



## **DELTA NETWORK STANDING RULES**

Standing rules provide continuity to the Delta Network by setting operating policies that can be referred to year after year to determine what procedure is followed.

Standing rules relate to the administration of a Delta Network. They cannot be used to grant or limit rights of membership.

- A Standing rule can be adopted by majority vote at a Governing Board Meeting. Changes should be noticed periodically to the membership.
- A Standing rule remains in force until amended or rescinded. It does not bind future meetings if a majority desires to suspend it temporarily for the duration of a particular meeting.
- A Standing rule can be amended by a majority vote.
- A Standing rule can be suspended by a majority vote of a society for the duration of a meeting.
- A Standing rule can be rescinded by a two-thirds vote without previous notice or by a majority vote after notice on at least the preceding day.

## **GENERAL PROVISIONS**

### **ANNUAL BUDGET & EXPENDITURES**

#### **Budget:**

1. The President shall appoint a Budget and Finance Committee who is experienced in the Women's Council of REALTORS board procedures and policies, standing rules, and bylaws, and has experience adequate to carry out the duties and responsibilities.
2. Finance and Budget Committee shall:
  - a. Prepare an annual budget for approval by the Governing Board and present the budget for the following year at the November Governing Board Meeting for review and it shall be approved by the general membership no later than the December meeting.
  - b. Review budget and actual expenditures with the Treasurer at least quarterly.
  - c. The Chairperson and committee for any event shall develop a line item budget for their event, which incorporates any relevant figures from the approved Delta Network budget. The line item budget is to be submitted to the Governing Board for approval prior to the expenditure of funds. Reimbursement will be paid upon submission of reimbursement for and attached receipts.
3. Audit to be conducted twice a year, in April and November, and presented at the next Governing Board Meeting.

#### **Expenditures:**

1. All requests for reimbursements, including travel to be submitted to the Treasurer within 14 days of the event or the expenditure, whichever is later. Reimbursements to be made within 21 days of the request submitted, unless Governing Board approval is needed.
2. No funds are to be advanced without the express permission of the Governing Board.

3. The Governing Board shall make decisions regarding the distribution of the funds budgeted for charity.
4. All requested reimbursements should only be paid if funds are available and budgeted. The Governing Board must approve any variances to the budget. Governing Board approval shall be obtained for any budget line item that exceeds the approved budget, either for individual events or annual budget line items. No disbursement or reimbursements shall be made until Governing Board approval is obtained. Unapproved or unbudgeted items not approved prior to expenditure may not be reimbursed, and the member requesting an unauthorized reimbursement will be responsible for payment. Disbursements shall be made according to those submitted and approved, with the oldest approved date being paid first.
5. Committee chairs and their members shall endeavor to find sponsor funding for expenditures before committing Delta Network funds.
6. All chairpersons, committee members, designated event Treasurer and Governing Board members shall, as soon as practical or not more than 3 days after an event, or from obtaining any funds for any reason on behalf of the Delta Network, deliver any monies in their possession to the Governing Board Treasurer, who shall deposit monies into the Delta Network account within 7 days of receipt.
7. Reimbursement is to be made within 21 days, unless Governing Board approval is required. If submitted reimbursements are not made within the time frame allotted, the member is to contact the President or President-Elect for resolution.
8. Authorization of disbursement of funds to be approved by the President and Treasurer. Should the Treasurer or the President not be available, the most immediate Past President or President-Elect is authorized to approve disbursement of funds. The most immediate Past President or President-Elect and the Treasurer are to approve the current President's reimbursement requests. At least two signatures are required for all disbursements.
9. President, President-Elect and Treasurer shall have signature authority on the Delta Network checking account.
10. Elected Officers, appointed officers, directors, general membership will be reimbursed for reasonable travel expenses within their budget upon submission of receipts to the Treasurer according to approved local travel guidelines. The budget shall include travel expense line items for President, President-Elect, Membership Director, Treasurer, Secretary, Event Director, as well as general member travel expenditures.

