



Standing Rules

I. Meetings

A. Network Meetings and Events

Regular Network Meetings/Events shall be held ten times annually, unless otherwise noted.

1. Annual Election Meeting/Event – The Annual Election meeting/ event shall be held **prior** to October 1st each year. It may be held in conjunction with a regular Network Meeting / Event.

2. Installation Event - The Installation event shall be held in November or December. It may be held in conjunction with the NWI installation of officers.

B. Governing Board Meetings shall be held monthly.

1. Attendance is critical at each Governing Board Meeting, and members shall be reflected in the minutes as present.

2. Any guests in attendance at a Governing Board Meeting shall refrain from participating unless prior permission has been granted **by the President**, and such participation is noted on the meeting agenda.

II. ELECTIONS

A. Officer Qualifications

Members nominated for office shall have the following qualifications:

Refer to the Women's Council page for the most recent job description and qualification.

B. Officers Consent to Serve

Officer nominees shall sign a consent-to-serve form after reading the job description provided **by the incoming President**. Such Consent form shall be part of the national, state and local application form. The signed consent form will remain with the First Vice President for the term of the nominee's office.

C. The Candidate Review Team

Team shall be appointed **by the President**. The Team shall consist of a minimum of three and a maximum of five active **Realtor** members, no more than **one National Affiliate** member, and one or more active Past Presidents. Current Governing Board members are **NOT** eligible.

Procedures:

1. Those Eligible to Vote - At the Annual Election Meeting, only active REALTOR® and National Affiliate Members whose dues have been paid in full and are members of record in the National WCR office shall be entitled to vote.
2. Rules of the Day - Members will be instructed on the "Rules of the Day" prior to voting, per the Network By-Laws.
3. Tellers - A minimum of three tellers shall be appointed **by the President**. No nominees or nominating committee members shall serve as a Teller.
4. Election of officers shall be by viva voice vote, electronic vote, roll call vote, or written or electronic ballot if there are more than two or more nominees for an office.
4. Voting by proxy shall **not** be permitted.

III. INSTALLATION OF OFFICERS

A. The passing of the gavel shall occur in November or December during the Installation of Officers.

B. Arrangements

The incoming President, along with his/her Project Team shall make the arrangements for the ceremony.

C. Selection of Mistress/Master of Ceremonies

The incoming President shall select the Mistress/Master of Ceremonies and Installing Officer, in the event one is needed.

D. Pin for Incoming President

The outgoing President shall have the duty of obtaining the incoming President's pin at the expense of the Network (either by mail or by purchase at an Annual Convention) in sufficient time for presentation at the passing of the gavel.

E. Plaque for Outgoing President

The incoming President shall obtain, at the expense of the Network, a plaque and personal gift to be presented to the outgoing President at the passing of the gavel. The value of the personal gift shall not exceed \$250.

F. Finances

The cost for the Installation event shall be financed, as all other General Business Meetings, **by sponsors**, and supplemented by the Budget as needed.

IV. DUTIES

A. Officers

Network Officers shall abide by the Northwest Indiana WCR By-Laws, the Network's Standing Rules, the Strategic Plan, and the duties as outlined in the Local and National Leadership manuals.

1. President's Responsibilities - When the President takes office, the President shall furnish each Officer a Local, State, and/or National

Leadership manual, and Task Force Chairman copies of duties as outlined in the local GUIDELINES FOR OFFICERS as they apply to each office and committee, along with a copy of the Network By- Laws, Standing Rules and Strategic Plan.

As soon as elected, the President shall organize the year as outlined in "How to Organize Your Year as President" in the National Leadership Manual. She/he shall complete the Invitation for Governor's Visit and the Report Forms for the Network by the specified dates.

To insure the goals and objectives of WCR are being fulfilled and carried out through Network Project Teams actions, **the President** shall assign and charge officers with the responsibility to meet with and act as a liaison between

various Network Project Teams and the Governing Board.

Note: It shall be understood clearly that such assigned officer has no vote on that committee and serves strictly as an observer.

2. President-Elect - Shall aid the President, and shall be the Liaison to the Strategic Partner. **In the absence of the President**, he/she shall preside at all meetings and assume the duties of the President.

3. Director of Membership - Shall be responsible for recruiting and retaining members and all other responsibilities as outlined in the National Leadership Manual, with support and cooperation of the Officers and a Project Team.

4. First Vice President- may create the agenda for all General Membership meetings. First VP will take the minutes of all Governing Board meetings and election meeting, and email promptly to all Governing Board members

5. Treasurer - All monies received by the Network shall be deposited in the account of Northwest Indiana Network of WCR in a financial institution selected by the Governing Board.

