



## **Standing Rules for Women's Council of REALTORS® Athens Network**

### **I. Meetings**

- A. Network Meetings**— Regular network meetings shall be held at least 4 times per year in accordance with the calendar accepted by the Governing Board during the annual retreat and the subsequent amendments to the calendar, if any.
- 1. Annual Election Meeting**— The annual election meeting shall be held prior to August 10th of the calendar year, or before the President-Elect attends Network 360, whichever occurs first. This meeting may be held either via Zoom or in person. Hybrid meetings are not permitted by the national organization.
  - 2. Installation Meeting**— The installation meeting shall be held after the State Installation on the day and time outlined in the calendar.
- B. Governing Board Meetings**— Governing Board meetings shall be based on each calendar year, schedule of governing board members, and location availability. The calendar accepted by the Governing Board during the annual retreat and the subsequent amendments to the calendar, if any. The meeting dates shall not conflict with the Athens Area Association of REALTORS® Board of Directors meetings.
- 1. Absences**— Any appointed member of the Governing Board with three absences shall be construed as having resigned from the Governing Board.
  - 2. Reinstatement**— Such a member whose seat was vacated in this manner may apply for reinstatement within 30 days. This must be a written letter of appeal and shall require a majority vote of the Governing Board. Should another absence occur after reinstatement, this member is automatically removed from the Governing Board.
- C. Annual Transition Meeting**— The last Governing Board meeting of the year shall be held prior to the NAR National Conference in November. All incoming officers should attend to observe the meeting, but may not

participate in deliberations or votes. Time may be allotted after official business to allow incoming officers to ask questions.

## **II. Elections**

**A. Consent to Serve**— Officer nominees shall sign a consent-to-serve form after reading the job descriptions.

### **B. Procedures**

#### **1. Rules of the Day**

- a)** Election of officers shall be via voice or written ballot if there are two or more nominees for an office. Each active and National Affiliate member may cast one vote.
- b)** Election shall be by majority vote. When there are more than two nominees for any office and there is no majority on the first ballot, the top two nominees will run off against each other, and all other nominees eliminated.
- c)** Voting by proxy shall not be permitted.
- d)** Elections must be held before August 10th of the calendar year, or before the President-Elect attends Network 360, whichever occurs first. of the calendar year.

## **III. Installation of Officers**

**A. Arrangements**— The incoming President, along with the President's committee, shall make arrangements for the installation of officers.

**B. Selection of Installing Officers**— The incoming President shall select the Installing Officer.

**C. Name badges of Incoming Officers**— The incoming President shall have the duty of obtaining the incoming Officer's name badges at the expense of the network in sufficient time for presentation at the Installation Ceremony. Officer badges may be ordered from the Women's Council of REALTORS® web store online at [www.wcr.org](http://www.wcr.org) or from a vendor of the incoming President's preference provided the cost is less than that of [www.wcr.org](http://www.wcr.org).

**D. Gift for Outgoing President**— The Awards and Recognition Committee Chairperson shall obtain at the expense of the network a gift to be presented to the outgoing President at the Installation Ceremony. The outgoing President's gift shall not exceed \$175.00. Any gifts given by the outgoing President to the Governing Board Members or Membership will be at the President's expense.

## IV. Duties

**A. Officers—** Network Officers shall abide by the Women’s Council of REALTORS® Bylaws, the network’s Standing Rules, the duties as outlined in the Athens Network Handbook as well as any additional duties for Officers and Committee Chairs as determined by the current network President.

### 1. President’s Responsibilities—

- a)** As soon as elected, the President shall schedule the Leadership Retreat after the State Leadership Orientation in October of the calendar year. During the Leadership Retreat, the President shall provide an Athens Network Handbook—either in print or an electronic format—to all board members that contains copies of the following:
- (1)** Duties and Responsibilities for each position
  - (2)** Bylaws and Standing Rules
  - (3)** Abbreviated Robert’s Rules of Order
  - (4)** Women’s Council of REALTORS® National State Calendar of Events
  - (5)** AAAR Calendar of Events
  - (6)** Strategic Partnership Levels and Descriptions for the previous year
- b)** Prior to the Leadership Retreat, the Incoming President shall meet with the Outgoing President to update usernames, passwords, and recovery phone numbers for the Google Workspace account, and all social media accounts. The accounts document in Google Drive should be updated accordingly.
- c) Officers report for duty on the Tuesday after the NAR conference in November.** The President shall ensure that the full slate of officers is reported to the Women’s Council of REALTORS® no later than the deadline provided by National during the State Leadership Orientation.
- The President shall:**
- (1)** Preside over-focused, productive meetings of the Governing Board and membership
  - (2)** Work with the Governing Board to develop, implement, and monitor the Network Business Plan
  - (3)** Assist the First VP in maintaining the microsite with updates to the event calendar and strategic partner's logos
  - (4)** Check the Women’s Council email at least once per week

