

WOMEN'S COUNCIL OF REALTORS® Arizona  
**Standing Rules as of March 26, 2024**

## **I. MEETINGS**

### **A. Network Meetings**

Notice shall be given by email to every Network member at least thirty (30) days preceding all Membership and/or Governing Board meetings; it will also be posted on the State Website. The American Flag and the State banner shall be prominently displayed at every meeting.

1. Annual Election Meeting

The Annual Election Meeting shall be held prior to October 15th of each year. It may be held in conjunction with a State Network Membership and/or Governing Board Meeting.

2. Installation Meeting

The Installation Meeting shall be held within the fourth quarter of each year. It may be held in conjunction with a State Network Membership and/or Governing Board Meeting.

3. Monthly officer conference calls/video conferencing platforms are for communication purposes.

All elected/appointed State Officers are expected to be on all calls.

4. Minimum of 2 Governing Board Meetings per National Guideline

### **B. Governing Board**

1. Notice shall be given by email to every member entitled to participate in the Governing Board Meeting, it will be posted on the State Network Website, at least thirty (30) days preceding all regular meetings.

2. For the purposes of representing the Local Network as a voting member of the Governing Board, Local Network President shall be the current President as defined by the individual Network's Bylaws.

3. At all Governing Board meetings, voting members shall be seated in a designated area.

4. Voting members must be present at the meeting for their vote to count. Proxy votes will not be allowed.

### **C. Guidelines to Host a local network event at State Events**

Arizona State Meetings are held periodically throughout the year. The intent of these meetings is education of our membership and local officer/volunteer training, and to complete the business of our State Network. It is always our intent to highlight the area of the state where the event is held. The State President will ask the Local Network to help plan the night out, meet and greet, etc. To avoid any questions or misunderstandings, the following guidelines are in place.

1. All arrangements must be approved by the current State President and coordinated with the State Events Chair and Ways & Means Chair.

2. Any fundraisers held by the Host Local Network(s) during the scheduled State Meeting must be approved by the State President and/or State Officer Committee. This is to include, but is not limited to: raffles, silent auctions, all fundraisers.

3. The Arizona night out is meant as a fun way for our members to network and to experience the host area of the state. The Host Local Network(s) will be in charge of coming up with ideas for the event and reviewing them with the State President, Event Chair and Ways & Means Chair. Based on the cost and location, the State President will make the final decision. The fee for the evening may be a fundraiser for the Local Network(s) with prior approval of the State President. Host Local Network(s) Fundraisers will be reviewed and considered by the State President and Officer Committee. All other fundraisers will be reviewed 60 days prior to the meeting to make sure that they do not compete with any State fundraisers already planned.

4. No advertising of the event or pricing can occur without final approval by the State President. This includes, but is not limited to, email, flyers, postcards, postings on the State website.

## **II. ELECTIONS**

### **Officers Consent to Serve and Application**

Officer nominees shall sign a consent to serve form and an application after reading, and agreeing to, the job description and submit them to the Candidate Review Committee Chairperson by a pre-determined date.

Completed, signed, and dated forms shall be placed in the State's cloud document depository along with election meeting minutes. Refer to the most current National and State Bylaws and governing documents for current election procedures and eligibility.

### III. INSTALLATION OF OFFICERS

#### A. Installation

The Installation of the State Network President may be held in conjunction with the Arizona Association of REALTORS® Installation of Institutes, Societies and Councils. Officers will be installed at the next state Women's Council of REALTORS® function.

**B. Arrangements**  
The incoming President shall make arrangements for the installation of officers and shall select the installing Officer and Master/Mistress of Ceremonies.

#### C. Name Badges & Pins

The incoming President shall order name badges for the incoming officers at the expense of the State Network.

#### D. Plaque/Gift for Outgoing President

The incoming President shall obtain, at the expense of the Network, a Past President pin, plaque or a gift to be presented to the outgoing President at the Installation Ceremony. The outgoing President, at the expense of the Network, shall obtain plaques or a gift for other outgoing officers.

