

**Women's Council of Realtors® Broward  
Standing Rules**

*Revised The Year Of 2023*

**STANDING RULES**  
**Women's Council of Realtors® Broward**

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I. MEETINGS

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A. Network Meetings

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1. The President and President-Elect shall oversee sponsorships.

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2. The President will introduce any guests and speakers at the Industry Event Meetings.

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3. The President-Elect will introduce sponsors at the Industry Event Meetings.

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B. Governing Board Meetings

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1. Governing Board Meetings will be held a minimum of six (6) times per year. Initial dates will be decided at the yearly planning retreat. Meetings will be held at the site and time selected by President.

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2. Anyone may attend a Governing Board Meeting, but only the current Governing Board & Line Officers may speak and/or give an opinion.

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3. Should anyone else wish to speak at a Governing Board Meeting, it must be approved by both the President & President-Elect prior to the meeting and they must be placed on the agenda.

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4. Governing Board Meetings are to report and/or discuss the happenings of the Network.

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- 5. Planning of any events or strategies in detail need to be addressed during the Project Team Meeting and not the Governing Board Meetings.
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- C. Project Team Meetings
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- 1. Any planning for any sort of event in detail, needs to be discussed and planned out in a separate Project Team Meeting which shall include the Project Team Chair and the Project Team
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- 2. The Project Team Chair/Director will report any and all updates during the Governing Board Meeting.

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- II. FINANCIAL MATTERS
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- A. Eligibility for Reimbursement
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- 1. The Line Officers (President, President-Elect, Membership Director, Treasurer, Events Director and Secretary) shall attend the Women's Council of Realtors State, and National Meetings as allowed by the budget and funds permitting. If the Network can only send one representative, it shall be the President to the Mid-Year/Winter Meeting and President-Elect to the annual State conference President to National District Conference and President-Elect to National Conference.

- 2. If the budget, funds and space permit, an up and coming member may be chosen and approved by the board to attend any conferences for Leadership Development Purposes Only.

- B. Amounts Authorized and Expenses covered may include:

- 1. Registration Fee
- 2. Women's Council Ticketed Events

3. Lodging - Network will provide one to two rooms which will be shared by all officers attending Women's Council of Realtors conference meetings. Space permitting, Network members shall be allowed to also share the room. Additional rooms may be provided with Governing Board's approval, funds permitting. Anyone may elect to be responsible for their own expenses and make their own lodging arrangements.
  - A. Meals – per diem at IRS allowance, funds permitting. Alcoholic beverages will not be reimbursed.
  - B. Transportation - coach airfare, taxi, shuttle, gas, tolls, and public transportation, funds permitting
    3. Leadership Development – Members invited to participate and travel “by invitation only” will be reimbursed for expenses. Rooms must be shared with other Network members. Reimbursement will be limited to State and/or National meetings only, funds permitting.
    4. Attendance – Attendance to Committee Meetings, Governing Board Meetings, and General Membership sessions is mandatory in order to be reimbursed.
    5. Reports - All attendees eligible for reimbursement will be required to share with the Governing Board information gained from their attendance at the event. The President shall give an oral or written report at the following Industry Event and/or newsletter.
    6. If any officer, project team member(s) or network member(s) fail to attend any meeting for which the network has incurred expenses on their behalf, said member must reimburse the network within 30 days of meeting date – no exceptions.
    7. Request for Reimbursement - All expenses incurred by line officers, membership and/or project team members, shall be submitted to the Treasurer for reimbursement within 30 days or reimbursement will not be given. NO EXCEPTIONS.
    8. Check Request Forms/Expense Report must be filed for all reimbursements. Original receipts must be attached to an itemized expense report, or reimbursements will not be given. NO EXCEPTIONS.
    9. In order to honor the funds that we've been entrusted, and keep an orderly running budget, please provide receipt with reimbursement form to Treasurer via email no longer than 5 days from expense, and allow 5 days for reimbursement.

### III. Guest Policy

1. Speakers - Speakers are to receive a complimentary meal and/or other special recognition for their contribution to the Network.
2. National Officers and Members - Invited National Officers and State Officers should receive a complimentary meal and lodging paid in advance, if requested. Officers arriving the evening before an event should be met at the airport and invited for dinner that evening. Officers arriving the day of the event should be invited to meet with the Governing Board

before or after the event. Gifts for National President, State President, Governor and District Vice President would be in order but not for other invited officers. A token of appreciation such as flowers or mementos may be appropriate but are not required. When hosting District cooperative visit for the State President, other district local Network presidents should be advised of details and included in the preparation of the function and be requested to share in the dollar investment.

