

GENERAL:

1. The local Network shall abide by the most recent National Bylaws.
2. When there is a conflict of interpretation of the most recently revised National Bylaws, refer to the State Liason for guidance.
3. The Standing Rules can be amended or waived by majority vote of the Governing Board. The Standing Rules should be published annually on the website and made available at all times to members.

MEMBERSHIP AND DUES:

4. Any REALTOR®, REALTOR-ASSOCIATE®, or National Affiliate member in good standing of an Association of REALTORS® of the NATIONAL ASSOCIATION OF REALTORS® shall be eligible for Active membership in this Network.
5. Membership dues are: National \$170, State \$15 and Local \$45
6. Upon receipt of membership dues, all new members are to be announced at the following Network event.
7. Any member owing funds to the Network shall be suspended from the Network and may not participate in Network activities until financial obligation is fulfilled.

GOVERNING BOARD:

8. The Governing Board shall be held to the following Code of Conduct: In the event, the Code of Conduct is not followed shall result in suspension of the leadership role or removal of office.
 - a. Shall conduct themselves professionally at all events (including Industry events not affiliated with Women's Council).
 - b. Shall interact with all membership cordially, respectfully, honestly and fairly.
 - c. Shall uphold Network National bylaws and local standing rules.
 - d. Shall be in good financial standings with the Network.
9. The government of the Network shall be vested in the Governing Board which shall consist of the President, President-Elect, 1st- Vice President, Treasurer, Event Director and Membership Director.

10. Qualifications of the Governing Board:

- a. The President, President-Elect, 1st-Vice President, and Event Director of the Network shall have the following qualifications:
 - i. Hold membership in the Network for a minimum of at least one (1) year
 - ii. Real Estate shall be her/his primary profession.
 - iii. Served as a Project Team Leader or prior local Women's Council Board member
- b. Membership Director and Treasurer of the Network shall have the following qualifications:
 - i. Hold membership in the Network for a minimum of at least one(1) year
 - ii. REALTOR® or National Affiliate
 - iii. Member of a Louisiana REALTOR® of local Association as an Affiliate
 - iv. Served as a Project Team Leader or prior local Women's Council Board member

11. Parliamentarian: The President for the duration of their term in office shall appoint a qualified Parliamentarian and an Alternate Parliamentarian. In the absence of the Parliamentarian, the President shall appoint a Parliamentarian for a specific meeting. The Network President shall provide the Parliamentarian during their term of office the latest edition of *Robert's Rule of Order Newly Revised* prior to the January Governing Board meeting.

12. Historian: A dues paid member with knowledge of the history of the local Network organization shall be designated by 2/3 votes of the Governing Board as Historian. The Historian shall be available upon request to consult, advise, and lend support to the presiding slate of officers. The Historian shall keep abreast of major changes within the organization in order to maintain a smooth and orderly transition for each year of officers of the local Network.

GOVERNING BOARD MEETINGS:

13. Governing Board meetings shall be conducted following Robert's Rules of Order.

14. Governing Board Meetings shall be conducted monthly. The schedule shall be determined at the beginning of the Governing Board's term. Governing Board meetings may be held in person or virtually. The maximum amount of hours for a Governing Board meeting shall be 3 hours unless voted to extend the meeting by a majority of the Governing Board.

15. All Governing Board meetings are open to the members. The Governing Board may hold a closed Governing Board meeting however, a minimum two day email notice must be provided to the General Membership.

16. Special Membership Meetings: The President shall notify each member of the Governing Board of such meeting in writing not less than five (5) days nor more than fourteen (14) days notice shall be given for a special meeting. The notice shall state the time and place of the meeting, and the purpose for which it is called. Only the business stated in the call to the meeting shall be transacted at such meeting.

17. Members who attend Governing Board meetings must adhere to the following:

- a. In the event that a member would like to address the Board at a Governing Board meeting they must submit a written request one week prior to the Board meeting date.
- b. A member can only listen to the board meetings and may speak if they have been formally acknowledged by the President or proxy.
- c. All minutes of the Governing Board and General Membership meetings, including Treasurer's reports, audit reports, and special Project Team reports should be kept in the current board's Google Drive by the 1st-Vice President so that they will be readily available for future reference.
- d. It is the obligation of all Governing Board to attend ALL Governing Board and General Membership meetings (All Scheduled Events). It is highly recommended that the Project Team Leaders attend Governing Board Meetings. In case of absence due to an emergency, they shall be responsible for submitting a report. Failure to attend two (2) consecutive general membership meetings and board meetings and/or submit a report for two (2) consecutive board meetings shall constitute sufficient reason for removal. The President shall appoint a replacement for that Board Position or Project Team Leaders with approval of the Governing Board. Board Members and Project Team Leaders reports are due one week prior to the Board meeting and must be uploaded to Google Drive. All Project Team Leaders will forward their monthly reports to their Governing Board Officer according to the Network's organization chart.
- e. October's board meeting shall serve as the transition meeting for outgoing and incoming boards.

