



STANDING RULES

I. General Rules

- A. The responsibilities of the Officers and Chairpersons shall commence on the first Tuesday after the National Women's Council of Realtors (herein referred to as Council)
- B. The Governing Board shall meet a minimum of three times a year. These meetings shall be designated Winter, Spring, and Fall.
- C. The Ohio Network will provide a banner to every new Local Network and present same at a State Network meeting.
- D. Authority shall rest with the Governing Board for the expenditure of funds for gifts or compensation that are in order during the year for any visits by a National Council Officer, speaker, or co-sponsorship of Ohio REALTORS educational classes.
- E. Governing Board: The members of the Ohio Network of Women's Council of REALTORS recognized by the Network's Bylaws to conduct the business and financial affairs of the Network.
- F. Quorum: The number of members of the Governing Board necessary to be present to vote on an issue.
- G. Each Governing Board member is encouraged to use our Strategic Partners wherever and whenever possible. Ohio may establish a competition to reward members for utilizing the services of any Strategic Partner.
- H. All members and strategic partners shall follow the Council's Network Guidebook and Glossary, State Network Operating Model, Brand Guidelines; and By-laws.

II. Confidentiality

To have an excellent working relationship between and among Governing Board members, there must be an important level of trust between and among those members.

It is the policy of the WCR OHIO Network that information, whether printed or oral, that is declared as CONFIDENTIAL by the source of that information must remain confidential. Only the person stating / writing the information is confidential may make that information no longer confidential in writing.

Violation of this policy will result in punishment up to and including suspension from the Governing Board of an amount of time agreed upon by the Governing Board or removal from the Governing Board.

III. The President shall:

A. Conduct the business of the Network:

1. Plan meetings, prepare agenda and preside at the Network Governing Board and General Membership meetings.
2. Appoint Project Team chairpersons (except Candidate Review Project Team) to carry out Network goals.
 - a) Chairpersons will be provided with an outline of their respective duties plus suggestions and objectives for the year.
 - b) Standing Project Team chairpersons shall be National Affiliate Members (no more than two) or REALTOR Members, preferably not currently serving as Local Network Presidents.

B. Submit State Network Certification by Council deadline.

C. Sign and submit the Affiliation Agreement by the due date.

D. Develop membership in the state through local network recruiting and retention programs.

E. Assist in the development of new networks.

F. Work with the State Liaison counseling Local Networks.

G. Attend all State and National Meetings and actively participate in the Governing Board meetings.

H. Utilize Certification preparation worksheet as a guideline to reach benchmarks set forth by the Council, which can be found on the Council website.

IV. The President-Elect shall:

A. Fulfill the duties of the President in the event the President is unable to serve.

B. Present a orientation training event for all incoming State and Local Network officers, chairpersons, and vice-chairpersons to be given during the fourth quarter of the calendar year. This training shall emphasize the duties and responsibilities of each position.

C. Coordinate the Installation of governing board, including assisting with the coordination of room set up and menu, to be held in January of each calendar year.

D. Serve as a member of the Education and Scholarship Project Team.

E. Coordinate the Spring Meetings and assist the Education and Scholarship Project Team in identifying Luncheon Speakers. Provide sufficient copies of the luncheon programs at Network expense.

- F. Attending all State and National Meetings and actively participating in the Governing Board meetings.
- G. Purchase a plaque and/or gift for the retiring President. The cost shall not exceed the budgeted amount.
- H. Stress the importance of using the Council's Website and tools.
- I. Assist in recruiting new members to all Local Networks.
- J. Assist in the development of new Local Networks.
- K. Order badges for the Past President, President, President-Elect, Treasurer, Secretary, and State Liaison_for their year.
- L. All other duties as assigned by the President.

V. The Treasurer shall:

- A. Shall be solely responsible to certify the Network's monies are invested with financial institutions where the monies are guaranteed by the Federal Government in the event of a failure of the financial institution. Total monies invested in any one financial institution shall be no greater than the maximum amount the Federal Government shall insure for any one financial institution.
- B. Maintain accurate financial records of all funds, including reconciling all bank statements and documenting all deposits and expenditures.
- C. Reimburse monies within 7 days upon receipt of bills and the State Expense Form as approved in the budget.
 - 1. The Treasurer is responsible for updating the State Expense Form and distributing it to Officers and Chairpersons.
- D. Prepare a written financial report, including an updated budget, at each Governing Board and General Membership Meeting. Post a monthly, written financial report, including an updated Budget, by the fifteenth of each month for the previous month into the Governing Board's Dropbox or other electronic storage capability.
- E. Submit a final Treasurer's report to the Finance and Budget Project Team, as well as the Audit Project Team, no later than December 1.
- F. Submit a "projected budget" together with incoming Treasurer for the upcoming year at the fall meeting for Governing Board approval.
- G. The Ohio Network Treasurer is the bonded network officer responsible for all financial matters, according to the Bylaws of the Network. The Treasurer shall be responsible for securing a bond policy for an amount to be determined by the Governing Board. This bond shall be reviewed annually.

