

Standing Rules
Women's Council of REALTORS®
North Carolina Piedmont Network
January 9, 2024

ARTICLE I, GOVERNANCE STRUCTURE

Section 1: Governing Board Officers & Directors

A. President:

- a. Must be a REALTOR® member in good standing.
- b. Elected as President-elect and automatically moves up to the position of President.
- c. Must agree to adhere to the position responsibilities as outlined in the job description.
- d. One-year term. Continues to serve as counsel in subsequent year as immediate past president.

B. President-Elect:

- a. Must be a REALTOR® member in good standing.
- b. Elected by the membership.
- c. Must agree to adhere to the position responsibilities as outlined in the job description.
- d. One-year term.
- e. Automatic ascension to the role of President in the following year.
- f. Conduct their Business Planning/Strategic Planning Sessions by November 30th.

C. First Vice-President:

- a. Must be a REALTOR® member in good standing.
- b. Elected by the membership.
- c. Must agree to adhere to the position responsibilities as outlined in the job description.
- d. One year term. Can serve up to 2 consecutive terms if re-elected.
- e. Responsible for keeping the records of the Board using a cloud storage system approved by the Governing Board.

D. Treasurer:

- a. Can be a REALTOR® member or National Affiliate member in good standing.
- b. Elected by the membership.
- c. Must agree to adhere to the position responsibilities as outlined in the job description.
- d. One-year term. Can serve up to 2 consecutive terms if re-elected.
- e. Must complete BillHighway training upon taking office.

E. Event Director

- a. Must be a REALTOR® member in good standing.
- b. Elected by the membership.
- c. One-year term. Can serve up to 2 consecutive terms if re-elected.

F. Membership Director

- a. Can be a REALTOR® member or National Affiliate member in good standing.

- b. Elected by the membership.
- c. One-year term. Can serve up to 2 consecutive terms if re-elected.
- d. Must plan and conduct a minimum of 2 New Member Orientations per year.

The Governing Board shall meet a minimum of six times per year.

Governing Board quorum is 3 REALTOR® members of the Board and must include either the President or the President-Elect.

Section 2: Chairs and Project Teams

A. Events Team

- a. The Event Director serves as chair of this committee.
- b. Event Teams are tasked with planning each special event and fundraiser.
- c. Event Team Leaders will make a written report on their team's event outcome and accomplishments, delivered to the Event Director within 5 days of the event completion.
- d. Team members Can be REALTOR® or National Affiliate Member appointed by the Event Director.
- e. Event team members are not voting members of the board of directors.

B. Membership Team

- a. The Membership Director serves as the chair of this committee.
- b. Team members Can be REALTOR® or National Affiliate Member appointed by the Membership Director.
- c. Membership team members are not voting members of the board of directors.
- d. Membership Team is tasked with creation and implementation of a strategic plan for membership growth and retention.

C. Marketing and Communication Chair

- a. Can be a REALTOR® or National Affiliate Member appointed by the President.
- b. Does not have a vote in BOD Meeting or serve in an official capacity on the Governing Board.
- c. Works closely with the Event and Membership Directors to ensure event and meeting marketing is communicated consistently across social media, newsletter, text, email and other communication channels to all members and prospective members.

D. Strategic Partnership Team

- a. President-Elect serves as chair of this committee.
- b. Team members can be REALTOR® or National Affiliate Member appointed by the President-Elect.
- c. Works closely with the Treasurer to ensure financials are in order.
- d. Works to identify and establish relationships with Strategic Partners.
- e. Works with the Marketing and Communication Chair to ensure Strategic Partners are highlighted and recognized according to their participation level.

Section 3: Board of Directors (BOD) Meetings

(Six per year minimum, in person or by electronic communication platform such as Zoom)

- A. BOD meetings will be held the First Tuesday of each month at 10 am, Location TBD by President
- B. Treasurer shall bring an updated budget showing current accounting to each BOD meeting for review.
- C. First Vice President shall bring prior meeting minutes to each BOD meeting for review and approval.
- D. Membership Director shall bring current roster to each BOD meeting for review.
- E. Event Director shall bring an updated calendar and debrief report from the most recent event.

Section 4: Board of Directors Voting

- A. The Board of Directors may conduct business via electronic means, to include email. Any votes conducted in this manner must be recorded and documented to be added into Minutes for the following BOD meeting.
- B. Unless otherwise stated in Network Bylaws or specific articles within Standing Rules, all approvals by the Board of Directors shall be passed by majority vote of voting eligible members only, with President only voting in the event of a tie vote.

ARTICLE II, NETWORK OPERATIONS

Section 1: Financial Matters

- A. Scholarship monies, executive memberships, and awards monies must be line items on the budget as applicable.
- B. Network shall maintain a minimum financial reserve of \$3,000.00, to be fully funded by the beginning of year three (3).
- C. Liability insurance for events shall be on the budget.
- D. Non-members can be charged to attend networking events as a guest and may only attend 2 networking and or industry events per calendar year. Admission prices determined per event by Event Team. Non-members will pay a higher ticket fee than members for all ticketed events.
- E. The President and President-Elect can be reimbursed for attending State and National meetings, as the budget allows.
 - a. Members who expect reimbursement must attend all scheduled meetings.
 - b. Reimbursement will include event registration only.
 - c. Expense reimbursement requests must be accompanied by copies of receipts and turned into the Treasurer within 15 days of the trip.
 - d. Members must be in good standing to receive funds.
 - e. Reimbursement for other Governing Board members and for additional items, such as transportation, hotel, meals, etc., will be considered in the future as budget allows.

