

Women’s Council of REALTORS Missouri Network

STANDING RULES

Revised and approved June 3, 1967; January 1991; April 1993; January 1998; June 1998; April 2000; September 2003; September 2007; June 2008; November 2008; October 2010; September 2011; April 2013; January 2015; August 2018

Standing Rules provide continuity to the Network by setting operating policies that can be referred to year after year to determine what procedure is followed.

* Standing Rules relate to the administration of a Network. They cannot be used to grant

or limit the rights of membership.

* A Standing Rule can be adopted by majority vote at a Governing Board Meeting.

Changes should be noticed periodically to the membership.

* A Standing Rule remains in force until amended or rescinded. It does not bind future meetings if a majority desire to suspend it temporarily for the duration of a particular meeting.
* A Standing Rule can be amended by a majority vote of those present at any Governing Board or business meeting or by email vote at the Missouri Network President’s discretion, without prior written notice to the membership and be effective immediately upon approval.
* A Standing Rule can be rescinded by two thirds (2/3) vote without previous notice or by a majority vote after notice on at least the preceding day.

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All Standing Rules are subject to the Women’s Council of REALTORS Missouri Network Bylaws, approved by Women’s Council of REALTORS National Network, 2017, which may not be amended as part of the Standing Rules. Some important Bylaws excerpts include:

* Terms of office shall be from January 1 through December 31 or until their successors have been elected, whichever is later.
* Officers may serve in the office to which they have been elected for more than on (1) term but not more than two (2) consecutive terms.
* The number of State Governors is determined by the number of active members reported by Women’s Council of REALTORS National Network as of December 31 the previous year. One (1) Governor is selected for 50-399 members, two (2) for 400-999.
* A Network Meeting quorum shall consist of 10% of the REALTOR®/REALTOR® ASSOCIATE/Institute Strategic Partners members representing not less than 40% of the total number of Networks.
* The Governing Board shall consist of:

\* The elected state officers

\* All current Local Network Presidents

\* The most recent past Missouri Network President able to serve

\* Team Leader of standing Project Teams

* The government of the Women’s Council of REALTORS® Missouri Network shall be vested in the Governing Board, which shall have full power to conduct the business of the

Network, to suspend any officer or member for just cause, and to otherwise govern the affairs of the Network in accordance with the Bylaws. One third (1/3) of the members of the Governing Board shall constitute a quorum.

* General Meetings of the Governing Board of the Women’s Council of REALTORS® Missouri Network operate under the authority of the current edition of Robert’s Rules of Order Newly Revised unless special provisions are made in these Standing Rules.

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1. **PURPOSE OF THE STATE NETWORK**

a. The Women’s Council of REALTORS® Missouri Network has as its core purpose

i. To deliver systems and coaching that enable Women’s Council of REALTORS® Local Networks to

provide consist value to members

ii. To serve as a resource and model of excellence in operations for Women’s Council of REALTORS®

Local Networks

iii. To reflect and reinforce in communications, services and operations of the Women’s Council of

REALTORS®

11**. STATE MEETINGS**

a. The Women’s Council of REALTORS® Missouri Network meets in conjunction with Missouri

REALTORS® and conducts its session the first day of the published dates

b. The Women’s Council of REALTORS® Missouri Network Bylaws require at least three (3) meetings of its

Governing Board per year

111**. LEADERSHIP**

a. The Women’s Council of REALTORS® Missouri Network shall elect the following officers:

i. President

ii. President-Elect

iii. Vice President of Membership

iv. Secretary

v. Treasurer

vi. Governor(s)

b. These officers are elected at the Annual Election Meeting of the Network, held at a time set by the

President at the beginning of the calendar year. At this Annual Meeting, all paid Women’s Council of

REALTORS® National Network members of the Women’s Council of REALTORS® Missouri Network

are eligible to vote in the election process.

