



Women's Council of Realtors, Buffalo Niagara Network

Standing Rules of Order

Updated: 12/21/2023

1. The Governing Board agrees and approves a minimum of 50% of the net proceeds from all fundraising events will be retained by the Women's Council of Realtors, Buffalo Niagara Network.
2. The Governing Board agrees and approves a job description of each officer position will assist prospective candidates and copies should be available at the May program, prior to the election.
3. The Governing Board agrees and approves that table literature and giveaways can only be distributed by the current meeting Strategic Partners.
4. The Governing Board agrees and approves badges will be ordered on a monthly basis for new members. The Director of Membership is responsible for making sure badges for new members are ordered every month as needed.
5. The Governing Board agrees and approves badges will be ordered on a monthly basis for new strategic partners and their 5 main employees. The President Elect is responsible for making sure badges for new strategic partners are ordered every month as needed.
6. The Governing Board agrees and approves any time the Treasurer leaves the State or is unable to attend the Governing Board meeting; the books are to be left/able to be assessed by the President. The President must have access to the books while the Treasurer is away.
7. The Governing Board agrees and approves that only the Treasurer will be authorized to make a deposit or withdrawal. All withdrawals must be approved by the President.
8. The Governing Board agrees and approves a professional audit of the Women's Council of Realtors, Buffalo Niagara books will be conducted on an annual basis by December 31st or as soon as the year's books are closed if the Governing Board feels it is necessary.
9. The Governing Board agrees and approves that there will be no travel expense reimbursement made for alcohol beverages.

10. The Governing Board agrees and approves a food allowance up to \$100.00 per day, per board member for approved days of travel.
11. The Governing Board agrees and approves that travel expenses must be submitted within 30 days on the approved expense sheet or they will not be reimbursed.
12. The Governing Board agrees and approves that the Treasurer should deposit all funds received within 3 business days. If the Treasurer is unavailable to make the deposits within that time period, the President will make the deposit.
13. The Governing Board agrees and approves that if a check is returned insufficient funds, the fee we are charged by our bank will be charged to the member who presented the check. There will be no additional fee on top. A personal phone call will be made by the Treasurer or other officer to the member to discuss the situation.
14. The Governing Board agrees and approves that if a second check is returned for insufficient funds within a 12 month period then the person must pay cash or certified check or money order for all Women's Council of Realtors, Buffalo Niagara Network meetings or functions.
15. The Governing Board agrees and approves to clarify that budgeted travel expenses are for Officers only. Any non-Officer travel is not eligible for reimbursement.
16. The Governing Board agrees and approves to award funds to charities designated for each fundraising event at a program immediately following the closing of the fundraising event books, rather than making the charity wait until the end of the year.
17. The Governing Board agrees and approves if an officer is appointed to a position by March 31st of that year, it will count towards year one of a two year maximum term.
18. The Governing Board agrees and approves the Treasurer to provide a monthly credit/debt account report at the Governing Board Meeting.
19. The Governing Board agrees and approves that the immediate Past President may attend all the following year's Network events at no charge.
20. The Governing Board agrees and approves to make an annual contribution of \$1,500.00 if possible to the Buffalo Niagara Association of Realtors (BNAR) RPAC fund. The amount donated each year may vary based on the budget and funds available. The Women's Council of Realtors, Buffalo Niagara Network contribution will be announced and presented to the BNAR's Public Affairs Director at BNAR Agent's Day.
21. The Governing Board agrees and approves to a \$1500 travel budget to each local

Member on the NYS Board.

22. The Governing Board agrees and approves to show appreciation to our Strategic Partners during our Annual Officer Installation in December. Each Strategic Partner will be invited to attend at no charge.
23. The Governing Board agrees and approves to have a Promissory Statement enacted so that if we pay Officers to travel and someone cancels and doesn't go, the Network will be reimbursed.
24. The Governing Board agrees and approves that if adequate funds are available, payment for Officers conference fees, flights and hotels will be made in advance to secure lower costs. Otherwise, the Officers must pay out of pocket and submit for reimbursement. However, any officer who does not attend booked events will be required to reimburse the local network, according to the Travel Promissory Note, for travel expenses within two weeks of the cancellation or event. The Governing Board may waive reimbursement due to emergency circumstances or urgent personal or family matters.
25. The Governing Board agrees and approves allowing the Network President to use the Network Debit Card for meeting, travel purposes and other necessary operational expenses in the Treasurers absence. The Treasurer must be informed of all intended purchases before using Debit Card. Receipts for all purchases must be submitted to the Treasurer.
26. The Governing Board agrees and approves those Officers of the Women's Council of Realtors, Buffalo Niagara Network Governing Board shall be allowed 2 unexcused absences and must submit reports to the Network President via email prior to the meeting. Beyond that the Network disciplinary policy herein will apply and the Officer will be replaced by appointment of the Network President upon approval of the Governing Board. Exceptions can only be made with unanimous board approval.
27. The Governing Board agrees and approves Officers planning to travel representing the Buffalo Niagara Network at approved conferences and events to notify the Network President by the early bird registration date or 2 months prior to the scheduled event, whichever is earlier, to avoid higher prices. Otherwise the Officers will pay the difference in all rates. An exception can be made to this rule only by approval of the Governing Board.
28. The Governing Board agrees and approves the final version of the annual Network Business Plan shall be reviewed by the Governing Board prior to submission. A digital copy will be kept each year by the Secretary, along with updated standing rules and copies placed in the current years' WCR Google drive.

29. The Governing Board agrees and approves all purchases over \$100 made by the network must have prior approval of the Governing Board before spending any Network money.
30. The Governing Board agrees and approves a Network Calendar for both Governing Board meetings and events must be set by January 31st for the year.
31. The Governing Board agrees and approves Women's Council of Realtors will reimburse the cost of the PMN designation for board members **and members**.
32. The Governing Board agrees and approves that starting in 2025, while on the council, board members receive a full membership paid for by the council.