

DAYTON OHIO NETWORK OF WOMEN'S COUNCIL OF REALTORS
STANDING RULES
Revised June 2022

Dayton Network Purpose, Focus and Scope:

Dayton Network will be focused solely on delivering value to members in the following areas:

- Raising member professionalism
- Providing relevant professional development opportunities focused on timely business issues and needs and that incorporate practical application of business principles and related tools and resources
- Developing business leadership skills that are transferable to the exercise of leadership in all personal, professional, and public arenas
- Facilitating member networking and relationship-building

Member Programs and Services

Conduct a minimum of 6 mission-focused events annually as follows:

- A minimum of 4 industry events:
 - All industry events must provide content that is timely, issue focused and member income-generating
 - One of the four industry events must be focused on development of business leadership skills
 - One of the four industry events must be conducted collaboratively with other local networks, with the local REALTOR® association, or with a related real estate organization
- Conduct a minimum of 2 events focused on member networking/relationship building that could also include professional development content; examples include:
 - Smaller events, such as mastermind groups, lunch and learns, topical roundtables, etc.
 - Networking events and Members-only events
 - Social events that facilitate relationship building
- Facilitate member-to-member support for the purpose of meeting members' individual business goals, with a special focus on new members (see 'welcome and orientation' strategy under Membership Recruitment and Retention standards).

The Standing Rules are established to further define the responsibilities of the Officers and Project Teams. The Standing Rules also provide continuity of the Network by setting operating policies that can be referred to year after year to determine what procedure is followed.

I. GENERAL RULES

- A. After the installation of new officers, a special meeting, Joint Meeting, will be held at a place designated by the new Network President. The purpose of the Joint Meeting is to conclude all unfinished business for the year and to turn over the books and records to the new Officers and Governing Board members. All Officers and Project Team Leaders shall keep records of their activities for the year to pass on to their successors at the meeting.

Governing Board Members are comprised of: President, President-Elect, First Vice President, Treasurer, Event Director, and Membership Director. A Governing Board quorum is 3 and must include either the President or the President-Elect.

B. A special meeting will be set with the Governing Board Members to establish the budget for the new year.

C. Standing Rules are subject to change or modification by a majority vote of the Governing Board. All changes take effect immediately unless otherwise specified.

II. THE PRESIDENT SHALL:

A. Attend all required State, National and any necessary Ohio Realtors Meetings representing WOMEN'S COUNCIL OF REALTORS Dayton and make any necessary reports to WOMEN'S COUNCIL OF REALTORS membership. The president should also attend at least two (2) State Governing Board Meetings.

B. Preside at (minimum of 4) Governing Board and other Network Meetings as may be held; with a (minimum of 4) industry events and (minimum of 2) member network building events.

C. Appoint all Project Team Directors/Task Force Directors, except the Candidate Review Team, subject to the approval of the Governing Board in accordance with the WOMEN'S COUNCIL OF REALTORS By-laws.

D. Conduct meetings in keeping with Robert's Rules of Order Newly Revised.

E. Give each of the Project Team and Task Force Directors a copy of their respective duties as outlined along with suggestions and objectives for the year. The President shall also provide all the elected/appointed Officers with a copy of the WOMEN'S COUNCIL OF REALTORS guidelines for Officers.

F. Notify the President-Elect, as soon as possible, should the President be unable to attend a required meeting. It is the President-Elect's responsibility to fulfill this obligation.

G. Comply with the responsibilities noted by the WOMEN'S COUNCIL OF REALTORS Ohio and the Council (National).

H. Be authorized and listed on the network bank account as a signatory and be the responsible party for network debit card, its use and tracking for the purpose of reporting to the Treasurer.

I. Submit Network Certification document to Women's Council Network by application submission period (Aug.-Oct.)

III. THE PRESIDENT-ELECT SHALL:

A. Attend all Local Network and State meetings and at least two (2) State Governing Board Meetings. The President-Elect is to attend the National Convention and National Network 360 Leadership Academy.

B. Preside at all meetings and perform the necessary duties of this office, in the absence of the President.

C. For each Industry Event:

1. Be responsible for establishing the various meeting places, dates, topics, and menus in accordance with the Network Business Plan
2. Appoint current members, to lead the Pledge of Allegiance and to give the inspiration
3. Ensure the room is ready with flag and necessary components for the meeting to be conducted
4. Introduce speakers
5. Send thank you notes to speakers after the meeting

D. Appoint the incoming First Vice President (current Realtor member) with the slate of Officers to be presented to the Membership at the August Industry Event.