- H. By December 31, distribute the financial report form used by Local Networks who participate with the Ohio Network in filing with the Internal Revenue Service. Said report shall be returned to the Treasurer by the Winter Meeting. There shall be a one hundred dollar (\$100) per month penalty in the event the report is not received by the Treasurer by March.
- I. Invoice Local Networks by January 15 who participate in the Ohio Network IRS filing. The invoice amount shall be a “pass through cost” divided equally among participating Networks. The network deadline for payment of said invoice is to be March 1. There shall be a one hundred dollar (\$100) per month penalty in the event the invoice is not paid to the Treasurer by March 1.
- J. Should attend all State, and National meetings and actively participate in the Governing Board meetings.
- K. All other duties as assigned by the Governing Board.

VI. The First Vice President shall:

- A. Take minutes of each Governing Board Meeting and General Membership Meeting.
 - 1. All motions at these meetings shall be accurately recorded.
 - 2. Post a copy of the minutes within thirty (30) days following a meeting to the Network’s Dropbox or other electronic storage capability and the Network’s Webmaster for posting to the website.
 - 3. All Governing Board members are to receive a copy of the minutes within 30 days following a meeting.
- B. Post minutes two weeks prior to any General Membership meeting to the Network’s microsite. An email notification will be sent to members of this posting.
- C. Remind members to print minutes and bring them to General Membership meetings.
- D. Bring the Minutes Notebook to every meeting for reference. The Minutes notebook should be cumulative.
- E. Should attend all State and National Meetings and actively participate in the Governing Board Meetings.
- F. Report newly elected officers to Council by appropriate date.
- G. All other duties as assigned by the Governing Board.

VII. The State Liaison shall:

- A. Serve as the primary liaison between the Local Networks and the State Network.
- B. Oversee and coach Local Network performances:

1. Help Local Networks understand and complete the Network Certification Application.
 2. Attending at least one Local Network Governing Board and at least one Business Resource Meeting, and more as necessary, for each local Network.
 3. Guide Local Network officers to plan Business Resource Meetings that adhere to the Standard Operating Model and Network Certification so the Network can excel during their year of leadership.
 4. Coach and assist where necessary to work through any personality conflicts that are affecting the positive momentum of the Network.
- C. Attending all State and National meetings and actively participate in the Governing Board meetings.
- D. Serve on Project Teams as mandated in the By-Laws.

VIII. Officer Reimbursement

The Officers listed in Articles III through VII of the Standing Rules (President, President-Elect, Treasurer, First Vice President and State Liaison) shall be entitled to reimbursement for expenses made on behalf of the State Network as follows:

- A. Be reimbursed for registration fees, program fees, flights, gas and networking meals for State and National meetings, Leadership Orientation, and Local Network visits. Total reimbursement shall not exceed the budgeted amount for the year for each position. Each officer will be responsible for any changes that exceed their travel budget or are not approved in by the Treasurer and President. Meal reimbursements for each trip will be limited to networking meals only.
- B. Any expenditures outside of these guidelines must be approved by the Governing Board.
- C. Receipts must be submitted to the Treasurer on the State Voucher form within 2 weeks of travel.
- D. Officers choosing to drive to National meetings instead of flying are eligible for reimbursement for the amount of gas receipts
- E. Registration reimbursement amount shall be limited to registration amounts. All late fees are the responsibility of the member.
- F. All officers shall make a diligent effort to purchase airfare at the lowest possible rate.
- G. Alcoholic beverages are not subject to reimbursement.

IX. Debit Card Assignment and Usage During Transition to Bill Highway

- A. Debit Cards will be issued through the Council's bank to the current year's President and Treasurer only.
- B. Restricted use of the debit card may be for the following expenses and appropriately tracked through vouchers with receipts submitted no later than 30 days after use:

1. State officers' National Conference registration fees.
2. Hotel reservations at National Conferences
3. A deposit or payment of the meeting rooms reserved for the Winter, Spring, Fall State meetings and orientation.
4. Deposits required for State networking dinners to reserve space, which will be returned to the State's funds.
5. The card cannot be used for retail purposes or personal expenses.

X. Central Regional National Liaison shall

- A. Serve on the Ohio Network Governing Board when the Central Liaison is from Ohio.

XI. Project Teams, Standing Committees and Their General Duties

- A. This Network shall maintain the following standing Committees: Finance and Budget, Leadership Identification and Development, Candidate Review Team, Strategic Planning, and Past President Advisory. All terms shall be for one-year, beginning November 1st and ending on October 31st.
- B. Project Teams shall be appointed by the President with the approval of the Governing Board and comprised of at least three members, one of whom is designated as Chair. A second member shall be designated as Vice Chair. Statewide representation is strongly encouraged for all project teams. These Project Teams would include the following: By-Laws and Standing Rules, Education, Marketing, Ways and Means, Audit, Awards and Recognition, Communications, Historian, Leadership Presence Advisor, Member of the Year, Membership, Parliamentarian, Past Presidents, RPAC, Social, Strategic Partners, Sunshine, and the Task is to Ask. Any Special Project Team can function as a short-term task force or work group.
- C. All Committee/Project Team Chairs shall:
 1. Fulfill their respective duties as detailed in our Bylaws, these Standing Rules, and as outlined by the President.
 2. Present Committee/Project Team reports and updates at all Governing Board meetings.
 3. Submit receipts with the State Expense voucher for budgeted reimbursement items to the Treasurer within 2 weeks of completion.
 4. Attend the transitional meeting for outgoing and incoming Governing Boards to be held for the purposes of transfer of records and information.
 5. Attend the Ohio Network Orientation in the fall prior to starting the term as Chair.
 6. Submit a year-end Committee/Project Team report, including all expenses and any recommendations for the Finance and Budget Committee to consider for the following year's Budget.
- D. All Committee/Project Team VICE Chairs shall:
 1. Lead all Committee/Project Team actions in the absence of the Chair.
 2. Present Committee/Project Team reports and updates at all Governing Board meetings in the absence of the Chair.
 3. Attend the Ohio Network Orientation in the fall prior to starting the term as Vice Chair.

