



## **Network Standing Rules**

Approved by the Governing Board of the Women's Council of REALTORS® North Metro Denver (to be referred to as "Network") at the Executive Board Meeting on February 5, 2024.

### **1. Events**

A. Per National Women's Council of REALTORS® policy, the network is to hold four (4) Networking events and two (2) Fundraising events.

i. Events may be held in person or virtually.

ii. The Network will promote and advertise events and classes held by our Strategic Partners.

iii. The Network may hold pop-up events such as happy hours, outdoor activities, meetups, new member orientations, philanthropic events, and other activities as the Governing Board sees fit.

B. Network events with tickets sales may have tiered pricing (including but not limited to: member vs. future member/non-member, early bird vs. last minute registration, etc.)

C. Event ticket sales will remain open until the time the event begins. Paying at the door will not be available, last minute attendees must register and pay online

D. Each Governing Board member will receive an EventBrite promotional code for two (2) free tickets to Networking events and one (1) free ticket to Fundraising events. Each Governing Board member is encouraged to use these promotional tickets at their discretion to welcome guests who may be interested in becoming members.

### **2. Governing Board Meetings**

A. When held, Governing Board Meetings will be held before the 15th of the month, at a minimum of six (6) times per year. Time and location will be determined by the President and Governing Board

i. These meetings may be held in person (live) or online (virtually)

B. All Board Members and Project Team Leaders shall make every effort to attend and participate in the Board Meetings. If any Board Member cannot attend the

scheduled Board Meeting, the President must be notified, in advance. Said Board Member's report(s) must be emailed to the First Vice President prior to the Board Meeting for discussion in their absence

C. Governing Board Meetings are open to the Network's membership. Members who want to attend must RSVP to the Governing Board via email at least one (1) week before the scheduled meeting

D. Only the President or President-Elect can call an emergency meeting. This can be done online (virtually) or in person

E. When needed, a vote that must occur in between meetings may be conducted by email, text messaging, or any other text servicing application. The First Vice President shall enter these votes in the meeting minutes for the next Board Meeting.

### 3. Job Descriptions and Responsibilities of the Governing Board and Project Teams

A. Job Descriptions of the Governing Board Members are as stated in the most recent National Women's Council of REALTORS® Leadership Policy and Procedures Manual. All members are required to participate in monthly board meetings. After two absences, your position will be up for review by the Governing Board, possibly resulting in position reassignment.

B. After taking office, the President-Elect shall appoint their Project Team Leads for their year as President before the next election.

C. The current outgoing President is responsible for ordering trophies/plaques for REALTOR® of the Year and Strategic Partner of the Year.

D. The President and President-Elect shall be responsible for working with State and National to obtain their network certification.

E. The President-Elect shall be responsible for putting together a Candidate Review Team to certify candidates and hold elections before September 30th.

F. Project Team Leads are responsible for selecting their Project Team members.

G. Project Teams are required to submit an Event Budget to the Board, no less than ninety (90) days prior to the event. The event budget will be known as an Income & Expense Report once the event concludes, with actuals from the event (including but not limited to: anticipated event sponsorship totals, expenses, and event income).

H. At the conclusion of each event, the Income & Expense Report is to be submitted to the Governing Board for review at the next Board Meeting.

I. Project Team Leads may be relieved of their duties, at any time by the Governing Board, only with prior Board Approval.

### 4. Installation of Officers

A. Officers of the Network must be installed before the end of the year, following the Network's election and their appointments.

B. The current outgoing President and the Project Team are responsible for the planning of the Installation in cooperation with the incoming President.

## 5. Requirements for National Affiliate Memberships

A. To ensure our REALTOR®/National Affiliate ratios are in line with the National Women's Council of REALTORS® requirements of 80/20, any non-REALTOR® interested in membership are encouraged to bring in two (2) new REALTOR® members to qualify for a National Affiliate Membership.

## 6. Strategic Partners

A. We will not restrict the total number or type of annual Strategic Partners

B. The Strategic Partner renewal season is January of each year. Renewal invoices will be sent out in December, with a payment deadline of January 31st . If payment is not received by February 28th, the partnership will be suspended until payment is received. Reinstatement will be issued upon full payment of the annual partnership.

C. Strategic Partnership payments will be prorated depending on the month the Strategic Partner joins. For instance, if the full year amount is \$600 and the Strategic Partner joins on March 1st, they will pay a prorated amount of \$500.

## 7. The "Tammy Marasia Scholarship" Fund

A. The Tammy Marasia Scholarship, an amount based on current financials, is funded by money in the Network's general fund. The scholarship amount will be determined by the current Governing Board by March 1stAO.

B. The Tammy Marasia Scholarship will be awarded to a member, currently in good standing and based on merit, or a future member, used to attend National Women's Council of REALTORS® conventions or to help with membership. To be taken into consideration for this scholarship, an application must be submitted to the current Governing Board.

## 8. Travel Guidelines and Other Details

A. Priority for travel expenditures is given to the President, then President-Elect, Events Director, Membership Director, First Vice President, Treasurer, then to general membership, with a preference of those wanting to become Board

Members. Travel expenses shall not exceed the amount determined by the annual budget.

