

STANDING RULES
WOMEN'S COUNCIL OF REALTORS®
SIERRA VISTA/COCHISE NETWORK

I. MEETINGS

A. Regular Network Meetings shall be between 6 -12 meetings (no less than 6 beginning in January of each year) or such other times as determined by the governing board.

1. Annual Election Meeting

The Annual Election Meeting shall be held in July. It may be held in conjunction with a Regular Network Meeting.

2. Installation Meeting

The Installation Meeting shall be held in December. It may be held in conjunction with a Regular Network Meeting.

B. Governing Board Meetings

Governing Board Meetings shall be between 4 - 6 meetings (no less than 4).

1. Must have a quorum of 51% of board and standing chair members to hold a meeting.

II. MEMBERSHIP

A. Perspective Members are limited to attending two general meetings prior to joining the organization.

III. INSTALLATION OF OFFICERS

A. Arrangements

The incoming President, along with their committee, shall make arrangements for the installation of Officers.

B. Pin for Incoming President

The outgoing President shall have the duty of obtaining the in-coming President's pin at the expense of the Network in sufficient time for presentation at the Installation Ceremony.

C. Gift for Outgoing President

The incoming President shall obtain, at the expense of the Network, a plaque to be presented to the outgoing President at the Installation Ceremony.

IV. DUTIES OF OFFICERS

Network Officers shall abide by the Women's Council of REALTORS® By-Laws, the Network's Standing Rules and the duties outlined in the Leadership Policy and Procedure Manual.

A. President

Provides leadership and direction for the Network keeping their team focused on the mission of the Council and the Network business plan. Acts as the local voice for the Women's Council brand, articulating the value of the network, representing the network with related groups, and setting the tone for active member involvement. The President of a Network is a REALTOR® elected by the Network membership to be its authorized leader.

1. When the President takes office, he/she shall furnish each Officer and Committee Chairman copies of the du-ties as outlined in the Leadership Policy and Procedure Manual as they apply to each office and committee along with a copy of the Network By-Laws and Standing Rules.

2. Major Responsibilities:

- Presides over focused, productive meetings of the Governing Board and membership.
- Work with the Governing Board to develop, implement, and monitor the Network Business Plan.

- Encourage and inspire members to get involvement, and recognize contributions.
 - Cultivate development of future leaders for the Network.
 - Mentor, train, support, and provide leadership opportunities for the President-Elect to facilitate a smooth transition in leadership.
 - Build and maintain relationships with the Local Association and related industry and community groups.
 - Work with the Governing Board to evaluate Network progress and performance on stated goals, ensuring, in particular, quality Network programs and services.
 - Support Event Director and Membership Director, with ratification by the Governing Board.
 - Appoint an Event Chair and Membership Director with ratification by the Governing Board.
 - Ensure compliance with all State and National re-ported requirements.
3. General responsibility to have knowledge of:
- Local Network bylaws and standing rules.
 - WOMEN'S COUNCIL OF REALTORS structure and history.
 - Robert's Rules of Order (newly revised).
4. Specific responsibilities to the Local Network:
- Makes copies for officers/members of applicable materials he/she receives.
 - Issues an invitation early in the year to the State WOMEN'S COUNCIL OF REALTORS District Vice Presidents and State President to make an official visit to the Local Network.
 - Ensures that Network activities are not in conflict with Local Board of REALTORS activities.
 - Coordinates officer and committee activities and responsibilities.
 - Makes certain Network Bylaws are updated and amendments reported to the national WOMEN'S COUNCIL OF REALTORS® office.
 - Attends Local Network President orientation session at the Annual National and State Conferences and workshop sessions at Midyear meetings.
 - Schedules meetings in accordance with the Network Bylaws and Standing Rules.
 - Follows the Network Meeting "Order of Business" as outlined in the Leadership Policy and Procedure Manual.
 - Cooperates with requests from the State Network President, District Vice President, State Liaison, and National WOMEN'S COUNCIL OF REALTOR®S office.
 - Assures that the Network's votes are cast by the Voting Delegate or Alternate at the national Annual Business Meeting. The Local Network Delegate shall be the President in good standing of the Local Network or another member, who shall be an active member in good standing of the same Local Network, designated by the President.
 - Completes and submits on time the required forms/reports contained in this Leadership Policy & Procedure Manual:
 - a. Local Network President's Proposed Outline Plan

b. Local Network Information for WOMEN'S COUNCIL OF REALTORS® District Vice President.

