



# **STANDING RULES FOR ALAMEDA COUNTY**

**Updated December 2024**

**Bylaws** are the foundation of the Network and can only be amended by a two-thirds vote of the National membership, provided that a quorum is present, with at least ten (10) days' notice to the membership. Bylaws generally are amended to change local, National or State dues, or initiate a name change and must be approved with recorded minutes at a general membership meeting.

**Standing Rules** set operating policies relating to the Network's administration and business practices to provide continuity from year to year. It is the operating manual for the Network.

**General information on Standing Rules is as follows:**

- A Standing Rule can be adopted by a majority vote at a Governing Board meeting.
- In the event of an inconsistency between the Bylaws and Standing Rules, the Bylaws govern.
- A Standing Rule can be amended or rescinded by a two-thirds vote from the current Governing Board without previous notice or by a majority vote after notice of at least the preceding day.
- Members should be periodically notified of any changes.
- A Standing Rule remains in force until amended or rescinded. It does not bind future meetings if a majority desires to suspend them temporarily for the duration of a meeting.

The Network is to follow the Standards outlined in the Network Model initiated by National and approved in November 2016. These Standards include General Oversight/Scope of Duties and Major Responsibilities for the President, President-Elect, First Vice President, Treasurer, Events Director and Membership Director.

All Board Members are required to sign a form that states they have received, read and understand these Standing Rules.

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## 1. **Network Model:**

### **a. Governing Board**

- i. Members in good standing will vote to elect the President Elect, First Vice President, Treasurer, Events Director and Membership Director.
- ii. The President Elect shall automatically succeed to the office of the President the following year.
- iii. Immediate Past President may attend at the invitation of the board as a non-voting member at board meetings.
- iv. The Incoming President may assign various members of the Governing Board to act as liaisons to specific Project Team(s) providing the board members agree.
- v. All Governing Board members must be familiar with the provided job descriptions.
- vi. All Governing Board members will agree to reply in a prompt manner to other Governing Board members in all forms of communication.
- vii. A Consent to Serve must be signed by all Governing Board members and filed in the online storage system prior to assuming their positions. Membership Dues must be in current status by December 31st, no exceptions or Governing Board members are unable to serve in their positions.
- viii. A member of the Governing Board may resign at any time by forwarding their intent in writing to the President and other members of the Governing Board. Must turn over all documents, property, materials and items related to their position. Three unexcused absences from Governing Board meetings will also be considered a resignation. Any resignation will be responded to in writing by the President and recorded officially into the minutes at the next Governing Board meeting.
- ix. In the event that an officer of the Governing Board has not attended regular board meetings, is not responding to any form of communication, is

slandering or maligning the organization, or deemed incapable of fulfilling the duties for which elected, and declines to resign from office voluntarily, the Officer may be removed from office under the following procedure:

- x. To remove an elected Officer, a special meeting of the membership may be convened as per the rules outlined herein: Provided a quorum of 20% of the membership is present at the meeting, a  $\frac{3}{4}$  vote of the membership shall be required to remove an elected Officer from office, as per 2023 National By-Laws.
- xi. Should an Officer be removed from office by a special meeting of the membership as per rules outlined herein, that person is no longer eligible for a leadership position in any Local, State or National Women's Council network.
- xii. National Affiliates will join the network membership only if they have a board position, as Treasurer or Membership Director. Upon completion of their board position, they must relinquish their National Affiliate position for the following year.

**b. Project Teams:**

- i. The President may appoint such Project Teams as needed to conduct the business of the Network.
- ii. Project Teams may include but are not limited to:
  - 1. Awards
  - 2. Candidate Review
  - 3. Finance & Budget / Oversight
  - 4. Marketing & Communications
  - 5. Ways & Means
  - 6. Fundraisers & Special Events
  - 7. Standing Rules and By-laws
  - 8. Strategic Partners

**c. Governing Board Meeting Attendance**

- i. Members and Strategic Partners are welcome to

attend any of the Governing Board meetings with prior 5 day notification to the Board.

- ii. When attending virtual meetings, meeting participants are required to be seen on-screen through the entirety of the meeting; are not allowed to operate a moving vehicle while in the meeting; must put their phone on silent and not conduct any other business or record the meeting; your full attention is required for the meeting.
- iii. Active Project Team Chairs should attend the meetings to provide an update, or when not possible, send their report to the President ahead of the meeting.
- iv. If you are 15 minutes late or leave 15 minutes before the meeting is over, provided the meeting does not go over the scheduled time, it will count as an absence and could affect the quorum.
- v. If there are 3 unexcused absences, a meeting with the President and the District Vice President will be scheduled to discuss possible solutions.

