

STANDING RULES

(Updated 5 /31/2023)

- 1) **MEETINGS:** Network Events will take place at least once per quarter, at locations to be announced, with no fewer than 6 meetings or workshops during the year. Events will be programs for the benefit, education and development of members and their business. Governing Board Meetings will cover the actual business and decision making for the Network. Members may attend the Governing Board Meetings as observers unless the President has called an executive session. Events should be posted on the Network microsite, on the FB page and on the State Google Calendar.
- 2) **GOVERNING BOARD:** Board Meetings will be held at least once per quarter with the times and places to be determined by the President and Governing Board. President to have each Officer on the agenda; Officers responsible for Project Teams may speak for that Team Leader or have that Leader update the Board. Project Leaders will give updates at each Board Meeting, in person or through their Officer. Governing Board meeting dates/times should be posted on the Network microsite and on the State Google Calendar.

Governing Board Transition: At the Governing Board Transition Meeting, the incoming President will furnish Officers and Project Team Leaders a list of duties that apply to their Office or Project team, as well as a copy of the Network By-Laws and Standing Rules. Outgoing Officers and Team Leaders are to attend and give all information, written and verbal, to new Officers and Team Leaders. Subsequently, the incoming President is encouraged to also meet individually with Officers and Team Leaders to discuss any questions they may have. The Transition meeting will ideally take place in late November or early December.

- 3) **PROJECT TEAMS:** The President may appoint temporary Project Teams; such Teams serve for a defined period of time and for a specific purpose. Team Leaders may be a REALTOR® or a National Affiliate. Project Teams must be approved by the Governing Board. A Project Team Leader will have been a Women's Council member for at least six months before being appointed. The Project Team Leader will attend all Governing Board meetings during the length of their project or give their report to the President who will then update the Board. If the Team Leader misses more than three (3) meetings she or he may be asked to resign as Leader and be replaced by another appointee.

Project Team Examples:

Bylaws & Standing Rules Review

Past President Advisory Panel

Candidate Review Team (appointed by Gov Bd, by May, reports to Board)

Event Teams (per large Event, Luncheon, Fundraiser)

Audit Team

Awards Team

Other Project Teams - approved by the Board, may be Teams under specific Officers to assist them with their function, such as: Events - Publicity, Promotion, Website and Media; Membership – Hospitality, Orientation, Roster, Phone Tree. The Officer supervising these teams reports to the Board.

5) **FINANCES:** The Governing Board approves the operating Budget for the next year, by the close of the current fiscal year. The Audit Team works with the Network's CPA to complete an audit of the prior year books by the end of February. Audit Team to report their results to the Governing Board.

Any single expense in excess of \$200 not included in the budget must be approved by the Governing Board prior to being paid. Only the Governing Board may make decisions involving budget and finances for the projects.

6) **OFFICERS:**

PRESIDENT: REALTOR Member, Presides over Governing Board and General meetings, appoints Project Team Leaders (except Candidate Review Team) and supplies a copy of the Project Team Template. If there is an Ex-officio position, as a representative from Women's Council, available on RAR Board of Directors Monthly meetings, the President is expected to attend. President to maintain Women's Council meeting protocol at both Women's Council Membership & Women's Council Governing Board meetings. President to delegate duties & responsibilities, deadlines and regularly monitor the progress of all Network undertakings. President to prepare a calendar with all deadlines for reports & event planning and indicate who is responsible for each. All Officers and Project Team Chairs to bring this Calendar to each Board Meeting with progress reports. President with Treasurer to have a **Budget** drafted by early December. Officers overseeing Project Teams to review budgets for accomplishing their Teams' goals. After this input and discussion of overall goals, the President and Treasurer shall finalize a Network Budget for the upcoming year, to be approved no later than the last Governing Board meeting of the year prior. After approval, final approved Budget is to be submitted to the Virginia Women's Council President and State Liaison via upload to Google drive. President shall encourage use of "The Task is to Ask" program by all Project Teams.

PRESIDENT ELECT: (REALTOR Member) Is required to attend Leadership 360 (usually in August). As soon as date is given by National Women's Council for the Leadership 360, she/he should commit to and confirm availability for this important training. They should block the dates on their calendar and register as soon as possible. President Elect to submit a written report of what was learned, that includes table work materials provided and photos to be used on the web site and social media (speakers, table mates, national officers, group of Virginia members)

She/he will be co-chairman of the Events Team. President-Elect is responsible for ordering and picking up any recognition plaques for the December officer installation meeting. President-Elect is primary contact with Strategic Partners. President-Elect helps track Strategic Partner benefits and updates Governing Board and Strategic Partners two times per year, @May and September.

