

Standing Rules 2023



PRESIDENT

Chrissi Chapman Topoleski

PRESIDENT ELECT

Kay King

TREASURER

Jennifer Mirzayan

FIRST VICE PRESIDENT

JoAnn Kenyon

EVENT DIRECTOR

Ashley Saahir

MEMBERSHIP DIRECTOR

Tasha Nelson

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SECTION I. THE LOCAL NETWORK

Sub-Section 1.1 – Name

This Network shall be exclusively known as the WOMEN'S COUNCIL OF REALTORS® Northern Virginia Metro and shall encourage its members to dedicate themselves to the highest service for the public and real estate industry.

Sub-Section 1.2 – Governing Rules

Sub-Section 1.2(A) - This Network shall be subject to the national bylaws of the Council and shall have its bylaws approved by the Council. Upon approval of these bylaws by the Council, the WOMEN'S COUNCIL OF REALTORS® Northern Virginia Metro is authorized to use the Council's name and marks in connection with the name of the Network.

Sub-Section 1.2(B) - The Network shall support and further the Council's mission and objectives. The Network represents the Council in its community and shall act consistently with the Council's mission and objectives and shall endeavor to work with and collaborate with the Prince William Association of Realtors.

Sub-Section 1.3 – Mission

The mission of the WOMEN'S COUNCIL OF REALTORS®: We are a network of successful REALTORS®, advancing women as business leaders in the industry and in the communities we serve.

Sub-Section 1.4 – Affiliation

The Women Council of Realtors® NOVA Metro Network shall enter into an Affiliation Agreement ("Agreement") with the Council, which shall govern the terms and conditions of the operation and existence of the Network. The new President shall sign the Affiliation agreement each year following the installation of the new Governing Board in December and prior to the beginning of the operating year.

SECTION II – MEMBERSHIP

Sub-Section 2.1- Eligibility Criteria

Sub-Section 2.1 (A) - Active Membership - Any REALTOR®, REALTOR-ASSOCIATE®, or Institute Affiliate member in good standing of an Association of REALTORS® of the NATIONAL ASSOCIATION OF REALTORS® shall be eligible for Active membership in this Network, the State Network (if any) and the Council.

Sub-Section 2.1 (B): Territorial Boundary - The Northern Virginia Metro Network boundaries shall be the same as the geographic territory of the Prince William Association of REALTORS®.

Sub-Section 2.2: - Non-Resident Membership

An Active member of the Council may be eligible for Non-resident membership in more than one Local Network and in more than one State Network. Non-resident members shall be Active members of a primary Network who wish to obtain the services afforded by another Network. Active members may join this second Network by paying Non-resident dues only to it. They shall not be eligible to vote or hold elective office in the second Network. This also applies to Strategic Partners.

Sub-Section 2.3: National Affiliate Membership

National Affiliate members shall hold membership in a Local Association of REALTORS®, but they may not be REALTORS®.

Sub-Section 2.4: National Affiliate Membership Privileges

National Affiliate members shall pay national, state, and local dues and may vote, hold local office (except President, President-elect and Secretary), use the Council logo and marks, and avail themselves of Council services. National Affiliates may not comprise more than twenty percent (20%) of the membership of the Local Network.

Sub-Section 2.5: Network's National Membership Limits

The Council shall determine the percentage of National Affiliate memberships in each Network. When the 20% limitation is reached for a Network, National Affiliate applications shall be returned to the applicants. National Affiliate applications will be processed when the Network's percentage of National Affiliate memberships falls below 20%. Businesses not able to join the Network as a National Affiliate but still wishing to participate in Network activities shall be offered the option to join as Strategic Partners.

Sub-Section 2.6: Voting Privileges of Members

Only active members are eligible to vote. An active member becomes eligible to vote in the Northern Virginia Metro Network thirty (30) days from the receipt of a membership application and payment of dues.

Sub-Section 2.7: Local or State Realtor® Association Eligibility

Individuals currently employed in an executive, administrative or management capacity by a Local or State REALTOR® Association or a member Board of a foreign affiliate of the National Association shall be eligible for National Affiliate membership after payment of applicable dues. REALTORS® and BROKERAGE FIRMS are not eligible to be National Affiliates.

Sub-Section 2.8 - Strategic Partner Membership

Local businesses that support the Real Estate Industry and homeowners in a capacity other than that of Realtors® or Real Estate Brokerage Firms shall be eligible for Strategic Partner Membership after payment of applicable dues.

