

**Standing Rules of the St. Louis Network
Women's Council of REALTORS®**
(Approved 2021 Amended 11/2021)

1 Governance

Meeting notices, slate of officers from the Nominating Project Teams, and any Bylaws changes shall be presented to the Network members in writing no later than ten (10) days preceding the business meeting. Notification to members will be in the form of e-mail, regular mail, fax, or website publication.

2 Introduction of New Members

An induction ceremony for new members shall be conducted by the Membership Director . Orientation to be held no less than quarterly. New members will be spotlighted in the Network newsletter or electronic notification.

3 New Members

Cards or letters of congratulations and welcome are to be sent to each new member by the Network President or Vice-President of Membership. New members are to be introduced and welcomed at Network meetings.

Guests

A qualified, prospective REALTOR® member may be brought to Network meetings as a non-member 2 time during the calendar year. A Strategic Partners who is not a Women's Council local member may attend 2 meetings as a guest within a calendar year. This does not apply to member's families. At each regular meeting, guests are to be welcomed individually. Members lunch cost will vary depending on venue but not to exceed \$40. Non-members lunch cost will vary depending on venue and will cost \$10 more than a Member. Network members shall pay member's price. Speaker(s), State and National Officers shall receive a free lunch if they are visiting the Network. Program s should notify Registration/Attendance of names of speakers for attendance at luncheon and what speakers are to attend at no charge.

4 Memorials

In case of death, the Network's Hospitality Project Teams is to make an appropriate remembrance in memory of a member. The amount is not to exceed **\$100**. An announcement shall be posted in the Network newsletter or other electronic notification. Member's spouse, father, mother, or child shall be acknowledged with a card. These expenditures are subject to budget approval each year as budgets are prepared.

5 Governing Board

Governing Board meetings shall be held at least 4 times annually and held prior to the regular Network monthly meeting at a time and place to be determined by the Network President and notice via electronic notification.

Two of these meetings can be conducted electronically (i.e, audio and or video conference calling).

Governing Board Voting can take place at any meeting where a quorum is present whether in person or electronically(i.e., conference calls, email, closed Facebook page).

The Local Network Officers and Project Teams shall attend the training sessions held in conjunction with Women's Council's state orientation each year. Transportation to be reimbursable pending budget approval.

Every officer and Project Team shall email to the current President, no later than December 15, a year-end summary report, which includes all files and budgets along with additional guidelines of each Project Teams: one for the current President, one for the incoming President, and one for the new persons.

All officers (elected and appointed) shall provide a written CONSENT TO SERVE along with appropriate job descriptions for the new position. It should be clearly stated and understood that the promotion to the succeeding office is NOT automatic, except for the President-Elect to President.

Expanded job descriptions for each office shall be submitted to each considered nominee for review prior to acceptance. Project Teams should keep minutes of their meetings and give a copy to the Network President. Time will be allotted on the agenda at Governing Board meetings for the Project Teams to report to the membership. Reports will be given to the general membership meetings at the discretion of the Network President.

All Officers and Standing Project Teams are voting members of the Governing Board. As voting members, IT IS VITAL THAT S BE IN ATTENDANCE in order that the business of the day can be conducted. If absence is unavoidable, to be excused, notice to the Network President should be received prior to the meeting. Pursuant to the Bylaws, in the event of a vacancy of any Project Teams , except for the Nominating Project Teams (must be a past president), the Network President shall appoint a qualified member to fill the unexpired term. The President shall appoint Project Teams . The President-Elect shall appoint Project Teams Vice-chairs. All chairs and vice chairs to be appointed by December 31st. All appointments to fill vacancies shall have the approval of the Governing Board.

6 Parliamentary

A Parliamentary may be appointed by the President and approved at each meeting.

7 Job Descriptions

All Elected Officers shall be a REALTOR®, REALTOR®-Associate, or National Strategic Partners in good standing with primary membership at SCCAR. National Strategic Partners can only serve as Secretary or Treasurer.

8 General Officer Duties and Requirements

Specific duties and requirements are listed in each Officer section in this document. Other duties and/or requirements include:

- Follow Network Bylaws, Network Standing Rules, and Women's Council National LPPM
- Provide quarterly newsletter article.
- Attend Women's Council State orientation training session.
- Have NO MORE THAN ONE UNEXCUSED ABSENCE from Governing Board Meetings. (Unexcused is defined as no notification to President.)

