**Women’s Council of REALTORS - Omaha®**

**Standing Rules**

1. Meetings
2. Network Meetings

Regular Network Meetings shall be held on the second Thursday of the month unless otherwise notified.

1. Annual Election

The Annual Election Meeting shall be held prior to September 30. It may be held in conjunction

with a Regular Network Meeting.

1. Installation Meeting

The Installation Meeting may be held in conjunction with a Regular Network Meeting.

B. Governing Board Meetings

Governing Board Meeting shall be held on the third Thursday of the month unless otherwise notified.

1. Unexcused Absences

Any appointed member of the Governing Board with two or more unexcused absences may

be construed as having resigned from the Governing Board.

1. Reinstatement

Such members whose seat was vacated in this manner may apply within 20 days for reinstatement which shall require a majority vote of the Governing Board.

C. Leadership Team Meetings

1. The Leadership Team shall consist of the current officers: President, President-Elect, First Vice-Presidnet, Treasurer, Events Director, and Membership Director. The current President shall chair the meetings.
2. The Leadership Team shall meet at the discretion of the President.

II. Elections

1. Officers Consent to Serve

Officer nominees shall sign a consent-to-serve form after reading the job description.

1. Procedures

Election of officers shall be held prior to September 30, as dictated by the Bylaws.

1. Nominating Project Team

Members to be as dictated by the Local Network Bylaws, Article VIII, Sec 1. although the current President and President-Elect may serve as advisories but will have no voting rights.

III. Installation of Officers

1. Installation Ceremony
2. Arrangements

The outgoing President, along with the Installation Project Team, shall plan for the installation of officers.

1. Installing Officer

The incoming President shall select the Installing Officer.

1. Pin/Officer name badges

The outgoing President shall have the duty of obtaining the incoming President’s pin and officer name badges at the expense of the Network. The President pin and the Officer Name badges will be presented to the Incoming President and Incoming Officers at the Installation Ceremony. The incoming President shall obtain, at the expense of the Network, a plaque and/or gift to be presented to the outgoing President at the Installation Ceremony.

1. Finances

The budget for the Installation Ceremony shall be enough to include the expenses of invited guest dignitaries (such as Board President, Executive Officer, etc.)

IV. Duties

1. Officers

Network Officers shall abide by the Women’s Council Bylaws, the Network’s Standing Rules, and the duties as outlined in their job descriptions. The officer’s job descriptions shall become an attachment to these standing rules. The Network Officers are: President, President-Elect, Director of Programs , Director of Membership, Secretary, and Treasurer.

1. Governing Board
2. The Governing Board shall consist of the President, President-Elect, Events Director, Membership Director, First Vice-President, and Treasurer, all of whom shall be entitled to vote. A Parliamentarian to be an active past president appointed by the incoming President and shall not be entitled to vote.

a. The First Vice-President shall take minutes at all meetings. All minutes shall be verified by the President and signed by the First Vice-President before they are read or distributed at each Network meeting. The First Vice-President shall submit the approved copy of the minutes to the State Network President, if one exists, after each meeting.

b. Standing Project Teams shall be as follows and the Special Project Teams shall be determined by the incoming president and can include but not be limited to the following:

i. Bylaws and Standing Rules

Members shall include Current President, Incoming President and an active Past President. All amendments to the Standing Rules shall be approved by the Governing Board. All amendments to the Bylaws shall be approved by the membership with a minimum of 10-days’ notice as dictated by the Local Network Bylaws.

ii. Education/Events (Reports to the President)

1. National Speaker
2. Events Project Team
3. Scholarship

iii. Membership (Reports to Membership Director)

a. Membership Recruiting

b. Membership Retention

c. Membership Meetings/Reservations/Door Prizes

1. Hospitality

2. Induction of new members

3. Guest follow-up

4. Database Monitor

5. Network Excellence

d. Continuing Education

iv. Ways and Means

a. Fundraisers (as approved by the Governing Board)

b. Strategic Partnerships

v. Finance & Budget (Reports to Treasurer)

a. Audit

b. Budget (Immediate Past President, President, President Elect, Treasurer and Immediate Past Treasurer)

vi. Nominating Standing Project Team Chairmen must have been a Women’s Council member for a minimum of one (1) year.

C. Special Project Teams may vary as determined by the incoming President.

Suggested Project Teams:

1. Communications

a. Newsletter

b. Social Media

c. Website

d. Photographer

2. Community Service

a. Business Resource Charities

b. Installation

c. Spring Event

d. Summer Event

D. All outgoing Project Team Chairs, both Standing Project Teams and Special Project Teams, shall make a written report on the Project Team’s accomplishments at year’s end and pass on Project Team materials to the incoming Project Team chairs whom the President may consider appointing.