XII. Committees/Project Teams and Responsibilities

A. The Finance and Budget Committee shall:

1. Be responsible for all financial planning, according to the Bylaws of the Network.
2. Consult with the Treasurer and recommend to the Governing Board for the Board's approval the financial institutions where the monies shall be maintained.
3. Shall review the Investment Policy annually.
4. Be chaired by an active Member who is a Past President of the State Network and appointed by the President.
5. In addition to the Chair, the Committee shall consist of the current President, the incoming President, the current Treasurer, and three members of the Governing Board Note: After State elections, the newly elected future treasurer will reside on the committee.
6. Present a copy of the proposed Budget for the coming year to the Governing Board prior to the fall meeting. This Budget shall be submitted to the National Liaison by December 1st.
7. Review the expenses of the Officers for the previous year and adjust the budget for the coming year accordingly. Committee/Project Team expenditures shall also be reviewed for adjustments.
8. Fund any travel by an Officer in place of the President or President-Elect from the appropriate Officer's budgeted item.
9. Not reimburse expenses for any Officer if such expenses are covered by another source.

B. Leadership Identification and Development (LID) Committee shall:

1. Identify and encourage future leaders for the Ohio Network; Work to secure regional and national positions for Ohio Network members so interested; Work to elect to National office any Ohio member so interested; Work to elect to National office any other member, when there is no Ohio candidate.
2. Committee Members Shall consist of the following:
 - a) All current National Officers from Ohio.
 - b) All Past National Presidents living in Ohio.
 - c) Current State Liaison from Ohio.
 - d) All past Regional Vice Presidents or Liaisons living in Ohio.
 - e) All national Executive Committee members from Ohio.
 - f) The three most recent Past Ohio Presidents able and willing to SERVE.
 - g) One (1) Local Network President; and
 - h) All current Ohio Network officers.
 - i) Any members appointed by the President
3. Be chaired by the Past Ohio President (three years removed from serving as Ohio President), and Vice Chaired by the Past Ohio President two years removed from serving as Ohio President.
4. Identify, develop, and position qualified members for leadership roles at all levels of the organization, including identifying and submitting member resumes to the Council for consideration for Council opportunities and appointments.
5. Maintain lists of members serving each year of members that can provide valuable contacts as a resource for pathways to leadership opportunities for any Ohio Network member.
6. Support those Network members who seek National Executive Committee or National Officer positions, provided they meet the National criteria as defined in candidate credentialing and campaign rules policy.

7. Recommend distributions from the Future Leadership Fund
 - a. The Network shall maintain a Future Leaders Fund where \$500 annually is allocated
 - b. The Future Leaders Fund is solely for supporting financially the candidacy and term of service for any Ohio network member choosing to advance to Regional Liaison, National Executive Committee, or National Officer.
 - c. Disbursements from the Fund shall be by the direction of the Governing Board.

C. Candidate Review Committee shall:

1. Consist of six (6) members elected and appointed as follows:
 - Chair: Most Immediate Past President able and willing to serve
State Liaison
 - Leadership Identification and Development Chair
 - One member elected from and by the Governing Board
 - Two (2) members elected by the general membership
2. A pool of three (3) Alternates is also to be established, elected as follows:
 - One alternate elected from and by the Governing Board
 - Two (2) alternates elected by the general membership
3. Elected members and alternates shall be from at least two different networks.
4. The members of the Candidate Review Team shall serve the same elective year as the Governing Board.
5. The most immediate past President willing and able to serve shall serve as chairperson of the Candidate Review Team. If the Chair is unable to serve, the President shall appoint an active Past President to serve as an alternate chairperson of the committee. In no case shall the same person serve as chairperson for two successive years. In the event the most immediate past president is the State Liaison the President shall appoint an alternate past president to serve as chairperson as members may only fill one role on the committee.
6. Candidate Review Team members shall not be eligible to serve successive terms, except those designated alternates who were not required to serve as committee members.
7. Upon vacancy of any other member of the Committee, the President shall appoint a replacement from the pool of Alternates.
8. It shall be the duty of the Candidate Review Team to determine candidate eligibility for all Elected Offices and provide a list of Eligible Candidates to the Women's Council members and voting delegates by the Notification Date.
9. All Potential Candidates must file an application declaring the office to which they seek to be elected and submit to the credentialing process as per the Credentialing and Election Policy. Applications must be submitted within the published time period and no members shall be permitted to run from the floor bypassing the credentialing process.

