

**STANDING RULES OF THE LAKE
HAVASU AREA NETWORK OF
WOMEN'S COUNCIL OF REALTORS[®]
Revised 11/04/2023**

I EVENTS

a. EVENTS, PROGRAMS and LUNCHEONS

A minimum of 6 events will occur throughout the course of the year. Attendees shall pay the prevailing event charge, which may or may not include lunch. Attendance at these meetings will be forwarded to the President and Membership Director.

b. GOVERNING BOARD MEETINGS

A minimum of six (6) governing board meetings must be held per year and will typically coincide with events and/or programs. Special meetings may be called with a minimum of 5 days in advance.

c. RESERVATION OBLIGATIONS

- Financial Obligations - Reservations for all meetings and events sponsored by the Network shall be a financial obligation to be paid by the member. A reservation made is a reservation to be paid.
- Cancellation Deadline - A cancellation deadline shall be established for each function and shall be announced in the notice for that function.
- Billing – Billing for events will be sent in advance and it is encouraged that attendees pay online with links provided prior to the event.
- Fee Policy - Members attending an event, program or a ticketed function shall be charged for the meal or refreshments whether they eat or not. Early bird discounts may apply to some events to facilitate in planning.
- No reservation - If members wish to attend a function without a reservation, they shall be accommodated on a space available basis only.
- While meeting attendance is not mandatory, all members are encouraged to attend on a regular basis. Attendance will be recorded at the door and kept on file by the President and Membership Director.

II DUES

- Dues shall be nonrefundable and non-transferable.
- Local Affiliate members shall pay a one-time application fee of \$50.00. The Membership Director shall be responsible for billing and collecting Local Affiliate dues.
- REALTORS[®] or National Affiliates joining a second network shall be local members in the second network and pay all the fees associated with that membership.
- No more than 20% of the total membership shall be National Affiliates. The Membership Director shall be responsible for monitoring the percentages. New affiliates may join by bringing in at least 2 new REALTOR[®] member(s) to maintain the necessary percentages or they may be put on a waiting list.

III GUEST POLICY

- All event guest speakers shall receive a complimentary meal. The Events Director shall be responsible for presenting all guest speakers with a "thank you note" at the expense of the Network.
- National President or State President and/or State Liaison, at the invitation of the local President, shall receive a complimentary meal.
- Non-members shall be allowed to attend no more than two events as a guest prior to joining. The Hospitality Chair or the Membership Director are responsible for monitoring this attendance. Any exceptions to this policy are at the sole discretion of the President.

IV ELECTIONS

- Annual election meetings shall be held in accordance with current National Bylaws and Policies and Procedures.
- Officer Candidate Qualifications are:
 - Be a member in good standing for at least 6 months.
 - Attended at least 50% of the events in the current year, or since joining, as monitored by the First Vice President and Nominating Chair. (They already do this per the Standing Rules)
 - President Elect should have served as the chair of a committee or been a previously elected officer.
 - If no qualified candidate is available, the Governing Board, at their discretion, may temporarily suspend this requirement.
 - Officer candidates shall have received and read a current job description and completed a Consent to Serve form.

V NEW MEMBERS

- A card or letter of congratulations and welcome, including an invitation to join a committee of their choice, shall be sent to each new member by the Membership Director or Membership & Marketing Committee. See the Leadership Policies and Procedures Manual on WCR.org for additional information and ideas for recruiting and retention, especially during the first year.
- New Member Orientations are to be held in accordance with the National Business Plan standards. See WCR.org for a sample orientation format on Toolbox.
- Upon membership approval of the Governing Board, Membership Director shall conduct an induction ceremony for new members during an event or program. The Vice President shall present each new REALTOR® and National Affiliate Member a membership pin, and a guide to the WCR.Org website. Each new member shall be introduced individually by the Membership Director and given a brief opportunity to tell the group of their business affiliation, etc.

VI REMEMBRANCES

Upon notification of a member or member's immediate family death, or hospitalization of a member, the First Vice President or Hospitality Committee Chair may send flowers or a contribution to the member's family at a cost not to exceed \$100.00. In the case of an illness of a member, the First Vice President or Hospitality Committee Chair shall send an appropriate card in the name of the Network.

VII AWARDS AND RECOGNITION

Nancy Charles Spirit Scholarship – Each year funds will be budgeted for the Nancy Charles Spirit Scholarship to assist members with their personal expenses to attend Women's Council related educational and organizational events. The requirements to apply for the scholarship are:

- Must be a REALTOR® member or National Affiliate in good standing of the Lake Havasu Area Network of WCR.
- Be a member of the local Network for a minimum of 6 months.
- Attend a Women's Council of Realtors® related educational or organizational event (such as a PMN courses or Women's Council of Realtors® State & National Meetings).
- Be a (non-funded) officer, chairperson, or active committee member in the local Network (to be determined by the President and the Awards Committee).
- The total number of scholarships will not exceed the yearly budgeted amounts.
- Reimbursement will be up to \$100.00 per applicant per year, or the event cost, whichever is less.
- Only one scholarship per recipient will be awarded in a one-year period.

