

Standing Rules

Women's Council of Realtors – San Diego Network

Revised 10/01/2017

Standing Rules relate to the administration of a Business Resource Network. They provide continuity to the operation by setting policies that can be referred to year-after-year to determine what procedure is followed. Basic information on Standing Rules follows:

- Standing Rules cannot be used to grant or limit rights of membership.
- A Standing Rule can be adopted by majority vote at a Governing Board Meeting. Changes should be noticed periodically to Membership.
- A Standing Rule remains in force until amended or rescinded. It does not bind future meetings if a majority of the Governing Board desires to suspend it temporarily for the duration of a particular meeting.
- A Standing Rule can be amended by a majority vote of the Governing Board.
- A Standing Rule can be suspended by a majority vote of the Governing Board for the duration of a meeting.
- A Standing Rule can be rescinded by a two-thirds vote without previous notice or by a majority vote of the Governing Board after notice on at least the preceding day.

I. Meetings

A. Governing Board Meetings

Regular Governing Board Meetings shall be held a minimum of 4 times throughout a calendar year. Dates of Governing Board Meetings shall be scheduled and announced by the incoming President at the Leadership Retreat. Schedule of Governing Board Meetings will be posted on the local network website. A minimum of a two-week notification shall be given to the Board Members of any date changes.

1. Annual Election Meeting

The Annual Election Meeting shall be held no later than August 15. It may be held in conjunction with a Regular Program Event. It shall be held prior to the State Orientation Meeting. **Members will be notified via email the Official Slate of Officers.**

2. Installation Meeting

The Installation Meeting shall be held no later than December. It may be held in conjunction with a Regular **Business Resource Meeting or Program event**.

3. Unexcused Absence

Any appointed member of the Governing Board with two or more unexcused absences may be subject to removal by a majority vote of the Governing Board.

II. Elections

A. Timelines:

1. Open period to accept nominations from June 1st – July 1st.
2. Interviews with the Nominating Project Team shall occur during the First two weeks of July.
3. The Nominating Project Team shall forward the slate to the Governing Board prior to their July meeting for approval.
4. All Candidates may start campaigning for office after the Official announcement of the Slate at least 30 days before the Election Meeting.
5. Elections shall occur prior to the State Fall Orientation Meeting

All Candidates shall sign a consent-to-serve form after reading job description. Candidates must submit a completed consent-to-serve form 7 days or less from date of election in order to run for a governing board position.

B. Campaigning Guidelines

All Candidates shall sign the Campaign Guidelines for Candidates form.

1. Candidates to conduct a positive campaign with positive message. Remember overall image of Women's Council of Realtors leadership and conduct, accordingly.
2. All candidates' campaign material shall be screened by the Nominating Project Team, who may reject misrepresentative content.
3. Individual candidate forums are permitted at candidate's expense.
4. On the day of elections, no candidate promotional materials **allowed in or around** the meeting venue.

5. On the day of elections, no promotional materials available/distributed outside meeting room prior to actual voting.

C. Procedures

1. Rules of the Day

The Rules shall be **read and** approved by the membership prior to voting.

2. Tellers

A minimum of three tellers shall be appointed by the President, **if more than one candidate and a written ballot is required.** Nominating Project Team members shall not serve as tellers.

III. Installation of Officers

A. Arrangements

The outgoing President and President Elect, along with their Project Teams, shall make the arrangements for the installation of officers.

B. Selection of Installing Officers and Mistress of Ceremonies

The incoming President shall select the Installing Officer and Master or Mistress of Ceremonies.

C. Pin and Name Badges for Incoming Officers

The outgoing President shall have the duty of obtaining the incoming President's pin and officer name badges in sufficient time for presentation at the Installation Ceremony, and submit for reimbursement.

D. Plaque for Outgoing President

The Incoming President shall obtain a plaque and gift to be presented to the outgoing President at the Installation Ceremony, and submit for reimbursement of the expense.

E. Finance

The budget for the Installation Ceremony shall be sufficient to include the expenses of invited guest dignitaries.

IV. Duties of the Governing Board

Governing Board members include all elected officers, appointed Standing Project Team and Special Project Team chairs. Only one person for each Standing Project Team as well as officers is entitled to vote. Special Project Team chairs do not have a vote on the Governing Board.

Before or during the Business Planning Retreat, all outgoing Project Team chairs will present a written report of accomplishments and budget expenditures to the incoming Project Team chairs and pass along any relevant materials or supplies.

Officers shall abide by the Women's Council of Realtors Bylaws, Standing Rules and the duties as outlined in the Job descriptions provided by the California Women's Council of Realtors.

All elected officers **should have served as** chair or be a member of a Project Team for at least one year prior to the election. This is not always Possible so discretion is left up to Nominating Project Team.

A. Officers

1. President

Appoints Standing and Special Project Team Chairs, subject to Governing Board approval.