D. The Strategic Planning Committee shall:

1. Annually review the existing plan and propose modifications to the Governing Board.
2. Prepare a thoroughly investigated new Plan every three years for approval by the Governing Board.
3. Consist of any Local Network's Strategic Planning Committee Chair

E. The Past Presidents Advisory Committee shall:

1. Serve as an advisory and consulting group, advising the President on any project(s) as needed or requested.
2. Consist of all Past Network Presidents able and willing to serve.
3. Coordinate with the Social Project Team the list of all Past Ohio Network Presidents for the Spring Meeting.
4. Host a State Line Officer orientation no later than September 30, annually. The orientation is to ensure consistency, knowledge of Council organization, Council operations, and understanding of governing documents.

XIII. Project Teams and Responsibilities

A. Bylaws and Standing Rules Project Team shall:

1. Review Bylaws annually, update them as needed, or as directed by the National Council.
2. Submit updated changes to the Bylaws to the General Membership ~~for approval~~. All changes to the Bylaws as directed by the National Council do not require an approval by the Governing Board or General Membership.
3. Review Standing Rules annually or as directed by the Governing Board
4. Submit proposed changes to the Standing Rules to the Governing Board for approval.
5. The Project Team shall consist of the Bylaws and Standing Rules Project Team Chairs from each of the local networks-

B. Education Project Team shall:

1. Coordinate with the Ohio Association of REALTORS to co-sponsor an education program during the State Convention that is funded from Network general operating monies.
2. Administer the Rosanna Keleciny Education Fund:
 - a) Award up to five scholarships annually, if funds are available. These scholarships shall be for any PMN, NAR-approved designation or certification course, or local, state, or national leadership course, and not to exceed \$150.00 per person per year.
 - b) Rosanna Keleciny Education Fund may be used for State Network education programs, in addition to the scholarships.
 - c) Each recipient must be a Council REALTOR member in goodstanding.
 - d) Application deadline shall be no less than 30 days prior to the date of the course. A scholarship may be received only once annually per Council member.
 - e) Funds shall be disbursed to recipient upon proof of successful completion of course.
3. Coordinate and set up Education session for each of the State meetings.
4. Coordinate luncheon speakers for each of the State meetings in conjunction with the President-elect.
5. Consist of all Local Network's Education and Program Chairs, in addition to the Chair and Vice Chair and President-Elect.

C. Marketing Project Team shall:

1. Develop or edit brochures, marketing pieces, templates, or flyers at the direction of the Governing Board.
2. Distribute to Local Networks the edited brochures, marketing pieces, templates, or flyers for the Local Network's use.
3. Create, with the Communications Project Team, the quarterly newsletter for the Ohio Network.

D. Ways and Means Project Team shall:

1. Plan and execute fundraising programs to raise non-dues income on behalf of the Ohio Network. The specific amount to raise is derived from the annual approved budget.
2. Consist of a representative of each Local Network appointed by that Local Network President, in addition to the Chair and Vice Chair.

E. Audit Project Team shall:

3. Be appointed by the President and consist of two members from the Governing Board and two members of the General Membership that have served as Local Network President.
4. The Chair of the Project Team shall be a Past State President of the President's choosing.
5. No Audit Project Team member can be from the same Network as the Treasurer.
6. Complete audits by spring meeting and fall meetings and report the results at the spring and fall meetings. The current year's Audit Project Team shall audit the final financial records for their year and present at the winter meeting.
7. Verify all documentation for all income and expense entries for all accounts.
8. Have all Audit Project Team members sign off on each Audit.
9. Refer to Audit Guidelines/Checklist in ATTACHMENTS section

F. Awards and Recognition Project Team shall:

1. Solicit from each Local Network the accomplishments and awards for each member beginning fourteen (14) days before each Governing Board and General Membership meeting, report these at each Governing Board and General Membership meeting and prepare recognition for display in the Network's quarterly newsletter. These awards can be for any reason, including, but not limited to, REALTOR association or transaction credits.

G. Communications Project Team Chair oversees the four communication areas below

1. Microsite - Be responsible for maintaining the wrohio.org website that shall include recommendations to the Governing Board for any changes to the website, which will enhance the member's experience.

2. Email - Be responsible for dissemination of all general Ohio Network communications via electronic communication.
3. Social Media - Be responsible for regular postings on all social network platforms that the Ohio Network maintains a presence.
4. Newsletter - Create, with the Marketing Project Team, the quarterly newsletter for the Ohio Network and distribute the quarterly newsletter to all members.

H. Historian shall:

1. Collect photographs, articles, and news releases of activities and achievements and prepare a book to commemorate the year of service of the Ohio President. This book shall be presented to the President at the Spring Governing Board and General Membership meetings.
2. Take pictures at all Meetings and events and make available for inclusion in the Ohio website and Facebook page.

I. Member of the Year Project Team shall:

1. Select annually a "Member of the Year" award recipient, chosen from nominations from each Local Network. Said recipient shall be announced at the Fall Meeting. Said recipient shall conform to the standards as disseminated to all Networks by the Council. Any Member at Large may self-nominate to the Project Team.
2. Be chaired by the most recent award recipient willing and able to serve. The balance of the Project Team shall be made up of a representative from each Local Network, preferably the Local Network President.
3. Select the recipient by reviewing each candidate's resume on a form prescribed by the Ohio Network, where labels identifying the candidate have been blacked out. Upon receiving the votes from the Project Team members, the Project Team Chair shall be the sole person knowing the actual recipient until the announcement at the Fall Meeting.
4. Submit the recipient's name to the Council office in accordance with their instructions.
5. Coordinate with the Social Project Team the honoring of all past recipients at the Fall Meeting. This honor is not to be a complimentary luncheon.
6. Arrange, at Network expense, for an appropriate award plaque, award pin, 2 tickets to the Spring Meeting, a flower for each Local Network winner, and a dozen roses for the recipient. The total cost shall not exceed two hundred dollars (\$200.00).

