

## STANDING RULES

### I. MEETINGS

- A. Meetings are to be held in conjunction with the business meetings of the California Association of REALTORS®.
- B. Meetings shall be identified as Winter, Spring and Fall Meetings corresponding with the approximate time of the year, i.e.: January, April-May, and September-October.
- C. Local Business Forum Meetings are to be held at the discretion of the Line Officers; Participation is at the discretion of each Local Network.

### II. ELIGIBILITY, ELECTION AND INSTALLATION OF OFFICERS

#### A. Eligibility for President-Elect, First Vice-President, and Treasurer

Preference will be given to those candidates who have the following qualifications:

1. Been a Women's Council member in good standing for five (5) consecutive years.
2. A Performance Management Networking Designation.
3. Served on one or more State Committees for two (2) years.
4. Chaired a State Committee.
5. Attended four (4) of the six (6) most recent State Meetings.
6. Attended two (2) of the four (4) most recent National Meetings.
7. Been a Local President.
8. Been a Line Officer, District Vice President or Governor within the previous two years.

#### B. Eligibility for State Governor

Candidates will be nominated by District. Preference will be given to those candidates who have the following qualifications:

1. Been a Women's Council member in good standing for three (3) years.
2. Served on a State Committee(s) for two (2) years.
3. A Performance Management Networking Designation.
4. Attended four (4) of the six (6) most recent State Meetings.
5. Attended two (2) of the four (4) most recent National Meetings.
6. Been a Local President.

#### C. Eligibility for District Vice-President

Candidates will be nominated by District. Preference will be given to those candidates who have the following qualifications:

1. Been a Women's Council member in good standing for two (2) years.
2. A Performance Management Networking Designation or is a Candidate.
3. Served on a State Committee.
4. Attended three (3) out of six (6) of the most recent State Meetings.
5. Be a current or past Local President at time of election.

#### **D. Elections**

1. All Candidates may start campaigning for office at the conclusion of the Winter meeting.
2. The Nominating Committee will present the slate of candidates on the first day of the Spring meeting and post a list of slated and declared candidates on the meeting room door up to 12 hours prior to election meeting.
3. The “Rules of the Day” are to outline the procedures to be followed and, prior to voting, be approved by the members eligible to vote.
4. The President and President-elect are to appoint election check-in personnel and a minimum of three (3) tellers.
5. First Vice-President is to prepare Election Materials.
6. President-elect is to train personnel, monitor election procedures, certify teller results, report election results and deliver ballots to the President.
7. President is to keep election ballots until the conclusion of the following Fall Governing Board meeting.
8. District Vice-Presidents and Governors are elected by District.
9. Members at Large: If a delegate is selected, the delegate member is to provide written confirmation to the President 10 days before the election.
10. Members not meeting the nominating committee deadline, may run from the floor, however they must submit the standard Application and Consent to Serve to the Nominating Chair on or before seven (7) days prior to the date of the election.

#### **E. Installation of Officers**

1. Installation of Officers is to be held in conjunction with the Winter meeting.
2. Incoming President is to work with her/his appointed Installation Committee to make the arrangements for the Installation of Officers.
3. Incoming President is to select the Installing officer (s) and the Mistress or Master of Ceremonies.
4. Incoming President or Treasurer is to obtain a gift and Past President pin to be presented to the outgoing President at the Winter meeting.
5. Outgoing President is to obtain the incoming President’s pin and gavel for presentation at the Winter meeting.
6. Installation registration fee, if any, is waived for Line Officers being installed.
7. Budget for the Installation Ceremony is to be sufficient to include the expenses of the invited guests and dignitaries.

### **III. DUTIES OF OFFICERS**

In addition to those duties outlined in the Leadership Policies and Procedures Manual and State and National By-Laws, if applicable, the

#### **A. President**

1. Oversees and monitors annual Strategic Partner and Sponsorship Programs.
2. Coordinates speakers and prepares agenda for meetings.
3. Appoints a qualified Parliamentarian for every meeting.