This differs from other Governing Board/General Meetings where only members of the Governing Board

may vote to conduct business of the Women’s Council of REALTORS® Missouri Network

c. These elected officers, along with the Regional Vice-President (if a member of the Network) and the

immediate Past President shall constitute and be known as the Leadership Team

i. The President may call a meeting of the Leadership Team prior to the scheduled Governing Board

Meetings for the purpose of organizing the Network’s activities and planning the agenda for the

Governing Board Meeting.

ii. The Leadership Team may also meet any other time at the President’s request

iii. The Leadership Teams from the current calendar year and the approaching calendar year should meet

together during November or December

1. For intense transition planning

2. To outline goals and direction

3. To prepare an orientation for the incoming Women’s Council of REALTORS® Local Network

Presidents

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IV. **RECOMMENDED QUALIFICATIONS OF OFFICERS**

a. **President**

i. Has served as President-Elect for the Women’s Council of REALTORS® Missouri Network

immediately preceding this term

ii. Has been a member of Women’s Council of REALTOR® for a minimum of four (4) years

iii. Has served as Women’s Council of REALTORS® Local Network President

iv. Has served on a Women’s Council of REALTORS® Missouri Network Project Team

v. Obtained or is the process of obtaining the PMN Designation

vi. Has attended fifty (50)% of the Women’s Council of REALTORS® Missouri Network, Regional, and

National Network Meetings over the past four (4) years

vii. Serves on a minimum of one (1) local association/board committee

b. **President-Elect**

i. Has been a member of Women’s Council of REALTORS® for a minimum of four (4) years

ii. Has served as a Women’s Council of REALTORS® Local Network President

iii. Has served on a Women’s Council of REALTORS® Missouri Network Project Team

iv. Obtained or is in the process of obtaining the PMN Designation

v. Has attended fifty (50)% of the Women’s Council of REALTORS® Missouri Network, Regional and

National Network Meetings over the past four (4) years

vi. Serves on a minimum of one (1) local association/board committee

c. **Vice-President of Membership**

i. Has been a member of Women’s Council of REALTORS® for a minimum of four (4) years

ii. Has served as a Women’s Council of REALTORS® Local Network President

iii. Has served on a Women’s Council of REALTORS® Missouri Network Project Team

iv. Obtained or is in the process of obtaining the PMN Designation

v. Has attended fifty (50)% of the Women’s Council of REALTORS® Missouri Network, Regional and

National Network Meetings over the past four (4) years

vi. Serves on a minimum of one (1) local association/board committee

d. **Secretary**

i. Has been a member of Women’s Council of REALTORS® for a minimum of four (4) years

ii. Has served as a Women’s Council of REALTORS® Local Network President

iii. Has served on a Women’s Council of REALTORS® Missouri Network Project Team

iv. Obtained or is in the process of obtaining the PMN Designation

v. Has attended fifty (50)% of the Women’s Council of REALTORS® Missouri Network, Regional and

National Network Meetings over the past four (4) years

vi. Serves on a minimum of one (1) local association/board committee

e. **Treasurer**

i. Has been a member of Women’s Council of REALTORS® for a minimum of four (4) years

ii. Has served as a Women’s Council of REALTORS® Local Network President

iii. Has served on a Women’s Council of REALTORS® Missouri Project Team

iv. Obtained or is in the process of obtaining the PMN Designation

v. Has attended fifty (50)% of the Women’s Council of REALTORS® Missouri Network, Regional and

National Network Meetings over the past four (4) years

vi. Serves on a minimum of one (1) local association/board committee

f. **Governor(s)**

i. Has been a member of Women’s Council of REALTORS® for a minimum of four (4) years

ii. Has served as a Women’s Council of REALTORS® Local Network President

iii. Has served on a Women’s Council of REALTORS® Missouri Project Team

v. Has attended fifty (50)% of the Women’s Council of REALTORS® Missouri Network, Regional and

National Network Meetings over the past four (4) years

vi. Serves on a minimum of one (1) local association/board committee

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V. **DUTIES OF OFFICERS**

a**. President’s Duties**

i. Serves as Chief Officer of the Network and presides at the Governing Board/Business Meetings. At

all other times during the term of office of President shall represent the Women’s Council of

REALTORS® and act in its name and subject to its policies

ii. Is an ex-officio member of all Project Teams except Nominating, Member of the Year Award,

Entrepreneur of the Year Award and Excel Award

iii. Chairs the Officers’ Training Session

iv. Shall provide packet containing Governing Board roster, Women’s Council of REALTORS®

