

Women’s Council of REALTORS Missouri Network

STANDING RULES

Revised and approved June 3, 1967; January 1991; April 1993; January 1998; June 1998; April 2000; September 2003; September 2007; June 2008; November 2008; October 2010; September 2011; April 2013; January 2015; January 2022; December 2023, April 2024.

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* A Standing Rule remains in force until amended or rescinded.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 desire 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 Missouri Network 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* A Standing Rule can be rescinded by two thirds (2/3) vote without previous notice or by a majority vote after notice on at least the preceding day.

Women’s Council of REALTORS® Missouri Network

All Standing Rules are subject to the Women’s Council of REALTORS® Missouri Network Bylaws, approved by Women’s Council of REALTORS® National Network, 2022, which may not be amended as part of the Standing Rules. Some important Bylaws excerpts include:

* Terms of office shall be from the first Tuesday of November following the NAR/Women’s Council of REALTORS® National meeting through the first Tuesday of November following the proceeding year’s meetings, or until their successors have been elected, whichever is later.
* Officers may serve in the office to which they have been elected for more than on (1) term but not more than two (2) consecutive terms.
* A Network Meeting quorum shall consist of 5% of the REALTOR®/REALTOR® ASSOCIATE/Institute Strategic Partners members representing not less than 50% of the total number of Networks.
* The Governing Board shall consist of:

 \* The elected state officers

 \* All current Local Network Presidents

 \* The most recent past Missouri Network President able to serve

 \* Team Leaders of standing Project Teams

* The government of the Women’s Council of REALTORS® Missouri Network shall be vested in the Governing Board, which shall have full power to conduct the business of the

Network, to suspend any officer or member for just cause, and to otherwise govern the affairs of the Network in accordance with the Bylaws. One third (1/3) of the members of the Governing Board shall constitute a quorum.

