



WOMEN'S COUNCIL OF REALTORS@TUCSON

STANDING RULES

ARTICLE I – MEETINGS

Section 1: (A) Network Meetings: Regular Network Meetings shall be held on the second Thursday of the month, except December, unless otherwise notified, as needed in accordance with state requirements. The month of July shall also be considered a non-meeting month at the discretion of the President. The American Flag shall be prominent as necessary when appropriate.

Section 2: (A) Governing Board Meetings: Governing Board Meetings shall be held on the first Thursday of every month unless otherwise notified. The month of July shall be considered a non-meeting month at the discretion of the President.

(B) Absences: Any elected or appointed member of the Governing Board with three (3) excused or unexcused absences shall be construed as resigned from the Governing Board.

(C) Reinstatement: A member who was removed from the Governing Board per Article 1 Section 2B may be reinstated if the position is still vacant, with the approval of the Governing Board.

ARTICLE II – ELECTIONS

Section 1: (A) Tellers: A minimum of three (3) tellers shall be appointed by the President. Nominating committee members shall not serve as tellers.

Section 2: (A) Votes: Vote counts for elections shall not be given verbally; however, exact counts will be retained by the local Network for thirty (30) days following the date of the election for review upon request by any local Network member.

ARTICLE III – INSTALLATION OF OFFICERS

Section 1: (A) Arrangements: The incoming President shall select a committee and chair for that committee to make the arrangements for the installation of incoming officers. It is the responsibility of the incoming President to secure funding for the Board Installation.

(B) Selection of the Installing Offices and Mistress / Master of Ceremonies: The incoming President shall select the Installing Officer and Mistress / Master of Ceremonies.



(C) Pin for Incoming President: The outgoing President shall have the duty of obtaining the incoming President's pin at the expense of the Network in sufficient time for presentation at the Installation Ceremony.

(D) Plaque/Gift for Outgoing President: The incoming President shall obtain, at the expense of the Network, a plaque or a gift to be presented to the outgoing President at the Installation Ceremony. Plaques/Gifts for other outgoing officers shall be obtained by the outgoing President at the Network's expense.

ARTICLE IV – MEMBERSHIP

Section 1: (A) New Members: The New Member shall join by going to WCR.org to complete the New Member Application.

(B) Welcome: The Membership Committee shall establish a procedure to help new members feel welcome and to introduce the new members at Network meetings.

(C) New Member Induction: An Induction Ceremony for new members shall be conducted by the Director of Membership during Member Orientation. New Members will be announced at the regular meeting. Such ceremonies may cover several months and shall be arranged as they fit into the regular program.

(D) Upon induction, a new member shall be provided the following at the Network's Expense: REALTORS® to receive the National WOMEN'S COUNCIL OF REALTORS® pin; National Affiliates to receive a National WOMEN'S COUNCIL OF REALTORS® PIN; and Strategic Partners to receive a Certificate of Membership.

(E) New Member Orientation: New member orientation shall be held for all new inductees at least once a quarter.

Section 2: (A) Guest Follow-up: The Director of Membership shall establish a follow-up membership recruitment procedure for guest attendees at Network meetings.

ARTICLE V – BUDGET/FINANCE

Section 1: (A) Budget: It shall be the responsibility of the Budget and Finance Committee to work with Treasurer and immediate Past President to prepare and subsequently submit to the Governing Board, for their approval, a proposed and balanced budget for the coming year at the first meeting of the Governing Board in January.



Section 2: (A) Fundraising/Ways and Means: The Network shall assume the responsibility of conducting fundraising programs, as needed, to enable the Network Officers to attend National, Regional and State WOMEN'S COUNCIL of REALTORS® meetings.

(B) To Protect WOMEN'S COUNCIL OF REALTORS® Tucson's tax-exempt status as a NOT FOR PROFIT 501(c)6 – information in the LEADERSHIP POLICY AND PROCEDURE MANUAL shall be followed.

(C) The Network shall keep a separate accounting of all proceeds received from fundraising projects.

(D) Fundraising proceeds shall not be designated for individual projects, but allocated to those projects that require funding, as approved by the Governing Board.

(E) No Ways and Means project shall be undertaken which would create a deficit obligation for the Network with Governing Board approval.

(F) Any additional expenses not included in the budget but deemed necessary in order to conduct the fundraising projects shall be approved by the Governing Board before such expenses are incurred.

Section 3: (A) Operating Accounts and Deposits: All money received by the Network shall be deposited in the account of the Tucson Network of WOMEN'S COUNCIL OF REALTORS® Tucson in a financial institution selected by the Governing Board. Sums placed in checking, savings, money market or reserve accounts shall be deposited in a financial institution where deposits are insured by the Federal Government. The signature of the President and the Treasurer shall be required on the signatory card. Only one signature that of the President or the Treasurer shall be required on all checks.

Section 4: (A) Dues: Dues shall be non-refundable.