4. Prepares scripts for each meeting.
5. Monitors, mentors and oversees activities of Elected Officers.
6. Chairs General Session,-Governing Board and the Annual Election Meeting.
7. Works with Leadership to provide on-going training for District Vice-President and Governors.
8. Coordinates Fall Meeting as a training session for incoming local network leaders and demonstrates smooth transition for incoming State Leadership team.
9. Is accountable to the Strategic Plan and serves on the Strategic Planning Committee.
10. Reviews status of Local Networks tax filing with Leadership Team.
11. May replace Committee, Project Team, Task Force Chairs, or members as needed throughout the year if not able to serve; Governing Board approval not necessary as change to be noted on most current Roster.

### **B. President–Elect**

1. Invites the Speaker(s) to conduct the Annual Orientation at the Fall meeting.
2. Confirms number of Governors approved by National as of Feb 15.
3. Consults with Line Officers to determine the number of Districts.
4. Allocates the number of Governors/District Vice-Presidents needed by District and submits to the Nominating Committee Chair at least four (4) weeks prior to the scheduled Nominating committee meeting.
5. For the following year:
  - a. Selects all Project Team, Task Force and Committee-Chairs, Vice-Chairs and Members within 45 days after the Fall Meeting.
  - b. Schedules and facilitates a leadership planning session with the newly elected Officers including any other National Officers and/or Standing Committee and/or Leadership Support Team Chairs and/or Vice Chairs, as deemed appropriate.
  - c. All attendees are to receive a copy of the By-Laws, Standing Rules and a copy of their respective duties and Minutes and history of previous years' Committee activities and accomplishments.
6. Oversees website.
7. Serves on the Strategic Planning Committee.
8. Performs other duties as directed by the President.

### **C. First Vice-President**

1. Accepts the Credentials Report as proof of quorum for Governing Board Meetings.
2. Takes minutes at all meetings. Governing Board minutes are to be verified by the President and then posted on the website at least thirty (30) days before the upcoming Meeting.
3. Is responsible for preparing election materials and recording results in minutes of the Annual Election Meeting.
4. As requested, coordinates with President and Administrative Assistant to distribute notifications electronically to Members.
5. Updates Standing Rules and posts to the website within thirty (30) days of changes adopted by Governing Board, including date of said change(s). Copies are to be kept of all final previous versions of Standing Rules by date amended.
6. Coordinates with the President to print materials for each Meeting.

7. Distributes forms for minutes and attendee sign-in sheets for break-out sessions. Collects, reviews and submits to Line Officers for future transition and tracking.
8. Consolidates comments and ratings from Speaker Evaluation forms and/or Electronic Surveys and reports to Line Officers.
9. Coordinates and requests local programs twice a year for review by the Line Officers. Once approved submits to National for annual awards.
10. Serves on the Strategic Planning Committee.
11. Completes the State Annual Report due at year end.
12. Responsible for setting up Dropbox each year and maintaining integrity of records. Closes out permanent records folder.
13. Responsible for maintaining the file of original written motions.
14. Performs other duties as directed by the President.

#### **D. Treasurer**

1. Maintains the accuracy of financial statements, which may initially be prepared by Bookkeeper, including adequate back-up for expenses and income:
  - a. Reviews bank statements and reconciliations at least once a quarter.
  - b. Deposits monies and/or reviews deposits received each month.
  - c. Reviews credit card processing activities each month.
  - d. Reviews all requests for payment and authorizes prior to check preparation.
  - e. Ensures deposit activities are kept separate from disbursements.
2. Maintains and reviews the Employee Dishonesty Bond and general insurance policies.
3. Reviews and presents the most up to date Balance Sheet and Profit and Loss statements, reconciled to bank statements, at each Governing Board Meeting.
4. Incoming Treasurer presents the annual Budget to Membership for approval at the Winter Meeting.
5. Oversees and is a Member of the Finance and Budget Committee.
6. Provides up to date records to the Audit Committee Winter meeting or as requested by the Audit Committee Chair with 30 days' notice to the Treasurer.
7. Maintains copies of motions and minutes affecting financial matters in an Audit File for review.
8. Is responsible for maintenance and upkeep of the laptop and accounting software.
9. Ensures Independent Contractor 1099's and 1096 are completed each year in a timely manner.
10. Ensures final Financial Statements, approved by Governing Board, and any required supporting documents, are delivered to CPA by March 30. Confirms taxes are filed on the due date or before.
11. Serves on the Strategic Planning Committee.
12. Is responsible for reviewing and consolidating Local financial information as requested by the President:
  - a. Reviews Network group exemption status with CPA before the Spring and Fall Meetings.
  - b. Monitors status of Network tax filings.
  - c. Reviews Network insurance policies are in place.
13. Performs other duties as directed by the President.