#### IV. Reservations

- A. Reservations for all Network Meetings and events sponsored by the Network shall be a financial obligation to be paid by the member or guest.
- B. Cancellation Deadline – Members or guest will not be able to cancel an event or ticket paid for. No reimbursements will be made.
- C. If members wish to attend a function without a reservation and/or ticket, they shall be accommodated on a space available basis only and may be charged extra for the event.

#### V. Network Courtesy Policy

- A. Memorials - In the case of a death of a Network member, an appropriate memorial not to exceed \$100 shall be selected. In the case of the death of a Network member's spouse, parent or child, an appropriate memorial not to exceed \$50 shall be selected. This shall be the responsibility of the Secretary.
- B. Illness - A card and/or flowers will be sent to all members hospitalized. Price not to exceed \$50 unless approved by the Governing Board.
- C. Courtesy Expenditures Not Budgeted - The Governing Board may approve a Courtesy Expense not budgeted. A donation request may be taken at an Industry Event Meeting for a courtesy expense.

VI. Audit – Audit Project Team shall be designated by the Governing Board. The Project Team will meet in the First Quarter to audit the Treasurer's books for the past year, and the Last Quarter to close the books. The Project Team will report their findings to the Governing Board and General Membership.

VII. Budget - The budget shall be prepared by the Incoming President, Incoming and Outgoing Treasurers. The proposed budget needs to be submitted to the Governing Board and Line Officers no later than December 31 of the previous year for final approval. Finance & Budget Chairperson can be either a National Affiliate or Realtor.

VIII. Other Income - All cash collected at any Women's Council of Realtors function/event will immediately be turned over to the Treasurer/Officer at the conclusion of the event.

IX. Sponsors – A Strategic Partner or In Kind Sponsor will be permitted to sponsor annually given the information and commitment with payment plan is received by Feb 28. This will entitle them to the said benefits within their level. These benefits are as follows:

## X. ELECTIONS

A. The Annual Election Meeting shall be held in August in conjunction with an Industry Event.

### 1. Procedures

i. Those Eligible to Vote - At the Annual Election Meeting, only active REALTOR® and National Affiliate Members whose dues have been paid in full and are members of record in the National Women's Council of Realtors office shall be entitled to vote.

ii. Rules of the Day - Members will be instructed on the "Rules of the Day" prior to voting per the Network Bylaws.

B. Officers Consent to Serve - Officer Nominees shall sign a consent-to-serve form after reading job description. Such consent form shall be part of the application form. The signed consent form will remain with the Secretary for the term of the nominee's office.

C. Governing Board shall have a leadership retreat prior to installation to formulate a cohesive team plan. The retreat shall be held at a location chosen by the incoming President.

## XI. INSTALLATION OF OFFICERS

A. The incoming President, along with her/his Committee, shall make arrangements for the installation of officers.

B. The incoming President shall select the Installation Officer and Master/Mistress of Ceremony.

C. The incoming President shall be responsible for obtaining sponsor(s) for the Installation Celebration.

D. The outgoing President shall have the duty of obtaining the incoming Line Officers pins/name badges at the expense of the Network.

E. The budget for the Installation Ceremony shall be sufficient to include the expenses of invited guests, plaques or gift for the outgoing President, flowers etc.

F. The Installation event can include any award presentations.

## XII. AWARDS AND RECOGNITION

A. Honor Circle Award (awarded to an active member of two years or less as of July 1<sup>st</sup> of the current year) – to be voted by the Governing Board.

B. Affiliate of the Year – to be voted by Governing Board.

C. Member of the Year – to be voted by Governing Board.

D. President's Award – President's choice

E. Special President's Award – at President's discretion.

### XIII. DUTIES

Officers - Network Officers shall abide by the Broward Network Women's Council of Realtors Bylaws, the Network's Standing Rules, the Strategic Plan and the duties as outlined in the National Leadership Policy and Procedure Manual (LPPM).

#### 1. President

**General Oversight/Scope of Duties:** Provides leadership and direction for the Network, keeping their team focused on the mission of the Council and the Network business plan. Acts as the local voice for the Women's Council brand, articulating the value of the Network, representing the Network with related groups, and setting the tone for active member involvement.

