

Women's Council of Realtors Emerald Coast
Network Standing Rules 2024

Revised Nov 2024

Awards

1. Nomination Process: The Nominating Project Team Leader shall solicit the membership for nominees regarding Entrepreneur of the Year, Realtor® of the Year, Rising Star of the Year, and Strategic Partner of the Year awards. The Nominating Project Team Leader shall be responsible for documenting the results of this selection. The results of the selection shall be verified and vetted for qualifications by the Nominating Project Team Leader. The Nominating Project Team Leader and members shall not be eligible for these awards.
2. Eligibility Criteria: Realtor and Affiliate or Partner members should only be considered if they have been a member for a minimum of one year and have brought value to the local Network through their involvement, dedication, professionalism, and promotion of the Women's Council.
3. Additional Awards: The President may choose to present additional awards to the membership based upon the budget and available funds.
4. Voting: Upon the closing of the nomination period the nominees will be presented to the current year Governing Board for a vote of the winners. Only the project team leader will see the results and will place the award recipient names in a sealed envelope to be opened and announced at the annual Governing Board Installation. (rev 11/19/2024)

By-Laws

By-Laws: Guidelines for By-Laws are provided by WCR National & State.

Conduct

1. Cell Phones: Cell phones should be placed in silent or vibrate mode at all meetings.
2. Professional Conduct: Members, Affiliates, Sponsors, and Partners are expected to conduct themselves professionally when attending all Women's Council Emerald Coast meetings and functions, whether local or out of town. Consequences for misbehavior will be addressed in a private warning from the local Network President, as advised by the majority of the current Line Officers or a member of the local Governing Board.

Disbandment

1. Notice: A 45-day notice shall be given to all members, affiliates, partners, and sponsors via email and an official letter signed by the presiding president. A 30-day notice shall be given to the locations where the meetings reside.
2. Funds Disbursement: Remaining funds shall be disbursed, first to satisfy all outstanding invoices, and reimbursements and then the balance shall be donated to Shelter House. The Network account shall be closed. Banners and Network belongings shall be stored at a location agreed upon by the Governing Board.
3. Records Purge: The Membership Director shall purge all members' information from the Network's records.
4. Website Discontinuation: Upon dissolution of the Network, the website shall be immediately

discontinued.

Election Policy

1. Election Policies: Guidelines for Election Procedures are provided by WCR National & State. The composition of the Candidate Review Team consists of 3-5 members, including the following:
 - a. One Realtor®
 - b. One National Affiliate
 - c. One Past President
 - d. One Optional Past Event Director
2. Current Governing Board members are not eligible. The President Elect serves as a non-voting ex-officio member.

General Membership Meetings

1. Location: The President, in consultation with the Governing Board, will determine the location of General Membership meetings, considering cost and convenience.
2. Networking: Networking may begin 30 minutes prior to calling the General Membership meeting to order. The meetings will last no more than two hours, including the 30-minute networking period (except for extended special classes/events).

Governing Board Meetings

1. Frequency: There will be a minimum of four (4) Governing Board meetings and a minimum of six (6) General Membership meetings each year.
2. Location: Governing Board meetings will take place at a location selected by the President and approved by the Governing Board. The meetings will be promptly convened at a designated time by the President and will continue until the Network's business has been completed. Yearly meetings of the Governing Board will be posted on the Network's website.
3. Attendance: Officers and Governing Board members are required to attend all Governing Board meetings and events, unless excused by the President. A member's absences should not exceed two (2) in a calendar year. If a member exceeds this limit, they will be considered as having resigned from the Governing Board.
4. Meeting Minutes: The First Vice President, formally known as the Secretary, will email the minutes of the Governing Board meeting to the President within 24 hours of the meeting. The President is to review and edit or approve the minutes within three (3) calendar days of the meeting. After approval, the First Vice President will upload the minutes to the Network Google Drive within 24 hours.
5. Open Meetings: All Governing Board meetings will be open to the General Membership, but the general membership will not have voting privileges. The Governing Board members include the President, President-Elect, First Vice President (Secretary), Treasurer, Membership Director, and Events Director. Project Team Leaders will be appointed by the President and approved by the Governing Board.

Membership Roster

Access: The membership roster shall only be made available to National Affiliate and Local Strategic Partners. A copy of the roster may be obtained from the Membership Director.