MEMBERSHIP DIRECTOR: (REALTOR Member or National Affiliate Member) Establishes membership goals in coordination with the President and Governing Board and verifies all membership reports received from National. Conducts membership campaigns. Installs new members at regular meetings and calls to confirm their attendance. Hosts two New Member

orientations a year. Shall work with President-Elect to adjust Strategic Partner plans for the coming year. Shall work with Treasurer to send out renewals to existing Strategic Partners by December 1 of the current year. Membership Director maintains current records of paid Strategic Partners. The Membership Director, or a designee, will be at sign-in desk for all meetings to greet members, and give applications to guests. Responsibility also involves tracking guests and following up with them regarding membership. Membership Director, and Team will maintain the master roster for tracking attendance and visitors. Membership conducts Recruitment and Retention campaigns especially during contest periods. Membership produces a mailing list and keeps it updated and published for use of Members and Strategic Partners as it changes. Membership works with President-Elect to obtain logos from Strategic Partners for use on web site and in printed programs.

EVENTS DIRECTOR: (REALTOR MEMBER) Plans Events for the Network. Industry Events: business resource programs that will increase members' productivity and income, in accordance with the Network Operating Model. Plans and develops programs for Network Events consistent with the needs of members. Carries out program plans, completing arrangements for promotion, venue, speakers, panelists, gifts for speakers etc. They determine whether speakers need projector, laptop or other equipment and arrange to have it available. Coordinates with other organization contacts for joint Events. Evaluates programs' impact and success. Informs members of educational opportunities offered by the Local Board, State Association, NAR Affiliates, and by other Virginia networks. Events Director works with Event Team Leaders under their office to ensure Team Leaders have appropriate budgets and instructions to accomplish their tasks. Events Director coordinates with Treasurer & Membership to ensure proper set-up of Eventbrite or other registration system. Events Director Coordinates with marketing, communication, social media teams (if applicable).

First Vice President (REALTOR MEMBER) The First Vice President shall take accurate minutes of Governing Board Meetings and Election meetings. Within one week of meetings, sends or emails a typed copy to the Governing Board for review. It helps the First Vice President when the President will supply an editable agenda prior to the meeting so the First Vice President may record minutes as the agenda progresses. Upon approval of minutes by the Governing Board by email, copies will immediately be sent to the State President, and State Liaison via upload to Google drive, but no later than five (5) days after the meeting adjourns. The minutes shall reflect the attendees, the agenda items with actions and motions noted. Highlights of discussions should be recorded. Upon direction from the President, the First Vice President shall be responsible for any correspondence, memoriam, thank you notes, etc. as directed by the President. The First Vice President shall report newly elected Board Members to National immediately following the annual election meeting, with copies to the State Liaison, State President and National Liaison.

TREASURER: (REALTOR or National Affiliate Member) The Treasurer will keep complete and accurate records of all deposits and disbursements and continually monitor expenses and income as compared to the Budget. No expenditure or disbursement will be made without said expense reflected in the Budget or by approval of the President and corresponding receipt & voucher provided. Any expense over \$200.00 that is not a budgeted item must be approved by the Governing Board. Any request for reimbursement shall be paid by Treasurer within ten days of receipt and/or the necessary approval of expenditure. Treasurer's Financial

reports are given at the Governing Board meetings. Treasurer financials shall show Budgeted figures for year, YTD figures for all fields and net +/- . Treasurer's report at end of each Quarter should highlight significant shortfalls of income so that Governing Board can adjust future expenditures and efforts. Treasurer will submit prior year books to CPA for audit and generation of IRS 990-N. Treasurer is responsible for paying Network Insurance Premium, the Assessment for the State Network, and ensuring taxes are filed in a timely manner.

7)-ELECTIONS PROCESS:

The Elections Process is one of self-nomination for all positions except President, where current President-Elect will assume that role. Elections to be held earlier than Sept 20, each year.

It is recommended that a member not be elected to the office of President Elect without at least one- year of experience as a Team Leader or Officer of the Network.

- A minimum of 90 days before the election, establish a Candidate Review Team who will review candidate application information, ensure complete candidate understanding of roles and responsibilities, and obtain signed consent-to-serve forms. All Candidates should have thoroughly read the By-Laws and Standing Rules of the Network as part of their consent-to-serve.
- A minimum of 60 days before the election, send a notice to the membership soliciting candidates for open positions. This notice will include position descriptions, application forms and consent-to-serve form, with a recommendation to review By-Laws & Standing Rules. It is imperative that Officers understand their time commitment, training commitment to attend State Orientation, and any required travel.
- Require candidates to submit an application and Consent- to-Serve form to the Candidate Review Project Team Leader a minimum of 30 calendar days before the election. At 30 days out from election date, if CRT has not received candidate forms for all open positions, CRT should reach out to current Board members to solicit names of members who may be encouraged to submit their applications for those positions.
- Members may run from the floor if they notify the Candidate Review Team Leader and submit the Consent-to-Serve Form at least 7 calendar days prior to the election.
- Consistent with Women's Council goals, throughout the year all Officers should encourage/invite members to participate on Project Teams and other volunteer opportunities. This is so members gain a better understanding of how the Council operates, and the opportunities they have as members to grow into leadership and enhance their professional development.