c. Local Network President's Report of District Vice President or State Network President visit

d. Local Network President's Annual Report

5. District Vice President/Local Network Interaction:

- Review annual budget and annual audit.
- Review committee membership participation and identify committee chairs
- Obtain calendar of programs for the year.
- Encourage membership development and retention plans and acknowledge achievements.
- Help resolve Local Network conflicts.
- Encourage potential state Network leadership members.
- Review President's Network business plan and goals.
- Review Network documents to include agendas, meeting procedures, meeting minutes, bylaws and standing rules in the designated electronic collection.

6. When the District Vice President's Visit:

As State officers, the District Vice President and State President should be seated in a place of honor, introduced to the membership and given the opportunity to say a few words. When possible, assist with the District Vice President's expenses (hotel, meals, etc.)

B. President-Elect

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

1. The President-Elect shall conduct one meeting prior to taking office.

2. Major Responsibilities:

- Fulfills duties of the President as needed, and assists with running efficient and productive meetings.
- Cultivates and manages relationships with Strategic Partners, ensuring a high level of satisfaction and appropriate benefit levels and packages.
- Assists the President in tracking Network progress and performance, identifies areas for continued improvement and considers related goals for inclusion in the Network Business Plan in the coming year.
- Appoints the 1st Vice President (Secretary), with ratification by the Governing Board.
- Supports accomplishment of Network business Plan goals and priorities.
- Encourage and inspire members to get involved and recognize contributions.
- Cultivate development of future leaders for the Network.
- Attend Women's Council Leadership Academy (Network 360) as part of preparing to take on the presidency.
 - Hotel, Airfare, and meals will be reimbursed after attendance with receipts.
- Attends National and State Women's Council Meetings, depending on budget and personal finances.
- Works with the incoming President-elect to ensure a smooth transition in leadership.

3. The President-Elect automatically succeeds to the presidency the following year. The main role of the President-Elect is to prepare for presidency. This includes assisting the President.

Preparation includes:

- Review the President's section of this manual.
- Read the WOMEN'S COUNCIL OF REALTORS History pages. Visit www.wcr.org and review the national Strategic Framework. This is located in Network Tools under National Information and Tools.
- Locate and review the Local Network Bylaws.
- In the Fall, and in collaboration with the Network's entire incoming leadership team, complete the WOMEN'S COUNCIL OF REALTORS Network Business Plan.
- Participate in any and all State round tables, conference calls or other community vehicles as provided by the State Network.

C. Membership Director

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

1. This position is appointed by the incoming president. The individual must be a REALTOR or Affiliate.

2. Major Responsibilities:

- Develops and implements a member recruitment and retention strategy to grow the REALTOR® membership base within the Network.
- Supports and follows through on all National Council member-ship marketing campaigns.
- Works with the Governing Board to establish membership recruitment and retention goals as part of the Network Business Plan.
- Oversees implementation of a new member welcome and orientation strategy, as well as a first-year member communication strategy, using tools and resources provided.
- Oversees implantation of a member communication 'drip' system, using tools and resources provided.
- Monitors and supports development of Strategic Partner benefit packages.
- Manages Membership Chair and Project teams as needed to accomplish tasks.
- Monitors and evaluates success of all membership development and outreach efforts and reports to the Governing Board.
- Monitor membership reports received from National Women's Council for accuracy, and follows up on any discrepancies.
- Attend National and State Women's Council Meetings, depending on budget and personal finances.
- Materials needed are: adequate supply of WOMEN'S COUNCIL OF REALTORS membership applications, samples and/or adequate supply of national marketing pieces (ad slicks, electronic logo, etc.) for use in local association board newsletter and a Leadership Policy & Procedure Manual.

D. 1st Vice-President (Secretary)

Ensure proper reporting and network compliance with all state and federal laws and regulations impacting non-profit organizations.

