



# STANDING RULES FOR WEST VALLEY (AZ) NETWORK OF THE WOMEN'S COUNCIL OF REALTORS®:

## ARTICLE I: MEETINGS

### SECTION 1: Business Opportunity Meetings/ Election Meetings

#### A. Business Opportunity/Network Event Meetings

The Women's Council of Realtors ® AZ West Valley network adheres to the model standard of at least the minimum of 4 Industry and 2 Network events. Reservations are required for all ticketed events and those members who attend without a reservation will be accommodated on a space-available basis and be charged the regular ticket price.

#### B. Annual Election Meetings

Annual Election Meetings shall be held by August 31st. It may be held in conjunction with the Network Meeting.

### SECTION 2: GOVERNING BOARD MEETINGS

Regular Governing Board meetings shall be held at least 6 times per year with the date, time and place to be selected by the President.

#### A. Absences:

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

#### B. Reinstatement:

Such members whose seat was vacated in this manner may apply for reinstatement within thirty (30) days which shall require a majority vote of the Governing Board.

#### C. Attendance Records:

Attendance records at Governing Board Meetings shall be kept by the First Vice President and shall be forwarded to the Nominating Committee before candidate review.

## **ARTICLE II: ELECTIONS**

### **SECTION 1: Qualifications**

A. Members nominated for the office shall hold a membership with Women's Council of REALTORS® West Valley for at least one (1) year and/or have chaired a committee, or at the Local Governing Boards discretion.

#### **B. Officers consent to serve:**

Officer nominees shall sign consent to serve after reading the job description. Their signature shall indicate the nominee's agreement to fulfill all obligations of the office to which they are applying.

#### **C. Network Election Procedures:**

1. Governing Board appoints a Candidate Review Project Team (a minimum of ninety (90) days prior to election)

- a. Project Team to be a minimum of three (3) and no more than five (5) members.
- b. Project Team selects the chairperson at the first meeting.
- c. Project Team must consist of Active (REALTOR®) members in good standing and no more than one (1) active National Affiliate member.
- d. One (1) or more active Past Presidents willing to serve.
- e. One (1) or more active Past Program Directors willing to serve.
- f. President-Elect serves as (Non-Voting) ex-officio member.
- g. Current Governing Board members are not eligible.

2. Candidate Review Project Team Leader (a minimum of sixty (60) days prior to election):

- a. Sends out an email to members to solicit applicants for open positions
  - i. Consider weekly follow-up emails until a specific date.
  - ii. Chair should work with the First Vice President (or whoever is in charge of correspondence) so communication to the membership can be completed.
- b. Email should consist of job descriptions, election date, application and consent to serve due date, and contact information for Candidate Review

Team Leader.

c. Both forms are due back to the Candidate Review Team Leader thirty (30) days before the election date.

d. Candidate Review Project Team will confirm applicant eligibility. Candidate Review Project can conduct interviews of applicants If they so choose.

3. President will notify the membership (ten (10) days prior to the election) about the election date, location, rules of running, and names of candidates.

\* NOTE: notice must provide information about running from the floor. Member must submit an application and consent to serve (which should be attached to the notice).

These forms are due back to Candidate Review Team Chair no later than seven (7) calendar days prior to the election. The chair will confirm eligibility. A member cannot run from the floor if the application and consent to serve are not submitted seven (7) calendar days prior to the election.

## SECTION 2: Conducting the Election - Two Options

### A.Option #1 - At an Industry Event Meeting

1. National members are credentialed at check-in and provided a ballot.

a. Per Bylaws twenty percent (20%) of the Active (REALTOR®

/REALTOR-ASSOCIATE® /Institute Affiliate) members of the Network shall constitute a quorum.

b. Both National REALTORS® and National Affiliate members are eligible to vote.

2. Candidate Review Project Team oversees voting, collection, and tallying of ballots.

3. Candidate Review Project Team Leader presents the candidates, with no motion for adoption.

4. The President presides and conducts the election (Optional - The Network may schedule a few minutes for candidates to speak to the members and/or hold a Q&A session.

