

WOMEN'S COUNCIL OF REALTORS® MASSACHUSETTS NETWORK STANDING RULES

These are the current state network standards. Where there is a difference on interpretation between this list and the state network bylaws, the bylaws always take precedence.

PURPOSE, MISSION STATEMENT AND VISION:

A continuing effort will be made to assure that the state network is dedicated to serving our members by providing opportunities for developing skills for the future and achieving our individual potential for success.

THE MISSION OF THE WOMEN'S COUNCIL OF REALTORS:

We are a network of successful REALTORS® advancing women as business leaders in the industry and in the communities we serve.

VISION STATEMENT:

The Women's Council of REALTORS® is recognized as the voice for women in real estate, and the premier source for the development of leaders in the industry, organized real estate and beyond.

STATE NETWORK RESPONSIBILITIES:

Conduct one or two membership meetings late winter/early spring and fall

Host an annual State Orientation for Local and State Officers, typically November/December.

Ensure that local networks deliver officer and new member orientations, assisting as needed.

Monitor local network services, such as recruitment, retention and new network formation. Manage, supervise, and ensure compliance with Local and State network standards, bylaws and standing rules.

Oversee local network performance, such as maintaining, analyzing membership results and submitting the mandatory Annual Report.

Create programs that support the national WCR Mission and long term goals.

State networks are subject to the national bylaws of the WOMEN'S COUNCIL OF REALTORS®. State bylaws amendments are without force unless approved by National WCR.

State networks must meet minimum requirements such as:

- (A) Maintaining at least fifty (50) Active members and two Networks;
- (B) Reporting a list of current officers and, upon request of the National WCR office, minutes of the Annual Election and filing in Google docs.

DUES:

State networks establish their own Annual Dues

National WCR will invoice national members for the State Dues

Dues amendments will be reported by the national deadline

FINANCE AND BUDGET:

The Finance and Budget Committee will propose an annual budget to be approved by a two-third vote of the Governing Board.

The newly elected Treasurer will determine the type of Treasurer's reporting method to be utilized in order to maintain accounting records for the State of Massachusetts Network of Women's Council of REALTORS®. This information will be provided to the Governing Board for review and approval no later than the date scheduled for the Governing Board meeting.

The Governing Board will determine the educational expenses allowed for officers. Air fare, registration fees, and hotel rooms will be paid for the NAR/WCR National Convention, WCR Mid-Year Meeting and Regional Meeting only if the treasury can support the expenditures. All other expenses, such as meals,

cab fare, tips, etc., will be at the expense of the attendee. However, if the attendee cannot obtain a reservation in the host hotel, the WCR Treasurer will reimburse the attendee for cab fares in an amount not to exceed \$50.00 per officer for Mid Year Convention and \$75.00 per attendee for the National Convention. The attendee will make every effort to share cab rides with other WCR members. The WCR Treasurer will pay the allowed expenses by early registration and bookings at the most economical cost. The Treasurer will set a deadline by which time reservations must be made. The lowest airfare will be reimbursed; however, it is not the intent to have the Officers travel with multiple stops, and extremely late arrival times. The Officers will use due diligence in working on travel plans to ensure the best cost. Early reservations are mandatory, but in any case, no later than 30 days prior to the event.

Should other members of the Governing Board request the sharing of the room, it will be necessary to seek the approval of the Governing Board provided the members requesting to share the room are pre-registered for the convention/meeting. Any additional room charge will be rendered to the Governing Board members for approval. Rooms will be booked for a maximum of five nights. In most cases, the Mid-Year and National Meetings start on Thursday evening. Wednesday night stays will only be allowed if the President, President elect and State Liaison are attending an educational session (PMN Class). In order for the President, President-elect, and State Liaison to have the convention/meetings paid for by the State network, the President, President-elect, and State Liaison must attend all workshops, educational sessions, and Governing Board Meetings. The President, President-elect, and State Liaison will prepare a synopsis of the Conferences/Summits for presentation to the Governing Board. When possible, the President, President-elect, and State Liaison will attend different workshops in order to receive maximum benefit.

Cash receipts or charge tickets are required for reimbursement of funds. Reimbursement requests to be submitted within 30 days after return.