#### E. Finances

1. A planning committee consisting of the Outgoing State President, Incoming State President and up to three (3) members of the Incoming President's choice shall work to plan all facets and expenses of the Installation Ceremony.
2. The network budget for the Installation Ceremony shall be sufficient to include the meal expenses of up to four (4) invited guest dignitaries (Master/Mistress of Ceremonies, National/Regional officers) plus up to four (4) family members/friends at the discretion of the Incoming President and planning committee. These subsidized attendees must be identified in advance and a special check-in sheet provided by the planning committee to whoever is checking in attendees.
3. Expenses for the banquet room, audio/visual and meal(s) shall be established by the planning committee 120 days in advance of the event, so these costs are incorporated into the ticket price as part of the entire State Meeting event. A separate ticket price is to be established for Installation Only attendees that reflects the meal price with a minimal add-on for profit. The Incoming President shall present the budget at the Spring Meeting and provide an update to the Board 90 days in advance of the event. Upon approval, the current President shall sign any contracts.
4. The Incoming President and the planning committee will secure sponsors to pay any additional costs for additional beverage, entertainment, printing, attendee favors or gifts, décor or extra guests, etc. of the Incoming President.
5. All sponsor funds are to be collected by the Incoming President and delivered within 10 days to the State Treasurer who will maintain a separate spreadsheet showing the amount of the sponsorship and, if specified, what the sponsor is providing.
6. If necessary, sponsorship funds may be used to pay specific invoices prior to the event if the Treasurer verifies funds have been deposited into the State account and documentation of the invoice has been received from the Incoming President.
7. Prior to the end of the meeting event, a tally will be made by the Treasurer and agreed upon by the planning committee to show all sponsor revenue and additional expenses. Any overage of the sponsorship money will go into the following year's Strategic Partner revenue (not Installation revenue) line. Any shortage will be charged as a separate, personal expense to the Incoming President to be paid within 30 days of the event.
8. Installation registration fees to be waived for all current and incoming State Line Officers not otherwise funded.

### IV. OFFICER DUTIES

#### A. Officers

All officers should refer to the Network Tools tab on WCR.org to access current State Model Effective 2021, State Network Information and Forms and National Information and Forms for general guidelines. All Officers will assist in procuring Strategic Partners as well as sponsors & vendors for the State Meetings.

##### 1. President

The State President is a national voting member and must vote in person since proxy votes are not allowed. Upon taking office, the President shall furnish each Officer and Committee Chair a copy of the duties as outlined in the State Model Effective 2021 as they apply to each office and committee, along with a copy of the Network Bylaws and Standing Rules. These copies may be digital or in print.

Shall travel to the National Mid-Year and National Fall Conferences and shall attend all Women's Council conference sessions including, but not limited to Network Best Practices, Governing Board Meetings, Elections, Regional Committee Meeting and Inaugural Banquets plus other Women's Council state and regional social events. The President shall issue a report to the state membership sharing his/her/their experience, ideas and information gained from the conference and sessions, prior to being reimbursed for travel expenses.

Shall oversee State Network operations, encourage and inspire member involvement and ensure a structure is in place to engage volunteers in meaningful work, communicate with members and strategic partners, act as a Network spokesperson with related industry and community groups, build and maintain a positive relationship with the State Association of REALTORS® and additional duties as established by national and state guidelines.

Shall be responsible for submitting the State Affiliation Agreement on 10/31, the State Strategic Plan on 11/1 And the State Budget on 12/1 as well as any other required reports, to the Western Region National Liaison.

Shall attend a minimum of one Business Meeting in each of the local Networks. After the visit a report should be made with a copy to the Local Network President and placed in a State Network cloud document depository file.

## 2. President-Elect

Appoints the State Liaison (ratified by the Governing Board) by June 1<sup>st</sup> or prior to the elections, whichever comes first.

Is an ex-officio (non-voting) member of the Leadership Identification and Development Committee

Is responsible for retaining and procuring Strategic Partners. All State Officers will assist in this process.

After attending Network 360 Leadership Conference, the President-Elect and State Liaison will be responsible for planning and directing an Orientation Meeting, before the end of the year, with Local Network Officers, and a separate Retreat/Orientation Meeting for the State Line Officers, preferably prior to Oct 31.

