**North Central Valley Network Standing Rules**

**I. Meetings**

A. Minimum four (4) Business Network Meetings, 2 membership orientations, one installation, and one business planning meeting

B. Once per quarter is suggested

C. Meeting times may vary, assigned by the Leadership team at the annual business planning meeting

**II. Guest Policy**

A. Must sign in at Registration table plus 2 Business cards!

B. May attend 1 Network Meeting, paying non-member pricing.

C. Must join to continue to attend meetings.

D. Cost for Business Network Meetings

1. Members: $25, Non-Members: $45

2. Members paying for first time guest, potential member is $25

2b. At following meeting, guest would need to join as member to attend business meetings

3. A RESERVATION MADE IS A RESERVATION PAID

4. Encourage members to pay online, most efficient and commits attendance.

E. The network shall pay the cost of lunch two times per year for the representative from the charity

 which WCR is supporting at the meetings, where a donation is being presented.

**III. Speaker Policy**

A. Speaker shall be offered a complimentary meal

B. A gift not to exceed $25 (unless they are paid a speaker fee)

C. Two speakers $15 each

D Capped at 4 Speakers $10 each

E. Governing board must approve all speakers, fees, and travel expenses (if any), for

 local Network meetings.

**IV. Cell Phones and Electronic Devices**

A. No Recording of the meetings allowed without written permission from board

B. All Electronic devices must be on silent during the meeting.

**V. Annual Strategic Partnership Tiers (last revised 2/2/22)**

**LEADERSHIP PARTNER - $5,000 Exclusive Category Partner**

● Everything included In Platinum plus Exclusive Category for 1 Rolling Year and Special recognition in Member Only Leadership Training.

**Platinum - $2500**

* Two admission tickets for the upcoming year (new) board installation (valued at $100 each)
* Admission for 2 named representatives at ALL events
* Complete mailing list of Network members
* Color logo on promotional materials at ALL events
* Partnership recognition at ALL events
* Includes your company logo on Network website (see www.NorthCentralValleyWCR.com)
* Gain recognition for your company as a supporter with a gift basket donation
* Facebook welcome and company link to Women’s Council website
* Promote your company for 2 minutes at ALL events
* May display your company banner at ALL events (you must supply banner)
* First option to greet guests at sign-in at applicable events
* Company name displayed at each table as part of centerpiece
* May display your company materials on designated table at ALL events
* **\*All Events=As Applicable. Some events may only allow for verbal recognition, depending on space or venue.**

**Gold - $1,500**

* Admission for 2 named representatives at ALL events
* Complete mailing list of Network members
* Color logo on promotional materials at ALL events
* Partnership recognition at ALL events
* Includes your company logo on Network website (see www.NorthCentralValleyWCR.com)
* Gain recognition for your company as a supporter with a gift basket donation
* Facebook welcome and company link to Women’s Council website
* Promote your company for 2 minutes at ALL events
* May display your company banner at ALL events (you must supply banner)
* Second option to greet guests at sign-in at applicable events
* **\*All Events=As Applicable. Some events may only allow for verbal recognition, depending on space or venue.**

 **Silver- $1000**

* ● Admission for 1 named representative at ALL events
* Complete mailing list of Network members
* Color logo on promotional materials at ALL events
* Partnership recognition at ALL events
* Includes your company logo on Network website (see www.NorthCentralValleyWCR.com)
* Gain recognition for your company as a supporter with a gift basket donation
* Facebook welcome and company link to Women’s Council Website
* **\*All Events=As Applicable. Some events may only allow for verbal recognition, depending on space or venue.**

**Bronze- $500**

* Color logo on promotional materials at ALL events
* Includes your company logo on Network website (see www.NorthCentralValleyWCR.com)
* Gain recognition for your company as a supporter with a gift basket donation
* **\*All Events=As Applicable. Some events may only allow for verbal recognition, depending on space or venue.**
* **Local Affiliate Membership/Non-Realtors** - $200 - Admission at member rate for ALL Network meetings, Fundraisers and Members Only programing

**VI. Single Event Sponsorships**

The following are to be used as guidelines for obtaining sponsors when appropriate for various

events, to be determined as needed.