V. Membership

A. New Members

1. Processing Applications

New Realtor member applications and dues checks shall be collected by the Membership

Chair who shall forward them immediately to the National Women’s Council Office. All Realtor

members must belong to a Nebraska Board of Realtors and should be verified. Any Realtor

member running for a Board position must be a member of OABR or approved by the

Governing Board. Local Strategic Partner member’s dues shall be the same as Realtor dues

per year and are due each January 1st. Strategic Partner Renewal notices will be sent by the

Membership Director on or before Dec 1st. Any change to the Local Strategic Partner dues

and Realtor dues shall be approved by the Governing Board.

2. Welcome/Mentor

Cards or letters of welcome shall be sent to each new member by the Membership Director

on behalf of the Network. New members shall be welcomed and introduced individually at a

Network Meeting.

3. Induction Ceremony

An Induction Ceremony for new members shall be conducted by the Membership Director

during a regular meeting. Such ceremonies may cover several months and shall be arranged

as they fit into the regular program. Only Members of Women’s Council may use the

membership meetings as a forum to make announcements or promote functions of an

organization. (The exception to this rule is Double Diamond and Gold Strategic Partners, who

are given an opportunity to attend a luncheon during the year and whose business is promoted

at that time as well as in the newsletter.) There shall be no political partisan endorsements,

announcements or promotions at any Women’s Council function.

B. REALTOR®/Strategic Partner Membership

1. National Affiliate Membership to the National Women’s Council shall be limited to a maximum

of 20% of the total Membership.

2. The Omaha Board of Realtors may pay for an annual membership and for any events attended

for an Omaha Board of Realtors committee member. If that member cannot attend, a stand in

from the said committee may attend at regular member rate. One free networking table will be

given to said committees to share at each regular monthly lunch/breakfast event.

C. New Strategic Partners

Any new Strategic Partner that joins the Omaha Network must sponsor a new REALTOR member.

VI. Financial Matters

1. Accounting

All monies received by the Network shall be deposited into the account of the Omaha Network of

Women’s Council in a financial institution selected by the Governing Board. The President and

Treasurer shall be authorized signatories of which both signatures are required on expenditures.

All monies collected by the Network shall be turned over to the Treasurer within five (5) working days. Financial Statements to be provided monthly with the previous minutes at the Women’s Council Board meeting.

B. Funded Expenses

1. Travel

The airfare, room expenses, $75 per day food/beverage allowance, and registration including

PMN designation class, up to 3 classes for those who have not received the designation shall

be budgeted for the following National meetings: (Travel dates and agenda to be determined

by the Current President)

**Mid-Year Meeting (in Spring-Washington D.C.):** President, President-Elect, Membership Director, Events Director.

The First Vice-President, Treasurer and anyone serving on

Regional Committee may be considered, if applicable.

**Leadership Academy (in Summer-Chicago):** President-Elect. State, Regional, or National Positions may be considered, if applicable.

**Annual Meeting (in the fall):** President, President-Elect, Membership Director, Events Director.

The First Vice-President, Treasurer, Regional, or National Positions may be considered, if

applicable.

A credit card for the Network will be the responsibility of the Network President, President-Elect,

Membership Director, and any other positions if necessary. The Network credit card can be

used only for travel expenses i.e. airfare, room expenses, meals and registration at national

meetings. The credit card will have a $10,000 limit. If the credit card is not used, each position

must submit reimbursement vouchers with copies of their expenses within 30 days after the

function to the Treasurer for reimbursement. After each of the meetings attended, the President

shall report on the meeting at the next Network meeting.

C. Guest Policy

1. Speakers

Guest speakers are to receive a complimentary meal and/or other consideration for their

contribution to the Network. Any monetary consideration over budget shall be approved by the

Governing Board.

2. A non-member will be allowed to purchase a networking table for $75 plus

a $25 or more raffle prize as a One-Time annual opportunity.

D. Reservation Obligations

1. Financial Obligations

Reservations for all events shall be a financial obligation to be paid for by the member. If the member makes a reservation but does not attend, it shall be at the discretion of the Governing Board to have the Treasurer bill the member(s) within 10 working days of the luncheon. Non-reservations shall be accommodated on a space-available basis only.

2. Ticketed Functions

Reservations to all ticketed functions shall not be taken without prepayment.

