

Standing Rules for the Women's Council of REALTORS® South Suburban

1. INDUSTRY & NETWORK EVENTS:

- a. *Occurrence*
 - i. Industry & Network Events must be a minimum of six (6) within the year.
 1. One (1) Industry Event per quarter
 - ii. Notifications of the Industry & Network Events must be conveyed to members in writing no less than 30 days prior to the scheduled event by the President's designee.
- b. *Guest Policy*
 - i. Speaker(s) shall be eligible for one (1) complimentary meal.
 - ii. Non-members shall pay at least an additional Ten (\$10.00) dollars more than membership pricing, to attend the Women's Council of REALTORS® Industry & Network Events.
- c. *Electronic Devices*
 - i. During all meetings all electronic devices are to be silenced
- d. *Sponsors*
 - i. A business may sponsor an Industry & Network Events network for the minimum cost of \$300 each, which will entitle each sponsor to one (1) complimentary event ticket, and (2) logo presented on e-blast announcements. The remaining sponsorship opportunities are included as Appendix A (Events Strategic Partner Program): Updated Annually
 - ii. No marketing materials other than those from the specific sponsoring affiliates for that meeting, the current year's strategic partners and materials of the network will be allowed on the luncheon tables and/or swag bags.
- e. *Strategic Partner*
 - i. See Appendix B (Annual Strategic Partner Opportunities) :Updated Annually
- f. *Parliamentary Procedures*
 - i. All network meetings shall be governed in accordance with the ***Robert's Rules of Order Newly Revised*** edition. This book will also be the guideline authority in all cases not provided clearly in the bylaws or the standing rules
- g. *Reservation Policy for ticketed events other than the Industry & Network Events*
 - i. Financial Obligations
 1. Reservations for all network meetings and events sponsored by the network shall be considered a financial obligation to be paid by the person making the reservation (if in writing its agreement)
 2. Billing

- a. The treasurer shall bill reserved no-shows for network meetings or events and other events within five (5) days of the event. Payment is due within seven (7) days upon receipt of the invoice.
 - 3. "A reservation made is a reservation paid" specifically means that when a person makes a reservation but does not attend, they will be billed by the Treasurer for this meeting/luncheon :Disclaimer to be included in ticket sales **or** in email correspondence
 - 4. An actual "paid" reservation can be reassigned to another attendee
- ii. Cancellation Deadlines
 - 1. A cancellation deadline shall be established for each ticketed function of the network and shall be announced in the notice of that event.
- iii. Fee policy
 - 1. Members attending a ticketed function shall be charged whether or not the meals and/or refreshments are consumed.
 - 2. "No-shows" will be charged for the full amount of the ticketed event, unless notification of cancellation has been received by the announced cancellation deadline for that function.
- iv. Governing board meetings
 - 1. A minimum of six (6) governing board meetings must be held per year.

2. ELECTIONS

- a. The annual election meeting shall be held before September 30 and may be held in conjunction with a regular Industry &/or Network Events
- b. *Officers Consent to Serve*
 - i. Line officer nominees shall sign a Consent to Serve form after reading their job description.
 - ii. The term of incoming officers shall be for one calendar year, beginning November 16th through November 15th of the following year.
 - iii. Per Network Operating Model, line officers and chairpersons may serve no more than two (2) consecutive terms in the same official capacity.
 - iv. Elections will be held for the positions of President-Elect, Treasurer, First Vice President, Membership Director, & Event Director
- c. *Procedures*
 - i. Rules of the Day
 - 1. Elections shall be conducted in accordance with the ratified "Rules of the Day" and shall be approved by membership prior to the vote.
 - ii. Eligible Voters and Counters

1. Eligible voters are active REALTOR® and national affiliate members whose dues have been paid, are in good standing, & have been members for at least 30 days
 - a. Proxy voting is allowed
2. A minimum of three (3) ballot counters shall be appointed by the president to attend to the voting ballots during the election process if a paper vote is needed for two (2) or more candidates running for the same office.