Sub-Section 2.9 - Eligibility Criteria for Strategic Partners

Types of businesses eligible for Strategic Partner membership include (but not limited to): Photography, Home Inspection, Property Survey, Home Security Systems, Surveyors, Landscaping, Mortgage Lenders, Title Company, Financial Management, Moving Companies, Carpentry, Plumbing, Tax Preparation Services, Staging, Cleaning Services, Copy Services, Public Notary, Estate Planning, Home Improvement, HVAC, Home Warranty, Financial Services, Legal Services, Personal and Business Coaching Services, Closing Gifts, Wellness, Personal Banking, Restaurants. REALTORS® and BROKERAGE FIRMS are not eligible to be a Strategic Partner.

Sub-Section 2.10 - Restrictions

Strategic Partners are **NOT** eligible to serve on the Governing Board of the Women Council of Realtors® Northern Virginia Metro.

Sub-Section 2.11 - New Member Onboarding

An induction ceremony for new members shall be conducted by the Membership Chairman during a Resource Meeting every month or quarterly depending on the number of new members and shall be arranged so they fit into the regular program.

Sub-Section 2.12 – Member Recognition

Sub-Section 2.12 (A) – Member or Affiliate of the Year – Each year, the President may give special recognition to a member or affiliate or both, who have distinguished themselves by dedicating time and resources to promote the values of the Network in the communities they serve. The Award ceremony will take place during the installation Ceremony in October.

Sub-Section 2.12 (B) – Advertising – Recipients of the Women’s Council of REALTORS Member of the Year shall specify in all advertising whether state or local member and the year received (i.e Jane Doe, 2022 Member of the Year NOVA Metro of the Women’s Council of REALTORS®).

Sub-Section 2.12 (C) – Award Committee - The Member and the Affiliate of the Year automatically shall co-chair the Awards Committee for the following year. The Award committee will work with the Membership Director to identify members who meet

eligibility criteria and shall submit nominees to the President no later than October 1 of each year.

Sub-Section 2.12 (D) – Eligibility Criteria – To be eligible for Member or Affiliate of the Year, a member must meet the following criteria:

1. Attend four (4) of the last six (6) Network Meetings
2. Participate in at least one of the Community supports programs
3. Actively serve on one of the Network’s Standing committees
4. Actively Promote the Network on Social media and in their communities
5. Introduce prospective members to the Network by inviting and sponsoring them to Network Meetings
6. Actively support network programs through volunteerism and/or contributions.

SECTION III - DUES

Sub-Section 3.1- Member Dues by Category

Sub-Section 3.1 (A) - Active Members - Annual membership dues for Active members shall be \$200.00. This includes local Network dues of \$30.00, State network dues of \$20.00 and National dues of \$140.00.

Sub-Section 3.1 (B) – National Affiliates – Annual membership dues for National Affiliate members shall be \$200.00. This includes \$30.00, plus national dues of \$140.00, and State Network dues of \$20.00.

Sub-Section 3.1 (C) – Non-Resident – Annual membership dues for Non-resident members shall be \$100.00, which are Local Network dues only. A Non-Resident member is a Realtor® or Associate Realtor® member of an association other than the Prince William Association of Realtors®, desiring to serve or participate in the Northern Virginia Metro Network.

Sub-Section 3.1 (D) – Strategic Partners - Annual Membership dues for Strategic Partners shall be \$300.00, which are Local Network dues only. These Dues shall be revised annually to meet the financial priorities of the Women Council of Realtors® Northern Virginia Metro. In 2023, sponsorship levels were introduced as following:

1. Bronze Level: Annual Membership level with no sponsorship.
2. Silver Level: Annual Membership level with sponsorship fee of \$150. Only five (5) Strategic Partners will be allowed per industry category. Current Strategic Partners will be “grandfathered in” if there are more than the maximum number of Strategic Partners in that particular category.
3. Gold Level: Annual Membership level with sponsorship fee of \$500. Only five (5)

Strategic Partners may achieve this level, with only one Strategic Partner per industry category.

Sub-Section 3.2 – Due Dates for Annual Membership Dues

Sub-Section 3.2 (A) - Annual membership dues shall be payable by the first day of January each year.

Sub-Section 3.2 (B) - New members shall pay a full year's dues upon submitting an application. On January 1 of the following year, they shall be billed only for that portion of dues unpaid for that year.

Sub-Section 3.3 – Billing of Annual Dues

Sub-Section 3.3 (A) – All local, state, and national dues of Active members, National Affiliate members shall be billed by and paid to the Council. Local Network and State Network membership dues billed by and paid to the Council shall be refunded to the Local Network and State Network.

