

Standing Rules

I. MEETINGS

A. Business Resource Meetings

Notice shall be given by email to every Network member at least thirty (30) days preceding all regular meetings; it will also be posted on the Local Network Website. The American Flag shall be prominently displayed at every meeting.

(1) Annual Election Meeting

The Annual Election Meeting shall be held during the first meeting in October, prior to October 15th of each year. It may be held in conjunction with a Regular Network Meeting.

(2) Installation Meeting

The Installation Meeting shall be held within the fourth quarter of each year. It may be held in conjunction with a Regular Network Meeting, with the State Network and at the discretion of the incoming President.

B. Governing Board Meetings

(1) Notice shall be given by email to every member entitled to participate in the Governing Board Meeting, plus it will also be posted on the Local Network Website, at least fourteen (14) days preceding all regular meetings.

(2) Unexcused Absences

Any appointed member of the Governing Board with two (2) or more unexcused absences shall be construed as having resigned from the Governing Board.

(3) Reinstatement

In the case of a vacancy in any elective office, except the President or President-elect, the President shall appoint a qualified member to fill the unexpired term.

(4) For the purposes of representing the Local Network, as a voting member of the Governing Board, Local Network President shall be the current President as defined by the individual Network's Bylaws.

(5) Voting members must be present at the meeting for their vote to count. Proxy votes will not be allowed.

II. ELECTIONS

A. Officers Consent to Serve

Officer nominees shall complete an officer candidate application and sign a consent to serve form after reading, and agreeing to, the job description. Completed, signed, and dated forms shall be placed in the permanent electronic files in the Network shared google drive.



B. Procedures

Ballots

Election of officers shall be by viva voce or roll call vote, or written ballot, if there are two or more nominees for an office. Each Active and National Affiliate member may cast one vote. A majority shall elect. The candidate receiving the majority of votes cast in the run-off election shall be declared the winner.

Voting by proxy or any method other than in person shall not be permitted.

No candidate shall run for office from the floor without 7 day prior notice to the network.

III. INSTALLATION OF OFFICERS

A. Installation

The Installation of the Local Network President shall be held at the discretion of the incoming Local Network President.

B. Arrangements

The incoming President shall make arrangements for the installation of officers and shall select the installing Officer and Master/Mistress of Ceremonies.

C. Pin for Incoming President and Officers

The outgoing President shall have the duty of obtaining the incoming President's and officers pins, at the expense of the Network, in sufficient time for presentation at the Installation Ceremony.

D. Plaque/Gift for Outgoing President

The incoming President shall obtain, at the expense of the Network, a plaque or a gift to be presented to the outgoing President at the Installation Ceremony. The outgoing President, at the expense of the Network, shall obtain plaques or a gift for other outgoing officers.

E. Finances

The budget for the Installation Ceremony shall be sufficient to include the expenses of up to four (4) invited guest dignitaries at the discretion of the incoming President. The incoming President and the incoming Program and Membership Directors, may secure strategic partners to pay any additional costs for additional beverage, entertainment or décor.

IV. DUTIES

A. Officers

Network Officers shall abide by the Women's Council of REALTORS® Bylaws and the Network's Standing Rules.

1. President's Responsibilities

Upon taking office, the President shall furnish each Officer and Committee Chair a copy of the duties as they apply to each office and committee, along with a copy of the Network Bylaws and Standing Rules. The President shall immediately extend an invitation for the National President's visit.

- Preside over focused, productive meetings of the Governing Board and membership
- Work with the Governing Board to develop, implement and monitor the Network Business Plan
- Encourage and inspire members to get involvement, and recognize contributions
- Cultivate development of future leaders for the Network
- Mentor, train, support and provide leadership opportunities for the President-elect to facilitate a smooth transition in leadership
- Build and maintain relationships with the Local Association and related industry and community groups
- Work with the Governing Board to evaluate Network progress and performance on stated goals, ensuring, in particular, quality Network programs and services
- Support Program Director and Membership Director in delivering quality programs and building and retaining a solid base of REALTOR® members
- Appoint the Secretary, Program and Membership Directors
- Ensure compliance with all State and National reporting requirements
- Represent the local Network at State and National meetings

2. President-elect

Conduct Governing Board Meetings when President is unavailable

Chair major fundraiser at the discretion of the President

Chair booth at the annual HCAR Realtor Fair at the discretion of the President

Plan and direct a line officer retreat for the following year after attending Leadership 360.

