

Women's Council of Realtors – Jacksonville Network

Standing Rules

Amended May 1, 2017

I. Attendance Policy for Reservations

1. The Guest Speaker receives a complimentary meal.
2. Members of the Press will receive one complimentary meal per company per Business Resource Meeting.
3. Prepaid online pricing for Business Resource Meetings/Luncheons shall be available at a \$10 per person discount; those paying at the door shall be charged \$10 more than the online price.
4. Available seating is not guaranteed without a paid reservation.
5. Prepaid luncheons are available to members at a discounted price equivalent to 1 luncheon:
EX: 9 Business Resource Meetings per calendar year, member would prepay for 8 lunches, receiving 9 lunches for the year (saving one lunch per year) must be paid within the first quarter of the year.
6. Transfers of reservations to another person or month will not be permitted without prior notification to the Secretary.

II. Travel Expense Reimbursement Policy

1. Travel expenses will only be reimbursed to the member per the following guidelines, and where funds permit.
2. Reimbursement will first be made to the Network's Line Officers, then to Standing Committee Chairs, then to general membership denoted as to their membership roster status on the date of the event or travel.
3. Travel expenses must be prepaid by the member.
4. Submission for reimbursement must be within 30 days of attending budget-approved events.
5. Reimbursement requests must be accompanied by all receipts to support the request along with a completed and signed expense reimbursement form within 30 days of the end date of the event.
6. All reimbursements will be completed within 30 days of the receipt of the approved documentation.

7. Any changes to the standing rules regarding expense reimbursement and/or prepayment must be approved by the Governing Board.
8. WCR Events do not include any Designation Courses.
9. Any member requesting reimbursement must meet the following attendance requirements:
 - a. Line Officers must have attended at least 75% and all others must attend 50% of all WCR Meetings and Forums during the event for which the reimbursement is being requested, with documentation whether at State or National Conventions or Mid-Year Meetings; and
 - b. Must have attended at least 4 Business Resource Meetings during the previous 12 month period; and
 - c. Be a National Member in good standing of the Jacksonville Network at the time of the event.
 - d. Fuel will be reimbursed at the current IRS rate per mile at time of travel, when 3 or more national members travel in the same vehicle to a State or National WCR Conference.
 - e. Network travel event costs will be paid as follows from established budgets for the President, President-Elect, Vice President Membership, Treasurer and Secretary as follows:
 - i. 100% of Line Officers Accommodation Expense (Excluding Incidentals) (with minimum double occupancy) at the WCR (or equivalent not to exceed cost of WCR Host Hotel) hotel for the night preceding the first WCR meeting (meeting must start before 12:00 p.m.) through the night before the last WCR meeting of the event
Ex: Room cost-\$200
Cost per line officer-\$100
Reimbursement to line officer-\$100
 - ii. Registration at WCR early bird registration rate when required
 - iii. Officers may use the Network's debit card to reserve hotel rooms for initial reservations and upon check in. But may not use it to pay the bill upon check out without prior governing board approval.
 - iv. Full coach airfare plus 1 bag@ standard weight limit
 - v. WCR Ticketed Event
 - vi. Airport transfer (to and from event lodging or location)
 - vii. Parking at WCR hotel at the self-parking rate

10. WCR State, National Committee or Forum members will be reimbursed for State and District WCR Events as follows: Member to be reimbursed at line officer rate only if required to attend prior to publish conference dates as a result of their committee participation.
- a. 50% of Member's Accommodation Expense (Excluding Incidentals) (with minimum double occupancy) at the WCR hotel (Or equivalent not to exceed cost of WCR host hotel's standard/convention room rate) for the night preceding the first WCR meeting (meeting must start before 12:00 p.m.).