Sub-Section 3.3 (B) – Dues for Non-resident members and Strategic Partners shall be billed by and paid to the Local Network and retained by the Network. The Treasurer shall have the responsibility of annually billing those members in December and maintaining current records of paid membership.

Sub-Section 3.4 - Delinquencies

Any member delinquent in payment of membership dues by more than three (3) months shall forfeit membership.

Sub-Section 3.5 – Annual Review of Network Dues

Sub-Section 3.5 (A) – Annual network dues for each member shall be established in time to notify the Council prior to October 31 of the immediately preceding year.

Sub-Section 3.5 (B) – The incumbent governing board shall schedule a meeting with the incoming governing board within a week following elections to determine and establish dues for the following year.

Sub-Section 3.5 (C) – The Treasurer shall have the responsibility of annually billing existing Strategic Partners members in December and maintaining current records of paid Strategic Partners.

SECTION IV - THE GOVERNING BOARD

Sub-Section 4.1: Governing Board Constitution and Responsibilities

Sub-Section 4.1(A) – Government of the Network shall be vested in the Governing Board which shall consist of the President, President-elect, First Vice President, Treasurer, Event Director and Membership Director all of whom shall be entitled to vote. The First Vice President must be a REALTOR® member and is appointed by the incoming President-elect. The Event Director must be a REALTOR® member and is appointed by the incoming President. The Membership Director may be either a REALTOR® member or a National Affiliate member and is appointed by the incoming President. Each appointment must be approved by the current year's (e.g. outgoing) Governing Board.

Sub-Section 4.1 (B) – A member may not be selected to the office of President or President-Elect without one year's experience as a committee chairperson unless a waiver is approved by the sitting Governing Board for extenuating circumstances. When the President takes office, she/he shall furnish each officer and committee member a copy of the duties which apply to her/his particular office or committee.

Sub-Section 4.2: Governing Board Power

The Governing Board shall have full power to conduct the business of the Network; to suspend any officer or member for just cause; and to otherwise govern the affairs of the Network in accordance with the bylaws of this Network and the Council.

Sub-Section 4.3: Quorum

Three Active members of the Governing Board shall constitute a quorum, provided either the President or President-elect is present.

Sub-Section 4.4 Board Meetings

Sub-Section 4.4 (A) - Regular Meetings – Regular meetings of the Governing Board shall be held no less than quarterly at a time and place as shall be designated by the President.

Sub-Section 4.4 (B) - Special Meetings – Special meetings of the Governing Board may be called by the President or shall be called at the request of at least two members of the Governing Board.

- (1) Members of the Governing Board may unite in a petition to call such meetings or individually address written requests to the President.
- (2) Upon receipt of such petition or written requests from the required Governing Board members, the President shall notify each member of the Governing Board of such meeting in writing. Not less than five (5) days nor more than fourteen (14) days-notice shall be given for a special meeting. Such notice shall state the

time and place of the meeting, and the purpose for which it is called. Only the business stated in the call to the meeting shall be transacted at such meeting.

Sub-Section 4.5 – Duties and Responsibilities of Appointed Officers

Sub-Section 4.5 (A) – First Vice President

- (1) **Scope of Duties** – Ensure proper reporting and Network compliance with all state and federal laws and regulations impacting non-profit organizations
- (2) **Major Responsibilities**
 - a. Maintains Network Bylaws and standing rules.
 - b. Oversees credentials Project Team to ensure proper election protocols and reports results of election to National Women’s Council by October 15 of each year.
 - c. Ensure accurate minutes are taken at each governing board meeting, and maintain all official records of the Network.
 - d. Attends National and State Women’s Council Meetings, depending on budget and personal finances.

Sub-Section 4.5 (B) – Event Director

- (1) **Scope of Duties** – Ensure the development and delivery of timely, relevant, business-oriented Network educational and networking events that attract a high level of participation from members and from the industry at large.
- (2) **Major Responsibilities**
 - a. Produces four Network industry events.
 - b. Coordinates and implements marketing strategies for a high level of exposure for Network events within the industry.
 - c. Develops and manages systems to routinely scan the industry environment to identify business needs and issues
 - d. Produces a minimum of two additional events focused on member networking and relationship building.
 - e. Manages Event Chair and Project Teams as needed to accomplish tasks.
 - f. Monitors and evaluates success of all programs and events and reports to the Governing Board.
 - g. Attends National and State Women’s Council Meetings, depending on budget and personal finances.