* General Meetings of the Governing Board of the Women’s Council of REALTORS® Missouri Network operate under the authority of the current edition of Robert’s Rules of Order Newly Revised unless special provisions are made in these Standing Rules.
1. PURPOSE OF THE STATE NETWORK
	1. The Women’s Council of REALTORS® Missouri Network has as its core purpose To deliver systems and coaching that enable Women’s Council of REALTORS® Local Networks to provide consistent value to members
	2. To serve as a resource and model of excellence in operations for Women’s Council of REALTORS® Local Network
	3. To reflect and reinforce communications, services, and operations of the Women’s Council of REALTORS®
2. STATE MEETINGS
	1. The Women’s Council of REALTORS® Missouri Network meets in conjunction with Missouri REALTORS® and conducts its General Membership Meeting the first day of the published dates
	2. The Women’s Council of REALTORS® Missouri Network requires at least three (3) meetings of its Governing Board per year
3. LEADERSHIP
	1. The Women’s Council of REALTORS® Missouri Network shall elect the following officers:
		1. President
		2. President-Elect
		3. First Vice President
		4. Treasurer
		5. State Liaison
	2. These elected officers, along with the National Liaison (if a member of the Network) and the immediate Past President shall constitute and be known as the Leadership Team
	3. The President may call a meeting of the Leadership Team, in person or via Zoom, prior to the scheduled Governing Board Meetings for the purpose of organizing the Network’s activities and planning the agenda for the Governing Board Meeting.
	4. The Leadership Team may also meet any other time at the President’s request
	5. The Leadership Teams from the current calendar year and the approaching calendar year should meet together during September or October
		1. For intense transition planning
		2. To outline goals and direction
		3. To prepare an orientation for the incoming Women’s Council of REALTORS® Local Network Presidents to be held in September or October
4. RECOMMENDED QUALIFICATIONS OF OFFICE
	1. President
		1. Has served as President-Elect for the Women’s Council of REALTORS® Missouri Network immediately preceding this term
		2. Has been a member of Women’s Council of REALTORS® for a minimum of four (4) years
		3. Has served as Women’s Council of REALTORS® Local Network President
		4. Has served on a Women’s Council of REALTORS® Missouri Network Project Team
		5. Obtained or is the process of obtaining the PMN Designation
		6. Has attended fifty (50)% of the Women’s Council of REALTORS® Missouri Network, Regional, and National Network Meetings over the past four (4) years
		7. Serves on a minimum of one (1) local association/board committee
	2. President-Elect
		1. Has been a member of Women’s Council of REALTORS® for a minimum of four (4) years
		2. Has served as a Women’s Council of REALTORS® Local Network President
		3. Has served on a Women’s Council of REALTORS® Missouri Network Project Team
		4. Obtained or is in the process of obtaining the PMN Designation
		5. Has attended fifty (50)% of the Women’s Council of REALTORS® Missouri Network, Regional and National Network Meetings over the past four (4) years
		6. Serves on a minimum of one (1) local association/board committee
	3. First Vice President
		1. Has been a member of Women’s Council of REALTORS® for a minimum of four (4) years
		2. Has served as a Women’s Council of REALTORS® Local Network President
		3. Has served on a Women’s Council of REALTORS® Missouri Network Project Team
		4. Obtained or is in the process of obtaining the PMN Designation
		5. Has attended fifty (50)% of the Women’s Council of REALTORS® Missouri Network, Regional and National Network Meetings over the past four (4) years
		6. Serves on a minimum of one (1) local association/board committee
	4. Treasurer
		1. Has been a member of Women’s Council of REALTORS® for a minimum of four (4) years
		2. Has served as a Women’s Council of REALTORS® Local Network President
		3. Has served on a Women’s Council of REALTORS® Missouri Project Team
		4. Obtained or is in the process of obtaining the PMN Designation
		5. Has attended fifty (50)% of the Women’s Council of REALTORS® Missouri Network, Regional and National Network Meetings over the past four (4) years
		6. Serves on a minimum of one (1) local association/board committee
	5. State Liaison
		1. Has served as a past State President
5. DUTIES OF OFFICERS
	1. President’s Duties
		1. Serves as Chief Officer of the Network and presides at the Governing Board/Business Meetings. At all other times during the term of office of President shall represent the Women’s Council of REALTORS® and act in its name and subject to its policies
		2. Is an ex-officio member of all Project Teams except Nominating, Member of the Year Award, Entrepreneur of the Year Award and Excel Award
		3. Chairs the Officers’ Training Session
		4. Shall provide packet containing Governing Board roster, Women’s Council of REALTORS® Missouri Network Bylaws, Standing Rules, Job Description, Meeting Schedules, etc. to officers
		5. Shall email or send a copy of the agenda for all Business Meetings to the Governing Board, Parliamentarian, and Members at Large five (5) days prior to the Women’s Council of REALTORS® Missouri Network Meetings
		6. Shall email or send a copy of the agenda for the Leadership Team’s Planning Session to the officers seven (7) to ten (10) days prior to Women’s Council of REALTORS® Missouri Network Meetings
		7. Shall receive and approve minutes of Governing Board/Business Meetings and Annual Meeting from the First Vice President and then send to all members of the Governing Board,Parliamentarian and Members at Large, and shall send a copy of the minutes from Leadership Team meetings to the officers
