



Northern Wasatch Network Standing Rules

Revised October 8, 2021

I. Meetings

- A. Network meetings will be held as per national guidelines. May be held via Zoom.
- B. Governing Board Meeting
 - 1. There shall be a minimum of six meetings annually.

II. Elections

- A. Officer Consent to Serve
 - 1. Nominating officers shall read the job description and sign “A Consent to Serve Form.”
- B. Procedures
 - 1. Rules of the Day
 - a) The procedure of Elections to be in accordance with National Guidelines.
 - b) Candidate Review Team to begin the elections process by March 15th each year and be completed by July 15th each year. Notice and slate to be sent out by July 30th each year.
 - c) Elections may be done electronically.

III. Installation of Officers

- A. Arrangements
 - 1. The outgoing President, along with her Project Team, shall make arrangements for the installations of officers. The incoming President shall select the Installing Officer.
- B. Finances
 - 1. The Incoming President shall have the duty of obtaining the Diamond Award and/or gift for the Outgoing President at the expense of the Network with sufficient time for presentation at the Installation Ceremony. Cost to be up to \$100.

2. The budget of the Installation Ceremony shall be sufficient to include the expense of invited guest dignitaries. If the budget allows, it is the responsibility of the outgoing President to obtain gifts and/or plaques for the outgoing officers at the Installation Ceremony. Cost of each gift to be up to \$50 as budget allows.

IV. Duties of the Governing Board

- A. The Governing Board shall consist of members as outlined in the Network By-laws
- B. The duties of the Governing Board shall be as outlined in the Network By-laws
- C. The acting Governing Board is charged with the responsibility to replace funds spent from the Treasury so that the necessary funds remain constant to operate the Network in a fiscally responsible manner.
- D. All monies and supporting documents, receipts, invoices, and bank statements shall be turned over to the new Treasurer and/or President by the 5th of January.
- E. A financial report will be prepared and presented to the acting Governing Board at the January planning meeting.
- F. An audit shall be completed each year with a written report to the current President.
- G. The name of the Network Member of the Year shall be reported to the State Network by the outgoing President.
- H. Each officer who attends the National Meetings and any cost of such attendance is paid for by the Network shall make a report to the Governing Board in writing summarizing the notes of the classes or sessions they are required to attend.
- I. All members of the Governing Board are required to attend at least 80% of the Governing Board meetings annually. Notice for all meetings to be set the previous meeting with changes sent in writing, by text or email prior to meetings.
- J. Officers shall abide by the national and local Women's Council of Realtors duties and bylaws, the Network Standing Rules and Duties as outlined in the Leadership Policy and Procedure Manual.
- K. The Treasurer shall receive all monies for the Network and deposit them into the Network account.
 1. Two signatures shall be required on all checks. The signatures shall be that of the Treasurer and the President, past President, or President-Elect. The Treasurer shall upload the bank statement each month to the Network Google Drive account (nwaorwcr@gmail.com).
 2. All monies (with the exception of dues from National members) collected

by the Network shall be turned over to the Treasurer within 30 calendar days of receipt and shall be deposited by the Treasurer within 30 calendar days thereafter.

- L. Event Director shall make a written report within 30 days of the event to the President and upload it to the Network Google Drive account (nwaorwcr@gmail.com).
 - M. Membership Director to maintain the Membership Slideshow that plays during the Industry Events. Include the Sponsors as follows in the Membership Slideshow: Diamond included 3 times, Platinum included 2 times, Gold 1 time.
- V. Financial Matters
- A. Reimbursed Expenses
 - 1. There are five National meetings annually that qualify for reimbursement with each as per budget allows
 - a) National Mid-Year (May)
 - (1) Applicable to President, President-elect, First Vice President, Treasurer, Membership Director, Event Director
 - (2) Secondarily applicable to Co-chairs as budget allows
 - b) Network 360 (August)
 - (1) Applicable to President & President-elect
 - c) Utah Association of Realtors Convention
 - (1) Applicable to President & President-elect
 - (2) Secondarily applicable to Secretary, Treasurer, Membership Director, Event Director as budget allows
 - d) State Orientation
 - (1) Applicable to President, President-elect, Secretary, Treasurer, Membership Director, Event Director
 - (2) Secondarily applicable to Co-chairs as budget allows
 - e) NAR Convention (November)
 - (1) Applicable to President, President-elect, Secretary, Treasurer, Membership Director, Event Director
 - (2) Secondarily applicable to Co-chairs as budget allows
 - 2. The reimbursement shall be for:
 - a) From the day before the event through the day after the event as necessary for travel arrangements.

- b) Registration Fee to approved National and State Events
- c) Lowest double room rate at WCR hotel as assigned by WCR, NAR, or UAR. A roommate is required when a roommate is available or no reimbursement for the room will be given.
- d) Daily rate will be \$100 per diem for out of state-approved meetings and \$75 per diem for in-state approved meetings.
 - (1) The National Inaugural lunch/dinner to be paid in addition to per diem as budget allows.
 - (2) No reimbursement will be given for expenses over the allotted per diem.
- e) Transportation:
 - (1) Airfare including charges for one piece of luggage provided that piece of luggage is at or below the weight allotted by the chosen carrier. Charges for additional weight and additional luggage shall be the responsibility of the attendee.
 - (2) Gas reimbursement for local events. Governing Board Members agree to carpool when reasonable.
- f) Expenses shall be reimbursed upon receipt by the Treasurer of the invoice or receipt.

- 3. If the registrant does not attend the conference for any reason, all monies paid to the registrant for said conference shall be due in full upon request by the Network or within 24 hours of the first day of the said conference, whichever occurs first.
- 4. In the event that full reimbursement for the above-stated expenses is not available, a partial reimbursement shall be given to the officers attending. The amount being reimbursed shall be communicated by the Treasurer to the Governing Board prior to the event.
- 5. Reimbursement shall be sent by the Treasurer within 30 days of receipt of the invoices, receipts, and reports if funds are available.

B. Governing Board may vote to send flowers or other condolences or congratulations to

VI. Sponsors

- A. All Sponsors must be Strategic Partners.
- B. Banner Sponsors are limited to two companies per industry.
- C. Banner Sponsors may choose one of three levels available. Each with a package of benefits provided as defined below:
 - 1. Gold Sponsor - 5 Available Slots - \$1,500

- a) Listed as a Gold Sponsor on the Banner and table tents at ALL Industry Events
 - b) Gold Benefits:
 - (1) Two professional videos created and shared on NWAORwcr social media and with WCR membership
 - (2) Recognition on all WCR marketing including Members-only Facebook page.
 - (3) Verbal recognition at all Industry Events
 - (4) Included in the Membership Slideshow one time per loop
2. Platinum Sponsors - 3 Available Slots - \$2,500
- a) Listed as a Platinum Sponsor on the Banner and table tents at ALL Industry Events
 - b) Platinum Benefits
 - (1) All Gold Benefits PLUS
 - (2) ONE free WCR Membership
 - (3) Included in the Membership Slideshow TWO times per loop
 - (4) Four professional videos created and shared on NWAORwcr social media and with WCR membership
 - (5) Opportunity to introduce yourself and company at ONE Industry Event (5 minutes)
3. Diamond Sponsor - 1 Available Slot - \$3,000
- a) Listed as the Diamond Sponsor on the Banner and table tents at ALL Industry Events
 - b) Diamond Benefits
 - (1) All Platinum Benefits PLUS
 - (2) TWO free WCR Memberships
 - (3) Included in the Membership Slideshow THREE times per loop
 - (4) SIX professional videos created and shared on NWAORwcr social media and with WCR membership
 - (5) Opportunity to introduce yourself and company at TWO Industry Events (5 minutes)

D. Event Sponsors

- 1. Spring Fundraiser - 1 Available Slot - \$1,000. Includes:
 - a) Advertising on special event ads and flyer

- b) Sign recognition at the event
 - c) Opportunity to do a commercial for the purpose of promoting the event at preceding Industry Events
 - d) Exclusive advertising and placement on any promotional items at event
 - e) During Kentucky Derby: Helps run the games and silent auction
2. Member Appreciation Event - 1 Available Slot - \$1,500. Includes:
- a) Advertising on special event ads and flyer
 - b) Sign recognition at the event
 - c) Opportunity to do a commercial for the purpose of promoting the event at preceding Industry Events Exclusive advertising and placement on any promotional items at event
3. Orientation and Planning - 1 Available Slot - \$500. Includes:
- a) Advertising on special event ads and flyers
 - b) Sign recognition at the event
 - c) Opportunity to do a commercial for the purpose of promoting the event at preceding Industry Events
 - d) Exclusive advertising and placement on any promotional items at event
4. Holiday Social - 1 Available Slot \$2,000 -or- 2-4 Available Slots at \$1,000. Includes:
- a) Advertising on special event ads, flyer, and emails about the event
 - b) Sign recognition at the event
 - c) Opportunity to do a commercial for the purpose of promoting the event at preceding Industry Events
 - d) Exclusive advertising and placement on any promotional items at event
 - e) **If there are multiple sponsors, they will be industry specialists exclusive and all will be co-advertised as event sponsors.
5. Education Scholarship - Unlimited - \$1,500. Includes:
- a) Verbal recognition at an Industry Event
 - b) Opportunity to help send a Realtor WCR Member to a National Meeting

VII. Awards and Recognition

- A. Incoming President and Incoming President-Elect shall select the Realtor of the Year and Strategic Partner of the Year recipients by November 15th.

- B. Realtor of the Year and Strategic Partner of the Year Awards are to be presented at the December or January Industry Event. A plaque and/or gift is to be presented at the time and paid for by the Network. Cost not to exceed \$100 as budget allows.