

**WISCONSIN STATE NETWORK
WOMEN'S COUNCIL OF REALTORS®
STANDING RULES**

1. General Rules

- a. The responsibilities of the Officers and Chairperson shall commence on the first Tuesday after the end of the fall National Association of REALTORS® Convention (NAR) of each calendar year, to allow a transition period between boards.
- b. The Governing Board has the authority for the expenditure of funds for gifts or gratuities that are in order during the year for any visits by a National Officer, speaker, or co-sponsorships of Wisconsin REALTORS® Association (WRA) educational classes at the annual State Convention.
- c. All officers shall sign the *Consent to Serve* form yearly prior to the deadline established in the State Network Credentialing and Election Policy.
- d. Standing Rules are subject to change or modification by a majority vote of the Governing Board. All changes take effect immediately unless otherwise specified.
- e. Effective Jan 1st, 2024, the annual State Network membership dues for all Active, National Affiliate and secondary members shall be \$30.00.

2. The President shall:

- a. Conduct the business of the Network:
 - i. Plan meetings, prepare agenda and preside over the Governing Board and General Network Membership meetings. The first Governing Board meeting of the year shall be held no later than March 31st.

- ii. Appoint committee chairperson (except National Committee) to carry Network goals.
 - 1. Chairperson will be provided with an outline of their respective duties plus suggestions and objectives for the year.
 - 2. Committee chairperson should be a Women's Council of REALTORS® or National Affiliate member not serving as Local Network President.
 - iii. Implement Project Teams per Bylaws and State Network Operating Standards.
 - iv. Order badges/pins for the President, President-Elect, Treasurer, First Vice President, and State Liaison, as the budget may allow.
- b. Develop membership in the State through local network recruiting and retention programs.
 - c. Submit the application for the State Network Certification Program prior to the deadline established by National.
 - d. Assist in the development of new Networks.
 - e. Work with the State Liaison counseling local networks.
 - f. Follow the current National Women's Council of REALTORS® State Network Operating Standards.
 - g. Assist in the coordination of the Annual Meeting at the WRA Convention.
 - h. Gather information from conference attendees and share pertinent information with the membership.

3. The President-Elect shall:

- a. Oversee Leadership Development.
- b. Oversee Strategic Planning
- c. Coordinate the Annual Meeting at the WRA convention.

- d. Assist in presenting a Leadership Orientation for all incoming State and Local Network officers, chairpersons, and vice-chairpersons to be given prior to the January meetings. This training shall emphasize the duties and responsibilities of each position.
- e. Purchase a plaque and/or gift for the retiring President as the budget may allow.
- f. Coordinate the installation, including assisting with coordination of room set-up, menu, and program.
- g. Attend State, National and Network360 meetings and actively participate in the Governing Board meetings.
- h. Perform all other duties as assigned by the Governing Board.

4. The First Vice President shall:

- a. Take minutes of each Governing Board Meeting and General Membership meeting
 - i. All motions at these meetings shall be accurately recorded.
 - ii. All Officers and Governing Board members are to receive a copy of the minutes within fourteen (14) days following a meeting.
 - iii. Post Minutes Two (2) weeks prior to any general membership meeting to the network website(s). An email notification will be sent to members of this posting.
- b. Upload all meeting minutes to the network Trello account.
- c. Maintain records of efforts to develop future networks.
- d. Oversee State election process.
- e. Maintain and update the State Bylaws and Standing Rules and upload to Trello account.
- f. Submit names of new leadership team to National, as well as any update throughout the year.
- g. Attend State meetings and actively participate in Governing Board meetings.

5. The Treasurer shall:

- a. Present a copy of the Proposed budget for the coming year to the Governing Board at least 10(ten) days prior to the first Governing Board meeting. The budget shall then be presented for final approval at the first Governing Board meeting.
- b. Maintain accurate financial records of all funds, including reconciling all bank statements and documenting all deposits and expenditures in a timely manner.
- c. The Network shall maintain the 501(c)(6) Tax Exempt Status and file the IRS Chapter 990 tax form annually, prior to the due date.
- d. Any transfer of funds (internal or external, including wires) must have prior written authorization as approved by the budget, and been verified as to its authenticity. See attached Exhibit A.
- e. All monies received for the Network shall be deposited in the account of the Network in a financial institution as specified by the Governing Board within seven (7) days of submitting receipt.
- f. Reimburse funds within thirty (30) days of receiving all invoices and State Reimbursement forms, as stipulated by the budget. Authorized payments will be processed within thirty (30) days of the date they are received, or by the invoice due date, whichever comes first.
 - i. Treasurer is responsible for updating the *State Reimbursement* form and distributing to Officers and chairpersons.
 - ii. Treasurer is responsible for the verification of the authenticity of a request. See attached Exhibit B.
- g. Prepare a written financial report, including an updated budget, at each Governing Board and General Membership meeting. Adequate copies of these reports are to be available at all meetings for those in attendance.
- h. Submit a final Treasurers report to the Finance and Budget committee, no later than December 31st.