Press Release

Recognition: The Project Team Leader or designated member in charge of placing press releases in any

publications shall ensure that all Network members are appropriately recognized with their company names and Network positions held.

Project Team Meetings

1. General Membership Access: All Project Team meetings, except Candidate Review Team and Audit meetings, are open to the General Membership, but the membership will not have voting privileges.
2. Candidate Review Team: The Nominating Project Team will review all scholarship applications and nominate members for scholarships and other awards. Nominations will be approved by the Governing Board.
3. The Audit Project Team will be appointed from members of the local network by the President-Elect. The Audit Project Team must include:
 - a. At least 3 members, but no more than 5 members
 - i. At least 1 member must be an active member past president (but did not serve as President during the year being audited),
 - ii. a current REALTOR® member,
 - iii. a National Affiliate member.
 - iv. The current Treasurer and President Elect may be present to address questions by the Project Team but may not participate in the audit process.
 - v. Two Audits will be performed as follows and uploaded into the STATE google drive.
 - vi. July or August
 - vii. And one at the “Year End Audit” no later than January 31st
 - b. The Audit Project Team shall review the records from the date of the previous audit through the end of the calendar month preceding the audit. The Audit Project Team shall:
 - i. Utilize the Audit Checklist within the playbook on the STATE google drive
 - ii. Compare the expense and reimbursement documentation to the Budget and Financial Policy and Procedure to ensure compliance
 - iii. Compare all debits and credits shown on the bank statement against the corresponding receipts or deposit tickets and check copies (for deposited items) for the month
 - iv. Compare the bank statement debits and credits to the financial software reconciliation statements to ensure agreement
 - v. Provide a written account of the result of the audit to the Governing Board
 - vi. Upload the Audit Preparation Checklist and Guideline form to the STATE google drive

Strategic Partners

1. Levels: Strategic Partner Levels will be Diamond, Platinum, Gold, Silver, and Bronze.
2. Recommitment: Each Partner who has attended at least 50% of meetings will be contacted by October 31st of each year for recommitment for the following year, no later than December 31st of the current year. Partner Levels may be added and offered at any given time throughout the year.

FINANCIAL POLICY

Annual Audit:

1. An annual audit of the Network's financials shall be conducted by an Audit Project Team appointed by the President and approved by the Governing Board.
 - a. The project team shall consist of three (3) active non-signatory Members chosen at the November Governing Board meeting.
 - b. The Audit shall take place in January of each year. Therefore, the Treasurer must have completed the year-end bank reconciliation no later than the last business day in January.
 - c. Audit results shall be presented at the Governing Board meeting in the first quarter of the subsequent year.
2. The Audit procedure shall include:
 - a. Maintaining copies of invoices and receipts in an organized fashion.
 - b. Comparing checks with the checkbook register.
 - c. Ensuring that expenses comply with the Network's Standing Rules and Bylaws.
 - d. Verifying that deposits were made and checks were written in a timely manner.
 - e. Verifying that bank statements were reconciled accurately.
 - f. Verifying that checks written had the minimum requirement of required signatories.
 - g. Confirming that the Federal Income Tax Return was completed and filed by May 15th of each year and that the Annual State Corporate Return has been completed, updated, and filed by May 1st of each year.

Budgeting Process from State

The budget is the guideline for your network's governing board, committees, project teams and members to follow. It is an important tool for determining your financial goals for your network.

Prior to attending the State Leadership Summit, the President-Elect should prepare a proposed budget for the year they will be serving as President. This proposed budget will be brought to the State Leadership Summit.

1. To create the proposed budget, the President-Elect should utilize
 - a. the State provided budget template
 - a. the local network's current year budget
 - b. current budget vs actuals year-to-date report
 - c. the local network strategic plan and
 - d. their local network financial policy and procedures
2. The proposed budget will include income (revenue) goals to be collected from membership dues, strategic partners, and fundraising activities & events. Event and fundraising templates are located within the State budget template within the playbook and should be used when preparing the proposed budget.
3. The proposed budget must be approved by the current year's governing board prior to October 30 of the President-Elect's year.

4. An amended budget will be presented to the newly installed governing board during the January meeting for approval. This amended budget will be a modification of the proposed budget and will be updated to more accurately reflect the local network's committed strategic partnerships along with any adjustments that may be needed once the previous year's accounting has been closed. Once approved by the newly installed governing board, the amended budget is not to be modified during the course of the year unless special circumstances warrant an exception. This exception to the budget must be approved by the State Line, followed by a majority vote of the local network's governing board.
5. Only budgeted line amounts shall be reimbursable. Any non-budgeted requests for reimbursement must be approved by the Governing Board.
6. Any expenditures that exceed the budgeted amount must have governing board approval and be documented in the minutes. This approval must be filed within the audit book.