3. INSTALLATION OF OFFICERS

- a. Installation ceremony and meeting dates and location shall be determined by the incoming President. Installation must be completed no later than December 31st of the year elections are held.
- b. The incoming President and appointed project team for this event shall make arrangements for the installation of the new officers, including choosing the installation officer and mistress or master of ceremonies.
- c. *Finance*
 - i. As finance permits, to include budget, sponsors or individual contributions. It should be sufficient to include expenses of invited guest dignitaries such as board president, executive officers, etc.
 - ii. The outgoing Treasurer shall be designated to receive the bank statements and reconcile.
 - iii. Venue contracts to be signed by the incoming President, President-Elect, and Treasurer

4. DUTIES GOVERNING BOARD

- a. Network officers shall abide by the Network Bylaws, the Network Standing Rules and the duties as outlined in the current Network operating model.
 - i. ***President:*** The President provides leadership and direction for the Network, keeping his/her team focused on the mission of the Council and the Network business plan. He/she also serves 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
 1. When the president takes office, he or she shall furnish each officer and committee chairman copies of duties outlined in the Network Operating Model as they apply to each office and committee, along with a copy of the Network Bylaws and Standing Rules (available in Network Glossary)
 2. Upon completion of elections, the president shall organize the year as outlined in "*How to Organize Your Year as President*" in the Network Operating Model.

- ii. **President-Elect:** The President-Elect supports the President in fulfilling her/his 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
 - 1. The president-Elect shall perform the duties of the president if the president is absent or unable to serve
- iii. **Treasurer:** The Treasurer ensures strategies and systems are in place to support the financial health and integrity of the network. Also, ensures proper reporting and network compliance with all state and federal laws and regulations impacting not for profit organizations.
 - 1. All monies received by the network shall be deposited into the account of the Women's Council of REALTORS® South Suburban Network in a financial institution selected by the governing board.
 - 2. Two (2) signatures shall be required on a bank signature card for signing checks. Any check \$500 or more will require both signatures.
 - 3. President, Treasurer, & Events Director shall be authorized signers.
 - 4. The Treasurer shall be designated to receive the bank statements and reconcile.
 - 5. Current month's bank statement and credit card statement to be uploaded to Network cloud (i.e. Google Drive) within 30 days of receipt.
 - 6. All monies collected by the network, including dues from national members, shall be received by the Treasurer within five (5) working days of receipt and shall be deposited by the Treasurer within three (3) days thereafter.
 - 7. Treasurer will be responsible for all funds transfers, and reconciliation.
- iv. **Membership Director:** The Membership Director conducts an aggressive outreach strategy to communicate the value of the Network and the Women's Council brand, engaging prospective, new and renewing members, and is responsible for New Member Orientation.
- v. **Event Director:** The Event Director ensures the development and delivery of timely, relevant and business-oriented Network educational and networking events that attract a high level of participation from members and the industry at large.
- vi. **First Vice President:**

1. The First Vice President shall take minutes at all governing board meetings (refer to Network Operating Model), to include action items and motions.
- b. The *Officers* are President, President-Elect, Treasurer and First Vice President. The *Governing Board* consists of the Membership Director, and the Events Director, all of which are voting members. A quorum would be three (3) and must include either the President or President-Elect
- c. *Strategic planning*
 - i. The incoming president shall plan a strategic planning session to be held after state Fall meetings, at a time and place that network budget constraints will allow. Session shall be completed by December 31st of the current year.
 - ii. At minimum, attendees shall include incoming line officers and Project Team Leader.

5. MEMBERSHIP

- a. *New Members*
 - i. Processing national applications
 1. New member applications for national membership and dues checks shall be collected by the Membership Director and/or Treasurer. Applications and checks collected by the Membership Director and or Treasurer shall be forwarded immediately to the National Women's Council of REALTORS® office. An image of the new member's check and a copy of the membership application shall be retained for record keeping purposes.
 2. New member applications for national affiliate membership and dues checks shall be collected by the membership director who shall forward them immediately to the National Women's Council of REALTORS®.
 3. If a new member pays via credit card on the National Women's Council of REALTORS® website, the Membership Director is to obtain a copy of the New Members records.
- b. *Guest Follow-up*
 - i. The Project Team Leader, Member Care Team, and/or Director delegates shall collect business cards at each Industry &/or Network Events. Follow up can be by email, phone call/text
- c. *New Member Orientations*
 - i. There shall be a minimum of (1) one per year; (2) per year may be determined by Project Leader. (We will default to National's minimum if greater)

1. New member orientations must have agendas showing that they covered the Women's Council of REALTORS® Mission Statement, Vision and Long-Term Goals, the value of getting involved in Women's Council of REALTORS® and the member benefits.