E. Network Courtesy Policy

1. Memorials

In the case of a death of a Network member or member of the immediate family, an appropriate memorial not to exceed $50.00 shall be selected. It is the responsibility of the membership to report information to the Hospitality Project Team.

2. Get Well Remembrances Hospitality

A card shall be sent to a member who is ill or hospitalized by the Hospitality Team Lead

3. Unbudgeted Courtesy Expenditures

The Governing Board shall approve any unbudgeted courtesy expenses.

F. Audit

Immediately following the first Network Meetings of the year, the Treasurer’s books shall be audited by someone that is not a member of the Governing Board. The Treasurer shall report on the completed audit at the next Network Meeting.

G. Budget

1. The Network shall operate under a budget. Any unbudgeted expenditures exceeding $50.00

shall require approval of the Governing Board. The Leadership Team shall serve as the Finance

and Budget Project Team

2. The Finance and Budget Project Team shall consist of the Leadership Team. And the Treasurer

nominee for the upcoming year.

3. It will be the responsibility of the Incoming President to present a proposed “working” budget to

the Governing Board by the November meeting with revisions to follow at the January meeting.

4. The budget shall include annual expense items as specified by the State Women’s Council

Network budget for the Leadership Orientation and the annual assessment.

5. The network shall strive to maintain a reserve fund equal to at least the amount of three months

operating expenses for national and educational meetings.

H. Fundraising

All fundraising proceeds will be used for scholarships, educational projects, and community service

projects and officers’ expenses for national and educational meetings.

1. Separate Accounting

The Treasurer shall keep a separate accounting of all proceeds received from fund-raising

projects which shall be provided by each individual chairman. The Network, however, will retain

only one checking account. Additional accounts can be created with Board approval.

2. Community Service/Charity Fundraising Events

All spring and summer large event fundraisers shall establish a donation goal based on the

Women’s Council annual budget. If the established donation goal exceeds more than half of the

net proceeds from the respective event, up to 50% of the net proceeds may be donated to the

charity. The remaining funds will be allocated to the Women’s Council - Omaha Network. Final

donation amount to be approved by the board.

3. All Business Resource Luncheon focus charities shall receive 100% of funds donated at the

luncheon. Donations to be recorded by the treasurer and reported to at the board meeting. All

cash donations to be deposited into the Women’s Council bank account and a check will be

written directly to the Charity.

4. All proceeds from networking table Strategic Partners at Business Resource Luncheons shall go

toward scholarships, educational projects, and community service projects and officers’

expenses for national and educational meetings.

5. Possible Deficit obligation

No fund-raising project shall be undertaken which could create a deficit obligation for the

Network without Governing Board approval.

 VII. Strategic Partners Top Tier Opportunities

 A. Please see the attached Strategic Partner Opportunity Grid.

1. Silver & Gold (1-year Strategic Partnerships)

2. Double Diamond (2-year Strategic Partnership)

 VIII. VIP

A. State or National Women’s Council Office

When a member of the Network is elected to State, Regional or National Women’s Council Office,

any expenses allocated by the Network shall be determined by and voted upon by the Governing

Board. Such funds shall be included in the Network Budget.

B. Honorary Members

Local honorary members shall be elected by majority vote of the Governing Board, and shall be

exempt from State, National and local dues. Honorary members shall not have governing

privileges. Qualification for honorary membership is as follows:

a) Minimum of 5 years of active involvement and membership in Women’s Council;

b) Notable service to Women’s Council during membership;

c) Active involvement in the real estate industry precluded by health and/or retirement

The Membership Director shall maintain the list of Honorary Members and post them on our

local network website

IX. Awards and Recognition

A. Monthly Recognition

The Governing Board shall select at their option, monthly, a member who has demonstrated

outstanding service. This member will be recognized in the Network newsletter or any other

appropriate media,

B. Outstanding Service Awards

An Outstanding Service Award will be given to a REALTOR® member and a STRATEGIC

PARTNER member each year.

1. Recognition Awards Project Team

The Chair of this Project Team is the REALTOR Award recipient from the previous year. If

she/he is not available, the Current President will appoint a new Project Team chair. The

Project Team shall consist of five members:

a) the past year REALTOR Award recipient

b) the past year STRATEGIC PARTNER Award recipient

c) two members of the Governing Board

d) one member-at-large

The current President shall appoint the Project Team members and all appointments are

subject to the approval of the Governing Board.

2. Nominations

Nominations for OUTSTANDING Service Awards can be submitted to the Project Team from

the membership in writing.

