

Standing Rules for

Women’s Council of REALTORS® Atlanta

**I. Meetings**

A. Governing Board Meetings

Governing Board meetings shall be held on the second Wednesday of each month at 10:00 a.m. at Atlanta REALTORS Association located at 5784 Lake Forrest Dr NW, STE 150 Wight Room Atlanta, Ga 30328. The date, time and place of the governing board meeting may be changed at the discretion of the President with a minimum of five (5) days' notice to governing board members.

1. Absences

All Officers shall be expected to attend all Governing Board Meetings, Industry Events and Network Events. All Officers shall be required to submit a written report at all Governing Board Meetings as required. Any Officer not in attendance at three (3) Governing Board Meetings, Industry Events or Network Events within a twelve (12) month period shall be construed as having resigned from the Governing Board. Four Active members of the Governing Board shall constitute a quorum, provided either the President or the President Elect is present. The President must be given notice of absences at least 7 days in advance. More than 15 minutes late to a governing board meeting, Industry Event or Network Event will be considered an absence.

2. Reinstatement

Such members whose seat was vacated in this manner may apply for reinstatement within 30 days. This must be a written letter of appeal and shall require a majority vote of the Governing Board. Should another absence occur after reinstatement, this member is automatically removed from the Governing Board.

B. Network Meetings

Regular network Industry meetings shall be held on the Third Thursday of each month at various locations throughout the community. The date, time and place of the governing network industry event may be changed or canceled at the discretion of the President with a minimum of fifteen (15) days' notice to the membership. There will be a minimum of four industry events per year.

1. Annual Election Meeting

The annual election meeting shall be held by Sep 22nd in conjunction with the regular network meeting. The nominating project team shall have a slate of officers prepared to report to National no later than September 30th.

2. Installation Meeting

The installation meeting shall be held in December in conjunction with the regular network meeting.

 C. Industry Events Fees and Billing

All network officers and members shall be charged equally for network industry events. Non-members, guest speakers and certain Network Sponsors & Strategic Partners, as outlined in our Network Sponsor and Strategic Partner guidelines, will receive a complimentary meal and/or admission at designated network industry events & functions. The usual and customary charges for network industry events are:

$25.00 Member

$35.00 Future Members

$40.00 Paying at the door

The price may be adjusted according to event and ratification by the Governing Board

A member, guest, or non-member who makes a reservation for a network business luncheon or other network event, for themselves and/or other parties will be charged the respective fees for all parties if they do NOT cancel their reservations two business days prior to the network event. Billing for non-canceled reservations shall be made within 3 business days of the meeting/event.

Members, guests, or non-members attending fee industry events shall be charged for the meal or refreshment whether they eat/drink or do not eat/drink.

Members of the governing board shall not receive any compensation for their services as governing board members. No network elected officer, appointed chairperson, or governing board member shall negotiate a personal discount with any strategic partner or vendor for brokering a business relationship between Women's Council of REALTORS®-Atlanta and the strategic partners/vendor, for coordinating a business arrangement/deal/contract between Women 's Council of REALTORS®-Atlanta and the Strategic Partner/vendor while serving on the Governing Board of Women's Council of REALTORS®-Atlanta. This is an unethical act and undermines the credibility, integrity and respect upon which the Council was formed. Any member found to have practiced this act during their term of service will be asked to vacate their position, immediately.

D. National Presidents Joint State Network Meetings.

The President shall be a guest of the National Presidents dinner held each year. The Atlanta Network shall participate in the State Joint National Presidents meeting and shall set a budget line-item contribution for the slated amount set by the joint networks to participate in this event.

**II. Elections**

A. Consent to Serve

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

B. Procedures

1. Rules of the Day

a. Election of officers shall be via voice or written ballot if there are two or more nominees for an office. Each active and National Strategic Partner member may cast one vote. Election shall be by majority vote. When there are more than two nominees for any office and there is no majority on the first ballot, the top two nominees will run off against each other and all other nominees eliminated

b. Voting by proxy shall not be permitted.

