

WOMEN'S COUNCIL OF REALTORS® - LOUISIANA
STANDING RULES REVISED 2018
ORIGINAL VERSION ATTACHED (CREATED 11/2000, REVISED 4/2005 & 4/2013)

MEETINGS

1. NETWORK MEETINGS: General Membership Meetings will be held in conjunction with Louisiana REALTORS® (LR) Meetings which take place in Winter, Spring, and Fall with the Annual Election Meeting being held during the LR Fall Meeting.

2. GOVERNING BOARD MEETING: Governing Board Meetings shall be held during each LR meeting. Voting members of the Governing Board shall be the current State Officers, the most recent Past President willing and able to serve, the current Local Network Presidents, and all Standing Committee Chairpersons. Special Committee Chairpersons and Committee members are encouraged, but not required, to attend and are not considered voting members.

(a) UNEXCUSED ABSENCES: Any member of the Governing Board with an unexcused absence may be removed from the Governing Board at the President's discretion. Excused absences include, but are not limited to, family emergency, conflict with an LR or NAR (National Association of REALTORS®) Meeting, or natural disaster. Failure to attend the affiliated LR Meeting does not constitute an excused absence.

(b) REINSTATEMENT: Any member whose seat was vacated due to an unexcused absence may apply for reinstatement which shall require approval by a majority vote of the Board.

3. LEADERSHIP ORIENTATION: Leadership Orientation shall be held on a date between October 1 and November 30 at a time and place to be determined by the President. The outgoing President, President-Elect and Governor should attend as event leaders. Incoming State Officers and Local Network Presidents are required to attend. All other Local Network Officers and State Committee Chairpersons are encouraged to attend. (REV 2005)

OFFICERS

4. PRESIDENT: The President presides over all State Meetings. The President shall serve as a voting member of the Regional Committee as well as a voting member of the National Governing Board. The President should, whenever possible, attend all State, Regional, and National Meetings as the official representative of the Network.

4. PRESIDENT-ELECT: The President-Elect shall serve as a voting member of the State Governing Board and the Regional Committee. In the absence of the President at any State, Regional, and National Meetings, the President-Elect shall assume the duty of acting as the official representative of the Network.

5. GOVERNOR: The Governor shall serve as a voting member of the State Governing Board, the Regional Committee, and the National Governing Board. In the event that neither the President, not the

President-Elect is able to attend a State, Regional, or National Meeting, the Governor shall assume the duty of acting as the official representative of the Network.

6. SECRETARY: The Secretary shall attend all State Meetings as a voting member. The Secretary shall take minutes at all Governing Board Meetings and shall make minutes available to all members.

7. TREASURER: The Treasurer shall attend all State Meetings as a voting member. The Treasurer shall present a written financial report including an updated budget accounting at each Governing Board Meeting and shall make this report available to all members.

8. SECRETARY/TREASURER: The Secretary and Treasurer roles may be combined into one position at the discretion of the Nominating Committee if there are not enough available candidates to fill both positions. In this case, the Secretary/Treasurer shall assume all responsibilities of both positions.

9. PARLIAMENTARIAN: The President shall appoint a Parliamentarian for the Network. The Parliamentarian should be a member of Women's Council; should be provided with copies of the Bylaws, Standing Rules, and a copy of *Robert's Rules of Order* when appointed; and should be prepared to serve at all Governing Board and General Membership Meetings. In the event of an absence, the President may appoint an alternate to serve.

10. ELECTION OF OFFICERS: All Nominee recommendations shall come through the Local Networks and shall be submitted to the chairperson of the Nominating Committee by August 1.

11. CONSENT TO SERVE: Nominees shall sign a Consent to Serve form after reading the job description for which he/she has been nominated.

STANDING COMMITTEES:

12. FINANCE & BUDGET COMMITTEE: This Committee shall be appointed by the President to recommend a budget for the current fiscal year, January 1 – December 31. Said budget shall be approved by the Governing Board at the first Governing Board Meeting of the year.

13. BYLAWS COMMITTEE: The Bylaws Committee shall be appointed by the President to review the State Network Bylaws and Standing Rules annually and recommend any necessary changes to the President.

14. EDUCATION & PROGRAMS COMMITTEE: The Education and Programs Committee shall be appointed by the President and shall assist in developing the Network's Industry Events for the year including, but not limited to, up to three educational sessions and the Leadership Orientation.