Sub-Section 4.5 (C) – Membership Director

(1) Scope of Duties – Conducts an aggressive outreach strategy to communicate the value of the network and the Women’s Council brand, engaging prospective, new and renewing members.

(2) Major Responsibilities

- a. Develops and implements a member recruitment and retention strategy to grow the REALTOR® membership base within the Network.
- b. Supports and follows through on all National Council membership marketing campaigns.
- c. Works with the Governing Board to establish membership recruitment and retention goals as part of the Network Business Plan.
- d. Oversees implementation of a new member welcome and orientation strategy, as well as a first-year member communication strategy, using tools and resources provided.
- e. Oversees implementation of a member communication ‘drip’ system, using tools and resources provided.
- f. Monitors and supports development of Strategic Partner benefits packages.
- g. Manages Membership Chair and Project Teams as needed to accomplish tasks.
- h. Monitors and evaluates success of all membership development and outreach efforts and reports to the Governing Board.
- i. Monitor membership reports received from National Women’s Council for accuracy, and follow up on any discrepancies.
- j. Attends National and State Women’s Council Meetings, depending on budget and personal finances.
- k. Provide oversight to the “Member of the Year” and “Strategic Partner of the Year” selection board.

Sub-Section 4.6 - Travel Authorization for Governing Board Members

All officer travel expenses will be set by the Governing Board in the current year budget. Travel budget will give priority to the President and President-Elect. Budget permitting, other officers’ travel expenses may be pre-approved by the Governing Board. All travel will be funded with proper documentation of expenses and verification of required meeting(s) attended.

Note: Any officer who attends a reimbursable meeting/conference on behalf of the

local network shall provide a written report for review and approval by the President prior to reimbursement of any expenses.

Sub-Section 4.6 (A) – Travel to Conferences and Conventions - Network officers shall attend as many of the following sessions and meetings as possible:

- WOMEN'S COUNCIL OF REALTORS® Governing Board & General Membership
- Meeting at the REALTOR® Legislative Meetings & Trade Expo in Washington DC
- National WOMEN'S COUNCIL OF REALTORS® Annual Convention Business Meeting and Governing Board Meeting
- VIRGINIA REALTORS® Annual Convention
- Women's Council of REALTORS®' Regional Conference Meetings
- Officer Orientation and Workshops
- Installation of WOMEN'S COUNCIL OF REALTORS®
- Regional Meetings and Caucuses

Sub-Section 4.6 (B) – Reimbursement Guidelines - Reimbursement of expenses with copies of actual receipts for all expenditures shall be submitted ***within 30 DAYS*** after event to the ***President for review and approval***. All reimbursement forms must be submitted with ample time to allow repayment during the same calendar year as the travel occurred.

Sub-Section 4.6 (C) Priority of Funding – Priority of funding is to the President and President Elect travels. The Governing board will include a projected travel budget in its annual plan to fund Governing Board members' attendance at selected events subject to funds availability. The budget will be revised and updated at the quarterly meeting. Officers are eligible for travel reimbursement as follows:

1. President:

- National Women's Council of REALTORS® Annual Convention (typically held in conjunction with NAR in November) and the REALTOR® Legislative Meetings & Trade Expo in May in Washington, DC
- Women's Council of REALTORS® Regional Conference (if applicable)
- Virginia REALTORS® Annual Convention (typically held in Sept. or Oct)
- Virginia REALTORS® Legislative Conference (typically held in February)
- State Membership Meetings
- State Governing Board Meetings

- Regional committee meetings upon request
- State orientation for incoming officers

2. President-Elect:

- National Women's Council of REALTORS® Annual Convention (typically held in conjunction with NAR in November) and the REALTOR® Legislative meetings & Trade Expo in May in Washington, DC
- Women's Council of REALTORS® Regional Conference (if applicable)
- Virginia REALTORS® Annual Convention
- Virginia REALTORS® Legislative Conference
- State Governing Board Meetings
- Regional Committee meetings upon request
- State orientation for incoming officers
- Leadership Academy (Mandatory)

3. First Vice President:

- National Women's Council of REALTORS® Annual Convention (typically held in conjunction with NAR in November) and the REALTOR Legislative meetings & Trade Expo in May in Washington, DC
- State Membership Meetings
- State Governing Board Meetings
- State orientation for incoming officers
- State membership meetings

4. Membership Director:

- National Women's Council of REALTORS® Annual Convention (typically held in conjunction with NAR in November) and the REALTOR® Legislative meetings & Trade Expo in May in Washington, DC
- State Membership Meetings
- State Governing Board Meetings
- State orientation for incoming officers

5. Event Director:

- National Women’s Council of REALTORS® Annual Convention (typically held in conjunction with NAR in November) and the REALTOR® Legislative meetings & Trade Expo in May in Washington, DC
- State Membership Meetings

Sub-Section 4.6 (C) – Substitution - In the event the President cannot attend any of her above-mentioned meetings, the President-Elect may substitute for the President and obtain reimbursement for authorized expenses.