1. The Secretary takes the minutes of each Network meeting and each Governing Board meeting. When writing the minutes, record what was done, not what was said (e.g., "After discussion, the motion was approved"). Original copies of all Minutes should be kept in a permanent designated electronic collection and shall be accessible in the designated electronic collection by the WOMEN'S COUNCIL OF REALTORS® Network President, President-Elect, State Network President, District Vice President and all local Network members. The 1st Vice President (Secretary) is responsible for modifying the National WOMEN'S COUNCIL OF REALTORS® office of names and addresses of newly elected officers of the Network as soon as elected, but no later than October 1st. Failure to report officers is grounds for disbanding the Network. When minutes are recorded, general information to be included:

- Name of Network, committee which is meeting (in caps) whether regular or special meeting.
- Date, hour and place.
- Name of presiding officer or chairman.
- Statement that number of members present constitute a quorum (provided it does).
- Pledge of Allegiance and non-denominational inspiration (If an invocation prayer is used it comes BEFORE the pledge).
- Introduction of new members, if any.
- Approval of minutes of last meeting "as emailed" or "as posted" designated electronic collection.
- Approval is by majority vote.
- Treasurer's reports should be accepted and placed on file.
- 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. The permanent Network minutes is an important document. Pass it on to the new Secretary immediately upon completion of your term. It simplifies the taking of minutes if information is obtained beforehand. Ascertain the purpose of the meeting, and if possible, get copies of resolutions, reports, etc. to be presented.
- All pertinent documents shall be stored in designated electronic collection.
- Obtain a list of the persons to be present, and at the meeting simply check the names "P" or "A" (present or absent) on the list. Note late arrivals and early departures, as an important point may hinge on whether or not a certain person hears a certain discussion.

2. Major Responsibilities:

- Maintains Network bylaws and standing rules.
- Oversees Credentials Project Team to ensure proper election protocols, and reports the results of the election to National Women's Council by October 1st each year.
- Ensures accurate minutes are taken at each Governing Board meeting and maintains all official records of the Network.
- Ensures accurate minutes are taken at Membership meetings when votes are taken for bylaws amendments and for elections.
- Will create the quarterly newsletter. The 1st Vice President (Secretary) has the option to delegate this task.
- Attends National and State Women's Council Meetings, depending on budget and personal finances.

E. Treasurer

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

The Treasurer has custody of the funds of the Network and makes disbursements as may be directed by the President. It is suggested that a bond be obtained for an appropriate amount.

1. All monies received by the Network shall be deposited in the account of the Sierra Vista/Cochise Network of WOMEN'S COUNCIL OF REALTORS® in the financial institution selected by the Governing Board.

2. Major Responsibilities:

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

3. Only one signature shall be required on all checks. The Signatories on the bank account shall be the President, President-Elect and the Treasurer.

- Records are kept in designated electronic collection showing all receipts and disbursements. Treasurer's report shall be available at all regular Network meetings.
- Reviews Network expenditures and financial status on a regular basis to ensure overall fiscal integrity.
- Ensure that regular financial reports are submitted to the Governing Board including the most recent reconciled bank statements and financial reports to the membership.
- Submits the financial accounts of the Network to an annual independent audit (usually a group of members). Performs other duties assigned by the President.
- Gives receipts for collection of cash, keeps copy of trans-actions for Network's permanent records.

- Prior to the end of the term of office, books of the Treasurer shall be audited by a committee appointed by the President. The Treasurer and Audit Committee Chairman shall arrange a time to meet so that the records can be audited. These audits shall take place at least twice a year with the final audit being no later than January 31st of the following year. Schedule this meeting no later than two weeks prior to the end of the year.
- For events where there are 50/50 raffles, the charity selected may run the 50/50 and receive the funds.
- A basket will be donated to Real Wishes, Dancing Like The Stars Event.
- Charity of the year may be suggested by incoming President and voted on by executive board made up of President, President Elect, Treasurer and Secretary.

The National WOMEN'S COUNCIL OF REALTORS® office must receive notification of Network dues changes by October 31st in order for the following change to be included in the dues billing for the following year. All due changes become effective January 1 of the following year. Membership renewal notices are printed and mailed in November. Network bylaws must also be changed and reapproved.

F. Event Coordinator

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

1. Major Responsibilities

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

V. DUTIES OF COMMITTEE CHAIR

All outgoing Committee Chair shall pass on Committee materials to the incoming Chair. The incoming Committee Chair shall recommend to the incoming President possible members to serve on their committee who that President may consider appointing. Committee Chair shall also suggest to the incoming President possible members to serve as incoming Committee Chairmen to work as Assistant Committee Chair during the year.