PROJECT TEAMS:

18. The Project Team Leaders shall be held to the following Code of Conduct: In the event, the Code of Conduct is not followed shall result in suspension of the leadership role or removal of office.

- a. Shall conduct themselves professionally at all events (including Industry events not affiliated with Women's Council of REALTORS®).
- b. Shall interact with all membership cordially, respectfully, honestly and fairly.
- c. Shall uphold Network National bylaws and local standing rules.
- d. Shall be in good financial standings with the Network.

19. Project Teams shall be appointed annually by the President subject to the approval of the Governing Board. Each Project Team shall consist of not fewer than three (3) members of the Network. Appointments to Project Teams shall be for a period of one year or until their assigned task has been completed, whichever occurs first. All Project Teams members are eligible for reappointment. The Finance Chair will assist Project Teams with allocated budgeted funds. Standing Project Teams shall be: Standing Rules, Events, Finance, Membership, Candidate Review, Strategic Planning, Public Relations, and Past Presidents Advisory.
- a. Standing Rules
 - i. This team is led by the 1st-Vice President. The team annually reviews current standing rules and bylaws and proposes changes. These changes are only executed if the Governing Board approves.
 - b. Events
 - i. This team is led by the Event Director. The responsibility of this team is to coordinate all events for the year.
 - c. Finance and Audit
 - i. This team is led by the Treasurer. There are two committees: Finance and Audit. They will oversee quarterly audits and discuss any budget adjustments that need to be presented to the board.
 - ii. The Finance Team and Audit Team shall be appointed by the incoming Governing Board at their first board meeting. The internal audit report shall be presented at the first Governing Board meeting of the new year by the outgoing Finance Team.
 - d. Membership
 - i. This team is led by the Membership Director. This team ensures the membership is engaged and is charged with growing the membership. The team is responsible for ensuring the membership is satisfied with what the Network is providing them. Bi-annual membership surveys are to go out and results are to be presented to the Board.
 - ii. Membership shall oversee the Awards process. Nominees are made from the Network through a Google Form survey sent no more than 60 days and no less than 30 days prior to the Top Producers and Installation Ceremony meeting date. All nominees shall be Network Members in good standing outside of the Governing Board. Winners shall be announced and recognized each year during the Top Producers and Installation Ceremony.
 - e. Candidate Review
 - i. The Governing Board appoints a Candidate Review Team (as per election procedures). The President Elect is required to serve on this team. The Candidate Review Team will confirm applicant eligibility. The Candidate Review Team may conduct interviews of applicants.

- f. Strategic Partner
 - i. This team is led by the President-Elect. This team shall consist of a REALTOR member and Strategic Partner/National Affiliate. The team is to build relationships with all previous, current and potential strategic partners. They will send out bi-annual surveys and present results to the Board.

- g. Public Relations
 - i. This team is led by the 1st-Vice President. The Chair of this team is appointed by the Governing Board. This team will review all marketing and communications that are to be shared with membership and the public. This Project Team will work closely with the Events Director and the Governing Board.

- h. Past Presidents Advisory:
 - i. The team is led by the President. This team will consist of members who had previously served as presidents of the Network. This team is responsible for providing guidance and insight to the Governing Board, sharing expertise on matters such as leadership, strategic planning, and member engagement. Their collective experience and knowledge will help to shape the direction and success of the Network ensuring that it remains a valuable resource for real estate professionals and a leader in the industry.

ELECTION OF OFFICERS:

- 20. The election of officers shall be held at the Annual Election Meeting of the Network which shall be held no later than September 30th each year. The Network is to abide by National timelines for the annual election meeting. The roles and responsibilities are defined on the National website.

- 21. All candidates for office must submit an application and adhere to the qualification rules of the Candidate Review Team. Upon approval of the Candidate Review team and slate announced, the candidates are to be presented at a Meet the Candidates event no later than one week prior to the election date.

