

## **DELTA NETWORK STANDING RULES (Revised Dec. 29, 2022)**

Standing rules provide continuity to the Delta Network by setting operating policies that can be referred to year after year to determine what procedure is followed.

Standing rules relate to the administration of a Delta Network. They cannot be used to grant or limit rights of membership.

- A Standing rule can be adopted by majority vote at a Governing Board Meeting. Changes should be noticed periodically & posted on the microsite to the membership.
- A Standing rule remains in force until amended or rescinded. It does not bind future meetings if a majority desires to suspend it temporarily for the duration of a particular meeting.
- A Standing rule can be amended by a majority vote.
- A Standing rule can be suspended by a majority vote of a society for the duration of a meeting.
- A Standing rule can be rescinded by a two-thirds vote without previous notice or by a majority vote after notice on at least the preceding day.

### **GENERAL PROVISIONS**

#### **ANNUAL BUDGET & EXPENDITURES**

##### **Budget:**

1. The President shall appoint a Budget and Finance Committee who is experienced in the Women's Council of REALTORS board procedures and policies, standing rules, and bylaws, and has experience adequate to carry out the duties and responsibilities.
2. Finance and Budget Committee shall:
  - a. Prepare an annual budget for approval by the Governing Board and present the budget for the following year at the November Governing Board Meeting for review and it shall be approved by the general membership no later than the December meeting.
  - b. Review budget and actual expenditures with the Treasurer as needed.
  - c. The Chairperson and committee for any event shall develop an event budget for their event, which incorporates any relevant figures from the approved Delta Network budget. The event budget is to be submitted to the Governing Board for approval prior to the expenditure of funds.
3. Audit to be conducted twice a year; mid-October and mid-April. Findings to be presented at the November and May Governing Board Meetings.
  - a. The President shall appoint the Audit Committee. Committee should consist of 3 members. At least 1 of those members shall be a past Delta Network President (Preferred).
  - b. Treasurer shall be present, prepared and provide documentation necessary to complete the audit.

##### **Expenditures:**

1. All requests, including travel to be submitted to the Treasurer within 14 days of the event or the expenditure, whichever is later. Reimbursements to be made within 21 days with the written request, unless Governing Board approval is required. If submitted reimbursements are not made within the time frame allotted, the member is to contact the President or President-Elect for resolution.
2. No funds are to be advanced without the express permission of the Governing Board.

3. All requested reimbursements should only be paid if funds are available and budgeted. The Governing Board must approve any variances to the budget. Governing Board approval shall be obtained for any budget line item that exceeds the approved budget, either for individual events or annual budget line items. Unapproved or unbudgeted items not approved prior to expenditure may not be reimbursed. Disbursements shall be made according to those submitted and approved, with the oldest approved date being paid first.
4. Committee chairs and their members shall endeavor to find sponsor funding for expenditures before committing Delta Network funds.
5. All chairpersons, committee members, & Governing Board members shall, as soon as practical or not more than 3 days after an event, or from obtaining any funds for any reason on behalf of the Delta Network, deliver any monies in their possession to the Governing Board Treasurer, who shall deposit monies into the Delta Network account within 7 days of receipt.
6. Disbursement of funds to be approved by the President and Treasurer. Should the Treasurer or the President not be available, the President-Elect is authorized to approve disbursement of funds. The President-Elect and the Treasurer are to approve the current President's reimbursement requests. At least two signatures are required for all disbursements.
7. President, President-Elect and Treasurer shall have signature authority on the Delta Network checking account.

#### **Delta Network Debit Card:**

Debit card will be issued to the President Elect. A backup debit card will be issued to the President. All purchases shall be made using the President Elect's card unless the President Elect is not available.