**III. Installation of Officers**

A. Arrangements

The outgoing President, along with the President’s project team, shall make arrangements for the installation of officers.

B. Selection of Installing Officers

The incoming President shall select the Installing Officer.

C. Name badge of Incoming President

The outgoing President shall have the duty of obtaining the incoming President’s name badge at the expense of the network in sufficient time for presentation at the Installation Ceremony. Order badges from the Women’s Council of REALTORS® web store online at www.wcr.org.

D. Plaque for Outgoing President

The Awards and Recognition Project Director shall obtain at the expense of the network a plaque and gift to be presented to the outgoing President at the Installation Ceremony. The outgoing President’s gift shall not exceed $50.00. Any gifts given by the outgoing President to the Governing Board Members or Membership will be at the President’s expense.

E. Finance

The budget for the Installation Ceremony shall be sufficient to include the expenses of invited guest dignitaries (such as State Officers or National Officers).

**IV. Duties and Responsibilities**

A. Officers

Network Officers shall abide by the Women’s Council of REALTORS®Realtors Bylaws, the network’s Standing Rules, the duties are outlined in the Network Guidebook and Glossary [https://www.wcr.org/network-tools/network-glossary/](https://bixel3.net/v1/t/c/12154984-5b42-d345-4eba-c4dde925a040/outlk%3A814c75bf-f94d-4f2f-af6e-9c942c3cbbd4/carissasellshouses%40gmail.com/https%3A//www.wcr.org/network-tools/network-glossary/) and the additional duties for Officers and Project Team Leads as determined by the current network President.

All Officers and Members of the Governing Board shall complete the board’s contact information form and shall commit to and sign the Leadership Commitment Contract at its orientation or no later than the first Governing Board Meeting of each Year.

All Officers shall be expected to attend ten (10) out of the twelve (12) Governing Board Meetings, in addition to the Industry Events and Network Events. All Officers shall be required to submit a written report prior to all Governing Board Meetings. Four (4) Active members of the Governing Board shall constitute a quorum, provided either the President or the President Elect is present.

All Officers shall be expected to maintain a record keeping book or binder of the activities during their term. The outgoing officer passes on these records to the incoming officer with a brief summary of the highlights for that year.

**1. President’s Responsibilities**

When the President takes office, the President shall furnish each Officer and Project Team Leads copies of duties as outlined in the Network Guidebook and Glossary [https://www.wcr.org/network-tools/network-glossary/](https://bixel3.net/v1/t/c/12154984-5b42-d345-4eba-c4dde925a040/outlk%3A814c75bf-f94d-4f2f-af6e-9c942c3cbbd4/carissasellshouses%40gmail.com/https%3A//www.wcr.org/network-tools/network-glossary/) as they apply to each office and project team along with the Network Bylaws and Standing Rules.

The President may not serve as President of another Realtor organization board in the same year serving as Women’s Council of REALTORS® Atlanta President.

The President and the President Elect shall be responsible for collecting all documents and/or materials required to file in a timely manner the Network annual report or any other routine reports as required by the National or Georgia State Women’s Council of REALTORS® office. The President shall give the incoming President a copy of the previous local Network annual report which was submitted to the National Women’s Council of REALTORS® office.

The President shall perform all other duties as outlined in the Local Information & Forms Link.

The President shall complete these:

1) Network Officers Report by December 1st

2) Local network Information for Women’s Council of REALTORS® Governors Form by February 1st

**2. President-Elect’s Responsibilities**

In the absence of the President, The President-Elect presides at all meetings and performs the necessary duties of the Office. Shall cultivate and manage relationships with Strategic Partners and schedule Strategic Partners for Industry Events and Programs.