		8. Shall select a Parliamentarian to attend all Network Business Meetings and Officers Planning Sessions. The Parliamentarian should be seated with the President at these meetings. (Parliamentarian should have some experience with Parliamentary procedure and be able to advise the President on Robert Rules. The Parliamentarian is not required to be a member of the Network.)Shall recognize the State Liaison (if a member of the Network or in attendance) to report at each Network Meeting
		9. Shall introduce the officers, past presidents in attendance and dignitaries during the Governing Board/Business Meetings
		10. Shall receive membership dues checks and membership printouts from Women’s Council of REALTORS® National Network, make copies to keep and immediately forward originals to the Treasurer
		11. Shall receive written reports from officers after their attendance at authorized meetings and forward such to the Newsletter Project Leader for publication
		12. Shall receive copies of year-end reports from officers and committee chairs, make copies to keep in the Network records and forward to the relevant incoming officers and Project Leaders for reference
		13. Shall submit each local network certification no later than Oct 1 to National and to the State Liaison
	2. President-Elect’s Duties
		1. Shall perform the duties of the President in the event of the President’s disability or absence
		2. Shall assist the President if requested to coordinate room amenities in advance of the Governing Board/Business Meeting
		3. Shall contact the National Women’s Council of REALTORS® Office to invite the National President to a State Meeting if desired and ensures that protocol is followed for visiting National Officers
		4. Shall attend Leadership 360 provided for incoming President
		5. Shall attend the annual National Convention Meeting to attend State Network President Orientation Sessions
		6. Shall call a joint meeting of current and newly elected State and Local Network officers prior to the first regular Governing Board/Business Meetings to outline goals directives for the coming year and to conduct a local Network President training session – assisted by the State Liaison. Orientation to be held no later than October 31.
		7. Is responsible for the following items at the Officers’ Installation:
			1. Ordering the Plaque of Appreciation for the outgoing President (suggest ordering through the Missouri REALTORS Staff.
			2. Make the presentation
	3. First Vice President
		1. Take accurate records of all actions taken during Leadership Team Planning Sessions, Governing Board/Business Meetings and the Annual Business Meeting of the Missouri Network
		2. Email or send a copy of the minutes and notices to the President within five (5) days after the meeting for approval
		3. Shall submit to Women’s Council of REALTORS® National Network on or before September 30 (or other date specified by National) names and contact information of:
			1. All elected state officers for the coming year
			2. Recipients of Member of the Year Award, Entrepreneur of the Year Award and Excel Award
		4. Order pins/badges for the incoming officers from National Women’s Council of REALTORS® web store prior to installation
		5. Shall contact all Missouri REALTORS® candidates for office and offer them an opportunity to speak at the Annual Business Meeting
			1. Notices to be emailed
			2. Time slots and time limits to be included
		6. First Vice President and President will be responsible to submit Bylaws with changes to National Women’s Council for approval.
	4. Treasurer’s Duties
		1. The outgoing Treasurer is responsible for bank signature cards and account data transfer process to the incoming Treasurer
		2. The Treasurer shall receive from the President all membership dues, checks and membership printouts
		3. The Treasurer shall present an account register at each Leadership Team Planning Session
		4. The Treasurer shall email or send a copy of the financial report to the President within five (5) days after each Business Meeting
		5. The Treasurer shall send the Network financial records to the Audit Project Team Leader no later than May 15th for a mid-year review and no later than October 30 of each year for audit
		6. The Treasurer shall receive funds of all fundraising projects within five (5) business days after end of project
		7. The Treasurer shall disperse funds to: event chairmen for expenses1. When vouchers and paid receipts are submitted to Treasurer within ten (10) days of the event2. Income from the event is given to Treasurer no later than ten (10) days after the event
		8. The Treasurer shall provide a full written report of all income and expenses to the State Network President within ten (10) days after the event with full review from the Ways and Means Team Leader
		9. The Treasurer shall issue certificates in lieu of checks for all awards and shall reimburse award recipients for registration and/or class only after required attendance. Voucher must be presented with proof of attendance
		10. The Treasurer shall adhere to these financial policies:
			1. The incoming Treasurer must be bonded – bond to be ordered by outgoing Treasurer
			2. Books must be reviewed by May 15th and closed by November 30 of each year
			3. Closed financial books shall be given to the Audit Team Leader no later than November 30
			4. It is recommended that surplus funds be placed in an interest-bearing account. These reserve Funds may be used as designated by the Leadership Team and approved by the Governing Board
