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# STANDING RULES

REVISED \_\_\_\_\_, 2023

ORIGINAL VERSION ATTACHED (CREATED 11/2000, REVISED 4/2005; 4/2013, 1/2018, 9/2019)

## 1. Louisiana State Network is Required to our offer the following to our members.

- Conduct one membership meeting per year. This is held within conjunction of Louisiana Realtors®. The incoming president shall determine the meeting date and dissemination this to the membership at least 30 days in advance. A virtual attendance option will be provided if available.
- Conduct an annual orientation for state and local leaders (can be done in conjunction with the leadership development/ training program below).
- Develop and implement a follow-up system after the orientation, including:
- Regularly scheduled contact with local leaders to provide support, remind them of key dates and deadlines, facilitate problem-solving is encouraged on a monthly basic via a virtual platform.
- Providing resources, tools, and templates to fulfill responsibilities and operate an effective local network
- Support local network planning efforts (can conduct sessions with multiple networks in attendance).

## 2. Governing Board Meetings.

- Per our State By-Laws there are two official Governing Board meeting required. Any member of the OFFICIAL Governing Board with an unexcused absence may be removed from the Governing Board at the President's discretion. Excused absences include, but are not limited to, family emergency, conflict with an Louisiana REALTORS® or National Association of REALTORS® Meeting, or natural disaster. Failure to attend the affiliated LR Meeting does not constitute an excused absence.
- REINSTATEMENT: Any member whose seat was vacated due to an unexcused absence may apply for reinstatement which shall require approval by a majority vote of the Board.
- 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. Members of the Governing Board may unite in a petition to call such a meeting or individually address written requests to the President. Upon receipt of such a petition or written requests from the required Governing Board members, the President shall notify each member of

the Governing Board of such meeting in writing. Not less than fifteen (15) days nor more than thirty (30) days-notice shall be given for a special meeting. Such notice shall state the time and place of the meeting, and the purpose for which it is called. Only the business stated in the call to the meeting shall be transacted at such meeting.

- State monthly virtually meeting are encouraged but not required.

### 3. Leadership Orientation.

- Leadership Orientation shall be held on a date between October 1 and December 31 at a time and place to be determined by the President. The outgoing President, President-Elect and First Vice President and State Liaison should attend as event leaders. Incoming State Officers and Local Network Presidents are required to attend. All other Local Network Officers are encouraged to attend.

## OFFICERS

### 4. President.

- The President is a voting member of the **State and National Governing Boards** as well as a representative at the National Meetings. The State has a budget for National Travel however to be considered for reimbursement, the President-Elect must attend the meetings in their entirety, remit a written report, and turn in a check request with receipts.
- Mid-year is the most important to attend if there is limited funding.
- Automatically assumes position from President-Elect; REALTOR® member, one-year term
- Oversight: Communication, Industry Relations, Past President Advisory Committee

### 5. President-Elect.

- The President-Elect shall serve as a voting member of the **State Governing Board**. In the absence of the President at any State, and National Meetings, the President-Elect shall assume the duty of acting as the official representative of the Network. The State has a budget for National Travel however to be considered for reimbursement, the President-Elect must attend the meetings in their entirety, remit a written report, and turn in a check request with receipts.
- National 360 Conference is Mandatory.
- Mid-year is the most important to attend if there is limited funding.
- Elected position; REALTOR® member, one-year term
- Oversight: Leadership Identification and Development; Leadership Development Initiatives; Strategic Planning.

### 6. State Liaison.

- The State Liaison shall serve as a voting member of the **State and National** Governing Boards. If neither the President, not the President-Elect is able to attend a State, the State Liaison shall assume the duty of acting as the official representative of the Network.
- Position appointed by the incoming president and ratified by the Governing Board before the election; REALTOR® member, one-year term, but can serve up to two consecutive terms
  - REALTOR® member
  - Have served as a Local Network President or Membership Director (or equivalent leadership experience) and understand the current Local Network minimum operating standards/model
  - Attended two (2) National meetings in the last two (2) years

#### 7. **First Vice-President.**

- The First Vice President shall serve as a voting member of the **State Governing Board**. The First Vice President shall take minutes at all Governing Board Meetings and shall make minutes available to all members.
- Elected position; REALTOR® member, one-year term
- Oversight: Network Development; Elections Process; Bylaws.

#### 8. **Treasurer.**

- The Treasurer shall serve as a voting member of the **State Governing Board**. The Treasurer shall present a written financial report including an updated budget accounting at each Governing Board Meeting and shall make this report available to all members.
- Elected position; REALTOR® member, one-year term
- Oversight: chairs Budget and Finance Committee; Strategic Partner Development

#### 8. **Mandatory Committees.**

- Budget and Finance Committee
- Nominating Committee (As defined in our By-Laws and National Guidelines)
- Past Presidents Advisory Committee
- Strategic Planning Committee

#### 9. **Project Teams (Non-Mandatory)**

- Leadership Orientation
- Leadership Development/Training Events

- Conference/State Meeting Coordinator
- Technology/Social Media
- State Association of REALTORS® Relations
- Industry Relations
- Strategic Partner Development
- Ways and Means
- Audit - Audit is a project team under Budget/Finance - The Audit Team shall consist of a Past President, a Past Treasurer, and one Local Network Treasurer appointed by the President. The appointed Past President will serve as Chairperson. The Past President and or/Past Treasurer may have served at either the Local or State Network level. The audit is to be completed two weeks prior to the Annual Election Meeting.
- State Member of the Year is a project team under Nomination. The past recipient shall be the Chairperson of this Team which shall consist of a minimum of three members. Rules as set forth in the *National Women's Council of REALTORS® Guidelines* are to be the criteria used in selecting the recipient of this award. This award shall be presented at either the Fall General Membership Meeting or the Installation Meeting.
- Leadership Identification and Development Committee is a project team under Nomination. The Leadership Identification and Development Committee shall consist of five members including 2 active Past State Officers and 3 members who are currently active in Women's Council and have served in a leadership capacity in some way either with Women's Council or with the local or state REALTOR® board. This Committee shall identify and guide applicants in achieving their development goals, develop a program to educate members on leadership opportunities as needed, and provide feedback to State Officers on potential leaders.