Missouri Network Bylaws, Standing Rules, Job Description, Meeting Schedules, etc. to officers

v. Shall email or send a copy of the agenda for all Business Meetings to the Governing Board, Missouri

REALTORS® Staff Liaison, Parliamentarian, and Members at Large five (5) days prior to the

Women’s Council of REALTORS® Missouri Network Meetings

vi. Shall email or send a copy of the agenda for the Leadership Team’s Planning Session to the officers

five (5) days prior to Women’s Council of REALTORS® Missouri Network Meetings

vii. Shall receive and approve minutes of Governing Board/Business Meetings and Annual Meeting from

the Secretary and then send to all members of the Governing Board, Missouri REALTORS® Staff

Liaison, Parliamentarian and Members at Large. Shall send copy of minutes Leadership Team

to officers

viii. Shall select a Parliamentarian to be in attendance at all Network Business Meetings and Officers

Planning Sessions. The Parliamentarian should be seated with the President at these meetings.

(Parliamentarian should have some experience with Parliamentary procedure and be able to advise the

President on Robert Rules. The Parliamentarian is not required to be a member of the Network.)

ix. Shall recognize the Regional Vice President (if a member of the Network or in attendance) to report at

each Network Meeting.

x. Shall introduce the officers, past presidents in attendance and dignitaries during the Governing Board/

Business Meetings.

xi. Shall receive membership dues checks and membership printouts from Women’s Council of

REALTORS® National Network, make copies to keep and immediately forward originals to the

Treasurer

xii. Shall receive written reports from officers after their attendance at authorized meetings and forward

such to the Newsletter Project Leader for publication

xiii.. Shall receive copies of year-end reports from officers and committee chairs, make copies to keep in

the Network records and forward to the relevant incoming officers and Project Leaders for reference

xiv. Shall receive reimbursement for expenses (budget line)

1. Only after attendance at authorized meetings

2. After paid receipts and vouchers are submitted

3. When a written report summarizing the President’s involvement in the meeting has been

submitted to the Treasurer and the Newsletter Project Leader

4. When request for reimbursement is made within thirty (30) days of meeting

5. The President may adjust travel and hotel allocated (budgeted) funds to maximize the best use

of those funds to cover State and National Women’s Council of REALTORS® Meetings.

Funds allocated for any meeting not attended will be forfeited

6. Automobile travel reimbursement shall be based on the current IRS auto expense guideline

b**. President-Elect’s Duties**

i. Shall perform the duties of the President in the event of the President’s disability or absence

ii. Shall assist the President and Missouri REALTORS® Staff Liaison if requested to coordinate room

amenities in advance of the Governing Board/Business Meeting

iii. Shall contact the National Women’s Council of REALTORS® Office to invite the National President

to a State Meeting if desired and insures that protocol is followed for visiting National Officers

iv. Shall attend the National Leadership Academy provided for incoming President

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v. Shall attend the annual National Convention Meeting in order to attend State Network President

Orientation Sessions

vi. Shall call joint meeting of current and newly-elected State and Local Network officers prior to the

first regular Governing Board/Business Meetings to outline goals directives for the coming year and

to conduct a local Network President training session – assisted by the Governor(s). Orientation to be

held no later than October 31.

vii. Is responsible for the following items at the Officers’ Installation:

1. Ordering the Plaque of Appreciation for the outgoing President (suggest ordering through the

Missouri REALTORS Staff Liaison) and make the presentation

2. Providing flowers for the head table and for the officers when appropriate

ix. Shall send to the current President, no later than November 15th a year-end report

x. Will be reimbursed for expenses (budget line)

1. Only after attendance at authorized meetings

2. After paid receipts and vouchers are submitted

3. When a written report summarizing the President-Elect’s involvement in the meeting has been

submitted to the Treasurer and the President

4. When request for reimbursement is made within thirty (30) days of meeting

5. The Officer may, at her/his discretion and with the approval of the President, adjust travel and

hotel allocated (budgeted) funds to maximize the best use of those funds to cover State and