**d. Minutes are Required for:**

- i. Governing Board Meetings
- ii. General Election Meetings
- iii. Board Approval of Standing Rules, changes for dues and name changes
- iv. Project Team Meetings

## **2. Meetings:**

- a. **Governing Board Meetings** should occur monthly and the schedule for those meetings will be set at the Business Planning Workshop for the upcoming year.
  - i. Any changes to the meeting time/date should be given in writing at least thirty days prior to the meeting, when practical.
  - ii. The President should be notified in writing at least one day prior for any expected absence at the meeting.
- b. **Elections** should be held no later than August 15th to

ensure attendance for training purposes at the upcoming Fall State Meeting.

**c. Industry Events**

- i. The Event Director prepares the Wow Sheet and Event Planning Sheet to determine the best venue to accommodate membership in terms of costs, speaker presentation, and professionalism and present this to the Board of Directors for approval.
- ii. Future members may be invited to attend one Industry Event at 50% and at the discretion of the Board of Directors and with prior approval.
- iii. Timed agendas and scripts are to be used for all events.
- iv. If State or National Line Officers are present, they will be given 5 minutes to address the members.

**d. Network Events with Registration Fee:**

- i. Registration fees for Network Fundraiser Events are to be set for members and future members by the Chair of the Event.
- ii. Refund requests will be reviewed for approval by the Governing Board.
- iii. In regard to Industry Events, admission for invited speakers, any State and National Officers and the Network President should be at no charge. Registration fees for these Events are to be set for members and future-members by Events Director.
- iv. If a member is participating in a fundraiser and leaves our network to join a neighboring network, the member cannot take with them any Women's Council of REALTORS® Alameda County notes for the event or share any proprietary event information so as not to create any competition between the networks.

**e. Installation**

- i. Installation of the Governing Board must be held in November each year.
- ii. The outgoing President is to present the incoming President with a gavel and the Incoming President is to present the Outgoing President with a gift from the Network.

- iii. Gifts shall be given to the outgoing Governing Board by the outgoing President.
- iv. Awards shall be given to the Member of the Year, Strategic Partner of the Year, and the Past President of the Year.

**f. New Member Orientation**

New Member Orientations will be held at a minimum of three times per year determined by the Membership Director and approved by the Board of Directors.

### **3. Budget and Financial Matters**

**a. Budget**

- i. A Budget Project Team will be appointed by the President to assist and oversee the Treasurer to review expenditures.
  - 1. Members for the Budget Project Team should include the incoming and outgoing President, incoming and outgoing President Elect, incoming and outgoing Treasurer and any other member the President appoints.
- ii. The budget for the upcoming year should be prepared by the Budget Project Team in October.
- iii. The budget should be submitted and approved by the Governing Board, uploaded to Bill Highway and the network's accounting system prior to December 15<sup>th</sup>.
- iv. The budget should only be distributed to the Governing Board but available to the membership upon request. Budget should be uploaded to the online storage system.
- v. A revision of the Budget should be done no more than twice a year to make sure the network's finances are on track. The budget should be updated no more than two times a year.
- vi. The budget should include the following projected line items:
  - 1. Travel & Conference Expenses, including per diem for food at \$75 per day per Governing Board Member.



2. Network Recognition (e.g. gifts and awards)
3. Itemized Revenue Streams
  - a. Strategic Partners
  - b. Fundraisers
  - c. Industry Events
  - d. Local Membership Dues
4. Network Operations
  - a. Insurance
  - b. DOJ Raffle Filing
  - c. Cost to maintain necessary software platforms (i.e. Zoom, Mailchimp, Ticketing Platform, Marketing Platform an Online Storage System).
5. Annual Sponsorships
  - d. Women's Council of REALTORS® State & National Installations
  - e. Expo Raffle
  - f. State Network Spotlight
  - g. Bay East Inaugural
  - h. Bay East Appreciation
  - i. Past President Appreciation
  - j. Bay East Officer Membership Dues
  - k. Marketing Meeting Sponsorships
- vii. Project Teams who will have income and expenses are required to create individual budgets to be approved by the Governing Board prior to incurring any expenses.
  1. These Project Teams should have a dedicated Project Team Treasurer.
  2. During Project Team Reporting to the Governing Board, the updated budget should be presented at each meeting.
  3. Industry Events & Fundraising Project Teams must present a final budget within 15 days of the event.
    - a. The Network Treasurer is to work with the Project Team Treasurer to reconcile with all supporting documentation the final budget with the bank transactions within 30 days of the event.