- i. Learn and utilize the online financial software recommended by National (i.e., BillHighway)
- j. Register new bank signatory cards for the incoming President and incoming Treasurer by December 31st. The Treasurer shall be the primary check/financial signatory. One (1) authorized signature shall be required on all checks.
- k. The Treasurer shall keep accurate records and the network shall retain electronic copies of the same for a minimum period of three (3) years. All records shall be maintained in Trello or another online document storage program.
- l. Chair the Finance and Budget committee.
- m. Oversee Strategic Partner Development Project Team.
- n. Attend State meetings and actively participate in Governing Board meetings.
- o. Perform all other duties assigned by the Governing Board.

6. The State Liaison shall:

- a. Serve as the primary liaison between the Local Networks and the State Network.
- b. Provide support to Local Networks where needed.
- c. Identify potential new Local Networks and follow procedures to initiate the chartering process.
- d. Function as first contact to resolve local operating issues.
- e. Coach Local Network Leaders to plan Network Membership Meetings that improve Network performance.
- f. Facilitate communication between National and Local Networks and Members-at-Large in the state.
- g. Attend State, National and Network 360 meetings and actively participate in the Governing Board meetings.
- h. Receive and review Local Network minutes on a timely basis.

- i. All other duties assigned by the Governing Board.

7. Officer Reimbursement

The President, President-Elect, and State Liaison shall be entitled to reimbursement for expenses made on behalf of the State Network as follows:

- a. Reimbursement for registration fees, hotel room, ground/air transportation, parking for all National meetings.
 - i. If the individual requesting reimbursement also receives any reimbursement(s) from their Local, State or National REALTORS® Associations, or any of the other NAR Institutes, Societies or Councils, the requests must be incremental and relative to those other reimbursements. No individual will be reimbursed for travel and expenses twice, nor for any expenses paid by another organization. These expenses (excluding alcohol) shall be reimbursed per receipts presented by the Women's Council of REALTORS® member. Governing Board Members attending meetings and conferences are encouraged to stay at the Women's Council of REALTORS® Headquarters Hotel. Each Governing Board Member will be reimbursed at the early registration rate and 50% of the minimum Women's Council of REALTORS® Headquarters hotel rate; therefore, sharing a room is encouraged. Rooms will be reimbursed for a maximum of six (6) nights.
- b. Receipts must be submitted to the Treasurer with the State Reimbursement form within thirty (30) days of travel.
See Exhibit B
- c. Total reimbursement shall not exceed the budgeted amount for the year.
- d. Attendance is mandatory at all Women's Council of REALTORS® reimbursed meetings.

8. The Candidate Review Team shall:

- a. Follow the State Network Credentialing and Election Policy & Bylaws. See attached Exhibit C.
- b. Candidate Review Team Chair shall send out weekly emails to all Network membership to solicit applicants for positions.
 1. Emails shall include job descriptions, election date, application, and Consent to Serve due date and contact information for the Candidate Review Team Chair.

9. Election/Voting/Installation

- a. Candidates must meet the requirements set forth in the bylaws, State Network Operating Model, and position descriptions provided by National.
- b. The Installation of Officers may be combined with the State Leadership Orientation. The Installation shall be scheduled at the discretion of the incoming State President, but prior to year-end. All expenses for the installation shall be charged to the installation budget.

10. The Finance and Budget Committee shall:

- a. Be chaired by the current State Treasurer.
- b. The Vice Chair shall be appointed by President Elect.
- c. Consist of not fewer than three members of the network.
- d. Review the expenses of the Officers for the previous year and adjust the budget accordingly. Committee expenditures shall also be reviewed for adjustments.
- e. Any unbudgeted expenditure exceeding \$50.00 shall require approval of the President. Any unbudgeted expenditure exceeding \$100.00 shall require approval of the Governing Board. The approval of such expenses can be accomplished by email vote or special meeting if necessary.

- f. All contracts shall be in writing with a specific dollar amount. All contracts are to be signed by the Women's Council of REALTORS® State of Wisconsin President and Treasurer. A copy of the contract shall be kept in Trello or other online storage designated by the Governing Board.
- g. The President, President-Elect and Treasurer shall be authorized signatories on BillHighway.
- h. Any financial transactions completed on behalf of any State expenditures by the Treasurer must first have the approval of either the President or President-Elect.

