

## **Standing Rules for WOMEN'S COUNCIL OF REALTORS® Inland Valley**

By-laws are the foundation of the Network and can only be amended by a two-thirds vote of the membership, provided that a quorum is present, with at least ten (10) days notice to the membership. By-laws generally are amended to change local, national or state dues or initiate a name change and must be approved with recorded minutes at a general membership meeting.

Standing Rules are a set of operating policies relating to the Network's administration and business practices to provide continuity from year after year. It is the Local operating manual for the Network.

General information on Standing Rules is as follows:

- Standing Rules cannot be used to grant or limit the rights of membership.
- A Standing Rule can be adopted by a majority vote at a Governing Board meeting.
- In the event of inconsistency between By-laws and Standing Rules, the By-laws govern.
- A Standing Rule can be amended or rescinded by a two-thirds Governing Board vote without previous notice or by a majority vote after notice of at least the preceding day.
- 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- A Standing Rule remains in force until amended or rescinded.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 desires to suspend it temporarily for the duration of the meeting.

### CONTENTS:

- I. Industry & Networking Events
- II. Governing Board Meetings
- III. Elections
- IV. Installation of Officers
- V. Duties of the Governing Board Members
- VI. Membership
- VII. Financial Matters
- VIII. Awards

#### I. INDUSTRY & NETWORK EVENTS:

##### 1. Occurrence

- a.) Industry & Network Events must be a minimum of six (6) within the year.

One (1) Industry Event per quarter.

- b.) Notifications of the Industry & Network Events must be conveyed to members in writing no less than 30 days prior to the scheduled event by president's designee.

##### 2. Guest policy

- a.) Speaker(s) shall be eligible for one (1) complimentary meal.

- b.) After a prospective member attends three (3) member Industry & Network Events in a year's time, that prospective member will be approached and advised by Membership Director to join the Network.

- c.) Non-members shall pay a minimum of an additional ten (\$10.00) dollars more than membership pricing, to attend the Women's Council of REALTORS® Industry & Network Events.

### 3. Electronic devices

- a.) During all meetings all electronic devices are to be silenced or turned off.

### 4. Sponsors

- a.) A business may sponsor an Industry or Networking Event at the cost of \$250, which will entitle each sponsor to one (1) complimentary meal, a five (5) minute presentation and the opportunity to place marketing materials directly on the luncheon tables.
- b.) No marketing materials other than those from the specific sponsoring affiliates for that meeting or materials of the network will be allowed on the luncheon tables, except network flyer for next event.
- c.) Only one sponsor per industry, per event.

### 5. Strategic Partners

See Appendix A (Strategic Partner Talking Points)

### 6. Parliamentary procedures

- a.) All network events/meetings shall be governed in accordance with the *Robert's Rules of Order Newly Revised* edition. This book will also be the guideline authority in all cases not provided clearly in the bylaws or the standing rules.

### 7. Ticket Sales

- a.) All ticketed events require attendees to purchase tickets online through an online ticket service such as Eventbrite.
- b.) "Members Only" FREE Events will require attendees to reserve their tickets online through our ticket service.
- c.) A paid ticket can be re-assigned to another attendee, provided ticket is shown at door or written notice (by email) is given to project team lead

### 8. Cancellations

- a.) A cancellation deadline shall be established for each ticketed function and shall be advertised on the invite. Refund policy must be established prior to selling any tickets and cannot be adjusted once tickets have started selling.

### 9. Fee policy

- a.) Members attending a ticketed function shall be charged whether or not the meals and/or refreshments are consumed.
- b.) "No-shows" will be charged for the full amount of the ticketed event, unless notification of cancellation has been received by the announced cancellation deadline for that function.

## II. GOVERNING BOARD MEETINGS

1. A minimum of four (4) governing board meetings must be held per year. All governing board meetings shall be governed in accordance with the *Robert's Rules of Order Newly Revised* edition. This book will also be the guideline authority in all cases not provided clearly in the bylaws or the standing rules.