6. FINANCIAL MATTERS

a. *Financial Audit*

- i. The treasurer's books shall be audited bi-annually, by an audit committee of (2) two auditors, within five (5) days from the end of the quarter. (May be past Presidents, Treasurers and/or Finance Chairs)
- ii. The final budget report shall be in writing by the audit committee at the second networking governing meeting of the following year.
- iii. Bank card signatures to be completed by January 31st of the leadership team's year.
- iv. Current month's credit card statement and bank statement to be uploaded to the Network cloud, (ie: Google Drive), within 30 days of receipt by the Treasurer. President, Audit Chair and Treasurer to review prior to presentation of Treasurer's report to Governing Board for approval.

b. *Reimbursements*

i. Expenses

1. Expense receipts must be presented to the treasurer within thirty (30) days of the event for which the expense incurred. Expenses must be approved PRIOR to expenditure by the President and Treasurer if under \$1,000.00 and anything over must be approved by the governing board at the next scheduled governing board meeting. No reimbursements will be paid until the trip has been completed. Network credit card can be used for national meetings and/or events or state meetings if it is budgeted for and the budget was approved by the governing board.
2. 100% reimbursement for President and Pres-Elect. Flat fee reimbursement of \$1000=Mid Year & \$1500=Nat'l for Governing Board.
 - a. Must be at least \$500.
 - b. These Reimbursement terms may be voted on per Board term

ii. State and National Meetings

1. If not budgeted, Governing board members have priority in receiving reimbursement in the following order: President, President-elect, Membership Director, Program Director, Treasurer, First Vice President and expanded Leadership Members.

2. If more than one member is attending, double occupancy for the hotel room is recommended. If a member chooses to extend for N.A.R. meetings or travel earlier for PMN classes or any other reason, the room rate is their full responsibility for the extra days. Any/all costs incurred due to the extended stay are at the full responsibility of the member, including, but not limited to travel, lodging, per diem, registrations, and ground travel.
3. Substitutions from the Governing Board will be made on a case-by-case basis, as the budget allows.
4. Participation until the end of all scheduled events/ meetings is required to be eligible for reimbursement.
5. Reimbursement for such meetings will include registration, transportation, lodging, special events, and some meals as itemized below:
 - a. *State Meetings*
 - The Current Year's President, President-Elect, and Membership Director are the traveling members for the Winter, Spring and Fall State Meetings. IF any of these positions cannot travel, the next position in line to travel would be the Program Director, Treasurer, and then the First Vice President.
 - If the Program Director, Treasurer, First Vice President chooses to travel to the State Meetings at their own expense, the Network will reimburse for the registration fee and if budget allows, will reimburse transportation, lodging and meals.
 - Registration: to be paid by Attendee prior to meetings, and before the date that the late fee applies.
 - Air transportation: 100% of Economy Class air fare will be reimbursed.
 - Lodging: reimbursed 100%. If a member chooses to extend for N.A.R. meetings or travel earlier for PMN classes or any other reason, the room rate is their full responsibility for the extra days. Any/all costs incurred due to the extended stay are at the full responsibility of the member, including, but not limited to travel, lodging, per diem, registrations, and ground travel. All personal incidentals to be paid by the traveling member.

a. *National Meetings*

- The Current Year's President and President-Elect can travel to the Spring and Fall State Meetings if budget allows for both to attend, if not just the Current Year's President will travel. IF neither of these positions can travel, the next position in line to travel would be the Membership Director, then the Program Director.
- If the Membership Director and/or Program Director choose to travel to the National Meetings at their own expense, the Network will reimburse for the registration fee or if budget allows it, will reimburse all allowed expenses
- Registration: to be paid by Attendee prior to meetings, and before the date the late fees apply.
- Air transportation: 100% of Economy Class air fare will be reimbursed
- Lodging: reimbursed 100%. All personal incidentals to be paid by traveling members.
- Per diem: seventy-five (\$75.00) dollars for each day of the meetings, including the travel day before
 - The per diem of \$75.00 to be issued as reimbursement, including the travel day before start of meetings/event

1. When a member of the network is elected to a State or National Women's Council of REALTORS® Office, expenses over and above those reimbursed by either state or national may be submitted to the local network for reimbursement, and approved by the Governing Board, if the budget allows, with 30-day prior approval by governing board.

a. Exceptions to any of the above must be approved by the governing board.

2. AWARDS

a. Recipients of the Network's "Member of the year" and "Strategic Partner of the Year" awards are required : Each Board term must establish criteria for Member of the Year and Strategic Partner of the Year