By January 3rd, be prepared to email the following to the general membership:

1. Annual calendar with specific meeting program titles/subject matter for the entire year.
2. Coordinate all events with the Program Director
3. Shall Attend the Annual Leadership Academy in Chicago

The Network shall present at least one program pertaining to professional standards and ethics, annually. The President Elect shall perform all duties as outlined by, but not limited to, the Network Guidebook and Glossary [https://www.wcr.org/network-tools/network-glossary/](https://bixel3.net/v1/t/c/12154984-5b42-d345-4eba-c4dde925a040/outlk%3A814c75bf-f94d-4f2f-af6e-9c942c3cbbd4/carissasellshouses%40gmail.com/https%3A//www.wcr.org/network-tools/network-glossary/) , Network By-Laws, Standing Rules and Role Description provided by the President. The President Elect will preside over one Membership Meeting (preferably the November Industry event) as part of preparation for the role as President. Shall attend the Women’s Council of REALTORS® state network Governing Board Meetings.

**3. Membership Director Responsibilities**

This individual is responsible for planning and executing strategies to assure high levels of retention and recruitment within the Network. Such duties include ensuring that new members are appropriately introduced to the Local Network, presented with a new member packet, invited to new member orientation and kept abreast of Network Meetings and Events. Oversees all membership activity. Perform a monthly review of the National Roster for new members who may have joined online.

A written monthly status report shall be presented at all governing board meetings to include the number of Realtor Member, National Affiliate Members and Strategic Partners. The total National Affiliate members must not exceed 20%.

Ensure that all National Affiliates applicants are members of a Local Association of REALTORS®

The Membership Director shall be expected to promote membership at all Network membership meetings and events. As well as other Atlanta Area Realtor meetings and events.

The Membership Director shall work directly with the Membership Project Team and Membership Project Team Lead.

The Membership Director shall maintain detailed records which shall be turned over to the incoming President-Elect in January, prior to the first governing board meeting, and shall perform all other duties as outlined in the Local information and Forms Link.

**4. First Vice President’s Responsibilities**

Shall take minutes at all meetings reference Network Guidebook and Glossary [https://www.wcr.org/network-tools/network-glossary/](https://bixel3.net/v1/t/c/12154984-5b42-d345-4eba-c4dde925a040/outlk%3A814c75bf-f94d-4f2f-af6e-9c942c3cbbd4/carissasellshouses%40gmail.com/https%3A//www.wcr.org/network-tools/network-glossary/) . All minutes shall be verified by the President and signed by the First Vice President before they are disseminated according to network custom.

The First Vice President will also provide National with a copy of the incoming Officers for the following year after the annual election but no later than November 1st.

The minutes taken at all Governing Board Meetings and Network Meetings shall be sent to all Governing Board Members within ten (10) business days after each meeting. A copy of the previous governing board meeting minutes and agenda shall be made available to members at all business meetings.

**5. Treasurer’s Responsibilities**

The Networks legal business address must be used on all legal documents, including, but not limited to bank statements. This address is listed as the Women’s Council of REALTORS®- Atlanta; 5784 Lake Forrest Dr NW, Atlanta, GA 30328

In January of each year, the Treasurer shall be responsible along with the current President to assure that the signatory list at the bank and the BillHighway Account reflects the current Officers of the Board and that all past Officers are removed.

All Treasurer Records shall be kept in an electronic format (IE: Billhighway, Dropbox, Google Drive, QuickBooks etc.), and passed to the appointed Auditor in a timely manner so the Auditor may prepare and report to the Governing Board at the Winter State Meeting.

All monies received by the network shall be deposited in the account of Atlanta Network of Women’s Council of Realtors in a financial institution selected by the Governing Board. The President and Treasurer’s signature shall be on the account. One signature shall be required on all checks; the signature shall be the Treasurer’s or the President’s. All monies (with the exception of the dues from National Members) collected by the network shall be turned over to the Treasurer within ***ten*** days of receipt and shall be deposited by the Treasurer within Five working days thereafter. All Fundraising monies shall be collected by the Fundraising Chairperson and then turned over to the Treasurer with appropriate descriptions. The Treasurer shall collect all monies from Sponsors.

