies from 3rd party accounts to Network operating account.
* Travels to State and National meetings if budget and schedule allows.
* Sends invoices to members who registered, but did not pay, through the online registration website for events.
* Ensures Network state and federal taxes are filed annually, and provides full support for Network financial reviews.

In addition, the Treasurer should have a general knowledge of:

* Local Network bylaws and standing rules.
* Women’s Council structure and history.
* *Robert’s Rules of Order* *(Newly Revised).*

**First Vice President**

*Individual must be a REALTOR® who oversees record-keeping of the Network.*

Responsibilities:

* Takes minutes of each Governing Board.
* Records minutes by documenting what was done, not what was said.
* Maintains records of the Network by having minutes posted on the local Network website.
* Oversees check-in for elections by having a current national roster to credential members to receive their ballots.
* Maintains all official records of the Network.
* Maintains email account.
* Ensures accurate minutes are taken at Membership meetings when votes are taken for bylaws and for elections
* Maintains Local Network bylaws and standing rules.
* Travels to State and National meetings if budget and schedule allows.
* Includes the following in the minutes
	+ Network Women’s Council of Realtors logo
	+ Name of Network
	+ Date, hour and place
	+ Name of presiding officer
	+ Attendance List, Identifying if a quorum is present.
	+ Approval of Agenda
	+ Approval of minutes of last meeting
	+ Treasurer’s report should be accepted and placed on file for audit
	+ Reports
	+ Unfinished business
	+ New business
	+ Election, if any
	+ Next meeting: time and place
	+ Adjournment and time
	+ Any corrections or amendments to minutes or Treasurer’s report should be marked in RED.  It is permissible to write amendments on a separate page to become part of and attached to minutes. Minutes should not be rewritten after they have been presented.
	+ Get copies of resolutions, reports, or revisions etc., that are presented and incorporate them in to the record. When recording a motion write it down and record verbatim, if something is referenced ensure that it is attached to the minutes.

In addition, the First Vice President should have a general knowledge of:

* Local Network bylaws and standing rules.
* Women’s Council structure and history.
* *Robert’s Rules of Order* *(Newly Revised).*

**Event Director**

*Individual must be a REALTOR® or REALTOR-ASSOCIATE® who oversees all marketing activities and is accountable for the marketing representation of Women’s Council.*

Responsibilities:

* Manages the Marketing Chair, Event Chair and Project Teams as needed.
* Establish a Local Network marketing program in coordination with the Local Network Governing Board.  This includes email and print flyers for network luncheons, registration emails and reminders, Governing Board announcements and other Network sponsored events and announcements.
* Creates content for Network Website and social media.
* Creates luncheon slideshow for open networking.
* Updates and maintains program and event information on WCR.org website.
* Communicates Network activities to the GKAR, BCAAR and SWMAR marketing department and broader community via email and press releases.
* Creates table-top flyers for marketing and display at events.
* Maintains banner and table-top advertising for events.
* Manages the Program Project Teams as needed to accomplish tasks.
* Negotiates future contract with event venues.
* Organizes speaker, panel or programing for events.
* Creates four Network industry events.
* 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.
* Monitors and evaluates success of all programs and events and reports to the Governing Board.
* Travels to State and National meetings if budget and schedule allows.
* The Network encourages that Directors delegate their responsibilities to Project Teams throughout the year.
* Secures event sponsors for the upcoming year.

In addition, the Program Director should have a general knowledge of:

* Local Network bylaws and standing rules.
* Women’s Council structure and history.
* *Robert’s Rules of Order* *(Newly Revised).*

**Membership Director**

*Individual can be a REALTOR®, or National Affiliate who oversees all membership in the Network.*

Responsibilities:

* Manages Membership Chair and Project Teams as needed.
* Establishes Local Network membership goals in coordination with the Local Network President and Governing Board.
* Adds new Realtor member’s emails in the local Network website to ensure they receive Network announcements.
* Reviews membership reports from National Website and updates the Governing Board.
* Looks for Realtor and/or Strategic Partners who have registered on the wrong platform, and assists in resolving errors.
* Assists Realtor and Strategic Partners in initiating registration on their respective websites.
* Supports and follows through on all National Council membership marketing campaigns.
* Develops and implements a member recruitment and retention strategy to grow the REALTOR® membership base within the Network.
* Plan for recognition of new members at Network Governing Board and events.
* Retain existing membership and re-recruit dropped members.
* Remove inactive email addresses from Network email database.
* Oversees implementation of a new member welcome and orientation strategy.
* Monitors and supports development of Strategic Partner benefits packages.
* Travels to State and National meetings if budget and schedule allows.