J. Membership Project Team shall:

1. Serve as a forum for sharing our Local Network's successes and failures while recruiting and retaining our members.
2. Plan and develop membership drive to help Local Networks recruit new members.
3. Inform Local Networks of any national recruiting or retention programs and contests during the year.

4. Plan and develop recruiting and retention recognition programs as a benefit for Local Networks.
5. Consists of each Local Network's Membership Director and the state liaison.

K. Parliamentarian:

1. Should be well-versed in Roberts Rules of Order.
2. Is appointed by the President with the approval of the Governing Board.
3. Assists the Officers in preparing the agenda for each Governing Board and General Membership meeting.
4. Is seated next to the President at each meeting to render advice and assistance to the President.

L. Leadership Presence Advisor shall:

1. Arrange for at least three programs per calendar year to instruct the membership on the features and benefits of, but not limited to, professional dress, language, and communication. These programs may be held throughout the year, not just in conjunction with our Winter, Spring, and Fall meetings.
2. Assist the Officers in demonstrating materials contained in the annual professionalism program.
3. Shall be a Past President, appointed by the President-Elect, to serve with the President-Elect while President, and approved by the Governing Board.

M. SOCIAL Project Team shall:

1. Assist the President-elect in planning and executing social or networking events at all State and National Council meetings for all Ohio members.
2. Ensure that expenses for ~~any~~ ALL such events shall not exceed the annual budgeted amount.
3. Coordinate the arrangements for the Installation with the incoming President.
4. Work with the incoming President's Local Network and/or Board or Association if they wish to recognize the President with a reception.
5. Assist the President-Elect with preparations for the luncheon at the Spring and Convention Fall meetings.
6. Act as hosts at all meetings.
7. Keep and maintain attendance records at every meeting and submit it to the 1st Vice President for inclusion with the Minutes from the meetings.

N. RPAC Project Team shall:

1. Educate all members of the Network on the value of investing in RPAC (REALTORS® Political Action Project Team).
2. Encourage a minimum investment of Twenty dollars (\$20.00) per REALTOR® member to RPAC.

3. Coordinate an annual donation from the Network to the Ohio REALTORS®' RPAC campaign.
4. Have an annual goal of one hundred percent (100%) participation by all REALTOR® members of the Network.
5. Encourage all members to respond to the REALTOR® Action Center's "Call to Action" on issues of concern to the real estate industry and property ownership.

O. Strategic Partners Project Team shall:

Review annually the benefits being offered to those who are Ohio's Strategic Partners. Any enhancements to the benefits shall be submitted to the Governing Board for approval at the Spring meeting.

1. Secure financial support for the Ohio Network from those organizations and individuals willing to invest in the Ohio Network.
2. Be responsible for maintaining contact with the Strategic Partners throughout the entire calendar year, fostering positive, long-term relationships between the Partners, the Network, and all REALTOR® members.
3. Be responsible for contact with each Strategic Partner prior to each Ohio Network meeting to determine who and how many representatives will be attending and/or speaking on behalf of the Partner, determine any ticket needs, and provide the ticket needs to the Social Project Team.
4. Coordinate with the Social Project Team reserved or special seating for all Strategic Partners at all Ohio Network meetings and events.
5. Have a representative of the Project Team introduce each Partner at all Ohio Network meetings and events.
6. Coordinate with the Marketing and Communications Project Team to ensure proper recognition is given each Strategic Partner by whatever electronic and static means and methods are at their disposal.
7. Each Governing Board member is encouraged to use our Strategic Partners wherever and whenever possible. Ohio may establish a competition to reward members for utilizing the services of any Strategic Partner.

P. The Sunshine Project Team shall:

1. Coordinate with the Treasurer a donation on behalf of the Network whenever a Past Network President, significant other, or child (natural, step-, or adopted) becomes deceased. Although this donation can be made to the charity of the deceased's family's choice, an IRS 501(c)(3) charity affiliated with the REALTOR® organization is preferred. A card or flowers is also acceptable.

Q. The Task is to Ask Project Team shall:

1. Be responsible for soliciting member interest in serving the Ohio Network at each regular and special Ohio Network meetings.
2. Be responsible for solicitation of each member's interest in serving the Network in any capacity during the following calendar year.

3. Forward these requests to the President-Elect for consideration in choosing Project Team, task force, and work group appointments.
4. Ensure all Local Networks are communicating with all new members to ascertain their strengths and interests in support of the Ohio Network.