B. Project Team Leads

All outgoing Project Team Leads shall make a written report on the project team's accomplishments at year’s end and pass on project team materials to the incoming Project Team Leads. The incoming Project Team Leads shall recommend to the incoming President possible members to serve on their project teams who that President may consider appointing.

C. Parliamentarian

The Bylaws Director shall serve as Parliamentarian at all meetings. If the Bylaws Director is unable to attend, the President shall appoint a Parliamentarian for that meeting.

D. Orientation

All incoming officers and Project Directors are to attend the Georgia State Women’s Council of Realtors Orientation held every year in October in Atlanta or Virtual. Carpooling is encouraged.

**V. Members**

**A. Processing Applications**

 See Duties & Responsibilities of the Membership Director

**B. Welcome**

A welcome letter and information packet directing the new member to the network blog site, By Laws and Standing Rules shall be sent to each new member by the First Vice President on behalf of the President, President-Elect, and Membership Director. New members shall be welcomed and introduced individually at network industry events by the President-Elect, Membership Director or Membership Project Team Lead.

**C. Honorary Member**

Honorary members shall be elected by a unanimous vote of the Governing Board. Honorary members shall be exempt from paying Local Dues. Honorary members shall not have voting privileges. Criteria for Honorary member status:

• Active members who also are members of the Atlanta Association of REALTORS® and

have been awarded this status by the Atlanta Association of REALTORS®

**D. Executive Officer of the Atlanta Association of REALTORS® National Membership.** The Treasurer shall pay the annual national membership of the current year President of the Atlanta Association of REALTORS® upon receipt of the renewal notice.

**E. Local Strategic Partners**

Local strategic partners shall be available to those who are not REALTORS® and are not National Strategic Partners*/*Affiliate Members or Network Sponsors, who complete a Strategic Partner application and pay the appropriate fees for their level of partnership,

**F. National Affiliate Memberships**

National Strategic Partner*/*Affiliate membership shall be available to those who are not REALTORS® who complete the National Membership application and pay the annual Membership dues. (There is a limit on the number of National Strategic Partners/Affiliate members based on the number of REALTORS®members)

**G. Induction**

The Induction ceremony for new members shall be conducted by the Membership Director or Membership Project Team Lead. Such ceremonies shall be held at least two (2) times a year.

**H. Guests/Prospective members**

may attend two (2) network meetings annually prior to joining the network. This does not apply to a member's family or special guests as designated by the Governing Board provided, they are not eligible for Women's Council of REALTORS® membership

**VI. Membership**

A. New Members

1. Processing Applications

The Membership Director, who shall forward all applications immediately to the National Women’s Council of REALTORS® office, shall collect new member applications and dues checks.

2. Welcome

The Membership Director, on behalf of the network President, shall send cards or letters of welcome to each new member.

New members shall be welcomed, introduced individually and presented with the Women’s Council of REALTOR® member pin at network meetings by the Membership Director.

B. Guest Follow-Up

1. Speakers are to receive a complimentary meal and a token gift of appreciation (not to exceed $25.00) for their contribution to the network. The Governing Board shall approve by majority vote any funds over $25.00 for a speaker’s gift.

2. Qualified prospective members may be brought to regular network meetings and pay at the designated member price one time before joining. For subsequent meetings, prospective members will pay as a future member. The Treasurer or the member checking in attendees at the monthly meetings shall keep a list each year. This does not apply to a member’s family or special guests provided they are not eligible for Women’s Council of REALTORS® membership.

3. Only National Members and Strategic Partner Members shall be invited to membership socials.

4. Any event with invitees other than National members or Strategic Partner members shall be considered a membership drive.

C. Reservation Obligations

1. Reservations for all network meetings and events sponsored by the network shall be a financial obligation to be paid by the member.

2. The reservation cancellation deadline for each general meeting of the network shall be two days prior to the meetings and will be announced in the notice for that function. Reservations not canceled 24 hours before the event shall be billed by the Treasurer to the member within ten days of the event and will be due upon receipt.