- An Expense report, along with proof of attendance and payment by the recipient, must be provided within 30 days of attendance.
 - Only expenses not reimbursed through other organizations or companies will be considered.
- Karen Franz Scholarship** – There is also a state fund, the Karen Franz Scholarship, which may be used by members to assist with their personal expenses to attend Women’s Council related educational and organizational events. The requirements to apply for the scholarship are:
- Must be a REALTOR® member or National Affiliate in good standing of the Lake Havasu Area Network of WCR.
 - Be a member of the local Network for a minimum of 6 months.
 - Attend a Women’s Council of Realtors® related educational or organizational event (such as a PMN courses or Women’s Council of Realtors® State & National Meetings).
 - Be a (non-funded) officer, chairperson, or active committee member in the local Network.
 - The total number of scholarships will not exceed the yearly budgeted amounts.
 - Reimbursement will be up to \$150.00 per applicant per year, or the event cost, whichever is less.
 - Only one scholarship per recipient will be awarded in a one-year period.
 - An Expense report, along with proof of attendance and payment by the recipient, must be provided within 30 days of attendance.
 - Only expenses not reimbursed through other organizations or companies will be considered.

SUPER STARS OF THE MONTH

Candidates for the Stars of the Month must be members in good standing of the local Network.

REALTOR® OF THE YEAR AND STRATEGIC PARTNER OF THE YEAR AWARDS:

Award Winners will be selected by a special committee or Governing Board chaired by the most immediate Past President able to serve and the current President.

VII INFORMATION FOR GOVERNING BOARD:

- All officers shall abide by the National, State and Local Women’s Council of REALTORS® Bylaws, Standing Rules and perform all duties as outlined in the Leadership Policy and Procedure Manual and others such as prescribed by the President and the Governing Board.
- The incoming President shall prepare updated job descriptions and duties for the incoming Officers and Committee Chairpersons. Job descriptions will be posted on the website by August 15th.
- After attending Network 360, the incoming President will establish a date and time for a Governing Board Orientation following the October elections.
- After elections and before Orientation, the President Elect shall seek out the most qualified members as Committee Chairpersons and deliver them a copy of job descriptions and duties of their committee. Officer and Committee Chair nominees must sign a Consent to Serve form prior to election or appointment.
- The President will have an electronic copy of the Bylaws, Standing Rules, and Local Networks Operating Standard available at all Governing Board Meetings.
- All Board members are expected to attend all Governing Board and Events. Any absences should be reported to the President in advance. In addition, the Officer or Committee Chair should find a replacement to fulfill their responsibility for the missed meeting.
- No more than two meetings shall be missed during the one-year term. Should more than two meeting be missed by one officer, the Board may require the officer to relinquish their duties.
- Outgoing Committee Chairs shall pass committee materials on to the incoming Committee Chairs.
- Committee Chairs are authorized to appoint sub-committees to carry out committee responsibilities.

IX INSTALLATION OF OFFICERS

- The outgoing President shall, with the Hospitality Committee, arrange the format of the installation ceremonies to be held at the December Luncheon Meeting.
- The incoming President shall select the Installing Officer.
- The outgoing President shall have the responsibility of obtaining the incoming President's pin at the expense of the Network in sufficient time for presentation at the Installation Ceremony.
- The incoming President shall obtain, at the expense of the Network, a plaque or gift to be presented to the outgoing President at the Installation Ceremony.
- Plaques or gifts for the other outgoing officers shall be obtained by the outgoing President at the expense of the Network.

X NETWORK EXPENDITURES

- The President, subject to the approval of the Governing Board, shall be the only individual authorized to enter into contract agreements which incur financial or other liabilities.
- The President, President Elect and Treasurer, shall be bonded signatories on all bank accounts of the Network. Two signatures will be required on all checks.
- All income and expense requests must have backup documentation and properly completed forms.
- Any expenses, not budgeted, over \$100 shall be approved by the Governing Board.

XI GENERAL RESERVE ACCOUNT

- To pull funds from the General Reserve Account, a 2/3 vote of the members present and voting at a Governing Board Meeting is required.

XII PARLIAMENTARIAN

- The First Vice President shall act as Parliamentarian and have a copy of the Robert's Rules of Order for reference at all Governing Board meetings and Events.

XIII AUDIT

- A minimum of a bi-annual audit is to be performed by members of the Finance and Budget Committee.
- The 3-member Audit Committee shall be appointed in November by the outgoing President and shall be completed by January 10 and July 10.