E. Purchase the plaque, pin, and gift for the retiring president in an amount designated by the budget.

F. Purchase pins for potential new members

G. Comply with the responsibilities noted by the WOMEN'S COUNCIL OF REALTORS Ohio and the Council (National).

H. Be authorized and listed on the bank account as a signatory for backup purposes to the President.

IV. THE FIRST VICE PRESIDENT SHALL:

A. Take the minutes of all Industry Events and all Governing Board Meetings.

B. Keep original copies of all minutes in a permanent Network minutes book and e-file.

C. Provide copies of the minutes to the Network President, President-Elect, State Network President of WOMEN'S COUNCIL OF REALTORS and State Liaison.

D. Notify the Council of any changes in name, address, or status of any of the Network members.

E. Submit Network reporting form to notify the Council of names and addresses of newly elected/appointed Governing Board Members as soon as elected/appointed, but no later than December 15th. A copy of this list should be sent to the State Liaison, the State Network President, and the Regional Vice President. MUST be present at the Election Meeting for documentation purposes.

F. Comply with the responsibilities noted by the WOMEN'S COUNCIL OF REALTORS Ohio and the Council (National).

V. THE TREASURER SHALL:

- A. Be authorized and listed on the network bank account as a signatory and be the secondary party for network debit card, its use and tracking for the purpose of reporting.
- B. Have custody of the funds of the Network by way of checks, etc. Receive bank statements and perform functions to reconcile as necessary for the accounting purposes.
- C. Be responsible to obtain new signature cards from the bank and get the proper signatures of officers designated President and Secretary and/or Auditor, who can sign disbursement checks in the Treasurer's absence.
- D. Make disbursements, according to the reimbursement voucher, as may be directed by the President or the approved budget.
- E. Record all receipts and disbursements of the funds in an accounting book to be kept as a permanent record for the Network.
- F. Prepare a written financial report for each Industry Event and Governing Board Meeting with copies provided to all Network Officers at each meeting.
- G. Create a members and guests list for sign-in at the Industry Events.
- H. Work closely with the Finance Project Teams to assist and facilitate in a manner necessary for the smooth financial transactions for the Network business needs.
- I. Make available, twice each year, the books of the Treasurer to be audited by the Audit Team appointed by the President.
- J. Comply with the responsibilities noted by the WOMEN'S COUNCIL OF REALTORS Ohio and the Council (National).

VI. THE MEMBERSHIP DIRECTOR SHALL:

- A. Attend all Local Network and State meetings. Attend the National Convention, Regional and other meetings as schedule and budget allow.
- B. Work closely with the Membership Project Teams to increase membership in the Network, and to coordinate outreach with Strategic Partners.
- C. Present WOMEN'S COUNCIL OF REALTORS in a professional, positive image and share the opportunity of joining with the Dayton Realtors Orientation Programs and/or other industry related programs, as time and schedule may allow.
- D. Implement a new member "welcome and orientation" process that includes a personal interview with each new member regarding their business needs and goals. Installation of new members will be held at Industry Events where pins and/or certificates will be given if not received prior to said recognition meeting.

E. Assure that member applications, all renewal dues and address changes are received at the Council by March 31st for inclusion in the Referral Roster.

F. Comply with the responsibilities noted by the WOMEN'S COUNCIL OF REALTORS Ohio and the Council (National).

VII. THE EVENT DIRECTOR SHALL:

A. Attend all Local Network and State meetings. Attend the National Convention, Regional and other meetings as schedule and budget allow.

B. Work closely with the Event Project Teams to increase participation at events with members and Strategic Partners, while providing relevant venues and experiences while raising funds for the Network.

C. Present WOMEN'S COUNCIL OF REALTORS in a professional, positive image and share the opportunity of joining at Programs and/or other industry related events, as time and schedule may allow.