In addition to the duties as set forth in the Bylaws and Standing Rules, the President Elect shall perform other duties as requested by the President

- Fulfills duties of the President as needed, and assists with running efficient and productive meetings.
- Cultivates and manages relationships with Strategic Partners, ensuring a high level of satisfaction and appropriate benefit levels and packages.
- Assists the President in tracking Network progress and performance, identifies areas for continued improvement and considers related goals for inclusion in the Network Business Plan in the coming year.
- Appoints the Secretary, with ratification by the Governing Board.
- Supports accomplishment of Network Business Plan goals and priorities.
- Encourage and inspire members to get involved, and recognize contributions
- Cultivate development of future leaders for the Network
- Attends Women's Council Leadership 360 as part of preparing to take on the presidency
- Attends National and State Women's Council Meetings, depending on budget and personal finances.
- Works with the incoming President-elect to ensure a smooth transition in leadership

3. Secretary

Responsible for taking minutes at all Governing Board Meetings. Said minutes shall be emailed and distributed to the Network President, all line officers and standing committee chairs within 20 days subsequent to the meeting and posted on electronic google drive.

Responsible for monitoring the content of, and posting on, the Network website, blog and any other social media per National Women's Council of REALTORS® guidelines.

Shall notify National Women's Council of Realtors of the following year's line officers no later than October 15th.

In addition to the duties as set forth in the bylaws and the Standing Rules, the secretary shall perform other duties as requested by the President.

- Maintains Network bylaws and standing rules.

- Oversees Credentials Project Team to ensure proper election protocols, and reports results of election to National Women's Council by November 1 each year.
- Ensures accurate minutes are taken at each Governing Board meeting, and maintains all official records of the Network.
- Ensures accurate minutes are taken at Membership meetings when votes are taken for bylaws amendments and for elections.
- Attends National and State Women's Council Meetings, depending on budget and personal finances.

4. Treasurer

All monies collected by the Network shall be given to the Treasurer or President, along with documentation, within ten (10) days of receipt and shall be deposited by the Treasurer or President within five (5) days thereafter.

Will obtain written or emailed authorization from the President before issuing any checks. Report of said checks to be made at the next Governing Board meeting.

Treasurer's reports shall be filed for audit.

Monthly bank statements are to be balanced with the checkbook; financial statements including a transactions report, balance sheet and profit and loss statement are to be submitted to the President for approval prior to the next Governing Board meeting for review.

At scheduled Governing Board meetings, the following forms are to be prepared, copied and distributed to all Governing Board members: Actual vs. Budget YTD profit and loss statement, Balance Sheet, Travel Expense Spreadsheet.

Is responsible for filing the Network's annual tax return of form 990 by the deadline set forth by the IRS.

Will scan and save the preceding year's Treasurer Records on electronic google drive to be stored with the Network archives for a total of seven (7) years.

In addition to the duties as set forth in the Bylaws and Standing Rules, the Treasurer shall perform other duties as requested by the President.

- Maintains Network financial records, tracks transactions, and reports regularly on Network financial performance.
- Handles receipts and disbursements, ensuring proper controls in place.
- Works with the Governing Board to develop proposed annual budget.
- Ensures Network state and federal taxes are filed annually, and provides full support for Network financial reviews.
- Attends National and State Women's Council Meetings, depending on budget and personal finances.



VI. FINANCIAL MATTERS

A. Budget

It shall be the responsibility of the current Officers and the Treasurer to prepare a budget for the coming year. The Treasurer shall Chair the budget-planning meeting. At the first meeting of the year, the Treasurer shall submit to membership for their approval, a proposed and balanced budget for the coming year.

1. No later than 30 days before the scheduled membership meeting, a draft of the proposed budget shall be distributed to the Governing Board by email. Suggestions for revisions to the proposed budget shall be submitted to the Treasurer not later than 14 days before the scheduled meeting. The Treasurer shall make revisions, as necessary, and distribute a final draft of the proposed budget to the Governing Board at the next Governing Board meeting. Budget to be discussed and/or revised and approved. The Treasurer shall make any final revisions and send final copy to all board members.
2. If the budget has not been approved before the end of the year, it shall be presented for approval at the first membership meeting of the upcoming year. The Network shall continue to operate under the previous year's Budget until the new budget has been approved.

B. Fund Raising

1. The Network may conduct fundraising programs, as needed, to enable the President and officers to attend National and State Women's Council of REALTORS® meetings, and Local Network Visitations.
2. To protect Women's Council of REALTORS® not for profit organization tax exempt status, Fundraising Projects shall be in accordance with IRS rules.

