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**Standing Rules 2020**

SECTION I: General

1. When there is a conflict of interpretation, the most recently revised Bylaws adopted by the Network shall take precedence over the Standing Rules.
2. Standing Rules deal with the administrative and procedural aspects of Network business. They may neither grant nor limit the rights or responsibilities of members.
3. The Standing Rules can be amended or rescinded by a majority vote of the Governing Board, provided a quorum is present.

SECTION II: Meetings

1. Governing Board meetings shall be held as necessary throughout the year with a minimum of 4 during the year. Attendance is critical at each meeting and members shall be reflected in the minutes as present or absent.
	1. Any member of the Governing Board with 2 or more absences shall be construed as having resigned from the Board.
	2. Any member of the Governing Board whose seat has been vacated pursuant to above paragraph may apply for reinstatement within 15 days of resignation. Reinstatement will require a majority vote of the Governing Board.
2. All minutes of the Governing Board and General Membership meetings should be preserved in such a matter by the Secretary that they will be readily available for future reference.
3. Annual Elections Meeting shall be held in October, unless voted on by the Board.
4. Annual Installation shall be held in December

SECTION III: Elections

1. Members nominated for office shall be in good standing with the National Association of REALTORS® and the Greater Snohomish Network.
2. Officer nominees shall complete a Consent to Serve Form after receiving and reading a job description.
3. Nominees shall preferably have served on a Project Team and/or served in an active role in the organization.

SECTION IV: Installation of Officers

1. The incoming President shall be responsible for selecting the Installing Officer. The Installing Officer must be a current Women’s Council of REALTORS® member who currently holds or has held in the past a State or Local Network Officer Position.
2. The incoming President shall obtain, at the expense of the Network, a plaque and/or gift to be presented to the outgoing President at the Installation Meeting costing no more than \_\_\_\_\_\_.
3. The budget for the Installation Ceremony shall be sufficient to include the expenses of invited guests.

SECTION V: Duties

1. Network Officers shall abide by the Women’s Council Bylaws, the Network’s Standing Rules, and the duties outlined in the Leadership Policy and Procedure Manual (revised yearly).
2. Upon taking office, the President shall furnish each Officer and Committee Chair with a job description which applies to their particular office. This is to be reviewed by each Officer/Committee Chair and duties will be carried out per job description.
3. In the absence of the President, President-Elect shall preside at all meetings and perform the necessary duties of that office.
4. Project Teams and Task Forces shall be appointed as needed by the approved elected officer subject to the approval of the Governing Board. All Project Team members are eligible for reappointment. They are to work on specific projects assigned to them and are responsible to the Governing Board.

SECTION VI: Financial Matters

1. When Network budgets allocate reimbursable expenses (such as expenses relating to State and National meetings) a request, including a paid receipt and/or bill must be submitted to the Treasurer no later than 30 days after the expense is incurred. Expenses **must be itemized** if applicable. Other expenses relating to normal network business are also reimbursable but must be authorized and approved by the Governing Board or such expense may not be reimbursed.
2. Budgeted travel expenses and registration fees for the Governing Board shall be established I the annual budget for attendance at the National and State Meetings. **If funding is not available**, travel expenses and registration fees for the President and President-Elect shall be the first officers to attend the National and State Meetings.
3. Reimbursed items will include coach airfare or ground transportation (at the rate per mile set by the IRS, per vehicle or as determined by the annual budget), hotel accommodations at the lowest available rate for double occupancy or as determined by the annual budget, registration and tickets for WCR functions that members are expected to attend.
4. All members in attendance shall receive a per diem for meals and non-alcoholic beverages.
5. Speakers are to receive a complimentary meal and/or other special recognition for their contribution to the Network. Invited National and State Officers should receive a complimentary meal and lodging paid. Gifts and tokens of appreciations, such as flowers may be appropriate as well.

SECTION VII: Membership

1. Applications for new members are submitted to National for processing online. New member applications and payments may be downloaded and submitted to the network for submission to the National WCR office.
2. Cards or letters shall be sent to each new REALTOR® member by either the President, Membership Director or an appointed committee member on behalf of the President.
3. Host a minimum of 2 member orientation meetings per year. These may be held before or after an education or industry event.

A Standing Rule may be revised, adopted, amended or rescinded by a vote of the Governing Board provided there is a quorum. No previous notice shall be required prior to the vote. Standing rules shall be reviewed in their entirety on a yearly basis.

Revised and Approved by the Governing Board—December 2, 2020