D. Comply with the responsibilities noted by the WOMEN'S COUNCIL OF REALTORS Ohio and the Council (National).

VIII. Project Teams:

Officers and Directors each oversee, as needed, Project Teams that focus on functions, tasks, projects, and/or events. Project Teams are comprised of members and outside expertise/support as needed. Strategic Partners can serve on Project Teams and be co-Team Leaders but cannot be the Team Leader. Project Teams disband at the end of the project. They must be ratified by the Governing Board and receive appropriate recognition for contribution. Not all Project Teams listed are required nor expected to be implemented if the local network does not have a need or people to serve.

A. Membership [*Note: Local Network membership numbers are reviewed after the March 31 membership drop date. If the Local Network does not have a minimum of 20 REALTOR® members by September 30 of the same year, they will be disbanded.*]

MEMBERSHIP TEAM SHALL:

1. Work closely with the Membership Director to set up the yearly membership drive.
2. Organize and oversee Network's participation in the Council's membership recruitment campaign.
3. Recruit new members by planning a Network membership program or drive that encourages and challenges members to recruit new members.
4. Request members to complete and update Women's Council of Realtors Online Member Profile Form along with the Task is to Ask form.
5. Plan for induction of new members at Industry Events and present pins and certificates.
6. Retain existing membership and re-recruit "dropped" members.
7. Notify the Council's office, state, and local officers of changes to the status or address of membership.
8. Compile and publish a Network roster.
9. Complete the dues amounts on the application and the name of the Network the individual is joining, before distributing membership applications to prospective members. These steps will ensure speedier and more accurate processing by the Council.

10. Pre-qualify candidates for National Strategic Partner membership by making sure your Network is under the 20% limit and the candidate holds membership in your Local Board of Realtors.
11. Keep the President informed of the activity of the committee.

B. Events

SPECIAL EVENTS TEAMS SHALL:

1. Be overseen by the Event Director, as appointed by the President; the Event Director will serve as Team Leader for the “Special Events” and will be responsible for facilitating and coordinating all aspects related to the event.
2. Assist the Team Leader in gathering members to be a part of the Team.
3. Make the arrangements and determine logistics, details, and fund-raising aspects. The Event Director will present ideas, budget needs, and relevant details to Governing Board for approval.
4. Present the program to be reviewed by Governing Board prior to printing.
5. Present all bills and invoices, for said event, within 30 days, to the Treasurer for payment. All unused budget funds for each event will remain in the Treasury. Any expenses submitted past 30 days will not be reimbursed unless permission is requested and approved by the Governing Board.

OFFICER INSTALLATION / GALA TEAM SHALL:

1. Plan for a place to hold the Gala and Installation of Officers for the December meeting.
2. Create the luncheon to be served.
3. Appoint someone to send out the invitations to the members and guests.
4. Appoint someone to invite the Past Presidents and the proper people from the Dayton Realtors.
5. Work closely with the Program Director to request donations for door prizes and contributions to share in expenses.
6. Present the program to be reviewed by Board prior to printing.

FUNDRAISING TEAM SHALL:

1. Promote Strategic Partners by recruiting monthly meeting sponsors.
2. Conduct door prize drawings and/or silent auctions at Industry Events.
3. Encourage Strategic Partners, Members and Realtors to sponsor various events to help keep the expenditures to a minimum for the Network.
4. Work with Event Director and Teams for Special Events, i.e.: Fashion Show, Last Realtor Standing.

C. Finance

FINANCE & BUDGET TEAM SHALL:

1. Prepare an annual balanced budget for presentation and approval at the first Governing Board meeting of the year (no later than February).
2. Present and make copies of the approved budget for the members of the Industry Event held in January or February each year or first meeting of the year determined by the President.

AUDIT TEAM SHALL:

1. Consist of two members in active standing, with prior leadership service at the local and /or state level, having knowledge of general accounting practices and budget requirements.
2. Audit the Treasurer's records in June and January and report the results at the next Industry Event.
3. Review budget and actual expenditures with the Treasurer as needed.

D. Executive

BY-LAWS TEAM SHALL:

1. Review by-laws and revise as needed or requested by the Council.
2. Make certain local by-laws have no conflict with the model by-laws for a Local Network.
3. Supervise amendment(s) as required.
4. Submit copies to the Council as required.
5. Develop and review periodically Standing Rules which should be voted on each year.
6. Work closely with the Parliamentarian.