National Women’s Council of REALTORS® Meetings. Funds allocated for any meeting not

attended will be forfeited

6. Automobile travel reimbursement shall be based on the current IRS auto expense guideline

c. **Vice President of Membership Duties**

i. Shall serve as Officer Liaison to Missouri REALTORS®

ii. Chair Annual Membership campaign in coordination with National Network goals

iii. Order pins/badges for the incoming officers from National Women’s Council of REALTORS® web

store prior to installation

iv. Is State Membership Project Leader, whose members are Local Network Vice Presidents of

Membership and the State Governor(s)

v. Shall send to the current President, no later than November 15th, a year-end report

vi. Will be reimbursed for expenses (budget line)

1. Only after attendance at authorized meetings

2. After paid receipts and vouchers are submitted

3. When a written report summarizing the Vice-President of Membership’s involvement in the

meeting has been submitted to the Treasurer and the President

4. When request for reimbursement is made within thirty (30) days of meeting

5. The Officer may, at her/his discretion and with the approval of the President, adjust travel and

hotel allocated (budgeted) funds to maximize the best use of those funds to cover State and

National Women’s Council of REALTORS® Meetings. Funds allocated for any meeting not

attended will be forfeited

6. Automobile travel reimbursement shall be based on the current IRS auto expense guideline

d**. Secretary’s Duties**

i. Take accurate records of all actions taken during Leadership Team Planning Sessions, Governing

Board/Business Meetings and the Annual Business Meeting of the Missouri Network

ii. Email or send a copy of the minutes and notices to the President within five (5) days after the meeting

for approval

iii. Shall submit to Women’s Council of REALTORS® National Network on or before November 1 (or

other date specified by National) names and contact information of:

1. All elected state officers for the coming year

2. Recipients of Member of the Year Award, Entrepreneur of the Year Award and Excel Award

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iv. Shall contact all Missouri REALTORS® candidates for office and offer them an opportunity to

speak at the Annual Business Meeting

1. Notices to be emailed

2. Time slots and time limits to be included

v. Shall send to the current President, no later than November 15th, a year-end report

vi. Will be reimbursed for expenses (budget line)

1. Only after attendance at authorized meetings

2. After paid receipts and vouchers are submitted

3. When a written report summarizing the Secretary’s involvement in the

meeting has been submitted to the Treasurer and the President

4. When request for reimbursement is made within thirty (30) days of meeting

5. The Officer may, at her/his discretion and with the approval of the President, adjust travel and

hotel allocated (budgeted) funds to maximize the best use of those funds to cover State and

National Women’s Council of REALTORS® Meetings. Funds allocated for any meeting not

attended will be forfeited

6. Automobile travel reimbursement shall be based on the current IRS auto expense guideline

vii. Secretary and President will be responsible to submit Bylaws with changes to National Women’s

Council for approval.

e. **Treasurer’s Duties**

i.. The outgoing Treasurer is responsible for bank signature cards and account data transfer process to

the incoming Treasurer

ii. The Treasurer shall receive from the President all membership dues, checks and membership

printouts

iii. The Treasurer shall present an account register at each Leadership Team Planning Session

iv. The Treasurer shall email or send a copy of the financial report to the President within five (5) days

after each Business Meeting

v. The Treasurer shall send the Network financial records to the Audit Project Team Leader no later

than May 15th for a mid-year review and no later than December 15th of each year for audit

vi. Will be reimbursed for expenses (budget line)

1. Only after attendance at authorized meetings

2. When paid receipts and vouchers are submitted within 30 days of meeting

3. When officer has submitted a written report to required officers summarizing her/his

involvement in the meeting

4. Before books are closed on December 15th

5. The Officer may, at her/his discretion and with the approval of the President, adjust travel and

hotel allocated (budgeted) funds to maximize the best use of those funds to cover State and

National Women’s Council of REALTORS® Meetings. Funds allocated for any meeting not

attended will be forfeited

6. Automobile travel reimbursement shall be based on the current IRS auto expense guideline

vii. The Treasurer shall receive funds of all fundraising projects within five (5) business days after end

of project

viii. The Treasurer shall disperse funds to: event chairmen for expenses

1. When vouchers and paid receipts are submitted to Treasurer within ten (10) days of the event

2. Income from the event is given to Treasurer no later than ten (10) days after the event

ix. The Treasurer shall provide a full written report of all income and expenses to the State Network