3. Members attending a general meeting shall be charged for the meal or refreshments whether they eat or do not eat unless a specific need exists and that need has been clarified prior to the meeting.

D. Memorials

In the case of the death of a network member, an appropriate memorial not to exceed $100.00 shall be selected. In the case of a death of a network member’s spouse, parent, or child, an appropriate memorial not to exceed $50.00 shall be given to members who were strong contributors to the network during their membership period. This exception shall be made at the current Governing Board’s discretion.

F. Scholarships

Members are entitled to one Atlanta Network Scholarship per year up to $125.00 for educational courses toward designations (ABR, CRS, GRI, PMN, etc.). Courses must be paid for, completed with proof of completion and presented to the Governing Board with Scholarship Application. The limit per year will be based on that year’s available budget. These will be presented to the first applicants received and approved.

**VII. Financial Matters**

**A. Financials**

No officer or member shall commit the Network's funds without prior approval of the governing board. The President and Treasurer are authorized to sign checks on behalf of the Women's Council of REALTORS® Atlanta. In the absence of the Treasurer, the signatures of both the President and President-Elect are required. All financial information is available for review by the officers of the Governing Board upon request.

**B. Credit*/*Debit Card Use**

The President and Treasurer may have the use of a Credit*/*Debit card tied to the Networks bank account and/or BillHighway Account. They will be responsible for providing receipts for each charge, and the charges on the cards will be audited by the Treasurer.

**C. Network Audit.** The Treasurer shall review and reconcile financial statements on a monthly basis. A Treasurer's Report shall be presented at all Governing Board meetings and shall include checking/*investment* account balances.

**D. Travel Budgets.** shall be based on and limited to that year’s network budget for President, President-Elect, and Membership Director travel to State, Regional, and National Meetings and the President Elect’s travel to Leadership Academy Conference 360. Depending on the Networks budget and personal finances.

The following limitations shall be included.

1. Full early-bird registration for the President, President Elect, and Membership Director shall be paid.

2. Transportation to State, Regional, and National Meetings. Mileage shall be paid at the

current federal rate mile for travel by car. This will most often apply to State and some

Regional meetings. Mileage reimbursement shall not exceed what the lowest coach

fare would have been. Carpooling is encouraged

3. Airfare will be covered at the amount of the lowest fare available three weeks prior to

departure to the destination city.

4. Lodging shall be covered at the rate of a standard single-occupancy room at the

convention hotel. This shall apply only to nights required for attending the Women's Council of Realtors meeting.

(Example: For morning meetings reimbursement will be given for the night prior, for

afternoon meetings room reimbursement will be given for that night, however if the

meeting is over 100 miles away attendee will be reimbursed for lodging for the night

prior). Lodging incurred for other events or educational courses shall not be included.

Room sharing is encouraged.

a) GAR Inaugural and Legislative Conference required meetings for

President, President Elect, and Membership Director:

Women’s Council of Realtors Governing Board Meeting

b) GAR Annual Conference and Expo required meetings for President,

President Elect, and Membership Director:

Women’s Council of REALTORS® Governing Board Meeting

Women’s Council of REALTORS® General Membership and Election Meeting

c) Realtors Legislative and Trade Expo required meetings for President,

President Elect, and Membership Director:

Women’s Council of REALTORS® Local Network Best Practices Session

 Women’s Council of REALTORS® Awards, Recognition, General Assembly, and Meet the Candidates

Women’s Council of REALTORS® Regional Committee Meeting (Region 7)

Women’s Council of REALTORS® Governing Board Meeting

d) National Conference and Expo required meetings for President,

President Elect, and Membership Director:

Women’s Council of REALTORS®Regional Committee Meeting (Region 7)

Women’s Council of REALTORS®General Assembly

Women’s Council of REALTORS®Annual Business and Election Meeting

Women’s Council of REALTORS® Best Practices Session for Local Chapter Officers

Women’s Council of REALTORS® Governing Board Meeting

e) Leadership Academy is Mandatory (President Elect only) All meetings geared toward the Local Network President Elect are required

5. Parking expenses in connection with attendance at state, regional or national Women’s Council of REALTORS®events, including hotel and airport parking charges shall be reimbursed.