#### 10. **Consent to Serve.**

- Nominees shall sign a Consent to Serve form after reading the job description for which he/she has been nominated.

#### 11. **State Expenses.**

- The State Network shall pay for travel expenses to the National Meeting including registration fee, airfare, hotel accommodations, and ticketed Women's Council events for the voting delegates (President, President-Elect, and State Liaison) **as budgeted but not to exceed the budget should funds be available.** Meetings eligible for reimbursement include Louisiana REALTORS® State Meetings, Midyear Meetings in Washington, D.C., and National Convention held in conjunction with National Association of REALTORS® Annual Convention. Proper receipts are to be filed within thirty (30) days of each meeting and submitted to the treasurer for processing. All non-

budgeted expenditures in excess of \$250 must have prior approval of the Governing Board. Proper receipts are to be filed within thirty (30) days of expenditure.

**12. Attendance Requirements to the Official Governing Board Meeting and National Events.**

- While in attendance at these approved meetings, Officers shall attend all Women's Council meetings including, but not limited to, Networking, Governing Board Meetings, Leadership Training, and Educational Sessions. Officers should prepare a report to present at the next Governing Board Meeting. Leadership should remember that you are there to represent our State and our Membership so you must be present and stay for the entirety of the meetings.

**13. Installation of Officers.**

- The Outgoing President and the Incoming President, with their committees, will make arrangements for the installation ceremonies to be held at the first State Meeting of the year.

**14. Awards.**

- The Outgoing President shall purchase a President's pin and a gavel plaque, with the service year, to be presented to the Incoming President at the time of her installation and to be paid by the Network. The Outgoing President shall also purchase awards to be presented to the other Outgoing Officers at Installation as the current budget allows.

**15. Gifts.**

- An appropriate gift shall be presented to the Outgoing President at the Installation Ceremony-which shall be purchased by the Network at a cost not to exceed \$100 if budgeted and available. The Outgoing President-Elect usually arranges for this gift as the current budget allows.

**16. Reports.**

- All reports of the Governing Board and General Membership Meetings, including minutes, Treasurer reports, audit reports, and Special Committee reports should be preserved in such a manner that they will be readily available for future reference.

**17. Conflicts.**

- When there is a conflict of interpretation, the most recently revised Bylaws adopted by the Network shall take precedence over Standing Rules.

**18. Changes.**

- Changes in the Standing Rules must be approved by the Governing Board. Copies must be available at all times for the use by interested members.

#### **19. Annual State Assessment.**

- The Treasurer shall send out invoices in January to all Louisiana Local Networks for the Annual Assessment and payable within 30 days. Effective January 1, 2023 the annual assessment amount will be \$500 per Network, Made payable to Women's Council of REALTORS® Louisiana (Rev 2019)

**MODEL BYLAWS FOR THE WOMEN’S COUNCIL OF REALTORS®  
LOUISIANA STATE**

**ARTICLE I – CREATING THE NETWORK**

**Network Bylaws approved by Bylaws Committee  
Women’s Council of REALTORS®, N.A.R.  
By R. Miller, for Chairperson Sylvia Seabolt March  
2020.**

Section 1: (A) A State Network (“Network”) of the WOMEN’S COUNCIL OF REALTORS® (“the Women’s Council”) is hereby created and established under the authority granted in ARTICLE XIII of the bylaws of the Women’s Council, an affiliate of the NATIONAL ASSOCIATION OF REALTORS® (“National Association”).

(B) This Network shall be known as Women’s Council of REALTORS® LOUISIANA and shall be focused on delivering value to local networks and members through leadership development, local network support, industry relations, and branding.

Section 2: (A) This Network shall be subject to the national bylaws of the Women’s Council and shall have its state bylaws approved by the Women’s Council. Upon approval of these bylaws by the Women’s Council the Network is authorized to use the Women’s Council name and marks in connection with the name of the Network.

(B) The Network shall create programs that support the Women’s Council mission and objectives and that deliver value to local networks. Women’s Council LOUISIANA represents the Women’s Council in the State and shall actively follow the Women’s Council mission and objectives and shall endeavor to work with and collaborate with the State Association of REALTORS®.

Section 3: The Mission of the WOMEN’S COUNCIL OF REALTORS®: We are a network of successful REALTORS®, advancing women as business leaders in the industry and in the communities we serve.

Section 4: The Network will enter into a State Network Affiliation Agreement (“Agreement”) with the Women’s Council, which shall govern the state-specific terms and conditions of the state operation and existence of the state Network.

**ARTICLE II – MEMBERSHIP**

Section 1: Any member in good standing of a Local Network of the Women’s Council in this state shall be a member in this State Network and the Women’s Council.

Section 2: (A) When there is no Local Network of the Women’s Council within the geographic territory of an Association or Board of REALTORS®, hereinafter referred to as (“Association”) to which the member belongs or within the geographic territory of the Local Association of REALTORS® in which the member does business, such members shall be eligible to become a member-at-large of the state Network and the Women’s Council.





(B) Any REALTOR®, REALTOR-ASSOCIATE®, or Institute Affiliate<sup>1</sup> member in good standing of the LOUISIANA State Association of REALTORS® engaged in the real estate profession shall be eligible for Active membership in this State Network and the Women’s Council.