## **b. Financials**

- i. A Profit & Loss should be presented monthly at the board meetings to address any issues with the budget that need to be adjusted.
- ii. The bank statement and supporting documentation should be uploaded monthly to the online storage system.
- iii. An Audit Project Team will be appointed by the Incoming President to assist with and oversee the State Audit.
  1. Members for the Budget Project Team should include at least 3 members but no more than 5. At least 1 member must be an active Past President (but did not serve as President in the year that is being audited). At least one REALTOR® member not serving on the Board, and at least 1 member must be a National Affiliate. The current Treasurer and President Elect may be present to address questions by the task force but may not participate in the audit.
- iv. State requires the prior year audit results to be submitted by the end of Q1 of the new year.
- v. The President or President Elect and Treasurer should have signed authority on the account but only the Treasurer shall hold a bank debit card.
  1. Before December 1st signatories must go to the bank to transfer over signing authority and remove old signatories from the account. The President must bring with them a copy of the Election Minutes. Verbiage must include who will be added and removed from the account.
- vi. Reimbursement for expenses is considered approved if they are included in the budget. Only actual receipts, not bank or credit card statements, will be considered and must be accompanied by an Expense Reimbursement Request form no later than 30 days after the conference or reimbursement is considered waived. No exceptions will be made.

### **c. Income**

- i. Cash received at any Network Meeting must be recorded by two witnesses and verified by signature. Cash must be deposited into the account within three business days of receipt.
- ii. Deposits are to be made by the Treasurer or appointed member, and documentation of deposit should immediately be uploaded to the online storage system.
- iii. The Treasurer will ensure receipt of deposits made from online registration platforms or the electronic payment system are accurate.
- iv. Income received at Network Events should be recorded in the Event P&L Report.
  - 1. The Event report should be prepared within 2 weeks of the Event so the Treasurer can properly account for funds.
    - a. Actual income and expenses must be itemized and may include:
      - i. Venue Cost
      - ii. Food Cost
      - iii. Music Cost
      - iv. Photography Cost
      - v. Revenue from:
        - 1. Raffles/Auctions
        - 2. Event Sponsors
        - 3. Registration Fees

### **d. Expenses**

- i. Expenses are paid according to the budget. Any expenses over the approved budget must be approved and recorded in the Governing Board meeting notes.
- ii. Speakers that add significant value to the members should be given preference and appropriately budgeted for as feasible.
- iii. Two signatures are required for any checks over \$500 unless approved otherwise and recorded in the Governing Board meeting notes.
- iv. Only the President and Treasurer shall have a Bill Highway debit card preloaded with an amount

sufficient to perform their duties. Charges to the Network debit card over \$500 that are not already approved in the budget will require Governing Board approval and be recorded in the minutes.

- v. Any death or severe illness of a current member can be acknowledged with a gift and/or card not to exceed \$100. A minor illness, injury or hospitalization of a current member can be acknowledged by a gift and/or card to exceed \$50.

#### **e. Travel**

- i. Priority for travel and conference attendance should be given first to the President and then the President Elect. From there it should be Membership Director, Event Director, First Vice President, Treasurer, Network Members. Each position to know what their travel budget is and can be found on the yearly budget document.
- ii. For the Fall State Meeting, priority goes to the incoming Governing Board before the outgoing Governing Board; however, if funds allow then both the incoming and outgoing Governing Boards shall be invited to attend.
- iii. Members looking to travel at the Network's expense, other than Governing Board members, should state their intent in writing at least 60 days prior to the event and is subject to approval.
- iv. Reimbursement for travel must be submitted to the Treasurer within 30 days of the event.
  - 1. Travel expenses cannot be reimbursed prior to an event unless there is an economic hardship, and this is approved by the Governing Board.
  - 2. Actual receipts, not bank or credit card statements, are required for reimbursement.
- v. All Members who travel at the Network's expense are required to attend all scheduled sessions and be asked to share what they learn with the Membership at large at an upcoming meeting. Failure to do so will result in full or partial denial of reimbursement.

