



NEW YORK STATE STANDING RULES

(Updated May 2022)

GOVERNING BOARD

- Governing Board Meetings shall be held prior to the General Membership Meetings.
- The Governing Board shall consist of the New York State Women's Council of Realtors elected officers - President, President Elect, First Vice President, Treasurer, State Liaison, Chairpersons of the Standing Committees, and all Local Network Presidents - all of whom shall have a vote.

ELECTIONS

- Officer Qualifications - Members nominated for office shall have the following qualifications:
 - o Held Membership in the Women's Council for two years.
 - o Held a Women's Council office on the local level {where applicable};
 - o All Elected Officers must sign a "Consent to Serve" form.
 - o Priority given to past Local Presidents
 - o No more than 2 members from same local network can serve on State Board at one time

INSTALLATION OF OFFICERS

- Arrangements shall be made as stated by the bylaws.
- Recognition of the outgoing President - the incoming President or Treasurer shall obtain a plaque and/or other gift to be presented to the outgoing President, not exceed \$200, at the last meeting of their term or at the first meeting of the following year.

FINANCIAL MATTERS

Reimbursed expenses - because New York State Women's Council budgets to reimburse some of the expenses, the following is the policy of this entity:

- The following are the meetings that must be attended to be reimbursed:
 - o May Mid-Year Meeting: Strategic Forums; General Assembly and Governing Board Meetings.
 - o November Annual Meeting: Strategic Forums; General Assembly; Annual Business Meeting; Orientation for State Networks Officers.
 - o New York State Meetings (Winter and Fall): Governing Board Meeting and General Membership Meetings.
- President, President Elect, First Vice President, Treasure and State liaison - monies to be reimbursed from receipts for attendance at National, State, and Local Network meetings during their term of office, if not covered by Local Network.

AUDIT

After the last meeting of the year and prior to the start of the new State Network year, the Treasurer's books shall be audited by the State President Elect and 2 local board Treasurers

WAYS AND MEANS

- Network shall keep a separate accounting of all proceeds received from fundraising projects.
- Fundraising proceeds shall be deposited into the general fund of the State Network.
- At the first business meeting of the year, the budget shall include monies from the year's upcoming fundraising projects.
- Fundraising projects must have Governing Board approval prior to initiation.

DUTIES

Officers:

- President - when the {President takes the office, she/he will furnish each Officer and Committee Chairperson copies of duties as outlined in the Policy and Procedures Manual as they apply to each office along with a copy of the Network Bylaws, Standing Rules and Travel Guidelines. The President should

make every effort to attend all National Governing Board Meetings. The President does not have the right to incur possible debt without the Governing Board prior approval.

- President Elect - covers for the President and should try to attend all National Meetings and New York State Meetings with the President.
- First Vice President - shall take minutes at all meetings and see that they are mailed or emailed to each member of the Governing Board within 10 days after the meeting, stored in Google Drive.
- Treasurer - all monies received by the Network shall be deposited in the New York State Women's Council account. All monies collected by the Local Networks for fundraising for the New York State Network shall be turned over to the New York State Treasurer within fifteen (15) days of receipt and should be deposited by the Treasurer within three (3) business days thereafter. The Treasurer shall keep written and accurate records of all monies received and disbursed. The Treasurer's report shall be read at all meetings, and she/he will serve on the Finance and Budget Committee. The Treasurer will give an end of term profit and loss statement.
- All above positions do their due diligence to obtain State Sponsorship Funding & assist with Social Media

Committee Chairs:

- All Committee Chairs shall make semi-annual written reports. The Committee Chair will be responsible for the year-end summary statement.
- No Committee has the right to incur possible debt without the Governing Board prior approval.

AWARDS

Member of the Year - the Chairman is the immediate past president, or last available past president willing and able to serve. Recommendation for Member of the Year should be solicited.

The award shall be presented at the New York State Association of Realtors Annual Inaugural Banquet by the President. The Network will only reimburse recipient's banquet tickets.

PARLIAMENTARIAN

A Parliamentarian can be appointed by the President, or the President shall be responsible for the presence of a qualified Parliamentarian at every meeting.



NEW YORK STATE NETWORK TRAVEL GUIDELINES
(Updated May 2022)

GENERAL:

1. Every attempt should be made to get airline reservations at the lowest possible rate.
2. Conference reservations will be reimbursed at the early bird discount rate only.
3. All expenses, accompanied by receipts and copies of electronic registrations, shall be submitted to the State Treasurer who will submit expense reports to the State President.
4. If the conference begins before 11am and travel time is greater than 2 hours, lodging expenses will be paid for the prior evening.
5. Travel expenses and receipts must be submitted for approval within 30 days after the conference. Reimbursement to officers will be made within 7 days of the Treasurer's receipt of the request.
6. If there insufficient funds in the budget for travel, only President, President Elect and State Liason will be permitted to travel. President will make determination at initial budget meeting.

PRESIDENT, PRESIDENT ELECT, FIRST VICE PRESIDENT, TREASURER & STATE LIAISON:

1. Airfare and early bird conference registration to be paid in full.
2. Hotel room to be provided at the Women's Council hotel site or at an alternate hotel site not to exceed the cost of the Women's Council hotel. It is encouraged that the officers share a room with another board member or local Women's Council member (if a member is able to share a room, only half of the room charge will be reimbursed).
3. Taxis and shuttles to be reimbursed at actual expense, with receipts provided.
4. Food allowance is to be reimbursed at a per diem of \$100 per day.
5. State Inaugural Banquet to be paid in full and will be reimbursed if not paid by another source.
6. If budget permits, funding shall be provided for up to 2 National meetings and 2 State meetings, and Orientation. (Mid-Winter & NAR)

7. President, President Elect will be reimbursed reasonable expenses for visiting Local Networks.

EXCLUDED ITEMS:

Cocktails, entertainment or recreation, tours, rental of anything, food or cocktails for others, personal phone calls, dry cleaning, upgraded air travel. Personal hygiene or beauty needs, gift not approved by the Governing Board, items of clothing, educational class fees, books, tapes or other education devices, raffle tickets, fundraiser items from other networks, donations, postage to ship personal items, medical expenses, cash tips