STANDING RULES

WOMEN'S COUNCIL OF REALTORS® LANSING

DUTIES OF OFFICERS: TERM BEGINS JANUARY 1

1. PRESIDENT SHALL:

a. Attend Women's Council of Realtors State and National Meetings, i.e.

Workshops, Governing Board, Regional Retreats, Regional Caucus, Orientations

and other Meetings deemed necessary by the governing board.

b. Provide a report on above at the next Governing & General Membership

meeting.

c. Prepare a written meeting agenda and report of all pertinent information

received from the State Network and National level.

d. Promptly send all checks to Treasurer.

e. Obtain the incoming president's pin at the Network’s expense for presentation

at Installation Ceremony.

f. Make arrangements for Member of the Year, Entrepreneur of the Year and

Strategic Partner of the Year to attend State Women's Council of Realtors

Awards luncheon and provide names to state network by November 1st.

g. President shall sign checks in the absence of Treasurer.

h. Submit Local Network annual report to State Governor and National by the

assigned dates.

2. PRESIDENT-ELECT SHALL:

a. Attend Women's Council of Realtors State and National Meetings, i.e.

Workshops, Governing Board, Regional Retreats, Regional Caucus, National

Leadership Academy, Orientations and other Meetings deemed necessary by the

Governing Board.

b. Provide a report on above at the next Governing & General Membership

meeting.

c. Following the annual election **,** schedule a planning session with the incoming

President-Elect to form project teams and plan the agenda for the year. Prepare

goals for each project team and list project team chairs. Send to Governing

Board and Project Team Chairs.

d. Keep the Women's Council of Realtors Banner and American Flag for display

at all meetings.

e. Be knowledgeable of the Bylaws of the Network and Standing Rules and have

a copy available for review at all Network meetings.

f. Serve on the Education Project Team as liaison.

Standing Rules - Presented 1/1/18

3. MEMBERSHIP DIRECTOR SHALL:

a. Oversee all membership activities; accountable for the recruitment and

retention membership efforts of the network, responsible for the implementation

and follow through on National and State Membership marketing campaigns

when in effect.

b. Establish membership goals in cooperation with the governing board and

communicate them to the network.

c. Organize network effort to achieve goals.

d. Review reports from National Women's Council of Realtors for accuracy and

follow-up on any discrepancies.

e. Report to National Women's Council of Realtors any corrections and changes

to member information.

f. Keep and maintain membership roster of National members and Local

Network Strategic Partners. Maintain an email database of all members.

g. Must send out Local Affiliate Partner billing at a rate of $120 annually by

November 30th each year for the following calendar year with return address to

Membership Director or Membership Chair.

4. PROGRAM DIRECTOR SHALL:

a. Conducts an aggressive outreach strategy to communicate the value of the

Network and the Women’s Council brand, engaging prospective, new and

renewing members.

b. Produces four Network industry events

c. Coordinates and implements marketing strategies for a high level of exposure

for Network events within the industry.

d. Develops and manages systems to routinely scan the industry environment to

identify business needs and issues.

e. Produces a minimum of 3 additional events focused on member networking

and relationship building.

f. Manages Program Chair and Project Teams as needed to accomplish tasks.

g. Monitors and evaluates success of all programs and events and reports to the

Governing Board.

5. TREASURER SHALL:

a. Keep ledger showing receipts and disbursements. Deposit all funds received

in accounts designated by the Governing Board. Write and sign checks. All

bank accounts shall include Treasurer and President on signature cards.

b. Serve as Vice Chair of Finance and Budget Committee and help prepare the

budget.

c. Prepare statements for each Governing Board meeting showing the approved

budget and year to date figures, subject to audit. The annual audit is performed

by a committee appointed by the President. Each fundraiser or project will have

a separate report attached to the audit.

d. File annual tax return, as required. (Due May 15th). File any information

required to maintain Women's Council of Realtors status as a non for profit

organization 501 C6.

e. Reimburse officers expenses not to exceed the approved annual budget.

