



# NETWORK STANDING RULES

## I. DEFINITIONS

- A. The Washington Network of the Women's Council of REALTORS® is hereinafter referred to as the "Network".
- B. The Washington REALTORS® is hereinafter referred to as "WR."
- C. The Governing Board Officers of Women's Council of REALTORS® Washington State is hereinafter referred to as the "Board" and include the President, President-Elect, First Vice President, Treasurer, and State Liaison.
- D. A quorum shall include 3 Officers of the Board including the President or President-Elect.

## II. ELECTIONS

- A. The Annual Election of officers and the election of the Nominating Project Team shall be held at the WCR State meeting at the WR Fall Business Conference or virtually if approved by the Board.
- B. Installation of Officers shall be in December or January following the election or virtually if approved by State Governing Board. Terms are November through October. Officer-elect planning retreat with the incoming Governing Board shall be in the fall and presided over by the incoming President.

## III. MINIMUM QUALIFICATIONS FOR ELECTED OFFICERS

When examining candidates for office the following qualifications should be considered: All state officer positions are subject to travel. Out of pocket expenses may also be incurred. Assuming a position indicates acknowledgement, acceptance, and willingness to sign a "Consent to Serve".

- A. President-Elect: REALTOR® member actively working as a REALTOR®; national REALTOR® member and in good standing of WCR for a minimum of 2 years; Has held the position of President on a local Network level; demonstrated

knowledge of WCR, policies and procedures; Skills desired: strong verbal communication and presentation skills; good writing skills; leadership qualities; ability to lead and manage conflict. Must hold the best interests of the organization to the highest standard. Must be willing to travel and attend National conferences. Must be willing to incur some out-of-pocket expense. Has attended at least two past WCR national conferences.

B. State Liaison: Same as President-Elect.

C. First Vice-President: Minimum of 1 year in WCR as a REALTOR® or Affiliate member, preferably with experience as a Local Network First Vice-President or Network Officer in some capacity, or a Project Team Leader. Member in good standing. Organized writing skills; ability to take notes and disseminate them in a timely manner. Willingness to do some travel.

D. Treasurer: WCR member in good standing for minimum of 2 years; minimum of one year as Treasurer on a local Network level or demonstrated competency in a past accounting or financial position. Demonstrated ability to properly follow standard accounting procedures; track/monitor income and expenses. Knowledge of budget preparation and management. Must be fiscally accountable. Willingness to do some travel.

#### IV. DUTIES

Strict adherence to the “Consent to Serve” & “Confidentiality Agreement” as well as use of best judgment and ability, conforming to the bylaws of the Women’s Council of REALTORS®, observing and enforcing at all times the Code of Ethics of the REALTORS®, supporting at all times the activities and goals of the Women’s Council of REALTORS®. Noncompliance may result in disciplinary action, not limited to removal from position.

#### A. OFFICERS

i. The President shall:

- Visit Local Network meetings when possible and provide feedback and support to officers.
- Furnish each Officer, Standing Project Team, and Special Project Team Leader a copy of the duties as outlined in the Washington Network By-Laws, and the Standing Rules as they apply to each officer, Project Team, and workgroup.
- Forward dues checks or deposit receipts w/check copies to the Treasurer, and the Membership list to the First Vice-President.
- Prepare a written State WCR report provided to WR for the Spring and Fall State Meetings.

- Prepare to give the State report at the Region 8 meeting of the Mid-Year/May and Annual/November WCR National Conferences.
  - The Retiring President shall be responsible for obtaining, at Network expense, plaques, or gifts to be presented to all the retiring Officers at the Inaugural Meeting.
- ii. The President-Elect shall:
- Assist the State Liaison in tracking Quarterly Reports at least quarterly.
  - Monitor and remind Local Network Presidents of Entrepreneur of the Year deadline (December 1<sup>st</sup>).
  - Share in the responsibility of planning and running the General Membership Meeting at the WR Fall Business Conference.
  - The Incoming President shall be responsible for obtaining, at Network expense, a plaque or gift for presentation to the retiring President.

iii. The First Vice-President shall:

- Maintain attendance sheets at each event.
- Notify National WCR of State and Members At-Large changes of status and/or contact information.
- Be responsible for obtaining the plaques, gifts and/or certificates for member and sponsor recognition, at Network expense.
- Assist the President to plan logistics for Network events including coordinating promotional materials, assisting with promotional booths and raffles.
- Assure that all Network records shall be kept in a cumulative binder(s) and/or electronic files and passed on to the successive First Vice-President.
- Submit officer reports for Network to the Council and Regional VP by November 1.

iv. The Treasurer shall:

- Assure that all Network financial records shall be kept in a cumulative binder(s) and/or electronic files and passed on to the appointed Auditor in a timely manner so the Auditor may prepare and report to the incoming Governing Board at the first Board meeting. The records must then be transferred immediately to the successive Treasurer.

v. The State Liaison shall:

- Oversee Local Network Quarterly Reports every quarter.
- Mentor, communicate, and/or visit each Local Network when possible, ensuring that Networks are functioning according to WCR policy.
- Report to the President on a monthly basis or as requested, all correspondence and activity performed with the local networks.
- Monitor REALTOR Association status of At –Large members.

vi. The President and/or President-Elect shall provide a summary of all State, Regional, or National events/meetings at each subsequent Board meeting and/or regular Network meetings. This summary is to be sent by email or written mail to all members not in attendance at said functions for the purpose of better communication of State and National information and points of interest.

## B. STANDING PROJECT TEAMS

The Leader for each Project Team shall appoint a Recorder to take notes at all Project Team or workgroup meetings and forward a copy to the President as soon as practical. All Standing Project Team and Special Project Team /Workgroup Leaders shall submit written reports via email, fax or hard copy to the President prior to the WCR Spring and Fall Meetings.

### i. BYLAWS PROJECT TEAM

- Review State Bylaws and amend as needed within National deadline timeframe.
- Provide notice to Network members that National amendments to Local By- Laws are automatically binding.
- Assist Networks with review and development of their By-Laws and Standing Rules and submit changes to National by Oct 31.
- Develop/review periodically the Standing Rules, which shall be voted upon annually.

### ii. EDUCATION/PROGRAMS PROJECT TEAM

- Collaborate with the President to plan industry events that will increase member productivity and income.
- Plan/develop/execute/evaluate industry events for Network meetings consistent with

member needs.

### iii. FINANCE AND BUDGET PROJECT TEAM

- Assist in preparing an Annual Budget for approval by the Board.
- Review/audit State Network expenditures with the Treasurer.
- Assist in fundraising.
- Assist Treasurer with guidance and training of Local Network Treasurers.

### iv. LEADERSHIP IDENTIFICATION & DEVELOPMENT PROJECT TEAM

- Obtain and relay information regarding the development of a candidacy by any Washington WCR member working toward a National officer position or Project Team.

### v. NOMINATING PROJECT TEAM

- Shall be chaired by the most recent Past President able to serve. The Leader shall provide the membership with timely notice of the timetable for nominations for State Officer positions for the coming year by July 15th email, fax, phone, and/or written mail constitute acceptable methods of notice.
- Nominations shall be invited up to August 1st of each year; the application shall be completed by the nominee and accepted by the Project Team no later than August 15th.
- Confirmation of all timetable dates and the interview date shall be made to each nominee.
- A quorum of four (4) Project Team members is required to set the Slate.
- Notice shall be given to the membership of the Slate selection ten (10) days prior to the WCR Fall Meeting.

## C. SPECIAL PROJECT TEAMS

### i. RECOGNITION AND AWARDS PROJECT TEAM

- Awards are to be given at the Fall Meeting, Installation Ceremony, or unless otherwise noted or with approval by the Board.
- Awards are to be based on merit and applications/nominations received. If no eligible nominations received, an award need not be given.
- Financial awards will be granted at the State's discretion.
- Other awards may be given at the discretion of the Line Officer Team.