EX: Room Cost - \$200

Cost to Member - \$100

Reimbursement to Member - \$50

11. Jacksonville Network National Members not previously addressed will be reimbursed as funds permit and to the budgeted amount provided for the year, for WCR meetings during the Florida Realtors Mid-Winter and Annual Convention meetings as follows:

- a. Member must notify the Network President in writing of their intention to travel to the event during the early bird registration period timeframe, but no less than 30 days prior to the event.
- b. 50% of Member's Accommodation Expense (excluding incidentals) (with minimum double occupancy) at the WCR hotel (or equivalent not to exceed cost of WCR host hotel) for the night preceding the first WCR meeting (meeting must start before 12:00 p.m.) through the night before the last WCR meeting of the event.

EX: Room Cost - \$200

Cost to Member - \$100

Reimbursement to Member - \$50

- c. 50% of the registration at WCR early bird registration rate when required
- d. 50% of the cost of the WCR Ticketed Event
- e. 50% of the cost of the parking at WCR hotel at the self- parking rate

12. Jacksonville Network National Members not previously addressed will be reimbursed as funds permit and to the budgeted amount provided for the year, for WCR meetings during the NAR Mid-Year (Legislative) and NAR Annual Convention meetings as follows:

- a. Member must notify the Network President in writing of their intention to travel to the event during the early bird registration period timeframe, but no less than 30 days prior to the event.

- b. 50% of Member's Accommodation Expense (excluding incidentals) (with minimum double occupancy) at the WCR hotel (or equivalent not to exceed cost of WCR host hotel) for the night preceding the first WCR meeting (meeting must start before 12:00 p.m.) through the night before the last WCR meeting of the event.
EX: Room Cost - \$200
Cost to Member - \$100
Reimbursement to Member - \$50
- c. 50% of the registration at WCR early bird registration rate when required
- d. 50% of the cost of the WCR Ticketed Event
- e. 50% of the cost of the parking at WCR hotel at the self- parking rate
- f. Member must have been a National Realtor Member in good standing for a minimum of the most recent 3 continuous years
- g. Member must have attended at least 4 state WCR events (Florida Mid-Winter or Annual)

III. Business Resource Meetings

- 1. Meeting Sponsors are required to pay for their sponsorship in advance to receive website and announcement recognition, speaking privileges and/or provide marketing materials at the specific meeting to be sponsored.
- 2. All members and guests must pay to attend the meetings, regardless of meal participation.
- 3. New members will be inducted at Business Resource Meetings.
- 4. Special requests will be considered and may be approved by the Governing Board.

IV. Network Accounting Practices

- 1. The Treasurer will provide a current report and budget line item financial accounting for the month and year at each Governing Board Meeting.
- 2. An Audit Committee will conduct an audit of financial activities on a semi-annual basis. This 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
- 3. Two signatures will be required on all checks. The following Line Officers will be added to all Network bank accounts, including PayPal access: President,

President-Elect and Treasurer. Line Officers will not be permitted to sign checks for their own reimbursements or Family Members

4. All cash taken in during events shall have 2 members verifying cash amounts collected
5. Reimbursement requests must be required to be approved by at least 2 of the 3 officers permitted to sign checks; however, the President or President elect who authorizes reimbursement must confirm the terms of the Standing Rules have been met.

V. Fundraising Event Sponsors

1. Current members have first sponsorship rights for all sponsored WCR events

VI. Scholarships

1. Current National members in good standing may apply for reimbursement for NAR recognized designation course including PMN, GRI, CIPS, CRS and others
2. Reimbursement shall be determined by the Board of Directors, funds permitting in the Scholarship budget, and with submission of all required documentation within 30 days of taking the course.
3. Required documentation includes a completed Network scholarship reimbursement request form, an invoice showing payment for the course and a pass slip or Certificate of Completion for the course
4. Network shall reimburse approved reimbursement requests within 30 days of all required documents being turned in and proavailable funds.
5. Scholarship funds are not for reimbursement of Certification courses, licensing courses, or other CE courses unless it is a NAR approved designation course
6. Scholarship reimbursement will be a maximum of \$250.00 per member per calendar year.
7. The Chairperson of the Scholarship Committee must first approve the reimbursement, confirming the member has met the requirements of the scholarship prior.