Sub-Section 4.6 (D) – Travel Meeting Reports - The First Vice President shall take accurate minutes and within one week send a typed copy to the Local President. Local President must send a copy to the State President and the Governor.

Sub-Section 4.6 (E) Recording Travel Expenses – Receipts for all travel expenses shall be submitted to the President for review and approval prior to reimbursement by the Treasurer. A signed invoice must be submitted by the traveling member to the President for approval. The Treasurer will only process invoices with two signatures. The treasurer shall keep complete and accurate records of all deposits and disbursements.

Sub-Section 4.6 (F) – Reimbursement Guidelines

1. Network bills and reimbursement requests shall be given to the President to be reviewed and approved before being sent to the Treasurer for payment. An officer will be reimbursed for only one office responsibility on a single trip. A copy of the expense form is attached for reference.
2. If an officer is reimbursed for expenses submitted in connection with their incoming year’s elected position, they must reimburse the treasury in full if they resign their seat before serving in that elected position.
3. Reimbursements will cover convention registrations, convention room rates, 14-day minimum advance airfare, mileage per government per diem and cost of transportation to and from the airport to hotel. No rental car expenses will be reimbursed.
4. The Network will incur the cost of half (1/2) the room rate per person attending any convention or meeting if an overnight stay is required.
5. Any member entitled to WOMEN’S COUNCIL OF REALTORS® travel funding who also receives funding from any other organization considered primary (VIRGINIA REALTORS®, CRS, NATIONAL ASSOCIATION OF REALTORS®, etc.) shall only be reimbursed by WOMEN’S COUNCIL OF REALTORS® for expenses in excess of this primary funding.

Sub-Section 4.6 (G) - Approving Authority – The President is the approving Authority

for all travel expenses. The President is not authorized to approve their own travel voucher. In the case of the President's travel expenses, the President-Elect will review receipts and be the approving authority for disbursement of funds.

Sub-Section 4.7 – E-mail Protocol for Governing Board Members

Email addresses printed or posted for the benefit of distributing information for and about Women’s Council of REALTORS® shall be used solely to communicate information regarding the business of Women’s Council. It is expressly prohibited for anyone to use these email addresses for any other purpose whatsoever including but not limited to **personal gain or to disseminate personal and or private business advertising or marketing.**

Sub-Section 4.8 – Governing Board Members Recognition

Members currently serving as an officer or who have previously served as an officer shall specify in all advertising whether state or local office and date served (i.e. Rebecca Wampler, 2000 Virginia State President of the Women’s Council of REALTORS®)

Sub-Section 4.9 – Network Protocol and Courtesy

Sub-Section 4.9 (A) – Network Courtesy Policy - In the event of illness or the death of a member’s spouse, parent or child, a voluntary collection may be taken to defray any memorial or courtesy expenses. Cards and notes will be sent from the Network.

Sub-Section 4.9 (B) – Protocol to National President – The National President may be invited as guest speaker for a WOMEN’S COUNCIL OF REALTORS® special event. The local network will incur all expenses. A gift will be given to the National President on this occasion. A welcoming gift shall be placed in the hotel room of the National President. (Additional information is in the Women’s Council of Realtors®)

Sub-Section 4.9 (C) – Recognition of Governing Board Members – The Network is only responsible for appreciation gifts for the retiring Network President at the end of their term of office. The President-Elect per the Governing Board’s approval and budget permitting shall be responsible, at the expense of the Network for ordering and presenting an appreciation gift for the Network President. The outgoing president shall be responsible, at the expense of the Network and budget permitting, for ordering and presenting the President’s pin for the incoming President at the WOMEN’S COUNCIL OF REALTORS Northern Virginia Metro Installation Ceremony.

SECTION V - NETWORK MEMBERSHIP MEETINGS

Sub-Section 5.1 - Types of Meetings

Sub-Section 5.1 (A) – Regular Meetings – Regular membership meetings of the Network shall be held no less than six times per year, typically, on the second Thursday of each month and shall be known as “Resource Meetings.”