One (1) additional signature shall be required on all monies; the signatories shall be the Treasurer, President or President-Elect. Monies collected by the Network shall be turned over to the Treasurer within ten (10) days of receipt and shall be deposited by the Treasurer within three (3) business days thereafter. However, monthly meeting/event monies collected shall be tallied within three (3) days after the event and turned over to the Treasurer. The Treasurer shall deposit these funds within three (3) days of receipt.

The Treasurer shall keep accurate written records of all dues payments and, in addition, perform such other duties as outlined in the Guidelines for Officers.

All reimbursement requests require review and approval or denial by the Treasurer, President or President Elect, who is not requesting reimbursement.

Two signatures will be required on all check and credit card request forms, not including the check requestor.

6. Project Team Chair - All outgoing Chairs shall make a written report on the accomplishments at year's end and pass on materials to the incoming Chair. The outgoing Chair shall recommend to the incoming President, members to serve on their Project team. The Chair shall be responsible for thank you notes to sponsors or others involved in events. The Chair will review and be familiar with this job description.

7. Parliamentarian - A Parliamentarian and an alternate Parliamentarian may be appointed by the President - **OR** - The President shall be responsible for implementing Robert's Rules of Order.

V. MEMBERSHIP

A. New Members

1. Processing Applications (if applicable)

New REALTOR® member applications and dues checks shall be collected by the Director of Membership or Membership Team, who shall forward them or process them online immediately to the National WCR Office, retaining a copy for the membership file. A copy of the check and application must be forwarded to the State Membership Chairman, local Treasurer and local President. New National Affiliate member applications and dues checks shall be collected by the Director of Membership or membership team who shall forward them or process them online immediately to the National WCR Office, retaining a copy for the membership file.

Note: Retaining a photocopy of the new member's check is recommended along with verifying membership in the local Board.

2. Welcome - Emails shall be sent to each New Member by the Director

of Membership, Chair, or another appointee on behalf of the President. New members shall be welcomed and introduced individually at Network Meetings by the Director of Membership. New members shall also receive recognition by the Director of Membership at the Network Meetings. The Director of Membership shall ensure new members have been emailed from a distribution system after Network Meetings.

B. Guest Follow Up

The Director of Membership will ensure all eligible Guests who have attended Network Meetings have been emailed from a distribution system prior to upcoming events. Guests may attend two meetings and then must join.

The Reservation Chairman shall forward a list of attending guests following events to the Director of Membership or designated person.

VI. FINANCIAL MATTERS

A. Eligibility for Reimbursement

1. Regularly scheduled **State Meetings** shall be attended by the President, President- Elect, Membership Director, First VP, Treasurer and Event Director. The newly elected officers for the following year are also eligible and requested to attend **the Fall State Meeting**.

Regularly scheduled National Meetings shall be attended by the Current President, Current President-Elect, and upcoming President Elect and other line officers as allowed by the budget.

A. If budget allows:

A. Vice President, Membership, Treasurer, Events

B. Registration would get paid for

B. 45 Days minimum before event

If the Network can only send one representative, it shall be the President to the Mid-year meeting, and President-Elect to the annual convention meeting.

2. If budget constraints do not permit attendance at all meetings, the Governing Board shall vote to determine which State and/or National meetings shall have representation.

3. At the discretion of both the Treasurer and the President, amounts authorized and expenses covered may include:

Registration fee for State and National events.

Transportation to and from WCR authorized functions shall be reimbursed per IRS Guidelines. Mileage for car transportation shall be reimbursed as long as two or more Network members ride together, and mileage logs are provided. Exceptions for reimbursement may be made to the per diem allowance at the discretion of the Treasurer. **Exceptions** for reimbursement to one member traveling alone can be made if approved by a majority vote of the Governing Board.

WCR Ticketed Events shall be reimbursed with copies of event receipt.

One half hotel room for the approved officers attending shall be reimbursed with copies of hotel receipt.

Meals - per diem at IRS allowance. Copies of receipts must be supplied. Reimbursement will not exceed actual expense. Purchase of alcoholic beverages will not be reimbursed.

Coach Airfare - reimbursed at coach class rate including travel insurance with original receipt (ticket) indicating date of travel.

Electronic Ticket purchasers have three options:

(1) Use WCR Credit Card

(2) Submit the original electronic receipt

(3) submit a credit card statement showing the actual charge. Flight itineraries are not an acceptable form of receipt.

*** NOTE: The budget shall reflect reasonable costs, and reimbursement shall not exceed the budgeted amount. Any exceptions to the above rule may be brought to the board for approval.**

4. Reports - All attendees eligible for reimbursement must attend assigned Committee Meetings, Governing Board and General Membership Meetings. All attendees eligible for reimbursement will be required to share with the Governing Board information gained from their attendance at the event.