5. Voting may be by viva voce or roll vote or by written ballot when there are two or more candidates according to the Local Network Bylaws.

6. The same procedure is followed for electing each officer.

7. A separate area is set aside at the Industry Event Meeting supervised by

Candidate Review Project Team to oversee voting, and collection and tallying of ballots. (This could be done in the first fifteen (15) minutes of the meeting).

Ballots are to be kept until the first (1st) meeting of the following year.

8. After the time allotment for voting, the Candidate Review Project Team counts votes, gives them to the Current President, and introduces officers elected at the end of the Industry Event Meeting.

9. Current First Vice President takes meeting minutes to be kept as a permanent record in official minutes of the following Governing Board meetings.

B. Option #2 - At Special Meeting, with a program and Elections (Possibly a Lunch & Learn with a good speaker to draw people in) for members only.

1. National members are credentialed at check-in and provided a ballot.

a. Per Bylaws twenty percent (20%) of the Active (REALTOR® /REALTOR-ASSOCIATE® /Institute Affiliate) members of the Network shall constitute a quorum.

b. Both National REALTORS® and National Affiliate members are eligible to vote.

2. Candidate Review Team oversees voting, collection and tallying of ballots.

3. Candidate Review Team Chair presents the candidates, with no motion for adoption.

4. President presides and conducts the election (Optional - The Network may schedule a few minutes for candidates to speak to the members and/or hold a Q&A session.

5. Voting may be by viva voce or roll vote or by written ballot when there are two or more candidates according to the Local Network Bylaws.

6. The same procedure is followed for electing each officer.

7. A separate area is set aside at the Industry Event Meeting supervised by Candidate Review Project Team to oversee voting, and collection and tallying of ballots. (This could be done in the first fifteen (15) minutes of the meeting). Ballots are to be kept until the first (1st) meeting of the following year.

8. After the time allotment for voting, the Candidate Review Team counts votes, gives them to the Current President, and introduces officers-elect at the end of the Industrial Event Meeting.

9. Current First Vice President takes meeting minutes to be kept as a

permanent record in official minutes of the following Governing Board meetings.

### SECTION 3: Installation of Officers

#### A. The Installation Meeting:

The meeting shall be held by November. It may be held in conjunction with a Business Opportunity Meeting/Network Event.

#### B. Arrangements:

1. The Incoming President, along with her/his Committee, shall make arrangements for the installation of officers.
2. The incoming President shall select the Installation Officer and Mistress/Master of Ceremonies.
3. The outgoing President shall have the duty of obtaining the incoming President's pin at the expense of the Network in sufficient time for the presentation at the Installation Ceremony.
4. The President shall receive her/his President's pin at the beginning of the next calendar year.
5. The Treasurer shall obtain, at the expense of the Network, a gift/plaque, to be presented by the Incoming President to the Outgoing President at the Installation Ceremony.
6. The Outgoing President shall present gifts to the Outgoing officers. The gifts will be at the expense of the Network. Cost for Outgoing officers' gifts is to be determined as set forth in the annual budget.
7. The budget for the Installation Ceremony shall be sufficient to include the expenses of invited guests and dignitaries if the budget allows.

## **ARTICLE III: DUTIES OF OFFICERS/DIRECTORS AND PROJECT TEAM LEADERS/LIAISONS**

### Section 1: Officers/Directors

Network officers and Directors shall abide by the National Women's Council of REALTORS® State Women's Council REALTORS® and Local Network Bylaws, the Network's Standing Rules, and the duties as outlined in the LEADERSHIP POLICY AND PROCEDURES MANUAL

provided by National Women's Council of REALTORS® \*Refer to individual job descriptions for additional job duties.