- (5)** Encourage and inspire members to get involved, and recognize contributions
- (6)** Cultivate the development of future leaders for the Network
- (7)** Mentor, train, support and provide leadership opportunities for the President-elect to facilitate a smooth transition in leadership
- (8)** Builds and maintains relationships with the Local Association and related industry and community groups
- (9)** Work with the Governing Board to evaluate Network progress and performance on stated goals, ensuring, in particular, quality Network programs and services
- (10)** Support Event Director and Membership Director in delivering quality events and building and retaining a solid base of REALTOR® members
- (11)** Appoint a Project Team Leader, as needed to support the Event and EventDirectors, with ratification by the Governing Board
- (12)** Ensure compliance with all State and National reporting requirements. This shall include Network Certification documentation.
- (13)** Represents the local Network at State and National meetings

## **2. President-Elect's Responsibilities—**

- a)** President-Elect shall fulfill duties of the President as needed, and assist with running efficient and productive meetings.
- b)** Assist the Event Director in maintaining the [Events & Sponsors](#) spreadsheet
- c)** Cultivate and manage relationships with Strategic Partners, ensuring a high level of satisfaction and appropriate benefit levels and packages.
- d)** 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.
- e)** Supports accomplishment of Network Business Plan goals and priorities.
- f)** Encourage and inspire members to get involved, and recognize contributions.
- g)** Cultivate the development of future leaders for the Network.

- h) Attend the Women’s Council Network 360 Leadership Conference as part of preparing to take on the presidency.
- i) Attends National and State Women’s Council Meetings, depending on budget and personal finances.
- j) Works with the incoming President-elect to ensure a smooth transition in leadership

### **3. First Vice President Responsibilities—**

- a) Shall take minutes at all meetings. All minutes shall be verified by the President and signed by the First Vice President before they are disseminated according to network custom. The First Vice President or incoming President will also provide National with a copy of the incoming Officers for the following year after the annual election but no later than September 30th<sup>t</sup>.
- b) Check the Women’s Council email at least once per week and keep all files in Google Drive properly named and organized into their assigned folders.
- c) Maintain the microsite with updates to the event calendar and strategic partner's logos
- d) Maintain the [Past Governing Board & Project Team Leaders](#) spreadsheet
- e) Maintain Network bylaws and standing rules by bringing any recommended or required changes to the attention of the Governing Board.
- f) Oversees Credentials Project Team to ensure proper election protocols, and reports results of election to National Women’s Council before November 1st each year.
- g) Ensures accurate minutes are taken at each Governing Board meeting, collects all officer reports, and maintains all official records of the Network.
- h) Ensures accurate minutes are taken at Membership meetings when votes are taken for bylaws amendments and elections.
- i) Attends National and State Women’s Council Meetings, depending on budget and personal finances.
- j) Responsible for check-in at events
- k) Submit Network Certification document is submitted to the National no later than September 15th of the calendar year.

### **4. Treasurer’s Responsibilities—**

- a) All checks and online payments received by the network shall be deposited into the Billhighway account of the Athens network of Women’s Council of REALTORS® via the smart device app. All

monies (with the exception of the dues from National Members) collected by the network shall be turned over to the Treasurer within 10 days of receipt and shall be deposited by the Treasurer within 5 business days thereafter.

- b)** Verify total annual amounts to pay for Google Workspace & Simple Texting and ensure that the President's prepaid card is loaded for those amounts.
  - (1)** The President's card shall be saved as the backup payment method on the aforementioned sites. Any charges to the President's personal card for Google Workspace and/or Simple Texting shall be reimbursed.
  - (2)** Only the President, President-Elect, and Treasurer shall have cards assigned.
- c)** Maintains Network financial records, track transactions, and reports regularly on Network financial performance.
- d)** Handles receipts and disbursements, ensuring proper controls are in place.
- e)** Works with the Governing Board to develop a proposed annual budget and business plan.
- f)** Ensures that any reallocation of unused funds is voted upon and approved by the Governing Board.
- g)** Ensures Network state and federal taxes are filed annually, and provides full support for Network financial reviews.
- h)** Attends National and State Women's Council Meetings, depending on budget and personal finances.