President within ten (10) days after the event with full review from the Ways and Means Team

Leader

x. The Treasurer shall issue certificates in lieu of checks for all awards and shall reimburse award

recipients for registration and/or class only after required attendance. Voucher must be presented

with proof of attendance.

xi. The Treasurer shall adhere to these financial policies:

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1. The incoming Treasurer must be bonded – bond to be ordered by outgoing Treasurer

2. Books must be reviewed by May 15th and closed by December 15th of each year

3. Closed financial books shall be given to the Audit Team Leader no later than December 20.

Report to the State Network President five (5) days prior to January Business Meeting

4. It is recommended that surplus funds be placed in an interest bearing account. These reserve

Funds may be used as designated by the Leadership Team and approved by the Governing

Board.

5. The Treasurer’s Report, full audit and accounting statements will be submitted after the National

Association of REALTORS® Convention’s (which is held in November of each year)

reimbursements have been made. Because the current Treasurer is responsible for all bill

payments, this will allow time for a complete audit of the books, reconciliation of all accounts

held by the Women’s Council of REALTORS® Missouri Network by the Audit Project Team

before the books of the Women’s Council of REALTORS® Missouri Network are transferred

to the incoming Treasurer. The current Treasurer is held responsible for the fiscal transactions

and reports before the books are transferred to the incoming Treasurer.

6. The Treasurer shall send a quarterly record of Bank Statements to the Missouri Network

President for quarters ending in March, June, September and December.

f. **Governor(s) Duties**

i. A Governor shall assist local Networks in various capacities at the request of the Missouri Network

President

1. Assist the Networks to understand the Women’s Council of REALTORS® mission, vision,

values and goals

2. Encourage, coach and provide wise counsel to help Networks

a. Understand and complete he Network Annual Business Plan

b. Improve the Networks’ performance on the Annual Business Plan

3. Advise on reading and interpreting the local Networks’ profile information sent to Local

Network Presidents by National

ii.. Will be reimbursed for expenses (budget line)

1. Only after attendance at authorized meetings

2. After paid receipts and vouchers are submitted

3. When a written report summarizing the Governor’s involvement in the

meeting has been submitted to the Treasurer and the President

4. When request for reimbursement is made within thirty (30) days of meeting

5. The Officer may, at her/his discretion and with the approval of the President, adjust travel and

hotel allocated (budgeted) funds to maximize the best use of those funds to cover State and

National Women’s Council of REALTORS® Meetings. Funds allocated for any meeting not

attended will be forfeited

6. Automobile travel reimbursement shall be based on the current IRS auto expense guideline

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VI. **PROJECT TEAMS**

A. **Standing Project Teams** (as provided by Bylaws)

i**. Bylaws and Standing Rules**

1. No fewer than three (3) members

2. Project Leader is appointed by Missouri Network President, is member of the Governing

Board

3. Review and amend the Standing Rules annually

4. May not amend the Bylaws without approval from National

ii. **Education and Programs**

1. No fewer than three (3) members

2. Project Leader is appointed by Missouri Network President, is member of the Governing

Board

3. Work with the Missouri Network President to schedule programs and educational

Opportunities at the state meetings

4. Shall meet with the Missouri Network President prior to January to establish program

goals for the year and to determine procedures for obtaining speakers

iii. **Finance and Budget**

1. No fewer than three (3) members

2. President-Elect to serve as Project Leader. Additional members are Treasurer, Ways and

Means Project Leader and two members at large.

3. Work with the outgoing and incoming Treasurers, incoming Ways and Means Team Leader,

and outgoing and incoming Missouri Network Presidents to design a budget for presentation

to the Governing Board at the January Meeting for approval

4. Shall conduct a June review of the budget with the Treasurer and make any needed

Adjustments

5. If adjustments are made, will assist Treasurer in sending changes to Governing Board

Members for approval via email

iv. State Leadership Identification and Development

1. No fewer than three (3) members

2. Project Leader is appointed by Missouri Network President, is member of the Governing

Board

3. Accepts applications for involvement at the National level of Women’s Council of

REALTORS® and sends to National

4. Attempts to discover Network members who exhibit in interest in National participation

and send names to National

v**. Nominating**

1. Team Leader is usually the immediate Past President, or most recent Past President willing

to serve

2. Consists of one (1) member from each Local Network. It is recommended that when

possible this member be the present President-Elect of the Local Network. Each Local

Network President shall appoint an alternate. The Nominating Project Team – both

members and alternates shall be elected by the general membership at the Annual Election

Meeting.