B. When funds are available and based on Network's financials each year, the Network will cover the cost for the following expenses for the Network President, President-Elect, and Events Director:

- i. 100% of cost of Event Registration
  - a. Reimbursable registration does not include add-ons such as NAR registration, ticketed events such as galas, and additional educational opportunities)
- ii. 100% of cost of roundtrip airfare (economy or coach), during event dates only (convenience fees or seat upgrades are not reimbursable, however a bag fee for one (1) checked bag will be reimbursable)
  - a. Overweight bag fees are not reimbursable
- iii. One half (1/2) of cost of hotel room accommodations, during event dates only, with double occupancy at the rate negotiated by Women's Council/NAR
- iv. Full transportation to and from conference city airport and hotel (carpool with other Women's Council of REALTORS® members whenever possible)
  - a. Travel to and from the airport and airport parking in Colorado will not be reimbursable, as it is covered by IRS mileage reimbursement rate to the individual
  - b. Conference attendees will make every effort to use transportation provided by the conference (i.e. buses paid for by event hosts).
  - c. Additional rideshare travel while attending the conference will be reimbursable except if for personal reasons (i.e. sightseeing during a break).

C. For any other members interested in travel, current and incoming Board Members, Project Team Leaders, qualifying members take precedence, when funds are available and based on Network's financials each year, the Network will cover the cost for:

- i. 100% of cost of Event Registration
  - a. Reimbursable registration does not include add-ons such as NAR registration, ticketed events such as galas, and additional educational opportunities)
- ii. One quarter (1/4) of cost of hotel room accommodations, during event dates only, with double occupancy at the rate negotiated by Women's Council/NAR

D. The National Women's Council of REALTORS® invites the President-Elect to attend Leadership Training each year. The Network will provide a \$65 per diem

for meals, for a maximum of three (3) days, as well as all of the aforementioned reimbursables. The per diem amount does not cover alcoholic beverages.

E. All members traveling on behalf of the Network are required to make every effort possible to attend and participate in the conference, sessions, meetings, etc. in their entirety. If the member(s) best effort isn't made, the member(s) may be required to reimburse the Network for any expenses the Network has paid for

F. All who travel will be asked share what they learned to the membership, as to increase business skills and/or Network business and operations, via a brief speech (3-5 minutes) or a written copy of a report (minus expenses) must be provided to the Membership

G. Any member who does not fulfill the membership obligations for their position during travel, will reimburse the Network, in full, within a period of ninety (90) days after the travel/conventions/etc.

H. If payment has been made by the Network and the member does not attend, that member is required to reimburse the Network for all registration expenses and cancellation fees.

I. Travel expenses must be detailed on an Expense Report with appropriate receipts. Reimbursement Forms must be given to the Treasurer no later than sixty (60) days after travel.

#### J. Hotel Stays

i. Members are expected to share rooms as much as possible, at double occupancy

ii. Hotel reservations must be made at the rate negotiated by NAR/Women's Council in order to receive reimbursement

iii. Under no circumstances during travel, are any Women's Council of REALTORS® non-members permitted to stay in hotels as overnight guests, that are being paid for by the Network. If a spouse, partner, family member, or other non-member chooses to share a room with a qualifying Board Member, they will be required to cover half (1/2) of the room rate.

#### K. Flights

i. To qualify for reimbursement, flights must be booked at least forty-five (45) days before travel

ii. It is expected that the member will strive to find a competitive rate.

L. If the traveling member represents another organization at the same function and is reimbursed by said organization for the same function, said traveling member cannot be reimbursed by both organizations for the same expense. For traveling members to be fully reimbursed, the attendance priority must be to the Women's Council of REALTORS®.

M. Members who would like to prolong their stays for personal reasons are responsible for paying all additional expenses, including airfare and hotel stay in addition to the set conference dates.

N. Any deviation or exception to these travel policies and expenses will be voted on by the majority of the Governing Board.

#### 9. State Liaison Funding

A. When funds are available, the Network will contribute money to Colorado's State Liaison. This amount will be based on the network's total membership, REALTORS® and National Affiliates, as of January 1st each year.

B. The amount, based on current financials, is funded by money in the general fund. The contribution amount will be determined by the current Governing Board at their first Governing Board Meeting of the year.

#### 10. Financials and Reporting

A. Reimbursement/Check Request Form is always a required document. At no time will the Treasurer honor a request for a check or cash without the Member following the procedure outlined in subsections i. and ii.

B. When requesting a check or reimbursement for Network expenses: complete the form, have it signed by the President or President-Elect, and attach receipts (if applicable).

C. Treasurer will issue checks within five (5) days of the request. All Request Forms must be received by 5PM of the prior day.

D. Network's Annual Taxes are to be filed annually and are the responsibility of the President and/or Treasurer and the Governing Board

E. Current President or First Vice President are responsible for filing the annual report with the Colorado Secretary of State each year, due every June

F. Network Debit Card

i. The President, President-Elect, and Treasurer will be issued a debit card. This adding or removing Governing Board Members to the bank accounts must be done through a Governing Board Meeting, recorded in the minutes, and provided to Vectra Bank for processing.

ii. Debit card may be used for travel and reservation expenses, including, but not limited to: hotel reservations, airfare, conference/event fees for National meetings, reserving local event meeting/fundraising space/

iii. Charges exceeding \$250 require Governing Board approval in advance.

iv. Receipts for any charges made are to be sent to the Treasurer and President within twenty-four (24) hours, with a description detailing the charges.

#### 11. Network Operations, Support, and Misc.

- A. Network accounts and banking is done through Vectra Bank.
- B. Social media management is performed by the Governing Board and Social Media Committee.
- C. Bookkeeping services are provided by Penny Gaymon of Your Small Biz Bookkeeper
- D. CPA services are provided as needed.
- E. Current President or Treasurer are responsible for renewing Network insurance each year, due every January.