**V1a. Event Sponsor:**

* Variable rate based on expected attendance and venue. Starting at $250 for under 50 attendees, $400 for 50-100 attendees and $500 for 100+ attendees. Covers or defrays cost of speaker, printed programs and other expenses incurred.
* Sponsor provides a ($25 minimum value) door prize (sponsor receives business cards used for drawing)
* Event Sponsor may provide additional raffle gift

Benefits:

* Check in and greet attendees at the door in the VIP line, where applicable
* Acknowledged at program and gets 2 minutes to promote company
* Receives 1 free admission to event, in addition to 1 free admission for non-member Realtor ® guest who has not attended before
* Logo on programs if it is provided at least 10 days before event.
* Can display banner and provide promotional items on designated table

**V1b. Food Sponsor**

* Cost varies. Provides food, drinks, dishware and utensils, if needed. Breakfast, Lunch or Dinner to be determined by agreement. $250 Minimum

Benefits:

* Acknowledged at program and gets 2 minutes to promote their company
* Receives 1 free admission to event in addition to 1 free admission for a non-member Realtor ® guest who has not attended before
* Logo on programs if it is provided at least 10 days before event
* Can display banner and provide promotional items on designated table

**V1c. Room Sponsor:**

* Covers cost of room and/or defrays other network meeting expenses (a minimum of $250)
* Provides raffle gift (a minimum value of $25)

Benefits:

* Acknowledged at program and has 2 minutes to promote their company

Receives 1 free admission to event, in addition to (1) free admission for a non-member Realtor ® guest who has not attended before

* Logo on programs if it is provided at least 10 days before event
* Can display banner and provide promotional items on designated table

**Raffles**

* Minimum 5-10 raffle gifts at each event with a minimum value of $25
* Raffles are to be requested in this order:
1. Strategic Partner who is also a single event sponsor
2. Strategic Partner
3. Outside vendor or businesses

**VII. Annual Election/Installation Board Meetings**

A. Annual Election Meeting

 The Annual Election Meeting shall be held in August and may be held in conjunction with a

 regular North Central Valley Business Network meeting.

B. Installation Meetings

 The Installation Meeting shall be held November to December. It may be held in

 conjunction with a regular Business Network Meeting.

C. Governing Board Meetings

 6 Governing Board Meetings shall be held annually as determined by the Board. A minimum of 4 is required. No less than Quarterly is suggested.

Absences:

 Any Line Officer with two (2) or more consecutive absences at Governing Board

 meetings and/or State or National meetings (if position specifies) shall be construed as having resigned from the Governing Board unless otherwise delegated.

**VIII. Elections**

A. Nominating Committee

A1. The immediate Past President shall serve as chair of the Nominating Committee.

B. Election of Officers

 B1. Board Members are voted on at the August/September annual election meeting by the

 membership.

B2. Eligible voters must be national members or national Strategic Partners who have

 been members in good standing for more than 30 days.

B3. A minimum of three tellers shall be appointed by the President to count the votes.

B4. Officer nominees shall sign a consent-to-serve form after reading the job description.

B5. The slate will be announced at the meeting prior to the annual election meeting

 and/or notice in writing to the members at least 10 days prior to the election.

B6. See By-Laws Article VI for election procedures.

**C. Installation of Officers**

 1. Arrangements

a. The incoming President, along with their Committee, shall make arrangements for

 the installation of officers.

b. The incoming President's meal shall be complimentary for this meeting and the

 President will be given 1 guest complimentary meal.

**D. Pin for Incoming President**

a. The outgoing President shall obtain the incoming President's pin at the expense of

 the Network, in sufficient time for presentation at the Installation Ceremony.

b. The incoming President shall order name badges for the incoming officers.

c. Names badges are to be ordered from the WCR Web Store on-line at [www.wcr.org](http://www.wcr.org),

 or call Shop WCR Customer Service at (888) 750-3343.

**E. Gift for the Outgoing President**

1. The incoming President shall obtain, at the expense of the Network, a plaque or gift, not to

exceed one hundred and fifty ($150) to be presented to the outgoing President at the Installation Ceremony.

**F. Budget for Installation**

1. Budget for Installation Ceremony shall be $500. The budget will include cost of new badges and speaker expenses.

**IX. Duty of Officers**

Network Officers shall abide by the Network Bylaws, the Network Standing Rules, the

duties as outlined in the leadership Policy and Procedure Manual, and as outlined below.

Morality Clause: Officers of the WCR agree to conduct him/herself at all times with due regard

to public conventions and morals. Officers agree while representing WCR not to do or commit

any act that will reasonably tend to degrade him/her or to bring WCR ridicule or shock. Officers

acknowledge that this provision is necessary to protect WCR's goodwill in the community.

**A. President**

1. When the President takes office, they shall furnish each Line Officer copies of duties

outlined in the Leadership Policy and Procedure Manual as they apply to each office and

committee, along with a copy of the Network Bylaws and Standing Rules.