#### **5. Event Director's Responsibilities—**

- a)** Plans four Network industry events.
- b)** Coordinates and implements marketing strategies for a high level of exposure for Network events within the industry.
- c)** Develops and manages systems to routinely scan the industry environment to identify business needs and issues.
- d)** Produces a minimum of two additional events focused on member networking and relationship building.
- e)** Works closely with the Event Chair and Event Project Teams as needed to accomplish tasks.
- f)** Update and maintain the Events & Sponsors spreadsheet
- g)** Monitors and evaluates the success of all programs and events and reports to the Governing Board.
- h)** Attends National and State Women's Council Meetings, depending on budget and personal finances.

## **6. Membership Director's Responsibilities—**

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

**B. Project Team Leaders—** All outgoing Project Team Leaders shall make a written report on the Team's accomplishments at year's end and pass on Project Team materials to the incoming Event Director. The incoming Event Director shall recommend to the incoming President possible members to serve on their Project Teams who that President may consider appointing.

**C. Project Teams—**Focus on particular functions, tasks, projects, and events (such as planning an industry or member networking event, putting on a membership drive, hosting a fundraiser, etc. Officers may make recommendations to the President to appoint Project Teams throughout the year. The required annual Project Teams, as well as their points of contact, are as follows:

- 1. Awards (President):** This team may be composed of general members.

2. **Candidate Review (President-Elect):** This team must be composed of at least 5 members, including a Past President, and the President-Elect as an ex officio (non-voting member).
3. **Credentials (First Vice President):** This team may be composed of general members.
4. **Events (Event Director):** This team may be composed of general members.
5. **Membership (Membership Director):** This team may be composed of general members.

Additional Project Teams may be submitted for inclusion on the agenda, introduced as a motion, and discussed during the Governing Board Meetings.

**D. Parliamentarian—** The First Vice-President shall serve as Parliamentarian at all meetings. If the First Vice-President is unable to attend, the President shall appoint a Parliamentarian for that meeting.

**E. Orientation—** All incoming Officers and Project Team Leaders are required to attend the Georgia State Women’s Council of REALTORS® Leadership Orientation held every October in Atlanta.

**F. Event Chair, and Recruitment and Retention Chair**

1. The Governing Board may approve an Event Chair or a Recruitment and Retention Chair to assist the Event Director or Membership Director with oversight of their functions and related Project Teams. These Chair positions can be REALTOR® members or National Affiliate members and are appointed by the incoming President and ratified by the Governing Board. Chairs do not serve on the Governing Board.

**V. Membership**

**A. New Members**

1. **Welcome—** The Membership Director, on behalf of the network President, shall send cards and/or post a ‘shout out’ on social media to welcome each new member. New members shall be welcomed, introduced individually, and presented with the Women’s Council of REALTORS® member pin at network meetings by the Membership Director.

**B. Guest Follow-Up**

1. Speakers are to receive a complimentary meal for their contribution to the network. The Governing Board shall approve by majority vote any funds over \$20.00 for a speaker’s gift.



2. Qualified prospective members may be brought to regular network meetings and pay at the designated member price one time before joining. For subsequent meetings, prospective members will pay as a non-members. The Treasurer or the member checking in attendees at the monthly meetings shall keep a list each year. This does not apply to a member's family or special guests provided they are not eligible for Women's Council of REALTORS® membership.
3. Only National Members and Local Affiliate Members shall be invited to membership socials.
4. Any event with invitees other than National members or Local Affiliate members shall be considered a membership drive.

**C. Memorials—** In the case of the death of a network member, an appropriate memorial not to exceed \$100.00 shall be selected. In the case of the death of a network member's spouse, parent, or child, an appropriate memorial not to exceed \$50.00 shall be given to members.

**D. Scholarships—** An amount for scholarship determined by the Governing Board will be budgeted annually to assist REALTOR® members in good standing towards a National Association of REALTORS® designation. All submissions must be in writing with receipts and a certificate of successful completion by October 31<sup>st</sup>. This is to obtain a new designation and not for maintenance credits. Scholarships are awarded as reimbursements ONLY.