Upon taking office or at the Leadership Retreat, the President shall furnish each Officer and Project Team Chairpersons a copy of their respective duties and provide local Project Team responsibilities and job descriptions as they apply to each office and Project Team along with a copy of the Bylaws, Standing Rules, Business Plan and Proposed Budget.

As soon as elected, the President shall organize the year as outlined per the Network Business Planning Retreat. All invitations for District Vice President and Governor Visits and Report Forms shall be completed by the specified dates.

Provide necessary information in regards to the network for the State Women's Council of Realtors web page.

Submit names of elected officers to National Women's Council of Realtors by mandated deadline.

Attend regional, state and national meetings as possible.

Assign to any officer or Project Team chair reasonable and relevant duties not already prescribed in these standing rules.

New members shall be welcomed and introduced individually at the Business Resource Meetings or Program events.

Serves as ex-officio member of all Project Teams.

2. President-Elect

Attend Leadership Academy in Chicago.

Attend regional, state and national meetings as possible.

Shall serve as the Education and Program Project Team Co-Chair and the SDAR Expo Women's Council of Realtors Booth Chair.

Plan and conduct a Business Planning Retreat for incoming officers and Project Team chairs. Retreat to be held after elections and before December 31st.

Complete, with the assistance of the Governing Board, the Business Plan.

Performs other duties assigned by the President.

3. Director of Membership

Oversee all membership activities.

Shall serve on the Membership Project Team.

Accountable for the recruitment and retention efforts of the Business Resource Network. Plans a membership drive in the beginning of the year in conjunction with the Membership Project Team.

Establish membership goals in coordination with the Local President and Governing Board.

Maintains the database of members.

Verify membership status with Local Association of REALTORS® before processing applications to be forwarded immediately to National Women's Council of Realtors.

Retain copies of all checks along with membership application in a master file in order to monitor membership reports with National Women's Council of Realtors for accuracy.

New National Local Affiliate membership applications and dues checks shall be collected by the Director of Membership, copied for our Records and forwarded to the Treasurer. An Additional requirement of Affiliate membership is that each new National Affiliate membership shall bring 2 new REALTOR® members to the Network to aid in keeping balanced ratios of REALTORS® to Affiliate members. The VP of Membership will hold new Affiliate member applications and dues payment until this has been accomplished.

Forward new member contact information to all Officers within (48) hours of receipt. A report shall be made by the Director of Membership at each Governing Board Meeting of all new members, including their contact information.

Report corrections and changes in member information to National Women's Council of Realtors.

In conjunction with Director of Membership/Project Team, see that a welcome card or letter is sent to each new member.

Perform other duties assigned by the President.

4. Secretary

Minutes shall be taken at all Governing Board Meetings and emailed to the Governing Board within **ten (10)** days after each meeting for review and/or corrections.

All minutes shall be verified by the President and signed by the Secretary and kept for historical record. They are then disseminated according to custom which may be by mail, e-mail, printed in newsletter, posted on the network website, or read at each Governing Board meeting and available for the membership to review.

Performs other duties assigned by the President.

Sends Thank You Notes to guest speakers, panelists, moderators, and sponsors as requested by the Governing Board or President.

Create press releases regarding Network events and members, including attendance at all out of town meetings and other items as requested by the Governing Board or President for immediate release to local newspapers and the Greater San Diego Association of REALTORS®.

Serves as email coordinator for the Network.

Sends sympathy, get well, and congratulatory cards to members on behalf of the Network.

Performs other duties assigned by the President.

5. Treasurer (Financial Secretary)

It is the duty of the Treasurer to make appropriate disbursements as directed by the President and the Governing Board.

All monies received by the Network shall be deposited in the account of the Women's Council of Realtors Network in a financial institution selected by the Governing Board.

Two signatures shall be required on all checks; the signatures shall be the Treasurer's and the President's or President-Elect's. **All debit/credit Cards authorizations are approved as per budget or vote by the Governing Board.**

All monies (with the exception of dues from National members) collected by the Network shall be turned over to the Treasurer within ten (10) days

of receipt and shall be deposited by the Treasurer within five (5) business days thereafter.

Keep accurate, written records of all dues, payments and receipts. Pay Pal, Eventbrite and Square Register may be used for online payments.

Reviews expenditures and financial status with the Budget & Finance Project Team.

Submit regular financial reports to the Governing Board and present annual financial report to the membership.

Supply the accountant all necessary documentation and receipts to file the taxes prior to any IRS deadlines.

Coordinates the cash and accounting at the venue for Business Resource Meetings or other events. If unable to attend, shall notify the President and arrange for a replacement.

Performs other duties assigned by the President.

B. Project Team Chairpersons

Project Team Chairpersons shall abide by the Women's Council of Realtors Bylaws, the Standing Rules, and the duties as outlined by the National and State Women's Council of Realtors.