CONFERENCE AND SUCCESSION OF OFFICERS TO ATTEND:

The succession of officers of the WOMEN'S COUNCIL OF REALTORS® Massachusetts Network to attend the below mentioned conferences are in this order:

NAR/WCR National Conference

Current President, President elect, and State Liaison

WCR Mid Year Conference

Current President, President-elect, and State Liaison

WCR Regional Meeting

Current President, President-elect, and State Liaison

WCR Leadership 360 (Mandatory)

President-elect

The State President should attend both national conferences.

The State President-elect should attend at least one of the National Conferences and Leadership 360.

The State Liaison should attend both National Conferences.

If funds are available and budget allows (permits) the First Vice President could attend as well, provided they are a REALTOR® member.

In the event any of the above officers cannot attend, the Governing Board will appoint a successor. The President and State Liaison will vote at all Mid Year and National Meetings. The President and State Liaison will discuss the potential National candidates with the Governing Board, and point out the strengths of each candidate. They will then vote as directed by the majority of the Board.

All members of the Massachusetts State Network are encouraged to attend all of the above at their own expense (except where possible, sharing the cost of the room).

AWARDS:

The named President for the year in which an award was earned will accept the award on behalf of the State network.

CANCELLATION PROCEDURES:

In the event of an unforeseen circumstance, a cancellation can be called into the reservation chairperson(s). The cancellation must be called in no later than 24

hours prior to the meeting date or seven days prior to a special event. Emergency cancellations on day of the meeting will be taken under advisement. Without exception if the State Network must pay for a lunch, the member or guest must pay.

CONTRACTS:

Contracts for regular meetings and special events (but not limited to only these circumstances), such a hall rental, speakers, etc., must be approved and signed by the President and Treasurer. In the event the President and Treasurer are unavailable to sign, another officer of the Governing Board may approve such contract. The Treasurer will be responsible for deposits and bill payment.

CORRESPONDENCE:

All correspondence which represents a commitment on the part of the State of Massachusetts Network of Women's Council of REALTORS®, will be authorized by the Governing Board prior to being sent out.

DOOR PRIZES/SWAG:

The Governing Board shall determine the cost of additional items that are sold as fundraisers for the State Networks, i.e., table centerpieces, sweatshirts, etc.

NETWORK COURTESY POLICY:

Parents, children and spouse of members and members to receive the appropriate memorials and remembrances for deaths to be approved by the Governing Board
Charitable donations – All charitable donations will require Board authorization and must be brought before the Governing Board and approved in the form of a motion.

ELECTIONS:

State Liaison appointment must be made by June 1 or before the State Network elections, whichever comes first.

President-elect, First Vice President and Treasurer must be elected by September 30th and reported to National by October 15th.

ELECTED OFFICERS:

The officers shall begin their term in compliance with National Women's Council of REALTORS® bylaws

Elected officers and board members must have their WCR National dues paid no later than January 15.

OFFICER CONSENT TO SERVE:

All prospective Officers will be made aware of and agree to their full obligations as officers, including attendance at State Governing Board meetings (President), State Network meeting (all Officers) and two National out-of-State conferences (Mid-Year in May and National Conference & Expo in November) per year.

Officer nominees shall sign a consent-to-serve form after reading their job description. Said consent form will have the following content or attachments:

Network By-Laws.

Network Standing Rules.

Statement that they have read and agree to abide by the Network By-Laws and Standing Rules.

Statement that they understand that they may have to supplement their own travel expenses when the network budget is insufficient to cover all expenses.

GOVERNING BOARD:

The government of the State Network shall be vested in the Governing Board, which shall consist of the elective Officers, all current Local Network Presidents, the most recent past State Network President able to serve, and chairmen of Standing Committee, all of whom shall be entitled to vote.

Governing Board must hold a minimum of 2 meetings per year.

