

Approved by Governing Board on March 20, 2024

- I. PURPOSE:** The Network mission statement: *We are a network of successful REALTORS®, advancing women as professionals and leaders in business, the industry, and the communities we serve.*
- II. MEMBERSHIP**
- A. REALTOR®**
- i. REALTOR® members must be members in good standing of an Association of REALTORS®. A minimum of twenty (20) REALTOR® members is required to maintain the Network.
  - ii. APPLICATIONS: All REALTOR® member applications are processed via wcr.org. All REALTOR® member dues are paid directly to the national organization.
  - iii. The Membership Director will be notified by the National office of new members and shall inform the rest of the Governing Board of the new member name and contact information.
  - iv. Induction of New Members shall be conducted by the Membership Director at the next General Meeting
  - v. The Membership Director shall be responsible for contacting all eligible guests who have attended Women's Council of REALTORS® Chattanooga Business Resource meetings for the purpose of inviting them to become Women's Council of REALTORS® Chattanooga members and advising them of the 'two-visit' limitation: A non-member may attend only two business resource (networking) meetings before being required to join Women's Council of REALTORS® Chattanooga to attend another meeting. Returning members are not considered non-members.
- B. STRATEGIC PARTNER**
- i. The range of sponsor benefits offered to Strategic Partners is to be determined by a vote with each new Governing Board. It should include admission to Network Events at "member rate."
  - ii. A non-member strategic partner may attend only one business resource (networking) meeting (preferably the October meeting) before being required to join Women's Council of REALTORS® Chattanooga as a Strategic Partner to attend another meeting.
- III. EVENTS**
- A. A full year calendar of all activities is to be prepared by each new Governing Board at the start of their term and shall include a minimum of four (4) industry events and two (2) networking event.
  - B. Each event shall have an event team to organize, prepare a budget, track expenditures and must file a report within 30 days of the completion of the event, optimally at the next governing board meeting.

#### IV. ELECTIONS

- A. OFFICER QUALIFICATIONS: Any member applying for an office shall *optimally* have the following qualifications:
- i. Member is a national Women’s Council member in good standing and has held resident (primary) membership in the Women’s Council of REALTORS® Chattanooga Network for at least one (1) year.
  - ii. Network members in good standing who are REALTORS®/REALTOR®-ASSOCIATE/Institute Affiliate members.
  - iii. Member has attended Network events and served on at least one (1) committee.
  - iv. Member has an interest in continuing education and has earned designations, attended local Association events, and/or has attended state or national Association events.
  - v. Member has a proven record of *advancing women as professionals and leaders in business, the industry, and the communities we serve.*
  - vi. Members agree to serve a 13-to-16-month term for training and transitioning between boards.
    - a. President-elect agrees to serve for two consecutive years, plus time needed for training and transition, and to move up to President as second year of their term.
    - b. Treasurer agrees to serve for additional months following their elected term for audit and training purposes.
  - vii. Members for all elective and appointed positions will submit a signed application and a consent to serve form.
  - viii. Members may apply for more than one position via the same application.
- B. ELECTED OFFICES: President, President-elect and Treasurer
- C. APPOINTED OFFICES: First Vice President, Membership Director, Event Director, Strategic Partner. Appointed by the President-elect with the out-going Governing Board approval.
- D. Officers may not serve more than two (2) consecutive terms in the same position.
- E. Unexpired terms, except the President-elect, may be filled by appointment from the President, with approval from the Governing Board
- F. CALL FOR APPLICATIONS – Election Process
- i. Elections shall be held in or before the month of September each year at a regular membership meeting. A quorum (20% of REALTOR® membership) must be present. No proxy votes are allowed. A majority vote is required.
  - ii. **Board Position Descriptions are found at Attachment 1**
  - iii. Beginning a minimum of 60 days before the yearly election, the Candidate Review Team solicits applicants for open board members. The team leader obtains the email/contact list from the current First Vice-President. The team sends an email to all current eligible members, with weekly follow-ups until 30 days prior to the election.
  - iv. Email notice shall include job descriptions, application, consent to serve, election date, installation date, term of office dates, due dates for forms, and contact information for the Candidate Review Team.
  - v. Applications and Consent to Serve forms are to be returned via email to the Candidate Review Team a minimum of 30 (thirty) days before the election day.
  - vi. The Candidate Review Team will confirm applicant eligibility. \*No name shall be placed in nomination without the consent of the nominee.

