

Virginia State Network Standing Rules

I. CONVENTION AND CONFERENCE EXPENSES

All officer travel expenses will be set by the Governing Board in the current year budget. Travel budget will give priority to the State President and State Liaison. Budget permitting, other state officer's travel expenses may be pre-approved by the Governing Board. All Travel will be funded with proper documentation of expenses and verification of required meetings attended.

Note: Any officer that attends a meeting/conference on behalf of the state Network shall provide a written report for review and approval by the President prior to reimbursement of any expenses. See Exhibit A.

Expenses for reimbursement with copies of actual receipts for all expenditures shall be submitted within one month of the event to the ***President for review and approval***. All reimbursement forms must be submitted in ample time to allow for repayment during the same calendar year as the travel occurred.

State Officers including State Liaison shall attend all or some of the following sessions and meetings:

- WOMEN'S COUNCIL OF REALTORS® Governing Board and General Membership Meetings
- The Midyear Meeting, held in May in Washington, DC
- National WOMEN'S COUNCIL OF REALTORS® Convention Annual Business Meeting and Governing Board Meeting, typically held in the Fall
- Virginia REALTORS® State Convention, typically held in the Fall
- Virginia REALTORS® Legislative Conference, typically held in February
- Officer Orientation and Workshops, date to be determined at the beginning of the calendar year
- Installation of WOMEN'S COUNCIL OF REALTORS®
- Regional Meetings and Caucuses.

If these meetings and sessions are not attended, no reimbursements will be made for those meetings unless prior approval has been given by the President to miss a meeting for a good cause.

A. STATE PRESIDENT:

The State President's travel expenses are payable as follows, provided funds exist in the current budget to support expenses as per Board Approval.

The State President shall attend:

- National Women's Council of REALTORS® Convention, typically held in conjunction with NAR in the Fall
- The Midyear Meeting, held in May in Washington, DC
- Virginia REALTORS® State Convention, typically held in the Fall
- Virginia REALTORS® Legislative Conference, typically held in February
- State Membership Meetings (2 annually)
- State Governing Board Meetings (3 annually)

- Regional committee meetings upon request
- State strategic planning meeting
- Officer Orientation and Workshops, date to be determined at the beginning of the calendar year

In the event the President cannot attend any of the above-mentioned meetings, the President-elect may substitute for the President and receive monies for that meeting. Receipts shall be submitted to the State President for review and approval before payment is made by the Treasurer.

B. PRESIDENT-ELECT:

The State President-Elect's travel expenses are payable as follows, provided funds exist in the current budget to support expenses, as per Board Approval.

- National Women's Council of REALTORS® Convention, typically held in conjunction with NAR in the Fall
- The Midyear Meeting, held in May in Washington, DC
- Virginia REALTORS® State Convention, typically held in the Fall
- Virginia REALTORS® Legislative Conference, typically held in February
- State Membership Meetings (2 annually)
- State Governing Board Meetings (3 annually)
- Regional committee meetings upon request
- State strategic planning meeting
- Officer Orientation and Workshops, date to be determined at the beginning of the calendar year
- Leadership 360 in August in Chicago, IL

Receipts shall be submitted to the State President for review and approval before payment is made by the Treasurer.

C. STATE LIAISON:

The State Liaison's travel expenses are payable as follows, provided funds exist in the current budget to support expenses, as per Board Approval.

- National Women's Council of REALTORS® Convention, typically held in conjunction with NAR in the Fall
- The Midyear Meeting, held in May in Washington, DC
- Virginia REALTORS® State Convention, typically held in the Fall
- Virginia REALTORS® Legislative Conference, typically held in February
- State Membership Meetings (2 annually)
- State Governing Board Meetings (3 annually)
- Regional committee meetings upon request
- State strategic planning meeting
- Officer Orientation and Workshops, date to be determined at the beginning of the calendar year
- Leadership 360 in August in Chicago, IL

Receipts shall be submitted to the State President for review and approval before payment is made by the Treasurer.

D. FIRST VICE PRESIDENT:

The State First Vice President's travel expenses are payable as follows, provided funds exist in current budget to support expenses, as per Board Approval.