8) INSTALLATION OF OFFICERS: The outgoing President will host the installation meeting/banquet along with the Events Director and will arrange the ceremony and speaker. The incoming President will have the choice of the person to conduct their installation ceremony and may also suggest speakers to be considered by the Events Director. Refer to the Women's Council Leadership Manual (on-line) for instructions for head table seating (current officers (6) and speakers) and prepare place cards at correct positions. The incoming President will present the

President's Plaque to the outgoing President. Once the installation has taken place, the incoming President takes over the podium and gives his/her address to the membership. This is generally followed by the centerpiece auction, with all proceeds going directly to the designated charitable organization (all checks to be made payable to the organization not Women's Council). Following this, the newly installed President makes any further announcements and adjourns the meeting. Past Presidents will be invited to attend at Member cost and will be honored with a flower or small gift and participate in the passing of the gavel.

9) NEW MEMBERS: The Membership Director will conduct an induction ceremony for new members during a network meeting. Such ceremonies may cover several months and will be arranged to fit into the regular program. Normally this consists of a swearing-in of the group and pinning a New Member Pin on the lapel. Pins should be ordered early (or purchased at national meetings) in an amount to correspond with the Network's budgeted membership goals.

10) GUESTS: All guests are to be charged a minimum of Twenty-five dollars (\$25) to attend regular meetings. Guest fees for major events will be priced per event as decided by the Board and are always more than member fees. A guest fee does not necessarily reflect the per person cost of an Event; it is set so as to support the value of membership dues. (e.g.: \$185 annual dues for a member – a guest fees of \$25 per event x 6 events = \$150)

11) SPEAKERS: Budgeted amount for Speakers will be the guideline for Governing Board and Events Director, when deciding regarding speaker fee or honorarium, and the amount to be spent for a token thank you gift to be presented to Speaker(s). Events Director is responsible for obtaining bio & introducing Speakers, purchasing and presenting gift.

12) PROGRAM FEES: A fee may be charged to members and/or non-members for a specific Event as deemed necessary by the Governing Board, i.e., Continuing Education Credit Class, Special Seminar, or Workshop. A Member's fee should be less than a non-member fee as a benefit of Women's Council membership.

13) AWARDS: Member-of-the-Year and Partner-of-the-Year

The recipient of the Member-of-the-Year Award shall serve as chair of the Awards Project Team the following year. The Strategic Partner- of-the-Year shall serve as co-chair. The voting will take place at the Election meeting, with notification sent to the members at least ten days prior to the meeting. Candidates need to have been a member for one complete year, and to have contributed to the success of the network. Elected Network Officers are not eligible to receive this award during their tenure. The award chairmen will submit the ballots for validation immediately following the voting. The awards will be presented at the December installation meeting. Award Chairmen to order, pick up and present certificates, and to coordinate with President-Elect, who orders and presents the outgoing President's plaque. The Award Chairman is responsible for keeping a running list of yearly winners to turn over to the following year's chair.

14) RECOGNITION: At the annual Installation meeting, the outgoing President should give a report for the year's activities & goals and may give special verbal recognition to Members or Partners who have done an outstanding job during the year. All Past Presidents of the Network are asked to stand & be recognized. They may be asked to line up for a "Passing of the Gavel" as this activity

encourages the attendance of, and honors, Past Presidents. After the installation, the incoming President shall give a special recognition gift or plaque to the outgoing President.

New members should be introduced and recognized at the first meeting they attend after joining, as well as at the meeting they are awarded the Women's Council of REALTORS® pin. Any guest who is an RAR official, RAR staff, or member of the RAR Board of Directors should be recognized. Past Women's Council Presidents should always be recognized as such.

15) MEMORIAMS: In case of death, the Network may make an appropriate remembrance in memory of a member, a member's spouse or children. The amount will be determined by the Governing Board and/or President and indicated in the budget under discretionary expense.