9 President- 2 Year Term

The duties of the President are described in the Bylaws, Article 6. Other duties include:

- Distribute reports to Governing Board prior to Governing Board meeting including:
 - Financial Report
 - Minutes from previous Governing Board Meeting
 - Governing Board meetings and Agenda
 - Fundraiser After Action reports (when applicable)
 - Project Team persons reports
- Checks to be signed by Treasurer or President.
- Roles & Responsibilities;
 - Elected Two(2) year term
 - Preside over all Project Teams/Focus Groups
 - Develop, implement and monitor Business Plan
 - Mentor, train and support President Elect
 - Attend required Local, State and National meetings

10 President-Elect-2 Year Term

The President-Elect shall:

- Perform the duties of the President in the event of the President's disability or absence, including attendance at State, Regional and National meetings.
- Serve as member of the Standing Rules and Bylaws Project Teams.
- Submit approved local Network Bylaws to National Women's Council by deadline if revisions are made.
- Ensure that protocol is followed for any visiting State and National Officer.
- Attend the Women's Council National Leadership Academy.
- Attend Women's Council State Orientation.

- Call a joint Governing Board meeting, consisting of present and newly-elected officers, prior to the first regular Governing Board meeting. The purpose is for an intensive planning session to outline goals and direction for the upcoming year.
- Handle arrangements for visiting VIP's.
- Coordinate the Installation Banquet (see paragraph regarding Awards Banquet and Installation of Officers)
- Order a gift of appreciation for the outgoing President.

In the event that there is no President Elect in place, the President will fulfill/delegate the President Elects responsibilities.

11 Project Teams under President-Elect

A. Standing Rules and Bylaws Project Teams

This Project Team is to include Bylaws person and a minimum of two other members. The purpose of this Project Team is to revise and update the Standing Rules as it becomes necessary. All revisions shall be noted on the Standing Rules (e.g. approved 1/20/86, revised 11/1/06, etc.) and submitted to the Governing Board for approval.

Submit approved local Network Bylaws to National Women's Council by deadline if changes made.

B. ExCEL Award Project Teams

The person shall be the immediate past recipient who is a current Network member. The Project Teams shall consist of two (2) other past ExCEL award recipients. Person is responsible for submitting recipient information to Women's Council Missouri State Network designated person with a full copy to the local Network President.

The award recipient may receive reimbursement of \$50 toward PMN or any MAR/NAR accredited course taken during the calendar year the award is presented.

C. Member of the Year Award Project Teams

The person shall be the immediate past recipient who is a current Network member. The Project Teams shall consist of two (2) other past Members of the Year award recipients. person is responsible for submitting recipient information to the Women's Council Missouri State Network designated person with a full copy to the local Network President.

D. Award Project Teams

The person shall be the immediate past recipient who is a current Network member. The Project Teams shall consist of two (2) other past award recipients. person is responsible for submitting recipient information to the Women's Council Missouri State Network designated person with a full copy to the local Network President.

E. Strategic Partners of the Year Award Project Teams

The person shall be the immediate past recipient who is a current Network member. If the immediate past recipient is not an active member, the Strategic Partners Liaison will nominate a with Governing Board to approve the nomination. The Project Teams shall

consist of two (2) other past Strategic Partners of the Year award recipients. person is responsible for submitting recipient information to the local Network President.

12 Membership Director-1 Year Term

The person holding this position should not necessarily be considered as a candidate for Network President, but should be elected solely for the qualifications of this office. The Vice-President of Membership shall:

- Oversee all membership activities.
- Accountable for the recruitment, retention, and recapture of members including REALTOR® and Strategic Partners members for the Network.
- Review and implement Women's Council National recruitment and retention tools. Implement and follow-through on the National Women's Council membership marketing campaign.
- Establish Local Network membership goals in coordination with the Local Network President and Local Network Governing Board.
- Communicate membership goals and organize Network efforts to achieve goals.
- Monitor membership reports received from National Women's Council for accuracy, follow up on any discrepancies, and forward to the President.
- Forward copy of membership reports and any checks received from National Women's Council to Treasurer.
- Report to National Women's Council any corrections, changes (i.e. telephone, address) to member information.
- Ensure member roster (REALTOR® and Strategic Partners) is accurate and updated.
- Ensure website has accurate and updated member information.
- Encourage participation in National and Local referral rosters.
- Process REALTOR® and Strategic Partners applications then forward copy of application to Treasurer. All applications shall be submitted to VP of Membership within 24 hours of receipt. Funds to be deposited by Treasurer within 3 business days of receipt.