Debit card may only be used for the following budgeted purchases:

1. Airline tickets to/from State and National Conferences
2. Airport Parking
3. Hotel Reservations
4. Transportation from airport to hotel and transportation from hotel to airport.
5. Transportation from hotel to venue and from venue to hotel when shuttle services are not available.
6. Meals when two or more Governing Board members are present. The card may not be used to purchase alcohol or pay for meals and/or beverages for guests of Governing Board members.
7. State and National meeting registrations, inaugural/installation/welcome reception.
8. Installation Pins and Badges

Use of the card for purchases outside of the set criteria requires prior approval from the Governing Board. The reason for the request and the outcome of the vote must be recorded in the meeting minutes for audit purposes.

- a. Using the card for purchases outside of the set criteria and without Governing Board approval will result in the card being canceled.

- b. Charges exceeding \$2500 require Governing Board approval in advance of the reservation or charge.
- c. A copy of the reservation, confirmation and/or receipt is to be sent to the Treasurer within 48 hours of the reservation / expenditure.
- d. This card is not to be used for cash advances.
- e. If a reservation is made and the member cannot attend for any reason, that member is responsible for finding a replacement or for any charges incurred. Reimbursement to the Delta Network must be made within 30 days of cancellation and include any penalties / cancellation fees.
- f. Airfare shall be booked no less than 30 days in advance of the scheduled event. Flight reservations shall be made under refundable tickets.
- g. May be used to pay venues for Delta Network meetings and Fundraising Events only.
- h. Receipts to be provided to the Treasurer.

### **ANNUAL ELECTION MEETING**

1. The Annual Election Meeting shall be held prior to the Women’s Council of REALTORS State Orientation Meeting. It may be held in conjunction with a Network meeting. A Credentials Committee will be appointed by the President to fulfill election duties as outlined below.
  - a. A minimum of 60 days prior to election, send notice to the membership soliciting candidates for open positions.
  - b. 30 days prior to the elections, review candidate qualifications, ensure candidate understanding of the roles and responsibilities, and confirm consent to serve.
  - c. Eligible voting members of the Delta Network are defined as members on the National Women’s Council of REALTORS roster at least 30 days prior to the elections.

### **DELTA NETWORK MEETINGS**

Flier and handout distribution at meetings will be limited to:

1. Material from the Event Sponsor(s).
2. Material from the Event Speaker
3. Network Program
4. Material pertaining to Women’s Council of REALTORS sponsored events
5. Delta Network Newsletter
6. Material promoting Delta Association of REALTORS

### **BYLAWS AND STANDING RULES REVIEW**

1. The Standing Rules shall be reviewed annually by the Bylaws Committee(at minimum the President, President-Elect,& Treasurer) and any changes presented to the Governing Board for approval. The general membership is to be notified by email and to be posted on the microsite.
2. The committee shall review the bylaws annually, and any changes deemed necessary shall be submitted to the Women’s Council of REALTORS National for approval.

## **DELTA NETWORK COURTESY POLICY**

IN CASE OF DEATH OF A Delta Network member, an appropriate memorial not to exceed \$100 shall be selected. In the case of the death of a Delta Network member's spouse, parent, or child, an appropriate memorial not to exceed \$50 may be selected.

Exceptions to be approved by the governing board.

## **EDUCATION GRANT**

1. Applicants must be a National REALTOR or National Affiliate Member for at least six months. 2. Grant requests must be completed and submitted within ninety days of the course date and be accompanied by proof of completion and payment. The grant will be the actual cost, with a maximum of \$150 per year, per member, unless a surplus exists, and then more can be awarded at the Governing Board discretion. Grants shall be considered on a first come, first serve basis as the budget allows. The following courses qualify for reimbursement:
  - a. Continuing Education courses and college courses for either provisional or broker's license required to renew a real estate license or obtain a broker's license if given BRE credit.
  - b. Any Performance Management Network (PMN) class.
  - c. Referral and Relocation certified courses offered by Women's Council of REALTORS.
  - d. National Association of REALTORS Recognized Designations & Realtor Certifications.
2. Education Grants to be promoted in newsletters, orientation and membership meetings.