**Major Responsibilities:**

- Preside over focused, productive meetings of the Governing Board and membership
- Work with the Governing Board to develop, implement and monitor the Network Business Plan.
- Encourage and inspire members to get involved, and recognize contributions
- Cultivate development of future leaders for the Network.
- Mentor, train, support and provide leadership opportunities for the President-Elect to facilitate a smooth transition in leadership.
- Build and maintain relationships with the local Associations and related industry and community groups.
- Works with the Governing Board to evaluate Network progress and performance on stated goals, ensuring, in particular quality Network programs and services.
- Supports Event Director (or Project Team) and Membership Director in delivering quality programs and building and retaining a solid base of REALTOR® members.
- Appoint the Event Director and Membership Director, with ratification by the Governing Board.
- Establish Project Teams for Events and Membership. As well as Project Teams within the Council as needed.
- Ensure compliance with all State and National reporting requirements
- Attend all Local, National, and State Women's Council Meetings.
- Develops and identifies Potential Strategic Partners and Annual Benefit level packages for their fiscal year and works with the President-Elect to ensure a high level of satisfaction is met.
- Maintains the State Dropbox.

#### 2. President – Elect

- **General Oversight/Scope of Duties:** Supports the President in fulfilling their duties, builds leadership skills and prepares to assume Presidency. Develops and maintains productive relationships with Strategic Partners to ensure satisfaction and support for Network activities.

**Major Responsibilities:**

- Fulfills duties of the President as needed and assists with running efficient and productive meetings.
- Cultivates and manages relationships with Strategic Partners, ensuring appropriate benefit levels and packages.
- Monitors and supports development of Strategic Partner core benefits packages.

- Develops and identifies Potential Strategic Partners and Annual Benefit level packages for their fiscal year and works with the President to ensure a high level of satisfaction is met.
- Assists the President in tracking Network progress and performance, identifies areas for continued improvement and considers related goals for inclusion in the Network Business Plan in the coming year.
- Appoints the Secretary, with ratification by the Governing Board.
- Supports accomplishment of Network Business Plan goals and priorities.
- Encourage and inspire members to get involved, and recognize contributions.
- Cultivates development of future leaders for the Network.
- Attends Women’s Council 360 National meeting and the State leadership retreat as part of preparing to take on the presidency.
- Attends National and State Women’s Council Meetings, depending on budget and personal finances.
- Works with the incoming President-Elect to ensure a smooth transition in leadership

### 3. Secretary

**General Oversight/Scope of Duties:** Ensures proper reporting and Network compliance with all state and federal laws and regulations impacting nonprofit organizations.

#### **Major Responsibilities:**

- Maintains Network bylaws and standing rules.
- Oversees Credentials Project Team to ensure proper election protocols, and reports results of election to National Women’s Council by November 1 each year.
- Ensures accurate minutes are taken at each Governing Board meeting and maintains all official records of the Network. Must submit minutes within 7 business days after the conclusion of the meeting to the President for review and approval.
- Ensures accurate minutes are taken at Membership meetings when votes are taken for bylaws amendments and for elections.
- Attends National and State Women’s Council Meetings, depending on budget and personal finances.
- Prepare election application documents for incoming Governing Board and ensures that it is sent to member within timelines as set forward by President Elect
- Maintain the Local Dropbox.

### 4. Treasurer

**General Oversight/Scope of Duties:** Ensures strategies and systems are in place to support the financial health and



integrity of the Network. Ensure proper reporting and Network compliance with all state and federal laws and regulations impacting non-profit organizations.

**Major Responsibilities:**

- Maintains Network financial records, tracks transactions, and reports monthly on Network financial reports.
- Handles receipts and disbursements, ensuring proper controls in place.
- Works with the President to develop proposed annual budget.
- Maintains an update live budget showing actual vs budget.
- Ensures Network state and federal taxes are filed annually and provides full support for Network bi-annual audit reviews.
- Attends National and State Women’s Council Meetings, depending on budget and personal finances.
- Must oversee the registration table for all events. After the conclusion of the event within 10 business days, prepares the attendance and financial report to be submitted for reviewal by the Board of Directors.

5. Event Director

**General Oversight/Scope of Duties:** Ensures the development and delivery of timely, relevant, business-oriented Network educational and networking events that attract a high level of participation from members and the industry at large.