Budget

1. Annual Budget: The annual budget shall be posted on the local Network website no later than thirty (30) calendar days from the date of approval.
2. Bereavement: Bereavement shall be included as an annual budgeted item.
 - a. The President shall appoint a Hospitality Project Team as needed to oversee Bereavement when appropriate..
 - b. An appropriate card shall be sent to the Network member in memorial, and an email announcement of the event shall be sent to the Members.
3. Officers Installation:
 - a. The budget for the Officers Installation shall include the price of the incoming President's gavel, not to exceed \$200.
 - b. If an Honorary Guest is invited, the fees and reimbursable expenses shall follow the same guidelines as the Guest Speaker Policy.
3. President's Discretionary Fund:
 - a. The President shall have a discretionary fund not to exceed \$1000.
 - b. The President is required to provide copies of receipts and a check request within thirty (30) calendar days following the event in which the expenses were incurred.
4. Guest Speaker:
 - a. The speaking fee for Guest Speakers shall not exceed \$500 unless approved by the Governing Board.
 - b. The Board of Directors (BOD) may allocate up to \$100 towards covering the meals of the Guest Speaker.
 - c. If a Partner or Affiliate voluntarily elects to cover per diem expenses or costs exceeding the standard per diem, the President will acknowledge and recognize the Partner or Affiliate during the meeting.
 - d. A Guest Speaker shall not be charged for a meal. The Guest may bring a Guest, and the additional Guest(s) shall be charged for their meals if beyond the one allowed.

- e. The per diem allowed for a non-local Guest Speaker shall include gas mileage at the current IRS mileage rate and two meals per day, not to exceed \$50.00 per meal, limited to not more than two days. This allowance applies to anyone traveling with the Guest Speaker.
 - f. If a Partner or Affiliate elects to cover the per diem or costs exceeding the per diem for a Guest Speaker, appropriate recognition shall be given by the President at the meeting.
5. Event Reservations:
- a. Events shall not exceed \$25.00 for members with or without reservations.
 - b. Events shall not exceed \$35.00 for non-members or guests with or without reservations.
 - c. Ticket prices may be increased with unanimous Governing Board approval, not to exceed a \$20 increase per year.
 - d. Exception: Special events and installations designated by the appropriate authorities may have specific guidelines and procedures that supersede the standing rules. Participants and organizers of such events must adhere to the instructions provided by the designated Governing Board.
6. Scholarships:
- a. Scholarships include:
 - i. One “The Kathy Sublet GRI Scholarship”
 - ii. Two (2) “ECAR Leadership Development Program Scholarship(s)”
 - iii. Two (2) “PMN Scholarship(s)”
 - b. Scholarship awards may vary each year due to budget constraints. If funds are not available at year-end, the board may elect not to give out the scholarships.
 - c. The distribution shall be \$100 per course with a maximum of \$400 per person, provided that no other member applies.
 - d. Scholarship candidates must apply to the Network by completing the application process and meeting all deadlines.
 - e. To be eligible for a scholarship, candidates must apply to the Network by completing the application process and meeting all deadlines. They must be current Network members in good standing, successfully complete the course, and submit proof of passing the course. Scholarships shall be awarded at the last General Membership meeting of the current year to those who meet all the requirements and application deadlines. Applications must be submitted no later than 15 days prior to the last General Membership meeting to be considered for a scholarship award.
7. Reserve Funds Policy
- a. Reserve Objectives: Funds, if available, shall be a source to maintain the services of the Network through periods of economic downturn and to address issues of critical concern to the Network. The Network will put \$1,200 (minimum) into reserves per year (\$100 per month).
 - b. Control: Expenditures/withdrawals from Reserves shall require a majority vote of the voting members of the Governing Board.
8. Member Support:
- c. In the event of a member's death or hospital stay, the organization may arrange a floral arrangement not to exceed \$150.

- d. For the death or hospital stay of a member's spouse, significant other, or child, a floral arrangement not to exceed \$150.
- e. For a member's in-law or sibling, the Network sends an appropriate card and emails an announcement to the Membership.