2. All members of the Network are invited and encouraged to attend Governing Board Meetings. Regularly scheduled meetings shall be posted to the website at [www.wcr.org/network-sites/california/inland-valley/](http://www.wcr.org/network-sites/california/inland-valley/)

### III. ELECTIONS

1. The annual election meeting shall be held before August 15 and may be held in conjunction with a regular Industry &/or Network Event.
2. Officers Consent To Serve
  - a) Line officer nominees shall sign a Consent to Serve form after reading their job description.
  - b) The term of incoming officers shall be for one calendar year, beginning January 1<sup>st</sup> through December 31<sup>st</sup> of the same year.
  - c) Per Network Operating Model, line officers and project team leaders may serve no more than two (2) consecutive terms in the same *official* capacity.
  - d) Elections will be held for the positions of President-Elect and Treasurer.
3. Procedures
  - a) Rules of the day
    - i. Elections shall be conducted in accordance with the ratified “Rules of the Day” and shall be approved by membership prior to the vote.
  - b) Eligible voters and counters
    - i. Eligible voters are active REALTOR® and national affiliate members whose dues have been paid and are in good standing.
    - ii. A minimum of three (3) ballot counters shall be appointed by the president to attend to the voting ballots during the election process if a paper vote is needed for two (2) or more candidates running for the same office.
    - iii. Refer to “State Election Procedures”

### IV. INSTALLATION OF OFFICERS

1. Installation ceremony and meeting dates and location shall be determined by the incoming President. Installation must be completed no later than December 31st of the year elections are held.
2. The incoming president and appointed project team for this event shall make arrangements for the installation of the new officers, including choosing the installation officer and mistress or master of ceremonies.
3. Incoming Officers’ Pins

Pins can be ordered from the Women's Council of REALTORS® web store on line at [www.wcr.org](http://www.wcr.org); by calling Real Estate Business Services at (888) 750-3343; purchased at Women's Council of REALTORS® National Meetings, or through a local reliable source. Network Logo used must be used in compliance with National Women's Council of REALTORS®.
4. Outgoing President’s presentation

The incoming president shall obtain, at the expense of the network, a gift, not to exceed one hundred and fifty dollars (\$150.00), to be presented to the outgoing president at the installation ceremony. President to be asked to select their gift choice.
5. Finance

Installation budget and finances to be ratified by current board to include the cost of tickets, venue, food, entertainment, etc. Budget to allow for comped tickets for invited guest dignitaries such as Women's Council State President and local REALTOR association CEO's.

## V. DUTIES OF THE GOVERNING BOARD

1. The Governing Board shall have full power to conduct the business of the Network; to suspend any officer for just cause; and to otherwise govern the affairs of the network in accordance with the Network Bylaws, the Network Standing Rules and the duties as outlined in the current Network Operating Model. Governing Board consists of the President, President-Elect, Membership Director, Treasurer, Program Director and Secretary, all of which are voting members. A quorum would be three (3), and must include either the President or President-Elect.

### a). President

The President provides leadership and direction for the Network, keeping his/her team focused on the mission of the Council and the Network business plan. He/she also 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.

- i. When the president takes office, he or she shall furnish each officer ~~and committee chairman~~ copies of duties outlined in the Network Operating Model as they apply to each office and committee, along with a copy of the Network Bylaws and Standing Rules.
- ii. Upon completion of elections, the president shall organize the year as outlined in "How to Organize Your Year as President" in the Network Operating Model.

### b). President-Elect

The President-Elect supports the President in fulfilling her duties, builds leadership skills and prepares to assume the presidency. He/she develops and maintains productive relationships with Strategic Partners to ensure satisfaction and support for Network Activities.

- i. The President-Elect shall perform the duties of the president if the President is absent or unable to serve.
- ii. The President-Elect shall plan a strategic planning session to be held after state Fall meetings, at time and place that network budget constraints will allow. Session shall be completed by December 31<sup>st</sup> of current year. At minimum, attendees shall include incoming line officers Entire membership to be invited to attend.
- iii The President-Elect is to post all Network events and Governing Board Meetings on the website at: [www.wcr.org/network-sites/california/inland-valley/](http://www.wcr.org/network-sites/california/inland-valley/)

### c). Treasurer

The Treasurer ensures strategies and systems are in place to support the financial health and integrity of the network. Also, ensures proper reporting and network compliance with all state and federal laws and regulations impacting not for profit organizations.