- 22. The announcement of the election day must be presented 90 days prior to the election at the General Membership meeting. The annual election meeting shall be held by July 31st.

- 23. Election of officers shall be by electronic ballot if there are two or more candidates for an office. Each voting member may cast one vote. When there are more than two candidates for any office and there is no majority on the first ballot, the two candidates receiving the greatest number of votes cast shall remain on the ballot and a run-off election shall be held between these two candidates. The candidate receiving the majority of votes cast in the runoff election shall be declared the winner. Voting by proxy shall not be permitted.

- 24. The 1st Vice President must submit the election ballot to the National office prior to October 15th.

- 25. The Incoming Board should have a state and local board training prior to September 30th.

INSTALLATION OF OFFICERS:

26. The outgoing and incoming Boards will make arrangements for the installation ceremony.
27. The Treasurer shall purchase an Installation Pin Pack for the incoming Governing Board and a Gavel set for the incoming President and present them to the incoming Governing Board at the time of their installation.
28. The outgoing Governing Board and Project Team Leaders shall be recognized during the installation ceremony.
29. The Treasurer and Award's Chair shall be responsible for ensuring the purchase of all Governing Board and Project Team Leaders awards, as well as the incoming President's plaque and gavel, and the outgoing President's plaque prior to the installation in accordance with the awards budget.
30. A President's Gavel Plaque shall be presented to the outgoing President at the installation ceremony. Cost of the gift to be paid by the Network, not to exceed \$150.
31. The Network is responsible for ensuring the outgoing President's name is added to the President's plaque 30 days prior to Installation. The plaque is to be displayed at our BRM meetings and fundraising events.

REMOVAL OF OFFICERS AND VACANCY:

32. In the event that an Officer violates a Code of Conduct or is deemed to be incapable of fulfilling the duties for which elected and declines to resign from office voluntarily, the Officer may be removed from office under the following procedure:
 - a. The Board is to be presented with documentation (must include dates and notes of incident) and will pass a motion to determine if the Officer is to be suspended and placed on a performance plan or if there is to be a vote for the Officer to be removed.
 - b. Should the majority of the Board vote to remove the Officer, the Officer has the ability to appeal and a special meeting will be called. At the Special Meeting, the membership will vote to determine if the Officer is to be removed based on the same documentation presented to the board and the appeal of the Officer.
 - c. Special meetings of the Network membership may be called at such times and places as the Governing Board shall, by resolution, require. Not less than five (5) days nor more than fourteen (14) days-notice shall be given for a special meeting. Such notice shall state the time and place of the meeting, and the purpose for which it is called. Only the business stated in the call to the meeting shall be transacted at such meeting.
 - i. The Officer making the appeal may only address the membership at the Special Meeting and shall only state their reason to appeal the Board's vote.

- d. Twenty percent (20%) of the REALTOR® /REALTOR-ASSOCIATE® /Institute Affiliate members of the Network shall constitute a quorum at all meetings except in those cases where the Network consists of fewer than fifteen Active members, when a majority shall be required to constitute a quorum.
- e. In the event that an Officer or Director is deemed to be incapable of fulfilling the duties for which elected and declines to resign from office voluntarily, the Officer or Director may be removed from office under the following procedure: To remove an elected Officer or Director, a special meeting of the membership may be convened as per the rules outlined herein. Provided a quorum is present at the meeting, a 3/4 vote of the membership shall be required to remove an elected Officer or Director from office. Should an Officer or Director be removed from office by a special meeting of the membership as per rules outlined herein, that person is no longer eligible for a leadership position in any Local, State or National Women's Council network.

FINANCE:

33. The outgoing and incoming Treasurers will meet by September 30th to review the current year's budget and create the proposed budget for the new year to be presented at the December Governing Board Meeting for final approval. In the event, the current Treasurer is elected for a second term, they will meet with the current President and President Elect.
34. Any non Governing Board approved expenses incurred to the Network shall be paid by the member who incurred the unauthorized expense. The Network will not be held liable for any unauthorized expenditures.
35. Payments: All bills shall be paid in the following manner:
 - a. Budgeted Items:
 - i. All budgeted items shall be approved by the corresponding Governing Board.
 - ii. Governing Board Officers are responsible for submitting to the Treasurer all budgeted expenses.
 - b. Non-Budget Items:
 - i. Reimbursements: All Reimbursements must be approved by the Governing Board. To be reimbursed for personal funds used, a reimbursement form must be completed and submitted along with receipts to the Treasurer within 5 days of purchase via Google Form.
36. The annual budget shall include a minimum amount of \$1,000 allocated to the scholarship fund.
37. All non-budgeted items in excess of \$500.00 must have prior approval of the Governing Board. For protection of all parties, good business practice requires rendering of detailed invoices and/or receipts.