Section 3: An Active member of this State Network may be eligible for membership in more than one State Network. Non-resident members shall be Active members of one State Network who wish to obtain the services afforded by another State Network, but do not have their primary place of business within the territory of this other State Network. The above-defined members may join this second State Network by paying Non-Resident dues only to it. They shall not be eligible to vote or hold elective office in the second State Network.

Section 4: National Affiliate members shall hold membership in a Local Association of REALTORS®, but they may not be REALTORS®.

Section 5: National Affiliate members shall pay national, state, and local dues, use the Women’s Council logo and marks, and avail themselves of Women’s Council services. They may not hold state office.

Section 6: Individuals currently employed in an executive, administrative or management capacity by a Local or State REALTOR® Association or a member Board of a foreign affiliate of the National Association shall be eligible for National Affiliate membership after payment of applicable dues.

### **ARTICLE III – DUES**

Section 1: (A) Effective 1/1/1984, annual membership dues for Active members shall be \$15.00, plus national dues, and Local Network dues, if applicable.

(B) Effective 1/1/1984, annual membership dues for National Affiliate members of State Network shall be \$15.00, plus national dues, and Local dues, if applicable.

(C) Effective 1/1/1984, annual membership dues for Non-resident members whose principle place of business is in another state shall be \$15.00, which are State Network dues only.

Section 2: (A) Annual membership dues shall be payable by the first day of January each year.

(B) New members shall pay full year’s dues upon making application. On January 1 of the following year, they shall be billed only for that portion of dues unpaid for the year.

Section 3: (A) All local, state and national dues of Active and National Affiliate members shall be billed by and paid to the Women’s Council.

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<sup>1</sup> Institute Affiliate members as defined in the National Association Constitution Article IV, Section 1.4: “Institute Affiliate members shall be individuals who hold a professional designation awarded by a qualified Institute, Society or Council affiliated with the National Association that addresses a specialty area other than residential brokerage or individuals who otherwise hold a

class of membership in such Institute, Society or Council that confers the right to vote or hold office.”

(B) Local Network and State Network membership dues billed by and paid to the Women's Council shall be refunded to the Local Network and State Network.

(C) State Network membership for Non-resident members whose Active membership is in a Network located in another state shall be billed by and paid to the State Network and retained by them.

Section 4: Any member delinquent in payment of membership dues by more than three (3) months forfeits membership.

Section 5: Annual Network dues for each member shall be established in time to notify the Women's Council prior to October 31 of the immediately preceding year.

#### **ARTICLE IV – GOVERNING BOARD**

Section 1: The government of the State Network shall be vested in the Governing Board, which shall consist of the leadership team (including the State Liaison), all current Local Network Presidents, the most recent past State Network President able to serve, Leadership Identification and Development Chair, Nominating Committee Chair, Strategic Planning Committee Chair, past Presidents Advisory Committee Chair, and District Vice Presidents where applicable. Ex officio and non-voting members include any National Liaison or National Executive Committee member residing in the state.

Section 2: The Governing Board shall have full power to conduct the business of the Network, to suspend any officer or member for just cause, and to otherwise govern the affairs of the Network in accordance with the bylaws of the State Network and of the Women's Council.

Section 3: 30 Percent (%) of the REALTOR® members of the Governing Board shall constitute a quorum.

Section 4: (A) Regular meetings of the Governing Board shall be held a minimum of two times per year at such times places, and methods designated by the President.

(B) 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. Members of the Governing Board may unite in a petition to call such a meeting or individually address written requests to the President.

Upon receipt of such a petition or written requests from the required Governing Board members, the President shall notify each member of the Governing Board of such meeting in writing. Not less than fifteen (15) days nor more than thirty (30) days notice shall be given for a special meeting. Such notice shall state the time and place of the meeting, and the purpose for which it is called. Only the business stated in the call to the meeting shall be transacted at such meeting.

#### **ARTICLE V NETWORK MEMBERSHIP MEETINGS**



Section 1: (A) Regular meetings of the State Network membership shall be held a minimum of one time per year.

(B) Special meetings of the State Network membership may be called at such times and places as the Governing Board shall, by resolution, require. No less than fifteen (15) days written notice shall be given for a special meeting. Such notice shall state the time and place of the meeting, and the purpose for which it is called. Only the business stated in the call to the meeting shall be transacted at such meeting.

Section 2: A minimum of 5 % of the REALTOR®/ REALTOR-ASSOCIATE®/Institute Affiliate (see definition Article II) members of the State Network, representing not fewer than fifty (50%) percent of the total number of Local Networks in the state, shall constitute a quorum at all State Network meetings.

## **ARTICLE VI – ELECTIVE OFFICERS**

Section 1: (A) The elective officers of the Network shall be a President, President-elect, First Vice President, and Treasurer. The State Liaison will be a REALTOR® member appointed by the incoming President for a one-year term (up to two consecutive terms). The appointment must be made by June 1 or before the state network elections (whichever comes first). These officers shall perform the duties prescribed by these bylaws such as may be assigned to them by the Governing Board and by the parliamentary authority adopted in these bylaws.

(B) The President-elect, First Vice President, Treasurer and District Vice Presidents (where applicable) of the Network shall be elected from the REALTOR®/REALTOR-ASSOCIATE®/Institute Affiliate members in good standing

(C) The officers may serve in the office to which they have been elected for more than one term but may not serve more than two consecutive terms. The officer shall hold office for a term convening January 1 and ending December 31 or until their successors have been elected, whichever is later.

Section 2: (A) The President shall be the chief officer of the Network and shall preside at the meetings of the Governing Board and Network. At all other times during the term of office, the President shall represent the Women's Council and act in its name, subject to its policies.

(B) The President shall appoint all committee chairpersons and committee members except the Nominating Committee. All appointments of committee chairpersons shall be subject to approval of the Governing Board. The President shall be an ex officio member of all committees except the Nominating Committee.

Section 3: The President-elect shall perform the duties of the President in the event of the President's disability or absence and perform such other duties as requested by the Governing Board.

Section 4: (A) The First Vice President shall verify reports from the Women's Council of the names of all members of this Network and their status.



(B) Immediately following the annual election meeting, the outgoing First Vice President shall report to the Women's Council, the names and addresses of all officers elected. A copy of this report shall be sent also to the State Liaison and the National Liaison.

## **ARTICLE VII – VACANCIES**

Section 1: (A) In the case of a vacancy in any elective office except the President, President-elect or State Liaison, the President shall appoint a qualified member to fill the unexpired term.

(B) In case of vacancy in the office of President, the President-elect shall complete the unexpired term thus creating a vacancy in the office of President-elect. The President-elect who fills a vacancy in the office of President shall automatically become President for a full term after completion of the unexpired term as President.

(C) In the event of a vacancy in the office of President-elect caused by a vacancy in the office of President, the members of the Nominating Committee shall submit the name of at least one nominee to the President who shall present it to the Governing Board for approval. An affirmative vote of a majority of the Governing Board shall be necessary to elect. The President-elect who fills a vacancy in the office shall automatically become President-elect for a full term after completion of the unexpired term as President-elect.

In the event a vacancy in the office of President-elect is not caused by a vacancy in the office of President, the members of the Nominating Committee shall submit the name of at least one nominee to the President who shall present it to the Governing Board for approval. An affirmative vote of a majority of the Governing Board shall be necessary to elect. The President-elect who fills this type of vacancy shall automatically become President after completion of the unexpired term of President-elect.

(D) In the event of a vacancy in the office of State Liaison, the President will make an appointment, who will serve out the term.

(E) In the event of a vacancy in any of the committee chairperson, except the Nominating Committee chairperson, the President shall appoint a qualified member to fill the unexpired term.

(F) All appointments to fill vacancies shall have the approval of the Governing Board.

## **ARTICLE VIII – NOMINATIONS**

Section 1: (A) The Nominating Committee shall consist of five Active members in addition to the most recent Past President able to serve who shall be chairperson of the committee. Two of the five members shall include the State Liaison, Leadership Identification and Development Chair.



(B) One member (and one alternate) of the Nominating Committee shall be elected by the Governing Board from its membership, and two members plus two alternates shall be elected by the general membership at the Annual Election Meeting. Elected members shall be from at least two different networks. The two Alternates shall also be from at least two different Networks. Alternates (designated #1 and #2) shall serve only in the absence of a committee member.

(C) The members of the Nominating Committee shall serve during the calendar year subsequent to their election.

(D) Nominating Committee members shall not be eligible to serve successive terms, except those designated alternates who were not required to serve as committee members.

Section 2: It shall be the duty of the Nominating Committee to select at least one candidate for each office, and to present its report in writing to the First Vice President who shall present it in writing to the general membership at least ten (10) days before the Annual Election Meeting.

Section 3: After the President has presented the slate of candidates for election, additional nominations from the floor may be made by any Active members before the election.

Section 4: No name shall be placed in nomination without the consent of the nominee, and the nominee must complete a consent to serve.

## **ARTICLE IX – ELECTION OF OFFICERS**

Section 1: The election of officers shall be held at the Annual Election Meeting of the State Network which shall be held prior to or in conjunction with the Fall Meeting of the LOUISIANA State Association of REALTORS®. All elections must be held by October 15 and reported to National.

Section 2: (A) Election of officers shall be conducted by electronic voting, via voice or roll call vote or written ballot if there are two or more nominees for an office. Each Active and National Affiliate member may cast one vote, with the exception of local network presidents (or their proxies) who cast a weighted vote based on the number of REALTOR® members in the local network as of December 31. A majority vote shall elect an officer. In the event that no candidate on the ballot for a particular office receives a majority, the two candidates receiving the greatest number of votes cast shall remain on the ballot and a run-off election shall be held between those two candidates. The candidate receiving the majority of votes cast in the run-off election shall be declared the winner.

(B) Voting by proxy shall not be permitted, unless outlined in Section 2A.

## **ARTICLE X – COMMITTEES**

Section 1: Standing Committees and project teams shall be appointed annually by the President subject to the approval of the Governing Board.



Section 2: (A) Standing Committees shall be: Finance and Budget, Leadership Identification and Development, Past Presidents Advisory, Strategic Planning, and Nominating<sup>2</sup>.

(B) Each of the Standing Committees shall consist of not fewer than three (3) members of the Network.

(C) Appointments shall be made for the remainder of the elective year or until their assigned task has been completed, whichever occurs first. All members are eligible for reappointment.

Section 3: (A) Special project teams to perform such services as may be assigned to them, may be appointed by the President with the approval of the Governing Board.

(B) Each of the Special project teams shall consist of not fewer than three (3) members of the Network.

(C) Appointments to Special project teams shall be for a period of one year. All Special project team members are eligible for reappointment.

(D) The audit committee, which can be part of the standing Finance & Budget Committee, shall be appointed at the next to the last meeting of the elective year and shall present its report at the first meeting of the next year.

#### **ARTICLE XI – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall be recognized as the authority governing the proceedings of the Network in all cases not provided for in these bylaws or in the Standing Rules.

#### **ARTICLE XII – DEFENSE AND INDEMNIFICATION OF OFFICERS AND DIRECTORS**

Section 1: In the event of suits or claims in which one or more current or past officers or directors of the Network are named as a result of their status as such or decisions or actions taken in good faith and reasonably understood are named as a result of their status as such or decisions or actions taken in good faith and reasonably understood to be within the scope of their authority during their term as such, the Network shall, directly or through insurance secured for the benefit of such officers and directors and employees, secure counsel to act on behalf of and provide a defense for such officers and directors and employees; pay reasonable defense expenses incurred in advance of final disposition of such case; and indemnify such officers, directors and employees with respect to any liability assessed or incurred as a result of any such claim, suit or action.

Section 2: The above stated defense and indemnification of officers and directors shall extend to those individuals when serving at the request of the Network as a director or officer of another

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<sup>2</sup> Ways and Means, Strategic Planning, International and Marketing Committees may be added to the Networks Standing Committees at the option of the Network. The Network membership needs to vote on these additions as amendments to the bylaws in accordance with Article



entity, but only after indemnification and insurance coverage from such other entity has been exhausted.

### **ARTICLE XIII – AMENDMENT OF BYLAWS**

Section 1: These bylaws may be amended at any meeting of the Network by a two-thirds vote in the affirmative of the Network members present and voting at such meeting, provided that a quorum is present, and provided the substance of the proposed amendments has been submitted to all members of the Network at least ten (10) days in advance of the meeting at which they will be acted upon, and provided that no such amendment shall become effective until the same shall have been submitted to and approved by the Women’s Council.

Section 2: Amendments to the State Network bylaws required by the Women’s Council shall be mandatory and become effective immediately. The general membership of the State Network shall be notified of such amendment(s) at the next regular meeting following receipt of notice, and the Network bylaws shall be changed immediately to include such amendment(s).

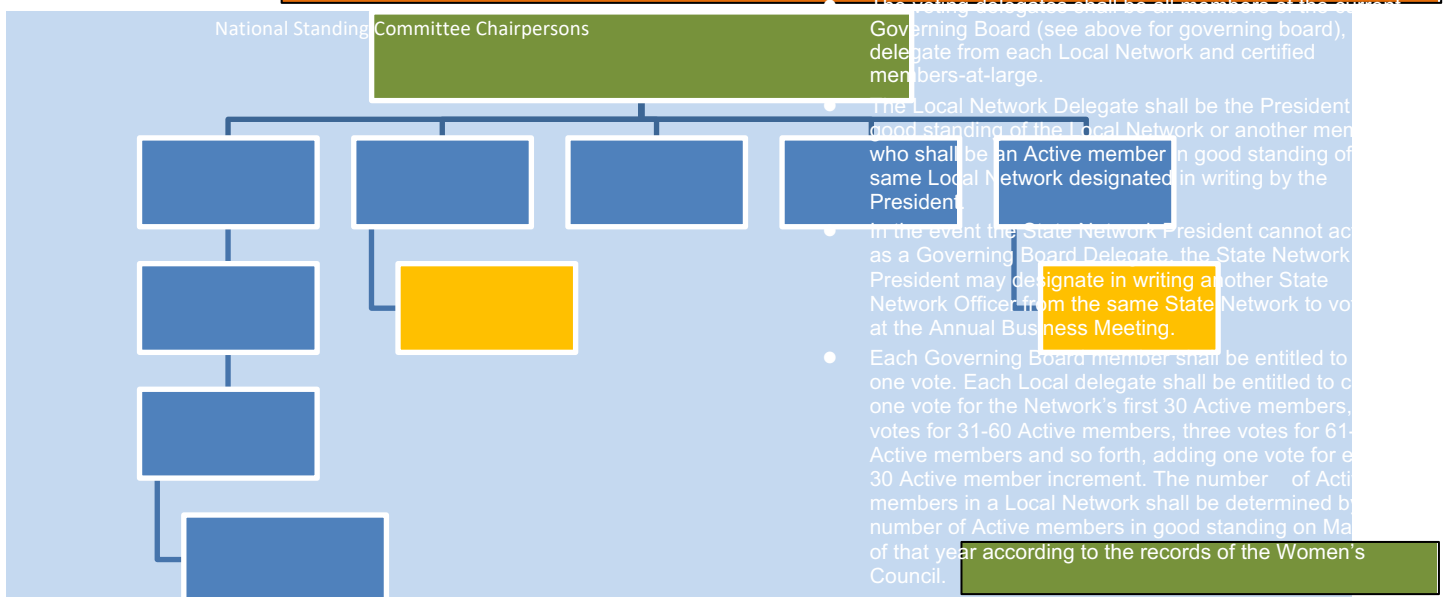
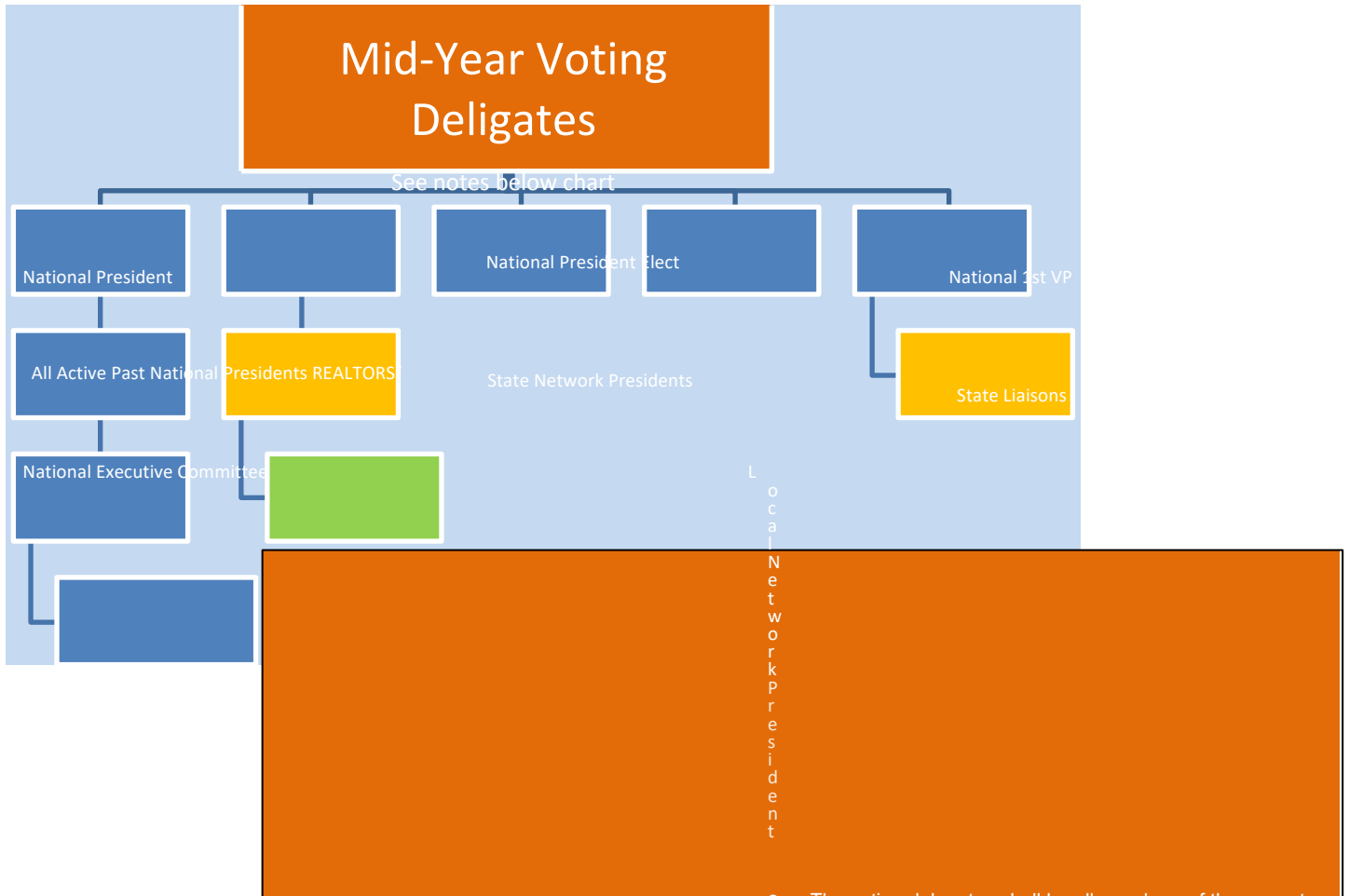
### **ARTICLE XIV – DISSOLUTION**

Upon the dissolution or winding up the affairs of the of Women’s Council of REALTORS® LOUISIANA and after providing for payment of all obligations, the Network shall distribute any remaining assets to the Women’s Council.



## National Voting Information

The governing board meets twice a year (May "Mid-Year and November "Fall Conference"). Purpose is to approve budgets, bylaws changes, and other routine business matters twice a year at a meeting we refer to as "the governing board". They also vote peers to serve on the Executive & Nominating committee.







# **POSITI** President

## **General Oversight/Scope of Duties:**

Provides leadership and direction for the State Network, keeping the Leadership Team focused on the mission of Women's Council, the State Network strategic plan, and the growth and effectiveness of local networks in the state. Acts as the voice for the Women's Council brand at the state level, representing the State Network with related groups. Acts as a leadership role model and creates an environment that fosters the development of leaders throughout Women's Council.

## **Major Responsibilities:**

- Oversees State Network operations, ensuring the development and achievement of goals and priorities, and compliance with State Network operating standards
- Encourages and inspires member involvement, and ensures a structure is in place to engage volunteers in meaningful work and to support accomplishment of the State Network purpose and goals
- Oversees communication with members and strategic partners
- Acts as Network spokesperson with related industry and community groups
- Builds and maintains a positive relationship with the State Association of REALTORS®
- Presides at State Network Governing Board meetings and all meetings of the membership
- Ensures focus on State Network strategic plan to direct network action and use of resources
- Works with the Governing Board to evaluate network progress and performance
- Member of the National Governing Board
- Is a member of the National Liaison's Team in the Region, along with the State Liaison
- Mentors, trains, supports and provides leadership opportunities for the President-elect and ensures a smooth transition in leadership
- Cultivates development of future leaders for the State Network
- Ensures compliance with all National Council reporting requirements
- Represents the State Network at National meetings
- Oversight:
  - Communications
  - Industry Relations
  - Past President Advisory Committee

## **Important Relationships – INTERNAL**

- Local Network leadership
- Local Network Presidents
- State Network Strategic Partners
- State Governing Board
- Project Team leaders
- President-elect
- State Parliamentarian

## **Important Relationships – EXTERNAL**

- State REALTOR® Association Executive and elected leadership
- Related real estate organization leadership
- National Governing Board
- National Liaison (part of the National Liaison Team)

**Criteria/Qualifications**

- Must be a REALTOR® member in good standing
- Must be a member of Women's Council for at least two (2) years
- Preference given to past Local Network President and/or equivalent
- Preference given to experience on state network committee, project team and/or equivalent
- PMN designation encouraged
- Attended a minimum of two (2) National meetings in the last two (2) years

**Ideal Skills/Experience**

- Team management
- Communication/spokesperson skills
- Delegation
- Meeting management/facilitation
- Previous leadership experience within or outside of Women's Council
- Planning and organization
- Conflict resolution/mediation
- Collaboration/relationship-building
- Coaching and mentoring

# POSITI President-elect

## General Oversight/Scope of Duties:

Supports the President in fulfilling their duties, builds leadership skills and prepares to assume the presidency. Oversees network leadership development and growth activities. Acts as a leadership role model and creates an environment that fosters the development of leaders throughout Women's Council.

## Major Responsibilities:

- Acts as officer liaison for Leadership Development Initiatives (such as leadership training events) and a non-voting member of the Leadership Identification and Development Committee
- Hosts a State Orientation for Local and State network leaders
- Prepares to assume the role of President, ensuring a smooth transition with the President
- In the absence of the President, presides at meetings and performs the necessary duties of the President
- Attends National Women's Council Network 360 as part of preparing for the presidency
- Conducts a planning retreat prior to taking on the presidency to develop the State Network Strategic Plan
- Assists the President in tracking State Network progress and performance, identifies areas for continued improvement and considers related goals for inclusion in the State Network Strategic Plan in the coming year
- Appoints the State Liaison (ratified by the Governing Board) before the election
- Oversight:
  - Strategic Planning Committee
  - Leadership Identification and Development Committee
  - Leadership Development Initiatives

## Important Relationships – INTERNAL

- President
- State Governing Board
- Local Network Presidents-elect
- Project Team leaders (as appropriate)
- Leadership Identification and Development Committee

## Important Relationships – EXTERNAL

- As needed to support the President and in their absence

## Criteria/Qualifications

- Must be a REALTOR® member in good standing
- Must be a member of Women's Council for at least two (2) years
- Preference given to past Local Network President and/or equivalent
- Preference given to experience on state network committee, project team and/or equivalent
- PMN designation encouraged
- Attended a minimum of one (1) National meetings in the last two (2) years

## Ideal Skills/Experience

- Communication skills
- Delegation
- Meeting management
- Previous leadership experience within or outside of Women's Council
- Planning and organization
- Conflict resolution
- Coaching and mentoring

# POSITI First Vice President

## General Oversight/Scope of Duties:

Oversees Local Network support initiatives. Manages key State Network governance processes, such as elections, records maintenance, and proper reporting and State Network compliance with all state and federal laws and regulations impact non-profit organizations. Acts as a leadership role model and creates an environment that fosters the development of leaders throughout Women's Council.

## Major Responsibilities:

- Maintains State Network Bylaws and oversees updates as necessary
- Ensures accurate minutes are taken at State Network meetings
- Maintains and safeguards all official records of the State Network
- Submits the names of newly elected Leadership Team to National, along with any changes during the year
- Oversight:
  - Network Development
  - Election Process
  - Bylaws and Standing Rules (updates as necessary)

## Important Relationships – INTERNAL

- State Governing Board
- Nominating Committee
- Local Network Secretaries
- Project Team Leaders (as appropriate)

## Important Relationships – EXTERNAL

- None

## Criteria/Qualifications

- Must be a REALTOR® member in good standing
- Must be a member of Women's Council for at least two (2) years
- Preference given to past Local Network President and/or equivalent
- Preference given to experience on State Network Committee, Project Team and/or equivalent
- PMN designation encouraged

## Ideal Skills/Experience

- Planning and organizing skills
- Oral and written communication skills
- Operating as part of a team
- Collaboration and relationship-building
- Understanding of non-profit laws and regulations

# POSITI Treasurer

## General Oversight/Scope of Duties:

Ensures strategies and systems are in place to support the financial health and integrity of the State Network. Oversees development of the strategic partner program. Acts as a leadership role model and creates an environment that fosters the development of leaders throughout Women's Council.

## Major Responsibilities:

- Chairs the Budget and Finance Committee
- Prepares the annual network budget in conjunction with the Leadership Team for Governing Board presentation and approval
- Maintains the State Network books and prepares and presents financial statements to the Governing Board
- Works with the CPA and/or bookkeeper to ensure proper accounting controls and systems are in place
- Ensures that State Network taxes, both state and federal, are filed promptly
- Oversight:
  - Budget and Finance Committee
  - Strategic Partner Development

## Important Relationships – INTERNAL

- State Governing Board (regular reporting)
- Budget and Finance Committee
- Local Network Treasurers
- Strategic Partners
- Project Team Leaders (as appropriate)

## Important Relationships – EXTERNAL

- CPA/tax professionals

## Criteria/Qualifications

- Must be a REALTOR® member in good standing
- Must be a member of Women's Council for at least two (2) years
- Preference given to past Local Network President and/or equivalent
- Preference given to experience on State Network Committee, Project Team and/or equivalent
- PMN designation encouraged

## Ideal Skills/Experience

- Bookkeeping/accounting background and/or related experience
- Planning and organizing skills
- Communication skills
- Operating as part of a team

# POSITI State Liaison

## General Oversight/Scope of Duties:

Monitors and supports Local Network and ensures compliance with Local Network operating standards. Acts as an important conduit of information between Local, State and National on network issues, trends and accomplishments. Acts as a leadership role model and creates an environment that fosters the development of leaders throughout Women's Council.

## Major Responsibilities:

- Oversees Local Network compliance, including development of an annual plan and budget, and provides support where needed
- Acts as the first contact to resolve local operating issues or conflicts
- Coaches Local Network leaders to improve network performance
- Is a member of the Leadership Identification and Development Committee
- Is a member of the National Liaison's team (along with the President)
- Facilitates two-way communication between National and the Local Networks and Members-at-Large in the state
- Is a member of the State Network Leadership Team
- Member of the National Governing Board
- Attends National Women's Council Network 360
- Identifies potential new Local Networks and follows procedures to initiate
- \*Supports District Vice Presidents
- Oversight:
  - Local Network Support
  - Local Network Compliance

\*[Note: in larger states/8 or more local networks with District Vice President positions, the State Liaison role is focused less on network compliance, oversight and support, and more on other duties above.]

## Important Relationships – INTERNAL

- Local Network Leaders
- State Leadership Team
- Leadership Identification and Development Committee
- State Governing Board (regular reporting)
- \*District Vice Presidents

## Important Relationships – EXTERNAL

- National Liaison
- National Governing Board

<b>Criteria/Qualifications</b>	<b>Ideal Skills/Experience</b>
<ul style="list-style-type: none"><li>● Is a REALTOR® member in good standing</li><li>● Has served as a Local Network President (or equivalent leadership experience) and understands the current Local Network minimum operating standards/model</li><li>● Attended two (2) National meetings in the last two (2) years</li></ul>	<ul style="list-style-type: none"><li>● Coaching and mentoring</li><li>● Communication skills</li><li>● Collaboration and relationship-building</li><li>● Operating as part of a team</li><li>● Conflict resolution/mediation</li></ul>

Additional requirements in states with a State Network:

Has knowledge of the current roles and responsibilities with a State Network

Has served on the State Network Governing Board in a capacity other than Local Network President (e.g., Leadership Team member, Leadership Identification and Development Committee Chair, Nominating Committee Chair, etc.)

Preferred qualifications:

Has attended leadership training programs (any credible source)

Has attended conflict resolution/ mediation training (any credible source)

Holds the PMN designation

o Has attended network



**POSITION**

**District Vice President**  
(large states only/8 or more local networks)

**General Oversight/Scope of Duties:**

Monitors and supports Local Networks and ensures compliance with Local Network minimum operating standards/model. Acts as a leadership role model and creates an environment that fosters the development of leaders throughout Women's Council.

**Major Responsibilities:**

*For local networks assigned:*

- Oversees Local Network compliance, including development of an annual plan and budget, and provide support where needed
- Acts as the first contact to resolve Local Network operating issues or conflicts
- Coaches Local Network leaders to improve network performance
- Facilitates Local Network planning sessions as requested
- Provides new leader mentoring and support
- Initiates contact with each Local Network on a regular basis
- Encourages collaboration between Local Network and with local Industry Related organizations (Local Association of REALTORS®, Young Professional Network etc.)
- Member of the State Governing Board

[Note: one District Vice President for every three Local Networks in the State]

**Important Relationships – INTERNAL**

- Local Network leaders
- State Leadership Team
- State Governing Board

**Important Relationships – EXTERNAL**

- None

**Criteria/Qualifications**

- Is a REALTOR® member in good standing
- Has served as a Local Network President or Membership Director
- Must be a member of Women's Council for at least two (2) years
- PMN designation encouraged

**Ideal Skills/Experience**

- Conflict resolution/mediation
- Planning and organizing skills
- Communication skills
- Operating as part of a team



**STATE NETWORK CONSENT TO SERVE & CANDIDATE APPLICATION**

I agree to serve as a Governing Board member of the Women’s Council of REALTORS® \_\_\_\_\_ for\_\_\_\_\_. I acknowledge and accept my fiduciary obligation to act in the best interests of the Network as follows:

- 1.) Duty of Care: I will use the care that a reasonably prudent person would exercise in a like position and under similar circumstances. This means that I agree to attend meetings, ask questions to gain information I reasonably need to make a decision and exercise independent judgment.
- 2.) Duty of Loyalty: I will advance the best interests and well-being of the Network over any individual or local interests, and I will refrain from using my position of trust to further my own interests in a way that conflicts with the interests of the Network.
- 3.) Duty of Obedience: I will accept, support and implement Governing Board decisions, even if I voted against them. I will follow the Bylaws of the Network and comply with all Standing Rules relating to Network activities.
- 4.) Travel & Time: I understand the time and travel requirements for the position that I have been elected/appointed to serve. I may need to fund myself, depending on network budget for this travel. I will make every effort to give of my time to meet the requirements of this position. I understand that should I travel as a representative that I will make every effort to attend all the networking events, education, and meetings so that I can bring back information to our team and grow as a leader. I also understand that I am required to attend the National Governing Board meeting if Louisiana Network is funding any of my travel. I also understand that I am to give a report in writing to the leadership upon return.
- 5.) Duty of Confidentiality I will not speak or act for the Network unless specifically authorized to do so. I will not present opinions about Network business unless these opinions are clearly expressed as personal opinions not necessarily the views of the Network.

My signature below acknowledges that I agree to be bound by the terms of consent above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# State Network Candidate Application

Name: \_\_\_\_\_

Designations: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Current Position, if any, at Women's Council of REALTORS®: \_\_\_\_\_

Applying for elected positions: President-elect: \_\_\_\_\_ \*Treasurer: \_\_\_\_\_

Interested in appointed positions: Program Director: \_\_\_\_\_ Secretary: \_\_\_\_\_  
\*Membership Director: \_\_\_\_\_

Other appointment(s) of interest: \_\_\_\_\_

(\*National Affiliate Members eligible for Treasurer and Membership Director)

Answer Yes or No to following questions. Circle or underline your answer.

- Yes / No Are you a REALTOR® or REALTOR®-Associate in good standing with a local Board/Association of REALTORS®?
  - Attach documentation of membership in good standing from Board/Association.
- Yes / No Are you a National Affiliate Member in good standing with a local Board/Association of REALTORS®?
  - Attach documentation of membership in good standing from Board/Association.
- Yes / No I Commit to attend Board meetings, appropriate Project Team and Women's Council Events and Programs.
- Yes / No I have read the job description for this position and am qualified to be a candidate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***MUST be returned to Candidate Review Team Chair no later than 30 days prior to election date.***