#### A. President's Responsibilities

1. When the President takes office, she/he shall furnish each Officer and Project Chair copies of the duties as outlined in the LEADERSHIP POLICY AND PROCEDURES MANUAL as they apply to each office and committee, along with a copy of the Network's Bylaws and Standing Rules.
2. As soon as elected, the President shall recognize the year as outlined in the "How to Organize your Year as President" in the LEADERSHIP POLICY AND PROCEDURES MANUAL. She/he shall complete the invitation for State Liaison's Visit and the Report Forms for the Network by specified dates.
3. The President shall assign a member of the Governing Board to attend committee meetings with no vote. The visitation of the Governing Board officers is an opportunity to be more knowledgeable about the Network's operational structure.
4. It shall be the responsibility of the President to insure the presence of a Parliamentarian for all meetings (general and board).
5. The President shall complete and submit the Women's Council of REALTORS® Business Plan and submit to their District Vice President and State Liaison and the Network Certification by the deadline annually specified in that document.

#### B. President-Elect Responsibilities

1. In the absence of the President, the President-Elect presides at all meetings and performs the necessary duties of the office.
2. The President-Elect automatically succeeds to the presidency the following year. The main role of the President-Elect is to prepare for Presidency This includes assisting the President.
3. The President-Elect shall attend Network 360.
4. The President-Elect shall serve as chair of the Education committee and shall be responsible for the Networks education programs.
5. All current Strategic Partners will be notified in writing/via email whenever National Affiliate membership opportunities become available per the 70/30 percent ratio of National REALTORS®/National Affiliate memberships in the Network.

\*PRESIDENT-ELECT OR DESIGNATED PROJECT TEAM.

C. First Vice President Responsibilities

The First Vice President shall take minutes at ALL meetings (See LEADERSHIP POLICY AND PROCEDURES MANUAL). All minutes shall be *approved by the Board*, verified by the President, and signed by the First Vice President before they are disseminated.

D. Treasurer Responsibilities

1. All monies received by the Network shall be deposited in the account of the West Valley Network. One signature shall be required on all checks, the signature shall be that of the Treasurer or President.
2. The Treasurer shall disperse expenses/income forms to the officers.
3. The President and President-Elect shall review all expense forms, both signatures are required for disbursement.
4. The Treasurer shall be designated to receive the bank statements and reconcile the account.
5. All monies, except for the dues from National members collected by the Network shall be turned over to the Treasurer within thirty (30) days of receipt and shall be deposited within five (5) working days thereafter.
6. In order to ensure the goals and objectives of Women's Council of REALTORS® are being fulfilled and carried out through Network Committee actions, the President shall assign and charge the Treasurer the responsibility to meet with and act as the liaison between various Network Project Teams and Governing Board.
7. The Treasurer shall be responsible for invoicing Strategic Partners dues in December.
8. The Treasurer shall be responsible for ensuring the transition of accounts/designations with the Arizona Corporation Commissioner.
9. The Treasurer shall be the committee chair of the Budget and Finance Project Team.

E. Event Director Responsibilities

1. The Event Director shall help produce four (4) industry events.
2. The Event Director shall produce a minimum of two (2) additional events focused

on member networking and relationship building.

- 3 The Event Director shall develop and manage systems to routinely scan the industry environment to identify business needs and issues.
4. The Event Director shall manage Event Chair and Project Teams as needed to accomplish tasks.
5. The Event Director shall monitor and evaluate the success of all programs and events and report to the Governing Board.

#### F. Membership Director Responsibilities

1. The term of the Membership Director shall be 1 year.
2. The Membership Director shall be responsible for the recruitment and retention of members of the Network.
3. The Membership Director shall be responsible for the induction and orientation of all new members.
4. The Membership Director shall be responsible for reporting to National Women's Council of REALTORS® the membership information as is required by National.
5. The Membership Director shall be responsible for keeping track of REALTORS® and National Affiliate Membership ratio, and shall keep the Governing Board aware of the membership status.
6. The Membership Director shall be responsible for learning and utilizing the Membership Toolbox.
7. *New Member Processing*
  - a. The Membership Director shall send a card or letter to each new member informing them of the date, time, and place of the general membership meeting(s).
  - b. New members shall be welcomed and introduced individually at the Business Opportunity Meetings/Network Events.
  - c. Notification of the new member(s) induction shall be the responsibility of the Membership Director no later than seven (7) days prior to the meeting in which induction shall take place.
  - d. The Membership Director shall conduct an Induction Ceremony for new members during a Business Opportunity/Network Event meeting a minimum of



two (2), but no more than four (4) times annually.