- vi. Travel to State or National Meetings will be reimbursed as follows:
  - 1. Airfare at the coach rate.
    - a. Reservations should be made at least 45 days in advance.
    - b. No reimbursement for seat upgrades and/or priority boarding expenses.
  - 2. The hotel will be reimbursed at 100% for double occupancy. Members are only expected to share a room with their same gender. If double occupancy cannot be obtained via Network attending members, every effort should be made to reach out to other Networks to find an appropriate room share. Anyone who requests a private room will only be reimbursed 50%. The rate is not to exceed the negotiated rate from State/National.
    - a. Network will not pay for any additional tours, entertainment, lodging or food not associated with the conference, looking to go early or stay late, even if this would be to attend optional educational events.
  - 3. Registration will be reimbursed at 100% of the early bird rate.
  - 4. The cost for parking at the hotel, shuttle and ground transportation shall be reimbursed at 100% including tips. This does not include Valet parking or private Limo.
    - a. Reasonable ground transportation should be utilized (Uber, Lyft) at the most cost-effective mode whenever feasible. Carpooling is required whenever possible.
    - b. Mileage is paid according to the **current** IRS rate only when using a personal vehicle for conference travel and must be submitted via an expense reimbursement form. Carpooling is required whenever possible.
  - 5. Installation Fees will be reimbursed for the

President and President Elect at 100%, for State and National Installations.

6. Cost of food not to exceed \$75 per day including tax and tip.
7. There will be no reimbursement for alcoholic beverages. Alcoholic beverages should be on a separate receipt.
- vii. Network 360° for the President Elect will be reimbursed following the same guidelines as noted above for the State and National Conferences.
  1. President Elect is required to attend Network 360°.

**f. Education Grants**

- i. Education grants are available as set by the Network budget.
- ii. The Member applying must be in good standing for the last six (6) months and have attended at least 50% of the Network's meetings.
- iii. Applicants must be on the Governing Board, a Project Team Member, or volunteered in the network during the calendar year.
- iv. Grants are for \$100 or up to the actual cost of the class, whichever is less.
- v. A member may apply for up to two grants a year, but priority will first be given to members who have not yet received grant funds in that calendar year.
- vi. Education Grant requests must be submitted with the Expense reimbursement form and receipts attached.

**4. Strategic Partners**

- i. A Strategic Partner is one who wants to support the network through sponsorship.
- ii. Ways & Means will work under the supervision of the President Elect to develop the annual Strategic Partners program as to the program level and benefits they will receive.

## **5. Communication & Marketing:**

- a. The Marketing Chair should work together with the President, Events Director and the Membership Director to send out timely notifications via phone calls, texts, emails and social media postings.
- b. President and First Vice President are responsible for uploading current Standing Rules, Bylaws and Strategic Partner Sponsorship Packets on the Network microsite.
  - i. The Standing Rules and Bylaws Project Team should review documents yearly for any necessary changes. Standing Rules require Governing Board approval. Bylaws require National Membership approval with the quorum to be set by the Bylaws.
- c. President and President Elect are responsible for making sure all Network events are posted to the Network microsite and social media at least 90 days prior to the event.
- d. Online Storage System needs to be frequently updated by Governing Board members with position-specific documents or reports in their own folders.

## **6. Transitions:**

- a. State will hold a Transition Workshop in the Fall which should be attended by all incoming Governing Board members. This meeting allows for initial working relationships and collaboration.
- b. Position-specific training will be provided by the state leadership team throughout the year. It is mandatory for all Governing Board members to attend these training courses.
- c. The Local Business Planning Meeting should be held prior to the last National Conference. The meeting will be facilitated by the District Vice President and in attendance should be all incoming and outgoing members of the Governing Board. Additional attendees can include Project Team Members, Past Presidents, Strategic Partners or other Members and future members interested in supporting the Network for the

upcoming year.

- d. One-on-one position-specific training should be provided for incoming Governing Board members by outgoing Governing Board members as needed, prior to the upcoming year. Outgoing Governing Board members should expect to be available for questions and support on an ongoing basis for the year.





I have received, read and understand the Women's Council of REALTORS®  
Alameda County Network's Standing Rules.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Signature