Sub-Section 5.1 (B) – Special Meetings – Special meetings of the Network membership may be called at such times and places as the Governing Board shall, by resolution, require. Not less than five (5) days nor more than fourteen (14) days-notice shall be given for a special meeting. Such notice shall state the time and place of the meeting, and the purpose for which it is called. Only the business stated in the call to the meeting shall be transacted at such meeting.

Sub-Section 5.2 - Meeting Quorum

Twenty percent of the REALTOR®/REALTOR-ASSOCIATE®/Institute Affiliate members of the Network shall constitute a quorum at all meetings except in those cases where the Network consists of fewer than fifteen Active members, when a majority shall be required to constitute a quorum.

SECTION VI - ELECTED OFFICERS

Sub-Section 6.1 – Eligibility Criteria and Terms

Section 6.1 (A) – Elected Positions - The elected officers of the Network shall be a President, President-elect, and Treasurer.

Section 6.1 (B) – Eligibility Criteria

1. The President and President-elect of the Network shall be elected from the REALTOR®/REALTOR-ASSOCIATE®/Institute Affiliate members in good standing. The Treasurer may be elected from among REALTOR®/REALTOR-ASSOCIATE®/Institute Affiliate or current National Affiliate members.
2. A member may not be selected to the office of President or President-Elect without one year’s experience as a committee chairperson. When the President takes office, she/he shall furnish each officer and committee member a copy of the duties which apply to her/his particular office or committee.

Section 6.1 (C) – Terms of Office – The officers may serve in the office to which they have been elected for more than one term but may not serve more than two consecutive terms. The officer shall hold office for a term convening January 1 and ending December 31 or until their successors have been elected, whichever is later.

Sub-Section 6.2 – Role of the President

The President shall be the chief officer of the Network and shall preside at the meetings of the Governing Board and Network. At all other times during the term of office, the President shall represent the Council and act in its name, subject to its policies.

Sub-Section 6.3 – Role of the President Elect

The President-elect shall perform the duties of the President in the event of the President's disability or absence and perform such other duties as requested by the Governing Board.

Sub-Section 6.4 – Validation Process

Prior to assuming office, elected officers' membership status shall be duly verified as current and in good standing, and forwarded to The Council in the form of a report.

Sub-Section 6.4 (A) - Membership Status Verification - The Membership Director shall verify reports from the Council of the names of all members of this Network and their status.

Sub-Section 6.4 (B) – Reporting Criteria – Immediately following the annual election meeting, the outgoing First Vice President shall report to the Council the names and addresses of all Governing Board members. A copy of this report shall be sent also to the Governor(s), the State Network President and the Regional Vice President.

Sub-Section 6.5 - Duties and Responsibilities of Elected Officers

Sub-Section 6.5 (A) – President

- (1) **Scope of Duties** - Provides leadership and direction for the Network, keeping the team focused on the mission of the Council and the Network business plan. Acts as the local voice for the Women's Council brand, articulating the value of the Network, representing the Network with related groups, and setting the tone for active member involvement.
- (2) Major Responsibilities:
 - a. Preside over focused, productive meetings of the Governing board and membership
 - b. Work with the Governing Board to develop, implement and monitor the Network Business Plan
 - c. Encourage and inspire members to get involvement, and recognize contributions
 - d. Cultivate development of future leaders for the Network
 - e. Mentor, train, support and provide leadership opportunities for the President-elect to facilitate a smooth transition in leadership
 - f. Build and maintain relationships with the Local Association and related industry and community groups

- g. Work with the Governing Board to evaluate Network progress and performance on stated goals, ensuring, in particular, quality Network programs and services
- h. Support Event Director and Membership Director in delivering quality events and building and retaining a solid base of REALTOR® members
- i. Appoint the Event Director and Membership Director, with ratification by the Governing Board
- j. Appoint an Event Chair and/or Membership Chair, as needed to support the Event and Membership Directors, with ratification by the Governing Board
- k. Ensure compliance with all State and National reporting requirements
- l. Represent the local Network at State and National meetings

Sub-Section 6.5 (B) – President Elect

(1) Scope of Duties - Supports the President in fulfilling her duties, builds leadership skills and prepares to assume the presidency. Develops and maintains productive relationships with Strategic Partners to ensure satisfaction and support for network activities.

