

STANDING RULES
Women's Council of REALTOR®
Azalea Coast Network
January 21, 2025

ARTICLE I, GOVERNANCE STRUCTURE

Section 1: Governing Board

Officers

A. President:

1. Must be a REALTOR® member
2. Elected as President-elect and automatically moves up to the position of President
3. Must agree to adhere to the position responsibilities as outlined in the job description
4. One-year term, continues to serve as counsel in subsequent year as immediate past president.

B. President-elect:

1. Must be a REALTOR® member
2. Elected by the membership
3. Must agree to adhere to the position responsibilities as outlined in the job description
4. One-year term
5. Automatic ascension to the role of President in the following year
6. Works to identify and establish relationships with strategic partners
7. Works with Marketing and communications Chair to ensure Strategic Partners are highlighted and recognized
8. Conduct their Business Planning Strategic Planning Sessions by end of November.

C. First Vice-President:

1. Must be a REALTOR® member
2. Appointed by the incoming President-elect and ratified at the last Governing Board meeting prior to the year taking office)
3. Must agree to adhere to the position responsibilities as outlined in the job description
4. Can serve consecutive appointments

D. Treasurer:

1. Can be a REALTOR® member or National Affiliate member
2. Elected by the membership
3. Must agree to adhere to the position responsibilities as outlined in the job description
4. One-year term (Can serve a maximum of 2 consecutive years if dually elected by membership according to voting rules)
5. Must complete Bill Highway training upon taking office.

E. Event Director

- a. Must be a REALTOR® member in good standing.
- b. Elected by the membership.
- c. One-year term. Can serve up to 2 consecutive terms if re-elected.

F. Membership Director

- a. Can be a REALTOR® member or National Affiliate member in good stand
- b. Elected by the membership.
- c. One-year term. Can serve up to 2 consecutive terms if re-elected.
- d. Must plan and conduct a minimum of 2 New Member Orientations per year

Governing Board: Comprised of the four Officers, plus:

- A. Events Director (must be a REALTOR® member; appointed by the incoming President and ratified at the last Governing Board meeting prior to the year taking office)
- B. Membership Director (can be a REALTOR® member or National Affiliate member; appointed by the incoming President and ratified at the last Governing Board meeting prior to the year taking office)
 1. Must plan and conduct a minimum of 2 New Member Orientations per year.

Governing Board shall meet a minimum of six times per year

Governing Board quorum is 3 REALTOR® members of the Board, and must include either the President or the President-elect

ARTICLE I, GOVERNANCE STRUCTURE (cont.)

Section 2: Chairs and Project Teams

A. Events Team

1. Event Director serves as chair of this committee.
2. Event Teams are tasked with planning each special event and Fundraiser
3. Event Team Leaders will make a written report on their team's event outcome and accomplishments, delivered to the Event Director within 5 days of completion.
4. Team members Can be REALTOR® or National Affiliate Member appointed by the Event Director
5. Event team members are not voting members of the board of directors.

B. Membership Team

1. Membership Director serves as the chair of this committee
2. Membership Team is tasked with creation and implementation of a strategic plan for membership growth and retention
 - a. Communication, welcome, and membership orientation
3. Team members can be REALTOR® or National Affiliate Member appointed by the Membership Director
4. Membership team members are not voting members of the board of directors.

C. Marketing and Communication Chair

1. Does not have a vote in BOD Meeting or serve in an official capacity on the Governing Board
2. Can be REALTOR® or National Affiliate Member appointed by the President
3. Works closely with the Events and Membership Directors to ensure event and meeting marketing is communicated consistently across social media, newsletter, text, email and other communication channels to all members and prospective members.

Section 3: Board of Directors (BOD) Meetings

(Six per year minimum, in person or by electronic communication platform such as zoom)

- A. BOD meetings will be held Second Monday of each month at 3pm. Location TBD by President.
- B. Treasurer shall bring an updated budget showing current accounting to each BOD meeting for review.
- C. First Vice President shall bring prior meeting minutes to each BOD meeting for review and approval.
- D. Membership Director shall bring current roster to each BOD meeting for review.
- E. Event Director brings updated calendar and debrief report from most recent event.

Section 4: Voting

- A. The Board of Directors may conduct business via electronic means, to include email. Any votes conducted in this manner must be recorded and documented to be added into Minutes for the following BOD meeting.
- B. Unless otherwise stated in By-laws or specific articles within Standing Rules, all approvals by the Board of Directors shall be passed by majority vote of voting eligible members only, with President only voting in the event of a tie vote.

ARTICLE II, NETWORK OPERATIONS

Section 1: Finance

- A. Scholarship monies, and executive memberships must be a line item on the budget.
- B. Network shall maintain a minimum financial reserve of \$3,000.00, to be fully funded by the beginning of year three (3).
- C. Network shall maintain minimum liability insurance.
- D. Members can attend BOD, membership, and networking meetings free of charge and will enjoy discounted ticket prices to special events.
- E. Non- members shall be charged a minimum of \$10 to attend networking events as a guest and may only attend 2 networking and or industry events per calendar year.
- F. Non-members will pay a higher ticket fee than members for all ticketed events.