XIV BUSINESS, INSURANCE AND LEGAL ISSUES

- Refer to the Local Networks Operating Standard manual for detailed information on current requirements.
- Due to IRS requirements, all Networks must file an annual Information Return.
- It is recommended that the Network consult an accounting or legal professional in preparing and filing all annual requirements.
- The President and Treasurer will ensure that the filings are done in a timely manner and prior to deadlines.
- Each Network must have a Federal Employer ID Number.
- IRS Tax Exempt filings are due annually by May 15th.
- Incorporation as a 501(c)6 must be maintained annually by June 15th (#14592597)
- General liability insurance, and additional coverage for special events, must be maintained.

XV LEADERSHIP DEVELOPMENT EXPENSE - State and National Meetings

- A Leadership Development travel budget for elected Officers (and, if applicable, non-elected appointees of the Governing Board), will be established each year, based on anticipated travel to state and national

meetings. Funded travel, if available, will be provided first to elected officers who are able and willing to travel, and any remaining budgeted funds may be used by the non-elected appointees of the Governing Board. All non-elected appointees who are interested in such travel must make their interest known to any member of the Governing Board; and the notified board member shall propose the travel for the interested party during a Governing Board meeting. The Governing Board must approve the funded travel for the non-elected appointee.

- If the budget allows for more travel than that which is currently set aside and approved, the Governing Board, may, at its discretion, offer the funding on a first-come first-served basis to the general membership.
- Full participation at all State, Regional or National meetings, sessions and events is required to be eligible for reimbursement for the event.
- Expenses not allowed: alcohol, expenses for a non-funded spouse or guest, meals covered in registration fees, dry cleaning, legal violations, lost, stolen or damaged property, flight insurance, airline seat upgrades or preferred seating, wi-fi, or other expenses of a personal nature or not directly related to the performance of the assigned travel duties.
- 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.
- If a funded member travels to the destination city prior to a WCR meeting or extends her/his stay after the end of a WCR meeting, no associated expenses will be paid by the Network. Expenses associated with taking classes – hotel, meals, etc. – will be paid for by the individual.
- Prior to reimbursement, a written report by all funded members will be presented to the President and Treasurer for reimbursement.
- All reimbursable expenses must be submitted, with receipts, on the Network approved form within 60 days of returning from the event.
- The President and Treasurer will maintain a Credit/Debit card. Signatories will be changed annually and be the same as on the checking account. The card is only to be used by the President (or the President Elect for Leadership Academy only) for budgeted advance airline reservations, hotel deposits, meeting registration and pre-ticketed WCR state, regional or national social events. The card stays in the President and Treasurer's possession and is not to be used to pay for hotel bills, meals, other transportation or any personal expenses. In the event the Credit/Debit card is used, and an officer forfeits a reservation or does not attend an event, the individual is personally responsible for repaying the network within 30 days. Failure to repay within the 30 days will result in additional penalties as approved by the Governing Board.

Funded leadership development travel shall be reimbursed as follow:

- Meeting Registration: Reimbursed 100% when registered as a WCR participant for the WCR portion of the event.
- Registration for ticketed events: Reimbursed 100% for State, Regional or National dinners or inaugural events. No reimbursements for meals that conflict with WCR sponsored events.
- Lodging: Attendee(s) are reimbursed for hotel lodging expenses at one half of the double occupancy rate for the host hotel standard room plus tax. If the host hotel is not available, a comparable or lower priced room rate will be reimbursed in the same manner. If an attendee prefers not to share her/his accommodations with another Women's Council member, the attendee will be reimbursed half of the double occupancy rate of a standard room, plus tax. The member will be responsible for the balance.
- Transportation: the lesser of air transportation or automobile transportation (regardless of method used), calculated as follows:
 - Air – 100% of coach airfare at a minimum 21-day advance purchase rate. On trips for meetings scheduled for more than 4 days, the first piece of luggage will be reimbursed at 100% (if not included in airfare). No additional pieces or overweight charges will be reimbursed. Priority seating charges will not be reimbursed.

- When traveling by air, one vehicle will be reimbursed for mileage to and from the airport at the prevailing IRS rate. Parking is reimbursed for one vehicle. If funded members travel separately, they will split the allowable mileage and parking expenses.
- Auto – one vehicle will be reimbursed at the prevailing IRS rate as evidenced by a “MapQuest” type printout. Parking will be reimbursed at/or near the meeting site. If funded members choose to travel separately, they will split the allowable mileage and parking expenses.
- Meals – A per diem will be reimbursed according to the IRS per diem rate for the destination city. Receipts must be submitted with the reimbursement request.
- Transportation to and from the airport and hotel in the host city. A shuttle or taxi, whichever is less, will be reimbursed with a dated receipt.

PROCEDURE FOR CHANGING STANDING RULES

A standing rule may be changed, added, or deleted by majority vote of the Voting Members present at any regular Governing Board Meeting after which notice to the general membership is made. Copies of Revised Standing Rules will be provided to all Members on the website and notice sent to all members via email.

Revised: 06/27/2006, 10/09/2008, 11/19/09, 02/11/10, 06/09/11, 08/11/11, 09/19/12, 11/05/15, 06/15/2020, 07/12/2022, 11/20/2022, 2/02/2023, 11/04/23