

Women's Council of REALTORS®  
Stark County, Ohio Network  
*STANDING RULES*  
(Revised 9-30-22)

I. GENERAL RULES:

- A. The responsibilities of the Officers and Chairpersons shall commence on 1<sup>st</sup> Tuesday after the National Convention. .
- B. Officers to sign the “Agreement to Serve” yearly for each office no later than the 1<sup>st</sup> Tuesday after the National Convention.
- C. The Governing Board shall meet on the 3<sup>rd</sup> Thursday of every month but in no event less than a minimum of four times a year.
- D. Unless allocated in the annual budget the expenditure of funds for gifts or gratuities that are in order during the year for any speaker or visits by a National and/or State Officer shall require approval by the Governing Board .
- E. The current year and following year Governing Boards shall meet in October to conclude all unfinished business for the year. All Officers and Chairpersons shall keep records of their duties/activities for the year to pass on to their successors at the October Governing Board Meeting.
- F. Standing rules are subject to change or modification by a majority vote of the Governing Board. All changes take effect immediately unless otherwise specified.
- G. Officers and Committee Chairpersons may not incur expenses, obligate the Council, champion causes or otherwise speak for Council without prior consent of Council. Only the President or President Elect can sign contracts with vendors.
- H. Any chairperson and/or committee must have prior Governing Board approval to exceed budgeted expenses or that chairperson's/committee's expense shall pay paid overage out of pocket.
- I. This Council shall have a minimum of four Industry Events annually, one per quarter. One required Industry Event MUST focus on Leadership Development and one MUST be collaborative with another Network, Association, or Organization. The two remaining events shall be relevant and generate income to the Council..
- J. This Council shall have a minimum of two additional Networking Events annually.

- K. The budget will allocate funding of \$500 each for the Membership Director, Program Director, Secretary, and Treasurer to attend National, State and/or Regional Meetings.
- L. The Council budget will allocate funding for non-officer National Members to attend Women's Council of REALTORS® Regional event if held, or other related educational or organizational events. Such allocation shall be established for this purpose by the budget and finance committee.
- M. The Hospitality Committee shall send flowers or designated items with a maximum amount of \$75.00 on behalf of the Council upon the death of a local Past President, current officer, or governing board member. Flowers may be sent to Women's Council of REALTORS® members at the discretion of the Governing Board. Cards are to be sent for all other occasions. Cards are to be sent to State and National Officers, Past Presidents, and members.
- N. The BYLAWS and STANDING RULES shall be reviewed and approved by the Governing Board each year before the annual election. Bylaws shall be faxed/emailed to the National Women's Council of REALTORS® by October 31<sup>st</sup> if changes are made.

O. Any guest speaker at any Industry Event will receive a fee or gift card and complimentary lunch.

II. **THE PRESIDENT SHALL:**

- A. Preside at the Local Network Governing Board Meetings and Industry Events.
- B. Appoint Membership and Program Directors and Special Committee Chairs except Nominating Committee, Member of the Year, Entrepreneur of the Year and Affiliate of the Year to carry out Network goals. Provide the chairperson with an outline of their respective duties plus suggestions and objectives for the year.
- C. Provide Leadership Policy & Procedures Manual for the Officers.
- D. Notify the President-Elect, as soon as possible, should the President be unable to attend a required meeting, in which case, the President-Elect shall fulfill the obligation.
- E. Be reimbursed for lodging, transportation and meals to all National, State and meetings not to exceed the budgeted amount.
  - 1. Receipts must be submitted with a voucher to the Treasurer no later than 30 days after the date shown on such receipt.
  - 2. Registration fees (early-bird deadline) for National and State meetings shall be paid by Council.
  - 3. A PMN course may be taken by the President at the expense of Council funded from the education account. (Course fee only).

- 4. Council of funds shall not be used to reimburse any expenses covered by other funds available to the President.
- F. If the President cannot attend a National or State meeting the President-Elect may attend on behalf of the President. Up to 30% of the funds may be expensed from the President's allocated travel budget subject to Governing Board approval.
- ~~G.~~ The President shall appoint the Audit Committee at the next to the last meeting of the elective year and shall present its report at the first meeting of the next year. This committee shall consist of: Audit Chairperson, the Finance/Budget Chairperson and 2 National members. The committee shall conduct an audit of the Treasurer's records twice a year. One audit to be completed by June 27 and presented at the July meeting. The second audit to be completed after all December bills are paid, but prior to December 27<sup>th</sup> and shall be presented at the following January Governing Board meeting.
- H. Be responsible for online annual submission of the Network Report to National Women's Council of REALTORS before December 30<sup>th</sup> deadline.
- I. Be responsible for the submission of the required form to National Women's Council of REALTORS reporting the number of National Members and Affiliates and New Members and attendance at each meeting.

