



STANDING RULES

I. General Rules

A. The responsibilities of the Officers and Chairpersons shall commence on the first Tuesday after the National Women's Council of Realtors (herein referred to as Council) conference ends of each calendar year.

B. The Governing Board shall meet as defined by our By-Laws a minimum of four times a year. These meetings shall be designated Winter, Spring, Summer and Fall.

C. The Cincinnati Network will maintain a banner supplied by State and display it at events.

D. Authority shall rest with the Governing Board for the expenditure of funds for gifts or gratuities that are in order during the year for any visits by a State and National Council Officer, speaker, or co-sponsorship of RAGC educational classes.

E. All members interested in a leadership position at the Cincinnati Network level must sign the Position Expectations document when applying.

F.. All Officer Candidates shall sign the Consent to Serve form yearly, prior to the election.

G. Each Governing Board member is encouraged to use our Strategic Partners wherever and whenever possible.

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

I. Follow the Council's Network Guidebook and Glossary, Local Network Operating Model, Network Preparation Worksheet, and By-laws.

II. The President shall:

A. Conduct the business of the Network:

1. Plan meetings, prepare agenda and preside at the Network Governing Board and General Membership meetings.

2. Appoint committee chairpersons (except Nominating Committee) to carry out Network goals.

B. Submit Local Network Certification by Council deadline.

C. Develop membership in the state through local network recruiting and retention programs.

D. Work with the State Liaison to maintain standards and compliance.

E. Attend all State, and National Meetings and actively participate in the Governing Board meetings.

F. Utilize Certification preparation worksheet as a guideline to reach benchmarks set forth by the Council, which can be found on the Council website.

III. The President-Elect shall:

- A. Fulfill the duties of the President in the event the President is unable to serve.
- B. Present a Leadership training event for all incoming State and Local Network officers, chairpersons, and vice-chairpersons to be given during the fourth quarter of the calendar year. This training shall emphasize the duties and responsibilities of each position.
- C. Coordinate the Installation, including assisting with the coordination of room set up, menu, and program.
- D. Attend all Local, State and minimum of 1 National Meeting and actively participate in the Governing Board meetings.
- E. Purchase a plaque and/or gift for the retiring President. The cost shall not exceed the budgeted amount.
- F. Stress the importance of using the Council's Website and tools.
- G. Recruit new members to the Networks.
- H. Order badges for the President, President-Elect, Treasurer, and First VP for their year as President. If budget permits, Director Badges may also be purchased.
- L. All other duties as assigned by the Governing Board.

IV. The Treasurer shall:

A. Maintain accurate financial records of all funds, including reconciling all bank statements and documenting all deposits and expenditures.

B. Reimburse monies within 7 days upon receipt of bills and the State Expense Form as approved in the budget.

1. Treasurer is responsible for updating Local Expense Form and distributing to Officers and Chairpersons. This can be done by updating the budget and sharing it.

C. 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.

D. Submit a final Treasurer's report to the Finance and Budget Committee, as well as the Audit Committee, no later than December 1.

E. Submit a "projected budget" for the upcoming year at the fall meeting for Governing Board approval.

F. Sign and submit the Affiliation Agreement by due date.

G. Report newly elected officers to Council by appropriate date.

H. Be responsible for securing a bond policy for an amount to be determined by the Governing Board. This bond shall be reviewed annually.

I. Financial report form (received by Treasures December 31st) shall be returned to the Treasurer by the Winter Meeting. There shall be a one hundred dollar (\$100) per month penalty in the event the report is not received by the Treasurer by March.

J. Invoice from State will be received no later than January 15 for Ohio Network IRS filing. The invoice amount shall be a “pass through cost” divided equally among participating Networks. Network deadline for payment of said invoice is to be March 1. There shall be a one hundred dollar (\$100) per month penalty in the event the invoice is not paid to the Treasurer by March 1.

K. Should attend all Local, State, and National meetings and actively participate in the Governing Board meetings.

L. All other duties as assigned by the Governing Board.

V. The First Vice President shall:

A. Take minutes of each Governing Board Meeting and General Membership Meeting.

1. All motions at these meetings shall be accurately recorded.

2. Post a copy of the minutes within thirty (30) days following a meeting to the Network’s google drive or other electronic storage capability and the Network’s Webmaster for posting to the website.

3. All Governing Board members are to receive a copy of the minutes within 30 days following a meeting.

B. Post minutes two weeks prior to any General Membership meeting to the Network’s microsite. An email notification will be sent to members of this posting.

C. Maintain the State’s microsite.

1. Report any issues immediately to National for rectification

D. Bring adequate copies of the minutes to all General Membership meeting.

E. Bring the Minutes Notebook to every meeting for reference. The Minutes notebook should be cumulative. The electronic storage file on google can suffice at (as) said notebook.

F. Should attend all Local State and minimum of 1 National Meeting and actively participate in the Governing Board Meetings.

G. All other duties as assigned by the Governing Board.

VII. Officer Reimbursement

The Officers listed in Articles II through VI of the Standing Rules (President, President-Elect, Treasurer, First Vice President and State Liaison) shall be entitled to reimbursement for expenses made on behalf of the State Network as follows:

- A. Be reimbursed for registration fees, program fees, travel and/or mileage, and meals for Local, State and National meetings, Leadership Orientation, and Local Network visits. Total reimbursement shall not exceed the budgeted amount for the year for each position. Each officer will be responsible for any changes that exceed their travel budget or are not approved in by the Treasurer and President.
- B. Any expenditures outside of these guidelines must be approved by the Governing Board.
- C. Receipts must be submitted to the Treasurer within 30 days of travel.
- D. Mileage reimbursement will be based on the annual IRS Standard Mileage Rate for the appropriate year.
- E. Registration reimbursement amount shall be limited to “Early Bird” registration amounts.
- F. All officers shall make a diligent effort to purchase airfare at the lowest possible rate.

- G. Meal reimbursements for each trip will be limited to \$80 per day.
- H. Alcoholic beverages are not subject to reimbursement.

VIII. Debit Card Assignment and Usage During Transition to Bill Highway

- A. Debit Cards will be issued through PNC Bank to the current year's President and Treasurer only.
- B. Restricted use of the debit card may be for the following expenses and appropriately tracked through vouchers with receipts submitted no later than 30 days after use:
 - 1. Local officers' State and National Conference registration fees.
 - 2. Hotel reservations at State and National Conferences and required meetings.
 - 4. The card cannot be used for retail purposes or personal expenses.

XI. Committees and Their General Duties

- A. This Network shall maintain the following Committees: Finance and Budget, Social Media and Events Committee, Leadership Committee
- B. Certain tasks that have been traditionally completed by committees can be completed by Project Teams. These Project Teams shall be appointed by the President with the approval of the Governing Board. The number of members on each Project Team shall be solely to the President's discretion, although statewide representation is encouraged. Their term of service shall be determined by the President with the approval of the Governing

Board. These Project Teams could include the following: By-Laws and Standing Rules, Education, Marketing, Ways and Means, Audit, Awards and Recognition, Communications, Historian, Leadership Presence Advisor, Member of the Year, Membership, Parliamentarian, Past Presidents, RPAC, Social, Strategic Partners, Sunshine, and the Task is to Ask. Any Special Committee can function as a short-term task force or work group.

- C. All Committees shall be comprised of at least three (1) members, one of whom is designated as Chair. A second member shall be designated Vice Chair.
- D. The Committee Chair and Vice Chair shall serve a one-year term, beginning November 1 and ending on October 31. With Governing Board approval they can serve more than 1 consecutive term.
- E. All Committee Chairs shall:
 - 1. Fulfill their respective duties as detailed in our Bylaws, these Standing Rules, and as outlined by the President.
 - 2. Present committee reports and updates at all Governing Board meetings.
 - 3. Submit receipts with the State Expense voucher for budgeted reimbursement items to the Treasurer within 30 days of completion.
 - 4. Attend the transitional meeting for outgoing and incoming Governing Boards to be held for the purposes of transfer of records and information.
 - 5. Attend the Ohio Network Orientation in the fall prior to starting the term as Chair.
 - 6. 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.
- F. All Committee VICE Chairs shall:
 - 1. Lead all committee actions in the absence of the Chair.
 - 2. Present committee reports and updates at all Governing Board meetings in the absence of the Chair.

3. Attend the Ohio Network Orientation in the fall prior to starting the term as Vice Chair.

G. All Project Team Chairs and Members shall:

1. Work together to accomplish the tasks as assigned by the President in the time allotted and with the least expense incurred.
2. Report their findings and recommendations in a report to the Governing Board for their acceptance and any further action, if necessary.

XII. Committees and Responsibilities

A. The Finance and Budget Committee shall:

1. Be chaired by an active Member who is a Past President of the State Network and appointed by the President.
2. In addition to the Chair, the Committee shall consist of the current President, the incoming President, the current Treasurer, the incoming Treasurer.
3. Present a copy of the proposed Budget for the coming year to the Governing Board prior to the fall meeting. This Budget shall be submitted for approval at the fall meeting.
4. Review the expenses of the Officers for the previous year and adjust the budget for the coming year accordingly. Committee expenditures shall also be reviewed for adjustments.
5. Fund any travel by an Officer in place of the President or President-Elect from the appropriate Officer's budgeted item.
6. Not reimburse expenses for any Officer if such expenses are covered by another source.

B. Leadership Identification and Development (LID) Committee shall:

1. Identify and encourage future leaders for the Cincinnati Network;
2. Be appointed by the President with the approval of the Governing Board, except those who are automatically appointed because of their current or previous office.
3. Serve for one a minimum of (1) calendar year.
4. Identify, develop, and position qualified members for leadership roles at all levels of the organization, including identifying and submitting member resumes to the Council for consideration for Council opportunities and appointments.

XIII. Project Teams and Responsibilities

A. Bylaws and Standing Rules Committee shall:

1. Review Bylaws annually, revising them as needed, or as directed by the Cincinnati Network Governing Board.
2. Submit proposed changes to the Bylaws to the General Membership for approval. All changes to the Bylaws as directed by the National Council do not require an approval by the Governing Board or General Membership.
3. Review Standing Rules annually, revising them as needed, or as directed by the Governing Board
4. Submit proposed changes to the Standing Rules to the Governing Board for approval.

5. Consist of the Bylaws and Standing Rules Committee Chairs from each of the local networks, in addition to the Parliamentarian and all elected Ohio Officers.

C. Marketing Committee shall:

1. Develop or edits brochures, marketing pieces, templates, flyers or Social Media Sites at the direction of the Programs Director.

D. Ways and Means Committee shall:

1. Plan and execute fundraising programs to raise non-dues income on behalf of the Cincinnati Network under the direction of the Program Director.. The specific amount to raise is derived from the annual approved budget.

E. Audit Committee shall:

1. Be appointed by the President and consist of two members from the Governing Board and two members of the General Membership that have served as Local Network President.
2. The Chair of the Committee shall be a Past Local or State President of the President's choosing.
3. Complete audits by spring meeting and fall meetings and report the results at the spring and fall meetings. The current year's Audit Committee shall audit the

final financial records for their year and present at the winter meeting.

5. Verify all documentation for all income and expense entries for all accounts.

6. Have all Audit Committee members sign off on each Audit.

G. Social Media and Events Committee Chair oversees the Committee AND the Vice Chairs who shall be responsible for the four communication areas on behalf of the network. Each area shall:

1. Microsite - Be responsible for maintaining the wcrohio.org website that shall include recommendations to the Governing Board for any changes to the website, which will enhance the member's experience.

2. Email - Be responsible for dissemination of all general Ohio Network communications via electronic communication.

3. Social Media - Be responsible for regular postings on all social network platforms that the Ohio Network maintains a presence.

4. Newsletter - Create, with the Marketing Committee, the quarterly newsletter for the Ohio Network and distribute the quarterly newsletter to all members. If a newsletter has been developed.

J. Membership Committee shall be chaired by the Membership Director

1. Serve as a forum for sharing our Local Network's successes and failures while recruiting and retaining our members.
2. Plan and develop membership drives to help Local Networks recruit new members.
3. Plan and develop recruiting and retention recognition programs as a benefit for Local Networks.

P. The Sunshine Committee shall:

1. Coordinate with the Treasurer a donation on behalf of the Network whenever a Past Network President, their spouse, or child (natural, step-, or adopted) becomes deceased. Although this donation can be made to the charity of the deceased's family's choice, an IRS 501(c)(3) charity affiliated with the REALTOR® organization is preferred.

XIV. Reserve Policy

A. Objective: The purpose of this Network Reserve Policy is to create guidelines for the maintenance and use of funds held on account which are over and above those funds required for the normal operation of the Cincinnati Network.

1. Hereinafter, the Cincinnati Network shall be referred to as "Network."

B. Policy Statement: Efficient operation of the Network includes proper fiscal management. After paying for all normal Network operations, it is not unusual to

have funds remaining. Hereinafter, said monies shall be referred to as “reserve funds.”

1. As of December 31 of each calendar year, in accordance with Internal Revenue Service regulations, the Treasurer shall have an amount of no more than \$5,000 in the checking account. All funds in excess of this amount shall be transferred to the Network’s reserve funds. Transferring such funds does not require the approval of the Governing Board. However, the Treasurer shall notify the outgoing and incoming Governing Board of the funds’ transfer.
2. The reserve funds of the Network shall be held in a Reserve Fund. Reserve funds are those funds not required for the regular operation of the Network.

C. Purpose and Authorized Use of Reserve Funds: The Reserve Fund will be used for such expenses not anticipated in the Network’s annual budget.

1. Authority to withdraw reserve funds is restricted only to a vote of the Governing Board at any meeting of the Governing Board, including meeting any quorum requirements at time of the vote. The method of voting shall be in compliance with the Bylaws of the Network, including the allowance of voting via fax or electronic mail.

D. Legal Authority: Upon approval of this policy by the Governing Board, this policy shall become a part of the Network’s Standing Rules and is subject to future changes according to those Rules.

E. Glossary

1. Governing Board: The members of the Cincinnati Network of Women’s Council of REALTORS® recognized by the Network’s Bylaws to conduct the business and financial affairs of the Network.

2. Quorum: The number of members of the Governing Board necessary to be present to vote on an issue.

XV. Investment Policy

A. Introduction: This Policy is created and adopted with the expressed purpose to guide current and future Cincinnati Network members on how and where to invest monies that the Network owns, including, but not limited to, those monies necessary for the ordinary operation of the Network. Investing monies of the Network shall be conducted with the goal of creating additional income for the Network.

B. Organizational Authority

1. The Network Treasurer is the bonded network officer responsible for all financial matters, according to the Bylaws of the Network.
2. The Finance and Budget Committee is the Network committee responsible for all financial planning, according to the Bylaws of the Network.
3. The Network Treasurer shall be solely responsible to certify the Network's monies are invested with financial institutions where the monies are guaranteed by the Federal Government in the event of a failure of the financial institution.
4. The Network Treasurer shall be solely responsible to certify that Network's total monies invested in any one financial institution shall be no greater than the maximum amount the Federal Government shall insure for any one financial institution.

C. Oversight Responsibility

1. It shall be the responsibility of the Network's Finance and Budget Committee to consult with the Treasurer and recommend to the

Governing Board for the Board's approval the financial institutions where the monies shall be maintained.

2. The Network's Finance and Budget Committee shall review this Investment Policy annually.

D. Checking Account

1. Purpose: The Checking Account represents those monies needed by the Network for the ordinary operation of the Network. The Checking Account shall be invested in an appropriate account where the money in the account earns interest and is paid to the Network on a consistent basis, provided such account is available for organizations similar to ours.

2. Investment Objectives: The Checking Account shall be deposited with financial institutions that allow the Network to earn as much interest as possible on the monies invested, while limiting the risk of loss of value to the account.

3. Investment Guidelines

- a) The Checking Account shall maximize the interest earned on the account.
- b) The account shall have Federal Government insurance against loss of funds due to failure of the financial institution where the funds are deposited.
- c) There shall be a sum of five thousand dollars (\$5,000.00), or as defined by the current regulations of the Internal Revenue Service, at the start of each calendar year.

- d) There shall be no maximum amount in the Checking Account throughout the calendar year.

E. Reserve Fund

1. Purpose: The purpose of the Reserve Fund is to provide monies to support Network operations and special projects that are not anticipated in the preparation of the Network's annual Budget.
2. Investment Objectives: The investment objectives of the Reserve Fund are preservation of capital, liquidity, and optimization of the investment return within the constraints of this Investment Policy.
3. Investment Guidelines: Monies held in the Reserve Fund shall be in fixed or variable interest rate instruments at financial institutions that maintain Federal Government depository insurance.
4. Allowable Investments: The investments shall be limited to certificates of deposit.

F. Maturity: The monies in the Reserve Fund shall rollover into another similar sized and timed investment whenever the investment matures, provided the Finance and Budget Committee and Treasurer recommend and the Governing Board approves.

G. Glossary

1. Network: The organization recognized by the national Governing Board of the Women's Council of REALTORS® that operates within the State of Ohio.
2. Governing Board: The members of the Cincinnati Network of Women's Council of REALTORS® recognized by the Network's Bylaws to conduct the business and financial affairs of the Network.

3. Financial Institution: Any corporation recognized by the United States Department of Treasury to offer federal depositary insurance.
4. Certificate of Deposit: An investment vehicle offered by a Financial Institution where a sum of money is deposited with the Institution and the Institution agrees to repay the sum plus interest on the sum at the end of a specified time period.
5. Federal Depositary Insurance Program: This is the program of the United States Government that guarantees the monies deposited with various
6. Financial Institutions. This has historically been called "FDIC Insurance." However, this Investment Policy recognizes the program that functions in this manner, without any specific, historical name.
7. Capital: Monies invested with Financial Institutions
8. Liquidity: The ability of capital to be converted from deposit to cash and used by an organization for its benefit.

XVI. FINANCIAL PROCEDURES

- A. All financial accounts shall be opened and maintained in the name of "Ohio Network Women's Council of REALTORS®." The mailing address of the Ohio Association of REALTORS® shall serve as the legal address for the Network. The Network shall secure and maintain a federal tax identification number. The federal tax identification number shall not be listed on any documentation, except as required by federal or state law or regulation.
- B. The Treasurer shall be the keeper of all documents issued by financial institutions for deposits made into any Network financial account, withdrawals from any Network financial account, or written statements detailing Network account activity. The Treasurer's address of choice shall serve as the Network's financial accounting address for each calendar year.

C. The Network Treasurer shall maintain a checking account with an appropriate financial institution in compliance with the Bylaws, Standing Rules, and Policies of the Network. The account in said institution shall be an interest-bearing account, provided such account is available to organizations similar to ours. The interest generated shall be paid into the Checking Account of the Network.

D. It is preferred that the Checking Account not move from financial institution to financial institution with the annual changing of the Treasurers. However, in the event the monies must move, the transfer shall be conducted with the knowledge and approval of the Network Governing Board, and in compliance with the Reserve and Investment Policies.

F. The Account shall require one signature on every check issued on behalf of the Network, specifically the Network Treasurer.

XVII. Related Parties and Conflict of Interest

- A. It is the policy of this Network to identify, evaluate, and disclose all related party relationships. Related parties include Governing Board members and their immediate families, including parents and step-parents, and all natural, step, and adopted children.
- B. Prior to entering into any contractual or vendor relationships with related parties, the proposed transaction shall be brought to the attention of the Governing Board for approval.
- C. Annual conflict of interest statements shall be obtained from all Governing Board members which describe any conflicts or potential conflicts of interest. This form shall be completed, signed, and delivered to the President at the Winter Governing Board meeting.

XVIII. Records Retention and Destruction

- A. It is the policy of the Network to retain certain records as required by law and to destroy them when appropriate.
- B. The destruction of records must be approved by the Governing Board and in keeping with the legal requirements. Each Governing Board member is required to have knowledge of and keep record of the retention schedule for all types of records.

The following records shall be retained permanently:

- 1. Articles of Incorporation
- 2. Corporate resolutions
- 3. Determination letter from the IRS
- 4. Audit reports
- 5. Tax Returns
- 6. Governing Board minutes

The following records shall be retained for the following period of time:

- 7. Bank reconciliations and statements – 3 years
- 8. Deposits and receipts – 7 years
- 9. Contracts and leases – Length of the contract plus 7 years
- 10. Invoices and supportive payables and documentation – 7 years

XIX. Whistleblower Policy

- A. This Whistleblower Policy is designed to provide a mechanism for Network members and other organization leaders to raise good faith concerns regarding suspected violations of law or Network policy; to facilitate cooperation in any inquiry or investigation by any court, agency, law enforcement or other governmental body;

and to protect individuals who take such action from retaliation or any other threat of retaliation by any other member or agent of the Network.

- B. This policy applies to all Network and Governing Board members, and other organization volunteers.
 - C. The Network is committed to maintaining an organization where Members are free to raise good faith concerns regarding the Network business practices. Members should be encouraged to report suspected violations of the law; to identify potential violations of Network policy, including those contained in our Bylaws and these Standing Rules; and to provide truthful information in connection with any inquiry investigation.
 - D. Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality. The President will manage such investigation, and may request the assistance of counsel or other outside parties as he or she deems necessary. The President will prepare a report of the findings of the investigation, and submit such a report to the Governing Board.
 - E. In the event that a report concerns the President, he or she shall recuse himself or herself from the proceedings, and the President-Elect shall select an appropriate officer of the Network to continue the investigation.
 - F. Any member who believes that he or she has been subject to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report such incident to the President of the Network.

XX. SOCIAL MEDIA POLICY

- A. The intention of the Women's Council social media pages is to support our members and keep them informed of what is going on within the Network. All posts must be

approved by a designated member(s.)_Examples of approved posts include the highlighting of current members/Strategic Partners, welcoming new members/Strategic Partners, events, and activities put on by any of the Ohio networks and upcoming information on CENTRAL REGION, Ohio REALTORS® conference and NAR conferences. Uplifting, positive and encouraging messages will be allowed. Appreciation to our paid Strategic Partners will be posted by the designated members. The guidelines of sponsorship by Strategic Partners will be followed.

B. There will be NO promotion of any individual real estate company or provider (except in cases of appreciation for a sponsorship) or promotion of any event outside of a Women's Council Local Netw

