



**WOMEN'S COUNCIL OF REALTORS
INDIANA STATE NETWORK**

**STANDING RULES
September 2017**

MEETING TIMES

Meeting times are in conjunction with Indiana Association of REALTORS'® (IAR) Winter and Fall Conferences, usually in January and September. When it is not possible to have meetings in conjunction with Indiana Association of REALTORS'® Conference the location and date will be determined by the President with approval of Governing Board.

GUEST SPEAKERS

Guest speakers shall receive a gift and additional compensation may be offered according to the Annual Budget. This includes speakers who are Women's Council of REALTORS'® members.

LOCAL NETWORK PRESIDENT'S REPORT

Each Local Network President must give an oral and written report of their Network's activities at all State meetings and turned in to the Secretary for safekeeping. If Local Network President is unavailable, another member of that Network must present the report.

GOVERNING BOARD

All State officers, Local Network Presidents, and Chairs of Standing Committees are voting members of the Governing Board. Meeting times, dates and locations are to be determined by the State President. All members are required to attend unless excused. Notice shall be given to every member entitled to participate in the Governing Board meeting by email at least (30) days preceding all regular meetings. Other members are welcome to attend but are not eligible to vote.

ELECTION OF OFFICERS

The election of State officers will take place at the Fall Conference meeting. Members will vote to elect the Governor, President-Elect, Secretary, and Treasurer. The Outgoing President-Elect shall automatically assume the office of President.

INSTALLATION OF OFFICERS

- a) Installation of officers will take place at the Winter Conference meeting.
- b) Outgoing State President will be presented with a recognition plaque by the Incoming State President. This plaque will be at the expense of the State Network.

MEMBER OF THE YEAR AWARD

Member of the Year Award will be presented at the Winter Conference meeting. The Committee to select the recipient shall be composed of the five (5) past recipients appointed by the President at the Fall Conference meeting.

Nominee must be a current Realtor member of Women's Council of REALTORS® for a minimum of five (5) years cannot be an Officer within Women's Council of REALTORS® and must be active at the State Women's Council of REALTORS®. Recipient's name must be turned in to National Women's Council of REALTORS® by December 1. A recognition plaque will be presented at expense of the State Network.

FINANCE

All withdrawals from the State Network funds are to be in the form of checks. The President and Treasurer are the only checking account and Certificate of Deposit signatories. Any withdrawals over Five Hundred Dollars (\$500.00) will require two signatures. Checks received by President for local Network dues from National must be forwarded to Treasurer immediately for deposit into State Network checking account.

Receipts and a written report must be provided to the Treasurer before any reimbursements are made. Report must accompany any receipts and be turned in within sixty (60) days following the event including State, Regional and National meetings. Office reimbursement will be accommodations, registration fees and travel fare ONLY. Any officer who does not complete term of office must reimburse the State Treasury for any compensation paid. These expenses will be determined by the Annual Budget. The Annual Budget will determine which officer will be provided funds to attend various meetings.

NOMINEES FOR STATE NETWORK OFFICE

- a) Shall be a current member in good standing with Women's Council of REALTORS®.
- b) Shall have been a REALTOR® for a minimum of three (3) years except for offices of Secretary and Treasurer.
- c) Shall have served on the Governing Board for a minimum of one (1) year.
- d) Shall agree to sign a Commitment to Serve.

STATE NETWORK PRESIDENT

- a) Conducts the business of the State Network and presides at all Network and Governing Board meetings.
- b) Follows Network Meeting Order of Business as outlined in the Leadership Policy and Procedure Manual (LPPM).
- c) Submits State Network Annual Report
- d) Possesses knowledge of Local Network Bylaws and Standing Rules, Women's Council of REALTORS® structure and history, and Robert's Rules of Order Newly Revised.
- e) Appoints all Committee Directors and Chairs except Nominating Committee, subject to approval by the Governing Board.
- f) Makes certain that Network Bylaws are updated and Amendments reported to National WCR.
- g) Schedules meetings in accordance with the Network Bylaws and Standing Rules.

- h) Develops membership in the state through local network recruiting and retention programs (includes new network formation when appropriate).
- i) Hosts a State Orientation for Local and State Network Officers. Makes copies for Officers/ Members of applicable materials received.
- j) Attends Mid-Year National meeting in Washington, DC.
- k) Attends Regional and National meetings as determined by the Annual Budget.
- l) Actively participates as an officer of the Regional Committee.
- m) Actively participates as a member of the Women's Council of REALTORS® National Governing Board
- n) Cooperates with requests from Local Network President, Regional Vice-President and National Women's Council of REALTORS® office.
- o) Meets with Local officers and help them deliver officer and new member orientations.
- p) Provides updated information to the Social Media on all Network activities.
- q) Turns in a written report and accompanying receipts for travel reimbursement.
- r) Oversees local network operations, such as recruiting, retention & new network formation. Manages, supervises, and ensure compliance with Local and State Network standards.

STATE NETWORK PRESIDENT-ELECT

- a) The President-elect (a REALTOR®) works closely with the President in order to learn: preparing agendas, presiding at portions of meetings, planning the orientation, installations, etc. In the absence of the President, the President-Elect presides at meetings and performs the necessary duties of this office. The President-Elect automatically succeeds to the presidency the following year.
- b) President-elect should automatically serve on all governance-related committees, such as Finance & Budget and Strategic Planning, as well as participate in Network visitations when possible.
- c) Attends the Leadership Academy.
- d) Attends the Fall National Meeting (Annual Conference). The incoming President will be designated voter for the Annual National elections in the absence of the President. This substitution shall be designated in writing by the President and sent to National within the time frame required by National.
- e) Attends all State, Regional and National meetings as determined by the Annual Budget.
- f) Turns in a written report and accompanying receipts for travel reimbursement.