- vii. The Candidate Review Team will ensure Officer nominees sign a Consent to Serve form after reading the job description of the office for which they are nominated.
- viii. The Candidate Review Team may request interviews or follow-up questionnaires.
- ix. Twenty-five (25) days before the election, the Candidate Review Team shall provide the current President with names as a slate of candidates for the election.
- x. The President will send a Notice of Election minimum of ten (10) days before the election to the membership. The notice of election shall include the date, place, slate, and rules of election. The notice must include this information about running from the floor: *Members must submit an application and consent to serve form (attached to the Notice) to the Candidate Review Team no fewer than seven (7) days prior to election. Project Team Leader will confirm eligibility. A member cannot run from the floor if the application and consent to serve forms are not submitted within these guidelines.*

## V. CANDIDATE REVIEW TEAM

- A. The current Governing Board appoints a Candidate Review Team a *minimum* of 90 days before the election.
- B. The First Vice President oversees the Candidate Review Team to ensure proper election protocols and reports the results as required.
- C. This Team to be a minimum of three (3) and no more than five (5) members.
- D. Team consists of active REALTOR® members in good standing, must include one (1) past Network President, one (1) past Event Director, and may include one (1) National Affiliate member.
- E. The Team will select their team leader at their first meeting.
- F. Current President-Elect serves as a non-voting member.
- G. Other current governing board members are not eligible to serve on the Candidate Review Team.

## VI. GOVERNANCE

- A. The Governing Board consists of President, President-Elect, First Vice President, Treasurer, Membership Director, Events Director, Strategic Partner.
- B. The Board is required to meet at least quarterly, or four (4) times per year.
- C. A quorum is three (3) REALTOR® members, and must include the President or President-Elect.
- D. Attendance at Governing Board Meetings is required by all line officers and Project Team Leaders when their event is happening within 30 days.
- E. Any Governing Board member with two (2) or more unexcused absences will be construed as having resigned from the Governing Board.
- F. OFFICER DUTIES (Per National ByLaws: Section 4 and 5):
  - i. **Board Position Descriptions are found at Attachment 1**
  - ii. Orientation and training for new officers shall be in the month of October.
  - iii. Installation shall be in the month of November.
  - iv. The term of service for most officers shall be from November of the first year through the next installation of officers the following year.
  - v. The President shall be the chief officer of the Network and shall preside at the meetings of the Governing Board and Network. At all other times during the term of office, the

- President shall represent the Women’s Council and act in its name, subject to its policies.
- vi. President-Elect shall perform the duties of the President in the event of the President's disability or absence and perform such other duties as requested by the Governing Board.
  - vii. Treasurer shall maintain financial records of the network and report each month a written update on the finances of the network to the Governing Board
  - viii. First Vice President shall maintain the records of the network and perform such other duties as are customary to the office.
    - a. Immediately following the annual election meeting, the outgoing First Vice President shall report to the National Women’s Council the names and addresses of all Local Governing Board members as directed by the National office. A copy of this report shall be sent also to the State Liaison(s), the State Network President and the National Liaison.
  - ix. Membership Director shall verify monthly reports from the Women’s Council of the names of all members of this Network and their status.
  - x. Event Director shall oversee the development and delivery of the network’s events.
  - xi. Strategic Partner Director shall serve as the liaison with all current Strategic Partners.
- G. In the event that an Officer is deemed to be incapable of fulfilling the duties for which elected or appointed and declines to resign from office voluntarily, the Officer may be removed from office under the following procedure:
- i. To remove an elected officer, a special meeting of the membership may be convened as per the rules outlined herein. Provided a quorum is present at the meeting, a 3/4 vote of the membership shall be required to remove an elected officer from office.
  - ii. To remove an appointed officer, a special meeting of the Governing Board may be convened as per the rules outlined herein. Provided a quorum is present at the meeting, a majority vote shall be required to remove an appointed officer from office.
- H. PROJECT TEAMS: The Governing Board appoints and votes for a Project Team Leader to serve the entire board term or for individual events.
- i. Team Leaders do not have a vote in Governing Board deliberations.
  - ii. All project team meetings may be in person or virtual. Any member may serve. Teams disband at the conclusion of the project.
  - iii. Project Teams must be developed in these areas: AUDIT - appointed by current (outgoing) President within the month after elections; AWARDS - appointed by new President; BY LAWS AND STANDING RULES - by each new President for yearly review by current board; CANDIDATE REVIEW – for the purpose of elections.
  - i. Project Teams may be developed in these areas (list is not comprehensive) and should be assigned to one of the board members for reporting purposes: AMBASSADOR, ASSOCIATION LIAISON, COMMUNICATION, COMMUNITY OUTREACH, EDUCATION, FINANCE AND BUDGET, FUNDRAISING, INDUSTRY OUTREACH, MARKETING, NETWORKING EVENTS, RECRUITMENT AND RETENTION, STRATEGIC PARTNERS, TECHNOLOGY/WEBSITE MAINTENANCE, YEARBOOK/HISTORIAN.