**Delta Network Debit Card:**

A debit card shall be made available to the President-Elect for the purpose of:

- a. Booking reservations and the payment of the hotel/airfare for budgeted State and National Women's Council of REALTORS meetings.
- b. State and National meeting registrations, inaugural/installation/welcome reception.
- c. Installation pins and badges provided for leadership.

The following guidelines regarding use of the card are as follows:

- a. Charges exceeding \$2500 require Governing Board approval in advance of the reservation or charge.
- b. A copy of the reservation, confirmation and/or receipt is to be sent to the Treasurer within 48 hours of the reservation / expenditure.

- c. This card is not to be used for cash advances.
- d. If a reservation is made and the member cannot attend for any reason, that member is responsible for finding a replacement or for any charges incurred. Reimbursement to the Delta Network must be made within 30 days of cancellation and include any penalties / cancellation fees.
- e. Airfare shall be booked no less than 30 days in advance of the scheduled event.
- f. May be used to pay venue deposits for Delta Network business meetings, events/programs and fundraising events only.

## **ANNUAL AWARDS**

- 1. Five possible annual awards as follows; Past President of the Year, Member of the Year, Affiliate of the Year, Entrepreneur of the Year, Rookie of the Year.
- 2. The award nomination are to follow the 2020 LLPM guidelines which can be found (<https://www.wcr.org/media/1835489/lppm-2020.pdf>) with the exception if a governing board member is nominated then it will go to the entire membership of the Delta Network for voting for the nominated candidate.

## **ANNUAL ELECTION MEETING**

- 1. The Annual Election Meeting shall be held prior to the Women’s Council of REALTORS State Orientation Meeting. It may be held in conjunction with a Network meeting. A Credentials Review project team ~~Committee~~ will be appointed by the President to fulfill election duties as per the Network Model .

## **DELTA NETWORK MEETINGS**

Flyer and handout distribution at meetings will be limited to:

- 1. Material from the Room Sponsor
- 2. Material from the Event Speaker
- 3. Network Program
- 4. Material pertaining to Women’s Council of REALTORS sponsored events
- 5. Delta Network Newsletter
- 6. Material promoting Delta Association of REALTORS

## **BYLAWS AND STANDING RULES REVIEW**

- 1. The President shall appoint a By-Laws and Standing Rules project team to review current rules and by-laws.
- 2. The project team shall review standing rules and propose updates to current procedures. The project team may note valid items that are not being followed and report these discrepancies to the Governing Board.
- 3. The project team shall review ~~the~~ bylaws annually, and any changes as approved by the local membership shall be submitted to the Women’s Council of REALTORS National for ~~approval~~ ~~of final~~ ratification.
- 4. Once Standing Rules changes are approved by the Governing Board, the general membership is to be notified at the next network meeting.

## **DELTA NETWORK COURTESY POLICY**

IN CASE OF DEATH OF A Delta Network member, an appropriate memorial not to exceed \$100 shall be selected. In the case of the death of a Delta Network member's spouse, parent, or child, an appropriate memorial not to exceed \$50 may be selected.

## **EDUCATION GRANT**

1. Applicants must be a National REALTOR or National Affiliate Member for at least six months.
2. Grant requests must be completed and submitted within ninety days of the course date and be accompanied by proof of completion and payment. The grant will be the actual cost, with a maximum of \$150 per year, per member, unless a surplus exists, and then more can be awarded at the committee's discretion. Grants shall be considered on a first come, first serve basis as the budget allows. The following courses qualify for reimbursement:
  - a. Continuing Education courses and college courses for either provisional or broker's license required to renew a real estate license or obtain a broker's license if given BRE credit.
  - b. Any Performance Management Network (PMN) class.
  - c. Referral and Relocation certified courses offered by Women's Council of REALTORS.
  - d. National Association of REALTORS Recognized Designations and real estate related Certifications.
3. Education grants to be promoted in newsletters, orientation, business and membership meetings.