38. **Bank Account Reconciliation:** The President, President-Elect, and Treasurer shall have primary access to all accounts concerning the financial of the Network. For the protection of all parties and as good practice, all financial statements shall be opened and reviewed by the Treasurer (or in their absence the President and/or President-Elect) for monthly reconciliation and record keeping.
39. **Debit & Prepaid Cards:** The President, President Elect, Treasurer and Event Director will have access to prepaid debit cards connected to Billhighway. The Treasurer will have a debit card to the secondary account. All debit card purchases must have a detailed receipt turned in within five days to the Treasurer for monthly reconciliation.
40. **Billhighway:** The President, President Elect, and Treasurer will have full access to the accounts. The Event Director shall have limited access and the 1st Vice President and Membership Director shall have Read-Only access to the accounts.
41. **Memberplanet:** The network should use Memberplanet as the hosting site for all events.
42. **Gulf Coast Bank:** The network should keep a secondary bank account with a monthly balance of \$500.

AWARDS:

43. Member of the Year Award may be selected by the Project Team of the same name and chaired by the winner of the previous year. The award is presented each year, preferably at the annual installation. The guidelines for this award are: a) Must hold National membership for a minimum of one year; b) Real Estate must be the member's primary profession; c) Member has volunteered their time and service unselfishly to the Network during the previous year.
44. Entrepreneur of the Year Award: may be awarded to a National member who has exhibited business leadership in their work and community. (While Member of the Year is awarded to a volunteer who has made a notable contribution to the life of the Network, the Entrepreneur of the Year is awarded to a REALTOR® who has achieved something notable in business.) The award winner is nominated and voted upon by the membership. The governing board shall provide criteria for the nominee.
45. Strategic Partner of the Year Award : This recipient has a high level of involvement within the Network. They have partnered financially, are present at Network events, they contribute time and resources to our Members all while exemplifying a positive culture and can-do attitude.
46. The Women's Council Rising Star Award for Emerging Excellence in Real Estate celebrates the remarkable achievements and promising potential of a rising female talent within the real estate industry who is a member of the Women's Council and has been in business for less than five years. This prestigious award recognizes the dedication, innovation, and exceptional contributions of a trailblazing agent who is making significant strides in her career while embodying the values of the Women's Council.

47. Top Producer Award an esteemed recognition of outstanding performance in driving sales volume and shaping the future of commerce. Amidst a landscape where empowerment and leadership are paramount, these awards serve as a beacon of inspiration, highlighting the exceptional contributions of women who have shattered glass ceilings and redefined success in the sales domain.

a. Award Categories

- i. Diamond Award for Highest Sales Volume**: This prestigious accolade is reserved for the individual who has achieved the highest sales volume, showcasing unparalleled expertise, determination, and a relentless pursuit of excellence.
- ii. Platinum Award for Exceptional Sales Growth**: Recognizing remarkable progress and advancement, the Platinum Award celebrates the individual who has demonstrated outstanding sales growth, embodying innovation, resilience, and strategic vision.
- iii. Gold Award for Consistent Sales Excellence**: Emphasizing the importance of steadfast dedication and unwavering commitment, the Gold Award honors the individual who has consistently delivered exceptional sales performance, setting a standard of excellence for others to emulate.

48. Any additional awards can be given or not given at the discretion of the Governing Board.

49. Governing board members are ineligible for awards during their term excluding Top Producer Awards.

NETWORK AND MEMBERSHIP EVENTS:

50. The Network is to hold a minimum of four Industry Events and two Members Only Events.

51. Business Resource meetings shall be held at a minimum quarterly and scheduled at the discretion of the Governing Board.

52. A Business Resource meeting constitutes a meeting announced to the membership no later than 30 days prior to the meeting date. The Governing Board is to call the meeting to order followed by the pledge, mission and vision and introduction of the Governing Board, Special Guests and Past Presidents, Strategic Partners, and National Affiliates. The Event Director or Project Team designee is to take attendance at all events.