			5. The Treasurer’s Report, Association of REALTORS® Convention’s (which is held in November of each year) reimbursements have been made. Because the current Treasurer is responsible for all bill payments, this will allow time for a complete audit of the books, reconciliation of all accounts held by the Women’s Council of REALTORS® Missouri Network by the Audit Project Team before the books of the Women’s Council of REALTORS® Missouri Network are transferred to the incoming Treasurer. The current Treasurer is held responsible for the fiscal transactions and reports before the books are transferred to the incoming Treasurer.6. The Treasurer shall send a quarterly record of Bank Statements to the Missouri Network President for quarters ending in March, June, September, and December.
	5. State Liaison
		1. State Liaison shall assist local Networks in various capacities at the request of the Missouri Network President
			1. Assist the Networks to understand the Women’s Council of REALTORS® mission, vision, values and goals
			2. Encourage, coach, and provide wise counsel to help Networks
			3. Understand and complete the Network Annual Business Plan
			4. Improve the Networks’ performance on the Annual Business Plan
			5. Advise on reading and interpreting the local Networks’ profile information sent to Local Network Presidents by National
			6. Assist all local networks in completing their network certifications
6. Travel & Expense Reimbursement
	1. Officers, including President, President-Elect, First Vice President, Treasurer, and State Liaison, will be reimbursed for travel expenses based on the appropriate budget line and completion of the following:
		1. Only after attendance at authorized meetings
		2. When request for reimbursement, including paid receipts and vouchers, is submitted within ten (10) days of meeting
		3. After a written report summarizing the officer’s involvement in the meeting has been submitted
		4. Officers will submit written reports to the President and Treasurer
		5. Upon receipt from the President, the First Vice President will compile all officer reports into an update to be sent to membership no later than 30 days after return from the meeting.
		6. The Officer may, at her/his discretion and with the approval of the President, adjust travel and hotel allocated (budgeted) funds to maximize the best use of those funds to cover State and National Women’s Council of REALTORS® Meetings. Funds allocated for any meeting not attended will be forfeited
		7. Automobile travel reimbursement shall be based on the current IRS auto expense guideline
7. PROJECT TEAMS
	1. Standing Project Teams (as provided by Bylaws)
		1. Finance and Budget
			1. No fewer than three (3) members and to consist of President Elect and two Members at Large
			2. Work with the outgoing and incoming Treasurers, incoming Ways and Means Team Leader, and outgoing and incoming Missouri Network Presidents to design a budget for presentation to the Governing Board at the January Meeting for approval
			3. Shall conduct a June review of the budget with the Treasurer and make any needed adjustments
			4. If adjustments are made, will assist Treasurer in sending changes to Governing Board Members for approval via email
		2. State Leadership Identification and Development
			1. No fewer than three (3) members
			2. Project Leader is appointed by Missouri Network President, is member of the Governing Board
			3. Accepts applications for involvement at the National level of Women’s Council of REALTORS® and sends to National
			4. Attempts to discover Network members who exhibit in interest in National participation and send names to National
		3. Past President’s Advisory
			1. Active Past State Presidents are members of the Past Presidents Advisory Committee and serve as role models and mentors to the membership and provide historical knowledge to the State Leadership Team.
			2. The committee serves in an advisory capacity to the State Leadership Team on tasks and/or projects as assigned by the President.
			3. REPORTS TO: President
			4. Chair is appointed by the President; Vice chair is appointed by the President-Elect
			5. State Leadership to meet with group virtually or in person as needed. (Recommended twice per year)
		4. Candidate Review
			1. There shall be a Candidate Review Team of six (6) members elected and appointed as follows:
				1. Chair: Most Immediate Past President able and willing to serve
				2. State Liaison
				3. Leadership Identification and Development Chair
				4. One member elected from and by the Governing Board
				5. Two (2) members elected by the general membership
			2. A pool of three (3) Alternates is also to be established, elected as follows:
				1. one alternate elected from and by the Governing Board
				2. two (2) alternates elected by the general membership
				3. Elected members and alternates shall be from at least two different networks.
			3. The members of the Candidate Review Team shall serve the same elective year as the Governing Board.
			4. The most immediate past President willing and able to serve shall serve as chairperson of the Candidate Review Team. If the Chair is unable to serve, the President shall appoint an active Past President to serve as an alternate chairperson of the committee. In no case shall the same person serve as chairperson for two successive years. In the event the most immediate past president is the State Liaison, the President shall appoint an alternate past president to serve as chairperson as members may only fill one role on the committee.
			5. Candidate Review Team members shall not be eligible to serve successive terms, except those designated alternates who were not required to serve as committee members.
			6. Upon vacancy of any other member of the Committee, the President shall appoint a replacement from the pool of Alternates.
			7. It shall be the duty of the Candidate Review Team to determine candidate eligibility for all Elected Offices and provide a list of Eligible Candidates to the Women’s Council members and voting delegates by the Notification Date. \*\*President, President-Elect, First Vice President, Treasurer and State Liaison shall be presented to the membership at the Spring Business Meeting.