(2) Major Responsibilities

- a. Fulfills duties of the President as needed and assists with running efficient and productive meetings.
- b. Cultivates and manages relationships with Strategic Partners, ensuring a high level of satisfaction and appropriate benefit levels and packages.
- c. Assists the President in tracking Network progress and performance, identifies areas for continued improvement and considers related goals for inclusion in the Network Business Plan in the coming year.
- d. Appoints the First Vice President, with ratification by the Governing Board.
- e. Supports accomplishment of Network Business Plan goals and priorities.
- f. Encourage and inspire members to get involved, and recognize contributions
- g. Cultivate development of future leaders for the Network
- h. Attends Women’s Council Leadership Academy as part of preparing to take on the presidency
- i. Attends National and State Women’s Council Meetings, depending on budget and personal finances.
- j. Works with the incoming President-elect to ensure a smooth transition in leadership

Sub-Section 6.5 (C) – Treasurer

- (1) Scope of Duties – Ensure strategies and systems are in place to support the financial health and integrity of the network. Ensure proper reporting and network compliance with all state and federal laws and regulations impacting non-profit organizations.

- (2) Major Responsibilities
 - a. Maintains Network financial records, tracks transactions, and reports regularly on Network financial performance.
 - b. Handles receipts and disbursements, ensuring proper controls in place.
 - c. Works with the Governing Board to develop a proposed annual budget.
 - d. Ensures Network state and federal taxes are filed annually, and provides support for Network financial reviews
 - e. Attends National and State Women’s Council Meetings depending on budget and personal finances

- (3) Specified Responsibilities - No expenditure or disbursement shall be made without approval of the President. Any expense over \$100.00 must be approved by the Governing Board. The Treasurer shall have the responsibility of annually billing existing Strategic Partners members in January and maintaining current records of paid Strategic Partners. The Treasurer and the President will be authorized signers on the bank account(s). Neither one may reimburse themselves for expenses.

SECTION VII - VACANCIES

When a vacancy occurs, the President shall convene a special meeting of the governing board and implement procedures to immediately fill the vacant position.

Sub-Section 7.1 – Appointment Authority

In the case of a vacancy in any elective office, except the President or President- elect, the President shall appoint a qualified member to fill the unexpired term.

Sub-Section 7.2 – Office of the President Vacancy

In case of a vacancy in the office of President, the President-elect shall complete the unexpired term thus creating a vacancy in the office of President-elect. The President-elect who fills a vacancy in the office of President shall automatically become President for a full term after completion of the unexpired term as President.

Sub-Section 7.3 - Office of the President Elect Vacancy

Sub-Section 7.3 (A) – In the event of a vacancy in the office of President-elect caused by a vacancy in the office of President, the members of the Candidate Review Team shall submit the name of at least one candidate to the President who shall present it to the Governing Board for approval. An affirmative vote of a majority of the Governing Board shall be necessary to elect. The President-elect who fills a vacancy in the office shall automatically become President-elect for a full term after completion of the unexpired term as President-elect.

Sub-Section 7.3 (B) – In the event of a vacancy in the office of President-elect not caused by a vacancy in the office of President, the members of the Candidate Review Team shall submit the name of at least one candidate to the President who shall present it to the Governing Board for approval. An affirmative vote of a majority of the Governing Board shall be necessary to elect. The President-elect who fills this type of vacancy shall automatically become President after completion of the unexpired term of President-elect.

Sub-Section 7.4 – Governing Board Approval Authority

All appointments to fill vacancies shall have the approval of the Governing Board.

SECTION VIII - NOMINATIONS

Sub-Section 8.1 – Candidate Review Team

At the second board meeting of the year, the governing board shall appoint a Candidate Review Team to begin the process of identifying members eligible to run for office and serve on the nomination board for the following year.

Sub-Section 8.1 (A) – Operating Criteria - The Candidate Review Team will operate in accordance with the Network Election Procedures, as approved by the Council.

Sub-Section 8.1 (B) – Composition – The Candidate Review Team shall consist of a minimum of three (3) active members of the Network

Sub-Section 8.2 - Restrictions

No name shall be placed in nomination without the consent of the nominee.

Section IX- ELECTION OF OFFICERS

Sub-Section 9.1 – Date of Election

The election of officers shall be held at the Annual Election Meeting of the Network which shall be held no later than October 15 each year.

Sub-Section 9.2 – Voting Criteria

Sub-Section 9.2 (A) – Election of officers shall be by *viva voce* or roll call vote, or written ballot if there are two or more nominees for an office. Each Active and National Affiliate member may cast one vote. A majority of those present and entitled to vote shall elect. When there are more than two nominees for any office and there is no majority on the first ballot, the two candidates receiving the greatest number of votes cast shall remain on the ballot and run-off election shall be held between these two candidates. The candidate receiving the majority of votes cast in the run-off election shall be declared the winner.

