

**2019 SACRAMENTO NETWORK
WOMEN'S COUNCIL OF REALTORS
STANDING RULES
As of July 12, 2021**

I. Meetings:

- A. Network meetings: regular network meetings shall be held on the 3rd Thursday of the month unless otherwise notified.
1. Annual election meetings: the annual elections shall be held in August. It may be held in conjunctions with a regular business resource meeting. The slate of officers shall be presented in July.
 2. Installation meeting: installation meeting shall be held in November. It may be held in conjunction with a regular network meeting or as requested by the incoming president.
 3. Governing board meeting: governing board meetings shall be held at noon on the first Monday of the month unless otherwise notified.
 - a. Governing board members shall notify the President or Secretary for excused absences.
 - b. Any member of the governing board with 2 or more unexcused absences may be removed from the governing board.

II. Officer Elections:

- A. Qualifications for officers: members nominated for the office shall have the following qualifications:
1. Must be a member in good standing in the WCR Network.
 2. Is in good standing of a local Realtor Association.
 3. Must attend at least 50% of the business resource meetings.
- B. Procedures:
1. Those eligible to vote: At the annual election meeting, Realtors and National Strategic Partners whose dues have been paid in full and are primary members of record shall be entitled to vote.
 2. The Rules of the Day: the rules of the day shall be read and approved by the membership prior to voting.
 3. Tellers: a minimum of three tellers shall be appointed by the President, in the event of a ballot when two candidates are nominated for the same office. The Nominating Project Team members shall not serve as tellers.

III. Installation of Officers

- A. Incoming President's Pin: the outgoing President shall have the duty of obtaining the incoming President's pin in time for the presentation at the installation ceremony at the expense of the Network. This may be obtained either by mail or at the annual convention.
- B. Gift for outgoing President: The incoming President shall obtain at the Network's expense (limited to no more than \$100) a gift to be presented to the outgoing President at the installation ceremony. This is in addition to the traditional gavel plaque that is given to the outgoing President.

IV. Duties:

- A. Officers: Network officers shall abide by the WCR "By-Laws", the Network standing rules and the duties as outlined in the Leadership Policy and Procedure Manual.
 - 1. President's responsibilities:
 - a. When the President takes office and organizes the annual retreat, she/he shall furnish each officer and Project Team chairman copies of duties as outlined in the "How to organize your year as President" section in the Leadership Policy and Procedure Manual as they apply to each office and Project Team along with copies of the network by-laws and standing rules.
 - b. The president shall extend an invitation to the Governor, District Vice President and/or State and National officers to visit the network.
 - c. The President shall participate with the Treasurer to draw and submit a budget to the governing board for approval by the January meeting.
 - 2. President Elect responsibilities:
 - a. The President Elect shall automatically succeed to the Presidency the next year.
 - b. The President elect shall attend the Leadership Academy to prepare for her/his year as the President.
 - c. The President Elect shall assist the President at the President's direction.
 - d. President elect shall complete annual report information as requested by State and/or National at the direction of the Network President.
 - e. President elect shall organize his/her retreat prior to January 1st of the year in which she/he serves as President.
 - 3. Director of Membership
 - a. Director of Membership shall oversee the Network membership activities such as retaining and recruiting members.

- b. Director of Membership will be accountable for recruitment, retention and retaining membership effort of the Network.
 - c. Director of Membership will review reports from National WCR for accuracy and report and corrections and/or changes to the membership information.
 - d. Director of Membership shall oversee the billing of membership dues for the Strategic Partners. Strategic Partners, should be mailed out statements in December for a January 1st payment due date.
 - e. Upon receipt of all new membership applications and dues checks, the Director of Membership shall be responsible for forwarding all the National membership applications and dues immediately to National.
 - f. Director of Membership must notify the President, Treasurer, Chairs and general membership in writing immediately upon receipt of a new member application to the Network.
4. Secretary
- a. The Secretary shall take the minutes at all the meetings. See Leadership Policy and Procedure Manual for detailed instructions. All minutes shall be verified by the President and signed by the Secretary before they are disseminated according to the Network custom
 - b. The Secretary shall notify National WCR of the names and addresses of the newly elected officers of the Network as soon as elected but no later than when dictated by National.
5. Treasurer
- A. All monies received by the Network shall be deposited in the account(s) of the Sacramento Network of Women's Council of Realtors in a financial institution approved by the governing board. The Treasurer shall participate in all fundraising events of the Network.
- 1. Two signatures shall be required on all checks and contracts and get Board authorization. Signers shall be the Treasurer, President or the President Elect who shall be voted on by the membership and confirmed by the governing board prior to the January meeting.
 - 2. All monies collected by the Network shall be turned over to the Treasurer within seven days of receipt and shall be deposited by the Treasurer within five business days thereafter.
 - 3. Upon receipt of all the new membership applications and dues by the Director of Membership for local Strategic Partners all monies to be turned over to the Treasurer immediately for deposit into the local WCR account.
 - 4. New signature cards shall be completed by the new officers no later than December 31st of the current year.