When the budget allows, the President-Elect is expected to attend the Mid-Year and National Conferences, Women's Council conference sessions including, but not limited to, Network Best Practices, Governing Board Meetings, Elections, Regional Committee Meeting and Inaugural Banquets plus other Women's Council state and regional social events. The President Elect shall issue a report to the state membership, sharing the experience, ideas and information gained from the conference and sessions prior to being reimbursed for travel expenses.

## 3. First Vice President

Shall take accurate minutes at each State Network Membership meeting and each Governing Board meeting and keep an accurate record of all motions made at these meetings. Minutes must be approved by the President within 20 days of the meetings. Upon approval, the First Vice President will email and distribute to the Governing Board members and Western Region National Liaison and post to the National micro-website.

Will place original copies of all minutes into the State cloud document depository. Will scan and save the preceding year's record on permanent media to be stored with the Arizona Women's Council of REALTORS® Statutory agent for a total of seven (7) years.

Shall notify National Women's Council of REALTORS® of the following year's line officers upon election, but no later than November 1<sup>st</sup>, along with any changes during the year.

Shall notify our Statutory Agent of the incoming State President's contact information.

Shall file the Annual Report with the Arizona Corporation Commission prior to January 8th of the following year.

When the budget allows, the First Vice President is expected to attend the Mid-Year and National Conferences, Women's Council conference sessions including, but not limited to, Network Best Practices, Governing Board Meetings, Elections, Regional Committee Meeting and Inaugural Banquets plus other Women's Council state and regional social events. The First Vice President shall issue a report to the state membership, sharing the experience, ideas and information gained from the conference and sessions prior to being reimbursed for travel expenses.

#### 4. Treasurer

Shall Chair the Budget and Finance Committee.

Prepares the annual Network Budget in conjunction with Leadership Team for Governing Board presentation and approval.

Reviews all local Network Budgets along with the District Vice Presidents.

All monies collected by the Network shall be given to the Treasurer or President, along with documentation, within ten (10) days of receipt and shall be deposited by the Treasurer or President within five (5) days thereafter.

Will obtain written or emailed authorization from the State President before issuing any payments. Ratification of already approved to be made at the next State meeting.

Upon receipt from the accountant, the Treasurer sends the monthly report to the other signatories.

Treasurer's reports shall be filed for audit after each Governing Board meeting.

Ten (10) days prior to the scheduled state meetings the following forms are to be prepared and distributed via email to all Governing Board members: Karen Franz Scholarship report, Actual vs. Budget YTD report, Balance Sheet, Travel Expense report and any Reserve Account reports.

Is responsible for filing the State Network's annual tax return, form 990 by the deadline set forth by the IRS.

Will scan and save the preceding year's Treasurer Records on a permanent media to be stored with the Statutory Agent for a total of seven (7) years.

When the budget allows, the Treasurer is expected to attend the Mid-Year and National Conferences, Women's Council conference sessions including, but not limited to, Network Best Practices, Governing Board Meetings, Elections, Regional Committee Meeting and Inaugural Banquets plus other Women's Council state and regional social events. The Treasurer shall issue a report to the state membership, sharing the experience, ideas and information gained from the conference and sessions prior to being reimbursed for travel expenses.

#### 5. State Liaison

The State Liaison is a State and National Governing Board member and must vote in person since proxy votes are not allowed.

Shall oversee the District Vice Presidents and act as a link between the Regional National Liaison, State and Local Networks.

Is a member of the Leadership Identification and Development Committee.

Shall be responsible for submitting the Local Affiliation Agreement on 10/31 and required Network Reports on 5/1, 8/1, 11/1 and 12/1, as well as any other required reports to the Western Region National Liaison.

Shall attend Women's Council of REALTORS® State and National Meetings.

Shall travel to the Mid-Year, Network 360, National Conferences and shall attend all Women's Council conference sessions including, but not limited to, Network Best Practices, Governing Board Meetings, Elections, Regional Committee Meeting and Inaugural Banquets plus other Women's Council state and regional social events. The State Liaison shall issue a report to the state membership, sharing their experience, ideas and information gained from the conference and sessions prior to being reimbursed for travel expenses.

Oversees the new Local Network performance, serves as a liaison for District Vice Presidents, serves on the Strategic Planning Committee, and assists in facilitating Local Network planning sessions/retreats along with District Vice Presidents.