XIV. Reserve Policy

- A. Objective: The purpose of this Network Reserve Policy is to create guidelines for the maintenance and use of funds held on account which are over and above those funds required for the normal operation of the Ohio Network (Network).
- B. Policy Statement: Efficient operation of the Network includes proper fiscal management. After paying for all normal Network operations, it is not unusual to have funds remaining. Hereinafter, said monies shall be referred to as “reserve funds.”
 1. As of December 31 of each calendar year, in accordance with Internal Revenue Service regulations, the Treasurer shall have an amount of no more than \$5,000 in the checking account. All funds in excess of this amount shall be transferred to the Network’s reserve funds. Transferring such funds does not require the approval of the Governing Board. However, the Treasurer shall notify the outgoing and incoming Governing Board of the funds’ transfer.
 2. The reserve funds of the Network shall be held in a Reserve Fund. Reserve funds are those funds not required for the regular operation of the Network.
- C. Purpose and Authorized Use of Reserve Funds: The Reserve Fund will be used for such expenses not anticipated in the Network’s annual budget.
 1. Authority to withdraw reserve funds is restricted only to a vote of the Governing Board at any meeting of the Governing Board, including meeting any quorum requirements at time of the vote. The method of voting shall be in compliance with the Bylaws of the Network, including the allowance of voting via ~~fax or~~ electronic mail.
- D. Legal Authority: Upon approval of this policy by the Governing Board, this policy shall become a part of the Network’s Standing Rules and is subject to future changes according to those Rules.
- E. Glossary

XV. Investment Policy

- A. Introduction: This Policy is created and adopted with the expressed purpose of guiding current and future Ohio Network members on how and where to invest monies that the Network owns, including, but not limited to, those monies necessary for the ordinary operation of the Network. Investing monies of the Network shall be conducted with the goal of creating additional income for the Network.

B. Checking Account

1. Purpose: The Checking Account represents those monies needed by the Network for the ordinary operation of the Network. The Checking Account shall be invested in an appropriate account where the money in the account earns interest and is paid to the Network on a consistent basis, provided such account is available for organizations similar to ours.
2. Investment Objectives: The Checking Account shall be deposited with financial institutions that allow the Network to earn as much interest as possible on the monies invested, while limiting the risk of loss of value to the account.
 - a) There shall be no maximum amount in the Checking Account throughout the calendar year.

C. Reserve Fund

1. Purpose: The purpose of the Reserve Fund is to provide monies to support Network operations and special projects that are not anticipated in the preparation of the Network's annual Budget.
2. Investment Objectives: The investment objectives of the Reserve Fund are preservation of capital, liquidity, and optimization of the investment return within the constraints of this Investment Policy.
3. Investment Guidelines: Monies held in the Reserve Fund shall be in fixed or variable interest rate instruments at financial institutions that maintain Federal Government depository insurance.
4. Allowable Investments: The investments shall be limited to certificates of deposit.

D. Maturity: The monies in the Reserve Fund shall rollover into another similar sized and timed investment whenever the investment matures, provided the Finance and Budget Committee and Treasurer recommend, and the Governing Board approves.

XVI. FINANCIAL PROCEDURES

- A. All financial accounts shall be opened and maintained in the name of "Ohio Network Women's Council of REALTORS' The mailing address of the Ohio Association of REALTORS shall serve as the legal address for the Network. The Network shall secure and maintain a federal tax identification number. The federal tax identification number shall not be listed on any documentation, except as required by federal or state law or regulation. The Treasurer's address of choice shall serve as the Network's financial accounting address for each calendar year.
- B. It is preferred that the Checking Account not move from financial institution to financial institution with the annual changing of the Treasurers. However, in the event the monies must move, the transfer shall be conducted with the knowledge and approval of the Network Governing Board, and in compliance with the Reserve and Investment Policies.
- C. The Account shall require one signature on every check issued on behalf of the Network, specifically the Network Treasurer.

XVII. Related Parties and Conflict of Interest

- A. It is the policy of this Network to identify, evaluate, and disclose all related party relationships. Related parties include Governing Board members and their immediate families, including parents and step-parents, and all natural, step, and adopted children.
- B. Prior to entering into any contractual or vendor relationships with related parties, the proposed transaction shall be brought to the attention of the Governing Board for approval.
- C. Annual conflict of interest statements shall be obtained from all Governing Board members which describe any conflicts or potential conflicts of interest. This form shall be completed, signed, and delivered to the President at the Winter Governing Board meeting.

XVIII. Records Retention and Destruction

- A. It is the policy of the Network to retain certain records as required by law and to destroy them when appropriate.
- B. The destruction of records must be approved by the Governing Board and in keeping with the legal requirements. Each Governing Board member is required to have knowledge of and keep record of the retention schedule for all types of records.

