

# Local Network Standing Rules-FINAL

## DRAFT 4-3-17

Women's Council of REALTORS® \_\_\_\_\_

Dated: \_\_\_\_\_

**By-laws** are the foundation of the Network and can only be amended by a two-thirds vote of the membership, provided that a quorum is present, with at least a ten (10) day notice to the membership. By-laws generally are amended to change local, national or state dues or initiate a name change a must be approved with recorded minutes at a general membership meeting.

**Standing Rules** set operating policies relating to the Network's administration and business practices to provide continuity from year after year. It is the operating manual for the Network.

### **General information on Standing Rules is as follows:**

- Standing Rules cannot be used to grant or limit rights of membership
- A Standing Rule can be adopted by a majority vote at a Governing Board meeting
- In the event of an inconsistency between the By-laws and Standing Rules, the By-laws govern.
- A Standing Rule can be amended or rescinded by a two-thirds vote without previous notice or by a majority vote after notice of at least the preceding day
- Changes should be noticed periodically to the membership
- A Standing Rule remains in force until amended or rescinded. It does not bind future meetings if a majority desires to suspend it temporarily for the duration of a particular meeting

### **Items to be included as Addendums to the Standing Rules and available at**

[www.wcrca.org](http://www.wcrca.org)

- Template regarding Strategic Partner and Sponsorship Opportunities
- Networking Activities Templates
- Candidate Review Project Team Procedures-to be attached to By-Laws
- Expense Report, Network attaches their own or SAMPLE can be provided
- Audit Forms: Checklist, Items for Review, Project Team and Reports
- Suggested Agenda for Governing Board and Network/Industry Event

**The Network is to follow the Standards outlined in the Network Model initiated by National and approved November, 2016. These Standards include General Oversight/Scope of Duties and Major Responsibilities for the President, President-Elect, Secretary, Treasurer, Program Director and Membership Director**

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## **I. GOVERNING BOARD**

### **1. Governing Board Members are per Network Model:**

- a. Incoming President selects officers for appointed Board positions per Network Model after the election and prior to installation. Appointments are to be noticed to the Governing Board 10 days prior to the final Governing Board meeting of the year
- b. Incoming President may assign various members of the Governing Board as liaison to specific Project Teams
- c. Per Network Model, appointments are to be ratified by majority of the Governing Board at the first Governing Board meeting of the year

### **2. Project Teams:** Incoming President appoints such Project Teams as needed to conduct the business of Network:

- a. Project Teams may include but are not limited to: Awards, Candidate Review, Finance & Budget/Oversight, Media, Scholarships, Special Events/Fundraisers, Ways & Means and/or any other as needed by Network
- b. Project Team Members or Chairs are invited to attend the Governing Board Meetings

### **3. Network Members' Governing Board Meeting Attendance:** Any member of the Network is invited to attend Governing Board Meetings

### **4. Process for filling Governing Board vacancies:**

- a. President, President-Elect & Treasurer vacancies are noted/addressed in Network By-laws, Article VII
- b. In the event of a vacancy of Membership Director and Program Director, the President shall appoint a replacement Governing Board Member and submit the nominee for approval to the Governing Board.
- c. In the event of a vacancy of Secretary, the President-elect shall appoint a replacement Governing Board Member and submit the nominee for approval to the Governing Board. D.
- d. Vacancies of Governing Board Appointed positions may occur as follows:
  - i. appointed member may resign at any time by forwarding a written notice to the Governing Board. Resignation is effective immediately.
  - ii. Three (3) unexcused absences from scheduled meetings shall be construed as resigning from the position. The President is to notify the volunteer Appointee in writing to verify resignation.
- e. In the event that a volunteer Appointee is deemed by the Governing Board to not be accountable to the Network Model or assigned roles:
  - i. the President and one other Board member is to schedule one or more meetings with the Appointee to review Network Model and specific accountabilities and subsequent progress.
  - ii. The Governing Board may ask for the Appointee's resignation in writing.