13 Project Teams under VP of Membership

A. Membership Project Teams (Standing Project Teams)

Duties include:

- a. Help VP of Membership with recruiting new REALTOR® and/or Strategic Partners members
- b. Implement four (4) New Member orientations per year
- c. Assist with call-around for retention and recruitment
- d. Report back to VP of Membership regarding orientation, materials needed such as pins, certificates, and packets.
- e. Provide article with new members as a spotlight after each orientation for electronic distribution.
- f. Assist with keeping email address for REALTOR® members, Strategic Partners members, and prospective members up to date.

B. Mentor Project Teams

Duties include:

- a. Call all new members and assign a Mentor.

- b. Stay in touch with VP of Membership and Member Services to make sure new member attends the orientation, receives pin, and receives packet.
- c. Get new members involved in a Project Teams.
- d. Send out Thank You Notes for joining Women's Council.

C. Hospitality Project Teams

Duties include:

- e. Greet all members at each meeting.
- f. Coordinate implementation of ice-breaker before each meeting.
- g. Direct new member guests and members to VP of Membership or Member Services .

D. Reservations Project Teams

Duties include:

- h. Work directly with VP of Membership.
- i. Send out emails regarding the Events for the month and reservations.
- j. Confirm reservation headcount with the venue where the meeting is being held based on the venue contract terms.
- k. Assist with keeping email address for REALTOR® members, Strategic Partners members, and prospective members up to date.

E. Strategic Partners Liaison Project Teams

Duties include:

- l. Schedule and/or coordinate Strategic Partners to be the “highlighted” Strategic Partners for each applicable Business Resource Meeting (to be determined at Annual Transition Meeting).
- m. Incoming Strategic Partners Liaison to conduct meeting in December prior to the year in which they are serving, for the upcoming year with Strategic Partners to discuss what worked that year, what didn't work, get feedback, and set up sponsors for the upcoming year. Coordinate these meetings with President-Elect.
- n. Follow up with Strategic Partners sponsor prior to the scheduled Business Resource Meeting.
- o. Be a member of the Ways and Means Project Teams.
- p. Gather bio, picture, and logo for Business Resource Meeting introductions and forward to Marketing and Promotions.

F. Marketing and Promotions Project Teams

Duties include:

- q. Call on REALTOR® offices to promote Women's Council delivering program materials for each meeting.
- r. Publish news releases in newspaper. (May use templates from Women's Council National.)
- s. Work hand in hand with the Strategic Partners Liaison and all new sources of recruitment.
- t. Prepare flyers advertising Special Meetings, Business Resource Meetings, and Fundraising events.
- u. Review Women's Council National marketing and social network tools. Assist with implementation.

14 Vice President- 1 Year Term

The Vice President shall:

- Take accurate records of all action taken during the Governing Board meetings and all business meetings of the Network.
 - Minutes of the Governing Board Meetings and special called meetings by the President shall be kept as recorded by the Vice President.
 - Motions made and approved by the Governing Board to be reflected in Governing Board meeting minutes.
 - Submit a copy of the proposed minutes within a reasonable time frame to Network President

15 Treasurer-1 Year Term

The Treasurer shall:

- Be bonded.
- Keep written and accurate records of all dues.
- Prepare a balanced and recommended budget each year for the Finance and Budget Project Teams.
- Submit monthly Income/Expense Report to Budget Committee for Actual Budget Updating.
- Submit Mid-year and year end Budget Review to State Official
- Receive all membership dues checks and membership printouts from National Women's Council and compare to incoming receipts.
- Receive and deposit funds from fundraising projects, or any project, within five (5) business days after receipt by all Project Teams persons making complete copies of said bank deposits for Network records.
- Checks to be signed by Treasurer or President.
- Provide Financial Report to the President for distribution to Governing Board each month electronically no later than the sixth (6th) of the month. Include:
 - Fundraiser After Action Report (when applicable)
 - Bank Statement
 - General Ledger
 - Budget VS Actual
- Work with the Audit Project Teams.
- Be part of the Finance and Budget Project Teams.
- Membership Director processes REALTOR® and Strategic Partners applications then forward copy of application to Treasurer. All applications shall be submitted to VP of Membership within 24 hours of receipt. Treasurer to deposit funds within three (3) business days of receipt.