15. LEADERSHIP IDENTIFICATION & DEVELOPMENT COMMITTEE: The Leadership Identification and Development Committee shall consist of five members including 2 active Past State Officers and 3 members who are currently active in Women's Council and have served in a leadership capacity in some way either with Women's Council or with the local or state REALTOR® board. This Committee shall identify and guide applicants in achieving their development goals, develop a program to educate members on leadership opportunities as needed, and provide feedback to State Officers on potential leaders.

SPECIAL COMMITTEES:

16. AUDIT COMMITTEE: The Audit Committee shall consist of a Past President, a Past Treasurer, and one Local Chapter Treasurer appointed by the President. The appointed Past President will serve as Chairperson. The Past President and or/Past Treasurer may have served at either the Local or State Network level. The audit is to be completed two weeks prior to the Annual Election Meeting.

17. STATE MEMBER OF THE YEAR COMMITTEE: The Nominating Committee for this award shall be elected at the first meeting following installation of Network Officers. The past recipient shall be the Chairperson of this Committee. The Committee shall consist of three members and two alternates. Rules as set forth in the *National Women's Council of REALTORS® Guidelines* are to be the criteria used in selecting the recipient of this award. This award shall be presented at either the Fall General Membership Meeting or the Installation Meeting

18. ADDITIONAL COMMITTEES: Additional Special Committees, Project Teams, and Taskforces may be created and disbanded by the President throughout the year as needed.

LEADERSHIP DEVELOPMENT:

19. BUDGETED EXPENSES: The Network shall pay for the registration fee, airfare, hotel accommodations, and ticketed Women's Council events for the voting delegates (President, President-Elect, and Governor) as budgeted and as funds are available. Meetings eligible for reimbursement include Louisiana REALTORS® State Meetings, Midyear Meetings in Washington, D.C., and National Convention held in conjunction with National Association of REALTORS® Annual Convention. Proper receipts are to be filed within thirty (30) days of each meeting.

20. ATTENDANCE REQUIREMENTS: While in attendance at these approved meetings, Officers shall attend all Women's Council meetings including, but not limited to, Governing Board Meetings, Regional Meetings, Leadership Training, and Educational Sessions. Officers should prepare a report to present at the next Governing Board Meeting.

21. REGIONAL VICE PRESIDENT: When the currently serving Regional Vice President (RVP) is from Louisiana, an allocation for RVP expenses shall be included in the budget as funds will allow. The intention of this allocation is only to be used for expenses not covered by the Regional Assessment.

INSTALLATION:

22. INSTALLATION OF OFFICERS: The Outgoing President and the Incoming President, with their committees, will make arrangements for the installation ceremonies to be held at the first State Meeting of the year.

23. AWARDS: The Outgoing President shall purchase a President's pin and a gavel plaque, with the service year, to be presented to the Incoming President at the time of her installation and to be paid by

the Network. The Outgoing President shall also purchase awards to be presented to the other Outgoing Officers at Installation as the current budget allows.

24. GIFTS: A appropriate gift shall be presented to the Outgoing President at the Installation Ceremony which shall be purchased by the Network at a cost not to exceed \$100. The Outgoing President-Elect usually arranges for this gift.

MISCELLANEOUS:

25. REPORTS: All reports of the Governing Board and General Membership Meetings, including minutes, Treasurer reports, audit reports, and Special Committee reports should be preserved in such a manner that they will be readily available for future reference.

26. EXPENSES: All non-budgeted expenditures in excess of \$250 must have prior approval of the Governing Board. Proper receipts are to be filed within thirty (30) days of expenditure.

27. HEAD TABLE: Officers of the Network shall be seated at the head table during Regular Meetings of the General Membership whenever possible.

26. CONFLICTS: When there is a conflict of interpretation, the most recently revised Bylaws adopted by the Chapter shall take precedence over Standing Rules.

27. CHANGES: Changes in the Standing Rules must be approved by the Governing Board. Copies must be available at all times for the use by interested members.

28. RESERVES: ~~A Cash Reserve Account shall be maintained with a minimum balance of \$1000. Monies in the Cash Reserve Account will not be used for any regular operating expenses and it to be kept separate from the Operating Account. Funds in the Cash Reserve Account will be used for, but not limited to, seminar deposits and/or fundraising activities when a profit will be realized. Funds will immediately be returned to the Cash Reserve Account after said function and before any monetary profit is placed into the Operating Account. (REV 2013)~~ Motion to move monies in reserve account into the operating and close the Reserve account. This motion was seconded and approved by the governing members on September 19, 2018.

29. ANNUAL STATE ASSESSMENT: The Treasurer shall send out invoices in January to all Louisiana Local Networks for the Annual Assessment amount of \$250 per Network, made payable to Women's Council of REALTORS® Louisiana. (REV 2013)