- i. All monies received by the network shall be deposited within 48 hours into the Women's Council of REALTORS® Inland Valley account in a financial institution selected by the governing board.
- ii. Two (2) signatures shall be required for any check \$500 or more; Signor can not be same as payee;
- iii. President, President-Elect and Treasurer shall be authorized signors and have access to online banking. Only the treasurer shall have a debit card and make purchases as long as expenses are within the approved budget. Any expenses beyond the budget or that are over \$500 need to be approved by the board.
- iv. The Treasurer shall be designated to receive the bank statements and reconcile. Monthly treasurer report and detail log to be emailed to President for review (3) three days prior to board meeting. Current month's bank statement to be uploaded to Network cloud (ie: Google Drive) by the 2nd of each month.
- v. All monies collected by the network, including dues from national members, shall be received by the treasurer within five (5) working days of receipt and shall be deposited by the treasurer within three (3) days thereafter.
- vi. Treasurer will be responsible for all funds transfers, and reconciliation.

d). Membership Director

The Membership Director conducts an aggressive outreach strategy to communicate the value of the Network and the Women's Council brand, engaging prospective, new and renewing members, and responsible for New Member Orientation quarterly. This position is appointed by the incoming President.

e). Program Director

The Program Director ensures the development and delivery of timely, relevant and business-oriented Network educational and networking events that attract a high level of participation from members and the industry at large. This position is appointed by incoming President.

f). Secretary

This position is appointed by the incoming President Elect. The Secretary shall take minutes at all governing board meetings (refer to Network Operating Model), to include action items and motions. Secretary to submit minutes to President within 48 hours of meeting.

2. Process for filling Governing Board vacancies & resignations

- a. In the event of a vacancy or resignation of Treasurer, Membership Director or Program Director, the President shall appoint a replacement and submit the name for approval to the Governing Board as soon as possible. President shall be responsible for vacant or resigned officer responsibilities by making sure all duties are still performed either by the President or by delegating the responsibility to another officer until the vacancy is filled.

- b. In the event of a vacancy or resignation of the Secretary, the President Elect shall appoint a replacement and submit the name for approval to the Governing Board as soon as possible. President Elect shall be responsible for vacant Secretary responsibilities by making sure all duties are still performed either by President Elect or by delegating the responsibility to another officer until the vacancy is filled.
  - c. In the event of a vacancy or resignation of the President or President Elect, please refer to the Network By-Laws.
  - d. Refer to Network By-Laws as to what constitutes a vacancy/resignation.
3. Project Teams
- a. Per the Network By-Laws the President appoints temporary project teams or task forces to work on specific projects and events. Examples are Budget, Audit, Elections, a specific program or event. The project team then elects a Project Team Leader and/or Co-Project Team Leader at their first meeting.
  - b. During the transition period from current board to incoming board (Oct-Dec) when training and planning for the following year projects and events should be initiated, incoming officers are encouraged to attend current year project team meetings, get involved in the conversations and make suggestions that will be impacting the following year. The current officers are the only ones still in power to make changes and approve/ratify changes.
  - c. Project Teams for the following year events are not to be formed until the Strategic Planning Meeting so that inclusivity is protected and all members who are interested have an opportunity to participate.
  - d. More than 2 unexcused absences from project team meetings constitute removal from the team.

See Network Organization Chart for additional information on positions such as Project Team Leader, Membership Recruitment Chair & Project Teams.

## VI. MEMBERSHIP

### 1. New members

- a). Processing national applications
  - i. Membership Director to direct to REALTOR® members and National Affiliate Members to sign up online at [www.wcr.org](http://www.wcr.org).
  - ii. Membership Director to check Network Management Center at [www.wcr.org](http://www.wcr.org) at least once a week to update governing board on new members, REALTOR®/Affiliate Ratios, and total member counts.

### 2. Guest Follow Up

- a). The Event Director shall collect business cards at each Industry or Networking Event and give to the Hospitality Chair for follow up and to enter email addresses to network contact list. Follow up can be by email, phone call, or handwritten note or all of the above. REALTOR® cards are then given to Membership Director and Affiliate Cards are given to Strategic Partner Chair for further follow up.

### 3. New Member Orientations

- a). There shall be a minimum of one (1) per quarter. New member orientations must have agendas showing that they covered the Women's Council of REALTORS® Mission Statement, Vision and Long-Term Goals, the value of getting involved in Women's Council of REALTORS® and the member benefits.

## VII. FINANCIAL MATTERS

### 1. Financial audit

- a). The treasurer's books shall be audited quarterly by the Audit Project Team within five (5) days from the end of the quarter. Audit Project Team to consist of the Current President Elect, the Current Treasurer and a 3<sup>rd</sup> Member designated by the board.
- b). The recommended next year's budget report shall be in writing by the Budget Project Team and presented to the board for final approval by the last governing board meeting of the year.
- c). Bank signors to be completed by January 31st of new leadership team's year, all cards to be cancelled and issued to new signors.