## **MEMBER IN GOOD STANDING**

A member in good standing is defined as:

1. Being current on all dues.
2. Has been a member of the Delta Network for at least six months.

## **ANNUAL AWARDS**

The President will appoint the Awards Committee. The President shall send out ballots at least 60 days prior to the upcoming Installation and give members 30 days to vote for a nominee. The Committee selects the recipient following guidelines established by the Committee.

Eligible nominees shall be a current member in good standing of the National Women's Council of REALTORS

A member in good standing is defined as 1. Being current on all dues. 2. Has been a member of the Delta Network for at least six months.)

No current board member or prior year board member shall be eligible to be nominated.

In the event of the committee not reaching a consensus, the Governing Board members shall decide.

## **RESERVATIONS AND NETWORK MEETING EXPENSES**

1. Ticket price shall be determined by the Event Director and project team.
  - a. Preferential / discount pricing will be given to Delta Network members.

A surcharge (to be determined by event) shall be paid by the member or guest if no reservation is made.

1. The Delta Network shall pay for guest speakers as provided in the budget.
2. A reservation made is a reservation paid.

Members attending a ticketed function shall be charged for the ticket price.

### **No Reservations**

Anyone planning to attend a ticketed function without a reservation shall be accommodated on a space available basis only.

### **Email Database Use**

Material emailed through the reservations reminder database or under the Women's Council of REALTORS logo will be limited to items promoting Women's Council of REALTORS and Delta Network Events only. Emails or any communications to members shall be sent under the Women's Council of REALTORS gmail account. Exceptions are to be approved by the Governing Board.

### **DUTIES OF THE GOVERNING BOARD**

1. Governing Board Meetings shall be held monthly, or at the discretion of the Board. The date and location are at the discretion of the President. All Elected Officers, Appointed Officers and Directors are members of the Governing Board.
  - a. Board Members must renew by Dec. 31st to continue in their positions & vote.
2. All Governing Board members are expected to attend all Governing Board meetings. 3. Unexcused absence – Any member of the Governing Board with two consecutive unexcused absences or three unexcused total absences during the year shall be construed as having resigned for the Governing Board. A letter will be sent by the President or President-Elect asking the member to resign.
3. Excused absences shall include a death in the family, illness, & family emergencies. Any other excused absence will be at the discretion of the Governing Board. An absence is considered excused when the President is notified prior to the meeting and has excused the member.
4. Duties of Delta Network Officers: Delta Network Officers shall abide by the Women's Council of REALTORS Bylaws, the Delta Network's Standing Rules, and the duties as outlined in the Leadership Policy and Procedure Manual (LPPM).
5. If possible, all new Board Members should attend the State Fall Meeting.
6. President Responsibilities: As outlined in the LPPM:
  - a. When the President takes office, she/he shall furnish each Officer and Committee Chairperson a copy of their respective duties as outlined in the LPPM and / or provide local committee responsibilities and job descriptions as they apply to each office and committee along with a copy of the Delta Network Bylaws and Standing Rules.
  - b. President to provide the necessary information in regards to the Delta Network for the state web page.
  - c. The President is expected to attend all of the State and National meetings, if possible.
7. President-Elect Responsibilities: As outlined in the LPPM:

- a. Attend as many of the State and National meetings as possible. Attend Leadership Academy in Chicago.
  - b. President-Elect shall chair one of the Delta Network's annual fundraising events during her/his term.
  - c. Plan and conduct a Leadership Retreat for incoming officers, Committee Chairs and Directors. Retreat to be sometime after attending the leadership Training in Chicago, and before December 1.
9. Director of Membership Responsibilities:
- a. Accountable for the recruitment, retention and recapturing membership efforts of the Delta Network.
  - b. The Member Director can not reach out to National regarding memberships. Members must reach out to National regarding membership status.
  - b. Responsible for the implementation and follow-through on the national membership marketing campaign when one is in effect.
  - c. Establish Local Delta Network membership goals in coordination with the Local Delta Network Governing Board.
  - d. Communicate membership goals and organize Delta Network effort to achieve goals. e. Monitor membership reports received from National Women's Council of REALTORS for accuracy and follow-up on any discrepancies. Maintain an adequate amount of membership materials.
  - f. Conduct a minimum of two (2) New Member Orientations per year, preferably one per quarter.
10. First Vice President Responsibilities:
- a. Take minutes at all Governing Board Meetings and events wherein the general membership votes. Governing Board minutes shall be emailed to the Governing Board within 10 days of each meeting for review or corrections.
11. Treasurer Responsibilities:
- a. Have custody of the funds of the Delta Network and make disbursements as directed by the President and / or Governing Board in accordance with bylaws and standing rules.
  - b. Records are to be kept showing all receipts and disbursements.
  - c. Treasurer's report shall be available at all Governing Board meetings.
  - d. Review Delta Network expenditures and financial status on a regular basis to ensure overall fiscal integrity.
  - e. Ensure that regular financial reports are submitted to the Governing Board and present an annual financial report to the Membership.
  - f. Gives receipts for collection of cash, keeps copies of transactions for Delta Network's permanent records.
12. There shall be a joint meeting of all outgoing and incoming officers and committee chairpersons called by the outgoing President before year end to orient them on their duties and responsibilities and to acquaint them with Delta Network objectives. At this time, the outgoing officers and committee chairpersons shall submit written reports or binders to their new counterparts of the year's activities and budget as well as any pertinent information that would be helpful to them. This meeting is to occur before or as part of the leadership "Retreat or immediately following the final Governing Board Meeting of the year.
13. Chair appointments – The incoming President appoints committee chairs, subject to Governing Board approval. The Committee Chairs are responsible for appointing their committee members.

## TRAVEL GUIDELINES

Apply to all officers and members, priority given, in order, to: President, President-Elect, Treasurer, Program Director, Membership Director, First Vice President and then to other members.

For members: Application for proposed travel must be presented to the Governing Board 45 days prior to the event to make sure reimbursement funds are available.

1. Air Travel: reimbursed at coach class rate.
2. Hotel Rate: Rate, as negotiated by Women's Council of REALTORS State or National, based on double occupancy. Delta Network will not reimburse for room upgrades. Any exceptions to be approved by the Governing Board.
3. Transportation: to and from the point of origin to airport, airport to hotel, and return.
4. Airport and / or hotel parking.
5. Personal Vehicle Reimbursement: Actual mileage to and from the meetings at the current IRS vehicle deduction rate per mile. Public transportation reimbursed. Includes State Regional and National meetings. This does not include local events.
6. Meals: Maximum allowance per day for all meals is \$65 (tips to be included in the \$65). Actual reimbursements will equal actual itemized receipts.
7. Internet: Maximum allowance of \$10 per day
8. Women's Council of REALTORS reimburses for required meetings, State and National Inaugural or Installation, welcome reception, Women's Council of REALTORS Local Delta Network sponsor events at State and National level. Any non-women's Council of REALTOR sponsored entertainment is at member's events.. Delta Network reimbursement is to be for the amount of early-bird registration fees only for State and National and Regional meetings. The Governing Board is to approve any exceptions.
9. For reimbursement approval, see ANNUAL BUDGET AND EXPENDITURES section.
10. Airfare and hotel accommodations to accommodate meeting times only taking into consideration necessary travel time for arrival to accommodate meeting start and end times. Delta Network will not pay for an extra day of hotel to attend any classes, including PMN.
11. President-Elect is required to attend Leadership Academy. Delta Network to pay for registration, airfare, half of hotel room expense, transportation to and from local airport and host city airport. \$65 for food or miscellaneous expenses will be authorized for the ENTIRE trip. (The President-Elect is encouraged to share a hotel room to cover the other half of the hotel room expense.)
12. Conference attendance: All members who attend conferences are expected to attend all meetings to qualify for reimbursement.  
If a board member can not attend WCR conferences and expenses have occurred, and the board member can not find a replacement to attend, then that board member is responsible for reimbursing the Network for all non refundable expenses.
13. NO RECEIPT, NO REIMBURSEMENT, NO EXCEPTIONS!