Section 5: (A) Reimbursed Expenses / Documentation: No authorized expenses will be reimbursed without written documentation provided to the Treasurer. Authorized expenses shall be defined as those which appear in the approved annual budget. A WOMEN'S COUNCIL OF REALTORS® Tucson secured credit card shall be obtained and used for authorized travel. Officers shall also be reimbursed up to \$100 daily for meals and incidentals excluding alcohol. Receipts MUST be included in the expense report. If a meal is included in the event ticket price, additional meals will not be reimbursed; for example, if breakfast is provided, you will



not be reimbursed for the purchase of an additional breakfast unless dietary restrictions apply. In the event that any Officer is not able to attend a meeting for which the Network paid in advance for or reimbursed in advance, the Officer will reimburse the Network within 30 days. Should the Officer require any change in which a “Change Fee” or like term is required, the Officer will be required to pay the Fee.

(B) Travel – President: Budgeted travel expenses and registration fees for the Local Network President shall be established in the annual budget for attendance to the National, Regional and State WOMEN’S COUNCIL OF REALTORS® meetings unless funding is received from another funding source. Reimbursed items will include coach airfare or ground transportation (at the rate per mile as set by the IRS), early bird meeting event registration, lodging, meals and tickets for WOMEN’S COUNCIL OF REALTORS® functions that the Network President is expected to attend. Documentation of expenses must be submitted within thirty (30) days after the expense was incurred to be reimbursed.

(C) President-Elect: The Local Network President-Elect shall be reimbursed in the same manner as described in ARTICLE V– Section 5 (B) Tucson, Standing Rules herein for budgeted travel expenses for attendance to National, Regional and State WOMEN’S COUNCIL OF REALTORS® meetings, unless funding is received from another funding source.

(D) First Vice President and Treasurer – ARTICLE V - Section 5 (B) Tucson, Standing Rules herein for budgeted travel expenses for attendance to National, Regional and State WOMEN’S COUNCIL OF REALTORS® meetings, as the Network Budget permits unless funding is received from another funding source.

Section 6: (A) Guest Policy – Speaker: All **event/program** guest speakers shall receive a complimentary Network meal and travel expenses and/or special recognition for their contribution to the Network. (Those that are donating time and expense to speak).

B) Non-Members: Members may bring a guest to Regular Network meetings. Eligible prospects for WOMEN’S COUNCIL OF REALTORS® Tucson membership may attend no more than two times as a guest in any calendar year. The member shall keep track of the number of times their guests attend an event in a calendar year.

Section 7: (A) Reservation Obligations – Financial Obligations: Reservations for all Network meetings and events sponsored by the Network shall be a financial obligation of the person making the reservation.



(B) All events are non-refundable unless approved by the President on a case-by-case basis.

(C) Fee Policy: Members attending a ticketed function shall be charged the full ticket price whether they eat or not.

(D) No Reservation: If members/guests wish to attend a ticketed function without a reservation, they shall be accommodated on an available space basis only.

Section 8: (A) Network Courtesy Policy – Memorials: In the case of the death of a Network member, an appropriate memorial not to exceed \$200.00 shall be selected. Within thirty (30) days of a Network member's death, the Local Network President shall notify the State Network President. In the case of the death of a Network member's spouse, partner, parent, or child, an appropriate memorial not to exceed \$125.00 shall be selected.

(B) Get Well Remembrances: The President shall delegate the responsibility for sending a card and flowers or card and gift to a member who is ill or hospitalized, not to exceed \$150.00, shall be selected.

(C) Special occasions such as adoption, birth, significant birthday, and any other occasion subject to President approval not to exceed \$100.00.

(D) Unbudgeted Courtesy Expenditures: The Governing Board shall approve any unbudgeted courtesy expenses.

Section 9: (A) Audit: The books shall be audited by the Audit Committee quarterly and at the end of the fiscal year and the Audit report shall be presented by the Treasurer and reported to the State Treasurer as required by the State Standing Rules.

Section 10: (A) Non-Sufficient Fund checks – all checks returned for (NSF) shall be charged the actual bank charges that were charged to the Network.

ARTICLE VI - V.I.P. POLICIES

Section 1: (A) Complimentary Membership: The President and the CEO of the Tucson Association of REALTORS® shall be invited to become a member of the Local Network at the expense of the Network.

Section 2: (A) State or National WOMEN'S COUNCIL OF REALTORS® Office: When a



member of the Network is elected to State or National WOMEN'S COUNCIL OF REALTOR® Office, any expenses allocated by the Network shall be included in the Network Budget.

(B) The State Liaison, the State Network President and the District Vice President shall be guests of the local Network at its invitation. If a meal is provided, the local Network shall bear the cost.

ARTICLE VII- AWARDS AND RECOGNITION

Section 1: (A) Member of the Year, Affiliate and/or Strategic Partner of the Year and Legacy Award recipients – Nominees: The Member of the Year recipient must be a REALTOR® member of the local Network and in Good Standing. The Affiliate of the Year recipient must be a member of the local Network for at least one (1) year.