### 2. Reimbursements

- a) Expenses  
Expense reports with receipts must be presented to the treasurer within thirty (30) days of the event for which the expense incurred. Expenses turned in after thirty (30) days to be approved by the governing board at the next scheduled governing board meeting. No reimbursements will be paid until trip has been completed, except air travel, that is booked minimum twenty-one (21) days prior to trip.

### 3. National Meetings

- a) President and President Elect are the only traveling members budgeted. If not budgeted, additional governing board members have priority in receiving reimbursement if approved by the board, in the following order Membership Director, Program Director, Treasurer, and Secretary.
- b) If more than one member is attending, double occupancy for the hotel room is required. If a member wishes to have a private room, only one-half reimbursement will be paid. If member chooses to extend for N.A.R. meetings, travel earlier for PMN classes or any other reason, the room rate is their full responsibility for the extra days. Any/all costs incurred due to the extended stay are at the full responsibility of the member, including, but not limited to travel, lodging, per diem, registrations and ground travel.
- c) Substitutions from the Governing Board will be made on a case-by-case basis, as budget allows.
- d) Full participation until the end of all scheduled events/meetings is required to be eligible for reimbursement.
- e) Reimbursement for meetings will include: registration, transportation (from airport to hotel and from hotel back to airport), lodging and installation dinner.

- f) Per diem: seventy-five (\$75.00) dollars for each day of the meetings, including the travel day before. The per diem of \$75 to be issued via check prior to meeting, including the travel day before start of meetings/events.

## 2. State Meetings

- a) The Current Year's President, President-Elect and Membership Director are the traveling members for the Winter, Spring and Fall State Meetings. IF any of these positions cannot travel, the next position in line to travel would be the Program Director, Treasurer, and then the Secretary.
- b) If the Program Director, Treasurer, Secretary choose to travel to the State Meetings at their own expense, the Network will reimburse for the registration fee.
- c) Registration: to be paid by Network debit card prior to meetings, and before the date that the late fee applies.
- d) Air transportation: May be paid with network debit card if funds are available – If member purchases, 100% of air fare will be reimbursed provided tickets are purchased at least twenty-one (21) days in advance. Reimbursement can be received prior to the date in advance. If tickets are not purchased within twenty-one (21) days in advance the reimbursement will be subject to governing board decision.
- e) Lodging: May be paid with network ~~credit~~ debit card if funds are available – If member purchases, 100% reimbursement (Note: double occupancy" required above). All personal incidentals to be paid by traveling member with exception to resort fee and parking fee (1 vehicle per room).
- f) Deviation from any of these expenses must be approved by the governing board.
- g) A per diem of fifty dollars (\$50.00) for each day of the state meetings, including the travel day before start of meetings/events. The per diem of fifty dollars (\$50) to be issued via check prior to meeting.
- h) Cost of hotel parking (if not already included), shuttle transfer from airport to hotel/and back may be purchased with network card, or reimbursed on expense report (with receipts) after trip.
- i) Mileage to be reimbursed at Current Standard Mileage rate for members that Carpool to local State meetings.
- j) When a member of the network is elected to a State or National Women's Council of REALTORS® Office, expenses over and above those reimbursed by either state or national may be submitted to the local network for reimbursement, and approved by the Governing Board, if the budget allows, with 30-day prior approval by governing board. Exceptions to any of the above must be approved by the governing board.

## 3. Network 360 (formerly Leadership Academy)

- a) Network 360 is neither a State nor National Meeting. It is training restricted to the President Elect only.
- b) Network covers lodging for 2 nights only. Any extended stay is the responsibility of the member. Depending on the financial state of the bank account, member may need to room with another network to split the cost of the 2 nights.

- c) A per diem of fifty dollars (\$50.00) for each day of the training, including the travel day before start of training (reception event is not considered training). The per diem of fifty dollars per day (\$150) to be issued via check prior to meeting.

#### VIII. AWARDS

Recipients of the Network's "Member of the Year" and "Entrepreneur of the Year" awards are required to be a National REALTOR® member to qualify. "Affiliate of the Year" can be a National Member or a Strategic Partner to qualify for the award.

Revisions emailed to all members: 12-18-19

Revisions approved by Governing Board: 11-13-19