5. The Treasurer or other designee shall pick up the bank statements from the Sacramento Assn. of Realtors office where the Network has a mail box. A copy of the bank statement shall be given to the President.
 6. The Treasurer shall give a receipt for any amount of cash money collected.
6. Immediate Past President (willing and able to serve):
- a. Serves as chair of the nominating Project Team
 - b. Serves as chair of the award Project Team whose responsibility it is to choose Strategic Partner, Realtor Member and Entrepreneur of the Year.
- B. Project Team Chairman (other than elected positions)
1. Selection of Project Team chairs are to come from the incoming President prior to the January governing board meeting.
 2. All outgoing Project Team chairs shall make a written report on their team's accomplishments by the date of the retreat and pass on Project Team's materials to the incoming Project Team chairs. The incoming Project Team chair shall recommend to the incoming President possible members to serve on their Project Teams. It will be the responsibility of the outgoing chairs to mentor the incoming chairs.
 3. All Project Team chairs shall have a copy of the Leadership Policy and Procedure Manual relating to the purposes and functions of the Project Team. The Leadership Policy and Procedure Manual is to be handed over to the incoming Project Team chair at the annual retreat or year-end meeting.
 4. Co-chairs may be appointed at the incoming President's discretion.
- C. Major Fundraiser Chairman: A chairman for each event shall be named by the President and approved by the governing board no later than the January governing board meeting, if possible.
- D. Parliamentarian: A parliamentarian shall be appointed by the incoming President.

V. Membership

- A. New members:
1. Processing applications: New member applications and dues checks shall be collected by the Director of Membership who shall forward all Realtor and National Strategic Partner applications immediately to National WCR. A photocopy of the dues check shall be placed in the membership records. All dues from local Strategic Partners shall be turned over to the Treasurer immediately for deposit to the WCR account.

2. Welcome Cards or welcome letters shall be sent to each new member by the membership chairman on behalf of the President. New members shall be welcomed and introduced individually at Network meetings by the Director of Membership

3. Welcome Ceremony: A welcome ceremony for new members shall be conducted by the Director of Membership at the general membership meeting. Such ceremonies shall occur on an as needed basis and shall be arranged as they fit into regular programming.

4. New Membership Orientation: New member orientation should be held for new members once a quarter or as needed to familiarize new members with WCR.

5. Guest Attendance: Guests at network functions shall be registered at the door along with the name of their hostess. After 3 guest attendances, membership will be required for further attendance at network functions.

6. Guest follow-up: The hospitality committee shall greet the guest(s) and send a written follow-up note along with a membership application within seven days of the function.

7. Luncheon cost: Members shall pay \$25, guests and non-members \$35. All late registrants, both members and non-members to pay \$40 at the door.

8. Fundraiser Participation: All members shall purchase a minimum of one major fundraiser ticket per calendar year.

9. Guest policy: Guest speakers, including WCR members who are guest speakers are to receive a complimentary meal for their contribution to the network. This includes state and national officers who are invited guests.

B. Reservation obligations:

1. Reservations made for all network meetings and events sponsored by the network shall be the financial obligation to be paid by the member even if they are unable to attend the event.

2. Treasurer will send a bill for payment to any registrants who have not paid but made a reservation.

3. A reservation made is a reservation paid; there are no refunds.

4. If members wish to attend a ticket function without a reservation, they will be accommodated on a space-available basis only.

VI. Financial Matters:

A. Reimbursed expenses:

1. Travel: The President, President-elect, Director of Membership, Secretary and Treasurer shall be reimbursed for attending State (3) and National (2) meetings as the budget allows. Members who expect reimbursement must attend all scheduled meetings.

