**WOMEN’S COUNCIL OF REALTOR’S®**

**Maryland Network – Standing Rules (Revised 2023)**

**1.MEETINGS**

1. General Protocol for Meetings as established by the National Bylaws for all Networks.
2. Notice shall be given by email to every Women’s Council of REALTORS® of MD (Bylaws, Section A1 – B2) Network member at least (30) days preceding all regular meetings. It will also be posted on the State Network Microsite.
3. The 1st Vice President must verify that a quorum of 30% of REALTOR® members has constituted a quorum.
4. The American Flag and the State Network banner shall be prominently displayed at every meeting and the pledge will be led by a member.
5. An Inspiration will be given by a member or a guest.
6. All visiting Women’s Council officers will be introduced to the membership.
7. Only elected officers or their proxy will be allowed to speak at the meetings.
8. Annual Election Meeting
9. The Annual Meeting will be held in August of each year.
10. Notice must be given within 90 days of the meeting to every State Network member.
11. Follow Nominating Committee Composition and Process in the State Network Operating Model and ByLaws).
12. The election may be held in conjunction with a regular Network meeting or event.
13. Candidate applications will be vetted by the nominating committee to ensure that the National requirements are met.
14. Candidates must be a member in good standing for two years and have served in a capacity of at least one year as a Local President to serve on the state board.
15. Installation Meeting
16. The installation meeting shall be held in October of each year.
17. The installation may be held in conjunction with a regular Network meeting.
18. Governing Board Meetings
19. Notice shall be given by the 1st Vice President in an email to every member within (30) days.
20. The date will also be posted on the State Network Calendar, at least (30) days preceding.
21. Local Network Presidents shall represent their local Network as a voting member at Governing Board Meetings. The Local Network President shall be the current President as defined by the individual Network’s Bylaws.
22. If the Local Network President is unable to attend, the President Elect will attend as President’s proxy.
23. A Fall Leadership Summit as outlined in the Operating Standards and Procedures will be held yearly in the fall to include all local Governing Board members. – Each officer on the Executive Board will attend and participate.
24. Local Networks are required to have a Past President’s Advisory Committee with a minimum of two past local presidents on the committee.

**11**. **ELECTIONS**

Officers Consent to Serve – Officer Nominees shall sign the Consent to Serve form 15 days prior to elections after reading and agreeing to the job description. Completed, signed, and dated forms shall be placed in the permanent Google drive storage by year.

**111. INSTALLATION OF OFFICERS**

a. Installation – The Installation of the State Network President and its officers may be held at the State installation event along with the Local Network Officers .

b. Arrangements – The incoming President shall make arrangements for the installation of officers and shall select the Master/Mistress of Ceremonies and or a guest speaker.

c. Pin for the incoming President – The outgoing President shall have the duty of obtaining the incoming officers name badges at the expense of the Network, and in sufficient time for presentation at the Installation Ceremony.

d. Plaque/Gift for Outgoing President – The incoming President may obtain, at the expense of the Network, a plaque or a gift to be presented to the outgoing President at the Installation Ceremony. The outgoing President, at the expense of the Network, may obtain plaques or a gift for other outgoing officers.

e. Finances – The budget for the installation Ceremony shall be sufficient to include the expenses of up to one (1) invited guest or dignitary at the discretion of the incoming President and planning committee. The incoming President and the planning committee may secure Strategic Partners to pay additional costs for additional beverages, entertainment or décor.