6. District Vice President(s)

The Governing Board may opt to have a maximum of one District Vice President as an elected position for every three Local Networks in the State.

Oversees Local Network compliance, including development of an annual plan, budget and provide support as needed.

Acts as the first contact to resolve Local Network operating issues or conflicts, coach Local Networks to improve performance, such as meeting standards, analyzing membership results and participating in Network Excellence Program selection.

Helps the Local Networks understand and complete any required State or National reports and additional duties as established by National and State guidelines.

Shall attend a minimum of one Governing Board Meeting in each of their assigned Local Networks and must attend the Local Retreat either in person or by video conferencing platform. After the visit a report should be made with a copy to the Network State Liaison and placed in a State Network cloud document depository.

B. Committees/Project Teams

1. Mandatory State Standing Committees shall consist of Budget & Finance Committee (including audit functions), Nominating Candidate Review Committee, Leadership and Identification Committee, Past President's Advisory Committee and Strategic Planning Committee. Additional Project Teams are optional as needed.
2. All Standing Committees and Project Teams shall be appointed annually by the Incoming President and approved by the Governing Board. The Incoming President Elect shall appoint the co-chairs for the upcoming year.
3. All outgoing Committee Chairs shall prepare a written report Year in Review Form on the Committee's accomplishments at the year's end and pass on Committee materials to the incoming Committee Chair.
4. All Committee Chairs are authorized to appoint sub-committees in order to carry out committee responsibilities.

C. Parliamentarian

The President shall appoint a Parliamentarian and an alternate Parliamentarian. The Parliamentarian or the alternate shall be present at all Governing Board meetings and all State Network meetings.

D. Voting Members to include:

State Line Officers

Local Network Presidents

Mandatory Committee Chair Voting Members:

Candidate Review Committee Chair

LID-Leadership Identification and Development

Past President Advisory Chair

Strategic Plan Chair

\*If a person is on two committees, they only vote once

## V. ORGANIZATION OF NEW NETWORKS

The State President and Network Officers shall assist in the formation of new Networks. The State Treasury shall contribute \$500 to each new Network upon approval of their Bylaws by National Women's Council of REALTORS®.

## VI. FINANCIAL MATTERS

### A. Budget

It shall be the responsibility of the Treasurer and Budget and Finance Committee, with the other officers' input, to prepare a budget for the coming year. The Treasurer shall chair the budget-planning meeting. The Incoming Treasurer shall be included in budget planning meeting.

At the last Governing Board meeting of the year, the Treasurer shall submit approval, a balanced budget for the coming year.

1. No later than 30 days before the scheduled Governing Board meeting, a draft of the proposed budget shall be distributed by email to all Governing Board members.
2. If the budget has not been approved before the end of the year, it shall be presented for approval at the first Governing Board meeting of the upcoming year. The Network shall continue to operate under the previous year's Budget with usual and reasonable expenses being paid until the new budget has been approved.

### B. Fund Raising/Ways and Means

1. The State Network shall assume the responsibility of conducting fund raising programs, as needed, to enable the State President, State Liaison and State Officers to attend National and State Women's Council of REALTORS® meetings, and Local Network Visitations.
2. Travel for non-voting State Network Officers should be budgeted and prioritized, if the budgeted revenue is not achieved, President-Elect, First Vice President and Treasurer travel in that order.
3. To protect Women's Council of REALTORS® not for profit organization tax exempt status, Ways and Means Fundraising Projects shall be in accordance with IRS rules (refer to IRS ruling information in the Leadership Policy and Procedure Manual).

### C. Operating Account and Deposits

All money received by the State Network shall be deposited in the account of the Women's Council of REALTORS® - Arizona in a financial institution selected by the Governing Board. Sums placed in operating, savings, money market or reserve accounts shall be deposited in a financial institution where the Federal Government insures deposits. The signature of the President, the President-Elect and the Treasurer shall be required on the signatory card, and all three signatories shall be bonded at the Network's expense. Two signatures (that of the President, President-Elect or Treasurer) shall be required on all expense reimbursement forms.

### D. Budgeted Expenses

Payment of all invoices and bills should preferably be done using ACH through BillHighway.

Reimbursement, not prepayment, of expenses is the preferred method of all payments. See Section VIII.