2. Reimbursement shall cover transportation, lodging, registration and the price of the ticketed functions. Reimbursement requests must be completed by the officer independently for their incurred expenses.

3. Travel expenses shall be authorized in advance as a budget item in the yearly budget. Any additional expenses must be approved by the governing board.
4. The persons budgeted for trips are the President, President-elect, Director of Membership, Secretary and Treasurer. Typically the Secretary and Treasurer only attend State meetings.
5. All additional persons must have prior board approval to qualify for reimbursement as the budget allows. Project Team chairs shall be considered first and then the general membership.
6. Members must be in good standing to receive funds.
7. Definition of good standing member: A member that owes no money (dues, lunches, etc.) and has attended at least 80% of the business resource meetings during the last 12 months.

B. Transportation

1. Travel shall be by the most cost effective and direct form of transportation either public or private.
2. Travel arrangements for public transportation should be made 60 days in advance to ensure availability of "economy class" seats for the best price. First and business class are not covered.
3. Should an alternative form of transportation or route be chosen for personal reasons, the member will be reimbursed to a maximum of what would be incurred using the most cost effective and direct form of transportation. Governing board will approve cost of public transportation arranged 60 days in advance and for economy class only.
4. Transportation by private vehicle shall be reimbursed for mileage according to the current IRS mileage rate with proof of mileage and receipts. Officers shall share transportation wherever possible.
5. Shuttles and taxis shall be reimbursed at the most economical prevailing rate to and from the meeting location.
6. Reimbursement for travel will be made from original receipts only. Anything over \$5 must be documented.
7. Credit card slips are NOT acceptable for reimbursement. Original receipts must accompany reimbursement requests. No Women's Council of Realtors' credit card or credit line (DBA) shall be opened.

C. Hotel accommodations:

1. Hotel expenses shall be reimbursed up to the actual cost of the room if the officers share one room.
2. One half of the actual cost of the room shall be reimbursed to each of the officers that do not share a room.
3. The same rules apply to any member who is approved by the governing board to attend any State or National meeting. Such approval should be given prior to the stated meeting.

- D. Meal cost guidelines:
 - 1. The actual cost shall not exceed \$66 per day, including taxes, gratuities and room service. Alcohol is not a reimbursable expense.
 - 2. Meal allowance applies only for the days of the actual State and National meetings.
 - 3. If the meeting begins early in the morning, expenses shall include the evening meal the day before the conference starts.
- E. Allowable expenses:
 - 1. Event registration at the actual cost based on “early bird” registration.
 - 2. WCR ticketed functions: State Installation, National Welcome Reception and Inaugural at the actual cost.
 - 3. Parking at the hotels at the actual cost. Parking lot charges must be documented with hotel bill or original receipt.
 - 4. Expenses NOT allowed: alcohol, personal entertainment, expenses for others (i.e., spouse or guests; meals already covered by registration fees, personal toiletries, laundry, dry cleaning, newspapers or magazines, traffic or parking violations, lost, stolen or damaged personal property, flight insurance, any other expenses of a personal nature or not directly related to the performance of the assigned travel.
- F. Expense reimbursement requests must be accompanied by original receipts and must be turned in to the Treasurer within 21 days of the trip.
- G. Other network expenses:
 - 1. Network expenses must be accompanied by the original receipts. Any reimbursable expense not submitted within 5 days of the December business resource meeting will not be paid unless approved by the Treasurer, President and President elect.
 - 2. Credit card statements are not acceptable for reimbursement – only original receipts.

VII. Network Courtesy Policy – Duties of the Network

- A. Memorials: In the case of a Network member, an appropriate memorial, not to exceed \$100 shall be selected. In the case of the death of a Network member’s spouse, parent or child, an appropriate memorial, not to exceed \$100 shall be selected.
 - B. Courtesy Remembrance: A card or appropriate gift, not to exceed \$100 (board approved) shall be sent to a member who is ill or hospitalized, has given birth or has married. The Secretary shall be responsible for sending the card or gift on behalf of the President and the Network.
- VIII. Audit: Prior to the February governing board meeting of each year the Network shall be audited by the audit Project Team or an independent auditor. The auditor shall report on the completed audit at the February governing board meeting and the March Network meeting.

- A. If there is an Audit committee it shall consist of the outgoing auditor, incoming auditor, current and incoming President.
Incoming auditor shall be appointed by the incoming President.