- iii. If the Appointee does not respond within 72 hours, the Member will be deemed to have resigned.
  - iv. If the Appointee disagrees with the request, then the Governing Board may call a special session with adequate notice or take the matter up during the next scheduled Governing Board Meeting.
5. Project Team Chairs or Members vacancies: Vacancies of Project Team Chairs and Member positions may occur as follows:
- a. An appointed Project Team Chair may resign at any time by forwarding a written notice to the Governing Board. Resignation is effective immediately.
  - b. Three (3) unexcused absences from scheduled meetings shall be construed as resigning from the position.
  - c. In the event of a vacancy of a Project Team Chair, the President is to appoint a replacement, if needed, with notice to the Governing Board.
  - d. In the event of a vacancy of a Project Team Member, the Chair may appoint a replacement, if needed, with notice to the President and President-elect or assigned Governing Board liaison, if any.
6. **Minutes are required for:**
- a. Each Governing Board meeting
  - b. General Election Meetings
  - c. Membership Approval of By-Laws Changes; dues and name changes
  - d. Project Team meetings
7. **Officer Qualifications:** Eligibility Can Be Based Upon One or More of the Following Factors:
- a. Member in good standing for at least one year
  - b. Chaired a Project Team or been on the Governing Board in the last 12 months
  - c. Attended \_\_\_\_\_% of the Network meetings and/or Network events in the last year
  - d. Attended \_\_\_\_\_% of the Governing Board meetings in the last year
  - e. Governing Board or Candidate Review Project Team has the right to waive these requirements as needed for Officer Qualifications
  - f. A Consent to Serve is required for all Officers and Project Team Chairs

## **II. MEETINGS**

1. **Governing Board meeting schedule** for the year is to be determined at the Network retreat
2. **Any changes to the original schedule** are to be noticed 30 days in advance, when practicable.  
President is to be notified of any absences 7 days prior to the any scheduled meeting
  - a. Written reports of Project Teams are required to be submitted to the Governing Board 7 days prior to the scheduled meeting

- b. Secretary to send out current financials provided by the Treasurer, minutes of the previous Governing Board meeting and the Agenda for the current meeting 7 days in advance of the scheduled Governing Board meeting
- 3. **Governing Board Election meeting** shall be held in August or early September to accommodate attendance at the Fall State meeting by newly elected Governing Board Members
- 4. **Network Meetings**
  - a. Venue: Governing Board determines best venue to accommodate membership in terms of costs, speaker presentation and professionalism
  - b. Guest Attendance: whether REALTORS® or Affiliates, may attend three meetings at non-member price. After the third meeting they are to be invited to join as a member or advised they are not able to attend any future meetings
  - c. Timed agendas and scripts are to be used
  - d. 5-10 minutes' time to speak, if desired, is allowed for State or National Line Officers who attend a Network meeting
- 5. **Installation**
  - a. Meeting to be held in November or December each year
  - b. Outgoing President provides and is reimbursed per budget:
    - i. A pin and/or gavel shall be presented to the incoming President
    - ii. Gifts and plaques for outgoing officers and Project Team Chairs
    - iii. Gifts or plaques for other dignitaries if desired
  - c. Incoming President provides or selects, and is reimbursed per budget:
    - i. A gift for the Outgoing President
    - ii. Installation Officers and/or Master of Ceremonies
- 6. **New Member Orientation** is held a minimum of three times a year

### **III. BUDGET AND FINANCIAL MATTERS**

#### ***Budget:***

- 1. Is prepared by current President, current President-Elect and current Treasurer and Incoming President-Elect and incoming Treasurer or one other appointee by current President
- 2. Is to be completed by November 15 of each year
- 3. Is to include current year's actual and budget for comparison purposes
- 4. Budget for a fiscal year shall be approved before the beginning of that fiscal year.
- 5. Separate line item budgets are to be prepared for each major event and/or fund-raiser based on projected income and expense on the annual budget
- 6. Budget approved by Governing Board to be presented at end of the year general membership meeting