## **VII. EXPENDITURES**

- A. **BUDGET:** Within the first month after the new board is sworn in, a budget shall be prepared by the Treasurer and approved by the Governing Board. Changes to the budget may be made by vote during the term of the Board.
- B. **MISCELLANEOUS EXPENDITURES:** All non-budgeted expenditures shall be approved by the Governing Board before money is spent and the Treasurer is an ex-officio member of project teams that collect or disburse funds.
- C. **FINANCIAL TRANSACTION PROTOCOLS**
  - i. Three (3) signatures shall be authorized on local bank checking and saving accounts.
  - ii. Only one (1) signature is required on checks.
  - iii. Signatures will be those of the President, President-Elect, or Treasurer.
  - iv. All monies collected by the Women's Council of REALTORS® Chattanooga shall be turned over to the Treasurer within three (3) working days of receipt and shall be deposited by the Treasurer within five (5) working days thereafter.
- D. **EXPENSE REIMBURSEMENT**
  - i. All expense reports should be given to the Treasurer with a correct cover form and signatures.
  - ii. Reimbursement requests should be presented to the Treasurer at the next governing board meeting following the expense.
  - iii. All disbursements not within budgeted amounts must be approved via vote by the governing board.
- E. **GIFTS**
  - i. The Women's Council of REALTORS® Chattanooga is not responsible for appreciation gifts to Governing Board, Task, or Project Team leaders; however, a gift shall be presented to the retiring President at the end of their term of office.
  - ii. The President-Elect is responsible for selecting and presenting the Presidential appreciation gift, for which the combined purchase price and price of wrapping shall not exceed \$75.
- F. **PRESIDENT'S PIN:** The retiring President shall purchase the incoming President's pin and have it ready to present at the installation of new officers. (Pins are ordered from the National Women's Council of REALTORS®)
- G. **CONDOLENCES:** In the event of an illness or death of a member, member's spouse, parent, or child, a card and note will be sent from the Women's Council of REALTORS® Chattanooga by the First Vice-President. Cards and postage are to be budgeted items.

## **VIII. CONVENTION AND CONFERENCE LEADERSHIP DEVELOPMENT EXPENSES**

- A. Officers will be funded for State and National meetings as the approved budget allows.
  - i. Travel expenses are limited to the budgeted amount not to exceed the amounts indicated below.
  - ii. Any unused monies can be carried forward and/or allocated for other Women's Council of REALTORS® State and National meetings within the same budget year.
- B. The Network will not duplicate funding reimbursements received from other organizations.
- C. Attendance at all Women's Council of REALTORS® meetings at each event are required for reimbursement.