In addition, the Membership Director should have a general knowledge of:

* Local Network bylaws and standing rules.
* Women’s Council structure and history.
* *Robert’s Rules of Order* *(Newly Revised).*

**Project Chair or Teams**

*Project chairs are individual or project teams are groups of members who are chosen to aid the Governing Board in year-long Network business or for special events throughout the year.*

**Marketing Chair**

* Project Chair is appointed by President-Elect and assists the Events Director with various marketing tasks.
* Maintains the Network’s Social Media.

**Realtor Membership Chair**

* Project Chair is appointed by President-Elect and assists the Membership Director with various Realtor membership tasks.

**Strategic Partner Chair**

* Project Chair is appointed by President-Elect and assists the Membership Director with various strategic partner tasks.

**Bylaws**

* Reviews bylaws and amend as needed.
* Submits amendments to National Women’s Council of Realtors for approval.
* Notices members of national amendments to local bylaws, which are automatically binding.
* Local bylaws in conflict with the model bylaws will not be approved.
* Develop and review Standing Rules to accurately reflect Network best practices.

**Finance and Budget**

* Prepares an annual budget for approval by the Governing Board at the first meeting of the year.
* Review budget and actual expenditures with the Treasurer for Governing Board reports.
* The budget shall consist of:
* Revenue
	+ - Ways & Means
		- Membership dues
		- Events Fees
		- Strategic Partner Event Sponsor
		- Sponsorships
* Expenses
* Membership
* Ways & Means
* Awards & Recognition
* Conventional & Travel President and President-Elect
* Convention & Travel Governing Board
* Membership travel
* Hospitality
* Scholarship
* Education
* Strategic Planning
* Website and Treasurer Software
* Meeting and Office Supplies
* Marketing
* Bank Charge
* 3rd Party Fees
* Donations
* Strategic Partner Event
* National & State Renewal
* An Audit Chair or Team is a National Member and shall be appointed at the next to the last Governing Board meeting and shall present their report at the first Governing Board meeting of the new year.

 **Events Chair**

* Plan and develop programs for Network meetings consistent with the needs of members.
* Acts as liaison between Hospitality and Marketing Director and/or Marketing Chair.

**Strategic Partner Chair**

* Notifies monthly sponsor of their commitment to sponsor one (1) month in advance.
* Gathers logo information for promotional materials and sends to Program Director.
* Communicates all opportunities of the sponsorship, including table decorations, venue decorations, door prizes and/or allotted time to speak during meeting announcements.
* Notifies President immediately if sponsorship commitments change.

**Project Fundraising Committee**

* Conducts fundraising programs as needed.

**Candidate Review Team**

* Governing Board appoints project team (a minimum of ninety (90) days prior to election).
* Team consists of a minimum of three (3) and no more than five (5) members.
	+ All must be active (REALTOR) members that are in good standing and no more than one (1) active National Affiliate.
		- One (1) or more active Past Presidents willing to serve.
		- One (1) or more active Past Program Directors willing to serve.
		- President Elect serves as (Non-Voting) ex-officio member.
		- Current governing board members are not eligible.
* Project Team selects the chairperson at first meeting.
* The Project Team verifies President Elect and Treasurer candidates for the following year meet the requirements for the positions.  It must be presented to the general membership, in writing, no later than 10 days prior to the annual election meeting, which shall not be held later than June.

**Hospitality**

* Welcomes newcomers to Network meetings and introduce them to the members.
* Runs check-in for events including checking people in, collecting fees and business cards for a door prize, if applicable.
* Passes collected money to the treasurer for deposit.
* Supplies name tags for visitors at Network events.
* Works directly with Program Director and/or Marketing Chair.

**Website**

* Uploads Network minutes and relevant documents to the National and Local Websites.
* Keeps content updated on National and Local Websites.

**Billing Procedures**

**National Member Billing Procedures**

* Each renewing National Women’s Council member received two mailed and one e-mailed renewal notice for dues (sent by national).
* The renewal notice and e-mail are sent November 1. The e-mail contains a personalized link to the member’s individual renewal page.
* The second notice is mailed in February to each member who has not yet renewed. Our Network will begin billing members on a quarterly, pro-rated basis.
* This is the last notification they receive from the National office before being dropped March 31st.