16) TRAVEL FUNDS: The President's and President-Elect's travel expenses shall be set by the Governing Board. Travel to be considered will be the following:

- a. National Women's Council Legislative meeting (mid-year)
- b. National NAR /Women's Council Annual Convention
- c. State Women's Council meetings
- d. Leadership 360 (President-Elect Only)

Travel, registration and hotel for the President -Elect to the Leadership 360 will be budgeted as an expense. For meeting expenses, The President and President-Elect will be reimbursed as soon as receipts are received, unless the funds are not available. Receipts shall be submitted with reimbursement voucher form within 30 days of the conclusion of the meetings.

Covered nights will be only for the nights required for attendance. There shall be no reimbursement of funds incurred for extra nights of hotel; reimbursement is for the night preceding the first day of trainings through the night preceding the last day of trainings/meetings. For annual conventions west of the Mississippi, an exception may be granted to cover one additional night preceding or following training; this is subject to approval from the Governing Board and only if there are sufficient funds in the Budget to cover this addition. This decision would be made by mid-June; Treasurer to provide up-to-date financials to the Board at the time of this vote. Reimbursement will be for the early bird registration fees for any meeting. Reimbursement is for Women's Council registration portion, not to include Premier Access.

Mileage to Mid-Year & State meetings will be calculated at the going IRS rate for expense reimbursement. Officers are encouraged to carpool to Washington.

Hotel accommodations are to be shared for all meetings. If not shared, attendees will only be reimbursed for one half of the actual hotel expenses. It is recommended that the President and President-Elect share a room at meetings to facilitate sharing of ideas and learning. If only one officer is attending, she/he is encouraged to seek a roommate. (There are always "chats" on - Women's Council FB site, etc for other Women's Council members seeking a room.)

All Women's Council members attending a national function are asked to designate "Women's Council" as Primary Affiliation on their registration form. President and President-Elect must attend the specified Women's Council trainings for the Local Network President, President- Elect and Local Networks in order to be reimbursed by the Network for travel expenses to those meetings.

Officers who attend Leadership 360 and National meetings are to make reports to the Governing Board and general membership to summarize what they learned; these include worksheets, photos, etc. Reports must be submitted to the Treasurer and President, along with the request for reimbursement within 30 days of travel.

Any officer who accepted travel expenses but resigns their Network position before completing their term of office will be required to reimburse the Network for their travel funds on a pro-rata calculation based on the portion of their term completed. The Board may consider exceptions on a case-by-case basis.

The Treasurer will validate all requests for reimbursement by comparing submitted expenses against Budget & Standing Rules for qualified expenses, and confirm totals are correct. Any questions should be directed to the President and/or Governing Board for clarification. Taxi/Uber/Lyft, etc. will not be reimbursed for personal excursions or for any sanctioned event when other means of transportation (example, free shuttle) are provided. No personal vehicle rental or parking expense will be reimbursed when the officer travels by air to the location.

The reimbursement schedule for all meetings is as follows:

Virginia State Women's Council meetings (2x / year)

Registration fee (early bird only)

Virginia REALTORS® State Meetings when in conjunction with State Council Meeting

Registration fee (early bird only)

Travel to meeting (IRS standards for mileage or actual gas required)

Standard double occupancy hotel room (At least 2 to a room), if overnight stay required

VR banquet ticket (early bird only); no additional meal to be compensated during this event. Note: State Women's Council Member of the Year is presented at this banquet.

NATIONAL WOMEN'S COUNCIL MEETINGS:

Spring: Women's Council Legislative Meeting / Mid-Year in conjunction with NAR Legislative Meetings

Fall: Women's Council / NAR NATIONAL CONFERENCE & EXPO.

Registration fee (early bird only)

Travel to meeting (IRS standards for mileage for meetings within 200-mile radius) and actual 30- day advance plane ticket cost for destinations beyond.

Hotel room (nights required for required meeting attendance only and for travel day)

Women's Council Inaugural banquet ticket (early bird only)

President & President-Elect attending Conference are required to attend the National Council Governing Board Annual Business meeting and the meetings and forums indicated for Local Networks, Local Presidents and Local Presidents-Elect, including any Regional meetings on the schedule. Upon return from these meetings, President & President-Elect will report back and share information with the local Governing Board and Network membership; share to membership may be via an electronic format.

Other optional meetings / summits etc., reimbursed only with Governing Board approval and as Budget allows.

For clarification:

“Budget allows” means that actual Income for the year exceeds budgeted income, and/or actual expenses for the year are less than budgeted expenses, such that it is reasonable to conclude that there is sufficient income for the year to cover any additional expenses. Where there is an amount budgeted to reimburse Officers for travel, that is the maximum to be reimbursed per trip. Officers should submit full expenses for covered items so that actual cost is clearly shown on reimbursement form; actual reimbursement will be for the budgeted amount or less than that if actual spent is less than budgeted amount. Full expenses should be shown even if full amount will not be reimbursed in order to assist with Budgeting process for following year.