2. When elections have been completed, the incoming President shall organize the upcoming year as outlined in the Leadership Policy and Procedure Manual, during the annual business planning meeting.

3. All mail/checks/statements/credit card statements addressed to the CVAR address are to be picked up by President to review and distribute to applicable parties.

4. Please refer to the Leadership Policy and Procedures Manual and Job Description

**B. President-elect**

1. The President-elect shall perform the duties of the President in the President’s absence, or if the President is unable to serve, and perform such other duties as designated in the Leadership Policy and Procedure Manual and Job Description.

**C. First Vice-President**

1. Please refer to the Leadership Policy and Procedure Manual and Job Description

**D. Treasurer**

1. The monthly bank statement shall be sent to the President, who will review the

statement retain a copy, and then forward the statement to the Treasurer be reconciled.

2. All monies collected by the Network, excluding dues from National Members, shall be

turned over to the Treasurer within seven (7) working days of receipt and shall be deposited by the Treasurer as soon as practical thereafter.

3. After each event the Treasurer and another member shall separately count all the

cash, checks, and credit card charges and write the amounts on an envelope. Both shall sign and date the envelope. The envelope shall be kept with the deposit slip.

1. Only the President shall carry the network debit card, which shall be used solely for

airfare, hotel reservations, meeting registrations and events for line officers (or scholarship winners, if applicable) traveling, excluding alcohol.

5. Accounting should be done and put into manuals created and updated monthly so that

 Finance and Budget can review and provide their reports as well.

 6. Please refer to Leadership Policy and Procedures Manual and Job Description

**E. Membership Director**

1. Plan a minimum of 2 New Member Orientations

2. Please refer to Leadership Policy and Procedures Manual and Job Description

**F. Events Director**

1. Resources speakers and venue for meetings

2. Marketing and promoting all events and meetings according to network standards

3. Please refer to Leadership Policy and Procedures Manual and Job Description

**G. Parliamentarian**

1. A Parliamentarian and an Alternate Parliamentarian shall be appointed by the President

 and they shall attend all Governing Board Meetings.

2. Please refer to Leadership Policy and Procedures Manual and Job Description

**X. Membership**

**A. Application Process**

1. New member applications for National Membership and checks for dues shall be collected by

the Membership Director, who shall forward them immediately to the National WCR Office.

2. A copy of the new member's check and application to be retained for record

 keeping purposes by the Treasurer.

3. A manual and record keeping spreadsheet shall be kept for all Local and National

 members with renewal dates by the Membership Director.

**B. Welcome New Membership**

1. Welcome note or Letter on behalf of North Central Valley Business Network
2. New members in attendance shall be welcomed and introduced individually at

meetings.

3. Personal Call from Director of Membership to New Members

**C. Billing**

1. Strategic Partners billed annually to be prorated at time of partnership after March 30th

2. Realtor Members: National will bill members directly and return local dues via check.

3. All checks and monies to be verified by 2 members and forwarded to Treasurer to deposit.

**D. Memorial Policy**

1. Death of a Network Member: A memorial gift (not to exceed $75) shall be

 selected by the Governing Board.

1. Death of a member's spouse, parent, or child: A memorial gift (not to

 exceed $75.00) shall be selected by the Governing Board.

1. It is recommended that a get-well card shall be sent to any member who is ill or

Hospitalized.

4. The Governing Board shall approve any non-budgeted courtesy expenditures with a

 majority vote.

**XI. SPECIAL RECOGNITION AND AWARDS**

1. Entrepreneur of the Year Award

 President will appoint by October 10th a committee of at least 3 members to review

 applications and select the Entrepreneur of the Year for submission to National WCR

 no later than November 1st. The guidelines, application and criteria are outlined

 in the Leadership Policy and Procedure Manual. An award not to exceed

 $100 shall be selected and awarded at the December Network meeting.

2. Member of the Year Award

 Eligible nominee shall be a current member of the National Women's Council of

 REALTORS, as a REALTOR for a minimum of 3 (three) consecutive years. Nominees

 shall be those individuals selected for recognition by the local network's criteria

 headed by the Member of the Year from the previous year. To avoid automatic

 awards, the current year's officers will not be eligible for the award, but this does not

 preclude them from receiving future awards. An award not to exceed

 $100 shall be selected and awarded at the December Network meeting.

3. Strategic Partner of the year

 Eligible nominee shall be current member of the National Women's Council of

 REALTORS, as a National Strategic Partner or as a Local Strategic Partner for a

 minimum of 3 (three) consecutive years. Nominees shall be those individuals

 selected for recognition by the local network special member of the year committee.