CANDIDATE REVIEW TEAM SHALL:

1. Handle the election of officers as established by the State and/or the Council's regulations.

A. The Governing Board appoints a Candidate Review Team a minimum of ninety (90) days prior to election.

- 1) to consist of a minimum of three (3) and no more than five (5) members.
- 2) Team selects the Team Leader at the first meeting.
- 3) must consist of Active National REALTOR® members that are in good standing and no more than one (1) active National Affiliate member.
- 4) one (1) or more active Past Presidents willing to serve
- 5) one (1) or more active Past Event Directors willing to serve.
- 6) President Elect serves as (non-Voting) ex-officio member.
- 7) current governing board members are not eligible.

B. A minimum of sixty (60) days prior to election, the Candidate Review Team Leader:

- (a) Will work with the Communications Task Force Leader to ensure an email is sent to membership to solicit applicants for open positions. Weekly follow-up emails should be sent until a specific date.
- (b) Email will consist of job descriptions, election date, application, and consent to serve due date, and contact information for Candidate Review Team Leader.
- (c) Candidate Application and Consent to Serve are due back to the Candidate Review Team Leader thirty (30) days prior to election date.
- (d) Candidate Review Team will confirm applicant eligibility. Candidate Review Team can conduct interview/candidate briefing if they so choose.

C. President will notify the membership (ten (10) days prior to election) about the election date, location, rules of running and names of candidates.

NOTE: notice must provide information about running from the floor. Members must submit an Application Form and a Consent to Serve form (which should be attached to notice). These forms are due back to Candidate Review Team Chair no later than seven (7) calendar days prior to election. Chair will confirm eligibility. A member cannot run from the floor if the application and consent to serve are not submitted seven (7) calendar days prior to the election.

2. Reference Article VIII-Nominations, of the Network By-laws.

MEMBER OF THE YEAR AWARD:

1. Team Leader is award recipient from previous year, or a member appointed by the President.
2. Team to consist of previous recipients between Realtor & Strategic Partner – group of 5
3. Team selects recipients by following guidelines and dates established by the State Member of the Year Team and of the local Network with intentions to submit the name to the State Team for consideration as a State Member of the Year by June 1.
4. Team to work closely with President on person to be honored.
5. Team Leader to be responsible for obtaining plaque to be awarded
6. Plaque to be given to recipient at the September Industry Event
7. Recipients are to be a part of the Hospitality Team at each Industry Event & Special Event.

STRATEGIC PARTNER OF THE YEAR AWARD:

1. Team Leader is award recipient from previous year, or a member appointed by the President.
2. Team should consist of previous recipients between Realtor & Strategic Partner – group of 5
3. Team reviews and selects candidate based on Network guidelines.
4. Team to work closely with President on person to be honored
5. Team Leader to be responsible for obtaining plaque to be awarded
6. Recipient to be awarded at the same meeting the member of the Year Award is presented
7. Plaque to be given the recipient at the September Industry Event
8. Recipient to be part of the Hospitality Team at each Industry Event & Special Event.

MARKETING TEAM SHALL:

1. Publish the President's comments, designation received and other pertinent information.
2. Promote and maintain a favorable image of Women's Council of Realtors in the eyes of the public.
3. Prepare and submit media releases to publicize Network activities and achievements as required.
4. Use e-mail and post on website the newsletter to special members or state officials.

COMMUNICATION TEAM SHALL:

1. Plan and coordinate dissemination of necessary information to Network members.
2. Establish a list of members of the Network.
3. Contact the members concerning the next month's Industry Event and encourage their attendance.
4. Work closely with the President Elect and Membership Director concerning the number of members planning to attend meetings.

5. Keep website current to display our list of officers, mission statement, articles, meeting, and information to anyone wanting to know more about Women's Council of Realtors.
6. Create a quarterly newsletter to make available to members – according to Business Plan.
7. Promote and maintain a favorable image of Women's Council of Realtors in the eyes of the public.
8. Use e-mail and post on website the newsletter to special members or state officials.

HOSPITALITY TEAM SHALL:

1. Welcome newcomers to the Network meetings and introduce them to the members.
2. Encourage unity and friendship within the Network.
3. Send out a card to members that are ill on behalf of the Network.
4. Communicate on behalf of the Network with members who are ill or bereaved.
5. Perform duties as defined by the President.
6. Consist of Member of the Year & Strategic Partner of the Year to welcome members and guests at each meeting.