Travel for additional information regarding the use, standards and obligations for using the debit/credit card.

1. No authorized expenses will be reimbursed without written documentation provided to the Treasurer. Authorized expenses shall be defined as those which appear in the approved annual budget. Expenses deemed necessary in order to conduct fundraising projects should be approved by the Governing Board before such expenses are incurred.
2. The debit/credit card may only be used by the Treasurer for budgeted expenses, other than travel, not to exceed \$300. The requester must complete an expense form, provide a copy of the invoice with the signatures of at least two (2) of the non-requesting checking operating account signatories. When it

becomes available, a copy of the debit/credit card statement must be attached to the expense form.

3. The State credit/debit cards shall always be held in a secured location, unless being used during travel.
4. All budgeted expenses paid using the State Credit/Debit Card should be submitted to the Treasurer within 10 days of the charge. Failure to comply with the process could result in removal of the credit/debit card with consensus of the officers and removal of access to the bank account.

#### E. Guest Policy

##### 1. Speaker

All luncheon guest speakers shall receive a complimentary meal and/or other special recognition for their contribution to the State Network.

##### 2. Non-Members

Members may bring guests to a State meeting.

#### F. Reservation Obligations

##### 1. Financial Obligations

Reservations for all State Network meetings and events sponsored by the State Network shall be a financial obligation of the person making the reservation.

##### 2. Cancellation Deadline

A cancellation deadline shall be established for each ticketed function of the Network and shall be announced in the notice for that function. A member and/or non-member, whose reservation is not cancelled prior to the deadline, shall be billed for the full ticket price.

##### 3. Billing

Billing for reservations not cancelled, in advance, shall be made within twenty (20) days of the date of the ticketed function.

##### 4. Fee Policy

Members attending a ticketed function shall be charged the full ticket price whether they eat or do not eat.

##### 5. No Reservation

If members wish to attend a ticketed function without a reservation, they shall be accommodated on a space available basis only.

#### G. Audit

The books shall be audited by a special audit project team as soon as practical after the end of the fiscal year. The Audit report shall be presented to the State President prior to being presented at the first meeting of the year. A mid-year audit should be performed as soon as practical after the first 2 quarters to be presented at the summer meeting.

#### H. Memorial

In the event of the death of a Network member, the Local Network President shall notify the State President within ten days. The State President shall in turn notify the National Women's Council of REALTORS®.

#### I. Contracts/Encumbrances

The Current President, subject to the approval of the State Network Officers, shall be the only individual authorized to enter into contract agreements that incur financial or other liabilities to the Network. When outside facilities are required for use by any Committee, approval shall be obtained from the President.

#### J. General Reserve Account

Beginning with the 2020 fiscal year, any Network funds remaining in the operating account at the end of a calendar year in excess of \$15,000 shall be deposited in the general Reserve Account until the account balance of \$50,000 has been reached. To pull funds from the General Reserve Account requires a 2/3 vote of the members present and voting at a Governing Board meeting.

#### K. National Future Leader Reserve Account

\$1000.00 will be deposited at the end of each fiscal year into a National Future Leader Reserve Account. The Arizona State Network will financially support one current, active member elected to the Women's Council of REALTORS® national line officer position. If that Arizona member is elected to a Women's Council of REALTORS® national line office (national treasurer or first-time national line office position), an additional \$2,500.00 (a total of \$3,500.00 annually) shall be budgeted for the National Future Leader Reserve Account, until the account reaches \$25,000.00, to help defray the costs of a

campaign for a national line office candidate from Arizona. After being elected to a national line office, the elected member may apply for a one time only amount up to \$5,000.00. reimbursement to defray previously incurred campaign expenses. The candidate will submit a complete list of expenses on the state required official reimbursement form with receipts to the Leadership, Identification & Development Committee Chair. The request will be reviewed by the Committee and recommendations submitted to the State President to add to the next Governing Board meeting agenda. To use campaign funds from the National Future Leader Reserve Account requires a 2/3 affirmative vote of the Governing Board members present and voting at a Governing Board Meeting. If the candidate has previously held a national line office position, they will not be eligible for reimbursement.