### III. **THE PRESIDENT-ELECT SHALL:**

- A. Attend the National Leadership Academy.
- B. Present a Leadership Orientation for all incoming local Network officers and Chairpersons to be given in October prior to taking office. This training shall emphasize the duties and responsibilities of each position including a review of the current Bylaws and Standing Rules.
- C. Review sponsorship levels and send requests for payment to Affiliate members of Women's Council of REALTORS® & Stark Trumbull Area Realtors on or before October 15th.
- D. Coordinate the Installation.
  - 1. Extend an invitation to the Installing Officer.
  - 2. Purchase a membership renewal or gift for the outgoing President, not to exceed the allocated amount in the budget..
- E. Be reimbursed for lodging, transportation and meals to all National or State meetings and the National Leadership Academy not to exceed the budgeted amount.

1. Receipts must be submitted with a voucher to the Treasurer no later than 30 days after the date shown on such receipt.
  2. Registration fees (early-bird deadline) for National and State meetings shall be paid by Council.
  3. A PMN course may be taken by the President-Elect at the expense of Council funded from the education account. (Course fee only).
  4. Council funds shall not be used to reimburse any expenses covered by other funds available to the President-Elect.
- F. If the President-elect cannot attend a National or State meeting, the Vice President of Membership, the next line officer, or a Network Past President may attend on behalf of the President-elect. Up to 30% of the funds may be expensed from the President-Elect's allocated travel budget subject to Governing Board approval.

**IV. MEMBERSHIP DIRECTOR SHALL:**

- A. Oversee all membership activities including recruitment, retention, and recapturing membership efforts for the Network with Membership Marketing Chair.
- B. Contact all local and national council members for national membership renewal in February & March.
- C. Coordinate the annual membership meeting with the Program Director.
- D. Induct new members at the Industry Events quarterly if needed; provide new member information and conduct orientation per National guidelines.
- E. Inform our National members that any corrections or changes to their profile must be done by them through the national website at [www.wcr.org](http://www.wcr.org).
- F. Compile final member information by April 15<sup>th</sup> to have the roster available to current members and posted to website by May 1<sup>st</sup>.
- G. (?)
  1. Annual membership dues for Non-resident and/or retired Past Presidents shall be \$20, .

**V. FIRST VICE PRESIDENT SHALL:**

- A. Record the minutes of each Governing Board Meeting and All Industry Events
  1. Accurately record all motions and persons moving at these meetings.

2. Arrange for a substitute secretary if unable to attend any meeting.
3. Provide the officers with a copy of the minutes within 10 days of the meeting.
4. Maintain original minutes in a permanent record book to be available at all meetings.
5. Send a copy of monthly minutes to the State President and State Governors quarterly.

**VI. TREASURER SHALL:**

- A. Complete new bank signature cards for the incoming President and Treasurer by the November Governing Board Meeting.
- B. Prepare a written financial report including an updated budget for each Governing Board Meeting. Maintain original financial reports and updated budget in a permanent record book and made available at all meetings.
- C. Reimburse expenses within 14 days upon receipt of voucher and original bills. These are to be turned in no later than 30 days after the occurrence of each expense.
- D. Submit a Treasurer's report to the Finance and Budget Committee by August 1<sup>st</sup>. To assist in establishing the budget for the following year.
- E. Secure a bond for the President and Treasurer in the amount of \$20,000 each year.
- F. Work with the prior year's Treasurer to submit information to Ohio Department of Taxation and IRS in a timely manner to maintain The Council's not-for-profit status .
- G. File IRS form 990 tax return by May 15<sup>th</sup>.
- H. Pay the National Women's Council of REALTORS® dues for the current Stark Trumbull Area Realtors ("STAR") President by January 30<sup>th</sup> of each year.

1. EO of STAR shall be registered as a Local Affiliate Member

**VII. IMMEDIATE PAST PRESIDENT SHALL:**

- A. Chair the Nominating Committee. If unable to serve, the President shall appoint someone.
- B. Chair the Local Council Entrepreneur of the Year Award Committee along with 3 other National REALTOR® Members, utilizing the criteria, guidelines and nomination form

provided by National Council at \_\_\_\_\_.. each recipient will receive a gift and a reservation for the winner and one guest of their choice . These funds shall be allocated from the established budget.