Section 1(b): Base Dues for Association Executives

- A. Network can pay the base dues, and keep in good standing, the current CEO of the Greensboro Regional REALTORS® Association, if desired by the BOD.

- B. Network can pay base dues, and keep in good standing, the current President of the Board for the Greensboro Regional REALTORS® Association, if desired by the BOD.
- C. If association, or individual, pays for base dues of the President or CEO, then the monies can be used to further fund member scholarships, if desired by the BOD.

Section 1 (c): Member Scholarships

- A. General Member scholarships shall cover the cost of WCR event registration only.
- B. General Member scholarships will be awarded on a first come, first serve basis, dictated by current year's budget. Any recipient must be in good standing and base dues fully paid at time of request, as well as time of reimbursement.
- C. All reimbursement monies paid for member scholarships, as well as line item officers, shall be paid AFTER the duration of said event.
- D. All reimbursements scholarships shall be submitted no more than 15 days after the event.
- E. All recipients of scholarships must attend predetermined events, as outlined by BOD.
- F. Any variations of scholarship and reimbursement must be approved by majority vote of the Board of Directors.
- G. All requests shall be accompanied by receipt(s). Credit card statements are not acceptable for reimbursement.
- H. Request for Reimbursement is to be approved by the President and Treasurer. If a request is from the President, approval must be from the President-Elect and the Treasurer.

Section 2: Membership Structure

- A. The Network shall maintain a membership of 20 REALTOR® members or more each year. If below that number after the March 31st unpaid member drop date, Network shall have until September 30th to attain 20 REALTOR® members or we will be disbanded.
- B. Affiliate memberships shall not exceed 20% of total membership.
- C. Strategic Partners cannot exceed 50% of total REALTOR® Membership Number.
- D. Strategic Partners are limited to 10% of total REALTOR® Membership per industry.

Section 3: Elections

- A. A Candidate Review Team shall be appointed by the Governing Board by May per the National Network Election Procedures and Operating Standards.
- B. Candidates deemed eligible by the Review Team will be presented to the members in June.
- C. Elections for subsequent years shall be conducted in July each year and may be in conjunction with a regular Network meeting.
- D. Notification of Elections and call for candidates minimum of 90 days prior to elections.
- E. Slated officers will work with the current year BOD from the date of election through November to ensure smooth transition from year to year. Slated officers will not have a vote in Governing Board meetings until they are dually installed.
- F. Installation of the incoming Board of Directors shall be conducted in November and may be in conjunction with a regular Network meeting.

Section 4: Reporting and Other Governance Requirements

- A. Submit a Network Business Plan annually.
- B. Submit Annual Budget for the following year in the 4th quarter.
- C. Maintain Liability Insurance Policy for events.
- D. Maintain 501c6 IRS tax exempt designation.
- E. Approved BOD meeting minutes shall be posted on Network BOD Cloud System (Google Drive) by the First Vice- President within 30 Days of BOD approval.

ARTICLE III, Strategic Partners

SECTION 1: Base Dues

- A. Local Strategic Partners base dues shall be \$400 per year.
- B. Local Strategic Partners base dues shall be due by January 15th of each year. If a Local Strategic Partner joins before September 1st, then base dues shall be prorated at sponsor's chosen level per month for the remainder of the current year. If a Local Strategic Partner joins September 1st or after, the Local Strategic Partner shall pay a prorated amount of sponsor's chosen level per month for the remainder of the year, in addition to the fee for the following calendar year due upon application approval.
- C. Commitment statements/applications from Partners are due by November 15th for the following year.

SECTION 2: Membership

- A. There should be no more than 10% of any one field to REALTOR® ratio. Once 10% is reached, no additional Local Strategic Partner in this professional field may be accepted. For example: 40 realtor members = 4 lenders, 4 insurance agents, 4 inspectors etc.
- B. Local Strategic Partner Members should not exceed 50% of total Network Membership. Once reached, no Local Strategic Partner Member, regardless of professional field, may be accepted. For example: 40 Realtor Members = 20 Strategic Partners maximum.
- C. Not More than one (1) Strategic Partner per Company until REALTOR® membership exceeds fifty (50), then a maximum of two (2) per company will be allowed, if there is not a waitlist for that particular industry.
- D. If Local Strategic Partners operate in different professional fields, but under the same company name, then they would be treated as if they are separate companies.
- E. Once a Local Strategic Partner is accepted, he/she can not be asked to leave based on percentages, as long as said Local Strategic Partner is paid to date and in good standing.

SECTION 3: Attendance

- A. Local Strategic Partners must attend 50% of Network Events in order to remain in good standing.
- B. Local Strategic Partners may send a business partner in his/her place. This business partner must be within the same company and in the same professional field. If this business partner attends with the Local Strategic Partner, he/she will be treated as a guest and is subject to any guest fees.

ARTICLE IV, EVENTS

SECTION 1: Networking Events

- A. Minimum of 2 networking events will be determined annually at the yearly planning retreat and approved by incoming BOD. Additional "Pop-Up" events are allowed as planned by the Event Team.

SECTION 2: Industry Events

- A. Industry events shall be educational in nature.

- B. Minimum of 4 industry events per year.
- C. Events should be communicated to the general membership at least 60 days in advance, if possible.

SECTION 3: Collaboration

- A. Minimum of one (1) meeting or event each year shall be planned and conducted in a collaborative manner with another council or committee whenever possible.

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the Standing Rules of the North Carolina Piedmont Network of the Women's Council of REALTORS® and that such Standing Rules were duly adopted by the Board of Directors on the date set forth below.

Date: January 9, 2024

Lisa Nabilah Marshall

First Vice President – Lisa Nabilah Marshall