Any candidate that achieves the position of National President-Elect, and is willing and able to serve as National President, shall be eligible for financial support by the Arizona State Network to sponsor their installation/inauguration with the maximum amount allowable up to \$20,000. The candidate will submit a request for sponsorship on the state required official reimbursement form with a budget to the Leadership Identification & Development Committee Chair. The request will be reviewed by the Committee and recommendations submitted to the State President to add to the next Governing Board meeting agenda. To use campaign funds from the National Future Leader Reserve Account requires a 2/3 affirmative vote of the Governing Board members present and voting at a Governing Board Meeting.

#### L. Past National President Dues Waiver

In the case of an Arizona Member who has served as National President of Women's Council of REALTORS® for a full term, and as long as their membership status is in good standing, the Arizona State Network will waive their State dues. This is to follow the policy of National to waive their National dues as long as their membership status is in good standing.

### VII. PROTOCOL & VIP POLICY

#### A. Local Network Visitation

The State Liaison and the State President shall be guests of the local Network at their invitation. If a meal is provided, the local Network shall bear the cost, one time annually, per State officer.

#### B. National Officer Visits. If a National President cannot attend a State function to which she has been invited, then the invitation will be extended to the next line officer. The State Network shall pay the national Officer's travel expenses for lodging, transportation, food, registration and for all State Women's Council ticketed functions for each day a Women's Council of REALTORS® event is scheduled and for the days necessary for travel.

### VIII. TRAVEL

#### A. Elected Officers:

Travel shall be established in the annual budget for attendance to the National, and State WCR meetings, unless funding is received from another source. Reimbursed items shall include:

1. Budgeted early Coach fare, including Cancellation Insurance, if desired, plus one piece of luggage when traveling four (4) days or more may be paid using the State Network debit/credit card.
2. Accommodations – Hotel standard room rate based on double occupancy or alternative accommodations, if priced less than standard room rates, for officers that travel more than 30 miles of the officer's home Association site address. President and President Elect shall stay at the host hotel or alternative accommodations at the State Network's expense, if the budget allows, regardless of miles from officer's home Association site address. It is recommended that the remaining State Officers stay at the host hotel or alternative accommodations for all Women's Council events, if possible. This will be at their expense if not previously budgeted. Required deposits may be paid using the State debit/credit card for budgeted State Officers. Meeting/event registration and tickets for Women's Council of REALTORS® functions that they are expected to attend may be paid using the State network credit/debit card.
3. The per diem for all travel shall be based on the US General Services Administration's rate set for the individual city for Meals and Incidental Expenses set annually and published on the website [www.GSA.gov](http://www.GSA.gov) for officers that travel more than 30 miles of the officer's home Network Association site address. The total amount allocated per individual not to exceed the amount budgeted by the State Network.



4. All documentation of expenses must be submitted within 10 days after attendance of meeting where expense was incurred in order to be reimbursed. If meals are provided as part of the registration fee, then those provided mealtimes will be ineligible for reimbursement or per diem. The amount reimbursed not to exceed submitted receipts. If budget permits, other elected officers may travel to the Mid-Year Meeting and/or National Convention.
5. Reimbursement to the traveling Officer should be made within 10 days of receipt of all forms and backup by the Treasurer. See Section IV. DUTIES Treasurer. If the Treasurer is to be the recipient of funds the President or President-Elect must receive and approve the Expense Form. All reimbursements should be ratified by all three (3) signatories at the next State Network Meeting.
6. When President and State Liaison/District Vice Presidents travel to visit in-state Networks that are more than 30 miles of the officer's home Network Association site address, they shall be reimbursed for gas at the IRS rate. No per diem is given for local visits

#### B. Debit/Credit card for Travel

1. The President, President-Elect and Treasurer, who are the main signatories of the account, are responsible for the security and use of the State Credit/Debit cards.
2. The cards are to be used by the Treasurer only when making advance purchases of airline reservations, meeting registration, and pre-ticketed Women's Council of REALTORS® State, Regional & National social events for budgeted State Officers.
3. The State Credit/Debit card is not to be used for hotel bills, unless previously approved by a minimum of three State Officers. The card is not to be used for meals, other transportation and/or personal expenses.
4. In the event the Credit/Debit card is used and an officer forfeits a reservation or does not attend an event, the individual is personally responsible for repaying the State Network within 30 days. Failure to repay within the 30 days will result in additional penalties as approved by the Governing Board.
5. If the State Network Officers determine in advance a need to use the State debit/credit card to pay for lodging expenses at the time of check out, the card shall be, carried by the most senior officer traveling and returned to a secure location when the trip is over.
6. Any use of the Debit/Credit card must be broken down by officer and expense and attached with the monthly credit card statement to a reimbursement form completed by the Treasurer and also signed by the President or President-Elect.
7. If the debit/credit card was used, individual officers do not need to submit those items on their individual Expense Reimbursement form.