Charitable Contributions

1. At the direction of the State Line Officers and for the local network to maintain the IRS 501c6 status, charitable contributions are not permitted from revenues generated; revenues must be used toward the members' benefit and not to any other specific entity or person.
2. It is strongly encouraged that the local networks participate in community outreach by providing services and donated supplies.

Check Policy

3. All Network checks shall be safely secured until they are used, with access limited to the Treasurer. Checks are only to be used when the assigned debit card or online banking check processing cannot be utilized.
4. Check signing authority will be given to the following individuals:
 - a. President
 - b. President-Elect
 - c. Treasurer
5. Checks can be signed by one of the above approved signatories.
6. A check issued to one of the officers/signatories may not be signed by the same officer/signatory.

Credit Cards

The use of credit cards for the local network is strictly prohibited.

Debit Cards

Debit Cards shall be issued to the President and the Treasurer. It is the responsibility of the individual issued the card to safeguard and monitor the use of the card. All purchases made on Council debit cards must be supported by invoices or receipts and include information regarding the business purpose and name(s) of attendees for the transaction on the expense form. Emailed notifications and/or receipts must be sent to the Treasurer for any purchases made on the card for which there is no physical card present within 24 hours of the receipt of the email confirmation/receipt.

1. For any cards issued, the following uses are strictly prohibited:
 - a. To purchase personal items
 - b. To obtain a cash advance for personal or business purposes
 - c. To secure credit on a personal basis
 - d. For payment of an officer's or member's travel or travel-related expenses, unless such approval is provided within this policy or as an approved exception by the Budget and Finance Committee and Governing Board, or the Governing Board when there is no

Budget and Finance Committee.

2. The debit card may be used by the President and/or Treasurer within budgeted amounts to include:
 - a. Paying for Council Business-related Meals which exceed \$100.
 - b. Vendor/Event deposits.
3. Charges for expenses other than those listed above must be paid personally and expensed by the officer/member and submitted for reimbursement per this policy.
4. The debit card access for ATM use must be requested to be disabled by the depository institution.

Financial Statements

1. The Treasurer must reconcile each bank statement no later than the 15th of the month following the end date of the bank statement. For example, January's bank statement must be reconciled no later than February 15th.
2. Copies of the most recent bank statements and reconciliation shall be provided to the Governing Board on a monthly basis.
3. Financial Reports provided to the Board quarterly, and no less than 48 hours prior to any Governing Board meeting, shall include a summary of the Bank Statements, Bank Reconciliation, Budget vs Actuals, and Balance Sheet.
4. A quarterly budget reconciliation must be provided by the Treasurer to the Governing Board no later than fifteen (15) days after the end of the quarter.
5. At all Board meetings, the Treasurer shall be prepared with full details of the financials and shall be prepared to answer any and all questions from the Governing Board members.
6. Copies of financials may be provided by electronic means.

Membership Dues

1. Membership dues shall be \$239. per year, broken down as follows:
 - \$170 for National dues
 - \$40 for State dues
 - \$29 for local Network dues
2. PMN designation dues are yearly renewals in addition to annual membership dues. Please see wcr.org for the current renewal rate for PMN designees.

Travel Reimbursement Guidelines:

1. Reimbursements shall be based on the yearly budgetary allowances and limits.
2. Authorized member travel reimbursements to State or National Council meetings shall consist of lodging, meals, snacks, non-alcoholic beverages, registration, banquet/ticketed events, and mileage reimbursement. Alcohol is not reimbursable.
3. Members are required to attend Women's Council meetings as designated by the Network President.
4. Travel reimbursement guidelines shall comply with the Network's objectives established yearly.
5. Line Officer Reimbursement:
 - a. The Network shall fund, if the approved budget allows, the current Line Officers not to