#### **E. State Governor(s)**

1. Facilitate new Local Network formation.
2. May serve as a liaison for Members-At-Large.
3. Serve as a liaison for Local Networks assigned by the President.
4. Mentor Local Networks.
5. Serve on the Strategic Planning Committee.
6. May assist in facilitating Local Network planning sessions/retreats.
7. Provide written reports to incoming officers at year end as to Local updates.
8. May assist Local Networks with Forums and/or Industry Events.
9. Are to attend State and National Meetings.
10. Perform other duties as directed by the President.

#### **F. District Vice-President(s)**

1. Serve as a liaison for Local Networks assigned to them by the President.
2. May serve as a liaison for Members-At-Large.
3. Mentor Local Networks.
4. Serve on the Strategic Planning Committees.
5. May assist in facilitating Local Network planning sessions/retreats.
6. Provide written reports to incoming officers at year end as to Local updates.
7. Are to assist Local Networks with Forums and/or Industry Events.
8. Are to attend State meetings.
9. Perform other duties as directed by the President.

### **IV. COMMITTEES**

#### **A. Standing, Special Committees, Project Team, Task Force, Work Groups, and Leadership Support Teams:**

1. Outgoing Chairs are to make a written report on the activities and accomplishments of their Team.
2. The reports are to be given to the incoming President by year end. All committee materials are to be passed on to the incoming Chair.
3. Chairs are to be prepared to give a report to the Membership at each meeting.

#### **B. Leadership Support Teams**

1. Create programming based on the Strategic Plan, input from Line Officers, and the needs of the membership.
2. Names and objectives of the Teams are subject to change from year to year.
3. Chairs are to be members of the Strategic Planning Committee.

### **C. State Meeting Planning**

1. Is responsible for maintaining and delivery of meeting banners and other equipment to each Meeting.
2. Costs of delivery, if applicable, are paid as a meeting cost expense.
3. Is responsible as the main contact for C.A.R. and respective host hotels:
  - a. Coordinating room block
  - b. Negotiating meal costs to not exceed budget without approval from the Line Officers
  - c. Coordinating rooms and Partner tables with Strategic Partner Line-Officer Liaison, Hospitality Chairs, and Ways and Means.
  - d. Oversees and coordinates room set-up for Speakers and AV-Technology

## **V. FINANCIAL MATTERS**

### **A. Officers and Expenses**

1. All Elected officers have an approved budget and are funded as representatives of the Network.
2. Expenses are to be submitted, with receipts, to the Treasurer within 45 days from the incurred expense or date of the event whichever occurs later, or the reimbursement may be forfeited.
3. Line Officer and Governor pre-paid expenses for travel to National events may be reimbursed at the time the expense is incurred. If the Line Officer fails to complete the activity for which the expense is pre-paid, the Line Officer is to reimburse these advanced funds within 30 days of the event or activity.
4. Negative variances to line item budgets may be considered acceptable when the category including profitability, are within budgeted limits.
5. Non-budgeted expenses may be reimbursed or committed upon approval of the Budget and Finance Committee and Record of Approval is to be placed on file with the Secretary.
6. President or President-elect to review and approve Treasurer expenses prior to payment. 8.
7. Administrative Services to be provided by an Independent Contractor as per budget.
8. Bookkeeper Services to be provided by an Independent Contractor as per budget.
9. Members currently serving as an Elected State Officer may not charge a speaker fee if asked to speak at State or Local Network meetings.

### **B. Meeting Reservations**

1. If paid will be refunded if notice given via confirmed email to the Treasurer 72 hours before the first General Session begins.
2. Treasurer to inform Administrative Assistant to refund via Eventbrite.
3. Reservations can be refunded only for personal or family health issues.
4. Early Bird reservation cut-off is no less than midnight on the second Friday before the meeting; date to be posted on Eventbrite.
5. Registration fees are waived for Parliamentarian, Strategic Planning, Nominating Committee, and Meeting Planning Chairs, if not a funded position, as a meeting expense.
6. Registration fees are waived for Past State Presidents who are members in good standing.
7. Registration fees for Governors and District Vice Presidents will be reimbursed at the early bird rate only.



