

**Standing Rules for the
WOMEN'S COUNCIL OF REALTORS Foothills West**

I. Industry & Network Events:

1. Occurrence

- a. Industry & Network Events must be a minimum of six (6) within the year.
 - a.) One (1) Industry Event per quarter
- b. Notifications of the Industry & Network Events must be conveyed to members in writing no less than 30 days prior to the scheduled event by president's designee
- c. Industry and/or Network event can take place via Zoom or other online meeting service, or there can be a hybrid of both online and in-person meetings.

2. Guest policy

- a. Speaker(s) shall be eligible for one (1) complimentary meal
- b. **After a prospective member attends three (3) member industry & Network Events in a year's time, that prospective member will be approached and advised by Membership Director to join the Network.**
- c. Non-members shall pay an additional ten (\$15.00) dollars more than membership pricing, to attend the Women's Council of REALTORS" Industry & Network Events

3. Electronic devices

- a. During all meetings all electronic devices are to be silenced or turned off

4. Sponsors

- a. A business may sponsor an Industry & Network Events network meeting for the cost of \$250 each, which will entitle each sponsor to one (1) complimentary lunch, a five (5) minute presentation time and the opportunity to place marketing materials directly on the luncheon tables.
- b. No marketing materials other than those from the specific sponsoring affiliates for that meeting or materials of the network will be allowed on the luncheon tables.

5. Strategic partner

- a. See Attached (Strategic Partner Opportunities)**

6. Parliamentary procedures

- a. All network meetings shall be governed in accordance with the Robert's Rules of Order Newly Revised edition. This book will also be the guideline authority in all cases not provided clearly in the bylaws or the standing rules approved by the Board on 02/20/2023.

B. Reservation policy for ticketed events other than the Industry & Network Events

1. Financial obligations

- a. Reservations for all network meetings and events sponsored by the network shall be considered a financial obligation to be paid by the person making the reservation.

b. Billing

The treasurer shall bill reserved no-shows for network meetings or events and other events within five (5) days of the event. Payment is due within seven (7) days upon receipt of the invoice.

- c. "A reservation made is a reservation paid" specifically means that when a person makes a reservation but does not attend, they will be billed by the Treasurer for this meeting/luncheon.

- d. An actual "paid" reservation can be re-assigned to another attendee.

2. Cancellation deadlines

- a. A cancellation deadline shall be established for each ticketed function of the network and shall be announced in the notice of that event.

3. Fee policy

- a. Members attending a ticketed function shall be charged whether or not the meals and/or refreshments are consumed
- b. "No-shows" will be charged for the full amount of the ticketed event, unless notification of cancellation has been received by the announced cancellation deadline for that function

C. Governing board meetings

1. A minimum of six (6) governing board meetings must be held per year.

II. ELECTIONS

- A. The annual election meeting shall be held before August 31 and may be held in conjunction with a regular Industry &/or Network Events

- B. Officers consent to serve

1. Line officer nominees shall sign the Consent to Serve form after reading their job description
2. The term of incoming officers shall be for one calendar year, beginning January 1st through December 31st of the same year.
3. Per Network Operating Model, line officers and chairpersons may serve no more than two (2) consecutive terms in the same official capacity.
4. Elections will be held for the positions of President-Elect and Treasurer.

- C. Procedures

1. Rules of the day
 - a. Elections shall be conducted in accordance with the ratified "Rules of the Day" and shall be approved by membership prior to the vote.
2. Eligible voters and counters
 - a. Eligible voters are active REALTOR" and national affiliate members whose dues have been paid and are in good standing.
 - b. A minimum of three (3) ballot counters shall be appointed by the president to attend to the voting ballots during the election process if a paper vote is needed for two (2) or more candidates running for the same office

III. INSTALLATION OF OFFICERS

- A. Installation ceremony and meeting dates and locations shall be determined by the incoming president. Installation must be completed no later than January 31st of the year elections are held.
- B. The incoming president and appointed project team for this events hall make arrangements for the installation of the new officers, including choosing the installation officer and mistress or master of ceremonies.
- C. Incoming President's pin
 - 1. Pins can be ordered from the Women's Council of REALTORS*web store on line at www.wcr.org; by calling Real Estate Business Services at (888) 750-3343; purchased at a Women's Council of REALTORS" national meetings, or through a local reliable source.