11. The Audit Committee shall:

- a. Be appointed by the President during the fall Annual Election Meeting. One member shall be appointed to serve for a second term to ensure continuity. The incoming Treasurer and current Finance and Budget Chair may serve on the committee.
- b. Within two (2) weeks after the beginning of the following year, all financial records and documents shall be turned over to the Audit Committee to be audited. The Committee Chair shall report on the completed audit at the first State Governing Board meeting of the following year.
- c. The Annual Audit shall be completed as follows: by no later than January 31 or no more than two (2) weeks following receipt of the final Network financial reports and records for the preceding year.

12. Parliamentarian

- a. A Parliamentarian and an alternate Parliamentarian may be appointed by the President; however, must be approved by the Governing Board.
- b. Parliamentarians may assist during Governing Board meetings on matters of parliamentary rules and procedures, meeting execution and points of order.
- c. The Parliamentarian is a guest at those meetings in which they are in attendance and shall not be entitled to vote.

13. Fundraising

- a. All Fundraising events must be approved by the Governing Board and comply with the 501(c)(6) IRS Tax-Exempt Status.
- b. To protect the tax-exempt status as a non-profit organization concerning Fundraising, refer to the IRS ruling information:
 - i. “Under IRS Code Section 501(c)(6), all of a nonprofit’s earnings must be reinvested into the organizations and may not benefit individual members or shareholders. A 501(c)(6) organization must consist of members sharing a common business interest. A company may not deduct donations to a 501(c)(6) organization as a charitable contribution. However, the company may write off the donations as a business-related expense if the donating company operates in the industry or region being served by the organization. The 501 (c)(6) associations’ income from its industry-promoting activities is exempt from federal taxations.”
 - ii. The Network shall keep separate accounting of all proceeds received from fundraising projects by line item.
 - iii. A report of proceeds will be provided to the Governing Board no later than 30 days after the event.
- c. Possible Deficit Obligation
 - i. No project shall be undertaken which could create a deficit obligation for the Network without Governing Board approval.

14. Convention Committee- WRA Booth

- a. Convention Committee, to be led by local presidents-elect, oversee organizing the WRA State Booth, generating revenue from the booth, establishing the giveaway, theme, workers, etc.
- b. All expenses for the WRA Booth to be approved by the Governing Board prior to implementation or commitment.

15. All Chairperson and Project Team Leaders shall:

- a. Fulfill their respective duties as outlined by the President.
- b. Submit receipts with the State Expense form for budgeted reimbursement items to the Treasurer within 30 days of completion.
- c. Attend the transitional meeting for outgoing and incoming Governing Boards to be held for the purposes of transfer of records and information.
- d. Submit a year-end committee report, including all expenses and any recommendations for the Finance and Budget Committee to consider for the following year's budget.

16. Member of the Year Award Project Team

- a. The Award
 - i. The award shall be called the Women's Council of REALTORS® State Network Member of the Year award for the year in which it is presented. The State Network award shall be presented at the annual state convention or state meeting.
 - ii. There shall be a line item in the budget to pay for the award and recipient's dinner at award ceremony.
- b. Deadlines
 - i. State Members of the Year must be reported to The Wisconsin REALTORS® Association, by the State President, on or before June 30th.
- c. Eligible Nominees
 - i. Must be a current member of National Women's Council of REALTORS®.

- ii. Should have been a REALTOR® or REALTOR-ASSOCIATE® or National Affiliate for a minimum of two consecutive years.
- iii. Shall be those individuals selected for recognition by the State Network. *To avoid any possibility of this award going automatically to a current State Network officer, these individuals shall be ineligible to receive the award during or within one year after the term of office.* This does not preclude past Presidents or other officers from receiving the award.

d. The Procedure

- i. The State Network Member of the Year Project Team establishes the criteria and deadlines by which the State Network nominees will be judged and advises all nominees of this information. (These are suggested guidelines and may be modified by the committee.)
- ii. Each Local Network President or members-at-large will submit their recommendations on the Nominating Form to the State Project Team by the date requested of May 31st.
- iii. The recipient of the State Network Member of the Year award shall be recognized with an appropriate commemoration including title of the award, name of the recipient, year honored, and Women's Council of REALTORS®. State Network recipients will also be recognized at the WRA State Convention.

e. Award Project Team

- i. The recipient of the State Network Member of the Year award shall be chair of the Member of the Year Project Team the year after receiving the award. In the event they are not able to serve, then the most recent award recipient willing and able shall serve as chair.

- ii. The State Network President shall appoint project team members. All appointments are subject to the approval of the Governing Board.
- iii. The team shall consist of five members, with representation from all networks. Three members shall constitute a quorum. Other people suggested to serve as members are previous recipients of the award, members elected from the Governing Board and general membership.
- iv. Voting by proxy shall not be permitted.