## **RESERVATIONS AND NETWORK MEETING EXPENSES**

1. Business Meeting and Event prices/revenues and costs shall be determined by the Event Director and project team. Preferential / discount pricing will be given to Delta Network members. A surcharge to be determined by the project team shall be paid by the member or guest.
2. Those attending a ticketed function shall be charged the appropriate member or non-member ticket price whether they have a meal or not
3. Anyone planning to attend a ticketed function without a reservation shall be accommodated on a space available basis only.
4. Those attending a ticketed function shall be charged the appropriate member or non-member ticket price whether they have a meal or not
5. Anyone planning to attend a ticketed function without a reservation shall be accommodated on a space available basis only.

## **DUTIES OF THE GOVERNING BOARD**

1. Governing Board Meetings shall be held monthly, or at the discretion of the Board. The date and location are at the discretion of the President. All Elected Officers and Appointed Officers and Directors are members of the Governing Board.

2. All Governing Board members are expected to attend all Governing Board meetings and be on time. More than 3 total tardiness that is 6 minutes or more shall be construed as an unexcused absence and a letter will be sent by the President or President-Elect informing them they have been removed.
3. Unexcused absence – Any member of the Governing Board with two consecutive unexcused absences or three total absences during the year shall be construed as having resigned for the Governing Board. A letter will be sent by the President or President-Elect informing them that they have been removed.
4. Excused absences shall include a death in the family, illness, family emergencies, CAR/NAR meetings, and Women’s Council of REALTORS required events. Any other excused absence will be at the discretion of the Governing Board. An absence is considered excused when the President is notified prior to the meeting and has excused the member.
5. If budget allows: 1) All incoming and outgoing Board Members shall attend the State Fall Meeting. 2) Current board members shall attend all three (3) state meetings, and President & President-Elects shall attend national meetings.

## **TRAVEL GUIDELINES**

Apply to all officers and members, priority given, in order, to: President, President-Elect, Treasurer, Program Director, Membership Director, Secretary and then to other members.

For members: Application for proposed travel must be presented to the Governing Board 45 days prior to the event to make sure reimbursement funds are available.

1. Air Travel: reimbursed at coach class rate.
2. Hotel Rate: Rate, as negotiated by Women’s Council of REALTORS State or National, based on double occupancy. Delta Network will not reimburse for room upgrades. Any exceptions to be approved by the Governing Board.
3. Transportation: to and from the point of origin to airport, airport to hotel, and return.
4. Airport and / or hotel parking.
5. Personal Vehicle Reimbursement: Actual mileage to and from the meetings at the current IRS vehicle deduction rate per mile. Public transportation reimbursed. Includes State Regional and National meetings. This does not include local events.
6. Meals: Maximum allowance per day for all meals is \$60 (tips to be included in the \$60). Actual reimbursements will equal actual itemized receipts.
7. Internet: Maximum allowance of \$15 per day
8. Women’s Council of REALTORS reimburses for required meetings, State and National Inaugural or Installation, welcome reception, Women’s Council of REALTORS Local Delta Network sponsor events at State and National level. Any non-women’s Council of REALTOR sponsored entertainment is at member’s expense. Delta Network reimbursement is to be for the amount of early-bird registration fees only for State and National and Regional meetings. The Governing Board is to approve any exceptions.
9. For reimbursement approval, see ANNUAL BUDGET AND EXPENDITURES section.
10. Airfare and hotel accommodations to accommodate meeting times only taking into consideration necessary travel time for arrival to accommodate meeting start and end times. Delta Network will not pay for extra days of hotel to attend any classes, including PMN.

11. President-Elect is required to attend Leadership Academy. Delta Network to pay for registration, airfare, half of hotel room expense, transportation to and from local airport and host city airport. \$60 for food or miscellaneous expenses will be authorized for ENTIRE trip. (The President-Elect is encouraged to share a hotel room to cover the other half of the hotel room expense.)
12. Conference attendance: All members who attend conferences are expected to attend the entire conference/meetings to qualify for reimbursement. If the member cannot provide a reasonable cause for not attending the entire conference and expenses have been prepaid by the network, the member will reimburse the network within 30 days for all expenses incurred.
13. NO RECEIPT, NO REIMBURSEMENT, NO EXCEPTIONS!