WOMEN'S COUNCIL OF REALTORS DAYTON SCHOLARSHIP FUND SHALL:

1. Review applications submitted by Local Network members.
2. Select a recipient from applications excluding office holding National Members.
3. Reimburse recipient up to \$150 to further education in profession i.e., PMN designation or other Real Estate involved course.
4. Establish time constraints that same recipient(s) can not apply for scholarship from year to year.
5. Establish selection criteria and select (1) member to attend Regional with reimbursement up to \$250.

IX. GENERAL INFORMATION AND PROCEDURES

A. GUEST POLICY:

SPEAKER:

The Team Leader of the Installation Gala shall purchase and be reimbursed for any visiting dignitary gift for the December installation meeting. Any invited State and/or the Council's officers will receive a gift staying within our approved budget amount throughout the year.

NON-MEMBERS:

Qualified prospective members and/or Strategic Partners may be brought to regular Network Industry Events as guests **only 2 times** before joining. This does not apply to a member's family or special guest, provided they are eligible for WOMEN'S COUNCIL OF REALTORS membership. The 2 times are not from year to year.

It will be the responsibility of the Hospitality, Marketing, and Membership Teams to identify and follow-up with non-members. Member of the Year and Strategic Partners of the Year are to follow up and encourage them to become a member based on the following steps:

Step 1 – Follow up with a card or a call.

Step 2 – Send a membership application and the Membership Director make personal contact.

Step 3 – They either join or don't join. If they don't join, then we need to know why not.

B. RESERVATION OBLIGATIONS:

1. Financial Obligation

Reservations for all Network Industry Events and events sponsored by the Network shall be a financial obligation to be paid by the member.

2. Cancellation Deadline/Billing

A cancellation deadline shall be established for each monthly meeting for the Network which shall be 72 hours prior to the event. Billing for un-cancelled monthly meetings shall be made within 10 days of the event.

3. Fee Policy

Special dietary needs to be handled accordingly- but must be reported to the Membership Director, President Elect, or Team Leader so it can be reported to restaurant or caterer. A best effort to facilitate the need will be attempted but is not guaranteed.

4. No Reservation, Walk-Ins

If members wish to attend a monthly meeting without a reservation, they may be accommodated on a space available basis only; however, a higher price for the event will be charged and no guarantee of food available for the lunch service.

C. NETWORK COURTESY POLICY:

Memorials

In the case of the death of a Network member, an appropriate memorial not to exceed \$75.00 shall be selected. In the case of the death of a Network member's spouse or child, an appropriate memorial not to exceed \$50.00 shall be selected.

D. LOCAL STRATEGIC PARTNERS:

Local Strategic Partners may choose to select a basic sponsorship level of \$125 that provides for their access to member-pricing and inclusion to events held each month. National has directed, Strategic Partners are not considered "members" nor are they signing up for "Membership". *A Strategic Partner may still select to be a NATIONAL MEMBER at the current rate of \$199; however, the number of Strategic Partners permitted by National is limited to no more than 20% of the Realtor Membership Count of the Network.*

There is no proration of this basic sponsorship. A Strategic Partner is best served by signing up/renewing in January so that the full year benefits are available.

As a SPONSOR – early bird pricing and a full year commitment will best serve the Strategic Partner, in which case, if a Local Strategic Partner personally pays a fee to WOMEN'S COUNCIL OF REALTORS Dayton and then leaves that company and works for another company, then the sponsorship follows the Local Strategic Partner for the balance of the year.

If the Local Strategic Partner's company pays a fee to WOMEN'S COUNCIL OF REALTORS Dayton and the Strategic Partner leaves the company, the membership to WOMEN'S COUNCIL OF REALTORS Dayton will stay with the company. The Strategic Partner or their new company would need to pay the fee again for the balance of the year and for that new identification of sponsorship.

Event based sponsorship levels will continue to be offered to Strategic Partners.

E. HONORARY MEMBER:

The Council has indicated that the Network cannot grant honorary membership. All membership and dues must comply with Article II- Membership and Article III Dues of the Network Bylaws.

F. TRAVEL EXPENSES:

The travel budget will be created, reviewed, and presented within the annual general budget with a line for each meeting, each year, to be approved by the Governing Board. All Expense Reports and copies of receipts are to be authorized by the President and submitted to the Treasurer for reimbursement within 30 days of the completion of travel.

