



Women's Council of Realtors Southwest Missouri

STANDING RULES

Revised July 2023

Standing Rules provide continuity to the Network by setting operating policies that can be referred to year after year to determine what procedure is followed.

- Standing Rules relate to the administration of a Network. They cannot be used to grant or limit the rights of membership.
- A Standing Rule can be adopted by majority vote at a Governing Board Meeting. Changes should be noticed periodically to the membership.
- A Standing Rule remains in force until amended or rescinded. It does not bind future meetings if a majority desires to suspend it temporarily for the duration of a particular meeting.
- A Standing Rule can be amended by a majority vote of those present at any Governing Board or business meeting or by email vote at the Southwest Missouri President's discretion, without prior written notice to the membership and be effective immediately upon approval.
- A Standing Rule can be rescinded by two thirds (2/3) vote without previous notice or by a majority vote after notice on at least the preceding day.

1. Leadership

Elected Local Officers-

President
President-Elect
Secretary/ First Vice President
Treasurer

The President-Elect, First Vice President and Event Director must be Realtors.

The Governing Board consists of

President
President-Elect
Secretary/ First Vice President

Treasurer
Membership Director
Event/ Program Director
Immediate Past President
Team Leaders of Project Teams

Three active members of the Governing Board shall constitute a quorum, provided the President or President-Elect are present.

Officers and directors shall serve for one (1) year. Officers and directors may serve in such offices for more than one term but may not serve more than two consecutive terms. The President-Elect shall automatically succeed to office of President the following year.

2. Elections

The election of Officers and Directors shall be held no later than September 30 each year.

3. Duties of Officers

President's Responsibilities-

- Presides over focused, productive meetings of the Governing Board and membership
- Works with the Governing Board to develop, implement and monitor the Network Business Plan
- Encourages and inspires members to get involvement, and recognize contributions
- Cultivates development of future leaders for the Network
- Mentors, trains, supports and provides leadership opportunities for the President-elect to facilitate a smooth transition in leadership.
- Builds and maintains relationships with the Local Association and related industry and community groups
- Works with the Governing Board to evaluate Network progress and performance on stated goals, ensuring, in particular, quality Network events and services.

- Supports Event Director and Membership Director in delivering quality events and building and retaining a solid base of REALTOR® members
- Appoints an Event Chair and/or Membership Chair, as needed to support the Event and Membership Directors, with ratification by the Governing Board
- Ensures compliance with all State and National reporting requirements
- Represents the local Network at State and National meetings

President Elect's Responsibilities-

- Fulfills duties of the President as needed, and assists with running efficient and productive meetings.
- Cultivates and manages relationships with Strategic Partners, ensuring a high level of satisfaction and appropriate benefit levels and packages.
- Assists the President in tracking Network progress and performance, identifies areas for continued improvement and considers related goals for inclusion in the Network Business Plan in the coming year.

- Supports accomplishment of Network Business Plan goals and priorities.
- Encourages and inspires members to get involved, and recognize contributions
- Cultivates development of future leaders for the Network
- Attends Women's Council Network 360 Leadership Conference as part of preparing to take on the presidency
- Attends State and National Women's Council Meetings, depending on budget and personal finances.
- Works with the incoming President-elect to ensure a smooth transition in leadership

First Vice President's Responsibilities

- Maintains Network bylaws and standing rules.
- Oversees Credentials Project Team to ensure proper election protocols, and reports results of election to National Women's Council by September 30 each year.
- Ensures accurate minutes are taken at each Governing Board meeting and maintains all official records of the Network.
- Ensures accurate minutes are taken at Membership meetings when votes are taken for bylaws amendments and for elections.
- Attends State and National Women's Council Meetings, depending on budget and personal finances.

Treasurer's Responsibilities

- Maintains Network financial records, tracks transactions, and reports regularly on Network financial performance.
- Handles receipts and disbursements, ensuring proper controls in place.
- Ensures expenses are in compliance with approved budget.
- Works with the Governing Board to develop proposed annual budget.
- Ensures Network state and federal taxes are filed annually, and provides full support for Network financial reviews.
- Attends State and National Women's Council Meetings, depending on budget and personal finances.

Membership Director's Responsibilities

- Develops and implements a member recruitment and retention strategy to grow the REALTOR® membership base within the Network.
- Supports and follows through on all National Council membership marketing campaigns.
- Works with the Governing Board to establish membership recruitment and retention goals as part of the Network Business Plan.
- Oversees implementation of a new member welcome and orientation strategy, as well as a first-year member communication strategy, using tools and resources provided.
- Oversees implementation of a member communication 'drip' system, using tools and resources provided.
- Monitors and supports development of Strategic Partner benefits packages.
- Manages Membership Chair and Membership Project Teams as needed to accomplish tasks.
- Monitors and evaluates success of all membership development and outreach efforts and reports to the Governing Board.

- Monitor membership reports received from National Women's Council for accuracy, and follows up on any discrepancies.
- Attends National and State Women's Council Meetings, depending on budget and personal finances.

Event Director's Responsibilities

- Plans four Network industry events.
- Coordinates and implements marketing strategies for a high level of exposure for Network events within the industry.
- Develops and manages systems to routinely scan the industry environment to identify business needs and issues.
- Produces a minimum of two additional events focused on member networking and relationship building.
- Works closely with Event Chair and Event Project Teams as needed to accomplish tasks.
- Monitors and evaluates success of all programs and events and reports to the Governing Board.
- Attends State and National Women's Council Meetings, depending on budget and personal finances.

Project Team's Responsibilities

- Teams should consist of not less than three (3) members.
- Teams shall be: The Audit Team, The Candidate Review Team
- Other suggested Project Teams : Ways and Means, By-Laws/Standing Rules, Finance and Budget, Hospitality, Marketing, or other special committee as deemed necessary by the governing board.

4.Travel

All Officers are encouraged to attend all State and National meetings. Funding will be provided as the budget allows.

State and Local Orientation will be mandatory for all Officers Network 360 Leadership

Conference is mandatory for the President-Elect.

5.Reimbursement

Reimbursement shall not exceed the approved budget. All reimbursement forms must be filled out and turned in within 30 days along with all receipts. Mileage will be paid in accordance to IRS rates, not to exceed the budgeted amounts.

6.Past Presidents

Invite Past Presidents to an event to share past experiences and ideas with incoming officers. This event is to be held before the leadership transition planning event. Past presidents are to be invited to a special Past Presidents recognition at the December event. President's will be given a complimentary lunch.