3. The members of the Nominating Project Team shall serve during the calendar year

subsequent to their election.

4. Nominating Project Team members shall not be eligible to serve successive terms, except

those designated alternates who were not required to serve as committee Project Team

members

5. Team Leader shall send no later than April 1 of each year a job description and

Qualifications for Missouri Network officer positions to Local Network Presidents and

Missouri State Network Line Officers.

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6. Team Leader shall publish officer applications to include all positions an applicant may

apply through the nominating process and Consent to Serve Form no later than June 1.

Team Leaders shall receive written applications and signed Consent to Serve by July 1

7. It shall be the duty of the Nominating Project Team to select at least one candidate for each

office and to present its report in writing to the Secretary who shall present it in writing to

the general membership at least ten (10) days before the Annual Election Meeting

(September Meeting)

6. Project Teams shall review applications and schedule candidate interviews to be completed

no later than one (1) day of the Annual Election Meeting of the Missouri State

Network.

7. A slate of candidates to include applicants that meet the Recommended Qualification of

President, President-Elect, Vice President of Membership, Secretary, Treasurer and

Governor(s) shall be presented to the membership at the Annual Election Meeting.

Voting shall take place according to election rules. Nominations may be taken from floor.

8. It is automatic that the current President-Elect accedes to the position of President the

following year. A courtesy interview may be done by the Nominating Project Team

of the incoming Local Network Presidents

9. It should be clearly stated verbally and understood that the promotion to the succeeding

office is not automatic for the positions of Missouri Network Vice President of

Membership, Secretary or Treasurer

10. The Missouri Network Installation of Officers elected for the coming year shall be held

in conjunction with the Missouri REALTORS® Annual Meeting (September).

11. All officer candidates should come to the September Meeting prepared to be installed at

the designated time

12. Nominations from the floor

a. Take nominations for all offices (except President)

b. Ask for nominations three (3) times

c. If any member is nominated from the floor, that member must immediately submit a

signed Consent to Serve Form

d. If member is nominated from the floor, that member is given a two (2) minutes

opportunity to address the assembly. Member presented on slate of candidates for that

office will also be given a two (2) minutes opportunity to address the assembly

13. Proceed with election

For reference…Robert Rules regarding nominations: The Nominating Committee is not a “committee of correspondence”. Nominating committee members must keep ***all*** discussions confidential. Care must be taken to avoid premature announcements or publications of the working list and avoid sharing information on the current status of particular candidates. Because of personnel-related matters, committee deliberations must take place only in executive session. The committee report will not be disclosed or circulated until it is officially presented.

vi**. Strategic Planning**

1.. No fewer than three (3) members

2. Project Leader appointed by Missouri Network President

3. Is responsible for working with the Governing Board to assure that the current Strategic Plan

is followed

4. Should be moving the Missouri Network forward by continuing to work on plans for

Additional goals for future years

vii. **Marketin**g

1.. No fewer than three (3) members

2. Project Leader appointed by Missouri Network President

3. Is responsible for promoting the Missouri Network and its activities

a. Shall be open to use various formats of multiple media

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b. Shall research the National Women’s Council of REALTORS® Network website for

forms and guidelines materials to use for marketing

c. Shall encourage all Local Networks in the use of approved branding as sanctioned by