Logo used must be in compliance with National Women's Council of REALTORS•.
- D. Outgoing President's presentation
 - 1. The incoming president shall obtain, at the expense of the network, a gift, not to exceed one hundred and fifty dollars (\$150.00), to be presented to the outgoing president at the installation ceremony. Board to select gift choice.
- E. Finance
 - 1. As finances permit, sponsors or individual contributions are acceptable. The budget should be sufficient to include the expenses of invited guest dignitaries such as the board president, executive officers, etc.

IV. DUTIES GOVERNING BOARD

- A. Network officers shall abide by the Network Bylaws, the Network Standing Rules, and the duties as outlined in the current Network operating model
 - 1. President

The President provides leadership and direction for the Network, keeping his/her team focused on the mission of the Council and the Network business plan. He/she also 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.

 - a. When the president takes office, he or she shall furnish each officer and committee chairman copies of duties outlined in the Network Operating Model as they apply to each office and committee, along with a copy of the Network Bylaws and Standing Rules
 - b. Upon completion of elections, the president shall organize the year as outlined in "How to Organize Your Year as President" in the Network Operating Model.

2. President-elect

The 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

- a. The president-elect shall perform the duties of the president if the president is absent or unable to serve

3. Treasurer

The Treasurer ensures strategies and systems are in place to support the financial health and integrity of the network. Also, ensures proper reporting and network compliance with all state and federal laws and regulations impacting not-for-profit organizations.

- a. All monies received by the network shall be deposited into the account of the Women's Council of REALTORS" Foothills West Network in a financial institution selected by the governing board.
- b. Two (2) signatures shall be required on a bank signature card for signing checks. Any check \$500 or more will require both signatures.
- c. Current month's bank statement and credit card statement to be uploaded to Network cloud (ie: Dropbox) within 48 hours of receipt.
- d. All monies collected by the network, including dues from national members, shall be received by the treasurer within five (5) working days of receipt and shall be deposited by the treasurer within three (3) days thereafter.
- e. Treasurer will be responsible for all funds transfers, and reconciliation.4.Membership Director The 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 and is responsible for New Member Orientation. This position is appointed by the incoming President.

4. Events Director

The Events Director ensures the development and delivery of timely, relevant, and business-oriented Network educational and networking events that attract a high level of participation from members and the industry at large. This position is appointed by the incoming President.

5. First Vice-President
 - a. This position is appointed by the incoming president
 - b. The secretary shall take minutes at all governing board meetings (refer to Network Operating Model), including action items and motions.

- B. The officers are President, President-elect, Treasurer, and Secretary. The Governing Board consists of the Membership Director, and the Program Director, all of whom are voting members. A quorum would be three (3) and must include either the President or President-Elect.
- C. Project Team Leader
 1. All outgoing Project Team Leader shall, by November 15th, provide to the president a written report detailing the Project Team's accomplishments, and pass on the materials to the incoming Project Team Leader.2.The incoming Project Team Leader shall recommend to the incoming president possible and eligible members to serve on their Project Team Leader.
- D. Parliamentarian
 1. A parliamentarian and an alternate parliamentarian shall be appointed by the president and they shall attend all governing board meetings.
- E. Strategic planning
 1. The incoming president shall plan a strategic planning session to be held after state Fall meetings at a time and place that network budget constraints will allow. The session shall be completed by December 31st of the current year.
 2. At a minimum, attendees shall include incoming line officers and Project Team Leader.

V. MEMBERSHIP

- A. New members
 1. Processing national applications
 - a. New member applications for national membership and dues checks shall be collected by the vice president of membership/membership chair. Applications and checks collected by the vice president of membership/membership chair shall be forwarded immediately to the National Women's Council of REALTORS•office. A photocopy of the new member's check and a copy of the membership application shall be retained for record-keeping purposes.
 - b. New member applications for national affiliate membership and dues checks shall be collected by the vice president of membership/membership chair who shall forward them immediately to the National Women's Council of REALTORS".
 - c. If a new member pays via credit card on the National Women's Council of REALTORS website, the Membership Director to obtain a copy of the New Members' records.

B. Guest Follow-up

1. The Project Team Leader delegates shall collect business cards at each Industry &/or Network Events and give to the membership chair for follow-up. Follow-up can be by email, phone call, or note.

C. New Member Orientation

1. There shall be a minimum of one (1) per quarter.
 - a. New member orientations must have agendas showing that they covered the Women's Council of Realtors Mission Statement, Vision and Long-Term Goals, the value of getting involved in Women's Council of REALTORS and the member benefits.

