



South King County Network

LOCAL STANDING RULES

Updated 8/26/2024

General Membership

1. All members shall attend at least one new member orientation. New members shall make every effort to attend a member orientation within the first 12 months of membership.
2. Membership Committee Meetings shall occur 2 times per year (February and August or September).
3. Each National member shall go to the National website www.wcr.org to verify correctness and update any changes in their Member Expertise Profile. Not doing so may result in your contact information being incorrect on the website and the National Referral Directory.

Programs and Events

4. Only WCR members and Strategic Partners will deliver the Inspiration and Flag Salute. Any exceptions to this are to be made only by the President.
5. The head table, when held in reserved for Local Network Presidents (LPN), to host guests, guest speakers and other dignitaries.
6. The "Marketing Minutes" segment of the agenda at the monthly Program shall be exclusively for members. Members are encouraged to bring flyers of their listings.
7. Distribution of flyers, brochures and marketing items on individual tables is reserved for Strategic Partners (according to partnership level) and program guest speakers only.
8. The Strategic Partnership chair or assigned member of the Strategic Partnership Committee shall ensure that partnership benefits are tracked and fulfilled.

Fee Policy

9. The WCR State President or designee and any WCR National Line Officer shall be allowed to attend the monthly Program meeting free of charge.
10. Programs and Events ("Program") fees for members will be paid by all who attend whether a meal is consumed by the attendee or not. The meeting fee shall be periodically adjusted based on cost but shall never be more than \$10 over cost.
11. The Programs and Events guest speaker shall be offered one meal at no cost. The speaker may bring an additional guest(s) at the non-member fee. In the case of a Panel, each Panelist will be offered one meal at no charge.
12. Program and Event Meetings fees for members will be paid by all who attend whether a meal is consumed by the attendee or not. The meeting fee shall be periodically adjusted based on cost, but shall never be more than \$10 over cost.
13. The Program and Event guest speaker shall be offered one meal at no cost. The speaker may bring an additional guest(s) at the non-member fee. In the case of a Panel, each Panelist will be offered one meal at no charge.
14. The non-member Programs and Events fee shall be a minimum of \$10 over the Member fee. Non-members are encouraged to join after two visits. Non-member guests that are attending a WCR meeting for the first time ever and sponsored by a Member may be admitted at the current Member Fee. State Policy applies to Realtors®.
15. In the event of an on-line meeting participation, the fee shall be a minimum of \$10.

Network Courtesy Policy

16. No cell phones on during the meeting, unless on silent or vibrate.
17. All guests will be recognized during guest welcoming or introductions. Guests will self-introduce or be introduced (name and company affiliation) by the member who invited them. No sales during introductions, please.
18. The Program Chair will be the timekeeper at each Program meeting to keep the meeting on track and to respect the valuable time of each of the members.
19. Program meetings shall begin with networking and meal attainment during the first half hour. The Program meeting shall commence promptly after the first half hour and adjourn after no later than one and a half hours.
20. Attendees shall make every effort to be on time and stay for the completion of the Program, so as not to disrupt the speakers and to respect the other members. Those who must leave early should plan to sit toward the rear of the room to lessen disruption.
21. Keep conversations during the Program to a minimum. Be respectful. No side conversations shall take place during the Guest Speaker's presentation or while someone else has the floor.

Committees

22. All Committee Chairpersons must be members in good standing.

Officer Travel

23. For Regional and National events, Board members must make every effort to register and make reservations to secure the lowest fares/rates.
24. Officers will incur out-of-pocket travel expenses. Elected officers shall be encouraged to share accommodations as cost savings to the Network and to defray individual out-of-pocket expenses.
25. Travel Expenses - such expenses of the President and President-Elect, will be paid out of the treasury of the Local Network and will be determined each year by the Governing Board, or as designated by determine there are sufficient funds in the budget, some travel expenses for the other Board Members, First-Vice President, Treasurer, Membership Director and Events Director, will be paid out of the treasury of the Local Network.
 - a. The Network will pay the travel expenses for airfare, meals (per diem meals not to exceed \$50 per day, alcohol beverages are excluded), hotel, and conference tickets (early bird registration fees) for the following meetings if funds are available but not to exceed the amount determined by the annual budget.
 - i. National Meeting (November-during the NAR Convention-location varies)
 1. President
 2. President-Elect
 - ii. Leadership Development Training (August - in Chicago)
 1. President-Elect
 - iii. Mid-year Legislative Meeting in Washington, D.C.
 1. President
 2. President-Elect
26. The Network will pay up to \$1,000 for hotel, conference tickets, airfare, and meals (per diem meals not to exceed \$50 per day, alcohol beverages are excluded) if funds are available, the amount is determined by the annual budget.
 - a. National Meeting (November - during the NAR Convention - location varies)
 - i. First-Vice President
 - ii. Treasurer
 - iii. Membership Director
 - iv. Events Director

Member Scholarship

27. Scholarships for REALTOR Members and Committee Members will be awarded based on the overall financial stability of the network. It is not assumed that these scholarships are always awarded.
- a. A minimum of two(2) Scholarships per year shall be available to a REALTOR Member and or Committee Member in good standing for attendance at a Regional or National Conference. Application and criteria are determined by the Governing Board.
 - b. Scholarship recipients will be required to attend WCR events and will be expected to report back to the general membership about their experience at the Program meeting immediately following the conference.

Reimbursements

28. The receipts for allowable expenses for Board members, designated representatives, and scholarship recipients must be turned in to the Treasurer within 45 days of the event; otherwise, reimbursement shall be at the discretion of the Board depending upon available funds.

Strategic Partnership Billing

29. The Network may opt to prorate the first year's dues. By the end of the current year, the Strategic Partner Chair will prepare and deliver all renewal invoices to the Membership Director and Treasurer. These invoices will then be sent to Strategic Partners for their annual membership renewal fee, which is due and payable to the Local Network by January 31st of the following year. If a statement is not received, Strategic Partners should contact the Strategic Partner Chair. The renewal amount will be determined in accordance with the Bylaws..

Cancellations

30. Paid reservations for Programs and Events that are canceled 24 prior to the event will be refundable or the fees applied to a future event. Reservations canceled with less than 24 hours notice will not be refunded.
31. Strategic Partner fees are due and payable by January 31st of the upcoming year. Please note that no refunds will be issued for Strategic Partners who withdraw or are required to step down for any reason.

Board Members

32. Board Members shall have their WCR dues paid no later than March 31st, or they will be required to relinquish their office.