- Produce minimum 4 (four) education events and minimum 2 (two) industry events (non-educational event) focused on member networking and relationship building.
- Coordinates and implements marketing strategies for a high level of exposure for Network events within the industry.
- Develops and manages systems to routinely scan the industry environment to identify business needs and issues.
- Manages Project Teams as needed to accomplish tasks.
- Monitors and evaluates success of all programs and events and reports to the Governing Board.
- Attends National and State Women’s Council Meetings, depending on budget and personal finances.

6. Membership Director

**General Oversight/Scope of Duties:** Conduct an aggressive outreach strategy to communicate the value of the Network and the Women’s Council brand, engaging prospective, new and renewing members.

**Major Responsibilities:**

- Implements a member recruitment and retention strategy to grow the REALTOR® membership base within the Network with clear and measurable goal.
- Support and follow through on all National Council membership marketing campaigns.
- Work with the President to establish membership recruitment and retention goals as part of the Network Business Plan.
- Work together with incoming Membership Director for the new year on the national recruitment and retention contests.
- Oversee implementation of a new member welcome and orientation strategy, as well as a first-year member communication strategy, using tools and resources provided.
- Oversee implementation of a member communication ‘drip’ system, using tools and resources provided.
- Manage Membership Chair and Project Team as needed to accomplish tasks.
- Monitor and evaluate success of all membership development and outreach efforts and reports to the Governing Board.
- Monitor membership reports received from National Women’s Council for accuracy on the 1st and 15th of every month from [www.wcr.org](http://www.wcr.org) to maintain accuracy of the list and follows up on any discrepancies.
- Attend National and State Women’s Council Meetings, depending on budget and personal finances.
- Responsible for sending email notice and reminder telephone calls to membership on upcoming meetings and events and contact member which have not yet renewed.

1. Governing Board, Line Officers and/or Project Team members are responsible to suggest sources and/or functions for funding the obligations of the Network.
2. Project Team Leaders - All outgoing Project Team Leaders shall make a written report on the Committee’s accomplishments at year’s end and pass on Committee materials to the incoming Leaders. The outgoing Project Team Leader shall recommend to the incoming President members to serve on their committee. Project Team Leader shall be responsible for thank you notes to sponsors or others involved in events. Project Team Leader will review and be familiar with their job description.
3. Parliamentarian - A Parliamentarian and an alternate Parliamentarian may be appointed by the President - OR - The President shall be responsible for implementing Robert’s Rules of Order. In the absence of a Parliamentarian, the Secretary shall be responsible for implementing Robert’s Rules of Order.

#### XIV. MEMBERSHIP

##### A. New Members

1. Processing Applications
  - a. New REALTOR® member applications and dues checks shall be collected by the Membership Director who shall forward them immediately to the National Women’s Council of Realtors Office, retaining a copy for the membership file. A copy of the check and application must be forwarded to local Treasurer and local President.

- b. New National Affiliate member applications and dues checks shall be collected by the Membership Director who shall forward them immediately to the National Women's Council of Realtors Office, retaining a copy for the membership file. Note: Retaining a photocopy of the new member's check is recommended along with verifying membership in the local Board.
  - c. New Local Strategic Partner member applications should be retained for the membership file. A copy of the application and check should be sent immediately to the President-Elect. The application and original check should be forwarded to the local Treasurer and a copy to the local President. Local Affiliates will be billed for renewal by Treasurer by December 31st.
  - d. Welcome - Cards or letters shall be sent to each New Member by the Membership Director, Secretary, or another appointee on behalf of the President. New members shall be welcomed and pinned individually at Network Meetings by the Membership Director. New members need to be personally invited to the next event and introduced to an ambassador while in attendance. A calendar of events to be provided to the new member, along with a member welcome packet to include strategic partner information and delivered by different strategic partners to the new member on a monthly basis. Membership Director shall advise President and President-Elect (by email) of any new members on a biweekly basis, and also present to the Board at all meetings.
  - e. Membership Director and Project Team are responsible to communicate new member info, monthly birthday and anniversary info to Social Media Project Team so that they may create flyers. The flyers must be submitted in Jpeg & PDF format by the last day of each month for the next month to the Marketing/Social Media Project Team to post.
  - f. Social Media Project Team is responsible for new member, monthly birthday and anniversary flyers to be posted to the Women's Council of Realtors Facebook and Instagram account. The flyers must be submitted in Jpeg & PDF format by the last day of each month for the next month to the Marketing/Social Media Project Team to post.
- B. Guest Follow Up - The Membership Director shall be responsible for contacting all eligible Guests who have attended Network Meetings/Events for the purpose of asking them to join.