C. Operating Account and Deposits

All money received by the Network shall be deposited in the account of the Howard County Network of Women's Council of REALTORS® in a financial institution selected by the Governing Board. Sums placed in checking, savings, money market or reserve accounts shall be deposited in a financial institution where the Federal Government insures deposits. The signature of the President, the President-Elect and the Treasurer shall be required on the signatory card, and all three signatories shall be bonded at the Network's expense. One signature, that of the President, President-Elect or Treasurer, shall be required on all checks.

D. Reimbursed Expenses

No authorized expenses will be reimbursed without written documentation provided to the Treasurer. Authorized expenses shall be defined as those which appear in the approved annual budget. Expenses deemed necessary in order to conduct fundraising projects should be approved by the Governing Board before such expenses are incurred. Reimbursement requests shall be submitted to the Treasurer within 30 days after the expense occurs.



E. Guest Policy

1. All guest speakers shall receive a complimentary meal and/or other special recognition for their contribution to the Network during meetings.
2. Non-Members are welcome to attend at full price.

F. Reservation Obligations

1. Financial Obligations Reservations for all business resource meetings and events sponsored by the Network shall be a financial obligation of the Network.
2. Cancellation Deadline - A cancellation deadline shall be established for each ticketed function of the Network and shall be announced in the notice for that function. Fees will not be reimbursed for no shows.
3. Fee Policy - Members attending a ticketed function shall be charged the member ticket price
4. If members wish to attend a ticketed function without a reservation, they shall be accommodated on a space available basis only.

G. Audit

The books shall be audited by the audit committee as soon as practical after the summer meeting and at the end of the fiscal year. The Audit report shall be presented to the President prior to being presented at the first meeting of the year.

H. Memorial

In the event of the death of a Network member, the Local Network President shall notify the State President within ten days. The State President shall in turn notify the National Women's Council of REALTORS®.

I. Contracts/Encumbrances

The President, subject to the approval of the Network Officers, shall be the only individual authorized to enter into contract agreements that incur financial or other liabilities to the Network. When outside facilities are required for use by any Committee, approval shall be obtained from the President.

J. General Reserve Account

Network funds remaining in the checking account at the end of a calendar year in excess of \$10,000.00 shall be deposited in the general Reserve Account until the account balance of \$25,000.00 has been reached. To pull funds from the General Reserve Account requires a 2/3 vote of the members present and voting at a Governing Board meeting.



VII. PROTOCOL & VIP POLICY

Local Network Visitation

The Governor(s) and the State President shall be guests of the local Networks at their invitation. If a meal is provided, the local Network shall bear the cost.

VIII. TRAVEL

A. President and Officer Travel

The annual budget shall include early Coach Fare plus one piece of luggage when traveling 3 days or more, plus travel expenses and registration fees, unless funding is received from another source. Reimbursed items will include coach airfare, Meeting/event registration and tickets for Women's Council of Realtors functions that they are expected to attend (Mid-Year meetings, annual National convention, annual State meeting, Leadership 360 and others as is appropriate). For all out of state meetings there shall be a \$50 per diem which includes ground transportation and meals. Hotels shall be reimbursed based on WCR negotiated or best available rates. The per diem for in-state travel shall be \$100 for officers that travel more than thirty miles from their Network. The total amount allocated per individual not to exceed the amount budgeted by the Network. When possible, hotel rooms shall be shared to cut cost. When the President and Officers travel in states more than 30 miles away, they shall be reimbursed for gas at the IRS rate.

No per diem is given for President and/or Officers for travel within 30 miles of the Officer's home Association site address. All documentation of expenses must be submitted within 30 days after attendance of meeting or travel where expense was incurred in order to be reimbursed.

B. Member of the Year Travel

The Network Member of the Year shall be reimbursed in the same manner as described in VIII. A. herein for travel expenses to the State Network Women's Council of REALTORS® function at which the State Member of the Year recipients are recognized.

X. AWARDS AND RECOGNITION

A. Member of the Year

1. The President will procure a plaque or a gift for the annual recipient of the Member of the Year at the expense of the Network. It shall be presented by the President at a business resource meeting. The President will also determine if a Distinguished Service Award should be given in any specific year to an individual who has provided the Network with outstanding service over a specific time period.



X. PROCEDURE FOR CHANGING STANDING RULES

A. Adoption

A Standing Rule can be adopted by majority vote at a Governing Board Meeting.

B. Amendments

Without previous notice, a Standing Rule may be amended at any Governing Board meeting by a two-thirds vote of the members present. Amendments may be made by a majority vote, when a minimum of seven (7) days prior notice is given.

C. Responsibility

The President and the Secretary shall be responsible for each having a copy of the Standing Rules available at all meetings.