- National Women's Council of REALTORS® Convention, typically held in conjunction with NAR in the Fall AND/OR the Midyear Meeting, held in May in Washington, DC
- State Membership Meetings (2 annually)
- State Governing Board Meetings (3 annually)
- State strategic planning meeting
- Officer Orientation and Workshops, date to be determined at the beginning of the calendar year

Receipts shall be submitted to the State President for review and approval before payment is made by the Treasurer.

E. TREASURER:

The State Treasurer travel expenses are payable as follows, provided funds exist in the current budget to support expenses, as per Board Approval.

- National Women's Council of REALTORS® Convention, typically held in conjunction with NAR in the Fall AND/OR the Midyear Meeting, held in May in Washington, DC
- State Membership Meetings (2 annually)
- State Governing Board Meetings (3 annually)
- State strategic planning meeting
- Officer Orientation and Workshops, date to be determined at the beginning of the calendar year

Receipts shall be submitted to the State President for review and approval before payment is made by the Treasurer.

F. NATIONAL LIAISON:

The National Liaison shall be invited to a State Meeting if the budget supports the travel expenses. The State Network will pay travel expenses of: (Lodging, flight or mileage and registration fees if any, and followed by the guidelines in the LPPM.)

II. GENERAL

Network bills and reimbursement requests shall be given to the State President to be reviewed and initialed before being sent to the Treasurer for payment. An officer will be reimbursed for only one office responsibility on a single trip. A copy of the expense form is attached for reference, see Exhibit B

If an officer is reimbursed for expenses submitted in connection with their incoming year's elected position, they must reimburse the treasury in full if they resign their seat before serving in that elected position.

Reimbursements will cover early bird convention registrations, convention room rates, 14-day minimum advance airfare, mileage per government per diem and cost of transportation to and from the airport to hotel.

No rental car expenses will be reimbursed.

The State Network will incur the cost of ½ the room rate per person attending any convention or meeting if an overnight stay is required. The cost of the Inaugural Banquet may be reimbursed to the President, President Elect and State Liaison. The decision about this will be made annually at the Fall Board meeting, after review of year-to-date finances to determine if income is sufficient to cover the additional expense. The governing board to vote on this item to approve or disapprove each year.

Any State officer entitled to WOMEN'S COUNCIL OF REALTORS® travel funding who also receives funding from any other organization considered primary (VIRGINIA REALTORS®, NATIONAL ASSOCIATION OF REALTORS®, etc.) shall only be reimbursed by WOMEN'S COUNCIL OF REALTORS® for expenses in excess of this primary funding.

III. FUND-RAISING:

Strategic Partners were implemented to raise money for the State Network in lieu of other types of fundraisers. The cost per partner is \$750 and fees are due January 1st. There is no restriction on the number of Strategic Partners allowed. Exhibit C is attached to document the Strategic Partner benefits.

Strategic Partner renewals are to be sent out approximately Mid- November each year from the Treasurer; this is to allow Partners to budget appropriately for the following year and to try to secure their support while they are in the budgeting process. Renewals should go out via USPS with follow-up within 10 days via email to confirm receipt of the renewal notice by the partners. If further follow-up is needed, the Treasurer should contact the President-Elect to make personal phone calls.

Effective with 2019, State Strategic Partners are not required to also be Local Strategic Partners, but they may choose to also be Local Strategic Partners. State Strategic Partners who choose to also be Partners at one or more local networks are eligible for a \$250 rebate from the State that would be paid in February of each year. The criteria for this rebate are:

- They must renew or sign-up as a State Strategic Partner and have paid their fee to the state by January 7 of each year.
- They must renew or sign-up as a Strategic Partner with at least one local network and have paid the fee to the local network by January 15 of each year. The Local Network Treasurer is responsible for confirming receipt of this payment to the State Treasurer and requesting the rebate from the State; this must be done no later than January 30 of each year. There is no rebate for any new or renewing State Partners after this date.

Proration of fees: Fee is \$750 from 1/1-6/30 of each year, subject to rebate as above. Fee is \$500 from 7/1-12/31 of each year with no rebate.

IV: NETWORK COURTESY POLICY:

In the event of an illness or the death of a member's spouse, parent or child, the Local Network President will notify the State First Vice President to send a card or note. Cards and notes will be sent from the Local Network.