17. Communications

- a. All emails distributed by an authorized State email address must have an unsubscribe option and a signature and contact information for the contact person from the Network originating the email.
- b. Gmail accounts to be maintained for the State Network. The accounts will be forwarded by the President-Elect & Secretary by November 15th each year to the new Officers.
- c. Only Governing Board Meetings and Committee Meetings are approved meetings for the State Women's Council of REALTORS®. All side meetings or outside discussion is prohibited.

18. Special Meetings

- a. Special meetings of the Governing Board may be called by the President or shall be called at the request of at least three members of the Governing Board.
- b. Members of the Governing Board may unite in a petition to call such a meeting.
- c. The President will determine the location for the meeting.

Adopted on November 1st, 2007, by Sara Anderson, State Governor

Revised on August 21, 2014

Patti Jastroch, Milwaukee Metro Chapter, Past LCP, Past Governor

Gail Howard, Milwaukee Metro Chapter, Past LCP, Governor, State President,
National RVP

Tricia Chartier, Milwaukee Metro Chapter, Past LCP, Past State President

Sara Anderson, Madison Metro Chapter, Past LCP, Past State President, Past
State Governor

Lori Muller, Fox Valley Chapter, Past LCP, 2014 State President-Elect

Cari Fuss, Madison Metro Chapter, 2014 Local Chapter President-Elect

Approved by State Governing Board Sept.20th, 2014.

Revised on September 8th, 2017.

By Gail Howard, Milwaukee Metro Network

Sara Anderson, Madison Metro Network

Tricia Chartier, Milwaukee Metro Network

Carla Nowka, Madison Metro Network

Stephanie Moeller, Milwaukee Metro Network

Approved by State Governing Board September 11th, 2017.

Revised and approved on July 30th, 2019, by

(Originally approved December 2018 by existing
State Network Governing Board Members)

Mary Gandolfo, Madison Metro Network

Monika Ramsey, Madison Metro Network

Bernie Weiss, Milwaukee Metro Network

Leah Marsh, Fox Valley Network

Lori Muller, Fox Valley Network

Revised on August 26th, 2019.

Mary Gandolfo, Madison Metro Network

Marla Breen, Milwaukee Metro Network

Bernie Weiss, Milwaukee Metro Network

Lori Muller, Fox Valley Network

Approved by State Governing Board September 9th, 2019.

Revised on May 14, 2021, and September 1, 2021.

Sara Anderson, Madison Metro Network

Mary Gandolfo, Madison Metro Network

Jacqueline Knight, Madison Metro Network

Carla Nowka, Madison Metro Network

Revised on July 21, 2022

Sara Anderson, Madison Metro Network

Mary Gandolfo, Madison Metro Network

Carla Nowka, Madison Metro Network

Approved by State Governing Board on September 21, 2022.

Revised on September 8, 2023

Sheri White, Madison Metro Network

Monika Ramsey, Madison Metro Network

Mo Simmons, Milwaukee Metro Network

Sara Anderson, Madison Metro Network

Mary Gandolfo, Madison Metro Network

Carla Nowka, Madison Metro Network

Approved by State Governing Board on September 27, 2023.

Revised on January 24, 2024

Sheri White, Madison Metro Network

Monika Ramsey, Madison Metro Network

Mo Simmons, Milwaukee Metro Network

Sara Anderson, Madison Metro Network

Angela Stoehr, Milwaukee Metro Network

Mary Gandolfo, Madison Metro Network

Carla Nowka, Madison Metro Network

Approved by State Governing Board on March 6th, 2024

Exhibit A
Wire Authorization Approval Form



This form serves as approval for the transfer of funds by federal fund wire to bank account as detailed below:

Wire Request:

For Payment of: _____

Bank/Credit Union Receiving Wire: _____

Name(s) on the Account: _____

ABA/Routing #: _____

Account #: _____

Special Instructions: _____

(Print Name) Treasurer Date: _____

BOARD APPROVAL BELOW THIS LINE (two signatures required)

The State Network Treasurer has approval to wire the request above.

(Print Name) President Date: _____

(Print Name) President-Elect Date: _____



Check Request Reimbursement Form

Use this form to request reimbursement for expenses paid on behalf of WCR and forward to the Treasurer along with copies of receipts for processing.

Name: _____

Phone: _____ **Email:** _____

Company: _____

Address: _____

(for mailing check) _____

Please attach original receipts to this form.

Date	Event or Committee Name	Description	Amount
Total Amount:			

Submitted by: _____

Signature: _____ Date: _____

Date Received by President: _____

President Approval: _____ Date: _____

Date Received by Treasurer for Processing _____

Dated 09.20.2021