#### a. MEMBER OF THE YEAR

- This work group shall be chaired by the most recent Member of the Year able to serve on the Project Team of no fewer than three (3) members.
- Application shall be completed by each nominee and submitted by November 1st.
- Each Local Network and State Network shall submit their Member of the Year to the State Leader for consideration as the Washington Member of the Year, prior to December 1st.
- Members At-Large may self-nominate.
- Nominees must be a REALTOR® or National Affiliate for a minimum of three (3) years; be a current WCR member; and not be a current officer or immediate past officer.
- Application shall be completed by each nominee and submitted by November 15th.
- Report to National by December 1<sup>st</sup> on the Award winner.
- Recognize Member of the Year (and/or Affiliate of the Year if applicable) at the State Inaugural Event and State Network Meetings.
- Is to receive an award or gift not to exceed \$100.

#### b. PRESIDENT'S AWARD

- Is determined by the President for a member who has gone beyond their duties in service to the Network.
- Is to receive an award or gift not to exceed \$100.

## ii. STRATEGIC PARTNERS PROJECT TEAM

- Promote the image of WCR with monetary supporters.
- Target sponsors and secure strategic partners for the Network.
- The President shall work closely with the Leader in this effort.
- All Strategic Partners to be highlighted on the State Website, State Facebook page, and Newsletter.
- Strategic Partners at the highest levels for the year, as determined by the Board, to receive plaques or gift not to exceed \$100. The remainder to receive certificates or smaller plaques as the budget allows.

## iii. AUDIT (or assign to Finance and Budget)

- Assume responsibility for working with the Treasurer in reconciling the accounting/budget of the Network at mid-year and year-end.
- Present the report at the Network meeting.

## iv. WAYS & MEANS/FUNDRAISING PROJECT TEAM

- Plan revenue generating projects for the Network as determined necessary by the Budget.
- Project Team shall be responsible for coordinating fundraisers and the collections of monies.
- All revenues shall be forwarded to the Treasurer within ten (10) days of each project.

## v. HOSPITALITY PROJECT TEAM

- Responsible for meeting and greeting members and guests at all functions.

## vi. EVENT COORDINATOR PROJECT TEAM

- Responsible for meeting room arrangements being ordered and set up, including but not limited to all A/V equipment as required for facilitators and guest speakers, display tables and materials, flag, banner, refreshments if authorized.

- Coordinate with President. Receive, review, and forward all invoices in a timely manner to the Treasurer.
- Work with First Vice-President on attendance/count confirmations and items for WCR Display table.

vii. NETWORK ADVOCATE TEAM (“NAT”)

- Provide assistance to Local Network leadership who are struggling with an issue or conflict.
- Project Team shall be chaired by the State Network State Liaison.
- Project Team members to be comprised of past State Network Presidents.

viii. STRATEGIC PLANNING PROJECT TEAM

- Responsible for coordinating with National and State Network to plan and execute WCR Strategic Plan.

**x. MARGO WHEELER PATH TO LEADERSHIP GRANT PROJECT TEAM**

- Vision is to create a pathway to leadership for Members who want to pursue leadership opportunities within the real estate community, including Women's Council of REALTORS®, Washington REALTORS® and the National Association of REALTORS®.
- Annual assessment of \$500 from each Network will be accepted to fund the grants. Unused funds can roll over to the following year and the Margo Wheeler Path to Leadership Grant reserve account shall be maintained on the balance sheet until all funds are disbursed.
- Guidelines to Qualify for a Grant are as follows:
  - a. The applicant must have been a member for three (3) years at the time of application.
  - b. Applications may be submitted at any time throughout the year to the Chair of the Project Team.
  - c. The applicant must have attended at least two (2) of the four (4) most recent State Meetings.
  - d. The applicant must have served or is currently serving on a State Project Team and/or have served or is currently serving in any appointed leadership



role or elected position at the State or National Women's Council of REALTORS®.

1. The grant may be given to an applicant who is **not** otherwise funded from any other source or education scholarships.
  2. The grant is not need-based. The grant will be given contingent upon receipt of the application within 45 days of the expense. Grants may be used for reimbursement for travel, media and/or public speaking training, leadership development online or in-person education, and any other activity that the Project Team deems appropriate. The reimbursement does not include expenses for promotional materials.
- The Project Team will select the grant recipients.
    - a. Grants can be given at any State Meeting.
    - b. Grants are limited to no more than \$500 each.
    - c. No more than one (1) grant per year per applicant with a lifetime of not more than (3) three grants awarded.
  - The Project Team shall be appointed by the Incoming President and will include two (2) Past State Presidents willing and able to serve; one (1) Active REALTOR member from the General Membership, two (2) Governing Board members and one (1) current State Network Line Officer.
  - Changes to the guidelines can only be made by the approval of the State Governing Board.