8. Registration fee for the State meetings is waived for current Line Officers.
9. Registration fees may be waived for attending National dignitaries and Speakers.

### **C. Budget**

1. A proposed budget is to be noticed to the membership no less than fifteen (15) days prior to the Winter meeting for approval by the Governing Board and Members at the General Membership Meeting.
2. Budget shall include an estimated expense not to exceed \$1700 per year to cover Nominating Chair travel expenses for the year of service, not including registration. The expense shall be applied for State meetings only.

### **D. Reserves**

1. \$3000 shall be allocated each year to the National Officer Reserve fund to be used to sponsor the installation of a National Line Officer from California. These funds are to be transferred from retained earnings by December 31 of each year.
2. \$4000 shall be allocated for Strategic Planning Reserves and transferred from retained earnings by December 31 of each year.

### **E. Audit**

1. Treasurer's financial statements and supporting documents are to be made available for audit throughout the year.
2. A final audit is to be performed at the Winter meeting.
3. Audit Project Team to include the outgoing and incoming Treasurers, one (1) Past State President and one (1) member who shall be Chair appointed by the incoming President.
4. Findings of said audit are to be reported to the Membership at the Winter meeting.

## **VI. RECOGNITION AND AWARDS**

### **A. General Criteria**

1. Current President, President-Elect, First Vice-President, and Treasurer are not eligible for any awards during year(s) of service.
2. Awards are to be given at the Fall Meeting unless otherwise noted.
3. Awards are to be based on merit and applications/nominations received. If no eligible nominations received, an award need not be given.
4. Financial awards will be granted at the State's discretion.
5. Other awards may be given at the discretion of the Line Officer Team.

### **B. Other Awards**

1. Awards other than those listed below may be determined at the Annual Officer Planning Retreat and/or by the Recognition and Awards Committee.
2. Budget is to reflect expected costs of monetary awards and/or plaques or certificates.
3. Other Award nominations are due to the Recognition and Awards Chair by July 31.

4. Recognition and Awards Chair is responsible for soliciting nominations. Committee or Team is to meet and determine successful awardees. Chair is to submit the names of awardees to President by August 31.
5. President is to be responsible for providing certificates or plaques and informing Treasurer of any monetary awards.
6. Members/Local Networks may receive more than one award.

#### **C. Member of The Year**

1. Chair is the most recent Award winner.
2. Team is to consist of five (5) members: in addition to the Chair, three (3) Governor and/or District Vice-Presidents who have served in the last three years. The final member is to be an active past award winner or past active State President. No current line officer is to be a member of the committee.
3. Demonstrates and exemplifies the Women's Council mission, vision and values with emphasis on leadership, professionalism, commitment, and excellence.
4. Is to be a member in good standing of the Women's Council of REALTORS®.
5. Is to have been a REALTOR® or REALTOR®-Associate for a minimum of three (3) consecutive years.
6. Is to be nominated by a current member of Women's Council of REALTORS®.
7. Is to have served as a Local President and on at least one (1) State Committee.
8. May not be awarded to State Line Officers during or within one (1) year after their term of office.
9. New Award Winner is to be reported to National on or before December 1.
10. May receive an award or gift not to exceed \$100.

#### **D. President's Award**

1. Is determined by the President for a member who has gone beyond their duties in service to the Network.
2. Is to receive an award or gift not to exceed \$100.

#### **E. Strategic Partner Recognition**

1. Diamond and Ruby Level Partners are
  - a. to receive plaques.
  - b. to be highlighted on the State website and in the newsletter.
  - c. invited to speak at Awards Recognition event.
2. Emerald and Sapphire Level Partners are
  - a. to receive certificates or plaques based on budget.
  - b. to be mentioned in the Newsletter.
  - c. to have their logos placed on the Website.
3. All other Partner benefits as listed on brochure.