### IX. AWARDS AND RECOGNITION

#### A. Annual Awards Special Project Team

1. A Special Project Team may be created by the President to recognize special service to the State Network, such as Member of the Year, and/or Distinguished Service, to be presented at the last meeting of the year.
2. The State Network will procure a plaque or a gift for the annual recipient of the Member of the Year as budgeted.

#### B. Karen Franz Scholarship Fund Committee

1. The Karen Franz savings account shall have an account balance of a minimum of \$3,000 at the end of the fiscal year.
2. It shall be the responsibility of the State Scholarship Committee to manage this Fund. This committee is responsible to solicit donations and/or raise funds to replenish funds awarded each year.
3. Approval for recipients of this award to be made by State or Local Network Presidents and the Committee Chair.
4. Scholarships to be awarded to State Women's Council of REALTORS® members to reimburse any Women's Council of REALTORS® nationally sanctioned leadership event including, but not limited to PMN classes, any NAR, AR, or local REALTOR® Association Designation or Certification, any Women's Council of REALTORS® Arizona State or National Women's Council of REALTORS® meeting, and room/board/air fare to such eligible meetings/conferences/classes. Scholarship award preference will be given to Governing Board members who are required to attend State Meetings and not otherwise funded.
5. Scholarships to be awarded in the amount of one hundred and fifty (\$150) dollars or cost per event (whichever is less) to each recipient. A maximum of one scholarship per member will be awarded each year with the total dollar amount of scholarships not to exceed the yearly budgeted amount and as funds are available.
6. All scholarships are to be awarded as soon as the Scholarship Committee approves applications. Recognition of scholarship recipients to be made in a timely manner at a state meeting.

## **X. ACCESS AND PASSWORDS**

- A. The President, President Elect and First Vice President shall have access to all State Network accounts. If any of them resign during their term, the passwords must be changed.
- B. In addition, the webmaster is to have access to the website password.
- C. Email accounts, Facebook, LinkedIn, cloud document depository, and other communication channels EDIT ONLY functions shall also be available to the State Liaison, First Vice President, and Treasurer. No edits shall be made without approval of all officers.
- D. All passwords are to be changed at least annually with any change in the members of the Officer Team.
- E. All official Network communications should be done on the Network email programs, not personal email accounts.

## **XI. PROCEDURE FOR CHANGING STANDING RULES**

- A. Adoption  
Standing Rule can be adopted by majority vote at a Governing Board Meeting. Changes should be noticed periodically to the membership.
- B. Suspension  
Standing Rule can be temporarily suspended for the duration of a particular meeting by a majority vote.
- C. Amendments  
Without previous notice, a Standing Rule may be amended at any Governing Board meeting by a two-thirds vote of the members present. Amendments may be made by a majority vote when a minimum of ten (10) days prior notice is prepared and distributed to the Governing Board members. Changes should be noticed periodically to the membership on the website.
- D. Responsibility  
The State President and the First Vice President shall be responsible for each having a copy of the Standing Rules available at all meetings.

Revised: 9/28/92; 10/15/92; 6/17/93; 8/8/94; 7/14/95; 7/24/98; 10/22/98; 3/10/99; 7/23/99; 11/30/00; 3/14/01; 3/12/03; 11/20/03; 8/14/07; 3/11/09; 12/8/09; 12/1/10; 11/30/11; 4/11/13; 7/29/13; 3/18/16; 8/22/16; 8/28/18; 3/25/19; 8/27/19 3/23/2020; 12/1/2020; 8/30/21; 4/8/2022; 11/29/2022; 3/28/2023, 3/26/2024