**1V. DUTIES**

* 1. Officers-Network Officers shall abide by the Women’s Council of REALTORS® Bylaws, the Network Standing Rules and the duties as outlined in the State Network Operating Model.
	2. President’s responsibilities
		1. President can serve no more than two (2) consecutive terms.
		2. Upon taking office, the President shall furnish each officer and Committee Chair a copy of the duties outlined in the State Network Job Descriptions, a copy of the Bylaws, Standing Rules, and State Network Operating Model.
	3. Officers of the Executive Board – will follow their duties and obligations as stated in the State Network Leader Job Descriptions.
	4. President Elect
		1. Is responsible for planning and directing a line officer retreat for the current year after attending the Leadership 360.
		2. Secure Strategic Partners
		3. As needed to support the President, and in his/her absence to perform duties by proxy.
	5. 1st Vice President
1. Will be responsible for the taking of minutes at all State Executive and Governing Board meetings. Said minutes shall be entered into the Google drive within 2 days subsequent to the meeting and posted to the State website after approval by the State President.
2. Is responsible for monitoring the content of, and posting on, the Maryland State website i.e., Strategic Partner logos, events and the calendar.
3. Shall report electronically to the Women’s Council of REALTORS® of the following years’ line officers no later than October 15th.
4. Will give notice of elections to the membership within the required time frame.
	1. Treasurer
		1. Submit a budget for the upcoming year
		2. All monies collected by the Network shall be given to the Treasurer or President, along with documentation, within five (5) days of receipt and shall be deposited by the treasurer within five (5) days thereafter.
		3. Will obtain **WRITTEN AUTHORIZATION FROM THE STATE PRESIDENT BEFORE ISSUING ANY CHECKS.**
		4. Shall bill for reservations canceled within (48) days of the ticketed function.
		5. The Treasurer’s reports shall be filed for audit on the Google drive.
		6. The current Treasurer and the most recent past Treasurer who is willing and able, shall serve on the Budget and Finance Committee.
		7. Monthly bank statements are to be balanced with the Quickbooks figures and are to be entered into the Network’s budget and submitted to the President for approval at the next Executive Board meeting.
		8. Prior to the scheduled state meetings, the following forms are to be prepared, copied, and distributed to the Executive Board members: Actual vs. Budget YTD spreadsheet. and Profit & Loss Sheet.
		9. Is responsible for filing the State Network’s annual tax return of form 990 by the deadline set forth by the IRS.
		10. Will upload and save the preceding year’s Treasurer Records on the Google Drive to be stored for (7) years minimum.
		11. In addition to the duties as set forth in the Bylaws, Standing Rules, and the National Operating Model, the Treasurer shall perform other duties as requested by the State President.
	2. State Liaison
		1. Qualifications for State Liaisons
			1. All State Liaisons must complete and sign the consent to serve form and shall serve at least (1) year as a State Network officer or Local Network President or (1) year as a State Network Standing Committee Chair, and attended 2 National meetings in the last (2) years.
		2. Terms – A member shall not serve more than two terms in the position of State Liaison, except in instances where there are no qualified candidates willing to serve.
		3. Duties – Refer to the State National Leader Job Description for State Liaison.
			1. The State Liaison oversees the Local Network performance, such as meeting standards, analyzing membership results, and participating in the Chapter Excellence Program.
			2. The State Liaison shall perform all other duties as required by the State President.
			3. The State Liaison shall attend Women’s Council of REALTORS® State and National Meetings.
	3. Committee Chairs
		1. All outgoing Committee Chairs shall prepare a written report (Year in Review Form) on the Committee accomplishments and pass on Committee materials to the incoming Committee Chair.
		2. All Committee Chairs are authorized to appoint sub-committees in order to carry out committee responsibilities.
	4. Parliamentarian
		1. The President may appoint a Parliamentarian and an alternate Parliamentarian.
		2. The Parliamentarian or the alternate Parliamentarian shall be present at all Executive and Governing Board meetings.

**V. ORGANIZATION AND DISSOLUTION OF NEW NETWORKS**

a. The State President and Network Officers shall assist in the formation of new Networks.

b. The State Treasurer shall contribute two hundred and fifty ($250) dollars to each new Network upon an approval of their Bylaws by National Women’s Council.

C Upon dissolution, or winding up of affairs, of a Network within the State, all remaining assets shall be returned to the National Women’s Council. (see Bylaws).

VI. **FINANCIAL MATTERS**

1. Budget
2. It is the responsibility of the current Executive Board, the current and incoming Budget and Finance Chairs, and the Treasurer to prepare a budget for the coming year. The Treasurer shall Chair the budget- planning meeting. At the last meeting of the year, the Treasurer shall submit to the membership, for their approval, a proposed and balanced budget for the coming year.
3. In November, ten (10) days before the November scheduled meeting, a draft of the proposed budget shall be distributed to the Governing Board by email.
4. Suggestions for revisions to the proposed budget shall be submitted to the Treasurer not later than 14 days before the scheduled meeting. The Treasurer shall make revisions as necessary and distribute a final draft of the proposed budget to the Governing Board no later than 5 days before the meeting by email.
5. If the budget has not been approved before the end of the year, it shall be presented for approval at the first membership meeting of the upcoming year. The Network shall continue to operate under the previous year’s budget with usual and reasonable expenses being paid until the new budget has been approved.
6. Omitted
7. FundRaising/Ways and Means
8. The State Network shall assume responsibilities of conducting fundraising programs, as needed, to enable the State President and Officers to attend National, Midyear and State Women’s Council of REALTORS® meetings and local Network visitations.
9. To protect Women’s Council of REALTORS® not for profit organization tax exempt status, Ways and Means fundraising projects shall be in accordance with IRS rules.
10. Operating Accounts and Deposits
11. All monies received by the Network shall be deposited in the account of the Women’s Council of REALTORS®, Maryland, in a financial institution selected by the Governing Board.
12. Sums placed in checking, savings, money market, or reserve CD accounts shall be deposited in a financial institution where the Federal Government Insures (FDIC) deposits. The signature of the President, and the Treasurer shall be required on the account signature cards. One signature (that of the President, or treasurer) shall be required on all checks, which must be different from the officer authorizing or requesting the expense reimbursement.
13. The President, President-Elect and Treasurer will each hold a Debit Card for the Network Operating Account.

d. Reimbursed Expenses

1. No authorized expense will be reimbursed without written documentation (Expense Reimbursement form and receipts) provided
to the Treasurer.

2. Authorized expenses shall be defined as those which appear in the approved annual budget.

3. Expenses deemed necessary in order to conduct fundraising projects should be approved by the Executive Board before such expenses are incurred.

 e. Guest Policy

1. All luncheon guest speakers shall receive complimentary meals in appreciation for their special contribution to the Network.