V. NATIONAL OFFICER PROTOCOL:

The President may invite the National President to the annual Virginia REALTORS® State Convention as guest speaker for the WOMEN'S COUNCIL OF REALTORS® special event. A gift will be given to the National President on this occasion by the Network. A welcoming gift shall be placed in the hotel room of the National President. Refer to the WOMEN'S COUNCIL OF REALTORS® Leadership Policy and Procedure Manual for additional information.

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VI. GIFTS:

The Network is only responsible for appreciation gifts for the outgoing President and State Liaison at the end of their terms of office. The President-Elect per the Governing Boards approval and budget permitting shall be responsible, at the expense of the Network, for ordering and presenting an appreciation gift for the outgoing President and State Liaison at the first State WOMEN'S COUNCIL OF REALTORS® meeting of the following year. The outgoing President shall be responsible, at the expense of the Network and budget permitting, for ordering and presenting the incoming officers' name tags during the WOMEN'S COUNCIL OF REALTORS® Installation. Date to be determined at the beginning of the year.

VII. LIFETIME MEMBERSHIP TO THE GOVERNING BOARD:

Any active member in good standing with the Virginia WOMEN'S COUNCIL OF REALTORS® who has held the office of National President will be a lifetime voting member of the State Network Governing Board.

VIII. ADVERTISING:

Recipients of the WOMEN'S COUNCIL OF REALTORS® Member of the Year Award shall specify in all advertisements whether it is for state or local, and the year received (e.g. Jane Doe, 2013 Member of the Year Women's Council of REALTORS® Virginia). Members currently serving as an officer or who have previously served as an officer shall specify in all advertising whether state or local office and date served (e.g. Jane Doe, 2013 Virginia State President of the Women's Council of REALTORS®).

IX. NOMINATING COMMITTEE

Refer to most current By-Laws, as posted on www.WCR.org.

X. MEMBER-OF-THE-YEAR: (See Exhibit D)

The State Member-of-the-Year is selected each year by the Member-of-the-Year (MoY) Committee. The recipient of this award automatically moves forward to Chair the committee for the year following their win. The other members of the committee are appointed by the President, subject to their agreeing to serve and confirmation by the State Board. The committee should consist of a minimum of 4 members total; ideally, the members include one representative from each of the local networks. Therefore, committee members appointed by the President should come from networks other than the Chair's network. Committee members should be confirmed at the Fall Board meeting. After confirmation, the President will advise the Chair of the MoY and activate the committee. Solicitations for applications of nominees should go out to the Local Presidents and members by **May 1st** of each year, with a deadline to submit by **July 15th**. Guidelines and applications are attached as Exhibit D.

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Additionally, or if no applications are received by the committee Chair, the Chair can contact the President, President-Elect and State Liaison for their recommendations/input.

The members of the committee meet by conference call (or in person if possible), to review applications and select the MoY. All application submissions and discussions are confidential. **-The name of the recipient is not made public until the President notifies the recipient by August 1st to ensure the member attends the VR Annual convention to receive the award.**

The winner of the MoY must be reported to National by December 1st of each year. Solicitations for applications of nominees should go out to the Local Presidents by October 7 of each year, with a deadline to submit by October 15. Guidelines and applications are attached as Exhibit D. Additionally, or if no applications are received by the committee Chair, the Chair can contact the President, President-Elect and Governor for their recommendations/input.

The members of the committee meet by conference call (or in person if possible), to review applications and select the MoY. All application submissions and discussions are confidential. Once selection has been made, the Chair should advise the President of the name of the recipient and **The name of the recipient is not made public until the President notifies the recipient by August 1st to ensure the member attends the VR Annual convention to receive the award.**

XI. AMENDMENTS:

Amendments to the standing rules will be approved at the first meeting of the Governing Board each year, or as soon as possible thereafter.

