

Standing Rules

Women's Council of REALTORS - West Michigan Network



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STANDING COMMITTEES

Educational Programming - (lead by Events Director):

- Plan and present a minimum of four (4) educational programs, ideally one per quarter. Plan one (1) "Member Only" event. Collaborate on one (1) event with another Network or local organization/group. All events should be consistent with the Women's Council of Realtors mission statement. All programs for the year should be in place by February 15th.
- Present an annual educational course, (ex) Performance Management Network course for the benefit of the local chapter membership. Any member of the West Michigan Chapter is eligible for the scholarship of \$100 towards this or any other Continuing Education on a first come, first serve basis as long as funds are available. Limit one class per year, per member per refund. Requests for scholarship must be submitted within 30 days of completion.
- Keep the membership informed of educational opportunities available to them through the Associations, industry related organizations, as well as other Women's Council of Realtors Networks.
- Keep in contact with the National/State WCR organizations regarding Performance Management Network (PMN) courses being held throughout the state and ensure these are posted on website and social media.
- Communicate with the Marketing Committee for promotion of educational programs at the local level.
- Ensure reminders go out for all events; email, Text Magic, personal calls, etc.

Sponsorships Committee - (lead by Sponsorship Director):

- Plan and implement fundraising programs to meet the needs of budgeted expenses of the network
 - Examples: Golf Outing, Holiday Party, other (to be approved by the board)
- Network with Strategic Partners to make their memberships more meaningful
- Coordinate sponsorships and costs for each event
- Submit a budget and plan for each event to the governing board for approval
- Maintain a budget for meetings pertaining to new sponsors or membership for the local network - budget to be approved by the board annually

Marketing Committee:

- Enhance the Women's Council of Realtors image in the community through articles, news releases and/or social media (Facebook and Instagram) regarding projects and programs of the local network
- Submit dates/times/specific information to GRAR regarding local functions and meetings
- Actively promote membership to members at GRAR
- Promote all local network events and activities
- Create a sub-committee to produce a monthly newsletter/calendar for distribution amongst the membership if needed
- Produce invitations/postcards/evites for network events

Membership Committee - (lead by Membership Director):

- Receive, review, approve and process new applications for all members
- Create a membership recruiting/retention program promoting membership benefits and membership campaigns.
- Recognize new members at network meetings and in monthly newsletter / weekly social media.
- Organize, update and arrange distribution of membership directory
- Invoices shall be mailed out NO LATER than November 15 and are due by December 31st. This amount will be subject to change if the governing board deems it necessary. Proration of dues will be allowed if an individual joins in the middle of the year.
- Membership committee will be overseen by the Vice-President of Membership.
- New Member Orientation will be held at least two (2) times per year.

Hospitality Committee:

- Greet and sign in members and guests to network events
- Arrive early to all functions to allow proper time for set up
- Ensure the venue has needed items: flag, banner, hospitality bin, microphone, podium, etc.
- Send out Thank You notes to all members and guests that attend educational meetings
- Send memorials in the amount range of \$25 - \$100 to the charity of the bereaved family's choice in the event of a death in the immediate family of the governing board or committee member or as otherwise agreed upon by the governing board.

Audit Committee:

- The committee should consist of three (3) members, one of whom shall be a past Treasurer. This committee is not to include the current President due to a conflict of interest.
- Meet twice per year to review all financial records kept by the Treasurer.
- Verify all records balance with the bank records, all deposits have been made appropriately, and all disbursements have been made in accordance with the receipts issued.
- Report to the general membership annually with a written report.

Administrative:

The Governing Board consists of:

- President
- President-Elect (automatically succeeds to Office of the President)
- Treasurer
- Vice President (Secretary)
- Events Director
- Membership Director
- Most recent Past President willing to serve

Attendance: *It is imperative that all Governing Boards members attend all meetings. In the event a Governing Board member has two (2) unexcused meeting absences, he/she may be considered for replacement.*

*Duties of the Officers: (terms begin January 1 - each year)

President shall:

- Attend state and national meetings, workshops, governing board sessions, Member orientations as deemed necessary when feasible.
- Work with the Secretary to distribute copies of the Current Bylaws and Standing Rules to all board members, Realtor members and Strategic Partners. Make sure Bylaws and Rules are posted to the local website.
- Distribution of all pertinent information received from the National and State organization to local board and membership as needed.
- Prepare and print agenda and minutes of all board and general meetings. Add agendas and meeting minutes to the Network's Google Drive and local microsite website if needed.
- Be held responsible for submitting all state and national reports by the designated deadlines.
- Create a "Nominating Committee" if needed to work on growing the Network and promoting members within to board positions.
- Lead nominations of yearly awards for "Member of the Year" and "Strategic Partner of the Year" Present at annual meeting with gift. (Plaques, flowers, gift card - up to \$100 value OR a value determined by the board and available budget.
- Invite and make arrangements for both award recipients to attend the state network meeting/awards.
- Prepare a leadership manual for each incoming officer at Network's expense. The leadership manual should include the Bylaws, Standing Rules, expense report instructions, and Job Descriptions. Review duties with each officer and committee chairperson.
- Sign checks in the absence of the Treasurer.
- Be knowledgeable of Bylaws and Standing Rules.