e. Each new member shall be presented with a membership pin and a copy of the Bylaws and Standing Rules at their induction.

f. Each member shall have the opportunity to be informed to bring any business handouts, brochures, flyers, listings, wants and needs or marketing to the Business Opportunity meetings.

g. The Membership Director shall send a letter or email to all guests who attend a Business Opportunity meeting, thanking them for attending and encouraging their future membership in the Network. This shall be done no more than seven (7) business days following the Business Opportunity meeting.

#### G. Attendance Policy

1. Attending network meetings and events is expected of all board members, to the best of their abilities. It is understood that board members are prepared for and engaged in the meetings and events.

### SECTION 2: Project Team Chairs

#### A. Project Team Responsibilities

1. All outgoing Project Team Chairs shall make a written report on the Project Team's accomplishments at the Year's end and pass on Project Team materials to the incoming Project Team Chairs.

2. The incoming Project Team Chairs shall recommend to the incoming President possible members to serve on their Project Team, who the President may consider appointing.

#### B. Hospitality Project Team Chair.

1. It shall be the responsibility of the Hospitality Project Chair to arrange for sufficient Network members to greet guests, lead the Pledge of Allegiance and give the Inspiration at the monthly Business Opportunity Meeting/Network Events.

2. The Hospitality Project Chair and her/his Project Team shall be responsible for sending appropriate acknowledgments, such as cards or emails, to the Network members for occasions such as birthdays, receipt of a designation, or

business-related award.

3. In the case of a death or serious illness of a Network member or an immediate family member, an appropriate acknowledgment, not to exceed \$100.00, shall be selected and sent by the Hospitality Project Chair to the appropriate recipient.

## **ARTICLE IV: Awards and Recognition**

### Section 1: Member of the Year

- A. Member of the Year criteria is to be established by the Governing Board no later than September of each year.
- B. Member to be chosen by the Governing Board.

## **ARTICLE V: Guest Policy**

### SECTION 1: Guest Speakers

- A. Guest speakers who are not current members of the West Valley Network shall receive a complimentary meal for their contribution to the Network.
- B. Guest speakers who are current members of the West Valley Network and sponsor an educational program for the Network, shall receive a complimentary meal for their contribution to the Network.

### SECTION 2: Prospective Members

Qualified prospective members may be brought to the Business Opportunity Meetings/Network Events as guests, one (1) time only.

## **ARTICLE VI: Financial Matters**

### SECTION 1: Reimbursed Expenses

#### A. President and President-Elect Expenses

- 1. President and President-Elect will be reimbursed for NAR/Women's Council of REALTORS® Midyear, NAR/Women's Council of REALTORS® Annual Meeting, Women's Council of REALTORS® State Spring, Summer, and Winter Conference, 360 Leadership Training and Installation meeting attendance costs, flight and/or mileage, one (1) shared hotel room, meals, in accordance with Federal Guidelines found at IRS.gov, subject to the local economy. The outgoing President shall be eligible for

reimbursement of the items listed above if attending the State Winter Conference.

2. NAR/AAR/Women's Council of REALTORS® Winter Meeting is subject to annual Budget and Board approval.

### 3. Transportation Reimbursement

- a. Flight and/or Mileage. President and President-Elect are to book their flights (coach seating) in advance for the best pricing.
- b. The President and President-Elect must attend the meeting. President-Elect attends 360 Leadership Training.
- c. Exceptions to transportation reimbursements must receive board approval prior to booking arrangements. Exception requests must include documentation detailing reason for exception request as well as savings to the network.

#### B. State Orientation Expenses

Subject to Annual Budget and Board approval. Reimbursement for all incoming Board Members to State Orientation.

C. Expense reports and receipts to be submitted to the Treasurer, no later than 5 calendar days prior to the end of the month or within 5 calendar days of the event, if the event falls at the end of the month.