## **VI. Travel**

**A.** Travel budgets shall be based on and limited to that year's network budget for all Officers' travel to State, Regional, and National Meetings and the President Elect's travel to the Network 360 Leadership Conference. Effective November 15th, 2022 each Officer shall be assigned a percentage of the annual travel budget as follows:

1. President - 30%
2. President-Elect - 30%
3. First Vice President - 10%
4. EventDirector - 10%
5. Membership Director - 10%
6. Treasurer - 10%

**B.** Any travel budget surplus resulting from officers not attending conferences shall be reallocated to other officers at the discretion of the board. Travel expenses covered are:

1. Early Bird Registration fees
2. Ticketed events

- 3.** Hotel and Lodging
  - 4.** Airfare and local transportation (e.g., taxi, rapid transit, bus, etc.)
    - a)** The following limitations shall be included.
      - (1)** Transportation to State, Regional, and National Meetings. Mileage shall be paid at the current federal rate mile for travel by car.
      - (2)** Airfare will be covered at the lowest fare available three weeks before departure to the destination city.
      - (3)** Rental cars are not reimbursed.
  - 5.** Lodging shall be covered at the rate of a standard room at the convention hotel.
    - a)** The following limitations shall be included
      - (1)** This shall apply only to nights required for attending Women’s Council of REALTORS® meetings.
      - (2)** This shall include the night prior for morning meetings and the night after for afternoon meetings. (Room sharing is encouraged).
  - 6.** Parking expenses in connection with attendance at state, regional, or national Women’s Council of REALTORS® events, including hotel and airport parking charges shall be reimbursed.
  - 7.** All personal expenses, including but not limited to airline baggage, laundry, dry cleaning, sundries, telephone calls, and fax charges not associated with Network business, and in-room movies are not reimbursable.
  - 8.** Meals shall be reimbursed on a \$40/day basis and can be used at the discretion of the attendee on the days of Women’s Council of REALTORS® meetings. (Example: if the stay is 3 days \$120 will be allowed for meals – supported by receipts). Alcohol is not included.
- C.** Receipts and reimbursement forms are required for all reimbursements. Reimbursement requests must be received no later than 30 days from the end of the event. All reimbursements should be submitted by November 30th of the year of travel. Any requests for reimbursement after this date may not be honored. Reimbursements shall only be given up to the amount budgeted for each Officer unless there is a surplus that may be reallocated. The Governing Board shall vote on any reallocation of the travel budget.
- D.** The Network’s Line Officers requesting reimbursement must meet the following attendance requirements
- 1.** The Network’s Line Officers must have attended at least 80 % 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.

2. All other members must attend at least 80 % of all WOMEN'S COUNCIL Meetings, Events, and/or Sessions during the event for which the reimbursement is being requested.

**E. Required Meetings for Officers and/or Governing Board Members—**

1. Georgia Association of REALTORS® Inaugural and Legislative Conference required 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.
  - a) Women's Council of REALTORS® Governing Board Meeting
2. Georgia Association of REALTORS® Annual Conference and Expo required meetings for the President, President-Elect, and Membership Director:
  - a) Women's Council of REALTORS® Governing Board Meeting
  - b) Women's Council of REALTORS® General Membership and Election Meeting
3. Realtors Legislative and Trade Expo required meetings for the President, President-Elect, and Membership Director:
  - a) Women's Council of REALTORS® Local Chapter Best Practices Session
  - b) Women's Council of REALTORS® Awards, Recognition, General Assembly, and Meet the Candidates
  - c) Women's Council of REALTORS® Regional Committee Meeting (Region 7)
  - d) Women's Council of REALTORS® Governing Board Meeting
4. National Conference and Expo required meetings for the President, President-Elect, and Membership Director:
  - a) Women's Council of REALTORS® Regional Committee Meeting (Region 7)
  - b) Women's Council of REALTORS® General Assembly
  - c) Women's Council of REALTORS® Annual Business and Election Meeting
  - d) Women's Council of REALTORS® Best Practices Session for Local Network Officers
  - e) Women's Council of REALTORS® Governing Board Meeting
5. Network 360 Leadership Conference is Mandatory for the President-Elect
  - a) All meetings geared toward the Local Network President Elect are required

**VII. Awards Banquet and Luncheons**

- A.** President, President-Elect, and the Membership Director shall be reimbursed—at the discretion of the board and based upon the annual budget—for tickets to the Women’s Council of REALTORS® Inaugural Banquet at the National Association of REALTORS® National Conference held in November every year and the Georgia Association of REALTORS® Awards Luncheon at the Georgia Association of REALTORS® Inaugural and Legislative Conference held in either January or February every year.
- B.** The President will be reimbursed up to \$100 for the Local Network Presidents’ Dinner with the Women’s Council of REALTORS® National President and for the Joint Network Luncheon with the Women’s Council of REALTORS® National President held in Atlanta in April every year.
- C.** The President, President-Elect, and Membership Director shall be reimbursed for the ticket to the Georgia Women’s Council of REALTORS® Officer Installation and Awards Dinner held in December every year.

***These standing rules were revised and adopted on November 11, 2024***