5. All attendees shall be required to dress in appropriate attire and to arrive on time to scheduled meetings.

Reimbursed Expenses for Meetings: When the Network budgets reimbursable expenses, the following guidelines shall apply:

1. Authorized Functions - Authorized functions shall be State and/or National Meetings.

2. Request for Reimbursement - Requests for reimbursement (per eligibility requirements) shall be submitted to the Treasurer on a form provided by the Treasurer, including copies of paid receipts and/or bills, no later than 30 days after the conclusion of the meeting or event. All reimbursement requests require review and approval or denial by the Treasurer within ten (10) business days after submission. **Questionable expense reimbursement** submissions will require review and approval or denial by the Treasurer and one line officer who is not requesting reimbursement within ten (10) business days after submission.

Guest Policy

1. Speakers - Speakers are to receive a complimentary meal and/or other special recognition for their contribution to the Network.

2. National Officers and Members - Invited National Officers and State Officers should receive a complimentary meal and lodging paid in advance, if requested and approved by the executive board prior to the event. Officers arriving the evening before an event should be met at the airport and invited for dinner that evening. Officers arriving the day of the event should be invited to meet with the Governing Board before or after the event.

Gifts for State President, National President and Governor would be in order but not for other invited officers. A token of appreciation such as flowers or mementos may be appropriate, but are not required. When hosting State meetings, cooperative visits for the State or District Vice President, other district local Network presidents should be advised of details and included in the preparation of the function, and be requested to share in the dollar investment. All LNP's shall sit at the head table with the State President and District Vice President. The DVP is the Master/Mistress of Ceremonies for this event, not the hosting LNP.

Reservations

1. Financial Obligation - Reservations must be made for all local Network meetings and sponsored events. Payment can be collected by cash, check or credit card at the door with a convenience fee at the board's discretion.

2. Cancellation Deadline - For any event **over \$50.00**, The cancellation deadline shall be three **(3)** days prior to the event. Any events under \$50.00 shall be **non-refundable**.

3. Fee Policy - Members attending meetings and/or ticketed functions shall be charged for the meal or refreshments whether or not they partake in them. If not canceled, the reservation charge will apply even if they do not attend.

4. No Reservation - Anyone wishing to attend any function without a reservation will be accommodated on a first come/first serve availability basis. **The Treasurer** will have the responsibility of billing for the non canceled reservations. Billings will be made within seven **(7)** working days of the event.

Network Courtesy Policy

1. Memorials - In the case of a death of a Network member, an appropriate memorial not to exceed \$100 shall be selected. In the case of the death of a Network member's spouse, parent or child, an appropriate memorial not to exceed \$75 shall be selected. This shall be the responsibility of **the Sunshine Chair**.

2. Illness - A card and/or flowers will be sent to all members hospitalized. Price not to exceed \$75 unless approved by the Governing Board

Courtesy Expenditures Not Budgeted – The Governing Board may approve a Courtesy Expense not budgeted. A donation request may be taken at a General Membership Meeting for a courtesy expense.

Audit

The Audit Chair shall be designated by the President and shall audit quarterly to ensure all receipts, deposits and balances are in line. The Treasurer shall submit to the Audit Chairperson all financials and supporting documents for the Auditor to begin the Audit.

The Finance Committee will meet by December 1st to audit the Treasurer's books for the fiscal year. The Treasurer will report their findings to the Governing Board at the final Governing Board meeting of the year.

Budget

The budget shall be prepared **by the Incoming President, Incoming and Outgoing Treasurer**, and all incoming elected officers and submitted to the Governing Board for approval no later than December of the fiscal year. Finance & Budget Chair can be either a National Affiliate or REALTOR®.

Event Director/Chair

It is the responsibility of the Event Director and Chair to suggest sources and/or functions for funding the obligations of the Network.

1. Tax Exempt Status - To protect the Network's tax exempt status as a non- profit organization concerning Fund Raising projects, refer to IRS Ruling
2. Separate Accounting - The Network Treasurer and Event Director/Chair shall keep a separate accounting for all proceeds received from Fund Raising Projects. All cash collected at the event should immediately be turned over to the Treasurer at the conclusion of the event. A receipt will be signed and given to the committee member. A report of proceeds will be provided to the Governing Board no later than thirty (30) days after the event by the Event Director/Chair.
3. Possible Deficit Obligation - The Event Director/Chair and team shall not undertake any project which could create a deficit obligation for the Network without the Governing Board approval.

Other Income

All cash collected at any WCR function/event will immediately be turned over to the Treasurer at the conclusion of the event. A receipt will be given by the Treasurer to the committee member.

VIP POLICIES

A. State or National WCR Office

When a member of the Network is elected to a State or National WCR Office, any expenses allocated by the Network shall be determined by and voted upon by the Governing Board.