Section 1(b): Base Dues for Association Executives

- A. Network can pay the base dues, and keep in good standing, the current CEO of the Cape Fear REALTORS® Association, if desired by the BOD. Section 1

(c): Member Scholarships

- A. General Member scholarships shall cover the cost of WCR registration only.
- B. General Member scholarships will be awarded on a first come, first serve basis, dictated by current year's budget. Any recipient must be in good standing and base dues fully paid at time of request, as well as time of reimbursement.
- C. All reimbursement monies paid for member scholarships, as well as line-item officers, shall be paid AFTER the duration of said event.
- D. All reimbursements for travel and scholarships shall be submitted no more than 45 days after the event.
- E. All recipients of scholarships and line-item travel must attend predetermined events, as outlined by BOD.
- F. Any variations of scholarship and reimbursement must be approved by majority vote of the Board of Directors.
- G. All requests shall be accompanied by a written request for reimbursement, as well as receipt(s). Request for Reimbursement is to be approved by the President and Treasurer. If a request is from the President, approval must be from the President-Elect and the Treasurer.

Section 2: Membership Structure

- A. Maintain a membership of 30 REALTOR® members or more each year
- B. Strategic Partners cannot exceed 50% of total REALTOR® Membership Number
- C. Strategic Partners are limited to 10% of total REALTOR® Membership per industry
- D. Not More than one (1) Strategic Partner per Company until REALTOR® membership exceeds fifty (50), then a maximum of two (2) per company will be allowed, if there is not a waitlist for that particular industry.

Section 3: Elections

- A. Elections for subsequent years shall be conducted on the 2nd Tuesday of September each year.
- B. Notification of Elections and call for candidates minimum of 90 days prior to elections (2nd Tuesday of June each year) and continue to follow elections process laid out by Women's Council.
- C. Slated officers will work with the current year BOD from the date of election through November to ensure smooth transition from year to year. Slated officers will not have a vote in Governing board meetings until they are dually installed.
- D. Installation of the incoming Board of Directors shall be conducted in November.

Section 4: Reporting and other governance requirements

- A. Submit a Network Business Plan annually
- B. Submit Annual budget for the following year in the 4th quarter
- C. Maintain Liability Insurance Policy
- D. Maintain 501c6 IRS tax exempt designation
- E. Approved budgets shall be posted by the Treasurer on Network (Google Drive) within 30 days of BOD approval.
- F. Approved BOD meeting minutes shall be posted on Network (Google Drive) by the First Vice- President within 30 Days of BOD approval.

ARTICLE III, Strategic Partners

SECTION 1: Base Dues

- A. Local Strategic Partners base dues shall be due by January 1st of each year. If a Local Strategic Partner joins before September 1st, then base dues shall be prorated at sponsor's chosen level per month for the remainder of the current year. If a Local Strategic Partner joins September 1st or after, the Local Strategic Partner shall pay a prorated amount of sponsor's chosen level per month for the remainder of the year, in addition to the fee for the following calendar year due upon application approval.

SECTION 2: Membership

- A. There should be no more than 10% of any one field to REALTOR® ratio. Once 10% is reached, no additional Local Strategic Partner in this professional field may be accepted. For example: 40 realtor members = 4 lenders, 4 insurance agents, 4 inspectors etc.
- B. Local Strategic Partner Members should not exceed 50% of total Network Membership. Once reached, no Local Strategic Partner Member, regardless of professional field, may be accepted. For example: 40 Realtor Members = 20 Strategic Partners maximum.
- C. National Affiliate Members shall be counted towards previously described ratio numbers. As such, Network cannot limit a Local Strategic Partner from becoming a National Affiliate Member, but the addition of that National Affiliate will affect the addition and ratios of Local Strategic Partners.

ARTICLE III, Strategic Partners cont.

- A. Once a Local Strategic Partner is accepted, he/she can not be asked to leave based on percentages, as long as said Local Strategic Partner is paid to date and in good standing.
- B. There should be no more than 2 Local Strategic Partners from the same company that operate in the same professional field. If Local Strategic Partners operate in different professional fields, but under the same company name, then they would be treated as if they are separate companies.

SECTION 3: Attendance

- A. Local Strategic Partners are invited to all network events.
- B. Local Strategic Partners may send a business partner in his/her place. This business partner must be within the same company and in the same professional field. If this business partner attends with the Local Strategic Partner, he/she will be treated as a guest.

ARTICLE IV, EVENTS

SECTION 1: Networking Events

- . Minimum of 2 networking events will be determined annually at the yearly planning retreat and approved by incoming BOD.

SECTION 2: Industry Events

- A. Industry events shall be educational in nature
- B. Minimum of 4 industry events per year
- C. Any variation of this must be approved by BOD and communicated to the general membership at least 60 days in advance.

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the Standing Rules of the Azalea Coast Network of the Women's Council of REALTORS® and that such Standing Rules were duly adopted by the Board of Directors of the Cape Fear Network of the Women's Council of REALTORS® on the date set forth below.

Date: January 23, 2025

Kelly Campbell

First Vice President – Kelly Campbell