## SECTION 2: Debit Cards

A. The President and Treasurer are authorized debit card holders.

B. Treasurer may use the debit card for Sponsored Members. Proper expense forms must be completed. Email submission and approval by the President and President-Elect are required prior to all Debit Card use.

## SECTION 3: Financial Obligations

A. Reservations for all Network Meetings and events sponsored by the Network shall be a financial obligation to be paid by the member.

B. Members will be billed for non-canceled ticketed functions (Network Business Opportunity

Meetings/Network Events Included)

C. Members attending a ticketed function shall be charged for the meal/refreshments whether they eat/drink the meal or not (Network Business Opportunity Meetings/Network Events Included)

1. Cancellation deadline shall be established for each ticketed function of the Network and shall be announced in the notice for that function.
2. If members wish to attend a ticketed function without a reservation, they shall be accommodated on a space available basis only.

## **ARTICLE VII: Strategic Partners**

### Membership

The Strategic Partner who signs the agreement with Women's Council of REALTORS® West Valley will be the entity doing business with Women's Council of REALTORS® West Valley for the duration of the signed agreement. In the event, the entity wishes to convey its membership terms to another entity, it must be conveyed in writing and without any reimbursement obligations. Any changes to the entity mid-term will result in the New Strategic Partner's financial responsibility for the reprinting of the Women's Council of REALTORS® West Valley banner(s).

## **ARTICLE VIII: VIP Policies**

### SECTION 1: Complimentary Membership

A. The President of the Local Board or Association of REALTORS®, who are not current members of Women's Council of REALTORS®, shall be invited as a guest to each Business Opportunity Meeting/ Network Events and Network events and shall be honored with full Women's Council of REALTORS® membership, if desired.

B. The Local Board or Association of REALTORS® Chief Executive Officers, who are not current members of Women's Council of REALTORS®, shall be invited as guests to each Business Opportunity Meeting and Network event. The Network shall decide each year when setting the budget if funds are available to honor the CEO(s) with full Women's Council of

REALTORS®membership(s).

## SECTION 2: State or National Women's Council of REALTORS®, Officers

- A. When a member of the Network is elected to State or National Women's Council of REALTORS®office, any expenses to be allotted by the Network shall be determined by and voted on by the Governing Board.
- B. Such funds shall be included in the Network Budget.

## **ARTICLE IX: Advancing Leaders Scholarships**

### SECTION 1: Local Network Scholarships

- A. Current roster members of the West Valley Network may apply for scholarship reimbursement by the Network for attendance to Women's Council of REALTORS®, local, state and national conferences/meetings or for attendance at continuing education classes which lead the individual member toward obtaining a NAR sanctioned designation (such as, but not limited to: PMN, ABR, CRS, GRI). Reimbursement amount for each application may not exceed \$100.00. A roster member may receive a maximum of two (2) scholarship reimbursements per calendar year and all guidelines and restrictions of the Karen Franz Scholarship Fund shall also apply.
- B. All applications for scholarship reimbursement must be submitted in writing to the Governing Board within thirty (30) days of attendance and must be accompanied by documentation of payment for the event and verification of completion of class or attendance at conference/meetings by the applying individual.
- C. All applications for scholarship reimbursement are subject to review and approval by the Governing Board. The total number of reimbursement approvals to be determined by annual budgetary funds availability.

### SECTION 2: Karen Franz Scholarships

Current roster members of the West Valley Network may apply for eligible scholarship reimbursement from the Karen Franz Scholarship fund. All guidelines and restrictions of the Karen Franz Scholarship fund shall apply.

*Note: Applicants may apply for only one (1) scholarship per event.*

**ARTICLE X: PASSWORDS:**

- A. All current passwords will be changed upon the new boards taking over duties and distributed among the new board members.

*These Standing Rules were approved by the Governing Board on December 8, 2006. Revised 9/1/10, Revised 3/25/21, revised 12/16/21, revised and approved 7/27/22, revised and approved 9/28/22, revised and approved 3/22/23, revised and approved 10/24/23, revised and approved 8/20/24.*