



STANDING RULES

Network Meetings

A *minimum* of six (6) mission-focused events should be scheduled each year. 4 Industry events and 2 events focused on member networking/relationship building.

Annual Election Meeting- The Annual Election Meeting shall be held in October, or sooner. It may be held in conjunction with a regular network meeting.

Installation Meeting - The installation shall be held in December.

Governing Board Meetings - Governing Board Meetings shall be held at the direction of the President with a minimum of four (4) meetings per year or 1 per quarter.

Attendance Policy: If fifty percent (50%) of the called meetings in a calendar year are not attended the member will not receive credit for their service and constitutes an automatic resignation. Any absence that occurs due to service on a National Association of REALTORS® (NAR), Louisiana REALTORS® (LR) Board, or Northwest Louisiana

Association of REALTORS® (NWLAR) Committee or Task Force or attendance at any

NAR, LR or NWLAR special called meeting shall not be counted as an absence as defined above.

Reinstatement - Such resignation shall be appealable to the Governing Board at the next regularly scheduled meeting of the Governing Board and shall require a majority vote of the Governing Board. The appeal should be in writing and in the absence of an appeal or in the event of an appeal being denied by the Governing Board the position shall be deemed resigned.

Elections

Officers' Consent to Serve - Officer Nominees shall sign a consent-to-serve form after reading job description prepared by the Credential Project Team

Procedures — A Credentials Project Team should review candidate information to ensure complete candidate understanding of rules and responsibilities and confirm agreement to serve a minimum of 90 days before the election.

A minimum of 69 days before the election, a notice to the membership soliciting candidates for open positions.

A minimum of 30 calendar days before the election, require candidates to submit an application and Consent to Serve form to the Chair of the Credentials Project Team that includes self-reporting by the candidate of any ethics violations within the past five years. Members may run from the floor if they are

not the Candidate Review Chair and submit the Consent to Serve Form at least 7 calendar days prior to the election.

Presentation of Nominations - The nominations shall be presented to the Secretary who shall present in writing to the general membership at least 10 days prior to elections the slate of officers

Installation of Officers - The outgoing President and the incoming President with their committees shall make arrangements for the installation ceremonies.

Pin and Plaques - The outgoing President shall purchase a President's pin and/or gavel to be presented to the incoming President at the time of their installation and will be paid by the Chapter. The incoming President arranges for the outgoing President's plaque, the cost of the plaque will be paid by the Network. Plaques should not exceed the amount budgeted.

Budget - The budget for the Installation Ceremony shall be sufficient to include the expenses of invited guest and dignitaries.

Membership - New members' applications and dues checks shall be collected by the Membership Director and given to the Treasurer who shall forward them to the Chicago WCR office. A copy of each new member's check should be kept. An updated copy of the membership roster is to be forward to the secretary as changes (additions or deletions) are made. Updated Membership reports should be sent to all members of the governing board.

Membership. Structure

National Membership - will be any REALTORS® or National Affiliate member in good standing with the Northwest Louisiana Association of REALTORS® and the National Association of REALTORS®. Dues are payable by January of each year. If a Governing board member has not paid dues by January 31 of each year, they may be asked to resign from the governing board.

National Affiliate - members include individuals engaged in a specialty of the real estate business and who are not associated with a firm engaged in the sale, rental, management, appraisal of real property or real estate counseling and who shall hold membership in a Local Board of REALTORS® and may not exceed 20% of national membership numbers.

Honorary Membership — The Governing Board shall be empowered to recognize members who are either retired or unable to remain active as Honorary Members of the Shreveport-Bossier Network of the Women's Council of REALTORS®. The Governing Board shall be guided by the members' prior service to the organization in determining who shall be awarded this honor. Honorary members shall be dues exempt and may attend local meetings. Honorary members will not be able to serve as an officer or Project Chair, however, they may be able to serve as a committee member.

Awards and Recognition

Member of the Year — The project team to be chaired by the most recent past recipient available to serve. The committee will be appointed by the President and shall consist of three members and two alternates all active past recipients of the award. Rules are set forth by the National Women's Council of REALTORS® . Guidelines are to be criteria used in selecting the recipient of this award. Deadline for the selection shall

be by the October General Membership meeting each year. The chair shall purchase the plaque and will be reimbursed by the Network. Costs should not exceed budgeted amount. The Network allows a total of three complimentary meals for the recipient.

