



STANDARD OPERATING PROCEDURES

Standing Rules

1. GENERAL POLICIES

- 1.1. The Standing Rules shall be in compliances with the Local Bylaws, State Bylaws and National Bylaws
- 1.2. The Standing Rules may be amended by a majority vote of the governing board, provided a quorum is present.
- 1.3. Standing Rules should be reviewed every year and amended as needed.
- 1.4. The Current Bylaws & Standing Rules along with all supporting documents shall be kept in electronic format and made available on the Local microsite. Supporting documents to Standing Rules include but may not be limited to the Financial Policy and Standard Operating Procedures.

2. MEMBERSHIP

- 2.1. A Member is a REALTOR® or National Affiliate (National Affiliate must be a member of a REALTOR® Association) who pays dues to Women's Council of REALTORS®
- 2.2. A Strategic Partner represents a business that has an affiliate relationship with the Real Estate Industry. They can be part of a Project Team.
- 2.3. A Sponsor is not a member but is able to sponsor individual special events and does not have to have a business that is affiliated with real estate.

3. DUES

- 3.1. The annual dues are \$20.00/year
- 3.2. Secondary membership - \$20.00/year
- 3.3. Non-Resident membership - \$20.00/year

4. GOVERNING BOARD MEETINGS

Unexcused Absences: When a member of the Governing Board has two (2) or more unexcused absences it will be assumed they have resigned from the Governing Board. In that event, the President and the Governing Board will determine the necessary action if any.

- 4.1. Can be hold in person or virtual (all participants must use the camera at all times)
- 4.2. An Agenda must be sent out 3 days prior to the meeting.
- 4.3. General Membership is invited to attend all local board meetings. The time and date must be included in the event calendar, uploaded to the Local microsite.
- 4.4. If a board member cannot attend, he or she will ensure that any agenda items to be discussed are covered through notification to the Local Network President and 1st Vice President.
- 4.5. Project Team leaders are expected to attend and give reports only, where items of discussion pertaining to their areas of expertise are being discussed, either physically or via virtual only.
- 4.6. If a project leader cannot attend a governing board meeting, he/she will submit a written report covering the areas to be discussed along with any project team recommendations they may have to the 1st Vice President.



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4.7 The 1st Vice President shall take the meeting notes (minutes). The minutes should be sent to the President and /or President-Elect for any amendments and shall be sent back to the 1st Vice President. The 1st Vice President shall upload monthly governing board minutes to the Local Network online storage like Google Drive and State Google Drive within 7 days after BOD meeting.

5. EVENT/NETWORK MEETINGS

- 5.1. The network will hold a minimum of 4 industry events, 2 networking events (see Operating Standards Local Network).
- 5.2. Guests - Guests are welcome to attend Events/Networking for a higher price AMOUNT (to be determined per event). This does not apply to a member's family or special guests, provided they are not eligible for Council membership.
- 5.3. Members - attending an organized function shall be charged, a charge is incurred for the meal or refreshments whether they eat or do not eat.
- 5.4. No reservation - if a member wishes to attend an organized function without a reservation, they shall be accommodated on a space-available basis only. *Charges will still apply.*
- 5.5. Reservations for all Network Industry Events sponsored by the Network shall be a financial obligation to be paid by a member. Once a reservation is made and paid for there will be no refund. Each event may have a reduced price prior to the event. After that, the amount will increase.
- 5.6. If space is available, then non-registrants may purchase a ticket at the door for \$5.00 or \$10.00 more than the regular price.

6. NETWORK COURTESY POLICY - see financial Policy and Procedure

7. SCHOLARSHIPS: see financial Policy and Procedure

7.1 A member cannot receive reimbursement from the Network if they have received reimbursement for the same course through any Realtor association or organization.

8. WCR CONFERENCES

8.1 This is one of the privileges of being on the Governing Board, so if a Governing board member commits to going to conference, and backs out within 2 days of conference, they are responsible for all expenses paid to date and for the other half of their roommates' room expense.

8.2 Project team leaders may travel to the conference *if there is enough budget to cover their expenses.*