The following records shall be retained permanently:

- 1. Articles of Incorporation
- 2. Corporate resolutions
- 3. Determination letter from the IRS
- 4. Audit reports
- 5. Tax Returns
- 6. Governing Board minutes

The following records shall be retained for the following period of time:

- 7. Bank reconciliations and statements – 3 years
- 8. Deposits and receipts – 7 years
- 9. Contracts and leases – Length of the contract plus 7 years
- 10. Invoices and supportive payables and documentation – 7 years

XIX. Whistleblower Policy

- A. This Whistleblower Policy is designed to provide a mechanism for Network members and other organization leaders to raise good faith concerns regarding suspected violations of law or Network policy; to facilitate cooperation in any inquiry or investigation by any court, agency, law enforcement or other governmental body; and to protect individuals who take such action from retaliation or any other threat of retaliation by any other member or agent of the Network.
- B. This policy applies to all Network and Governing Board members, and other organization volunteers.
- C. Members should be encouraged to report suspected violations of the law; to identify potential violations of Network policy, including those contained in our Bylaws and these Standing Rules; and to provide truthful information in connection with any inquiry investigation.
- D. Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality. The President will manage such investigation, and may request the assistance of counsel or other outside parties as he or she deems necessary. The President will prepare a report of the findings of the investigation, and submit such a report to the Governing Board.
- E. In the event that a report concerns the President, he or she shall recuse himself or herself from the proceedings, and the President-Elect shall select an appropriate officer of the Network to continue the investigation.
- F. Any member who believes that he or she has been subject to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report such incident to the President of the Network

XX. SOCIAL MEDIA POLICY

- A. The intention of the Women's Council social media pages is to support our members and keep them informed of what is going on within the Network. All posts must be approved by a designated member(s.) Examples of approved posts include the highlighting of current members/Strategic Partners, welcoming new members/Strategic Partners, events, and activities put on by any of the Ohio networks and upcoming information on CENTRAL REGION, Ohio REALTORS® conference and NAR conferences. Uplifting, positive and encouraging messages will be allowed. Appreciation to our paid Strategic Partners will be posted by the designated members. The guidelines of sponsorship by Strategic Partners will be followed.
- B. There will be NO promotion of any individual real estate company or provider (except in cases of appreciation for a sponsorship) or promotion of any event outside of a Women's Council Local Network or State program.

XXI. Fraud Prevention

Wire Fraud is a crime. As the keeper of our financial records, our Treasurer is the first line of defense against Wire Fraud. The Treasurer's responsibilities include ensuring the procedures outlined hereafter are scrupulously followed, thereby protecting the assets of the Women's Council of Realtors® Ohio.

- A. Payment of all outstanding expenses shall only be by paper check or credit card. No wire transfer of funds shall be permitted. Payment of any invoice upon receipt is preferred, but taking time to verify the authenticity of any invoice is an absolute. An Ohio Network voucher shall accompany the invoice. This expense should include the vendor's address for receipt of our payment. No requests for monies via wire transfer will be honored.
- B. Check and double check any mail, email, text or phone call asking for money in any form, i.e., a wire transfer, money, gift cards, etc. In all cases, the Treasurer shall not pay any monies until verifying with proper documentation and voucher.
 - 1. If an email, 'hover' or click over the email address of the sender. Confirm that this is a known email address. Check each character of the addressee. Names and facts contained in the email may sound familiar as perpetrators have knowledge they use to further their scam.
 - 2. If a text, confirm with a known member of the individual purporting to send the text. Ensure they did in fact send the text. Remind them to send the invoice to the Treasurer directly.
 - 3. If a phone call, have the caller send the invoice to the Treasurer directly.
 - 4. If via regular or express delivery mail, contact the officer or member authorized to commit Ohio Network funds for any event at their known telephone number and verify the authenticity of the invoice.
 - 5. The Treasurer shall not pay any invoice if she or he cannot verify the authenticity of that invoice.
- C. Before paying any invoice, the Treasurer will confirm, via telephone with the appropriate Ohio Network officer, that the expense was anticipated and the amount is correct. The Treasurer will also confirm the address for delivering the check or paying by credit card.
- D. Only after receipt of the invoice, confirmation of the expense, correct invoice address and the correct amount of the invoice shall the Treasurer pay the invoice. In conjunction with the payment, the Treasurer shall record the expense and payment in the appropriate technical format.
- E. Officers of the Ohio Network can anticipate receiving requests for monies from any of the Network's accounts. If any effort is made to fraudulently obtain monies from any account of the Ohio Network, the officer shall not respond to the request and notify the other Network officers.
- F. Loss due to Fraud.
 - 1. If there is a loss due to fraud, the President shall convene a Fraud Task Force. It shall be made up of all the elected officers, the Chair of the Bylaws & Standing Rules Project Team, and up to two Past Ohio Network Presidents as designated by the President. The President may appoint an additional member to act as a Secretary for all actions taken by this Task Force unless the Network 1st Vice-President wishes to take on this task. The officer or officers responsible for the fraud shall not be members of this Task Force.
 - 2. The Task Force shall collect all details from the incident and prepare a preliminary report for the Governing Board. The Task Force's progress must be regularly reported to the Governing Board.
 - 3. The Task Force may pursue criminal proceedings with local law enforcement without Governing Board approval.
 - 4. The Task Force shall prepare a final report for the Governing Board. The final report shall include recommendations on how to avoid the incident being repeated in the future, any modifications to these Standing Rules and any other appropriate motions requiring Governing Board approval.