A. Bylaws/Standing Rules Committee

1. Review Bylaws and revise as needed or requested by National. Make certain local bylaws have no conflict with the National model bylaws for a local Network. Supervise amendments as required. Develop and review periodically the Standing Rules.

B. Education Committee

1. Inform members of educational opportunities offered by the Local Board, State Association, NAR Affiliates and by near-by education institutions. Plan renewal hours offered by Sierra Vista/Cochise Network.
2. 20% of education income from continuing education classes will be used to replenish the education scholarship fund. (2/21/12)

C. Finance and Budget Committee

1. Prepare an annual budget for presentation and approval at the first Governing Board meeting of the year. Review budget and actual expenditures with the Treasurer as needed.

D. Marketing/Publication

1. Responsible for newsletter.

E. Membership Committee

1. Keep a current membership roster. Contact guests who have attended Network meetings and who are eligible for WOMEN'S COUNCIL OF REALTORS® membership to recruit them as new members.
2. Recruit new members and Strategic Partners by planning a Network membership program or drive that encourages and challenges members to recruit new members. Request members to complete a WOMEN'S COUNCIL OF REALTORS® Member Profile Form. Notify the National WOMEN'S COUNCIL OF REALTORS® office, state and local offices of changes of status or address of membership.
3. Membership committee consists of the Director of Member-ship and Membership Co-chair at a minimum.

F. Nominating Committee

1. To fulfill obligations of Network Bylaws, Committee must be elected at the Annual Election Meeting to serve the following calendar year.
 - Committee shall consist of one member elected by and from the Governing Board, a past president, two members and two alternates elected by and from the General Membership at the election meeting.

G. Parliamentarian

1. 1st Vice President (Secretary) shall serve as the Parliamentarian. The president may appoint another person to serve when needed.

H. Hospitality Committee

1. Provides WOMEN'S COUNCIL OF REALTORS® introduction for regular meetings for all guests.
2. Will provide prospective members an application at each regular membership meeting.
3. Will provide sign-up sheets at each regular meeting. These sign-up sheets shall be monitored by the Hospitality Committee and kept by the Treasurer and copied to the Director Membership Director. In the event that this position is not filled these duties may be delegated by the President.
5. Responsible for RSVP for meetings and programs.

I. Project Team

1. Plan programs that will increase your member's productivity and income. Plan and develop programs consistent with the needs of members. Carry out program plans completing arrangements for speakers, panelists, etc. Evaluate program's impact and success.
2. Make arrangements for facility to hold meetings and pro-grams.

J. Ways and Means Committee

1. Responsible for prizes given away at meetings and pro-grams.
2. Responsible for organizing and facilitating fundraising activities for the Network.

K. Scholarship Committee

1. The Network will reimburse up to \$100.00 for the cost of the class registration fee for any nationally recognized designation or certification or CE Credits. Said application shall include a copy of the bill and proof of completion of the course to be eligible for scholar-ship. Application must be submitted within the same calendar year. One application may be submitted per year per recipient. The application will be submitted to the Scholarship Committee Chair for verification and presentation to the Governing Board for approval.
2. The Governing Board with recommendation of the Finance and Budget Committee will determine the number of recipients per year.

V. FINANCIAL MATTERS

A. Reimbursed Expenses

1. Requests for payment of bills will be submitted on a Request for Reimbursement Voucher accompanied with receipts and submitted to the Treasurer at least 5 days prior to scheduled board meetings. Expenses must be turned in for reimbursement within 30 days of the event/conference or expenditure. In the Treasurer's absence, bills can be submitted to the President. The President shall approve all bills prior to reimbursement. Any member receiving reimbursement by the board to any conference must submit a written report.
2. Leadership Development Expenses
 - A Leadership Development Travel budget for Officers will be established each year, based on anticipated travel to state and national meetings.
 - Full participation of all State, Regional or National Meetings, sessions and events is required to be eligible for reimbursement for the event.
 - If a funded member travels to the destination city prior to a Women's Council meeting or extends their stay after the end of a Women's Council meeting, no associated expenses will be paid by the Network. Expenses associated with taking classes- hotel, meals etc., will be paid for by the individual.
 - Prior to reimbursement, a written/verbal report will be given to the membership during the monthly meeting following the meeting/conference.
 - All reimbursable expenses must be submitted, with receipts, on the Network approved form within 30 days of returning from the event.
3. Transportation
 - Air- 100% of Coach Airfare at a minimum of 21-day advance purchase rate. On trips for meetings schedule for more than 4 days, the 1st piece of luggage will be reimbursed at 100% (if not included in airfare.) No additional pieces or overweight charges will be reimbursed. Priority seating charges will not be reimbursed.
 - When traveling by air, one vehicle will be reimbursed for mileage to and from the airport at the prevailing IRS Rate. Parking is reimbursed for one vehicle. If funded members travel separately, they will split the allowable mileage and parking expenses.
 - Auto-one vehicle will be reimbursed at the prevailing IRS rate as evidenced by a "MapQuest" type printout. Parking will be reimbursed at/or near the meeting site.