3. Criteria

The criteria for the award are as follows:

1. Must be an active consecutive member for three years having demonstrated exemplary service during membership. The local Network President, local Network President-elect and the local Network Directors are not eligible to receive the award during or within one year after their term of office. This does not preclude Past Presidents or other officers from receiving the award.

b) The selection of the Strategic Partner recipient will be based on the same criteria

c) Additional Service Awards

Service Awards other than those granted to the REALTOR® of the Year and STRATEGIC PARTNER of the year may be granted by the Network at the Annual Holiday Installation.

4. Project Team

The selection of members to receive Service Awards shall be the task of the same Project

Team in charge of the selection of the REALTOR® of the Year and the STRATEGIC

PARTNER of the Year (Recognition Awards Project Team).

5. Nominations

The nominations for the additional Service Awards shall be submitted to the Project Team

from the membership in writing.

6. Criteria

The recipient(s) will have a history of consistency in overall support of the organization and

display cooperation among members. The recipient(s) may be either REALTOR or

STRATEGIC PARTNER members.

The chair of the Recognition Awards Project Team shall be responsible for the purchase of the

award plaques for the REALTOR of the Year and the Strategic Partner of the Year award.

D. Entrepreneur of the Year Award

This award is awarded to a network member who has exhibited business leadership in their work

and community. (While Member of the Year is awarded to a volunteer who has made a notable

contribution to the life of the Omaha Network, the Entrepreneur of the Year is awarded to a

REALTOR/REALTOR-ASSOCIATE who has achieved something notable in business.)

1. Project Team:

The selection Project Team for Entrepreneur of the Year is chaired by the most immediate past

president able to serve. Current Omaha Network President will be a Project Team member and the current Network President also appoints 3 REALTOR members and 2 REALTOR alternates. These appointments are subject to the approval of the Governing Board.

2. Applicants:

Applicants must complete the application found at WCR.org. (log in, which action takes you to

the Member Center, then click on Network Tools in the left-hand navigation bar. There you will

find a sample Entrepreneur of the Year Award application.) The application must be submitted to the Project Team within the deadline determined by the Project Team.

3. Criteria:

a) Must be a REALTOR or REALTOR-ASSOCIATE member of national Women’s Council of

REALTORS® for a minimum of one year.

b) Should have been a REALTOR or REALTOR-ASSOCIATE for a minimum of one year. It is

the responsibility of the Project Team chair to purchase a lapel pin from national Women’s

Council for the Entrepreneur of the Year Award winner. The winner will be announced at the

Annual Holiday Installation.

E. Designation Fund

A Designation Fund, as determined by the Governing Board, shall be equally divided among Women’s Council members, to include REALTORS® and Strategic Partners who receive a Certificate of Completion of approved designation courses by the Governing Board, deemed relevant to the Real Estate Industry, to be submitted by a regular deadline. Each member shall produce a receipt and certification of completion for each designation class. The deadline for submission shall be November 30th. The member will then be reimbursed up to 50% of the cost of the class, not to exceed their annual membership dues. Courses taken prior to each applicant’s membership date will not be eligible.

F. Continuing Education Fund

The Continuing Education Fund shall be equally divided among Women’s Council members, including REALTORS® and Strategic Partners, who receive a Certificate of Completion of approved continuing education and broker approved training courses to be submitted by a regular deadline. No member shall receive more than $15.00 per course. A member’s total reimbursement shall not exceed their annual membership dues. The deadline for submission shall be November 30th. Courses taken prior to each applicant’s membership date will not be eligible. Names of scholarship winners are to be printed and made a part of the Holiday installation and listed in the newsletter. A member who has received a designation and chooses to pursue further classes in that designation field shall be reimbursed following the same guidelines as the Continuing Education Fund.

X. Network Achievement Book at the discretion of the President.

A. Responsibility for Preparation

The Historian/Photographer shall oversee and be the final authority on what goes in the Network Achievement Book. The chair may organize a Project Team to assist the Historian throughout the year. Book to be presented to the outgoing President at the Holiday Installation.

XI. Other Responsibilities

A. Responsibility for Charter

The Network President shall be responsible for maintaining the Charter and other important documents of the Network.

B. Responsibility to Secretary of State of NE

At the end of the Treasurer’s year, he/she shall report the new officers for the organization to the

Secretary of State. The new secretary shall become the registered agent of the organization at the

Secretary of State’s office each year. The Secretary of State will then send the annual report form

to the Treasurer automatically.