Education Reimbursement - An education reimbursement fund shall be established for all REALTOR® members in good standing. After a member receives a certificate of passing a NAR certified course, the Network will reimburse up to half of the amount of the course. A receipt of payment of the course and a copy of the certificate shall be given to the Membership Director. Receipts for reimbursements will only be considered if course work was completed within the last 60 days. All reimbursements are to be given at a general membership meeting, if member does not attend meeting within six months, the funds will be put back into the Network Scholarship fund. Note: Prior year courses submitted after beginning of a New Year or after the previous year's budget has been closed, the award will be paid from the current/new budget. Note: Complimentary memberships are not eligible for education reimbursements.

Duties.

Officers - Officers shall abide by National Women's Council by-laws, the Network's Standing Rules, and the duties as outlined in the Leadership Policy and Procedure Manual.

President's Duties as outlined by National Women's Council of REALTORS® as they apply to each office and committee along with a copy of the Network Bylaws and Standing Rules. A copy should be distributed to each officer. The quarterly report is to be completed by the President each quarter and submitted to the National Association.

President Elect Shall be a REALTOR® elected by the membership and take over for the President in their absence. President-Elect is required to attend Leadership Academy, which will be paid by the Network in accordance with the reimbursement policy.

Membership Director — Is to be appointed by the incoming President and ratified at the last Governing Board meeting prior to the year taking office and will hold a position on the local Governing Board. Individual may be a National Affiliate or a REALTOR®

The network may assign a Recruitment and Retention Chair to assist the Membership director

Oversee all membership activities, to include organizing, establishing, and communicating the membership goals of the Network.

Accountable for the recruitment, retention, and recapturing membership efforts of the Network.

Responsible for the implementation and follow-through on the National Membership Marketing Campaign when one is in effect.

Review reports from National WCR for accuracy and follow-up on any discrepancies, Report to National WCR any corrections, changes (i.e., telephone, address) to member information.

Induction Ceremony - An induction ceremony for new members shall be conducted by the Membership Director during a regular meeting. Such ceremonies will be conducted quarterly. A membership folder to include Network bylaws and standing rules and other information and the benefits of belonging to Women's Council are to be given to the new members at the time of joining.

Membership Roster - The Membership Director is to keep the Governing Board updated with a Membership Report.

Additional Memberships — The Network provides a complimentary membership for the Northwest Louisiana Association of REALTORS® (NWLAR) Association Executive, Current NWLAR President, and at the discretion of the governing board a complimentary membership may be offered to the current President of Commercial Investment Divisions (CID), President of the Home Builders Association (HBA) and the Chair of the Young Professional Network (YPN).

Welcome Committee - Cards and/or letters shall be sent to each new member by the Membership Director on behalf of the Network President. New members shall be welcomed and introduced individually at Network meetings by the Membership Director

First Vice President— Shall be a REALTOR® in good standing and appointed after the election of the newly elected President-Elect and ratified by the governing board at the last meeting of the year prior to serving. FVP shall take minutes at all meetings. The minutes shall be disseminated according to the Network custom, which may be by mail (electronic or hard copy), printed in the newsletter, or read at each Network meeting. The FVP shall attend the Communication Project Committee meetings and report back to the President.

The minutes from the most recent Governing Board meeting shall be recapped for the general membership at each General Membership meeting.

The minutes from all General Membership and Governing Board meetings, and the budget, shall be preserved in such a manner that they will be available for future reference.

The FVP is expected to send thank you notes to those who have done special things for the Network. Thank you notes should also be sent to the speakers of each meeting.

The retiring FVP shall submit a written report to the National Executive Vice President of the Women's Council of REALTORS® the names and addresses of all Officers elected, giving the beginning, and ending dates of their terms of office. A copy of this report shall be sent also to the Governor, the State Network President, and the Regional Vice President.

The retiring FVP should provide a list of approved recommendations at the end of each year,

Treasurer - All names collected by the Network shall be turned over to the Treasurer. All monies received by the Network shall be deposited in the account of the Shreveport - Bossier Network of Women's Council in a financial institution selected by the Governing Board. All correspondence should be delivered to NWLAR's address.