Sub-Section 9.2 (B) – Voting by proxy or any method other than in person shall not be permitted.

SECTION X – PROJECT TEAMS

Sub-Section 10.1 – Project Teams

The President may appoint temporary project teams or task forces to work on specific projects, as approved by the Governing Board. Such groups shall consist of at least three Active or National Affiliate members.

Sub-Section 10.2 – Audit Team

An Audit Team shall be appointed at the next to the last meeting of the Governing Board and shall present its report at the first Governing Board meeting of the new year.

Sub-Section 10.3 - Criteria for Chairing a Project Team

Chairman: Committee Chairman shall have been a Women’s Council of REALTORS® member for a minimum of 6 months.

- A. Committee Chairperson: The chairperson shall attend all Governing Board Meetings. If the Chairperson misses more than (3) meetings, she/he may be asked to resign.
- B. Election of Officers: The election of officers for the following year shall take place at the October Resource Meeting.
- C. Installation of Officers: The Outgoing President shall host the installation and with the committee arrange the ceremony; however, approval for installing officers will be secured from the Incoming President.

Sub-Section 10.4 – Expenditures and Fundraising Activities

Committees with activities requiring expenses shall seek funding authorization from the

Governing Board, prior to incurring any expenses, this including fundraising activities.

- A. A projected Profit & Loss statement is to be submitted to the Governing Board for approval prior to any funds being obligated. The projected Profit & Loss must be submitted in enough time for a potential email vote of the Governing Board. In order for funds to be advanced or reimbursed, the President must approve all funding based upon the approved projected Profit & Loss.
- B. In the case of a fundraising activity, a final Profit & Loss statement is to be submitted to the Governing Board within 30 days after the event but prior to the end of the calendar year.

Section XI - PARLIAMENTARY AUTHORITY

Sub-Section 11.1 – Governing Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall be recognized as the authority governing the proceedings of the Network in all cases not provided for in these bylaws or in the standing rules.

Sub-Section 11.2 – Parliamentarian

A Parliamentarian shall be appointed each year by the Incoming President and shall be any Past President.

SECTION XII - DEFENSE AND INDEMNIFICATION OF OFFICERS AND DIRECTORS

Sub- Section 12.1 – Lawsuits and Claims

In the event of suits or claims in which one or more current or past officers or directors of the Network are named as a result of their status as such or decisions or actions taken in good faith and reasonably understood to be within the scope of their authority during their term as such, the Network shall, directly or through insurance secured for the benefit of such officers and directors and employees, secure counsel to act on behalf of and provide a defense for such officers and directors and employees; pay reasonable defense expenses incurred in advance of final disposition of such case; and indemnify such officers, directors and employees with respect to any liability assessed or incurred as a result of any such claim, suit or action.

Sub-Section 12.2 – Eligibility for Defense

The above stated defense and indemnification of officers and directors shall extend to those individuals when serving at the request of the Network as a director or officer of another entity, but only after indemnification and insurance coverage from such other entities has been exhausted.

SECTION XIII - AMENDMENT OF BYLAWS

Sub-Section 13.1: Criteria for Amending the Bylaws

The bylaws may be amended at any meeting of the Network by two-thirds vote in the affirmative of the Network members present and voting at such meeting, provided that a quorum is present, and provided the substance of the proposed amendments has been submitted to all members of the Network at least ten (10) days in advance of the meeting at which they will be acted upon, and provided that no such amendment shall become effective until the same shall have been submitted to and approved by the Council.

Sub-Section 13.2 – Amendments Required by the Council

Amendments to the Local Network bylaws required by the Council shall be mandatory and become effective immediately. The general membership of the Local Network shall be notified of such amendment(s) at the next regular meeting following receipt of notice, and the Networks bylaws shall be changed immediately to include such amendment(s).

Sub-Section 13.3 – Amendments to the Standing Rules

Amendments to the standing rules will have to be approved by the newly installed Governing Board by December 21, and effective January 1 of the following year.

SECTION XIV - DISSOLUTION

Upon the dissolution or winding up of the affairs of the Women's Council of REALTORS® Northern Virginia Metro and after providing for payment of all obligations, the Network shall distribute any remaining assets to the Women's Council of REALTORS® Virginia State. In the event there is no State Network, the remaining assets shall go to the Council.