53. The Membership Director is responsible for scheduling orientation meetings for new members. The orientation may cover several months and shall be arranged to fit into the regular program.

54. Door prizes may be given at each meeting and business cards shall be used for the drawing of a winner.

55. In special cases when a member has something to say for the betterment of the membership, that member can do so by anonymously filling out a suggestion form.

56. When Network members move up to leadership positions or receive an award in other Real Estate related organizations, the Network shall recognize them at a Business Resource meeting or in a newsletter.
57. Officers of the Network shall be seated at the head table during regular General Membership meetings whenever possible according to Robert's Rule of Order.
58. Educational events hosted, co-hosted or sponsored by Women's Council to subsidize an educational event or Keynote Speaker cost, with a maximum of \$500 per event are sanctioned with approval by the Governing Board. Costs over \$500 will need approval of the Governing Board. Funds should be sought from the scholarship account prior to going into the operational budget.
59. Annual Past President's Luncheon: The Women's Council shall allocate funds in its annual budget to cover expenses for the Annual Past President's Luncheon, held every July at Ralph's on the Park.
- a. Membership Coverage: The network shall cover the costs for active and legacy members who have served as past presidents, including those no longer practicing real estate.
 - b. Event Organization: The immediate past president shall be responsible for planning the Annual Past President's Luncheon in collaboration with the board of directors.
 - c. Sponsor Attendance: The Lunch Sponsor is permitted to attend the Annual Past President's Luncheon.

FUNDRAISING:

60. The purpose of the Spring & Fall fundraiser is to raise funds for the President-Elect's term as President, for Educational Programs and Scholarship opportunities during term as President, and to increase and sustain membership involvement and interest. NO REFUNDS ARE ALLOWED unless approved by the Board.
61. The Spring and Fall Fundraising events held by the Women's Council shall be chaired and coordinated by the President-Elect for that year. All other special events for the year shall be coordinated under the direction of the Governing Board appointed by the President.
62. The President-Elect shall determine a budget for the fundraiser with Governing Board approval, raise sponsor money for the event, coordinate the sales of tickets, and make all arrangements for the event with the help of the Project Team. The budget will be voted on by the Governing Board at the December Governing Board Meeting

TRAVEL:

63. The President and President-Elect annual expenses SHALL not exceed the amount budgeted unless approved by the corresponding Governing Board.
64. If any Member owes money to the Network, the member is not eligible to travel on behalf of the Network nor receive reimbursement for travel.

65. It is the responsibility of the President to attend all State, Regional and Local meetings provided there are available funds. It is recommended that all other Governing Board Members, Project Team Leaders attend as many State, Regional and Local Meetings as possible. It is encouraged that the President and Board Members attend other Women's Council Network installations and special events.
66. In the event that neither the President nor President-Elect is able to attend Women's Council of REALTORS® State, Regional or National Conventions and Conferences, the next Officer in the line of succession in the next descending order to the Presidency may represent the Network. The Network line of succession is as follows: President, President Elect, 1st Vice President, Treasurer, Membership Director, then Event Director. A REALTOR® Officer supersedes a National Affiliate Officer in the line of succession. In the event a Governing Board member can not attend, the Governing Board has the option to select a representative. Budgeted travel funds shall be reallocated from the President or President-Elect to other Board Members or funded representatives as needed.
67. All Funded Board Members attending Women's Council National Meetings are encouraged to participate in National Project Teams, activities, and any open meetings.
68. While in attendance at National Conferences,, ALL funded members shall attend ALL Training meetings, the Governing Board meetings, the Regional Caucuses and the General Membership meetings. ALL FUNDED members shall make a written report to the Network Governing Board and the Network Membership Meeting. Upon return All FUNDED members shall submit to the Treasurer the proper itemized bills with a check request form for reimbursement no later than 7 calendar days. A written report of the trip should be put in the network Google drive.
69. Provided funds are available, travel expenses may be paid by the Network as budgeted for the Board Members:
- a. Shall for current President or President-Elect to attend Women's Council State, Regional and Local meetings.
 - b. May for current Board members to attend Women's Council, State, Regional and Local Meetings.
 - c. Shall for the current President to attend the National Women's Council Mid-Year Conference. Shall for the President- Elect to attend the National Women's 360 Conference.
 - d. May for Incoming Elected Board members to attend National Women's Council Conference.
 - e. Shall for Incoming Elected Board members to attend State required board training.
70. Registration: The Network may pay registration fees for the Governing Board excluding President and President-Elect members to attend the Women's Council's Local, State, Regional or National Events. All registrations to be paid by the Treasurer if funds are available.
71. Airfare: The Treasurer shall book all Governing Board out of state airfare. Airfare shall only be paid for National Meetings/Conferences. Airfare reimbursement shall not exceed \$500.00 without Governing Board approval.