National Women’s Council of REALTORS® Network

d. Shall assist the Missouri Network President in requested marketing campaigns

viii. **Ways and Means**

1.. No fewer than three (3) members

2. Project Leader appointed by Missouri Network President

3. Shall work with the Treasurer and Budget Team Leader to develop a plan for funds needed

To operate the Missouri Network

4. Shall plan and execute fund raising activities for the Missouri Network

5. Shall enlist the participation of all members to achieve approved goals

B. Special Project Teams

i. **Audit**

1. Has no fewer than three (3) members

2. Project Leader is appointed by Missouri Network President with Governing Board approval

3. Appointments made at same time as all Project Teams

4. Members shall be appointed for one year – eligible for reappointment

5. Shall use standard audit procedures

6. Shall review closed financial books of current year and present report to Missouri Network

President no later than five (5) days prior to January Business Meeting

ii. **Hospitality**

1. Has no fewer than three (3) members

2. Project Leader is appointed by Missouri Network President with Governing Board approval

3. Is responsible for recording attendance at all State Meetings

a. Shall be responsible for requesting table to be set outside of entrance of State Meeting

b. Shall have sign-in sheets provided for members to register their attendance as they enter

the State Meeting

c. Shall keep a record of all attendance in electronic format such as Excel or other format

to provide Local Network Presidents when documenting the Local Network Business

Plan

d. Shall tally attendance and announce attendance prizes at each meeting

4. Shall assist the Nominating Project Team in providing certification for voting at the election

5. May engage in other activities designed to welcome members to the meeting and facilitate

networking

iii. **Newsletter**

1. Has no fewer than three (3) members

2. Project Leader is appointed by Missouri Network President with Governing Board approval

3. Shall collect submissions from Local Networks, local officers and state officers to publish to

the membership in electronic form on a regular basis no less than three (3) times a year

4. May use postings to the Missouri Network website as a newsletter distribution

5. May sell business cards ads to generate extra revenue for the Missouri Network. Work with

Treasurer to keep record of purchases and valid dates

iv**. Website**

1. Has no fewer than three (3) members

2. Project Leader is appointed by Missouri Network President with Governing Board approval

3. Shall keep website timely with current information

4. Shall review the site at least twice monthly to assure that information is correct

5. Shall maintain a site that is consistent with National Branding standards

6. Shall work with the Missouri Network President and other Officers to keep information

current

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v**. Historian**

1. Has no fewer than three (3) members

2. Project Leader is appointed by Missouri Network President with Governing Board approval

3. Shall keep a record of Missouri Network activities

a. State and National Meetings and the location

b. Agendas

c. Photographs

d. Guests

e. Programs

4. May use electronic or other record-keeping methods

5. Shall pass annual record to the incoming Historian Project Leader at the beginning of the

calendar year

vi. **EXCEL Award** Project Team

The EXCEL AWARDNPROJECT TEAM shall consist of six (6) members including

the Project Leader. The Project Leader shall be the last recipient of the award. If unable

or not willing to serve, the position shall pass to the next current available past recipient.

The Project Team shall consist of past recipients and will be appointed by the Missouri

Network President. All Project Team members are to be in good standing. A quorum shall

consist of three (3) members. The deadline for award nominations will be July 31 of each year.

Any extension must be approved by the Governing Board. Each Local Network or Members at

Large will submit their nominations to the Project Team. The winner shall be a member

holding membership for three (3) years or less.

vii. **Member of the Year Award** Project Team

The MEMBER OF THE YEAR AWARD PROJECT TEAM shall consist of six (6) members

Including the Project Leader. The Project Leader shall be the last recipient of the award. If

unable or not willing to serve, the position shall pass to the next current available past recipient.

The Project Team shall consist of past recipients and will be appointed by the Missouri

Network President. All Project Team members are to be in good standing. A quorum shall

consist of three (3) members. The deadline for award nominations will be July 31 of each year.

Any extension must be approved by the Governing Board. Each Local Network or Members at

Large will submit their nominations to the Project Team.

viii. **Missouri Entrepreneur of the Year Award** Project Team

The MEMBER OF THE YEAR AWARD PROJECT TEAM shall consist of six (6) members

Including the Project Leader. The Project Leader shall be the last recipient of the award. If

unable or not willing to serve, the position shall pass to the next current available past recipient.

The Project Team shall consist of past recipients and will be appointed by the Missouri

Network President. All Project Team members are to be in good standing. A quorum shall

consist of three (3) members. The deadline for award nominations will be July 31 of each year.

Any extension must be approved by the Governing Board. Each Local Network or Members at

Large will submit their nominations to the Project Team.

