**2023 Standing Rules**

**1.General Policies**

I. The Women’s Council of Realtors Orlando Regional is now a Local Network of the WOMEN’S COUNCIL OF REALTORS (“The Council”), an affiliate of the NATIONAL ASSOCIATION OF REALTORS.

II.  All Board Members should adhere to all council documents, their signed ‘Consent to Serve’ and The Council’s Mission Statement.

III. The Network Should conform first with The Council’s Bylaws, Local Network Operating Standards, and Network Election Procedures. The Network should also conform to its Business Plan, Proposed Budget, Sponsor and Strategic Partner Package, Financial Policies and Procedures, and these Standing Rules.

IV. The Governing Board should review and amend the Standing Rules yearly.

**2. Governing Board Meetings:**

**2.1 Unexcused Absences**: When a member of the Governing Board has three (3) or more unexcused absences, it will be assumed they have resigned from the Governing Board. In that event, the President and the Governing Board will determine the necessary action.

I. Members are invited to attend all local board meetings.

II. If a board member cannot attend, he or she will ensure that any agenda items to be discussed are covered through notification of the Local Network President.

III. Project leaders are expected to attend and give reports only, where items about their areas of expertise are being discussed physically or via virtual only. If a project leader cannot attend a governing board meeting, he/she will submit a written report covering the areas to be discussed along with any committee recommendations they may have.

IV. The First Vice President of the governing board shall take the Meeting Minutes. The Minutes should be sent to the President and President-elect for review within Forty-Eighty (48) Hours after each Board meeting. Any amendments shall be sent back by the President to the First Vice President to ratify. The First Vice President shall then send the final meeting notes to the President for distribution to the Governing board and the members.

**2.2 Meeting Policies**: The monthly Speaker will be a guest of the network.

I. Guests - This does not apply to a member’s family or special guests, provided they are not eligible for Council membership.

II. Members **-** attending an organized function shall be charged, if a charge is due, for the meal or refreshments whether they eat or do not eat.

III. No reservation- if a member wishes to attend an organized function without a reservation, they shall be accommodated on a space-available basis only. Charges will still apply.

IV. Charity- During Network Events, any Charitable contributions must be made directly from Network Members to any Charitable Organizations or Foundations that are present. The Network itself may not contribute funds toward any charity nor distribute member contributions directly to the charity on behalf of the members.

**3. Expense Reimbursements are as follows**:

I. Registration Fee- not to exceed the early registration fee.

II**.** Cash and credit expenditures- must be verified with original receipts attached to the expense form. Unless IRS per diem is used, scanned/emailed receipts with the expense form are also acceptable. In the event of a lost receipt, travelers can submit a separate explanation for expenditures. Alternative receipt documentation may also be required. These occurrences will be monitored so that the policy will not be abused.

\*\*\*Expenditures submitted for reimbursement outside the current reimbursement policies will be adjusted and an explanation provided. The Network may deduct expenses deemed beyond industry standards for a reasonable business expense. \*\*\*

III. Airfare– (IRS required) Reimbursed only with original receipt issued by the Airline at coach class rate with name and date of travel listed on receipt – Electronic ticket purchasers have two options: (1) Request a receipt from the Airline at check-in or (2) Submit any form of electronic ticket or itinerary, with substantiation that the travel did occur. Frequent flyer miles may be used but must be accompanied by a letter from the airline or travel agency stating the flight cost if it had been booked at least 30 days before travel.

IV. Lodging– ½ (one-half) of double occupancy rate plus tax at the host hotel or reasonable rate for the area for the President and President-Elect will be reimbursed based on Women's Council of REALTORS® Hotel Rate. Members are expected to share lodging with a minimum of 2 members per room. Overnight lodging is not paid when the meeting starts at or after 10:00 a.m. and adjourns by 4:00 p.m. As a matter of personal convenience, the Network will reimburse lodging costs if travel time exceeds

V. 3.5 hours one-way or commercial travel will not accommodate a 10:00 a.m. meeting. Original hotel bills must be submitted for reimbursement. This will be based on the Network having the funds available for reimbursement.

VI. Meals– will be reimbursed up to $50.00/daily, or the current IRS standard meal rate, whichever is higher. No entertainment of others or alcohol will be reimbursed. Receipts must be submitted and may include up to a 20% tip.

VII. National Dinners/gala/State Dinners/ Parking/tolls/valet parking- reimbursed for the President and President-Elect.

VIII. Personal vehicle mileage– A mileage log must be available if multiple trips are reported on the same form. The vehicle owner is to be reimbursed at the current IRS allowable rate per mile for actual mileage traveled, which must be indicated with departure and arrival locations. A Map of the distance must be included with reimbursement.