72. **Ground Transportation:** When ground transportation is required, members should make an effort to travel in groups from airport to hotel to reduce the costs to and from the airport or to attend a meeting which is held at another location, attending Governing Board and members will be reimbursed as budgeted and approved by the Governing Board.
73. **Room Accommodations:**
- a. The Treasurer shall book all Governing Board hotel stay for any Board members attending State, Regional, or National meetings/conventions.
74. **Travel Reimbursements:** Reimbursements are only eligible for Governing Board members in good standing. A Governing Board member in Good Standing:
- a. Has remitted their annual dues with Women's Council of REALTORS®s for the calendar year
 - b. Does not have an outstanding balance to the National, State or Local Networks
 - c. Secured 2 NEW Strategic Partners for the current term
75. **Reimbursement Protocol:** All eligible reimbursements must be completed on the reimbursement form and submitted with receipts to the Treasurer within 7 days after travel via Google Form.
- a. **Mileage:** First 400 miles from NOMAR are not eligible for reimbursement. All mileage incurred over 400 miles will be reimbursed per IRS guidelines.
 - b. **Meal Per Diem:** Should event registration not cover all meals, the lesser of the two options are to be reimbursed. \$50 per day.

SCHOLARSHIP

76. The purpose of the scholarship fund is to further the education and success of our Members in their Industry field. This is accomplished by reimbursing qualified Members for courses completed towards a certification or designation approved by the Women's Council/NAR for REALTOR® and Affiliate Members. (NAR/Women's Council approved: ABR, ALC, CCIM, CIPS, CPM, CRB, CRS, CRE, GAA, GREEN, GRI, PMN, RCE, RAA, SRS, SIOR, SRES, AHWD,, CRETS,, EPRO, ISA,HFR, Digital Marketing: Social Media, LHC, MRP, PSA, REI, RENE, RSPS, SFR, SMART HOME as of 02.19.2024)
77. The purpose of the scholarship fund is to reimburse members for COURSES working toward a designation approved by Women's Council/NAR.
78. The Governing Board shall appoint a Scholarship Chair at the beginning of each term
79. The scholarship fund shall be a separate account in BillHighway starting January each year with a minimum of \$1,000. The balance in the Scholarship Fund shall not exceed \$10,000. Any amounts over \$10,000 shall be deposited into the operating account.

80. Funding for the scholarship fund shall be derived from the Parade of Prizes ticket sales or the 50/50 ticket sales at the Business Resource Meetings and other scheduled events. Upon approval of the Board , the Parade of Prizes proceeds can be designated for a local charity
- a. Additionally a minimum of \$500 or 10% (whichever is greater) shall come from the total funds raised from Parade of Prizes and 50/50 ticket sales at all major fundraising events and other network events approved by the board. The money should be deposited in the scholarship checking account within 30 days following the event.
81. Members can receive up to \$125 scholarship reimbursement per calendar year:
- a. A REALTOR® member in Good Standing is eligible to receive reimbursement up to \$125 toward any approved courses
 - i. A REALTOR® member in Good Standing is defined as a member who:
 1. Has remitted their annual dues with Women’s Council of REALTORS® for the calendar year
 2. Has been a Member for no less than 90 consecutive days
 3. Is a Member that has attended a minimum of 3 events (Member Only or Industry Event) in the calendar year
 4. Does not have an outstanding balance to the National, State or Local Networks
 - b. Scholarship reimbursement – In order to be reimbursed under the scholarship program, a member must present a course certificate to the scholarship chairman within fourteen 14(days) of course completion and no later than October 31st.
 - c. Upon Approval of Scholarship reimbursement, the reimbursement will be presented to the member at the installation of new board members.
If a member is unable to attend the installation of the new board members the reimbursement will be mailed to the member within 30 days after the installation of new board members has occurred.

(Revisions and National mandated updates were approved by on the Governing Board on June 10, 2024)