C. **Project Leader’s Responsibilities**

i. Organize and facilitate Project Team Meetings

ii. Keep minutes of Project Team Meetings and give a copy to the Missouri Network President

iii. Report to the Governing Board at Business Meetings if needed or if requested by the Missouri

Network President

VII. **MEETING TEMPLATE**

A. Suggested Format for Missouri Network Business Meeting

i. January and April:

10:00 am – Leadership Meeting (Governance)

1:00 pm – General Membership Meeting

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ii. September:

Nominating Project Team Meeting no later than one (1) day before September General Membership

Meeting. Meeting to be organized by the Nominating Project Leader

10:00 am – Leadership Meeting (Governance)

11:30 am – Final Nominating Project Team Meeting if needed

1:00 pm – General Membership Meeting

B. Meetings to follow National Guidelines as found in the Leadership Policies and Procedure Manual.

LOCAL NETWORK BUSINESS PLAN INFORMATION

As a Local Network plans the annual Business Plan, these guidelines may be used.

EVENTS

1. Number of events (meetings). Must have a minimum of six.

2. Establish day and time of events – may be changed later if necessary.

3. Required to have four Industry Events (issue focused and member income generating event – suggestion one of

these events a quarter

4. One of the Industry Events must be held with another council, local board or association or any other real estate

organization (YPN, CRS, etc.)

5. One Industry Event must focus on development of business leadership skills

6. Two other events of the six events are member networking/relationship such as lunch and learn, social events to

Build relationships, member only events, orientation events, etc.

STRATEGIC PARTNERS

1. Only 20% of Network’s membership can be National Affiliate members

2. Publish Network’s Strategic Partners structure in Business Plan

3. Publish the benefits of Strategic Partners in Business Plan

NETWORK ELECTION PLAN

1. Publish dates for Election Process in Business Plan

2. No later than June 1 – establish a Candidate Review Project Team

3. No later than July 1 – send letter to solicit candidates

4. No later than August 1 – candidate application and signed Consent to Serve document must be received by

Candidate Project Team

5. No later than September 1- elections to held – members can run from floor if member notifies Candidate Review

Team Project Leader and submits a signed Consent to Serve document

6. No later than September 15 -elected officers’ names, phone number and email address must be received State

President Elect and President

7. No later than October 31 – State Network Orientation for all state and local officers and project directors

ANNUAL BUDGET AND AUDIT

1. No later than October 1 – establish Budget Committee. Incoming president-elect as chair, current and incoming

treasurer, current ways and means chair and two (2) members at large will be the committee.

2. No later than June 15 – Midyear review may be performed by one member of small committee. (Purpose of the

review to prepare for annual audit)

Local Network President to send copy of report to State President.

3. Network Officers that are entitled to expense reimbursement must be submitted no later than December

10 of current year.

4. No later than December 15 of current year – Annual budget is due and approved by network

governance. Copy of approved budget sent to state president and president elect.

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5. Include budget in Business Plan

6. Local network president is responsible for Annual Audit to be performed. Copy sent to Missouri Network

president and president-elect five (5) days before January State Network Business Event.

COMMINICATION AND MARKETING

1. State marketing plan to promote events – such as emails, invites, Facebook, YouTube, Instagram, other social

Media

2. State the plan that will be used to communicate events’ dates to Network Governance

3. State the plan that will be used to communicate with network members

4. State the plan that will be used to communicate to future members

MEMBERSHIP RECRUITMENT AND RETENTION

1. State strategy for recruiting new members.

2. State plan to meet each new member’s business needs and goals

3. State dates and plan for Welcome and Orientation for new members

PARTICIPATION/REPORTING TO STATE AND NATIONAL

1. Priority: President-Elect attends National Leadership Academy in August

2. Secretary submits Quarterly Report to National – copy to State President and President-Elect

3. Officers are expected to attend State and National Network Events. Encourage Network members to attend these

events

VIII. **OTHER**

Questions regarding procedures and/or policies not covered in these Standing Rules may be answered by reference

to the Missouri Network’s official BYLAWS, approved 2016 by Martha J. Rusk or in the National Policies and Procedures Manual found online at **www.wcr.org**

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