6. All personal expenses, including but not limited to airline baggage, laundry, dry

cleaning, sundries, telephone calls and fax charges not associated with Network

business, and in room movies are not reimbursable.

7. Rental cars are not reimbursed.

8. Meals shall be reimbursed on a $75/day basis and can be used at the discretion of the attendee on the days of Women’s Council of Realtors meetings. (Example: if stay is 3 days $225 will be allowed for meals – supported by receipts). Alcohol is not included.

In the event that the President, President Elect, or Membership Director is not able to attend, an alternate officer may attend as a substitute and budgeted monies shall be moved from that officer not attending to the officer who does attend. The guidelines 1-8 shall apply.

Receipts and reimbursement forms are required for all reimbursements. The Governing Board shall vote on the reimbursements prior to reimbursement. Those Officers requesting reimbursement shall not vote on the item.

Reimbursements shall only be given up to the amount budgeted for each Officer.

Requests for expense reimbursement shall be submitted on the Atlanta Network Expense Report with receipts attached for airfare, registration fees, and hotel accommodations, within five (5) business days of the end of the conference. The Treasurer is authorized to reimburse expenses submitted within the Network Standing Rule guidelines. Exceptions to the Network expense reimbursement guidelines, outlined above, must be approved by the Governing Board before any reimbursement is issued.

The President and*/*or President-Elect shall provide a summary report of all state or national meetings attended at the following regular governing board meeting.

IF budget allows Program Director, Treasurer and First Vice President will be eligible for travel reimbursement

**E. Awards Banquet and Luncheons**

President, President Elect, and the Membership Director shall be reimbursed for ticket to the Women’s Council of Realtors Inaugural Banquet at the NAR National Conference held in November every year and the GAR Awards Luncheon at the GAR Inaugural and Legislative Conference held in either January or February every year. Depending on if the Network budget allows and personal finances.

President and President Elect shall be reimbursed for the ticket to the Women’s Council of Realtors Elevate Conference held in February every year. Depending on Networks budget and personal finances.

The President will be reimbursed up to $100 for the Local Network President's Dinner with the Women’s Council of Realtors National President and for the Joint Network Luncheon with the Women’s Council of Realtors National President held in Atlanta in March every year. Depending on if the Networks budget allows and personal finances.

President, President Elect, and the Membership Director shall be reimbursed for the ticket to the Georgia Women’s Council of Realtors Officer Installation and Awards Dinner held in December every year. Depending on Networks budget and personal finances.

**VIII. Miscellaneous**

**A. Member of the Year**

Identifying eligible nominees as outlined in the Local Information & Forms Link

1. Must be a current member of the Women’s Council of Realtors Atlanta Network
2. Must be a REALTOR®, Realtor-Associate, National Affiliate or Affiliate for a minimum of 5 consecutive years
3. Network Officers are ineligible to receive this award during or within one year after the term of office.

Qualified Applicants shall be asked to complete and submit the nomination form located in the Local Information and Forms Link. Members of the year shall be selected in September and nominees shall be submitted to the GA State Network of Women’s Council of Realtors in a timely manner. The announcement and special recognition of these members shall take place at the annual installation meeting in December. The Committee shall be chaired by the immediate Past Network President, and the two (2) most recent recipients able to serve

**B. Candidate Review Team**

The Candidate Review Team Nomination Committee shall be chaired by the most recent Past President able to serve. The Governing Board appoints a Candidate Review Team a minimum of 90 days prior to the election. Project Team to be a minimum of three and not more than five members. Project Review Team must consist of an Active Realtor member that is in good standing and no more than One National Affiliate Member , one or more Active Past President(s), one or more Past Program Directors and the President Elect, who serves as the (Non-Voting) ex-officio member, See Network Election Procedures for additional guidelines for the election process.

Revised and Adopted by the Governing Board February 2023