\*\*\*All reimbursements shall be signed off by the Local Network President. If the Local Network President submits for reimbursement, the treasurer signs off on the reimbursement.

\*\*\*If any of these members are reimbursed through any other entities for expenses, Women’s Council of Realtors Orlando Regional will not duplicate reimbursements.

\*\*\*If an alternative officer/member is chosen to take the place of Local Network President Vote as a proxy to a State or National Women’s Council of Realtors Meeting, the following will apply. • Proxy must be submitted 1 week before the meeting to be accepted. A proxy shall be briefed on expectations from the conference and the governing board meeting and afforded all financial reimbursement due to the Local Network President.

**\*\*\* Reimbursement of any of the above items is based upon the money available in the Network budget for such expenses and must be approved by the Local Network President before submission. ALL expense reimbursements MUST be submitted not more than 30 days post-conference/Event for reimbursement. No exceptions shall be given. \*\*\***

**4. Network Courtesy Policy**:

I. Memorials– In the event of a death of a Network member or immediate family, an appropriate expression of sympathy shall be sent, not to exceed $75.00.

II. Get-Well Wishes– A get-well acknowledgment may be sent to an ill or hospitalized member. A donation request may be made to the Governing Board for a gift to the member not to exceed $ 75.00.

\*\*\*Memorials and Get Well Wishes may be sent to State and National officers, including our Florida State DVP.

**5. Audit:**

I. Annually the Audit Committee will conduct an audit of the financial activities before the end of the year. The committee should include a past treasurer, the incoming Treasurer, and the President-Elect. The current Treasurer may be present to address questions by the committee but may not participate in the audit.

II. Access to QuickBooks shall be the Treasurer with Admin rights. President should have admin rights, and President-elect shall have view-only rights.

**6. Budget:**

I. The outgoing president and the incoming officers shall prepare the budget annually. (President, President-Elect, 1st Vice President, Treasurer, Event Director, and Membership Director). Items listed in the budget do not require Governing Board's approval. All Items over budgeted amounts will be presented to the Governing Board for approval before the expenditure. The budget will also include the following:

II. DVP funds are to be $500 and approved annually by the Governing Board.

III. Budget funds annually for the Installation of Officers. Funds are to include expenses for invited dignitaries (i.e., State or National Council President). And Budget funds annually for a Local Network Summit for all elected/appointed Line Officers, Directors, and Project Team Leaders.

IV. All network officers, including the President, President-Elect will attend

State and National meetings whenever the budget is available.

V. State Officers (i.e.DVP), if members of the Orlando Regional Network, shall be reimbursed as per budget.

\*\*\*The annual Budget shall include the President-Elect attending the National Leadership and State Leadership Summits. The budget shall include transportation, lodging, and the early registration fee. Expenses for food up to $50.00 or the current IRS standard

meal rate, whichever is higher, will be reimbursed unless the food is included in the registration fee. No entertainment of others or alcohol will be reimbursed. Receipts must be submitted no later than thirty (30) days following the meeting and may include up to a 20% tip. Budget funds will also include the State Leadership Summit for the incoming President-Elect.

**7.Scholarships:**

I. The Governing Board shall determine the number of scholarships per year Not to exceed $100.00 per member. The scholarship will be used towards PMN courses or renewal dues only. They may apply for the scholarship during the year they are eligible for reimbursement.

II. Members applying for scholarship reimbursement are required to meet the following qualifications:

Must be a member in good standing for a minimum of one (1) year. Member must attend a minimum of 4 Women’s Council Industry Events. A member cannot receive reimbursement from the Network if they have received reimbursement for the same course through any Realtor

association or organization.

**8. Money disbursements:**

I. The Treasurer or Local Network President will be the signatories on all checks written for the Women's Council of REALTORS® Orlando Regional.

\*\*\*In the absence of either signatory, the President-Elect will have the authority to sign checks as the secondary signature.

II. Cash – Any cash collected for Women’s Council of REALTORS® Orlando Regional must be submitted to the Treasurer and the amount confirmed within 48 hours of the event.

III. The Treasurer will deposit all cash into the Women’s Council of Realtors Orlando Regional bank account within 2 business days from receipt of funds.

IV. If it is determined that petty cash is required for Women’s Council of REALTORS® Orlando Regional, no more than $50.00 will be maintained by the Treasurer.

V. Financial Software – The president will maintain the master administrator of the network’s quick book, and the Treasurer and bookkeeper should be granted administrative privileges.

VI. All Disbursement should be per the network’s Bylaws, Standing Rules, and Financial Policies and procedures. President should approve all reimbursement requests before disbursement.

**9. District DVP funds**:

I.The DVP is entitled to reimbursement for district activities of up to $500 to be paid to the State towards DVP expenses.

Standing Rules Approved by a majority vote of the Governing Board on 03/08/2023