2. Members may bring non-member guests to a State meeting.

 f. Reservation Obligations

 1. Cancellation deadline

a. A cancellation deadline may be established for each ticketed function of the Network and shall be announced in the notice for that function.

b. A member and/or non-member whose reservation is not canceled prior to the deadline shall be billed for the full ticket price.

2. Fee-policy members and non-members attending a ticketed function
 shall be charged the full ticket price whether they do or do not eat.

3. No reservation – If members wish to attend a ticked function without a
 reservation, they shall be accommodated on a space available basis.

g. Audit – The Audit Committee shall be made up of past Treasurers

 1. The financial records shall be audited by the audit committee within

 Sixty (60) days after the end of the fiscal year.

1. The audit report shall be presented to the State President prior to March 1st.

h. Memorial

1. In the event of the death of a Network member, the State President shall notify the National Women’s Council of REALTORS®.

 i. Memorial Gifts

As budget allows and at the discretion of the President or President-Elect, with approval of the State line officers, flowers or donations may be sent in the event of a serious illness or death of a Board member or death of an immediate family member.

* 1. Contacts/Encumbrances
		1. The President, subject to the approval of the Network officers, shall be the only individual authorized to enter into contract agreements that incur financial or other liabilities to the Network.
		2. When outside facilities are required for use by any committee, approval shall be obtained from the President.
	2. General Reserve Account

Any Network funds remaining in the checking account at the end of the calendar year in excess of $30,000 shall be deposited into a Certificate of Deposit. To pull funds from the Certificate of Deposit requires 2/3 vote of the members present and voting at a Governing Board meeting.

**VII. PROTOCOL AND VIP POLICY**

 The President shall acknowledge any Local, State, or NationalOfficers attending a meeting.

* 1. Local Network visitation

1.The State Liaison and the State President shall be guests of the local Networks at their invitation.

2. If a meal is provided, the Local Network shall bear the cost.

 b. National Officer Visits

1. If a National President cannot attend a State function to which he/she is invited, then the invitation may be extended to the next line officer.

2. The State Network shall pay the National Officer’s travel expenses for lodging, transportation, food, registration, and ticketed functions for the day a Women’s Council of REALTORS® event is scheduled and for the days necessary for travel.

**VIII. TRAVEL**

1. President and State Liaison Travel
2. Funds shall be budgeted for travel expenses and registration fees for attendance to the National, Mid-Year, and State WCR meetings.
3. Reimbursement items will include transportation to and from, event registration and tickets for Women’s Council of REALTORS® functions that they are expected to attend.
4. For all out of State meetings State Network will pay for lodging in a hotel, airfare, ground transportation and meals at $25/day. For in-state travel officers traveling more than 50 miles of their local Network, will be reimbursed for mileage only at the IRS rate.
5. The total amount allocated per individual shall not exceed the amount budgeted by the State Network.
6. When possible, hotel rooms shall be shared to cut costs. If a single room is chosen, only ½ of the shared rate will be reimbursed.
7. When the President and the State Liaison travel to visit Local Networks that are more than 50 miles, they shall be reimbursed at the IRS rate. No per diem is given for miles of the officer’s Local Network.
8. All documentation of expenses must be submitted no later than 10 days after the attendance of meetings or travel where expense was incurred in order to be reimbursed for expenses.
9. All Executive Board Officers attending Mid-Year and National shall attend all daily Network sessions for the entire meeting in order to be reimbursed.
10. Members qualifying for travel and meeting reimbursements for the Mid-Year and National meetings are: the State Liaison, President, President Elect, 1st Vice President, and Treasurer according to the State approved Budget by the Executive officers.
11. Member of the Year Travel
12. The State Member of the Year shall be reimbursed in the same manner as described in section VII a. herein for travel expenses to the National Women’s Council of REALTORS® function at which the State Member of the Year recipients are recognized, and as budget allows.

**IX. AWARDS AND RECOGNITION**

 Member of the Year Committee

1. The Member of the Year Committee shall consist of five (5) active members of the State Network as follows: the committee chair shall appoint three (3) past recipients of the award willing to serve. The Governing Board shall appoint the two remaining members, who shall be chosen from the State Network as a whole. The Committee Chair shall be the most recent recipient of the award who is able to serve.
2. The State Network may procure a plaque or a gift for the annual recipient of the Member of the Year. It shall be presented by the Committee Chair at the annual State election meeting.
3. The Member of the Year Committee may also determine if a Distinguished Service Award should be given in any specific year to an individual who has provided the Network with outstanding service over a period of years. The State Network will present the award at the Installation Meeting.

**X. PROCEDURES FOR CHANGING STANDING RULES**

a. Adoption

1. A standing rule can be adopted by majority vote at an Executive Board meeting.

2. Changes should be notified to the membership upon ratification.

 b. Amendments

1. Without previous notice, a standing rule may be amended at the Governing Board meeting by 2/3 vote of the members present.

2. Amendments may be made by a majority vote when a minimum of seven (7) days prior notice is given.

 c. Responsibility

The State President and the 1st Vice President shall be responsible for each having a copy of the Standing Rules available at all meetings.