



WOMEN'S COUNCIL OF REALTORS® LAKE POINTE NETWORK STANDING RULES 2023 Revision

Event Policies

Members:

1. All events must be pre-paid. Refunds will only be issued if given 48 hours' notice of cancellation. All tickets are giftable or transferable to current network members only.
2. All electronic devices must be turned off or on vibrate during the meeting.

Guest(s): When a National Officer and/or a State Officer who is not a member of the Lake Pointe Network attends a Network business/event function, they will receive their meal gratis.

Non-Members: Tickets purchased for a guest(s) of a network member will be at the network member price for the first event and non-member price for each additional event thereafter. Non-members will be referred to the Membership Director.

Sponsorships

Member Level of Strategic Partners:

\$1,000.00 Platinum Sponsor:

- No limit for how many sponsors at this level
- Includes 1 annual strategic partner membership
- Eligible to serve on committee(s) and volunteer
- Membership pricing for sponsor and one guest per event (except Christmas Auction and Golf Outing)
- Logo displayed on thank you to our sponsors banner at all Network events
- 3-minute video commercial displayed on Women's Council of REALTORS® Lake Pointe active social media quarterly
- Membership roster and contact information provided each quarter
- Logo will be present on all email blasts to network
- Logo placed on our network website
- Welcome announcement on social media and email at signup
- Ability to provide marketing materials to all new and current network members
- Ability to sponsor any event/mixer and receive event attendance with contact information at sponsors expense
- Table space (when available) and opportunity to speak at any network event and/or mixers sponsored
- Special sponsor pin

\$750.00 Gold Sponsor:

- No limit for how many sponsors at this level
- Includes 1 annual strategic partner membership
- Eligible to serve on committee(s) and volunteer
- Membership pricing for sponsor and one guest per event (except Christmas Auction and Golf Outing)
- Logo placed on our network website
- Welcome announcement on social media and email at signup
- Ability to provide marketing materials to all new and current network members
- Ability to sponsor any event/mixer and receive event attendance with contact information at sponsors expense
- Table space (when available) and opportunity to speak at any network event and/or mixers sponsored

\$500.00 Silver Sponsor:

- No limit for how many sponsors at this level
- Includes 1 annual strategic partner membership
- Eligible to serve on committee(s) and volunteer
- Logo placed on our network website

- Welcome announcement via email at signup
- Ability to provide marketing materials to all new and current network members
- Ability to sponsor any event/mixer and receive event attendance with contact information at sponsor's expense
- Table space (when available) and opportunity to speak at any network event and/or mixers sponsored
- Ability to donate a gift card of (\$50.00 min) for a Raffle Prize drawing at one network event. Sponsor is acknowledged on the flier for the network event/mixer and is announced during the network event/mixer as having provided the gift.

\$500.00 Brokerage Sponsor:

- No limit for how many sponsors at this level
- Includes 2 annual affiliate partner membership
- Eligible to serve on committee(s) and volunteer
- Logo placed on our network website
- Welcome announcement via email at signup
- Ability to sponsor any event/mixer with table space (when available) at sponsor's expense

\$175.00 Affiliate Partner Sponsor:

- No limit for how many sponsors at this level
- Eligible to serve on committee(s) and volunteer
- Ability to sponsor any event/mixer, table space for materials (when available), and will receive event attendance with contact information at sponsors expense

Memorials

In the case of the death of a Network Member, or the death of a Network member's spouse and/or children, an appropriate memorial gift (not to exceed \$75.00) will be sent to the member's family. An appropriate card will be sent to our Women's Council of REALTORS® Member for all other instances of which we are aware. This will be the responsibility of the First Vice President.

Outgoing President and Governing Board Gifts

The gift for the outgoing President will be obtained by the current President-Elect and will be presented at the Past President Luncheon. The cost of the gift shall not exceed \$100.00 and the President Elect shall submit an expense report within 30 days to the Treasurer.

The outgoing President shall purchase gifts for the outgoing Governing Board members for presentation at the Past President's Luncheon if within the budget to do so. The gifts should be purchased from the WCR Team Store if possible. The cost of the gifts shall not exceed \$25.00 each. The President is expected to submit an expense report for these gifts by December 1st. The Treasurer will reimburse the President by December 15th so that the expense can be documented in the appropriate calendar year's financial statements.

The incoming President shall purchase incoming Governing Board Members name badges (with current role) to be presented at the Past Presidents Luncheon.

For any other gifts, see Past President protocol in Google Drive.

Officer Attendance at State, Regional and National Meetings.