 To avoid automatic awards, the current year's officers will not be eligible for the

 award, but this does not preclude them from receiving future awards. An award not to exceed

 $100 shall be selected and awarded at the December Network meeting.

4. Leadership Scholarship

 Leadership Scholarship shall be awarded as designated within the budget. Applicants

 must be a National Realtor Member of the North Central Valley Network.

 Scholarship can pay for meeting registration, shared hotel room, meals, and airfare as applicable and approved.

 The scholarship recipient shall travel with the line officers to a WCR State

 Meeting and must be in compliance with all Standing Rules.

**XII. Financial Matters**

A. Financial Audit

1. The Treasurer's books shall be audited in June and December by Treasurer, President, and Assignee.

2. The Final Budget Report shall be submitted in writing by the Audit Committee at the

 first Governing Board Meeting of the following year.

B. Reimbursement

B1. Expenses

a) Expense receipts must be presented to the Treasurer within thirty (30) days

 of the date the expense was incurred.

b) Expense report must be reviewed and approved by standing board within

 thirty (30) days, upon receipt.

2. State and National Meetings

a) Line Officers have priority in receiving reimbursement in the following

 order: President, President-Elect, Event Director, Membership Director,

 Treasurer, Line Officers, and Strategic Partners shall be eligible for travel

 at WCR expense as allowed by the budget.

b) If more than one Member is attending, double occupancy for hotel room is

 required. If a member wishes to have a private room, one-half of

 standard room rate reimbursement will be paid.

c) Full participation at all scheduled events/meetings is required to be eligible

 for reimbursement.

d) Air travel will be reimbursed at economy or lowest rate and must be booked

 no later than 21 days in advance of travel. One checked bag shall be eligible

 for reimbursement. There shall be no reimbursement for extra

 baggage, overweight baggage charge or flight upgrade.

e) Hotel nights reimbursed by the Network will begin the evening prior to the first meeting day and end the night before the last meeting day as designated by the official registration. Except for the instance of State Installation occurring on the evening of the last meeting day,

 providing the member attends the installation.

f) Round trip transportation to and from the airport to the hotel will be reimbursed at the airport transportation shuttle rate only, unless a less expensive alternative is found.

g) If attendees drive to the meetings, they shall be reimbursed at the IRS amount per mile and

 parking at the hotel shall be at the best rate. Attendees are encouraged to carpool.

h) Reimbursement will only be made for “early registration fee” for all required

WCR State and National meetings. Any other entertainment is at member's expense.

i) Attendees will receive a per diem of $65 per day of State meetings and $75 for every day of Regional or National meetings. As network budget allows.

j) All cash and credit expenditures must be verified by the treasurer with copies of

original receipts attached to the reimbursement form and submitted within 30 days of travel.

k) Prior to reimbursement, Treasurer must review Standing Rules guidelines and approved budget, prior to authorizing.

 l) No reimbursement will be given for alcohol, internet connections (if more than one), room

 service, and movies or meals not covered in the registration or personal amenities.

 One internet connection shall be reimbursed at the discretion of the president.

 m) No travel expenses will be reimbursed in excess of the budgeted amount each year.

 n) Any line officer who is also a CAR or NAR director shall not be reimbursed

 for transportation and shall only be reimbursed for hotels and food prior to the start of

 CAR or NAR meetings.

 o) A local line officer who is also a State or National WCR officer can request

 reimbursement from the Network for airfare or early registration (one or the other).

 Meals, hotels and other cost shall not be reimbursed by the local network.

 p) Exceptions to any of the above must be approved by the Governing board.

 q) NO RECEIPTS, NO REIMBURSEMENTS, NO EXCEPTIONS!!

**XIII. Reimbursement Policy for Non-Travel Expenses**

1. Any officer or member spending money for WCR meetings, supplies, or events shall pay cash or pay by their personal credit card or debit card.

b). The cost should be submitted for reimbursement on the expense form, including cash receipts and/or copies of their credit or debit card charges within 30 days of the expenditure.

**XIV. Social Media Expenditures (added 1/21/22)**

a). A yearly subscription to Canva will be charged to Network debit card, and receipt is to be reviewed and signed off on by President and President Elect at the time charge takes place.

**What does this look like in a COVID world if we continue all of this online?**

WCR North Central Valley is committed to making the MOST of our Partnerships!
Backgrounds for Zoom for each program
Platinum and Gold Tiers continue their “2 minute promotions” to the “Zoom rooms”, we have tested this nationally, and it works great!
WCR NCV will help interview/make on the spot ‘‘commercials’ with our Strategic Partners to post on our Social Media and Website.