Two signatures shall be required on all checks more than \$250.00

The signatures shall be the President, President-Elect, Membership Director, Treasurer and Program Director.

The Treasurer shall attend the Ways and Means Committee meetings.

Any/all checks or electronic funds collected must be transferred or deposited within 10 days of receipt of said monies, unless approved by the Governing Board. *Amended Feb 2023

Each January, \$50 in petty cash to be withdrawn from the operating account and to be held by the treasurer for change purposes at events. Then redeposited within three business days of the last event of the year. Any amounts over \$50 in cash to be deposited by the treasurer within three business days.*Amended Feb 2023

Any cash withdrawals made by anyone (aside from petty cash in January) to be first approved and authorized by the president and treasurer in writing. *Amended Feb 2023

Malfeasance in office can/will be punishable by law. Treasurer is not allowed to sign a reimbursement to themselves. Checks made to the treasurer shall be signed by one other authorized signer regardless of amount. *Amended Feb 2023

The treasurer must make a copy of all deposit slips.

The treasurer must make a copy of all checks written and deposited.

The treasurer must provide updated financial statements which includes updated bank account balances at every governing board meeting, whether the treasurer is able to attend or not,

Treasurer is to work with the budget and finance committee to keep an updated actual budget though out the year.

Billing - Those members who do not cancel a reservation shall be billed by the Treasurer.

Guests - Qualified prospective members may be brought to regular Chapter meetings as a guest two times before joining. This does not apply to a member's family or special guest provided they are not eligible for WCR membership.

Parliamentarian /By-Laws- A Parliamentarian will be appointed by the President. The Parliamentarian must be a member of Women's Council provided copies of Network Bylaws and Standing Rules and be prepared to serve at all meetings. An alternate can be appointed by the President to serve in their absence.

Budget and Finance Committee - This committee will be appointed by the President to recommend a budget for the current fiscal year, January 1 to December 31. Said budget is to be approved by the Governing Board. Budget committee should submit a budget for the following year by November 30 of each year prior to taking effect. If funds are budgeted, the Network should be a Major Investor with LARPAC.

An audit should be completed by the first Governing Board meeting of the next year.

The National Women's Council of REALTORS® requires Local Network's to forward a copy of their budget to their State Network. The State Network and Region 9 have additional budgetary requirements.

Event Director - The Director shall work with the President and Project/Event Teams on ideas for speakers for all events or meetings. Speakers and topics should be arranged six months in advance.

4 professional development programs which are timely, issue focused and member income generating. One program must be focused on development of business leadership skills. And at least one must be conducted collaboratively with other local networks, local associations, or real estate organizations. The program Director is responsible for introducing the speaker and arranging for a gift for the speaker not to exceed the budget, pledge, and program for meeting. Guest Speakers - Speakers to receive a complimentary meal.

Event/Project Teams — Event/Project Teams work with the Program Director. Each Event/Project chair shall make a written report of their event's accomplishment. The information is to be disseminated to National and to the incoming Event/Project Team. The Project Team shall recommend to the incoming President possible members to chair or serve for future events.

Reservations - Reservations for all meetings and events sponsored by the Network shall be a financial obligation to be paid by the member. A cancellation deadline shall be established for each function and announced in the notice for the function.

Network meetings and events should be promoted a minimum of 60-day lead time, using a "drip" system to communicate with members throughout the year, including information and key messages provided by the National Women's Council and branded locally,

Ambassadors / Communication Project Team - Duties shall be to send an appropriate card or sympathy note to the immediate family when there is a death of a family member. The remembrance shall not exceed \$25.00. In the event of illness, an appropriate remembrance will be sent not to exceed \$10.00. Birthday cards are sent to Members the month of their birthday and assist Project Teams raffle ticket sales, etc.

The Ambassadors shall be told of a guest or new member attending an event or luncheon so they may be greeted at the luncheon. A follow-up note should be sent to the guest thanking them for attending. The committee should also make the membership Director aware of their attendance so another follow-up can be done by inviting the guest to become a member.

By-Laws Project Team — The Chair should be a Local Network Past President and is appointed by the President.

Reimbursement

Reimbursed Expenses - All non-budgeted expenditures must have prior approval of the Governing Board. For the protection of all parties, receipts must be turned into the Treasurer within 30 days. A list of all expenses must be included with receipts.

