

AGREED STANDING RULES, JANUARY 2022

Meeting Snow/Inclement Weather Policy

Membership Meetings - With a forecast of inclement weather, the governing board will make a decision and notify all members/attendees by email by 6pm the day before the meeting.

Governing board meetings will be discussed and scheduled by the governing board at the beginning of the year and follow the bylaw guidelines. Time and place to be determined by the president. President will send out a calendar of board meetings to the members at the beginning of the year with a reminder sent monthly thereafter. President will communicate to board members and committee chairs by 7:30 am the day of the meeting any changes or cancellations. Governing Board meetings may be held via electronic/digital media such as Zoom or other media, as long as all attendees of the Board are visible live on camera for voting purposes. Any meetings that are recorded must receive participant permission which can be in the form of people entering their acceptance in the chat section of the call.

Travel Reimbursement for Speakers

If a speaker travels over 25 miles in total to attend a Network meeting they may be given a \$30 gift card. Unpaid speakers may also be given a \$30 gift card.

If a current State or National Women's Council of Realtors Officer is officially invited to attend a meeting of the Frederick Network of the Women's Council of Realtors, their meeting fee, food and refreshments will be paid by the Frederick Network.

Condolences, Flowers or Gift Donations

Death: If a member of the Women's Council of Realtors, Frederick Network dies, or a Leadership figure in the Maryland or National Women's Council of Realtors dies, a \$75 gift of flowers or a \$75 donation to a charity in memory of the deceased may be made. The charity supported will be at the discretion of the Governing Board.

In the event of the death of a spouse/partner/child/parent or immediate sibling a donation of \$30.00 may be made to a charity in memory of the deceased. The charity supported will be at the discretion of the board of directors.

Member serious illness: If it is brought to the attention of the Board that a member has become seriously ill and/or is hospitalized, the member and/or the member's family will be contacted and asked if their address/contact details can be made public to the membership so that people can send cards of encouragement, arrange services such as a Meal Train or provide other help as needed. A one time purchase of flowers, or food, plus a card on behalf of the Members of the Frederick Network to a total of \$75 may be sent to the ill Member.

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. As a 501(C)6 Organization, we are not allowed to give monetary donations to a charity.

Travel, Meals & Accommodation:

Reimbursement for attendance at National & Leadership meetings - When an officer of the Network (Only the president & incoming president are required to attend National / Leadership Meetings according to the job descriptions, any other officer attending meetings must be pre-approved by the board in order to cover their costs, based on the budget line item for travel.) is traveling to a leadership event representing the Women's Council of Realtors, their airfare, accommodation and transportation will be reimbursed at 100% of the cost upon presentation of receipts. Travel will be reimbursed at a standard, not premium fare, and will cover all forms of transportation. Reimbursement should be completed within 30 days after the event occurs and only after receipts and a reimbursement form have been completed and signed by the requestor, president or president elect and treasurer. All reimbursements should have a designated line item on the budget or must be approved by the board before being reimbursed. Accommodation must be in line with the event organizer discount rate, and sharing is encouraged. The current year's Government Per diem rate for standard meal & incidental expenses will apply.

Member's Scholarship Fund:

Members will be eligible to apply for a scholarship to attend NAR designation classes. In order to apply the member will need to send a formal letter of request to the Board, which should include a description of the class, class cost, and how this class will improve their ability as a real estate professional. All active members are eligible to apply. The definition of an active member is someone who is current on their membership dues and has attended at least 6 WCR Business Resource Meetings in the last 12 months. The maximum annual amount of each award is \$100 and the board can approve 5 scholarships per year.

Bank Account:

3 members of the Governing Board will be given signing and access authority to the Network Bank Account. These will be the current President, President-Elect, and Treasurer. All monies to be spent with a WCR credit / debit card must be approved by the board prior to being used. An e-alert should be set up to notify all 3 members via text or email should an amount in excess of \$200 (Max Allowed Daily) be spent.

Visitor Status

The Women's Council of Realtors, Frederick is a member supported organization. In order to continue to provide a high quality of programs we encourage all visitors to join the organization. Visitors may attend 2 meetings as a non-member, and at the third meeting should be encouraged to join as a WCR member. Where events are free there will be no guest charge. Where there is a cover charge, guests or their sponsors will be charged the member rate plus an additional \$15. Should the guest attend a 3rd meeting within one calendar year, they will be charged the \$45 walk-in rate. *Guests should be encouraged to become members.*

During a WCR "**Recruiting Campaign**" a visitor who is a guest of a member will be charged the member rate.