The Lake Pointe Network feels it is critical for the Network leadership to attend State and National meetings. Due to the information gleaned and networking opportunities provided by these meetings and conventions, it is vital to the success of our Network that our officers and representatives take part and relay appropriate information back to the Network. Officers can be reimbursed for 100% of the early registration cost.

Membership attendance at State Meetings:

The Lake Pointe Network feels it is important to develop leaders through our members. The Network will pay up to \$100.00 of the meeting fee for any active member in the Lake Pointe network that wishes to attend the State of Michigan Women's Council meetings and mixers, as long as the funds are available in the budget.

Travel Reimbursement for Governing Board

Because of the importance our Network puts on attendance at State, Regional and National meetings, we remain committed to funding the officers' attendance at such meetings. Officers shall attempt to maximize the Network's funds by taking advantage of early registration discounts, travel discounts, etc.

1. Each officer traveling to a State, Regional or National meeting/convention on behalf of Lake Pointe Network will present a written Expense Report, with accompanying receipts, within 14 days of the event. If

- expense report is not submitted within the 14 days no reimbursement will be provided. Report shall be submitted to and reviewed by the Treasurer of the Network. Expense report must be approved by the President before it is paid. The President's expense report must be approved by the President-Elect.
2. Each officer requesting reimbursement for travel is required to submit a report with a list of classes, seminars and meetings attended along with a written synopsis of one class or seminar attended and is to be submitted to the Treasurer at the same time as their Expense Report. Reports will be published to the membership via Facebook and put on the website under documents.
 3. Network will pay up front for convention fees. Each member will handle their own airfare. Airfare will be a reimbursed expense after the event when it is on the officer's reimbursement form, or it may be reimbursed prior to the event. If a member does not attend the convention and the convention fee cannot be reimbursed to the Network by the event, then the member will be responsible for reimbursing the Network. Same applies to the hotel reservation fees and any pre-paid airfare.
 4. The Governing Board will be reimbursed up to the maximum in the budget for each position for these meeting, convention, etc. related expenses as follows:
 - a. Early Bird Registration for meetings/conventions, etc. for WCR ticketed events only as approved by the board.
 - b. Coach (refundable) airfare to National and Regional meetings & including 1 bag and 1 carry-on bag if charges apply. Any upgrades will be paid by the member and not reimbursed by the Network.
 - c. Auto travel at current IRS mileage business rate allowance (Check www.IRS.gov for current year's mileage allowance.
 - d. One half of the cost for lodging at the hotel's convention rate of two to a room. The lodging reimbursement is **ONLY** for the days of WCR meetings at Michigan, Regional and National meetings. For out-of-town conferences with starting time before 12:00 noon, lodging for the night before the conference begins is an allowable expense. Depending upon the ending time of the conference, lodging for the night the conference ends may be reimbursed at the discretion of the Governing Board.
 - e. Transportation to and from hotels, convention centers and airports.
 - f. Meals, including appropriate tips, incurred while representing Lake Pointe Network of Women's Council of REALTORS® will be reimbursed by the Network up to \$75.00 per day. Liquor/Alcohol will not be reimbursed.
 - g. Every attempt shall be made to room share. If an officer elects not to share a room, then they shall be reimbursed 50% of the room. In the event that all 5 officers travel, the President will be allotted the single room, at their discretion, this can be assigned to another line officer.
 5. The President-Elect will be reimbursed for these same expenses incurred in conjunction with the attendance of National Leadership Academy (Leadership 360). There is a separate budget line item for this travel.
 6. Reimbursement shall occur within-14 days of all necessary documentation being turned in to the Treasurer.

Network Expenses

When items are purchased on behalf of the Network, in order to further the efforts of the Network, by a Network Officer and/or Project Chair, they must be pre-approved by the board. Expenses that have not been preapproved by the board, must be approved by the President before paid.

All items purchased below \$100 will be reimbursed without board approval upon receipt presentation to the Treasurer for such items. Any expenditure over \$100 (excluding pre-approved major fundraising budgeted items) must have board approval prior to incurring the expense.

Leadership Policy and Procedure Manual (LPPM)

All incoming officers will read the WCR Leadership Policy and Procedure Manual (LPPM) from the wcr.org website immediately after they are elected.

Commitment to Serve

Each incoming officer and committee chairperson will read and sign to their willingness to serve the Network's "Commitment to Serve" form when they agree to serve. This form will be included in the permanent records of the Network.

Network Records

Permanent Network Records will be stored electronically or hard copy in a marked notebook in the Network storage unit. It will be the responsibility of the outgoing First Vice President to pass this information on to the incoming First Vice

President. From time to time the Governing Board may move the Permanent Records from one location to another, any move of the Permanent Records must be notated in Governing Board minutes and will require this Section of the Standing Rules to be updated accordingly.