## V. FINANCIAL MATTERS

Only the President and Treasurer are issued a debit card with a limit not to exceed \$1,000.00 per expenditure without Board approval. Receipts must be submitted to Treasurer and the Board via email within 48 hours of expenditure.

### A. REIMBURSED EXPENSES

Out of pocket expenses will be incurred and reimbursements will represent partial subsidy as the Network finances allow. The funds allocated in the current year's budget for state officers: President, President-Elect, State Liaison, Immediate Past President, First Vice-President, Treasurer shall be used as follows up to the allocated amount. Note: Amounts budgeted are subject to quarterly review and adjustment by the Governing Board.

#### i. Leadership Development:

- a. Registration Fees: Actual expenses for WCR registration fees at National, State, or Regional events/meetings, including required social functions being attended by National Officers.

- b. Airfare: Round-trip coach class shall be booked to National, State, or Regional WCR events/meetings. Upgrade for trip protection, cancellation fees, seat assignment, and baggage is allowed however, extra leg room, priority boarding, and express security clearance fees are not.
  - c. Auto: Mileage in excess of 100 miles round trip may be reimbursed at actual expense, i.e. calculated by actual miles X the I.R.S. current rate for mileage, as budget allows.
  - d. Lodging: Accommodations for National, State, or Regional WCR events/meetings. Double occupancy or a shared suite is recommended.
  - e. Meals: For Regional and National Conferences a per diem allowance of \$125.00 per day allowable within the total budgeted for trip
  - f. Rental Cars: Not reimbursed. Taxi/cab, ride share, and shuttle fares may be reimbursed.
  - g. Personal Expenses: All personal expenses, including but not limited to alcohol, laundry/dry cleaning, sundries, recreational charges are not included in the events/meeting registration fees. Telephone and fax charges not associated with Network business and in-room movies are not reimbursable.
- ii. Attempt should be made to turn in expenses within 30 days of event. The Treasurer must receive all reimbursable, budgeted expense requests no later than December 15th of the current year, or they will be forfeited. The Governing Board may approve exceptions to the time frame.
- iii. Request for expense reimbursement shall be submitted on a State Expense Report (Reimbursement Form) with receipts attached. Treasurer is authorized to reimburse all expenses submitted within State budget guidelines. The Governing Board must approve exceptions to the Guidelines above. Reimbursement of expenses shall be made within fifteen (15) days of receipt of request.
- iv. No Officer or member shall commit Network funds not listed in the budget in excess of \$50.00 without prior approval from the Governing Board.

## B. SCHOLARSHIPS

- i. The Network will have designated monies for the State Scholarship Fund. Funds may be paid directly to a Local Network based on need and established criteria, or the Scholarship may be awarded directly to an individual member of a network in good standing who has made application and been approved by their Local Network.
- ii. The Network will budget a \$500 Travel Scholarship for the State Member of the Year to attend the REALTORS® Legislative Meetings & Trade Expo.

## C. MEMORIAL FUND

- i. In the event of the death of a member, an appropriate memorial not to exceed \$100.00

shall be sent by the First Vice-President provided funds are available.

#### D. NETWORK ASSESSMENT

i. Effective January 1, 2018, an annual assessment for local Networks shall be \$500 and payable to the Network by January 1 of each year.

#### E. CHARITABLE DONATIONS

i. In accordance with National WCR's By-Laws and in keeping with the Network's Strategic Plan, Women's Council of REALTORS shall not make donations to any charitable organization. In the event the Network should have undesignated funds, such funds would be used to help support the State's Local Networks.

#### F. STANDING RULES

i. A Standing Rule may be adopted by majority vote at any Board Meeting with a quorum preset or amended by a majority vote at any General Membership Meeting.

ii. A Standing Rule may be rescinded by a two-thirds vote of the Governing Board without previous notice.