- exceed six (6) District, State, and National events.
 - b. If a state requires an officer elected but not installed to attend a function, they will be eligible for reimbursement per travel policy.
 - c. In case a Line Officer is unable to attend, the President may select an alternate from either the Governing Board or the General Membership.
6. Travel Reimbursement Details:
- a. Travel by automobile shall be reimbursed at actual mileage rate per current IRS guidelines.
 - b. Airfare shall be reimbursed for coach seating.
 - c. Hotels shall be reimbursed at double occupancy.
 - d. The daily meal allowance shall not exceed \$75.00, excluding alcoholic beverages.
 - e. Hotel overnight valet service shall be reimbursed.
 - f. Individuals opting for a private room shall absorb the extra expense.
 - g. Reimbursement requests must be accompanied by copies of itemized receipts and submitted within 30 calendar days following the event.
7. Group Travel Expenses:
- a. If more than two Officers and/or Governing Board Members travel together by automobile and share a room, the cost of lodging, food, and auto travel shall be divided equally.
8. Choosing Travel Method:
- a. If the cost of airfare is less expensive than auto travel, including potential extra lodging expenses, members may choose to fly instead of drive and shall be reimbursed per the travel/lodging policy requirements.
 - b. Members choosing the more expensive travel method shall only be reimbursed for the less expensive method unless approved by the President prior to travel.
9. Personal Auto Mileage:
- a. Line officers are encouraged to carpool, and if a Governing Board member opts not to carpool, only gas mileage may be reimbursed with proper expense reporting.
 - b. All expenses must be submitted to the Treasurer within thirty (30) days following the approved event.
10. Rental Car & Gasoline:
- a. The usage and actual cost of the rental car, including insurance coverage options and gasoline, shall be reimbursed.
11. Transportation Expenses: Reimbursements for taxi/Uber, airport, limo, or bus transportation shall be the actual cost of the trip for official business.
- a. Tipping:
 - i. Meal tips shall be included in the allotted \$75.00 per diem.
 - ii. Room service and reimbursed meal tips shall not exceed 20%.
 - iii. Baggage handlers, Skycaps, and Bellman tips shall not exceed \$1.00 per bag.
 - iv. Room Maid Service tips shall not exceed \$1.00 per day.
12. Other Expenditures: Non-reimbursed expenditures include personal entertainment, in-room movies, health club fees, airline movies, alcohol, books or magazines, barber/beauty/spa fees, babysitting fees, kennel fees, personal phone calls, personal attire, laundry/dry cleaning fees, and in-room fees such as water, snacks, and alcohol.
13. District Vice President Reimbursement:
- a. The District Vice President serving the Emerald Coast Network may be eligible for reimbursement up to \$1,000 of travel expenses incurred while performing official duties within their respective District.
 - b. Reimbursement may cover WCR annual business meetings, WCR Ticketed events, officer/chairman/DVP/governor orientation meetings, and meetings to which a Presidential invite has been extended.

Reimbursement (Other)

1. ECAR New Member Orientation: When funds are budgeted or available, the Network Member appointed by the President to represent Women's Council of REALTORS at the ECAR New Member Orientation shall be reimbursed for a door prize, not to exceed \$25.00.
2. Pre-Payment Reimbursement due to Cancellation:
 - a. If a Member cancels their registration due to circumstances beyond their control (acts of God and family emergencies), they may be refunded to their original form of payment.
 - b. If a Member cancels registration but has pre-paid for an event, they may be credited for the following event up to the ticket value, subject to circumstances beyond their control.
3. Insufficient Funds and Bank Fees:
 - a. If the Network incurs returned check fees or declined credit cards on behalf of a Realtor Member or Strategic Partner member, it shall be the responsibility of the member to reimburse the Network for those fees and the amount of the check.
 - b. Reimbursement should be made within ten (10) calendar days after notification by the Treasurer.
 - c. The reimbursement can be paid in cash, money order, or bank certified funds.
4. Banking, Reimbursements, and Invoice Payments:
 - a. All reimbursement requests must be accompanied by the Expense Reporting Form and should be made within 30 days from the date of the expense. The reimbursement request will be reviewed by the Treasurer and then forwarded to the President or President-Elect for final approval and signature. If a reimbursement is requested without proper completion of the Expense Reporting Form, itemized receipts, and supporting documentation, or if it is not submitted within the 30-day rule, the request will be denied and returned to the member for proper completion.
 - b. To prevent wire scams, requests for money transfers (wire, Western Union, gift cards, etc.) must undergo a two-step process. The sender must verify that the person requesting the wire is the legitimate recipient by confirming their email and then calling them to confirm the wire request. All wire transfers require verbal confirmation from the President or President-Elect before being sent to the bank. Reimbursement checks must include one approved signature. Authorized signers on checks include the President, President-Elect, or Treasurer. No individual may sign an Expense Reporting Form or reimbursement check on their own behalf. Invoices shall be reviewed by the Treasurer and approved by the President or President-Elect.