#### ***Financials:***

- 1. A Profit and Loss Statement of income and expenses is to be monitored and presented at least quarterly so as to allow for adjustments if needed
- 2. Copies of current bank statements are to be included and kept in permanent file by Treasurer
- 3. A financial Oversight Project Team or Finance & Budget Chair may be appointed by the incoming President-Elect to assist Treasurer to review expenditures to budget
- 4. An Annual audit is to be completed in the fourth quarter of each fiscal year and results and recommendations presented in the final Governing Board meeting of the year

5. Audit Project Team to consist of a total of 3 members including the President-Elect as Chair, one Past President and two (2) non-Governing Board members in good standing
6. President, President-Elect, and Treasurer shall have signature authority on the checking account.
7. \_\_\_\_\_ signature(s) are required on a check for any amount over \$\_\_\_\_\_
8. Each year, in December and prior to the first Governing Board meeting of the year, the signatory members on the checking account shall make arrangements to change over the checking account to the new officers. This will require a copy of the minutes of the election meeting showing duly elected officers
9. Reimbursement for expenses are considered approved if included in the budget subject to receipt of expense report and receipts
10. Any expenses over approved budget must be submitted within two months after they are incurred (or the end of the year, whichever is earlier) to the Governing Board and approved prior to reimbursement

***Income:***

1. Cash receipts, checks and credit card receipts for all Network Meetings/Events are to be verified by at least two persons witnessed by signature
2. Deposits are to be made directly by the Treasurer or member assigned to this task with the verification of funds filed for audit purposes
3. Deposits are to be made within \_\_\_\_\_ days after the event or network meeting
4. Direct deposits from online services used for registration purposes are to be confirmed for every Network Meeting/Event
5. Donations from National Affiliates and Strategic Partners, i.e. 50/50, gift baskets for drawings, are to be noted on event report
6. Cash Receipts for Events is to include the following information:
  - a. Cash received
  - b. Donations received
  - c. Credit Card charges & fees
  - d. Online Registration & fees
  - e. Number of Members attended
  - f. Number of non-members attended
  - g. Number of New Members joined
  - h. Number of New Strategic Partners
  - i. Any cash expenses paid out of funds received are to be included/noted on report with signature of person authorizing expense and line item indicating where to charge the cost

***Expenses:***

1. Expenses are paid only as budget and cash flow allow
2. Speakers that provide value to the members and contribute to their business skills shall be given preference and adequately budgeted
3. Expenses are to be submitted with accompanying receipts to the President for approval. President's expenses are to be approved by the President-Elect or Secretary
4. President, President-elect and Treasurer shall have signature authority on the checking account
5. Expenses can be reimbursed by line item up to the amount in the budget. Any expenses over budget must be approved by the Governing Board and a motion made and recorded in the minutes for audit purposes; in addition, a separate motion form may be completed as back-up file for Audit

6. Expenses are to be reimbursed within \_\_\_\_\_ days of submission. Receipts must be attached to Expense form
7. Expenses submitted \_\_\_\_\_ days after an event will not be reimbursed without Governing Board approval
8. No funds are to be advanced without Governing Board approval
9. Any prepaid expense including those charged on a Network Credit or Debit Card, if used, are for hotel, airfare and registration fees. If an expense is prepaid and not used and cannot be refunded, the member for which the charge was incurred is to reimburse the network within 10 days of the charge being incurred
10. If member misses State or National event and expense was paid in advance, full reimbursement back to the board is required within \_\_\_\_\_ days

***Network Credit or Debit Card:***

1. One member of the Governing Board Team is assigned use of the credit or debit card and the assignee is noted in the minutes as responsible
2. Charges can be used for hotel reservations, airfare and/or event fees for State and National meetings or local event fundraising meeting space
3. Charges exceeding \$\_\_\_\_\_ require Governing Board approval in advance
4. Receipts for any charges made are to be sent to the Treasurer within 24 hours with description of charges noting which member used for

***Travel Guidelines:***

1. Priority for travel expenditures is given to President, then President-elect, then Program Director, Membership Director, then Secretary, then Treasurer, then to other Members potentially as incoming Officers
2. Priority for the Fall State Meeting is for incoming President and other incoming Officers to attend State Orientation
3. Members planning travel other than those noted above are to apply to the Governing Board 60 days prior to travel dates to confirm funding
4. Those who travel at Network expense are expected to attend the entire meeting, unless ill, and may be asked to share what they learned to the membership as to increased business skills and/or Network business and operations
5. Travel Expenses reimbursed for State or National meetings as follows:
  - a. Airfare at coach rate: reservation made at least \_\_\_\_\_ days in advance of the event
  - b. Lodging/Hotel/Internet: 100% covered with double occupancy. If member decides to have private room only 50% will be reimbursed. Not to exceed negotiated rate provided by Women's Council/C.A.R./N.A.R.
  - c. Cost for parking, shuttle, and transfer fees: 100% reimbursed
  - d. Mileage: to and from airport reimbursed at prevailing IRS rate
  - e. Travel tips: reimbursed not to exceed \$10/per travel day
  - f. Registration: reimbursed at 100% early-bird rate
  - g. Installation Fees: reimbursed at 100% of cost
  - h. Personal time: No reimbursement for hotel if going early or staying late after an event for personal reasons, not including classes taken for educational purposes
  - i. Food Expense: Limited up to \$\_\_\_\_\_/day or not as per preference.
  - j. Leadership Academy: President-elect is required to attend Leadership Academy. Network to reimburse attendee as per above
  - k. Travel expenses are to be detailed on an Expense Report with appropriate receipts

**Network Meeting Reservations:**

1. Meal charges to members and non-members are set by the Governing Board and recorded in the minutes
2. Reservations once made are NOT to be refunded
3. Treasurer is responsible for billing any unpaid reservations within 5 days of the event/meeting
4. Members attending a function shall pay the designated fee even if not eating
5. Anyone attending a ticketed function without a reservation shall be accommodated on a space available basis only
6. Speakers receive a complimentary meal for their contribution
7. National and State Officers when attending in official capacity receive a complimentary meal

**Courtesy Policy:**

1. In case of death or severe illness of a current Women's Council member and/or Strategic Partner, Secretary may contribute an appropriate memorial of small gift/donation not to exceed \$100. In the case of a family member of a current Women's Council member and/or Strategic Partner, the gift/contribution is not to exceed \$50
2. Current member in Good Standing is a member whose dues are paid in full and is on the National Roster

**Awards and Recognition:**

1. Network Awards:
  - a. Realtor of the Year, plaque or certificate cost not to exceed \$\_\_\_\_\_
  - b. Affiliate of the Year, plaque or certificate cost not to exceed \$\_\_\_\_\_
  - c. Partner of the Year, plaque or certificate cost not to exceed \$\_\_\_\_\_
2. Network Education Scholarship (if applicable)
  - a. Applicants must be a National REALTOR® or National Affiliate Member for at least six months
  - b. Applications must be submitted within 60 days of course completion and accompanied by certificate/proof of completion and proof of payment
  - c. Network to reimburse up to the actual cost of the class not to exceed \$\_\_\_\_\_
  - d. Reimbursements apply to:
    - i. Education courses and college courses for either provisional Broker's license required to renew a real estate license or obtain a Broker's license if given for CE credits
    - ii. Any Performance Management Networking courses
    - iii. C.A.R. or N.A.R. sponsored designations
    - iv. Other courses certified and offered by Women's Council of REALTORS®
  - e. Member of the \_\_\_\_\_ may be selected by the Governing Board or a Project Team dedicated to recognizing contributions by local members at any given time

**IV. STRATEGIC PARTNERS – SEE NETWORK ADDENDUM**

**V. COMMUNICATION AND MARKETING**

1. Generally, notifications are to be sent via email
2. Budget, By-Laws and Standing Rules are to be posted on the Network website

3. Program Director to update Network website with photos and/or topics for upcoming programs
4. General Reporting
  - a. President and President-Elect: submit best programs to State Secretary by required date, generally mid-year and year end
  - b. Secretary: Officers elected and appointed for the following year are to be reported to National by November 1 each year
  - c. Secretary: Standing Rules to be reviewed once a year and appropriate changes made
  - d. Secretary: Submit annual audit report to State District Governor once completed by President-Elect and Audit Committee. Should take place in fourth quarter
  - e. Treasurer: Responsible for filing taxes in a timely manner, due May 15, each year
  - f. Treasurer: Submit all reports, files, check book and any other required documents needed for annual audit
  - g. Program Director: Develop 30-90 marketing plan to publicize programs, industry events.
  - h. Program Director or Media Project Team: Responsible for updating LinkedIn, flyers, Facebook, newsletter, Eventbrite, local website(s), blogging, & local association
  - i. Electronic or cloud storage shall be developed and used to store past data and keep current financial and documents available to Governing Board and Project Team members

## **VI. TRANSITION**

1. There shall be a retreat scheduled in the last quarter of the year to facilitate business planning, including annual calendar, membership goals and program dates and speakers for the coming calendar year
2. Installation of New Officers is to be scheduled in November or December to honor the outgoing team and introduce the incoming team
3. Outside of the Retreat, at the discretion of the incoming President, a two-hour window will be made available for outgoing Officers and Project Team Leaders to meet with incoming leaders filling positions in the following year to pass on hard copy and/or verbal instructions to establish consistency and transparency from year to year



## **ADDENDUM**

### **SUGGESTED MEETING AGENDAS:**

#### **Suggested Governing Board Meeting Agenda:**

1. Allow 1 hour (more time if needed)
2. Start and End on Time
  - a) President calls meeting to Order
  - b) Welcome and introductions
  - c) Read mission statement
  - d) Approve previous Governing Board meeting minutes, provided 10 days prior to meeting by Secretary.
  - e) Review and approve agenda
  - f) President update:
    1. Assigned Project Team Reports reviewed/filed
    2. Due Dates/Accountabilities to State and National
    3. Candidate Review Team (when applicable)
    4. Reminder of next Governing Board meeting date
    5. Any other business needed to be addressed
  - g) President-Elect update:
    1. Assigned Project Team Reports reviewed/filed
    2. Annual Report update
  - h) Secretary update:
    1. Assigned Project Team Reports reviewed/filed
  - i) Treasurer update:
    1. Report of financial status, includes bank account balance, reports from previous meeting or event, and any other financials or budget matters
    2. Any outstanding expenses
    3. Assigned Project Team Reports reviewed/filed
  - j) Program Director update:
    1. Assigned Project Team Reports reviewed/filed
    2. Upcoming programs
    3. Past program evaluations
    4. Recommendations to submit programs to State (twice a year)
    5. Attendance ratios
  - k) Membership Director update:
    1. Assigned Project Team Reports reviewed/filed
    2. Membership update to Goals
    3. Names of New Members and Strategic Partners announced
    4. Review of planned Mixers and New Member Orientation
  - l) President closing remarks
  - m) Meeting Adjourned

**Suggested Network/Industry Event:**

1. Program duration 1:30 to 3 hours
2. Start & End on Time
  - a) Registration/Intentional Networking 11:30am - 12:00pm
  - b) Lunch Served 12pm
  - c) Program 12pm – 1:30pm
3. Welcome and Introductions 2-3 minutes
4. Pledge 3 minutes
5. Inspiration 3 minutes
6. Strategic Partner Recognition 5-10 minutes
7. Introduction of Speaker 2 minutes
8. Speaker 12:20pm – 1:20pm
  - a) Speakers or Panel/Workshop
    1. 45 – 70 minutes
    2. Add 30 minutes or more if have a large industry event and allow time accordingly
9. State Line Officer\* 5 minutes
10. Giveaways & Announcements 1:20pm – 1-30pm
11. Meeting adjourned

State and National Line Officers if invited to attend and are not the main speaker, should be allowed 15-20 minutes to speak as a general rule