VI. FINANCIAL MATTERS

A. Financial Audit

- a. The Treasurer's books shall be audited quarterly by an audit committee within five (5) days from the end of the quarter.
- b. The final budget report shall be in writing by the audit committee and received by the Treasurer, President, Audit Chair and Treasurer to review prior to presentation of Treasurer's report to Governing Board for approval.
- c. The network shall be fully operating and utilizing "Bill Highway" as the platform for all financial operations.
- d. The network at the end of each year (12/31) leave a minimum of \$1000 in their account for the incoming new year.

B. Reimbursements

- a. Expenses
 - i. Expense receipts must be presented to the treasurer within fifteen (15) days of the event for which the expense incurred. Expenses turned in after fifteen (15) days to be approved by the governing board at the next scheduled governing board meeting. No reimbursements will be paid until trip has been completed, except air travel, that is booked twenty-one (21) days prior to trip. Network credit card not to be used for national meetings and/or events or state meeting without prior governing board approval. The registration fee for attending board members can be paid prior to the meetings with the board's approval.
- b. State and National Meetings
 - i. If not budgeted, Governing board members have priority in receiving reimbursement in the following order: President, President-elect, Membership Director, Program Director, Treasurer, and Secretary.
 - ii. If more than one member is attending, double occupancy for the hotel room is required. If a member wishes to have a private room, only one-half reimbursement will be paid. If a member chooses to extend for CAR meeting, or

travel earlier for PMN classes or any other reason, the room rate is their full responsibility.

- c. Reimbursement for such meeting will include: registration, transportation, lodging and special events as itemized below:

i. State Meetings

1. The current year's President, President-Elect, and Membership Director are the traveling members for the Winter, Spring and Fall State Meetings. IF any of these positions cannot travel, the next position in line to travel would be the Event Director, Treasurer, and then the Secretary
2. If the Event Director, Treasurer, Secretary choose to travel to the State Meetings at their own expense, the Network will reimburse for the registration fee.
3. Registration — to be paid by Network credit card prior to the meetings, and before the date that the late fee applies
4. Air Transportation— 100% of air fare will be reimbursed provided tickets are purchased at least twenty-one (21) days in advance. Reimbursement can be received prior to the date in advance. If tickets are not purchased within twenty-one (21) days in advance the reimbursement will be subject to governing board decision.
5. Lodging — reimbursed 100% (Note: double occupancy" required above). All personal incidentals to be paid by traveling member.
6. Deviation from any of these expenses must be paid out of member pocket.
7. Cost of parking, shuttle transfer to be reimbursed on expense report after trip.
8. Mileage to be reimbursed at Current Standard Mileage rate for members that carpool to local State meetings.

ii. National Meetings

1. The current year's President, President-Elect, and Membership Director are the traveling members for the Winter, Spring and Fall State Meetings. IF any of these positions cannot travel, the next position in line to travel would be the Event Director, Treasurer, and then the Secretary.
2. If the Event Director, Treasurer, Secretary choose to travel to the State Meetings at their own expense, the Network will reimburse them for the registration fee.
3. Registration — to be paid by Network credit card prior to the meetings, and before the date that the late fee applies.
4. Air Transportation— 100% of air fare will be reimbursed provided tickets are purchased at least twenty-one (21) days in advance. Reimbursement can be received prior to the date in advance. If

tickets are not purchased within twenty-one (21) days in advance the reimbursement will be subject to governing board decision.

5. Lodging — reimbursed 100% (Note: double occupancy” required above). All personal incidentals to be paid by traveling member.
 6. Deviation from any of these expenses must be paid out of member pocket.
 7. Cost of parking, shuttle transfer to be reimbursed on expense report after trip.
 8. Mileage to be reimbursed at Current Standard Mileage rate for members that carpool to local State meetings.
- d. When a member of the network is elected to a State or National Women’s Council of Realtors Office, expenses over and above those reimbursed by either state or national may be submitted to the local network for reimbursement, and approved by the Governing Board, if the budget allows, with 30 days prior approval by the governing board.
- e. Exceptions to any of the above must be approved by the governing board.

VII. Awards

Recipients of the Network’s “Member of the Year” and “Entrepreneur of the Year” awards are **required to** be a National REALTOR member to qualify. “Affiliate of the Year” can be a National of a Strategic Partner to qualify for the award.