- D. Officers traveling should use early bird registrations and book airfare in advance to avoid higher costs, staying at Women’s Council of REALTORS® hotels or another hotel with a less expensive rate in order to conserve Network funds.
- E. Expenses for hotel rooms are reimbursed based on double occupancy.
  - i. If you do not share occupancy, you will only be reimbursed for half the cost of the hotel room, except in the case of the Leadership Academy.
- F. *Alcohol purchases and tips are not reimbursable expenses.*
- G. Officers should be prepared to provide a report concerning the meetings attended at the next scheduled Governing Board meeting.
- H. PRESIDENT
  - i. President shall attend the Women’s Council of REALTORS® meetings at the Tennessee REALTORS® State Fall Convention, the Women’s Council of REALTORS® meetings at the TR Spring Conference, two (2) National Conventions - the National Midyear meeting in Washington, DC and the NAR convention.
  - ii. President shall receive monies as follows for registration fee, travel, hotel and meals:
    - 1. One (1) payment not to exceed \$1000 for the TR Spring Conference.
    - 2. One (1) payment not to exceed \$1500 for the TR State (Fall) Convention.
    - 3. Two (2) incremental payments not to exceed \$2000 each for the Mid-Year and National Conventions.
    - 4. If air travel is appropriate, up to an additional \$600 is allowed for airfare.
  - iii. In the event the President cannot attend the above listed meetings, the President-Elect may substitute for the President and receive monies allocated for that meeting. If the President or President-Elect cannot attend the meetings listed above, another Officer may attend and receive monies allocated for the President. Because it is important that the Women’s Council of REALTORS® Chattanooga has representation at these meetings, at the discretion of the Governing Board, a member in good standing may attend and receive monies allocated for the President if other officers cannot attend.
- I. PRESIDENT-ELECT
  - i. The President-Elect shall attend the Women’s Council of REALTORS® meetings at the TR Spring Conference; one (1) National Convention and/or the National Midyear meeting in Washington, DC; the 360 Leadership Academy; the State Leadership Orientation for Officers and Committee Team Leaders the year prior to serving as President; the Women’s Council of REALTORS® meetings at the TR State Fall Convention.
  - ii. The President-Elect shall receive monies as follows for registration fees, travel, hotels and meals:
    - 1. One (1) payment not to exceed \$1000 for the TR Spring Conference.
    - 2. Total payment not to exceed \$2000 for the National Convention and/or National Midyear in Washington, DC.
    - 3. One (1) payment not to exceed \$1500 for the Women’s Council of REALTORS® 360 Leadership Academy.
    - 4. One (1) payment not to exceed \$1500 for the TR State Convention.
    - 5. One (1) payment not to exceed \$250 per day for the Women’s Council of REALTORS® State Orientation meeting.



J. TREASURER

- i. The Treasurer shall attend the Women’s Council of REALTORS® meetings at the TR State Convention, the Women’s Council of REALTORS® meetings at the TR Spring Conference, and the State Orientation meeting.
- ii. The Treasurer shall receive monies as follows for registration fees, travel, hotels and meals:
  1. One (1) payment not to exceed \$1000 for the TR Spring Conference.
  2. One (1) payment not to exceed \$250 per day for the Women’s Council of REALTORS® State Orientation meeting.
  3. One (1) payment not to exceed \$1500 for the TR State (Fall) Convention.

K. FIRST VICE PRESIDENT

- i. The First Vice-President shall attend the Women’s Council of REALTORS® meetings at the TR State Convention, the Women’s Council of REALTORS® meetings at the TR Spring Conference, and the State Orientation meeting.
- ii. The First Vice-President shall receive monies as follows for registration fees, travel, hotels and meals:
  1. One (1) payment not to exceed \$1000 for the TR Spring Conference.
  2. One (1) payment not to exceed \$250 per day for the Women’s Council of REALTORS® State Orientation meeting.
  3. One (1) payment not to exceed \$1500 for the TR State (Fall) Convention.

L. MEMBERSHIP DIRECTOR

- i. The Membership Director shall attend the Women’s Council of REALTORS® meetings at the TR State Convention and the Women’s Council of REALTORS® meetings at the TR Spring Conference.
- ii. The Membership Director shall receive monies as follows for registration fees, travel, hotels and meals:
  1. One (1) payment not to exceed \$1000 for the TR Spring Conference.
  2. One (1) payment not to exceed \$250 per day for the Women’s Council of REALTORS® State Orientation meeting.
  3. One (1) payment not to exceed \$1500 for the TR State (Fall) Convention.