Drafted: 01/30/2010

Revised: 10/20/ 2010

Approved/Implemented: 02/10/2011

Approved no changes: 02/14/2012

Approved with Changes: 02/4/2013

Revised: 01/27/2015

Revised: 01/28/2018

Approved with Changes: 03/28/2018

Revised: 12/15/2018

Approved with Changes: 01/31/2019

Revised: 11/18/2019

Approved with Changes: 11/18/2019

Revised: 01/25/2021

Approved with Changes: 01/25/2021

Revised: 02/22/2023

Approved with Changes: 02/22/2023



Exhibit A

Summary of Meetings:

The meetings listed below *require a written report* as stated in Article I Convention and Conference Expenses:

- National Women's Council of REALTORS® Convention, typically held in conjunction with NAR in the Fall
 - Annual Business Meeting
 - General Assembly Meeting
 - Regional Committee Meeting
 - Orientation for State Network Officers

- The Midyear Meeting, held in May in Washington, DC
 - Annual Business Meeting (Elections)
 - General Assembly Meeting
 - Regional Committee Meeting

- Virginia REALTORS® State Convention, typically held in the Fall ○

Virginia REALTORS® Legislative Conference, typically held in February ○

Regional committee meetings upon request



EXHIBIT B

Expense Reimbursement Voucher

Member Requesting Payment: _____ **Date of**

Request: _____ **Amount to be Reimbursed:** _____

Reference

Information: Committee or Project

Make reimbursement check payable to: _____ **Mail check to:**
_____ **Copy of the receipts/invoice**
are attached to this form: _____

Deliver Form and Receipts to Treasurer at meeting, or via e mail to: (Insert address)

For Treasurer's Use: Form received on: _____ by mail / ___ by hand

Expense authorized by whom? _____ Account to be
debited: _____

Date Posted: _____ Check # _____ Amount: \$ _____



EXHIBIT C

Virginia: State Strategic Partner Opportunity

A State Strategic Partner receives open doors and opportunities at all network meetings in Virginia, inclusive of both Local and State, to build business relationships among Women's Council members, guests and other local partners in the markets of Blue Ridge, Coastal Virginia, Fredericksburg, Northern Virginia and Richmond.

More exclusive opportunities for recognition and advertising are available as State Strategic Partners may take part in local events and activities.

State Strategic Partner Benefits:

- ❖ Company logo w/link to your website on Local Network websites
- ❖ Company logo w/link to your website on State website
- ❖ Company logo on State Facebook Page
- ❖ Privilege to attend and receive recognition at all local network meetings (pay at Local Network Meeting rate, if there is a fee). Any marketing materials for display or distribution to be approved by the Local Network President no less than 30 days in advance.
- ❖ Privilege to speak for up to 5 minutes at local meetings up to 2 times per year, per Network (must be coordinated with and approved by Local Network President no less than 30 days in advance).
- ❖ Privilege to speak at all State meetings for up to 3 minutes (must coordinate in advance with State President)
- ❖ Exclusive invitation to sponsor Coffee & lite Breakfast or Lunch at Statewide Officer Orientation (December) and speak for up to 5 minutes.
- ❖ Exclusive invitation to sponsor Coffee & lite Breakfast or Lunch at Spring State Meeting (March) and speak for up to 5 minutes.
- ❖ Exclusive invitation to sponsor Coffee Break at Fall State Meeting (Sept/Oct) and speak for up to 5 minutes.
- ❖ May promote business with banners and/or flyers at Spring & Fall State meetings. (Media supplied by Strategic Partner)
- ❖ Twice per year, the State will supply an email distribution list of Virginia's National Membership Roster. (This includes all REALTOR® and National Affiliate members.) May promote special business offers to all members and partners statewide.
- ❖ State Strategic Partners will be added to Local Network email distribution lists to receive meeting announcements with locations and times. Contact at each Local Network is the President.
- ❖ Each State Strategic Partner application subject to approval by the State Leadership Team.

Cost: \$750 per year. January 1st through December 31st each year

Strategic Partner Signature/Date: _____

Strategic Partners to provide company logo in JPG, BMP, TIF or GIF format, along with website URL to State President.

Revised March 9, 2023



Virginia: State Strategic Partner Opportunity 2021

Enrollment Form for period 1/1/2023-12/31/2023

Business Name: _____

Primary Contact: _____

Email: _____

Mailing Address: _____

Mobile Phone: _____

Office Phone: _____

Other Contacts (if applicable): _____

Preference for contact: ____ Mobile phone ____ Email ____ Text ____ Business phone

(Note: Primary contact name, email and phone will be used on Council communications unless otherwise shown.)