\*\*\*Voting shall take place according to Missouri Network Bylaws Article IX.

* + 1. Strategic Planning
			1. No fewer than three (3) members
			2. Project Leader appointed by Missouri Network President
			3. Is responsible for working with the Governing Board to assure that the current Strategic Plan is followed
			4. Should be moving the Missouri Network forward by continuing to work on plans for additional goals for future years
	1. Special Project Teams
		1. Bylaws and Standing Rules
			1. No fewer than three (3) members
			2. Project Leader is appointed by Missouri Network President, is member of the Governing Board
			3. Review and amend the Standing Rules annually
			4. May not amend the Bylaws without approval from National
		2. Education and Programs
			1. No fewer than three (3) members
			2. Project Leader is appointed by Missouri Network President, is member of the Governing Board
			3. Work with the Missouri Network President to schedule programs and educational opportunities at the state meetings
			4. Shall meet with the Missouri Network President prior to January to establish program goals for the year and to determine procedures for obtaining speakers
		3. Audit
			1. Has no fewer than three (3) members
			2. Project Leader is appointed by Missouri Network President with Governing Board approval
			3. Appointments made at same time as all Project Teams
			4. Members shall be appointed for one year – eligible for reappointment
			5. Shall use standard audit procedures
			6. Shall review closed financial books of current year and present report to Missouri Network President no later than five (5) days prior to January Business Meeting
		4. Hospitality
			1. Has no fewer than three (3) members
			2. Project Leader is appointed by Missouri Network President with Governing Board approval
			3. Is responsible for recording attendance at all State Meetings
			4. Shall be responsible for requesting table to be set outside of entrance of State Meeting
			5. Shall have sign-in sheets provided for members to register their attendance as they enter the State Meeting
			6. Shall keep a record of all attendance in electronic format such as Excel or other format to provide Local Network Presidents when documenting the Local Network Business Plan
			7. Shall tally attendance and announce attendance prizes at each meeting
			8. Shall assist the Nominating Project Team in providing certification for voting at the election
			9. May engage in other activities designed to welcome members to the meeting and facilitate networking
		5. Tech and Social Media
			1. No fewer than three (3) members
			2. Project Leader appointed by Missouri Network President
			3. Is responsible for promoting the Missouri Network and its activities
				1. Shall be open to use various formats of multiple media
				2. Shall research the National Women’s Council of REALTORS® Network website for forms and guidelines materials to use for marketing
				3. Shall encourage all Local Networks in the use of approved branding as sanctioned by National Women’s Council of REALTORS® Network
				4. Shall assist the Missouri Network President in requested marketing campaigns
		6. Ways and Means
			1. No fewer than three (3) members
			2. Project Leader appointed by Missouri Network President
			3. Shall work with the Treasurer and Budget Team Leader to develop a plan for funds needed to operate the Missouri
			4. Shall plan and execute fund raising activities for the Missouri Network
			5. Shall enlist the participation of all members to achieve approved goals
		7. Website
			1. Has no fewer than three (3) members
			2. Project Leader is appointed by Missouri Network President with Governing Board approval
			3. Shall keep website timely with current information
			4. Shall review the site at least twice monthly to assure that information is correct
			5. maintain a site that is consistent with National Branding standards
			6. Shall work with the Missouri Network President and other Officers to keep information current
		8. Historian
			1. Has no fewer than three (3) members
			2. Project Leader is appointed by Missouri Network President with Governing Board approval
			3. Shall keep a record of Missouri Network activities