**Strategic Partner’s Billing Procedure**

* Local Strategic Partners are billed on an annual/bi annual basis.
* Strategic Partners will receive email notifications for renewal 30 and 15 days prior to the renewal date, as well as two grace period emails 7 and 30 days after renewal (only if Strategic Partner has not already renewed).
* Memberships not renewed will be terminated as of January 31st and will be removed from the online roster.
* Strategic Partner memberships are assigned to one individual and are not corporate entity memberships meaning that the membership is to be utilized by one individual within an organization not the organization at large.
* In the event that a Strategic Partner member has a change in employment the following rules shall apply:
* The membership shall be deemed to belong to the entity that the Strategic Partner is associated with unless the individual associate can establish that he or she paid the membership dues individually.
* Establishing who paid for a membership shall be the responsibility of the Strategic Partner and not Women’s Council of Realtors.
* An entity shall be entitled to replace a Strategic Partner that has left their employment unless the departing employee paid for the membership individually.  This can be done via a profile change. The entity shall notify the Strategic Partner Membership Chair of the change.
* If an individual paid for the membership, they shall be entitled to transfer their membership.  This can be done via a profile change. The individual shall notify the Strategic Partner Chair and provide proof that the membership had been paid for individually.

**Events Billing Procedures**

* Realtor members and Strategic Partner shall be charged $10 less for events than non-members and others.
* Cancellations will only be accepted while event registration is still active. If a member can no longer attend they may send someone in their place or opt to use the payment towards attending the next event.
* The speaker(s) or program guest will receive a complimentary meal.

**Scholarship Program**

* A Women’s Council member in good standing can apply to be reimbursed for registration fees to attend Michigan Realtors or National Association of Realtors conferences.
* A member may receive scholarship funds once per calendar year.
* Receipt of registration to be submitted in writing, along with the Scholarship Form, to the Governing Board for approval and reimbursement by the Treasurer. Reimbursements should be based on early bird registration when available. Total scholarship monies not to exceed the budgeted amount, unless approved by the Governing Board. This is on a first-come, first served basis. Reimbursements MUST be submitted within 2 weeks of conference end.

**Travel**

* Local Network will allot budget for transportation, lodging, stipend and meeting registration costs for Network President and President-Elect to travel to State Governing Board meetings and any corresponding conferences, State Leadership training, National Association of Realtors’ Midyear and Annual Conference.
* Local Network will budget for transportation, lodging, stipend and meeting registration costs for Network President-Elect to attend Network 360 Conference,
* Local Network will allot a travel budget for each of the following positions- Program Director and Membership Director to pay transportation, lodging and meeting registration costs to travel to State Governing Board meetings and any corresponding conferences, State Leadership training, National Association of Realtors’ Midyear and Annual Conference.
* Local Network will allot a travel budget combined for the following positions- First Vice President and Treasurer to pay transportation, lodging and meeting registration costs to travel to State Governing Board meetings and any corresponding conferences, State Leadership training, National Association of Realtors’ Midyear and Annual Conference.
* Members of the Network serving in a State or National position and not receiving full travel and registration support elsewhere can apply for financial support not to exceed the approved annual budgeted amount for transportation, lodging, and meeting registration costs for State Governing Board meetings and any corresponding conferences, State Leadership training, National Association of Realtors’ Midyear and Annual Conference.
* In an effort to encourage membership participation in state Governing Board meetings the Network will budget an annual amount to pay for travel, lodging and registration for Realtor to attend the State Governing Board meetings.
* The Network will pay transportation fees to travel to venue- including mileage, parking, flights, shuttles and/or taxis. The network will not pay for travel for member recreation while attending the conference. It is encouraged to stay at conference hotel, or use provided shuttles.
* The Network will provide a $35 a day stipend to be used toward meals for President and President-Elect. Not to be used when meals are complimentary as part of the registration packet. Not to be used for alcohol. Receipts required, no exceptions.
* Local Network will pay only Michigan Realtors and National Association of Realtors conference fees on early bird registration, where possible.
* Lodging will be reimbursed based on double occupancy rates as able. It is strongly encouraged for members to room together.
* Nights in hotel will be a maximum of the nights required to attend Women’s Council of Realtors meetings and corresponding conference sessions.
* All reimbursements must be submitted to Treasurer within 2 weeks of travel.
* Any amount to be reimbursed greater than the budgeted amount will not be reimbursed.
* Oral reports MUST be given at board meetings immediately following any travel paid for by the Network.

Network Bank Accounts

* The President, President-Elect and Treasurer will all be on the signature card for the Network checking account and other accounts authorized by the Governing Board. The Secretary may also be a signor if the Governing Board agrees. Only one signature will be required. It will take two signatures to close an account.
* The President and Treasurer shall hold and maintain the debt cards.

Network Records

* Permanent Network Records will be stored electronically as well as hard copy in a marked notebook. Records shall be stored with the current First Vice President. It will be the outgoing First Vice President to pass the information on to the incoming First Vice President. From time to time the Governing Board may move the Permanent Records from one location to another, any move of the Permanent Records must be notated in the Governing Board minutes and will require the Section of the Standing Rules to be updated accordingly.