(B) Committee: The committee that chooses the Member of the Year, the Affiliate of the Year, and the Legacy Award recipients shall consist of one of the most recent recipients of the Member of the Year award who is able and available to serve, and the most recent recipient of the Affiliate of the Year award, who is able to serve. If these individuals are not available, the Committee chair will contact the Governing Board.

(C) The Legacy Award is awarded to a member who has been a consistent leader in the Network for a minimum of 10 years. The recipient can be a REALTOR® member or Affiliate that is currently active within the Network. This award is not to be considered an annual award. The committee will receive nominations from the committee chair, Governing Board, and general membership. Nominees will complete the application prior to consideration by the committee. The Committee Chair shall be the most recent recipient of the Member of the Year award who is able to serve. A plaque or gift for the recipients shall be presented by the Chair at the Installation of Officers.

(D) Honorary Member: Any member who has been a continuous member in WOMEN'S COUNCIL OF REALTORS® at a Local, State and National level for a minimum of twenty-five (25) years and has held a leadership position (Local, State or National officer or chaired a national committee) is eligible to become an Honorary member of the WOMEN'S COUNCIL



OF REALTORS Tucson.

(E) The Nominating Committee will be responsible for determining who is eligible for Honorary Membership and verify that all qualifications have been met prior to the Award Presentation at the Annual Elections Meeting each year.

ARTICLE VIII– SCHOLARSHIPS

Section 1: (A) Scholarship recipients must have been members of the local Network for a minimum of six (6) months to qualify, and the member is encouraged to participate in at least one Local Network committee. Refer to the Tucson Network Scholarship guidelines.

Section 2: (A) Education Scholarships: Scholarships amounting to the cost of the educational offering, other than Performance Management Network, not to exceed \$150.00 per calendar year shall be awarded to each recipient. Verification of attendance must be provided and request for reimbursement must be submitted within thirty (30) days of attending the event.

(B) Performance Management Network: Scholarships amounting to the cost of the educational offering shall not exceed \$150.00 per calendar year per recipient. Verification of attendance must be provided and request for reimbursement must be submitted within thirty (30) days of attending the event.

(C) The scholarships may be used for any real estate industry educational offering in the area that enhances the productivity and professionalism of the member. This requirement can include classes towards NAR designations, technology, and self-improvement. Any CE classes required for agent/broker license renewal will NOT be eligible unless class credit is used towards the NAR designation.

(D) Applications must be sent to the WOMEN’S COUNCIL OF REALTORS® Tucson Network Scholarship Chairperson, or if not appointed, to the President-Elect for approval by the Scholarship Committee or as an alternate, the Governing Board.

(E) The amount of funds available for scholarships to be awarded shall be established in the annual budget and distributed per the above-stated requirements until allocation has been totally disbursed.

Section 3: (A) Leadership Scholarships: Scholarships not to exceed \$150.00 per recipient per year to be applied to registration and events. Attendance verification must be provided, and a request for reimbursement must be submitted within thirty (30) days of attending the event.



(B) The scholarships may be used for attendance to a National, State, or Regional WOMEN'S COUNCIL OF REALTORS® meeting.

(C) Applications must be sent to the WOMEN'S COUNCIL OF REALTORS® Tucson Network Scholarship Chairperson, or if not appointed, to the President-Elect for approval by the Scholarship Committee or as an alternate, the Governing Board.

(D) The amount of funds available for scholarships to be awarded shall be established in the annual budget and distributed in accordance with the items above until the allocation has been totally disbursed.

ARTICLE IX CONTRACTS / ENCUMBRANCES

Section 1: (A) The President shall be the only individual authorized to enter into contract agreements that incur financial or other liabilities to the Network. When outside facilities are required for use by any committee, approval shall be obtained from the President.

ARTICLE X VOTING BY MAIL, FAX OR ELECTRONIC MEANS

Section 1: (A) Voting by mail, fax, or other electronic means shall be permitted by the committees, the Network Officers, the Governing Board and the Network as a whole, except those instances in conflict with the Bylaws and those as follows: Elections, Bylaws Amendments, Standing Rules suspension or Amendment and the final approval of annual budgets.

ARTICLE XI PROCEDURE FOR CHANGING STANDING RULES

Section 1: (A) Suspension: A Standing Rule can be temporarily suspended for the duration of a particular meeting by a majority vote.

Section 2: (A) Amendments: Without previous notice, a Standing Rule may be amended at any governing board meeting by two-thirds (2/3) vote of the members present. Amendments may be made by a majority vote when a minimum of three (3) days prior notice is given.

Section 3: (A) Responsibility: The Network President and the Secretary shall be responsible for each having a copy of the Standing Rules available at all meetings. Revised 3/5/91 – 10/1/93 – 2/17/94 – 11/6/95 – 12/1/97 – 11/1/00 -9/1/00 – 2/11/01 – 6/17/01 – 3/13/02 – 6/24/02 – 7/31/02 – 7/11/06 – 10/2/07 – 01/03/08 – 9/15/13 – 11/8/18-2/10/22-03/02/23-09/07/2023-02/01/2024-03/07/2024