A. Treasurer related information:

- All persons and/or members will not be reimbursed for any expense or budget line item expense without a signed voucher and paid receipt.

- The Treasurer's books should be closed and filed for review by our Network's financial review designee on or before June 15th and semi-annually thereafter. Semi-annual review should be done no later than December 15th with a full budget review after reimbursements of the National Mid-year State Women's Council meetings to see where the Network is and make recommendations on budget changes, if any. This Mid-Year review should be submitted in writing to the Governing Board at the next immediate meeting following the State June meetings. The annual Financial Review Report should be presented at the January Business Resource Meeting for the previous year.
- At the Governing Board planning session on or before December 31st, the incoming Treasurer should be given a preliminary year-end report and the existing Treasurer should obtain new signature cards from our depository accounts and obtain all incoming Officer signatures where necessary.
- It is recommended that available surplus funds be placed in an interest-bearing account.
- The reserve fund may be used as designated by the Governing Board with the recommendation from the Treasurer.
- The final budget should be finalized prior to the January Business Resource meeting.

16 Project Teams under Treasurer

A. Audit Project Teams

This Project Teams should be led by a past President who is not part of the line officer positions to keep a third party perspective on the expenses and income of the Network without being an actual recipient of any of the funding or travel expenditures.

B. Finance and Budget Project Teams (Standing Project Teams)

This Project Teams includes the current and incoming Treasurer, the President-Elect, the outgoing/current Network President, and one past local Network President.

17 Project Teams

Project Teams are divided into two groups – Standing Project Teams and Special Project Teams. Standing Project Teams are voting members of the Governing Board. Standing Project Teams are listed in Bylaws. Specific Project Teams details are listed below or in other sections of this document. General Project Teams Duties and Requirements refer to all Project Teams.

18 General Project Teams Duties and Requirements

Specific duties and requirements are listed in other sections in this document. General duties and/or requirements include:

- Project Teams shall consist of no less than three (3) members.
- Submit budget to be approved by the Governing Board before project is started. (i.e. fundraising)
- Include Project Teams meeting minutes and motions in the person's report. Copies of the reports shall be given to the President and Network Secretary for file retention. Copies shall also be prepared for the Governing Board meetings. Information shall be given to the Network President to be included in the Governing Board meeting packet of documents.
- All funds from fundraising projects, or any other projects, shall be turned over to the Treasurer by Project Teams within five (5) business days after receipt.

- Year-end reports are due and shall be submitted to the Network no later than December 31st.

19 Nominating Project Teams (Standing Project Teams)

The person shall be the most recent Past President able to serve. See Bylaws for Project Teams members and additional details. The Nominating Project Teams should meet prior to the January meeting to establish guidelines for the year and shall have the same ready for presentation at the Governing Board meeting.

A slate of officers shall be presented at the Mid-Year meeting of the Governing Board and the General membership meeting. The Nominating Project Teams should deliver a job description to each candidate for their respective positions prior to the slate of officer presentation to the Governing Board. Any nominations from the floor shall follow the same procedures with the exception of prior presentation to the Governing Board. Network secretary shall publish slate of officers at least ten (10) days before the Annual Election Meeting per Bylaws.

20 Bylaws Project Teams (Standing Project Teams)

This Project Teams is to include the Bylaws person and a minimum of two other members. President-Elect to be a member of this Project Teams. The purpose of this Project Teams is to revise and update the Standing Rules as it becomes necessary. All revisions shall be noted on the Standing Rules (i.e. approved 1/20/86, revised 11/1/06) and submitted to the Governing Board for approval.

21 Educations and Events Project Teams (Standing Project Teams)

This Project Teams shall plan and coordinate Business Resource Meeting speakers as well as any other Events and educational events.

22 Standing Rules

The Standing Rules may be amended at any Governing Board meeting by the majority of those present without prior written notice to the membership and will be effective immediately upon approval. The Bylaws supersede Standing Rules.

23 Expenses

Expenses to be approved by President via signature or electronic signature on the Request for Check Expense Form. The President-Elect will approve the President's reimbursement for expenses.