President-Elect shall:

- Shadow and assist President
- Be a Liaison to any/all committees if needed.
- Attend Leadership 360 in August.
- Attend Women's Council of Realtors - State and National meetings.
- Fill in for the President in the case of his/her absence.
- Be knowledgeable of the Bylaws and Standing Rules.

Membership Director shall:

- Oversee the Membership Committee
- Keep a current roster of members and strategic partners and make sure all members have access to the roster
- Recruit new Members and Strategic Partners
- Maintain a budget for meetings pertaining to new sponsors or membership for the local network - budget to be approved by the board annually
- Be knowledgeable of Bylaws and Standing Rules

Treasurer shall:

- Utilize Quickbooks to track income and expenses.
- Deposit all funds upon receipt in accounts designated by the governing board.
- Write and sign checks (all bank accounts shall include Treasurer and President on signature card).
- Help prepare a yearly budget - to be approved at the first board meeting of the year.
- Help maintain all financial records through various channels: Quickbooks, PayPal, MadMimi, Text Magic, etc. as approved by the board
- Prepare a statement for the governing board meetings showing approved budget and year-to-date figures, subject to audit. Each fundraiser, project or event is to

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be shown individually on the budget or on a separate sheet for reference.

- Send checks for reimbursement of approved classes - board members and members.
- Reimburse officers' expenses as allowed by the budget and travel allowances in the budget. All expenses should be presented during the year of office by December 15th to facilitate closing of books by December 31st.
- Treasurer will not pay any expense request if the network account balance reaches less than \$3000.00 without governing board approval.
- Ensure network files and pays yearly taxes - to work with an independent accounting contractor
- Notify the National Women's Council of Realtors office with any Network dues change per the Bylaws.

Secretary shall:

- Record minutes of all committee meetings, governing board meetings and general membership meetings.
- Maintain attendance records and documents pertinent to the meetings. Keep originals in a folder for the year if printed otherwise save copy in appropriate folder on the shared Google Drive.. Upload meeting minutes to the National site and save a copy on the shared Google Drive.
- Distribute copies of the minutes to the board within two weeks of the meeting. Distribute copies of minutes at the general membership meeting, if applicable.
- Furnish the governing board members with current Bylaws and Standing Rules.
- Immediately following the annual elections of officers, file a report to the state board with contact information.
- Serve as a liaison on the Hospitality and Marketing Committees, if needed.

OFFICER TRAVEL REQUIREMENTS AND REIMBURSEMENTS

- Only officers who are required to travel to required events will be eligible. Others may be permitted to travel as voted necessary by the governing board. Example: Only the President and President-Elect will travel to Mid-Year and Nationals. The First Vice President, Treasurer and Membership Director would not leave the State unless required or budgeted for.
- There shall be no charge for state officers when attending network meetings
- All meetings including Governing Board members during Mid-Year and Nationals must be attended while traveling for the network.
- Reports should be submitted at the first Governing Board meeting upon your return detailing the events and speakers, important information/changes and expenses incurred. Additional expenses incurred during the trip will not be reimbursed upon board approval.
- Officers are expected to carpool as much as possible when traveling. Mileage will be refunded at the current state reimbursement rate.
- When staying in a hotel, officers are expected to share rooms as much as possible and rooms should be booked at any discounted or convention rate available.
- Officers shall be refunded for Coach Airfare, standard mileage (if driving) fares, registration costs, transport to and from the convention/meeting only, and hotel fees. No rental car fees will be reimbursed.
- Prior to travel, you can be reimbursed for registration, airfare and hotel estimate if funds are available provided third party documents such as copies of Registration form and Airline receipts are provided. If travel is not completed, you must return the entire amount to the Treasurer immediately.
- Meals not included in the Registration will be refunded up to \$75.00 per Diem (no receipts are required). Alcohol will never be reimbursed.
- For flights, it is expected that you will strive to find a competitive rate.
- Treasurer to have the ability to review receipts and submit concerns to the Governing Board. Treasurer will not reimburse expenses that exceed the approved budget unless approved by the Board.