2023 Fee: \$750 /Check to: Women's Council of REALTORS® Virginia

Mail to: Women's Council of REALTORS® Virginia, Sheri Butler 11363 Carruthers Way Glen

Allen VA 23059 if you prefer to pay via credit card, please complete the form and mail above

or scan/email the form to: sheri@RVAHomes.info Then text Judy at 804-774-6500 for an

invoice to pay via CC. *Note: credit card payments have a fee of 3.5% added on.*



EXHIBIT D

Women's Council Virginia: Member of the Year Guidelines & Process

Guidelines

DEADLINES:

The deadlines of Local and State Network Awards Committees will be established by themselves accordingly.

ELIGIBLE NOMINEES:

- 1) Must be a current member of the national WOMEN'S COUNCIL OF REALTORS®.
- 2) Should have been a REALTOR® or REALTOR-ASSOCIATE® or National Affiliate for a minimum of five consecutive years.
- 3) Shall be those individuals selected for recognition by the Local Network or State Network. *To avoid any possibility of this award going automatically to a current Local or State Network officer, these individuals shall be ineligible to receive the award during or within one year aer the term of office.* This does not preclude past Presidents or other officers from receiving the award.

Virginia Guidelines

The name of the recipient is not made public until the President notifies the recipient by August 1st to ensure the member attends the VR Annual convention to receive the award.

This recognition at the state level brings welcome exposure to Women's Council beyond our membership.

In addition to the above, the following criteria should be considered in evaluating the nominees:

- 1) Contributions should be VERY significant, obvious, and overwhelming for a recent award winner to be selected as a repeat MoY recipient.
- 2) For a current office holder to be selected MoY, they should not only perform well in their role, but should also have contributions external to that role or be performing it in such a VERY significant, obvious, and overwhelming way that it is difficult to not select them as MoY.

- 3) If the nominee has contributed highly to the state in the form of membership growth, finance growth, fundraising activities or new network creon, that member should be considered highly for MoY.
- 4) If the nominee has generated national spotlight or local spotlight that has created aracon of membership and/or positive press, that member should be considered highly for MoY.

These criteria may be adjusted depending on the state of affairs in any given year, but generally these are acceptable additional considerations.

Women's Council Virginia Member of the Year Guidelines, History & Process

History of the Award

2008 or 2009 Phyllis Shrader-Robinson
2010 Tele Jenifer
2011 Phyllis Shrader-Robinson
2012 Gail Ailor
2013 Cynthia Saady
2014 Rebecca Straley
2015 Michael Straley
2016 Regina Sco
2017 Kim Armstrong
2018 Teunsha Williams-Hinnant
2019 Zonia Garcia
2020 Judith Graffum
2021 Kathy Markwood



EXHIBIT E

Virginia: State Strategic Partner Approval Checklist

<p>Application and check sent to and received by State Treasurer.</p> <p>Information for mailing address on application.</p>	<p>Received Date</p>		
<p>Treasurer sends application to State President for review and distribution to the Leadership Team for approval.</p>	<p>Received Date</p>		
<p>Approval vote to be completed within 10 days of receipt by the President.</p>	<p>Date of Vote and results</p>		
<p>President-elect to notify SSP of results.</p>	<p>Date of notification</p>		
<p>Treasurer to Deposit Check upon approval.</p>	<p>Date of Deposit</p>		
<p>Upon approval the President-elect sends a Welcome Letter to SSP which will include Local President/President-elects contact information and current state roster. CC Leadership Team. Page 13 of 14 February 22, 2023</p>	<p>Date letter sent</p>		

President-elect to notify President/President-elects of new State Strategic Partner and include logo and link to website for addition to microsite.	Date of Notification		
President-elect to upload State Strategic Partner information into Google Drive and on to microsite.	Date completed		
After the State election, a second letter to be sent to all SSPs which will be a Thank You letter for being a SSP and to include names and contact information for the new State Leadership Team and a current roster. Attached will be the upcoming year's SSP application.	Date letter sent		