AWARDS AND RECOGNITION

The Event Director/Chair or Award team will announce to the general membership at the September meeting that the committee is looking for candidates for all of the following categories. **Deadline for submissions is Oct 31st**.

A. REALTOR® Member of the Year.

The purpose of this award is to give recognition to the individual who has done the most for the organization during the year selected. This person should exemplify all the REALTOR® standards and be considered a role model for others. The recipient must have been a WCR member for one year. He/she must have served either as an Officer, Board Member, or Committee chair for 1 of the past years and must have been active on a committee/Board during the year selected. No individual may win the award in two consecutive years.

B. National Affiliate Member of the Year.

The National Affiliate of the Year award is designed to recognize the person who has done the most to support WCR during the year nominated. No individual may win the award in two consecutive years. To be eligible, the individual must have been a National Affiliate Member in Good standing for at least one year, and must have actively served on at least one Project Team or Governing Board position

C. Pat Lord Humanitarian of the Year.

The individual must be a WCR member in good standing for One year, who has given freely of their time and talents to one or more organizations, and who has volunteered many hours of service and commitment on a continuous basis. No individual may win the award in two consecutive years.

D. Rising Star Award.

This award will recognize the member who has participated on more than one Project Team, has demonstrated leadership skills and has shown a desire to learn more about WCR.

E. Top Producer(s).

To qualify, a REALTOR® Member must meet the following criteria:

- a. Be a WCR member in good standing on Dec 31 for the respective award year with the Northwest Indiana Network. Recipients must be in good standing with any NWI Board of Realtors on Dec. 31st of the award year.
- b. Have closed sales in the following dollar amount award categories referenced below, for the respective award calendar year (January 1st through December 31st):
 - (i) Platinum Top Producer Award: In excess of Ten Million Dollars;
 - (ii) Gold Top Producer Award: In excess of Five Million Dollars to Ten Million Dollars;
 - (iii) Silver Top Producer Award: In excess of Three Million Dollars to Five Million Dollars; and
 - (iv) Bronze Top Producer Award: One Million Dollars to Three Million Dollars.

G. President's Award(s).

The President may present a special President's Award(s) at the Annual Awards Program at his/her discretion.

H. Limitation of Awards

A nominee may be nominated for more than one (1) award; however, no nominee may win more than one (1) award, unless the second award is that of Top Producer.

The Network will participate in National Awards and Programs.

IX. SCHOLARSHIPS

As an inducement for the Network to encourage more REALTOR® and Affiliate Member(s) to participate in continuing education and/or higher education, and subject to the herein below conditions, the following classes may be submitted for scholarship reimbursement: PMN

Courses, Courses from the REALTOR® Family Designation Programs (information available from REALTOR.org), or, for National Affiliate Members only, career specific licensing or accreditation courses in furtherance of an Affiliate Member's current professional designation. The Network will provide a scholarship reimbursement to each REALTOR® and Affiliate Member(s) who meet(s) the below respective requirements. Reimbursement will be distributed on a percentage basis, depending on the amount budgeted for the year and the number of Members who request reimbursement. The Network's budgeted amount for such reimbursable expense per REALTOR® and Affiliate Member may change from time to time. For any REALTOR® or National Affiliate Member who is currently serving on at least one (1) committee or the Governing Board for the year in which reimbursement is being requested, the reimbursable amount may be up to but shall not exceed two (2) times such member's annual Network membership fee for the year in which the scholarship reimbursement is requested. For any REALTOR® or National Affiliate Member who is not currently serving on at least one (1) committee or the Governing Board for the year in which reimbursement is being requested, the reimbursable amount may be up to but

shall not exceed such member's annual Network membership fee for the year in which the scholarship reimbursement is requested.

To be eligible for scholarship reimbursement, a REALTOR® Member must meet the following criteria:

1. WCR REALTOR® Member in good standing for at least one (1) year;
2. REALTOR® Member(s) must hold his/her primary membership in the Northwest Indiana Network.
3. Submission to the Treasurer, no later than November 30th of each year, a Check Request Form, with a copy of paid receipt and a copy of the Completion Certificate.

To be eligible for scholarship reimbursement, a National Affiliate Member must meet the following criteria:

1. WCR Affiliate Member in good standing for at least one (1) year;
2. National Affiliate Member(s) must hold his/her primary membership in the Northwest Indiana Network.
3. Submission to the Treasurer, no later than November 30th of each year, a Check Request Form, with a copy of paid receipt and a copy of the Completion Certificate.

X. MISCELLANEOUS

Sponsors

From time to time, Sponsors may be needed for specific functions or activities. Procedures and responsibility should be clearly defined prior to the function or activity. Correspondence should be in writing, and a thank you letter or card should be sent. This is the responsibility of the respective Project Team.