- IX. Budget: The Network shall operate under a budget. Any unbudgeted expenditure or budget overage that exceeds \$100 shall require approval of the governing board. This also applies to all fundraising events.
 - A. If there is a budget committee it shall consist of the incoming and outgoing finance chair, treasurer and incoming President. The budget Project Team chair must present a budget to the governing board for approval before any monies are spent on behalf of the Network.
 - B. If there is no budget committee, budget to be presented by the Treasurer with the input of the President.
 - C. A budget to be presented to the governing board in January for approval then presented to the general membership at the January business resource meeting for approval.
 - D. Any Project Team using Network funds for an event must submit a budget a minimum of 60 days before the event for governing board approval.
 - E. Current money market account to be used as a reserve fund. Budget Project Team to submit written proposal to governing board no later than October board meeting regarding the funding of the account each year as needed.

- X. Ways and Means: Regarding possible deficit obligations – no WCR project shall be undertaken which could create a deficit obligation for the Network without the governing board approval. The ways and means chairman appoints and approves all Project Team members, including the fundraising chairman with the approval of the governing board.

- XI. Scholarships
 - A. Network National members “with a minimum of two years continuous National membership” are eligible for reimbursement for pre-approved National designation classes. Maximum reimbursement is \$125 per member per calendar year. Request for reimbursement will be submitted with proof of successful course completion no more than 90 days after the course.

- XII. Awards and Recognition:
 - A. Realtor Member, Strategic Partner and Entrepreneur of the Year:
 - 1. The Award Project Team is chaired by the most immediate past President willing to serve with the current President serving on the Project Team and appointed 3 National members and two alternate National members. Appointed members are to be confirmed by the governing board.

2. The Project Team shall select a Realtor member, National Strategic Partner and Entrepreneur of the Year prior to the November installation meeting.
 3. Applicants may apply for one award per year.
 4. No award will be given if there are no applicants by the due date of September 30th.
 5. Applicants are to be interviewed in a timely manner so they can be announced at the installation.
 6. The Realtor member candidate shall not be the immediate Past President or current President of WCR or an officer but must be a member who has made significant contributions of time and effort on behalf of the Network during the year.
 7. Entrepreneur of the Year is a Network member who has exhibited business leadership in the Network, their work and community.
 8. The National Strategic Partner shall not be a current officer but must be a member who has made significant contributions of time and effort on behalf of the Network during the year.
 9. Cost of all awards should not exceed \$150 and should be included in the current year's budget for the Network.
 10. Additional guidelines and criteria weighing for these awards can be found in the WCR Leadership Policies and Procedure Manual.
- B. President's Award and Gift:
1. Recognition of the outgoing President is the presentation of a gift at the Installation meeting in November.
 2. Cost of the President's gift should not exceed \$100 and should be included in the current year's budget for the Network.
 3. Outgoing President is also to receive a gavel plaque at the expense of the Network and is not included as the outgoing gift.

XIII. Dues

- A. National WCR dues break down as follows:
Annual membership dues for Active members shall be \$25, plus National dues and State Network dues, if applicable.
- B. National Women's Council Members of other Networks can become secondary members for \$25 a year.
- C. Local Strategic Partners - If the Strategic Partner joins in October or later, then the remainder of the year is prorated.

XIV. Sponsorships

- A. Network sponsorships – Guidelines and amounts to be determined by the governing board. A comprehensive list of Network sponsorship benefits to be given to each solicited sponsor.
 1. Platinum sponsors shall have the opportunity to speak for 2 minutes at each business resource meeting
 2. Platinum sponsors shall have the opportunity to put out their promotional materials and company banner on a designated table at each business resource meeting.

- B. Event sponsorships – Guidelines and amounts to be determined by the Ways and Means chair together with the individual Events chair on an as needed basis.
- C. 10 Business Resource meeting sponsorships – Opportunity to have two non-competing sponsors at a cost of \$250 each and are encouraged to donate an opportunity drawing prize. Sponsorship payment is to be made payable to the Network at least 15 days in advance of the meeting and prior to the marketing of same in print and in the media. Sponsor will receive a complimentary lunch on the day of the meeting sponsorship and may have additional attendees charged at the member price. Sponsors do not have to be members. The sponsor(s) shall have exclusive use of the business resource meeting tables for their promotional items and have 5 minutes to promote their company.