M. EVENT DIRECTOR

- i. The Event Director shall attend the Women’s Council of REALTORS® meetings at the TR State Convention and the Women’s Council of REALTORS® meetings at the TR Spring Conference.
- ii. The Event Director shall receive monies as follows for registration fees, travel, hotels and meals:
  1. One (1) payment not to exceed \$1000 for the TR Spring Conference.
  2. One (1) payment not to exceed \$250 per day for the Women’s Council of REALTORS® State Orientation meeting.
  3. One (1) payment not to exceed \$1500 for the TR State (Fall) Convention.

- N. STATE ORIENTATION: One (1) payment not to exceed \$700 will be allocated as dues paid to the State Network for the State Leadership Orientation for Officers. All Line Officers (or their Team Leaders) are expected to attend this training session.

- O. SCHOLARSHIP: \$4500 may be allocated for non-office holding REALTOR® members to attend a Women’s Council of REALTORS® Conference. The Board of Directors may allocate any portion of these funds to be divided among one (1) to five (5) members in good standing.

## **IX. AWARDS AND RECOGNITION**

- A. CHOOSING AWARD WINNERS: The award winners shall be chosen by the Awards Project Team (as appointed by the President) according to the state guidelines. Appropriate recognition shall be given at the Awards Ceremony.
- B. WOMEN’S COUNCIL OF REALTORS® CHATTANOOGA MEMBER OF THE YEAR
  - i. The Women’s Council of REALTORS® Chattanooga shall choose annually one (1) Women’s Council of REALTORS® Chattanooga Member of the Year.
  - ii. Nominees for this award must be a current member of the National Women’s Council of REALTORS® and should have been a REALTOR® or REALTOR-Associate® for a minimum of one (1) full year.
- C. WOMEN’S COUNCIL OF REALTORS® CHATTANOOGA STRATEGIC PARTNER OF THE YEAR
  - i. The Women’s Council of REALTORS® Chattanooga shall choose annually one (1) Strategic Partner of the Year.
  - ii. Nominees for this award must have been a Strategic Partner for a minimum of one (1) full year.

## **X. COMMUNICATION**

- A. The legal address for the Network is 2963 Amnicola Hwy, Chattanooga, TN 37406.
- B. The permanent mailing address for the Chattanooga Network is P O Box 22053, Chattanooga, TN 37422
  - i. The President and the Treasurer shall each have custody of a P O Box key
  - ii. The Treasurer shall collect the mail at a minimum of five (5) days before each board meeting.
- C. All Network records will be maintained on-line in the Women’s Council of Realtors, Chattanooga Google Drive
  - i. EMAIL: [womenscouncilchattanooga@gmail.com](mailto:womenscouncilchattanooga@gmail.com) (Once logged in - <https://drive.google.com/drive/my-drive>)
  - ii. The First Vice-President, the Treasurer, and the President shall each monitor the email, and alert others to pertinent information. Communication should be copied to email address for record-keeping.
- D. Ensure all REALTOR® and Strategic Partner members receive information regularly from the Network.
- E. All written communication sent by members of the board on behalf of the Network shall be approved by the President with notification to the board; to include but not limited to invitations, forms, and replies to any non-board member’s inquiry.
- F. The Membership Director maintains a current contact list for REALTOR® and National Affiliate members.
- G. The President-Elect maintains a current contact list for Strategic Partners with assistance from the Treasurer.



- H. The social media and EventBrite accounts for the Chattanooga Network shall be monitored by the Event Director and the Membership Director. Invitations to events shall be sent at least 45 (forty-five) days prior to events, with reminder notices.
- I. The First Vice-President maintains a shared list of documents, accounts, and passwords.
- J. The First Vice-President and the Treasurer maintain a file of information for the end of year audit. The President-elect and the Event Director maintain the current year planning calendar, which is also to be presented for audit.
- K. The Treasurer files the IRS and Tennessee tax forms in January following their term and upon completion of the audit. Treasurer terms overlap for training and tax reporting purposes.
- L. BRANDING
  - i. The official Women’s Council logo must be used on all media, communications to include social media as required for branding guidelines.
  - ii. The Network must use the website provided by National. Secondary social media must link to the website.
  - iii. Network events, outreach, communications, etc, must reflect that of a professional business organization.
  - iv. The Chattanooga Network shall adhere to a uniform appearance for printing and publicity.

(END)