The Network will appropriate funds, according to the approved budget, to cover traveling expenses for meetings specified. Once the total amount of the funds for travel have been disbursed, any additional expense will be the personal responsibility of the individual, unless permission to exceed the budget is presented and approved by the Governing Board.

OFFICER TRAVEL:

It is mandatory that the President and President-Elect attend all WOMEN'S COUNCIL OF REALTORS State, Regional and the Council's Meetings (**See***). All other meetings are at the discretion of the Officer(s) and as the budget/personal commitment allow.

January WOMEN'S COUNCIL OF REALTORS State Meeting
April WOMEN'S COUNCIL OF REALTORS State Conference
***May WOMEN'S COUNCIL OF REALTORS National Mid-Year Meeting (VOTING)**
***August, NETWORK 360 LEADERSHIP ACADEMY (President-Elect)**
September WOMEN'S COUNCIL OF REALTORS State Conference
***October State Orientation Meeting**
***November WOMEN'S COUNCIL OF REALTORS/NAR ANNUAL Conference**

It is strongly encouraged that the Membership Director, First Vice President, Treasurer and Event Director attend the Officers Orientation Meeting and may elect to attend other meetings as the budget and personal commitment allows.

January WOMEN'S COUNCIL OF REALTORS State Meeting
April WOMEN'S COUNCIL OF REALTORS State Meeting
Regional Meeting
October State Orientation Meeting

The President may use the Network credit card for reserving and/or paying for the conference registration(s), airfare(s) and lodging, to assist those officers going to conferences with the upfront expenses for such required travel on Network Business. These expenses would still be allocated for that specific Officer travel budget and will need to be itemized and reflected as PAID so that reimbursement is separated from these already paid funds. **If the Network Card is used to pre-pay for an expense related to Officer Travel and that Officer is UNABLE to attend, the expense IS at the Officer personal cost and will be due for reimbursement to the Network within 30 days.**

EXPENSE REPORTING:

A Master Expense form will be in the Dropbox system and updated each year to reflect the current Treasurer and contact information. You may use this file in Excel and enter your information to save a copy to your own system and use throughout the year for Women's Council business. If you prefer to have a hardcopy of the file that you update with your information, you may print the report and use as needed. SEE EXAMPLE COPY as part of this document to understand the REQUIRED information to properly allocate costs for travel when serving Women's Council business as an Officer. The breakdown sheet allows for the itemization of each day/meal and expense so that an accurate record of expenses is received. Copies of receipts should be scanned/copied and included with any Expense Report submitted

NOTE: Budget amounts allocated for travel will be used as the MAX amount (unless "permission to exceed" is approved by the Governing Board). It is understood that the more local events will likely be the least expensive – but there is no assumption of remaining unused travel funds from one conference to be used for potential overage on another.

Officers shall consider a Per Diem of not more than \$100 as an example of the Meals and Incidentals Expense amount to follow (i.e.: Breakfast \$15, Lunch \$25, Dinner \$40, for one day would be a total of \$80 used as an acceptable expense). If the event is a further distance and in a more expensive part of the country, following the GSA.gov/Travel standards may be applied. There is no carry-over of funds not used.

POTENTIAL EXCEPTIONS:

In the event one Officer is paying for multiple Officers – receipt should indicate the total number of Officers from the Network represented by the larger cost and only that Officer with the receipt/charge should indicate on their Expense Report. (This may happen if a restaurant is unable to do individual checks, or an Officer does not have available funds to pay, etc.)

Network Dinners are encouraged, typically the day before a conference and may require early arrival to the venue prior to the start of the conference. This may result in an additional night in hotel, food, and other costs – otherwise not considered. As well, the Network Dinner may be at a restaurant of higher cost than what an individual would plan on their own – which could shift the example amount for food to a higher limit. This too can be noted on the expense report breakdown so that an exception can be made if the per diem amount is exceeded as a result.

Alcohol beverages are NOT covered as reimbursable expenses by Officers. If you have an alcoholic drink with dinner, you may choose to have the beverages on a separate bill that is paid out of your personal funds; or, if the alcohol is included on the receipt for meal reimbursement – simply DEDUCT from the amount you are requesting to be reimbursed (although the receipt will show a higher amount).