				1. State and National Meetings and the location
				2. Agendas
				3. Photographs
				4. Guests
				5. Programs
			4. May use electronic or other record-keeping methods
			5. Shall pass annual record to the incoming Historian Project Leader at the beginning of the calendar year
		9. EXCEL Award Project Team
			1. The EXCEL Award Project Team shall consist of six (6) members including the Project Leader
			2. The Project Leader shall be the last recipient of the award. If unable or not willing to serve, the position shall pass to the next current available past recipient.
			3. The Project Team shall consist of past recipients and will be appointed by the Missouri Network President
			4. All Project Team members are to be in good standing
			5. A quorum shall consist of three (3) members
			6. The deadline for award nominations will be July 31 of each year. Any extension must be approved by the Governing Board
			7. Each Local Network or Members at Large will submit their nominations to the Project Team
			8. The winner shall be a member holding membership for three (3) years or less
		10. Member of the Year Award Project Team
			1. The Member of the Year Project Team shall consist of six (6) members including the Project Leader
			2. The Project Leader shall be the last recipient of the award. If unable or not willing to serve, the position shall pass to the next current available past recipient.
			3. The Project Team shall consist of past recipients and will be appointed by the Missouri Network President
			4. All Project Team members are to be in good standing
			5. A quorum shall consist of three (3) members
			6. The deadline for award nominations will be July 31 of each year. Any extension must be approved by the Governing Board
			7. Each Local Network or Members at Large will submit their nominations to the Project Team.
		11. Missouri Entrepreneur of the Year Award Project Team
			1. The Entrepreneur of the Year shall consist of six (6) members including the Project Leader
			2. The Project Leader shall be the last recipient of the award. If unable or not willing to serve, the position shall pass to the next current available past recipient.
			3. The Project Team shall consist of past recipients and will be appointed by the Missouri Network President
			4. All Project Team members are to be in good standing
			5. A quorum shall consist of three (3) members
			The deadline for award nominations will be July 31 of each year. Any extension must be approved by the Governing Board
			6. Each Local Network or Members at Large will submit their nominations to the Project Team.
	2. Project Team Leader’s Responsibilities
		1. Organize and facilitate Project Team Meetings
		2. Keep minutes of Project Team Meetings and give a copy to the Missouri Network President
		3. Report to the Governing Board at Business Meetings if needed or if requested by the Missouri Network President
1. MEETING TEMPLATE
	1. Suggested Format for Missouri Network Business Meeting
		1. Winter and Spring
			1. Candidate Review Project Team Meeting no later than one (1) day before Spring General Membership Meeting. Meeting to be organized by the Candidate Review Team Leader
			2. Annual Election of Officers to be conducted during the Spring Conference.
			3. Leadership Meeting (Governance) in person or via video conference/online with proper notice to the Governing Board. Minimum of 5 days’ notice. General Membership Meeting to be in person or via video conference/online in accordance with the Missouri REALTORS® Business Conference Schedule
		2. Fall
			1. Leadership Meeting (Governance) in person or via video conference/online with proper notice to the Governing Board. Minimum of 5 days’ notice.
			2. General Membership Meeting to be in person or via video conference/online in accordance with the Missouri REALTORS® Business Conference Schedule.
			3. Meetings to follow National Guidelines as found in the Leadership Policies and Procedure Manual.
2. OTHER
	1. Questions regarding procedures and/or policies not covered in these Standing Rules may be answered by reference to the Missouri Network’s official BYLAWS, approved 2022, or in the National Policies and Procedures Manual found online at www.wcr.org