 **STANDING RULES**

**GOVERNING BOARD MEETINGS**

Governing Board Meetings will be held a minimum of 4 times a year. Additional

Governing Board Meetings may be called when necessary in compliance with the Network’s By-Laws.

 Attendance at Governing Board Meetings is required by all line officers, including the presiding Governor as well as Committee Chairs. Any Governing Board member with 2 or more unexcused absences will be construed as having resigned from the Governing Board.

 All Governing Board members must attend at least 1 Budget Meeting.

**LEADERSHIP PLANNING / ORIENTATION**

 The incoming President (President- Elect) will plan and conduct a Leadership Orientation Planning Meeting in October of his/her incoming year. Attendees to the meeting will consist of incoming Governing Board Members, Committee Chairs and invited guests. Attendance is mandatory.

**MENTORING POLICY**

It is strongly suggested that each outgoing line officer mentor and assist in the transition of the new incoming line officer. The transfer of pertinent documents, information and necessary tools (keys) that will assist in the transition is highly recommended.

**INSTALLATION MEETING**

The Installation Meeting of new line officers will be held in November and may be held in conjunction with a regular Membership Meeting, or may be a special meeting.

**GUEST POLICY**

**Speakers**

1. Guest Speakers are to receive a complimentary meal and/or other recognition for their contribution to the Network.
2. If a Speaker is accompanied by a guest, the guest’s meal will also be complimentary.

**Meeting /Event Fees**

1. Non-members/guests may attend Network meetings and will be charged an additional $10.00 over and above the membership price for the General Membership Program Meetings. Non-member guests will pay $35.00 for any meeting that offers Continuing Education credits.
2. Sponsors shall be charged a fee for attendance at any meeting/event according to the benefits of their Sponsorship level.
3. Special Event fees will be set by the Ways and Means Committee, with a vote from the Governing Board.

**RESERVATION OBLIGATIONS**

**Network Meetings**

 Reservations, for regular Network meetings, shall be established by the Governing Board

 Meeting fees shall be announced in each meeting invitation and are to be paid when the reservation is made. Anyone failing to cancel a reservation 24 hours or more prior to the event will not be eligible for a refund.

**Special Events**

 Special event fees will be determined by the Ways and Means Committee and approved by the Governing Board. Anyone wishing to attend a ticketed function without a reservation/ticket will be accommodated as space permits.

 Contractual signatures for any monetary obligations are required of the President and the Treasurer of the Network.

**CHAPTER TRAVEL**

 When traveling to and from National and/or Regional WCR meetings and functions, the following expenses will be reimbursed by the Network to the following: President, President-Elect, Secretary, Treasurer, Membership Chair and Program Director.

**Meals**

 Meals are to be reimbursed for each day of the event, including travel to and from the event, up to $75.00 per day (including tips) WITH RECEIPTS.

**Transportation**

1. **Air** In order to take full advantage of volume discounts, other potential savings and efficient scheduling, the Treasurer (or at the President’s discretion) shall purchase airfare for all travelers.

2. **Ground** Fees for airport limos, taxis, busses, etc. will be refunded (with receipts) for travel to and from the event, including to and from the airport when necessary. Fees for other such travel will be considered for reimbursement as incidental expenses.

3. **Personal Mileage** Use of personal vehicle for travel to and from events (including the airport) will be reimbursed at the IRS allowable rate for mileage. Parking and tolls will be reimbursed with receipts.

4. **Rental Cars** Fees for rental cars will be reimbursed only when required for travel in and around the event, and when personal cars are not brought to the event. The decision to rent a car will be approved by a vote of the Governing Board. If a rental car is obtained, the following rules shall apply:

 Collision waiver must be purchased

 Parking: receipts are required except if metered

 Tolls: receipts are required except at exact change booths

 Fuel: reimbursed with receipts

**Lodging**

 At the President’s direction, the Treasurer ( or 1 person assigned to the task) will make hotel reservations for all travelers, and they will be prepaid at the convention rate. If approved, travelers who choose to stay offsite of the convention, will be reimbursed at the convention hotel’s double occupancy room rate.

**Incidentals**

 Items of a personal nature (laundry, valet, mini-bars, bar bills, and incidental transportation) re reimbursable only to the extent they are included in the $75.00 per day maximum in the Meals section.

**Internet**

 Travelers are permitted access not to exceed $25.00 per day, per room, with receipt.

**Reimbursement**

 Will be made to travelers after they submit a current year payment voucher with attached receipts to the Network President for approval. Document must be submitted 30 days after the funded event. Reimbursements will be processed within 14 days of final approval. A copy of all funded travel vouchers and receipts will be kept with Network records for later review by the Budget/Finance Committee. Any WCR pre-paid travel expenses will become the responsibility of any member who does not attend the event. The member must reimburse the Network for all expenses paid on their behalf.

**NETWORK COURTESY POLICY**

The Hospitality Committee will carry out the acknowledgement of an event as noted below.

**Death of a Network Member**

 At the death of a Network member, an appropriate memorial gift will be given to the member’s family in an amount not exceed $100.00.

**Death in a Network Member’s Family**

 At the death of an immediate family member of a Network member, an appropriate memorial gift will be given to the member’s family not to exceed $75.00.

**NETWORK NEWSLETTERS**

An electronic version of a Network newsletter, will be published, on a quarterly basis, by the presiding President and Marketing Committee Chair. The newsletter content will include a President’s message, notices of Network events, Sponsorship information ( logos, articles submitted by Sponsors and contact information). Articles submitted by Sponsors based upon the benefits level of their sponsorship.

**Strategic Partner Directory**

 A Strategic Partner Directory will be created each year by the Sponsorship Committee to be shared with all members. Additional copies may be purchased at cost, by members in good standing.

**Voucher Policy**

 Any member requesting monetary reimbursement for cancelled meeting fees, items purchased at the Governing Board request, etc. shall submit the **Current Year** **Voucher,** with the attached receipt(s) to the President for signature and approval. The President then will submit it to the Treasurer for signature and payment.

**ANNUAL ELECTIONS AND AWARDS**

 **Annual Elections** of officers will be held no later than October 15th of each year. Elections may be held in conjunction with a regular Network General Membership Meeting.

 **Annual Awards** presented by the Network will be as follows:

 **REALTOR OF THE YEAR**

 **STRATEGIC PARTNER OF THE YEAR**

 **ENTREPRENEUR OF THE YEAR**

 Nominations, for each award, will be taken by a nominating committee consisting of the past year’s award recipients and volunteers. Awards will be determined by a majority vote of the nominating committee, with attention to past winners and with agreement of the Governing Board.

**DONATIONS POLICY**

\* Maximum limit for unbudgeted donations is $500.00, unless voted otherwise by the Governing Board.

\* A written letter asking the Network for a donation, must be completed by a member in good standing stating the purpose/use of the requested funds.

 \* The monies applied for must stay in Sussex County

 \* The monies will be approved on a case by case basis based on the availability of the funds in the Network not previously designated for other use.

**Charity Fundraiser Event Donations**

 For Charity Fundraising Events, 50% (fifty percent) of the NET proceeds will be given to designated charity(s) and so stated on all media sources. With this, the Governing Board will have the flexibility to increase the amount given.

**STANDING RULES REVISED, VOTED AND APPROVED**

**By Governing Board**

**February 13, 2018**