

WOMEN'S COUNCIL OF REALTORS NORTH LAKE

STANDING RULES

Standing rules provide continuity to the Network by setting operating policies that can be followed. They cannot take away a right given to a member by the By-Laws.

Standing rules can be suspended or amended by a majority vote of those present at a Governing Board meeting.

The Governing Board, Project Teams and Business Resource meetings shall use as the authoritative guide to smooth, orderly and fairly conducted meetings the Robert's Rules of Order and parliamentary procedures.

1. The business resource events should be held a minimum of 8 times annually.
2. Installation of new officers shall be held yearly and will be provided for in the annual budget.
3. It is professionally appropriate and expected that all line officers be in attendance at a minimum of 6 industry professional events and 9 board meetings throughout the calendar year. Removal of a line officer for failure to comply with expected attendance will be at the discretion of the governing board.
4. Speakers shall receive a complimentary meal and a gift in recognition of their contribution. Gift value shall not exceed \$25 paid from the network's budget. In the event of multiple speakers, lunch/gift value decisions will be made at the board's discretion.
5. Members and non-members will be charged whether they have lunch or not. Pre-paid reservations are non-refundable but may be given to another attendee in the absence of the purchaser with written notice to the treasurer from the purchaser no less than 24 hours prior to the event.
6. Local Strategic Partner dues will be billed in December by the network's treasurer and payable as of January 1st. If unpaid by January 15th, they will be dropped from the membership at the discretion of the board.
7. Contribution to the charities designated by each fundraiser may be up to but no more than 25% of the net profit gained from each event after all expenses for the event are paid. The governing board will approve the charity prior to the fundraiser and vote on the percentage contribution subsequent to the event. All expenses for the event shall be paid prior to distribution of the funds to the charity. An event is defined as all activities that support the fundraiser. The charity must participate in the event.
8. Officers eligible for travel reimbursement are the President and President-Elect. Expenses for officer's travel will include airfare, lodging, registration fees up to the amount of the registration fee, banquet and/or awards ceremony tickets, ground transportation, baggage fee not to exceed airline weight limitations. All expenses must be submitted within 15 days of travel and include a report of the event attended at the next board of directors meeting in order for reimbursement to occur. Covered travel expenses will be paid after all network expenses have been paid at the time reimbursement is due.
9. The treasurer will provide a current budget line item report for the previous month at each governing board meeting.
10. An audit project team will conduct an audit of financial activities on a semi-annual basis (July and December). This project team will be chaired by the president-elect and one banking member appointed by the president-elect. The current treasurer may be present to address questions by

the project team but may not participate in the audit. Either the semiannual audit or year-end audit shall be done by an independent CPA or bookkeeper (non-member).

11. Two signatures will be required on all network checks over \$500 with the exception of reimbursement to one of the signers for network related items. The following officers will be added to all network bank accounts: president and treasurer. Line officers will not be permitted to sign checks for their own reimbursements. The use of the network debit card is to be by the president and treasurer only.
12. The network shall budget funds for scholarship each year for members taking courses for any NAR designation, i.e. PMN, CRS, ABR, GRI, SRS, MRP, GREEN, PSA, etc. Reimbursement requests up to \$100 per year per member must be submitted within 30 days of completing said course to the Governing Board for approval. Member must apply for scholarship 30 days prior to course for approval contingent upon satisfactory completion of the course. Reimbursement will only be provided upon member providing proof of satisfactory completion. Scholarships will be awarded on a first come first serve basis.
13. A book of Standing Rules, strategic plan and budget shall be maintained and passed to each new incoming board of director member as a guide.
14. No more than three members of each brokerage firm) may be on the Governing Board with the exception of a current board member changing brokerages.