Ways & Means

For any raffles, drawings, etc., the Treasurer will be responsible for verifying the current State requirements & obtaining appropriate licenses and filing all reports in a timely manner to the Michigan State Lottery Commission.

The Project Chair shall forward minutes from any meeting to the First Vice President to be placed with the Network's permanent records. Create annual sponsorship criteria. Example; cost, benefits, requirements, etc.

Anyone taking tickets to sell is responsible for the full dollar value of those tickets and will pay for any lost tickets. All members of the Network are expected to take an active role in all fundraising efforts of the Network.

Meeting Management

The incoming President-Elect shall make every effort to attend Network 360 prior to taking office.

The Network Banner and an American Flag will be displayed at all official meetings, all Network electronic equipment, including projector, screen etc., shall be kept and maintained by the First Vice President.

Network Bank Accounts

The President, President-Elect and Treasurer will all be on the signature card for the Network checking account and other accounts authorized by the Governing Board. The First Vice President may also be a signer if the Governing Board agrees. Only one signature will be required.

The Governing Board:

The 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 President, President-Elect, First Vice-President and Event Director must be REALTOR® members. The Membership Director and Treasurer may be either a REALTOR® member or a National Strategic Partner.

President 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.

Major Responsibilities:

- Presides over focused, productive meetings of the Governing Board and membership
- Works with the Governing Board to develop, implement and monitor the Network Business Plan
- Encourages and inspires members to get involvement, and recognize contributions
- Cultivates development of future leaders for the Network
- Mentors, trains, supports and provides leadership opportunities for the President-elect to facilitate a smooth transition in leadership
- Builds and maintains relationships with the Local Association and related industry and community groups
- Works with the Governing Board to evaluate Network progress and performance on stated goals, ensuring, in particular, quality Network events and services
- Supports Event Director and Membership Director in delivering quality events and building and retaining a solid base of REALTOR® members
- Appoints an Event Chair and/or Membership Chair, as needed to support the Event and Membership Directors, with ratification by the Governing Board
- Ensures compliance with all State and National reporting requirements
- Represents the local Network at State and National meetings

Working with the REALTOR® Board's Executive Officer

One of the most critical tasks you will have during your term as Local Network President is establishing a strong rapport with your Local REALTOR® Board or Association. The Simplest way to assure ongoing cooperation is by communicating with the Executive Officer (EO). The EO can help you reach local officers, committee chairs, staff and much more! If your EO feels WCR has value to offer the members of your Board, you'll find their assistance will make your year flow much more smoothly. The help they can give is invaluable.

- Invite EOs to be speakers at Network meetings.
- Provide EO's with complimentary passes to WCR sponsored education courses.
- Hold Network Governing Board meetings at the Local Board of REALTORS® office instead of at a restaurant, etc., to provide more visibility for WCR at the Board level.
- Remember to follow protocol (i.e., follow Boards chain of command).

- Executive Officers can be national members WCR. Offer them a complimentary WCR membership.
- At national meetings, find out what successful methods other Network Presidents have used.

President – Elect Duties

Supports the President in fulfilling their 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.

Major Responsibilities:

- Fulfills duties of the President as needed, and assists with running efficient and productive meetings.
- Cultivates and manages relationships with Strategic Partners, ensuring a high level of satisfaction and appropriate benefit levels and packages.
- 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.
- Supports accomplishment of Network Business Plan goals and priorities.
- Encourages and inspires members to get involved, and recognize contributions
- Cultivates development of future leaders for the Network
- Attends Women’s Council Network 360 Leadership Conference as part of preparing to take on the presidency
- Attends State and National Women’s Council Meetings, depending on budget and personal finances.

First Vice President Duties

Ensure proper reporting and Network compliance with all state and federal laws and regulations impacting non-profit organizations

Major Responsibilities:

- Maintains Network bylaws and standing rules.
- Oversees Credentials Project Team to ensure proper election protocols, and reports results of election to National Women’s Council by September 30 each year.
- Ensures accurate minutes are taken at each Governing Board meeting and maintains all official records of the Network.
- Ensures accurate minutes are taken at Membership meetings when votes are taken for bylaws amendments and for elections.
- Attends State and National Women’s Council Meetings, depending on budget and personal finances.

Network Treasurer Duties

Ensures strategies and systems are in place to support the financial health and integrity of the Network. Ensures proper reporting and Network compliance with all state and federal laws and regulations impacting not for profit organizations.