Expenses incurred for registration fees at the standard rate, airfare or other

transportation costs, and hotel that must be incurred prior to the event may be

reimbursed immediately with documentation of payment submitted with Travel

Reimbursement Form. Additional charges for late registration will not be

reimbursed. If member is unable to attend they must repay any prior

reimbursement and cancellation fees within 30 days of cancellation or the event,

whichever is sooner. All expenses should be presented during year of office by

December 1st to facilitate closing of books on December 31st. The following

items may be submitted for payment:

1. Registration to Women's Council of Realtors National, Regional, and

State Meetings.

2. Airfare to National Meetings with 1 checked bag and 1 carry-on (if

additional payment is charged by carrier). Travel by train would be

subject to same criteria. Auto travel will be reimbursed at the current

charitable IRS mileage rate. Parking fees will be reimbursed at the

Self-Park rate.

3. Lodging at the convention rate and only for days of Women's Council

of Realtors meetings at National, Regional, and State meetings. (One

night at fall Michigan REALTORS®/Women's Council of Realtors

meeting.)

4. Michigan REALTORS®/Women's Council of Realtors Awards

luncheon.

5. Transportation to hotels and airports/train station.

6. $50 (per day of Women's Council of Realtors meetings) allotment for

meals not to include alcohol.

7. Inaugural banquet ticket at National Women's Council of Realtors

meeting.

f. Reimburse the incoming President-Elect for the National Convention expenses

up to the budgeted amount for registration, airfare, hotel, and food allotment.

This position must attend all scheduled Women's Council of Realtors meetings

including the Governing Board Meeting.

g. Travel expense reimbursement criteria for Women's Council of Realtors

officers, committee chairs, and members.

1. Must be a member in good standing to qualify for reimbursement of

room expense at a Women's Council of Realtors State, Regional or

National meeting.

2. Must attend all Women's Council of Realtors regional

meetings/caucuses, education workshops, (with emphasis on those

pertaining to your project team), Governing Board meetings and any other

meetings as advised to attend by the President or President-Elect.

3. Must share a room with other Lansing Network members. Must stay

with a minimum of two to a room for full room reimbursement.

h. Obtain debit card from financial institution currently holding local network

checking account. Card shall be in name of Network and only the Treasurer will

be authorized to incur charges to the card in the name of the Network. Usage of

this card will be audited by the Finance & Budget Committee on a quarterly basis.

5. SECRETARY SHALL:

a. Record the minutes of all Governing Board and General Membership

meetings. Maintain attendance records and documents pertinent to the meeting.

File the originals in the Lansing Network minute book.

b. Follow guide rules as presented at the State Leadership Training Day as to

dissemination of minutes to State and Local officers.

c. Send Agenda for next meeting at least 5 days prior to mentioned meeting.

d. Keep Governing Board list current and mail with minutes when changes are

made.

e. Correspond to member **s** regarding invitations, congratulations, condolences,

etc. as directed by the President.

f. Coordinate with the Network Marketing Chairperson to have the Women's

Council of Realtors information in the GLAR "Timeout" and any other Association

publication.

g. Send thank you card **s** to speakers and facilitators of meetings.

6. SCHOLARSHIPS:

Purpose: To promote continuing education in real estate or real estate related fields.

a. Applicant to be a current Women's Council of Realtors Lansing Network

member.

b. Course for which scholarship money is requested should be an accredited

course; it must be related to the real estate industry.

c. A brief statement from applicant should accompany the application describing

why he/she desires the scholarship and a description of the course and benefits

to the person. A certificate of completion is required. The application must be

submitted within 30 days of event/course within the same calendar year.

d. Additional scholarships are available on every 2 year anniversary of the

member's original Women's Council of Realtors membership date.

e. Other Scholarship Committee guidelines:

1. Treasurer to reimburse scholarship recipient after event subject to

approval of application by Women's Council of Realtors Governing Board.

2. Application forms to be available on Women's Council of Realtors

Lansing website

3. Amount of scholarship will not exceed $200.00