- Transportation to and from the airport and hotel in the host city by shuttle or taxi will be reimbursed with a dated receipt.
4. Event/Conference Registration:
- Meeting registration will be reimbursed 100% when register as a Women’s Council participant for the Women’s Council Portion.
 - Registration for ticket events reimbursed 100% for State, Regional or National dinners or inaugural events. No reimbursements for meals outside the Women’s Council dinners or inaugural events.
5. Lodging:
- Attendees will be reimbursed for hotel lodging expenses at one half of the double occupancy rate for the host hotel standard room plus tax. If the host hotel is not available, a comparable or lower priced room rate will be reimbursed in the same manner. If an attendee prefers not to share their accommodations with another Women’s Council member, the attendee will be reimbursed half of the double occupancy rate of a standard room, plus tax. The member will be re-sponsible for the balance.
6. Conference Attendance
- Women’s Council Spring Conference requires the President and President Elect.
 - Arizona Women’s Council Spring Conference requires the President and President Elect.
 - Arizona Women’s Council Fall Meeting requires the current Governing Board and the incoming Governing Board.
 - Women’s Council Fall Meeting requires the President, President-Elect and the incoming President-Elect.

B. Strategic Partners

1. The Local Governing Board will determine the Levels of Support and the benefits for each level.
2. Strategic Partner dues are due annually on January 1.
3. Strategic Partners will be prorated based on their level of support for the year. i.e. Strategic Partner joins in August, will only need to pay for 5 months.
4. Strategic Partners will have the option to pay their dues monthly with a signed agreement and payment structure.
5. Strategic Partners at the Platinum level will have a banner made once a full year has been paid in full.
6. Strategic Partner banners are the property of the Local Women’s Council Network, for use only at Women’s Council Network events.

C. Guest Policy

1. Guest Speakers are to receive a complimentary meal.
2. If requested, overnight accommodations will be approved by the Network President.

D. Savings Account

1. A savings account shall be opened and money shall be transferred from the checking account in an amount to be determined by the board.

E. Bond To Cover Treasury

1. A bond to cover the Treasury shall be in place and will cover up to four people including the following: President, President-Elect, 1st Vice President (Secretary), & Treasurer.

VI. PUBLICATIONS

A. Newsletter

1. Newsletters will be sent out with a calendar quarterly.

VII. AWARDS AND RECOGNITION

A. Member of the Year

1. The award shall be called "Women's Council of Realtors Sierra Vista/Cochise Network Member of the Year Award".
2. Eligible nominees must be a current member of the Women's Council of Realtors and have been a Realtor or Affiliate for a minimum of three consecutive years.
3. To avoid any possibilities of this award going automatically to a Current Local Network Officer, these individuals shall be ineligible to receive the award during or within one year after the term of office.
4. Nomination forms will be sent by October 1st to all Members. Reminder e-mails will be sent on or before the third Monday of October.
5. An award shall be given to a Recipient of a plaque at a cost not to exceed \$75.00 at the December Meeting.
6. The recipient of the local Member of the Year Award shall be chairman of the local Member of the Year Committee the year after receiving the award.

VIII. STANDING RULES

A. Amendments

1. Amendments or adoptions to the Standing Rules will be made at any regular **Governing Board meeting by a majority vote.**

B. Rescission

1. A Standing Rule can be rescinded by a two-thirds vote of the Governing Board without previous notice or by a majority vote after notice on a proceeding day.

C. Suspension

1. A Standing Rule can be suspended by a majority vote of the Net-work members present for the duration of a meeting.