Major Responsibilities:

- Maintains Network financial records, tracks transactions, and reports regularly on Network financial performance.
- Handles receipts and disbursements, ensuring proper controls in place.
- Ensures expenses are in compliance with approved budget.
- Works with the Governing Board to develop proposed annual budget.
- Ensures Network state and federal taxes are filed annually, and provides full support for Network financial reviews.
- Attends State and National Women’s Council Meetings, depending on budget and personal finances

Event Director:

Ensures the development and delivery of timely, relevant, business-oriented Network educational and networking events that attract a high level of participation from members and the industry at large.

Major Responsibilities:

- Plans four Network industry events.
- Coordinates and implements marketing strategies for a high level of exposure for Network events within the industry.
- Develops and manages systems to routinely scan the industry environment to identify business needs and issues.
- Produces a minimum of two additional events focused on member networking and relationship building.
- Works closely with Event Chair and Event Project Teams as needed to accomplish tasks.
- Monitors and evaluates success of all programs and events and reports to the Governing Board.
- Attends State and National Women’s Council Meetings, depending on budget and personal finances

Director of Membership 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.

Major Responsibilities:

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

Network Scholarships

As the budget allows, the Network's Governing Board allocates in the budget annually to award the approved number of scholarships. Members may submit their names to *the First Vice President*

1. *As the budget allows, a scholarship may be granted of up to \$200 per year for any REALTOR® Network Member ONLY who attends a WCR meeting or convention after submitting a written summary of what they learned and how it benefited their business or career. The scholarship is to be used for WCR, MR & NAR approved classes and convention fees, or toward their hotel bill.*
 - a. *As the budget allows, a scholarship may be provided per year for an additional \$200.00 for any Network Participating Project Team Chair who attends a WCR meeting or convention after submitting a written summary of what they learned and how it benefited their business or career. The scholarship is to be used for WCR, MR & NAR approved classes and convention fees, or toward their hotel bill.*
2. Requests are to be submitted 30 days **PRIOR TO** the event for review by the Governing Board for review and authorization payment.
3. The submitted class must have been taken during the calendar year for which the scholarship is requested.
4. Any member in good standing may submit their name for a scholarship.
5. Scholarships will be paid within 15 days upon presentation to the Treasurer of written proof of attendance at a class and proof of payment for the class.
6. An amount of \$50.00 to be reimbursed to REALTOR® Network member who attains PMN designation to offset the additional expense of member renewal, upon submission proof of payment.
7. An amount of \$75.00 per class to be reimbursed for up to 3 PMN classes upon submission or proof of payment & submitting a written summary of what they learned and how it benefited their business or career. This is in addition to the \$200 scholarship a REALTOR® member is entitled to.
8. Once completed documentation of completion has been received authorization of payment shall be made within 15 days of the event.

Network Member of the Year

Each September, the President-Elect shall request nominees from the membership for the REALTOR® of the Year, Strategic Partner Members of the Year and Entrepreneur of the Year.

The President-Elect shall serve as the Member of the Year Project Manager or if unable to serve, one shall be appointed by the President. Other members may be asked to serve by the Chairperson or may be appointed by the President.

The President Elect shall send out notification to the membership that they are considering nominees for the 3 awards: REALTOR® of the Year, Strategic Partner of the Year, and Entrepreneur of the Year and ask if they would like to submit a recommendation. Review award criteria and give at least two names for each award and then have committee vote (if Network has an Awards and Recognition Committee). The chairmen of the project team shall present names at Governing Board Meeting for approval of nominee award recipients.

It is the committee's responsibility to select the new honorees and to have plaques engraved with their names and the current year. The committee shall present receipts for the plaques and associated committee expenses to the Treasurer.

The new honorees will be announced at the December Christmas Luncheon. A certificate will be presented to the Members of the Year when they are announced. They will receive an invitation and paid luncheon ticket to the MOY event.

Each January, the Michigan Women's Council of REALTORS® Network hosts a luncheon during which local Networks' REALTORS® and Strategic Partners Members of the Year are announced. The Lake Pointe Networks' honorees are asked to attend this luncheon as our guests. Their luncheon reservation for this luncheon will be made and paid for by the Lake Pointe Network.

Network Social Pages

The Network social page is a service to members only. Any post not made by a member will be taken down.

Voting at Local Network Elections

Election of officers shall be by *viva voice* or roll call vote, or written ballot if there are two or more nominees for an office. Each Active REALTOR® and National Strategic Partners member may cast one vote and they must be an active member of the Network for at least 30 days before the election.

These are the Women's Council of REALTORS® Lake Pointe Standing Rules, please refer to the Women's Council of REALTORS® Lake Pointe Network By-Laws & current Leadership Policy and Procedure Manual for more clarification on specific rules and regulations.

Revised November 21, 2023