## **V11. SCHOLARSHIPS**

### **A. State Education Awards**

1. Are presented to members who complete a course that is approved by the California Association of REALTORS® and/or the National Association of REALTORS®.
2. Are presented to a member in good standing of for at least one (1) year prior to application.
3. Time period for taking an approved course is August 1<sup>st</sup> through July 31<sup>st</sup>.
4. Applications are to be received by the Recognition and Awards Chair by September 1.
5. General Education Awards are limited to \$100.00 per member per year; total amount awarded is per budget.
6. Four (4) \$125.00 Joanne McEhren Memorial Awards may be given for members who have a PMN designation or who are PMN candidates.
7. A member may apply for both General Educational Awards and the Joanne McEhren Award providing two different courses are completed.

### **B. Leadership Academy Scholarship**

1. Purpose is to provide financial assistance for Local Presidents-elects to attend Leadership Academy.
2. Recipients are to be chosen by the Line Officers at the Spring meeting of the year.
3. Local Presidents-elect's application is to be submitted to the State President-Elect ten (10) days prior to the Spring meeting.
4. Applications are to include an essay explaining why funds are needed.
5. Local budget and most current year-to-date profit and loss statement is to be submitted with the application.
6. Funds are to be awarded at the Spring meeting and given to the President-elect's Local Network. If the Local President-elect who has received a scholarship does not attend Leadership Academy, funds are to be returned to the State.

### **C. Local Network State Meeting Scholarship**

1. Purpose is to provide financial assistance to Local Network's National members to attend State Meetings.
2. Recipients are to be chosen by the Line Officers.
3. Applications are to be given to the State Treasurer thirty (30) days before each state meeting.
4. Members are to submit a letter explaining why funds are needed with copies of most recent bank statement, current profit and loss statement and balance sheet and a signed commitment by the member to attend the entire meeting.

### **D. Bobbie Nelson's Path to Leadership Grant**

1. Vision is to create a pathway to leadership for Members who want to pursue leadership opportunities within the real estate community, including Women's Council of REALTORS®, the California Association of REALTORS® and the National Association of REALTORS®.
2. A short video of Bobbie's rise to leadership will be shown to demonstrate why the Leadership Grant Fund was created.

3. Donations will be accepted to fund the grants. Unused funds can roll over to the following year and the Bobbie Nelson Path to Leadership Grant reserve account shall be maintained on the balance sheet until all funds are disbursed.
  4. Guidelines to Qualify for a Grant are as follows:
    - a. The applicant must have been a member for three (3) years at the time of application.
    - b. Applications may be submitted at any time throughout the year to the Chair of the Project Team.
    - c. The applicant must have attended at least two (2) of the four (4) most recent State Meetings.
    - d. The applicant must have served or is currently serving on a State Committee/Project Team and/or have served or is currently serving in any appointed leadership role or elected position at the State or National Women's Council of REALTORS®.
  5. The grant may be given to an applicant who is **not** otherwise funded from any other source, such as the Joanne McEachern or Education Scholarships.
  6. The grant is not need-based. The grant will be given contingent upon receipt of the application within 45 days of the expense. Grants may be used for reimbursement for travel, media and/or public speaking training, leadership development online or in-person education, and any other activity that the committee deems appropriate. The reimbursement does not include expenses for promotional materials.
  7. The Project Team will select the grant recipients.
    - a. Grants can be given at any State Meeting.
    - b. Grants are limited to no more than \$500 each.
    - c. No more than one (1) grant per year per applicant with a lifetime of not more than (3) three grants awarded.
  8. The Project Team shall be appointed by the Incoming President and will include three (3) Past State Presidents willing and able to serve; one (1) Active REALTOR member from the General Membership, two (2) Governing Board members and one (1) current State Network Line Officer.
  9. Changes to the guidelines can only be made by the approval of the State Governing Board.
- *Membership allows By-Laws/Standing Rules committee or task force to make necessary syntax, structural changes i.e. numbering, re-indexing, etc and spelling corrections as needed with Membership informed at the following State Meeting.*
  - *10-12-14: the word "Network" was substituted for the word "Chapter" where appropriate*
  - *The word Committee is also interpreted to mean Committee, Project Team, Work Group or Task Force except in the case where By-Laws prevail.*
  - *Per vote of the membership the title attributed to Secretary was changed to First Vice-President as of October 9, 2018.*
  - *In the event of an inconsistency between the By-laws and Standing Rules, the By-laws govern.*