STATE NETWORK SECRETARY

- a) The Secretary shall take the minutes of each Network meeting and each Governing Board meeting and keep an accurate record of all motions made at these meetings.
- b) Original copies of all minutes shall be kept in a PERMANENT NETWORK MINUTES BOOK and one (1) copy of each shall be emailed to the Network President, President-Elect, Treasurer Governor, and Regional Vice President of WOMEN'S COUNCIL OF REALTORS®. Minutes must be kept clear and accurate. It is not important to report discussions.
- c) Attends all State Regional and National meetings as determined by the Annual Budget.
- d) Turns in a written report and accompanying receipts for travel reimbursement.
- e) A major responsibility of the State Network Secretary is to send in to National Women's Council of REALTORS® the name and the addresses of newly elected officers immediately upon election. Also, should there be any changes in the officers during the year (name and/or address of Network members) these changes should be sent in to National Women's Council of REALTORS® as soon as possible.

STATE NETWORK TREASURER

- a) Keeps Ledger showing receipts and disbursements. Deposits all funds upon receipt in accounts designated by the Governing Board. Writes and signs all checks. All bank accounts shall include signatures of Treasurer and President on the signature card.
- b) Serves on Finance and Budget Committee and helps prepare the Annual Budget.
- c) Prepares Statements for each Governing Board meeting showing the Approved Budget and year-to-date figures, subject to Annual Audit. A Committee appointed by the President is to perform the Annual Audit prior to the Winter Conference meeting. Each fundraiser to be shown on a Report attached to the Main Report.
- d) Attends all State, Regional and national meetings as determined by the Annual Budget.
- e) Turns in a written report and accompanying receipts for travel reimbursement.

STATE NETWORK GOVERNOR

- a) Helps Local Network understand and complete Annual Report, Network Business Plan, Local Program Recognition, Local Network Entrepreneur of the Year Award, and oversees Local Network performance such as meeting standards, business plan goal setting, analyzing membership results. Encourages, coaches and provides wise counsel.
- b) Actively participates as a member of the State Network Governing Board.
- c) Attends all State, Regional and National Conference meetings as determined by the Annual Budget.
- d) Actively participates as an officer of the region and as a member of the Regional Committee.
- e) Attends the Fall National Annual Conference meeting, actively participate as a member of the Women's Council of REALTORS® National Governing Board, and vote at the Annual National Elections.
- f) Turns in a written report and accompanying receipts for travel reimbursement.

STATE NETWORK BYLAWS COMMITTEE

- a) Reviews and revises Bylaws as needed or requested by National. Makes certain State Bylaws have no conflicts with model Bylaws of Local Network.
- b) Supervises Amendment(s) and submits copies to National as required. Develops and reviews Standing Rules periodically.
- c) The Chair as a voting member of the Governing Board shall attend all State and Governing Board meetings.
- d) Chairperson of the Bylaws Committee shall serve as the Parliamentarian.

STATE NETWORK EDUCATION AND PROGRAM DIRECTOR

- a) Plans programs to increase members' productivity and income.
- b) Plans and develops programs for Network meetings consistent with needs of members.
- c) The Director as a voting member of the Governing Board shall attend all State and Governing Board meetings.

STATE NETWORK FINANCE AND BUDGET COMMITTEE

- a) Consists of not less than three (3) members including the Treasurer who will serve as the Committee Chairperson.
- b) Prepares an Annual Budget for presentation and approval at the Winter Conference meeting.
- c) Reviews budget and actual expenditures with the Treasurer as needed.
- d) Works with Ways and Means Committee to plan and conduct fund raising programs.

STATE NETWORK WAYS AND MEANS COMMITTEE

- a) Responsible for coordinating fundraising events with the Budget and Finance Committee.
- b) The Chairperson as a voting member of the Governing Board shall attend all State and Governing Board meetings.

STATE NATIONAL LEADERSHIP IDENTIFICATION AND DEVELOPMENT

- a) State Network Committee provides mentoring and coaching support to local networks and their leaders. In all of its activities, the state network should provide networking opportunities, forums, etc. for local leaders to learn from each other, share information, work on issues of concern, etc. The state network should be part of the leader identification and cultivation process for local, state and national leadership positions.
- b) The Chairperson as a voting member of the Governing Board shall attend all State and Governing Board meetings.
- c) Submits recommendations to National Women's Council of REALTORS® by May 1 of each year using the 2 page Resume form provided by national.

STATE NETWORK HOSPITALITY COMMITTEE

- a) Welcomes guests and members to the State Network meetings and introduces them to the members.
- b) Encourages unity and friendship within the State Network.

STATE NETWORK NOMINATING COMMITTEE

- a) The Committee Chair shall be the Outgoing State President.
- b) The Members of this committee shall be elected at the Fall Conference meeting.
- c) Presents a slate of Officers to membership via E-Mail ten (10) days prior to Fall Conference and voting will take place at that meeting.
- d) Obtains a signed Letter of Commitment from each nominee prior to election.
- e) Every effort must be made by the Committee to nominate candidates for State Offices to represent all Local Networks. Every effort to be made to have no more than two (2) candidates from the same Network.

PROCEDURE FOR CHANGING STANDING RULES

- a) A Standing Rule can be adopted by majority vote at a Governing Board meeting. Changes should be noticed periodically to the membership.
- b) A Standing Rule can be temporarily suspended for the duration of a particular meeting by a majority vote.
- c) Without previous notice, a Standing Rule may be amended at any Governing Board meeting by two thirds (2/3) vote of the members present. Amendments may be made by a majority vote of Governing Board when possible notice should be given to the membership.
- d) The President and the Secretary are to have a copy of the Standing Rules available at all meetings.

Submitted Date: October 9, 2017

Approved Date:

Amended Date: