

WCR
WOMEN'S COUNCIL OF
REALTORS®
Naples on-the-Gulf
Network
Standing Rules

NAPLES ON THE GULF WOMEN’S COUNCIL OF REALTORS®
NETWORK STANDING RULES

I. Meetings

A. Network Meetings

A minimum of 4 Industry Events shall be held monthly in the Calendar year.

1. Annual Election Meeting

The Annual Election Meeting shall be held **prior to the Oct 15 National deadline**. It may be held in conjunction with an Industry Event.

2. Installation Meeting

The Installation Meeting shall be held in November. It may be held in conjunction with an Industry Event or other REALTOR® event.

B. Governing Board Meetings

Governing Board Meetings shall be held as per Network Bylaws Article IV section 4. Voting members of the board shall be as stated in Article IV section 1 of the Network Bylaws.

1. Unexcused Absences

Attendance shall be taken at each Governing Board Meeting, which shall be reflected in the minutes as present, excused, or absent. The First Vice President shall review the attendance record of any voting member of the Governing Board with two unexcused absences. A vote shall be taken by the governing board regarding their removal from office.

2. Reinstatement

Any voting member whose seat was vacated in this manner may apply for reinstatement, which shall require a majority vote of the Governing Board.

II. Elections

A. Officer Qualifications

Members nominated for office are preferred to have the following qualifications:

- Should hold membership in a WCR Network for at least one year.
- Be a member in good standing in both the National and the local WCR Network.
- In the event of multiple qualified candidates, active REALTOR® members should take precedence.

B. Officers Consent to Serve

Officer nominees shall sign a consent-to-serve form after reading the job description. The consent to serve form shall accompany the application form and will be turned in at time of interview. A final version will be signed after elections have taken place. Job descriptions will be accessible to applicant from National/Network website.

C. Candidate Review Team

The Candidate Review Team shall be elected as per Network By-Laws Article VIII section 1. (A). The Candidate Review Team shall consist of four Active National REALTOR® members, in addition to the most recent Past President to serve who shall be chairman of the committee. (This team will be selected by the board mid-year. Chairman will only have vote in case of a tie).

D. Procedures

1. Those Eligible to Vote

At the Annual Election Meeting, only active REALTOR® and National Affiliate members whose dues have been paid in full and are members of record in the National WCR office shall be entitled to vote.

2. Rules of The Day

Members will be instructed on the “Rules of the Day” prior to voting per the Network By-Laws.

Installation of Officers

- E. WCR Officers may be installed in conjunction with NABOR officers or other organizations, or a separate installation ceremony may be conducted.
- F. The passing of the gavel may occur at the December (Installation) Meeting.

- 1. Arrangements

The incoming President, along with her Installation Committee, shall make the arrangements for the ceremony.

- 2. Selection of Mistress/Master of Ceremonies

The incoming President shall select the Mistress/Master of Ceremonies and Installing Officer. The Installing Officer should be a WCR member in good standing.

- 3. Plaque for Outgoing President

The incoming President shall obtain, at the expense of the Network, a plaque and a personal gift to be presented to the outgoing President at the passing of the gavel. The value of the personal gift shall not exceed \$150.

- 4. Finances

The cost for the December (Installation) event(s) shall be a budgeted line item approved by the board.

III. Duties

- A. Officers

Network Officers shall abide by the local Network By-Laws, the local Networks Standing Rules, the local Networks job descriptions, and the duties as outlined in the Local and National Leadership Manuals.

President

The President provides leadership and direction for the Network, keeping her team focused on the mission of the Council and the Network business plan. Acts as the local voice for Women's Council brand, articulating the value of the Network, representing the Network with related groups, setting the tone for active member involvement.

The incoming President appoints Event Director and Membership Director with ratification by the outgoing Governing Board.

The President must be a Realtor in good standing. See National/Network website for duties responsibilities.

President-Elect

The President-Elect supports the President in fulfilling duties, builds leadership skills and prepares to assume the Presidency. Develops and maintains productive relationships with Strategic partners to ensure satisfaction and support for Network activities. The President-Elect must be a **Realtor®** and should have a minimum of a one year tenure. See National/Network website for duties and responsibilities.

First Vice President

The First Vice President shall ensure proper reporting and Network compliance with all state and federal laws and regulations impacting non-profit organizations. He/she shall take minutes of all meetings and distribute copies as required. Notification of the upcoming board meeting will be distributed a minimum of (1) week prior to meeting. Minutes of the Governing Board are to be distributed to the members of the Governing Board within one week after the governing board meeting. The First Vice President maintains Network bylaws and standing rules. The First Vice President must be a **Realtor®** in good standing. See local National/Local website for the complete duties and responsibilities. **This position is selected by the incoming President- Elect with ratification of the Governing Board.**

Treasurer

The Treasurer ensures strategies and systems are in place to support the financial health and integrity of the Network. Ensure proper reporting and Network compliance with all state and federal laws and regulations impacting non-profit organizations. See WCR.org for complete duties and responsibilities.

All monies received by the Network shall be deposited in the account of Naples on-the-Gulf, WCR in a financial institution selected by the Governing Board.

A check request must be submitted for payment and must be signed by the Treasurer and President or President elect in his/her absence. All checks will have 2 signatures which will be signed by line officers. When the President is submitting a request, the check request and the check must be signed by the President Elect and the Treasurer. In the absence of the Treasurer and/or President, another elected Officer may sign checks or deposit funds with the President's approval. All recognized Line Officers shall be signatories. Monies collected by the Network shall be turned over to the Treasurer within ten (10) days of receipt and shall be deposited by the Treasurer within three (3) business days thereafter.

Any monies collected at any event shall be tallied within three (3) days of an event and turned over to the Treasurer. The Treasurer or in her/his absence, the President or another elected officer shall deposit these funds within three (3) days of receipt. All cash payments must be counted by at least 2 people before leaving the event and sign off on that amount collected.

All reimbursement requests require review and approval or denial by the Treasurer and the President.

Treasurer shall handle all sponsors invoicing, with the help of the Sponsor Chair or Assistant Treasurer, should one be appointed.

Treasurer responsibilities are further outlined in Section VI - Financial matters of the Standing Rules.

Treasurer shall keep and distribute a current IRS Guideline form or expense that fall under those guidelines.

Treasurer will provide a detailed monthly treasurer's report showing money received in and money dispersed out for the previous month at each board meeting, to be recorded and attached to the minutes.

A Bookkeeper position may be filled, provided the candidate is approved by the Governing Board. This position is not considered an elected officer position and does not have to be a Realtor. Membership is to be paid by the network.

The Treasurer position will be bonded. The Treasurer may be a **Realtor® or National Affiliate** in good standing. See National/Local website for duties and responsibilities.

Event Director

The Event Director ensures the development and delivery of timely, relevant, business-oriented Network educational and networking events that attract a high level of participation from members and the industry at large. The Event Director must be a **Realtor®** in good standing. See National/Local website for complete duties and responsibilities. **This position is appointed by the incoming President with ratification by the Governing Board.**

Membership Director

The Membership Director conducts an aggressive outreach strategy to communicate the value of the Network and the Women's Council brand, engaging prospective, new and renewing members. The Membership Director manages the membership Chair and Project teams as needed to accomplish tasks. The Membership Director must be a **Realtor®** or **National Affiliate** member in good standing. See National/Local website for complete duties and responsibilities. **This position is appointed by the incoming President with ratification by the Governing Board.**

B. Committee Chairmen

All outgoing Committee Chairmen shall make a written report on the Committee's activities and accomplishments and pass on Committee materials and report to the incoming Committee Chairmen at the local Network leadership retreat held in November. The incoming Committee Chairmen shall recommend to the incoming President - members to serve on their Committee. Committee Chairmen shall be responsible for thank you notes to sponsors or others involved in events. Committee Chairmen will review and be familiar with their job description.

C. Parliamentarian

A Parliamentarian and an alternate Parliamentarian may be appointed by the President

- OR- the President shall be responsible for implementing Robert's Rules of Order.

IV. Membership

A. New Members

1. Processing Applications

The Membership Director shall collect new REALTOR® member applications and payment. They shall be forwarded immediately to the National WCR Office, retaining copies for the membership file. Local Network President will be informed of new members along with contact information within 7 days of application receipt.

New Local/National Affiliate applications should be retained for the membership file. Notice of new member should be forwarded to Membership Director and Local Network President with contact information. The application and payment should be forwarded to the local Treasurer.

2. Welcome

Cards or letters shall be sent to each new (REALTOR®) member by the Membership Committee, on behalf of the President. New Members shall be welcomed and introduced individually at Network Meetings by the Membership Director.

The Membership Committee is responsible to send notice of the next month's meeting to newest members.

New member orientation and appreciation events will take place at a time and place that the President directs.

The Membership Committee will be responsible for giving each new member a mentor from the organization. It is the mentor's duty to make sure they know about upcoming events, seek them out at events, introduce them to other members and make sure they use the website to the fullest extent

3. Induction Ceremony

The Membership Director shall conduct the Induction Ceremony for New Members during or at a New Member Orientation program. New Members shall be notified and invited to attend on the date of induction by the Membership Committee

B. Guest Follow Up

The Membership Committee shall be responsible for contacting all eligible guests who have attended Network Meetings for the purpose of asking them to join.

V. Financial Matters

A. Reimbursed Expenses for Meetings

When the Network budgets reimbursable expenses the following guidelines shall apply:

1. Authorized Functions

Authorized functions shall be District, Regional, State and National Meetings.

2. Requests For Reimbursement

Requests for reimbursement shall be submitted to the Treasurer on a form provided by the Treasurer including paid receipts and/or bills which must be itemized, no later than 30 days after the conclusion of the meeting or event. All categories on the check request must be items taken from the budget.

All reimbursement requests require review and approval or denial by the Treasurer and the President (within 10 business days) from submission.

3. Eligibility for Reimbursement

- The Governing Board shall determine who will be eligible for reimbursement, including Officers and/or designees and which events they will attend, per the budget allocations for the current year and in accordance with the National Annual Report requirements.
- The President, President Elect and the First Vice President will be reimbursed for all major meetings which they must attend and must adhere to the budget for the year. Other officers may be reimbursed for other meetings according to the budget for the year.
- If budget constraints do not permit attendance at all meetings, the Governing Board shall vote to determine which meetings shall have representation.

4. Amounts Authorized and Expenses Covered May Include:

- Registration fee. Only Early Bird registration amounts will be reimbursed.
- Transportation to and from State, National and Summit WCR Meetings.

If car is utilized, IRS guidelines for mileage reimbursement will be used. Car-pooling is encouraged. If not carpooling, this mileage expense must be approved by the board.

- Only first suitcase put through the airlines will be reimbursed if there is a charge. Excess baggage or extra weight will be the responsibility of the individual.
- WCR Ticketed Events.
- One half of the hotel room bill for the approved officer attending, unless only one officer is attending or in the event of a pandemic.
- Meals will be paid based on IRS Standard guidelines for M&IE. There will be no reimbursement for alcoholic beverages
- Flights must be booked at least 60 days prior to the event. Reimbursement will be made for economy prices. Any upgrade expenses are the responsibility of the traveler.

Note: The budget shall reflect reasonable transportation costs to and from the airport. Transportation costs to from non-WCR hotels will be reviewed on a case by case issue. Reimbursement shall not exceed the budgeted amount. **All travel reimbursements shall be completed following reimbursement. If the traveler, books and does not attend an event, the travel is not reimbursable.**

The Network Credit Card is retained by the President and is used for travel expense for conventions for the President and the President Elect. The Network Credit Card shall have a limit of \$3,000 from the issuing bank. Charges may include airlines, hotels and items purchased for the Network. As airline travel is purchased in advance of conventions, this purchase must be submitted to the Treasurer within 10 days in order for the Treasurer to anticipate the charge on the Network Credit Card. The President and President Elect have budgets that they must follow. If they should be over budget, this must be approved by the Governing Board. Food and taxis will be paid on individual credit cards and reimbursed through a check request form within 30 days of travel. Original receipts must be saved and turned in.

5. Reports

All attendees eligible for reimbursement are required to attend **all** assigned Committee Meetings, Governing and General Membership Meetings. Conflicts are to be approved by the President. All attendees eligible for reimbursement will be required to share with the Governing Board any information gained from their

attendance at the events. The President will make a report to the general membership.

6. Requirements

All attendees shall be required to dress in appropriate business attire and to arrive on time to scheduled meetings.

B. Guest Policy

1. Speakers

Speakers are to receive a complimentary meal and/or other special recognition for their contribution to the Network.

2. National Officers, State Officers, and Division Vice President

Invited National and State Officers should receive a complimentary meal and lodging paid in advance if requested.

Gifts for State President, National President and Division Vice President would be in order, but not for other invited Officers.

3. Non-Members

Guests may attend paid events as a guest two times during a calendar year. It is the responsibility of the Membership Committee to obtain a guest list from the check-in hostess(s) and maintain this info to inform the Membership Director.

C. Reservations

1. Financial Obligations

Reservations must be made for all local Network Meetings and sponsored events. Payment by cash, check, or credit card must be made at the time of reservation. The current Officers shall be entitled to 50% off tickets at the local WCR Industry Events and local special events.

2. Cancellation Deadline

The cancellation deadline shall be established for each function of the Network and will be announced in the notice for that function. Late registrations or walk-ins will be charged the established walk-in fee which will be noted on the flyer or invitation.

3. Fee Policy

Members making reservations for meetings and/or ticketed functions shall be charged for the meal or refreshments whether they partake in them. If not cancelled prior to event, the reservation charge will apply even if they do not attend. Treasurer will be responsible for billing and collections.

Cancellation policy will be announced in the notice sent regarding that function

D. Network Courtesy Policy

1. Memorials

In the case of a death of a Network member, an appropriate memorial not to exceed \$150.00 shall be selected. In the case of the death of a Network member's spouse, parent or child, an appropriate memorial not to exceed \$100.00 shall be selected. This shall be the responsibility of the First Vice President .

2. Get Well

A card shall be sent to any member who is ill or hospitalized and shall be the responsibility of the First Vice President.

3. Courtesy Expenditures Not Budgeted

The Governing Board may approve a courtesy expense not budgeted.

E. Audit

The treasurer's books shall be audited twice annually. The audit is to be completed in February and August before the new President takes over in order for the books to be handed over to the new Treasurer for the following year.

The audit project team will have the following members appointed by the President Elect/President:

- At least 3 members, but no more than 5
- At least 1 member must be an active past president (but did not serve as President during the year being audited)
- 1 REALTOR not serving on the Board, and
- At least 1 member must be a National Affiliate.
- The current Treasurer and President-Elect may be present to address questions by the task force but may not participate in the audit.

F. Budget

The Budget shall be prepared by the outgoing and incoming President and Treasurer, incoming elected officers, or anyone the President or President Elect would like to sit in. It shall be submitted to the Governing Board for approval no later than November of the previous year

1. Separate Accounting

The Network Treasurer and the Committee event chairs shall keep a separate accounting for all proceeds received from Fund Raising Projects. All monies collected at an event should immediately be turned over and verified by the Treasurer/Officer at the conclusion of the event and deposited in the Network bank account within 72 hours.

A special account may be set up for any member that is stepping up to serve as State President. The account should be a savings account and separate from Network functions. Money to be earmarked will be clearly defined.

The Committee Event Chair will provide a report of proceeds to the Governing Board no later than the next Governing Board meeting.

G. Education Reimbursement

Reimbursement will be distributed depending on the amount budgeted for the year and the number of members who request reimbursement.

The following classes may be submitted for reimbursement; PMN Courses, Broker Courses, Realtor® Designation Courses and other certification courses approved by the Governing Board. The member must be in good standing having

attended at least six events, of which a minimum of three (3) events must be Industry Events and must hold their primary membership in the Naples on the Gulf Network. Reimbursement requests must be submitted in writing on a Check Request Form and proof of certification with receipt(s) attached by November 30th of the current year. Requests may be made following course completion and designation, or certification has been achieved. Requests will be reviewed as they come in and approved at the next governing board meeting.

VI. VIP Policies

A. State or National WCR Office

When a member of the Network is elected to State or National WCR Office, any expense allocated by the Network shall be determined by and voted upon by the Governing Board.

VII. Top Producer

Held in spring of the current year for the previous year's production. The Top Producer Committee shall determine production levels based on market conditions. Recipient requirements are as follows:

- Must be a member in good standing of Women's Council of REALTORS® Naples-on the-Gulf Network.
- Must have been a member in good standing and supported a minimum of 3 Industry Events in the previous production year.

Definition of Categories:

Individual: Working on your own, or if on a team and not the team leader is not a member, then production is counted individually.

Team: Two or more members working together and sharing production.

- Category I- General Real Estate Sales
- Category II- Team General Real Estate Sales
- Category III- Developer On-Site Sales
- ENTRY WILL NOT BE ELIGIBLE WITHOUT BROKER'S SIGNATURE.

VIII. Awards and Recognition –

General Guidelines:

- Must be a member in good standing of Women's Council of REALTORS® Naples-on the-Gulf Network.
1. Standing Officers shall not be eligible to receive awards.
 2. The Awards Committee shall determine criteria of the awards.
 3. The Awards will be presented at an event chosen by the Governing Board.
 4. A member may receive only 1 “Of the Year” award each year.

IX. National Awards Programs

The Network will participate in National Awards Programs.

X. Media Protocol

Any media, press, or social media posts promoting and/or representing WCR must reflect the core values of Council and requires the current President's approval prior to release and/or posting.

XI. Miscellaneous

Sponsors

Sponsors will be needed for specific functions or activities. Procedures and responsibility should be clearly defined prior to the function or activity.

Correspondence should be in writing and a thank you letter or card should be sent within 3 days of the event or sponsorship payment. This is the responsibility of the Chairman of that function or activity.