All expenses, event or travel, must be submitted to and approved by the President or President-Elect within 30 days of incurring the expense not to exceed December 15th of the same fiscal year. All expenses must be submitted during the year spent. All budgeted expenses incurred by a Project Teams shall be submitted and approved by the Project Teams then submitted to the Treasurer for payment. All non-budgeted items must be submitted to the President and approved by the Governing Board. All events and programs that incur expenses

must be submitted and approved by the Governing Board prior to planning of the event.
Reimbursements Must be Submitted within 30 days of Occurrence.

24 Attendance Requirements for Officers/s – Women's Council State, Regional, National Events/Meetings

All Officers are expected to attend all State Women's Council meetings, the Mid-Year and National Women's Council conference/meetings to be eligible for full year end reimbursement.

Any Women's Council state, regional, national, or other events/meetings will be attended by President and President-Elect, OR as budget allows. If one of those officers are unable to attend, it will be offered to Membership Director, then Treasurer, then Secretary, in that order.

Budget provisions for expenses may be applied to Women's Council State and National meetings. Items to be covered include Women's Council registration, food up to \$75 per day, transportation, and lodging, during Women's Council scheduled events not to exceed the budget limit. Receipts to be included with request for reimbursement. Travel by personal vehicle to be reimbursed at the standard IRS published mileage rate for business travel. All funded members must provide proof of applicable registration, attend all Women's Council events (see below) and provide an event report or article to President to distribute to Governing Board and include for electronic distribution with their respective expense reimbursement request.

The Budget shall determine for each meeting what travel expenses, lodging, transportation, etc. are relative and qualify for reimbursement. (i.e. number of nights lodging eligible for reimbursement based on event start and end times.)

Requests for reimbursement must meet the following attendance requirements. Any variance must be presented to Governing Board PRIOR to the specific meeting.

A. Missouri State Women's Council Conference/Meetings

President, President Elect, Treasurer & Secretary may be reimbursed for hotel, transportation, registration and meals(not to exceed \$75/day).

B. Mid-Year / National Women's Council conference/meetings

In the event an Elected Officer cannot attend Women's Council Mid-Year, National or State conference/meetings, the Governing Board has authority to appoint a substitute Active Project Team Chairperson in this order - Membership, Budget, Programs, By-Laws, Ways & Means, to represent the Network in that capacity. The attending substitute will be entitled to allocated reimbursement per the budget with Governing Board approval. Commitment for travel must be solidified 60 days prior to the first day of each event to ensure best pricing and reservation availability.

President, President Elect, Treasurer & Secretary may be reimbursed for airfare hotel, transportation, registration and meals(not to exceed \$75/day).

Within 7 days of any conference, each member should submit a written report of highlights of info received and how that knowledge will be shared with the General Membership.

25 Strategic Partners Membership

Women's Council Local Strategic Partners members may join a Real Estate Board of choice, but not required.

Local Network dues for Strategic Partners are voted on by general membership and established in Bylaws.

See Strategic Partner Attachment A

Strategic Partners must attend a New Member Orientation within three (3) months of joining and sign the CODE OF CONDUCT form to be retained by the Network.

A Strategic Partner who is not a member may attend 2 meetings as a guest within a calendar year.

A Strategic Partners member may designate an alternate attendee from their company to attend the business resource meeting in their absence if they are a Strategic Partner – for a maximum of 2 meetings.

If Strategic Partners member is also a Network Officer, the National Women's Council dues shall be paid out of the \$ 50 annual member dues. If National membership cost exceeds the Strategic Partners annual member dues, the Network shall pay the difference out of the scholarship fund.

Strategic Partner guidelines to be reviewed/approved by Governing Board annually prior to implementation.

Strategic Partners are capped within network to 10 lenders and 5 other affiliates (i.e, home warranty, title, surveyors, etc.).

26 Past Presidents

Invite Past Presidents to a meeting to share past experiences and ideas with incoming officers. This meeting to be held before the leadership transition planning meeting.

27 Lifetime Member

Qualifications:

- Women's Council member for at least 15 years.
- Minimum of 10 years of service – served as elected officer, Project Teams member, Project Teams and a Governing Board member.
- Attended and/or served on State and National Women's Council.
- Supported Women's Council sponsored events.

Benefits:

- Free local Network dues.
- Free lunch when attending local Network meetings.

- Recommendations for Lifetime Membership will be reviewed and approved by Governing Board. Acknowledgement of any new Lifetime Members to be made at the following Business Resource Meeting.