All outgoing Project Team Chairpersons shall make a written report on the Project Team's accomplishments at year's end and pass on Project Team's materials to the incoming Project Team Chairperson.

The incoming Project Team Chairperson shall recommend to the incoming President possible members to serve on their Project Team who that President may consider appointing.

All Project Team Chairpersons shall be at the governing board meetings.

1. Budget & Finance

The Project Team shall present the budget for the following year at the last Governing Board Meeting of the year.

Prior to the end of the year, the Project Team shall conduct an audit of the books of the Treasurer. This meeting shall include Treasurer, Secretary, Bookkeeper and President-Elect and should be scheduled in November.

2. Membership

Works in tandem with the Director of Membership to attain recruitment and retention goals set by Governing Board.

Attend new member orientations at local Associations of REALTORS® to talk about Women's Council of Realtors.

Coordinate attendance at various office and caravans to pitch Women's Council of Realtors membership and fundraisers.

Send a follow up with a membership application within seven (7) days of a guest attending a Network Meeting.

Conduct a new member orientation four (4) times a year. Board and Project Team Chairs shall be present to speak about their Project Teams and volunteer opportunities.

Develop and monitor a new member mentor program in conjunction with the Hospitality Project Team.

Provide the Hospitality Project Team with a current list of members so that proper payment for attendance is made by members and guests.

Coordinates the sending of a card or letter of welcome on behalf of the Network to each new member within seven (7) days of becoming a member with the Director of Membership.

3. Strategic Partnership

Coordinates with Budget & Finance to plan raising the funds to meet the approved budget.

Raises funds to enable the Network members to attend regional, state and national Women's Council of Realtor meetings.

Oversees coordination of drawings at Network Meetings.

Works with Governing Board to establish sponsorship levels. Then works with President to create a partnership package to present to potential businesses for participation.

Locates volunteers to work on different fundraising events, plan a budget and report to the Governing Board projected income and expenses.

4. Bylaws

The Standing Rules shall be reviewed annually by the Bylaws Project Team and any changes presented to the Governing Board for approval.

They shall review the Bylaws every two (2) years and any necessary changes shall be submitted to Women's Council Realtors California for approval.

5. Hospitality

Handles reservations and gives final head count to venue based on count from registrations and on-line reservations. Confirm actual count of people served.

Staffs the Local Network Meeting check-in with Membership Project Team representative.

Facilitates the introduction of guests and new members to other members.

Provides a list of all attendees along with complete contact information for all guests to the Director of Membership.

Coordinates the sale of drawing tickets in conjunction with check-in.

Sees to the room set up including the availability of the microphone, flag, table layout, audio/visual.

6. Communications and Marketing / Website

Coordinates the implementation, design and content of Network website with the President.

Sends invitations for Network Meetings.

Submits monthly Network Meeting and event notices to SDAR, NSDCAR, and PSAR.

Works with Membership Project Team and/or Ways & Means Project Team on collateral to be used at monthly office meetings, caravans, and other networking venues.

Works with the Education and Program Project Team on the production of an item that lists programs, officers list, and other Network information.

Submits news articles to National Women's Council of Realtors, SDAR, and local publications.

7. Awards and Recognition

Establishes guidelines for selecting the Member of the Year and Affiliate of the Year. Eligible nominees of Member of the Year shall be a current member of the National Women's Council of Realtors as a **REALTOR** for a minimum of two (2) consecutive years. Eligible nominees of Affiliate of the Year shall be a current National Affiliate member or Strategic Partner. To avoid automatic awards, the current year's officers will not be eligible for the award, but this does not preclude them from receiving future awards.

Distributes applications/nominations to membership no later than November for submission.

Honorees to be announced at November or December meeting.

Submits candidate, if appropriate, to National for Entrepreneur of the Year and follows the procedure for that recognition.

Market and coordinate the educational awards. Educational awards are determined by the budget and will be distributed by the guidelines set forth by the Governing Board every year. Any Performance Management Networking (PMN) class or other **Designation** courses offered by Women's Council of Realtors are eligible for qualification for reimbursement. The President, President Elect and Director of Membership shall not be eligible in that year.

Market and coordinate the travel awards. Travel awards are determined by the budget and will be distributed by the guidelines set forth by the Governing Board every year. The award shall be used toward the expenses and registration of a State or National Women's Council of Realtors event. The President, President Elect and VP of Membership shall not be eligible in that year.

Plan and coordinate visible symbols of appreciation.

Other recognition for participation can be voted on by a majority vote of three (3) of the Governing Board if the allotted amount or recognition is within the guidelines of the current budget.

C. Parliamentary

At the President's discretion a qualified Parliamentary may be present at **Governing Board and Election** meetings.

