



2024 Standing Rules

Event Policies

1. The Network is to hold a minimum of four Industry Events per year; one per quarter. One of the Industry Events must focus on development of business leadership skills. One out of the four must collaborate with other local Networks, the local REALTOR® Association or a related real estate organization.
2. The Network is to hold a minimum of two Networking/Relationship Building Events per year.
3. Event notifications will be sent to Members and Strategic Partners at least 30 days prior to the Event.
4. Event email blasts sent via Space Coast Association of REALTORS® should be sent to Realtors only (and not Business Partners).
5. As representatives of the Board, Network Officers and Directors should make every effort to attend as many Events as possible.
6. Event guest speakers are to receive a complimentary registration.
7. When the Florida or National Women's Council of REALTORS® President visits, the Network will pay for their lodging if they are traveling a distance. These expenses will be budgeted line items.

Event Registration Guidelines

1. Early-bird pricing and deadline dates as well as the registration cut-off date shall be advertised for each Event.
2. Persons expecting to “walk-in” to an Event without pre-registering will be accommodated on a case by case basis.

Governing Board Meetings

1. The Network will conduct a minimum of 6 Governing Board Meetings per year.
2. The President will send the meeting agenda to the Governing Board at least 24 hours prior to the meeting.
3. Governing Board Meeting minutes are to be emailed to the Governing Board as

soon as possible after the Meeting and no later than 72 hours after the board meeting.

4. Governing Board Members will not miss more than 3 meetings per year. Doing so may result in removal from the Board.

Budget and Treasury

1. The budget is to be updated quarterly and presented to the Governing Board.

2. The Treasurer is to update the Governing Board on cash flow at each meeting of the Board.

3. \$500 per year will be budgeted to support the Network's District Vice President. \$1000.00 per year will be budgeted for State Strategic Partner- Into The Blue.

4. The Network will provide an auction item/basket for the FL State Annual Convention. These expenses shall be budget items.

Travel Policy

1. The President and President-elect shall attend Women's Council of REALTORS® National, State and District Conferences. In addition, the President-elect and future President Elect are expected to attend the Women's Council of REALTORS® Network 360 and Women's Council of REALTORS® Florida Leadership Summit.

2. The 1st Vice President and Treasurer shall attend Women's Council of REALTORS® Florida conferences. Their attendance at Women's Council of REALTORS® National conferences is encouraged when the budget allows.

3. If an Officer, who is a Performance Management Network Candidate (PMN), must arrive at a conference one day early to take a PMN course, that Officer will be funded for one night's shared accommodation. The cost of the PMN course is the responsibility of the individual and is not reimbursable.

4. The aforementioned Officers will personally purchase their registrations, flights, event tickets, etc. and be reimbursed by Women's Council of REALTORS® Space Coast after the conclusion of the conference, upon proof that they attended the seminars appropriate to their office and submission of a completed Expense Report with receipts and signatures of approval. If an Officer does not attend the conference seminars, they will not receive reimbursement.

5. Officers attending conferences must register during 'early-bird' pricing offerings for event and lodging registrations. Reimbursements are only for economy class flights and it is strongly recommended that flights be booked early for best fares.

6. Travel funding will include conference registration, shared lodging (one person per bed), standard parking fees, airfare (not to exceed \$600), one piece checked luggage, round trip ground transportation, \$100 per days for meals, tickets to official Women's Council of REALTORS® events, and Rental car cost if traveling out of state. Travel funding for all Board of Directors shall be a budgeted line item.

7. Expense Reports are to be submitted within 30 days from the last day of the Conference. The completed Expense Report is to be submitted with copies of receipts and boarding passes. The persons reviewing the Expense Report and accompanying documents are: President's Designee, the President (or President-elect for the President's Expense Report) and, finally, the Treasurer. Electronic signatures are acceptable.
8. Items not eligible for travel reimbursement include personal entertainment (e.g. in room movies, mini bar and spa services), laundry, personal attire for banquets, purchase of books or magazines and alcohol purchases.

Awards

1. Annually, Women's Council of REALTORS® Florida presents awards to its outstanding members. The Network President will disseminate Award criteria to the Network Awards Project Team. The Awards Project Team will assist the President in submitting nominations to the Florida Awards Task Force.
2. The Awards Project Team should determine award recipients within the Network. These awards may be presented at the Installation Event or at a time of the President's choosing.
3. The Awards Project Team will be responsible for a plaque or recognition for the outgoing President. This is a budgeted line item.

Installation Event

1. The incoming President and Installation Project Team shall plan the Installation Event. The incoming President and Installation Project Team will raise funds needed to cover the cost of the Installation Event after exhausting budgeted funds, which has no educational component. If unable or unwilling to raise the funds, the Installation will take place at the last scheduled Event of the year.
2. The funds for the Installation Event should be held in a checking account separate from the Network's operating account and transferred for payment at the time of receipt of invoice.

Incoming Governing Board Planning Meeting

1. The incoming President will hold a planning meeting (local summit), in the fall, for the Network's next calendar year. This is a budgeted line item.
2. The incoming President will furnish each Officer and Director with their job descriptions, the Women's Council of REALTORS® Space Coast Bylaws, Standing Rules and proposed budget.

Other

1. The President shall attend monthly Space Coast Association of REALTORS® Board meetings, send a designee or a report.
2. The President will select a 'Sunshine Director' who will send cards of condolences, get well, birthdays, etc. to the Women's Council of REALTORS®

Space Coast members as requested by the President or other Governing Board members. The cost of cards and stamps is a budgeted line item. The Governing Board has the discretion to offer additional outreach.

3. Strategic Partner memberships can be transferred to another company employee if the membership has been paid for by the company. If the membership has been personally paid by the Strategic Partner, the membership will transfer with the Strategic Partner to their new employment. Request to transfer Strategic Partner membership to another employee must be relayed to the Governing Board for the minutes.

4. For Strategic Partner Guidelines & Information, refer to the Documents section within <https://www.wcr.org/network-sites/florida/space-coast/space-coast-network-documents/>.

Only 1 per category allowed at the top level and Strategic Partners can't be at the top level their first year.

6. Debit Card Usage: Three (3) debit cards will be provided annually; one for the President, one for the President-elect, and one for Treasurer. Upon the end of the President's term, the outgoing President must relinquish their debit card to the President-elect. The incoming Board will have the President's name removed as an authorized user of the bank account and debit card. The debit card may only be use in the following instances, unless authorized by a majority vote of the Governing Board:

- a. Hotel room expense during conferences, maximum of two rooms. The card may not be used for airfare, conference fees or other travel expense to be to be reimbursed to the attendee.
- b. Deposit/down payments for event space, speakers or caterers.
- c. Annual reporting fee to Sunbiz.org.
- d. Annual payment for post office box.
- e. Membership sponsored through strategic partner packages or member pay the Network by check.