XXII. Travel/Meeting Policy for Attending WCR Meetings

- A. WCR OHIO recommends that members have a travel partner(s); whether it's your roommate or another member from either your network or another network. There can be a large group of WCR Members traveling to State, Local, Regional or National meetings. Having a travel partner can help make us safe and expenses can be shared to reduce costs.
- B. When traveling or attending meetings/event on behalf of WCR, you will be representing Women's Council of Realtors®. How you present yourself reflects not only on Women's Council of Realtors®, but on you, as well.
- C. You are expected to attend requisite meetings/sessions. You must attend those sessions/meetings to be reimbursed for expenses. Time on your own is outside the established program/agenda of events.
- D. Dress appropriately for the occasion: Business casual for meetings/sessions; dressy casual for cocktails/receptions; formal for special dinners (installations, e.g.); casual for after hours or on-your-own activities.
- E. When dining in a group, pay attention to the receipt and whether a tip has been automatically added to your meal. It's not uncommon for groups more than 4, that the restaurant has added a % for the gratuity.
- F. When considering your expenses for the trip, plan ahead and determine your food allowance per day (refer to Section VII Officer Reimbursement, subsection A); review travel costs and hotel stays. Ensure that your food, travel, registration and hotel expenses are budgeted; if expenses are not in the approved budget, you are expected to cover those expenses at your own expense. Consult the Treasurer for further information if your expenses are not budgeted. The Treasurer can work with the Governing Board to ensure budgets are there to cover expenses if necessary.
- G. Alcoholic beverages are NOT covered as reimbursable expenses by members attending WCR events of any kind.
- H. If you have an alcoholic beverage with dinner, you will either have the drink placed on a separate, personal bill that is paid from your personal funds; or, if the beverage is included on a receipt for meal reimbursement, simply deduct the amount from the amount you are requesting to be reimbursed.
- I. Stay sober as defined by local laws. Drink responsibly and stay hyper-aware of how much alcohol you are consuming. Make sure you don't lose control of any situation.
- J. Safety:
- a) Project situational awareness. Travel in numbers when away from the Conference Center or Hotel.
 - b) Trust your instincts; don't ignore them. Gut feelings are always worth examining. If you are feeling uneasy, increase your alertness.
 - c) Do not wear your badges outside the hotel/conference area.

XXIII Candidate Review Process

A. Candidate Credentialing

1. Purpose:

To determine candidate eligibility for all Officers and to preside over any appeals.

2. Responsibilities

- a) The Chair is responsible for advising team members of any significant issues brought to their attention and preparing correspondence on behalf of the Candidate Review Committee.
- b) To represent WCR OHIO interests in maintaining a fair and efficient campaign and election process.
- c) To make decisions free of the influence of any personal matters.
- d) To abide by the rules of the Candidate Review Committee.
- e) Candidate Review meetings, panels and deliberations are closed meetings and **strictly confidential**.
- f) To ensure that candidates understand all rules, requirements and procedures.
- g) If there is a temporary vacancy of a member of the Committee, the President will appoint a new member with the ratification of the Governing Board.

3. Candidate Review Process

- a) The Candidate Review Committee will review all completed applications submitted by timeline date.
- b) Potential candidates / Officers must provide a signed and dated recommendation from their home WCR Network as well as a signed and dated letter of support from the CEO or AE of their local real estate association with the application or prior to the election.
- c) Professional Standards and Social Media will be submitted to the Candidate Review Committee Chairperson. In addition to ensuring a potential candidate/officer meets the required criteria for candidates and officers the Review team will also consider other material issues, Professional Standards or Social Media. Examples that may be considered material include but are not limited to:
 - i) Social Media postings
 - ii) REALTOR® Code of Ethics violations
 - iii) Failure to comply with written rules regarding actions WCR OHIO campaign and election rules.
- d) Any reports/violations will be provided to the Chair of the Candidate Review Committee for review. Any facts or circumstances that conflict with WCR OHIO policies and behavior could affect the eligibility of the potential candidate to run or an Officer to be eligible for an officer position.
- e) If after reviewing the criteria to serve as an Officer of WCR OHIO, the Candidate Review Team determines whether there are any material issues that may prevent a potential candidate or Officer of the organization to be seated, the Chair of the Candidate Review Team will notify that person immediately. The person may request a meeting with the Candidate Review Committee, or the Committee Chair may request that meeting. Once any review meeting has finished, then the Chair will release the slate to the First Vice-president to be handed off to the President.

4 Potential Candidate/Officer Appeal Process

- a) Within 7 days of receipt of the determination from the Committee of a person's ineligibility, that person may file a written appeal with the Committee's Chair.
 - i. All the following information is to be included with the appeal:
 1. Basis for the person's appeal
 2. Supporting documentation for the basis of the appeal
 3. Whether the person wants to make the appeal in person
- b) Within 7 days of receipt of the information from the person requesting an appeal, the Chair will forward a copy of the appeal and supporting documentation to the full Team.
- c) If the person requesting the appeal requests a hearing, a virtual hearing will be set, within 5 days of receipt of the appeal. The Chair will notify the person appealing of the hearing date / time.
 - i) A simple majority of the Committee must be present to conduct the hearing
- d) To prevail on an appeal, the person requesting the appeal must receive a 2/3 affirmative vote from the Committee members voting at the appeal hearing.
- e) Within 5 days of the date of the hearing, the Committee Chair will notify the person requesting the hearing of the decision.
- f) The decision of the Committee appeal is final.

5. Endorsements

- a) Potential candidates and current officers will obtain a recommendation from the individual's home local Network to include with the application and before the election.
- b) Potential candidates and current officers will obtain a letter from their local real estate associations stating they are a member in good standing.