**VIII. MEMBER OF THE YEAR:**

- A. The Affiliate of the Year chairperson and committee shall be a sub-committee of Member of the Year.
- B. Selection committees shall be chaired by the most recent recipients. Each recipient will receive a gift and a reservation for the winner and one guest of their choice at \_\_\_\_\_ . These funds shall be allocated from the established budget.
- C. Criteria for the recipient of Member of the Year shall be as follows:
  - 1. Must have been a REALTOR® member for the last 5 consecutive years;
  - 2. Cannot have been an officer for a period of one year prior to nomination;
  - 3. May not have received the award in the last 10 years;
  - 4. Submission of application to committee chair;
  - 5. Decision based on the total points and local Council Service.

**IX. GOVERNING BOARD MEMBERS SHALL:**

- A. Be a REALTOR® or National Affiliate member.
- B. Include SIX officers as outlined above who are entitled to vote .
- C. Attend all governing board and Industry Events. Any Board member who fails to attend 4 combined unexcused scheduled Governing Board Meetings and/or Industry Events shall be deemed to have resigned from the Board. Vacancy shall be filled in accordance with the Council Bylaws.
- D. Be encouraged to serve as a member of their respective committees at the Stark Trumbull Area REALTORS®.

**X. FINANCE AND BUDGET COMMITTEE SHALL:**

- A. Consist of the immediate Past President, President, President-elect, current Treasurer and incoming Treasurer. The Immediate Past President shall chair the committee.

- B. Review the General and Education fund to determine if General Funds need to be transferred to the Education Fund or savings account. If so, funds must be transferred by the November governing board meeting.
- C. Review all actual expenses for the current year versus the budget set. Prepare the budget for the next year for board review by October's Governing Board meeting.
- D. Present the budget for approval at the November governing board meeting.

**XI. SCHOLARSHIP COMMITTEE**

- A. The Scholarship Chairperson will select two National Women's Council of REALTORS® members (one preferably a Past President) to make up the committee. It is the committee's responsibility to review all applications and submit qualified applications to the Governing Board for final approval subject to there being sufficient funds in the education account.
- B. All members of the Stark County Network will be eligible for continuing education scholarships when offered. Funds will be disbursed upon proof of successful completion.
- C. In order for an applicant to be eligible for a scholarship, the applicant must:
  - 1. Must be a National member;
  - 2. Must be a Women's Council of REALTORS® member for 12 months immediately preceding scholarship application;
  - 3. Scholarship may be for up to 50% of course cost.
  - 4. Scholarship for Professional Designation or Certification;
  - 5. Only 1 scholarship may be approved per applicant per calendar year;
  - 6. Applications must be submitted to the scholarship committee chairperson at least 2 weeks prior to the course and include a copy of the Course Registration ;
  - 7. Verification of course completion must be received by the scholarship committee chairperson within 60 days of the date of the course;
- D. Education fund may be used at the Governing Board's discretion for local Council sponsored or provided continuing education.
- E. Education fund must be replenished yearly as determined by the Finance and Budget Committee.

**XII INSTALLATION:**

- A. Meals to be paid by Council for the incoming President and guest, outgoing President and guest, installing Officer, master of ceremonies, WCR State Officer(s) and/or governor.

### **XIII RELATED PARTIES AND CONFLICTS OF INTEREST:**

- A. It is the policy of the Council to identify, evaluate, and disclose all related party relationships. Related parties include Governing Board members and their immediate families, including spouses, 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, however, that Governing Board member who is also a related party shall not be permitted to vote on the approval of said contractual or vendor relationship.

### **XIV. RECORDS RETENTION AND DESTRUCTION:**

- A. It is the policy of the Council 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 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:

1. Bank reconciliations and statements: 7 years
2. Deposits and receipts: 7 years
3. Contracts and leases: Length of the contract plus 7 years
4. Invoices and supportive payables and documentation: 7 years

**XV: WHISTLEBLOWER POLICY:**

- A. This Whistleblower Policy is designed to provide a mechanism for Council 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 Council.
- B. This policy applies to all Network and Governing Board members, and other organization volunteers.
- C. The Council 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 Council 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/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/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 Council.