Any and all budgeted or non- budgeted requested reimbursements shall be turned into the treasurer with receipts and the reimbursement form within 30 calendar days. Any delinquent requests for reimbursement will be subject to available funding in the operating account and approval by the board of directors. Any requests not submitted by December 15th each year, will not be reimbursed. This shall also apply to travel reimbursements - 30 days from the return of travel. *Amended Feb 2023

The Network will pay for the registration fee, transportation, hotel accommodations and ticketed meals (WCR events only) for the President and President-Elect, governing board, and members as budgeted and availability of funds.*Amended Feb 2023

Transportation includes airfare, taxi fares to and from hotel, mileage at current IRS approved rate when using personal auto in lieu of air travel. Meals other than WCR ticketed events will be reimbursed at a rate not to exceed-\$75.00-per diem. Proper receipts are to be filed within 30 days of each meeting: national, state, and regional meetings.

Registration — is for the event only and is for the "early bird" registration, this does not include registration for an education course before or after the event. This does not include late fees. Late fees are to be paid by the registrant. If cancellation is necessary, at the governing board's discretion — they will need to approve the cancellation and/or they can send someone else in that person's place. The governing board will decide if any cancellation fee may be reimbursed.

Transportation — includes airfare to the city where the event takes place, excluding in-flight beverage services. WCR does not cover extended vacation travel. Shuttle Service between airport and hotel is reimbursable. (Shuttle service, where available, is to be the first choice).

Food — up to \$75.00-per diem, which should include a tip up to 20%

WCR ticketed events/ceremonies/banquets during the conference will be reimbursed and not included in the per Diem.

If a meal is provided for, as a part of the conference, you will not be reimbursed if you chose not to eat that meal, all food reimbursements are to be approved.

Hotel accommodations — reservations are to be made at the host hotel; reservations are to be made as soon as registration packets are available.

Reimbursable expenses:

Internet connections up to \$15 a day for the term of the event (if free internet/Wi-Fi is to Available it should be used)

If driving to an event, Hotel parking is reimbursed.

Appropriate receipts and reimbursement forms must accompany any reimbursable expenses.

The Network has a credit card which is held by the President. All charges to the credit card must have a receipt and turned into the Treasurer with explanation of the charges.

NOT Reimbursable:

Spa services, room upgrades, flight upgrades, mini bar expenses, movies, newspapers and any other room service or additional tips.

WCR does not reimburse for Taxi to restaurant, sightseeing, shopping, overnight or expensed to rent a car while traveling. Extended parking at airport is not reimbursable.

State and National Officers - Some assistance should be given to any active local member who becomes a State or National Officer. Prior to approval of the current year's budget any State or National officer must submit a written request to the Governing Board outlining the expenses they wish to have reimbursed. The Governing Board will review the request and vote on the expenses they will approve for reimbursement, setting a maximum amount to be reimbursed. The financial resources of the . Network, the level of the officer, and number of members requesting funds shall guide the Governing Board. Such funds shall be included in the Network budget. A requirement for receiving reimbursement shall be a written report on the meetings and functions attended.

Event - Fundraising programs will be planned and conducted as needed, including funds to enable the reimbursement fund. The Project/Event Committee should work with the Finance and Budget Committee.

Strategic Partners and Sponsors — Each year the network welcomes all members to be a Strategic Partner or Sponsor. Strategic Partner levels are determined by the President-Elect and voted on by the governing board by October of each year. The Event Sponsor is allowed to provide materials at each place setting and give a one-minute commercial. A list of other benefits of being a Strategic Partner are attached to the Standing Rules. Event Sponsors are encouraged and may be another industry related group. In these cases, the other organization can be recognized as a "co-sponsor". They are permitted to help financially or support an event in other ways, such as advertising to generate attendance, providing the facility, funding a speaker or a meal, etc.

Both Strategic Partners and Event Sponsors are allowed to provide materials at each general meeting.

Interpretation - When there is a conflict of interpretation the most recently revised bylaws, adopted by the Network shall take precedence over Standing Rules.

Revisions - Changes in these Standing Rules must be approved by the Governing Board. Copies must be always available for the use of interested members.

Approved November 1997

Revised April 2002

Revised October 2002

Revised and Approved March 2013

Revised and Approved December 2014

Revised and Approved March 2016

Revised and Approved December 2017

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