V. Financial Matters

A. The Local Network will pre-pay meeting State / National registration fee (early registration fee only)

B. Reimbursed Expenses

1. State, National and Regional Meetings

All Women's Council of Realtors State, National and Regional meetings are covered as reimbursable expenses for the President, for the President-Elect (in addition to the Leadership Academy), and other National members Officers and Officer Candidates as the Board approves and finances allow.

C. Stipend

1. Governing Board to approve a yearly stipend per person per meeting

a. The Business Resource Network will establish a stipend for each State and National meeting at the time the yearly budget is prepared. The stipend will be based on ½ the convention rate for a

double occupancy room to include taxes, (for meeting dates only). The cost of any internet connection will be calculated into the stipend. Transportation to and from the airport and best available airfare will be covered. The stipend will include all Women's Council of Realtors-related ticketed functions held at that particular meeting.

- b. The stipend will not include a Per Diem for food or incidentals.
- c. Should a member travel to the destination city prior to the beginning of a Meeting, or extend her/his stay in the destination city before and/or beyond the end of a Meeting, no associated expenses will be borne by the Local Network.
- d. Any exception needs approval in advance by the Governing Board.

2. Reimbursement Process

- a. Travelling member will have a Stipend Request form to complete prior to reimbursement. This form will be provided prior to travel.
- b. Complete stipend form to be submitted to President for approval. President will forward to Treasurer for payment.
- c. Stipends received from travelling member more than 45 days from the last day of the meeting will not be honored.
- d. There will no advancement of monies to any travelling member.

3. Requirements

- a. Responsibilities and requirements for receiving reimbursement include attending all meetings, functions, etc. and fulfilling the obligation to make a report of the meeting(s) attended to the Governing Board and at the Network Meetings, if requested at the next meeting upon returning. .
- b. If the member does not fulfill any of the requirements their stipend will be adjusted accordingly.

D. Guest Policy

1. Speakers

All guest speakers are to receive a complimentary meal and any other special recognition for their contribution to the Local Network. Any additional compensation for a speaker is to be approved by the Governing Board.

2. Non-Members

Qualified Prospective members may be brought to Regular Network meetings as guests three times only before joining.

E. Reservation Obligations

1. Financial Obligations

Reservations for all Network meetings and events sponsored by the Network shall be a financial obligation to be paid by the member. Only confirmed reservations will be guaranteed at member price at any event.

2. Cancellation/Reservation Deadline

A reservation and cancellation deadline shall be established for each ticketed function of the Local Network and shall be announced in the notice for that function. Cancellations made after the reservation deadline fall under the guideline of “A reservation made is a reservation paid.”

3. Billing

Billing for reservations not cancelled or paid shall be made within 30 days of the event at the discretion of Governing Board.

4. Hospitality

The Hospitality Chair shall track and report the attendance results of each luncheon or ticketed event to the President immediately following the event and to the Governing Board at the regular monthly meeting. Members or Guests who chronically attend without a reservation or reserve but do not attend shall be noted for potential follow up.

5. Fee Policy

Members attending a ticketed function shall be charged for the meal or refreshments whether they eat or do not eat.

6. No Reservations

If members wish to attend a ticketed function without a reservation, they shall be accommodated on a space available basis only. Only prepaid reservations will be held past the start of the luncheon or event.

F. Memorials

In the case of a death of a member, an appropriate memorial not to exceed \$100.00 shall be selected. In the case of the death of a member's spouse, parent or child, an appropriate memorial not to exceed \$100.00 shall be selected.

VI. VIP Policies

A. State or National Women's Council of Realtors Office

When a member of the Local Network is elected to State or National Women's Council of Realtors Office, any expense allocated by the Group shall be determined by and voted upon by the Governing Board. Such funds shall be included in the budget. State or National Officers shall be acknowledged and a guest of the Network Meeting.

B. Honorary Members

Honorary members shall be elected by unanimous vote of the Governing Board. Honorary members shall be exempt from paying Local Dues. Honorary members shall not have voting privileges. Qualifications shall be approved by the Governing Board prior to approval of such membership.

VII. Awards and Recognition

A. REALTOR® of the Year/Affiliate of the Year

The President shall appoint a committee to be approved by the Governing Board to select the Member of the Year. This person shall be a current

National Women's Council of Realtor member or a current local Strategic Partner. The committee shall follow the guidelines provided by the California Women's Council of Realtors.

B. Educational Scholarship

Each year when the budget is prepared there will be consideration of an Educational Scholarship. If approved the scholarship is to be used for any Real Estate designation offering. The committee will be appointed by the President. The availability of the Scholarship will be made known to all members on all communications during the year. The committee will report to the Governing Board.

C. Other Recognition

Other special recognition may be given by the President at a **Network Meeting** or Governing Board meetings by the President.

Respectfully Submitted,

Bylaws Chair