The Governing Board consists of the following members:

- Leadership Team (President, President-elect, First Vice President, Treasurer and State Liaison)
- Most recent Past President willing and able to serve
- Local Network Presidents
- Leadership Identification and Development Chair
- Nominating Committee Chair (if not the most recent PP)
- Strategic Planning Committee Chair
- Past Presidents Advisory Committee Chair
- (Ex officio, non-voting) any National Liaison or National Executive Committee member residing in the state

NETWORK MEETINGS:

Governing Board (Quorum: 30% of the REALTOR® members on the Board, must meet at least twice a year)

LEADERSHIP TEAM AND QUALIFICATIONS:

• PRESIDENT:

Automatically assumes position from President-Elect; REALTOR® member, one-year term

Oversight: Communication, Industry Relations, Past President Advisory Committee

• PRESIDENT ELECT:

Elected position; REALTOR® member, one-year term

Oversight: Leadership Identification and Development; Leadership Development Initiatives; Strategic Planning

• FIRST VICE PRESIDENT:

Elected position; REALTOR® member, one-year term

Oversight: Network Development; Elections Process; Bylaws

- **TREASURER:**

Elected position; REALTOR® member, one-year term
Oversight: chairs Budget and Finance Committee; Strategic
Partner Development

- **STATE LIAISON**

Position appointed by the incoming president and ratified by the
Governing Board before the election; REALTOR® member, one-year term, but
can serve up to two consecutive terms (note: if no State Network - Levels 3 and 4
above - the National Liaison will appoint the State Liaison with ratification by the
National Leadership Team)

GOVERNING BOARD ABSENCES:

If an appointed Governing Board member has two unexcused absences, the
President has the right to remove that Board member and assign a replacement
member, subject to the approval of the Board. Excused is defined as a verbal
report to the President prior to the Governing Board meeting.

COMMITTEES:

Standing Committees and Project Teams shall be appointed annually by the
President subject to the approval of the Governing Board.

Mandatory Standing Committees shall be: Bylaws, Education and Program,
Finance and Budget, Strategic Planning, Past Presidents Advisory Committee,
Leadership Identification & Development Committee and Nominating Committee.
These committees meet at least 2 times per year and consist of not fewer than
three (3) members of the State Network

The audit committee shall be appointed at the next to the last meeting of the
elective year and shall present its report at the first meeting of the next year.

LUNCHEONS, SPECIAL EVENTS AND PRICING:

All locations for special events and meetings will be approved by the Governing
Board. A change of locations will be approved by the Governing Board.

Perimeters for pricing are entrée price, tip, tax and nominal treasury contribution. Entertainment, beverages and speaker can be included in the price from time to time and are at the Governing Board's discretion.

The Governing Board will determine the prices for all prepaid meeting lunches and special events.

SERVICES AND EVENTS:

- Conduct one membership meeting per year.
- Conduct an annual orientation for state and local leaders (can be done in conjunction with the leadership development/ training program below).
- Develop and implement a follow-up system after the orientation, including:
 - Regularly scheduled contact with local leaders to provide support, remind them of key dates and deadlines, facilitate problem-solving
 - Providing resources, tools and templates to fulfill responsibilities and operate an effective local network
- Support local network planning efforts (can conduct sessions with multiple networks in attendance).
Offer an annual leadership development/training program for members.
- Conduct an event to facilitate networking between local network leaders.
- Operate a Leadership Identification and Development process.
- Offer an issue management/local development support service to Local Networks, including:
 - Leader coaching and mentoring
 - Facilitation of local leader networking and collaboration opportunities
 - Local support/intervention to help manage operating issues, including conflict resolution
 - Monitoring of local compliance with affiliation agreement and related support
- Implement initiatives to collaborate and build relationships with the State Association of REALTORS® (and industry-related groups as the opportunities arise). Initiatives could include:
 - Joint programming
 - Involvement opportunities

Support of legislative/RPAC efforts

Women's initiatives

- Investigate and/or respond to requests for development of new local networks, using Charter Kit for Prospective Networks.

MEMBERSHIP:

An active member is defined as a REALTOR® (or REALTOR®-ASSOCIATE where that category of membership exists) member of a local association of REALTORS®.

BYLAWS:

Bylaws may be amended at any meeting of the State Network by a two-thirds vote in the affirmative of the Network members present and voting as such meeting, provided that a quorum is present, and provided the substance of the proposed amendments has been submitted to all members of the Network at least ten (10) days in advance of the meeting at which they will be acted upon, and provided that no such amendment shall become effective until the same shall have been submitted to and approved by the WCR National Bylaws Committee.