

WOMEN'S COUNCIL OF REALTORS® GWINNETT STANDING RULES

I. Events

- A. Networking Events shall be held on the 2nd Thursday of the month, September through May, unless otherwise notified.
- B. The Annual Election shall be held before September 30th. It may be held in conjunction with the September Networking Event. The president will notify the national membership ten days prior to the election date, with date and location.
- C. The Installation shall be held in conjunction with the December Networking Event.
- D. Governing Board Meetings shall be held on the 2nd Monday of the month, September through May, unless otherwise notified.
 - 1. Attendance shall be in person or by teleconference
 - 2. Any appointed member of the Governing Board with two or more absences shall be construed as having resigned from the Governing Board.
 - 3. Any member of the Governing Board whose seat has been vacated pursuant to D.2. above may apply for reinstatement, which reinstatement shall require a majority vote of the Governing Board.
- E. REALTORS® as well as Strategic Partners and National Affiliates are encouraged to attend Women's Council of REALTORS® Gwinnett meetings and events as well as Women's Council of REALTORS® Georgia meetings and events.

II. Installation of Officers

- A. Arrangements: The outgoing President, along with the President's Candidate Review Team, shall make arrangements for the installation of incoming officers as per <https://www.wcr.org/network-tools/network-operating-model/>.
- B. Selection of Installing Officer(s): The President Elect shall select the installing officer(s).
- C. Budget: The budget for the Installation Ceremony shall be \$200.00, which amount shall be used to pay for the expenses of invited guest dignitaries (such as National and State Officers, Association President, Executive Officers and Gwinnett Past Presidents etc.).

III. President's Pin and Plaque

- A. Pin for the Incoming President: The outgoing President shall have the duty of obtaining the incoming President's pin, as provided for in the budget, in sufficient time for presentation at the Installation Event.
- B. Plaque for Outgoing President: The President-Elect being installed as President shall obtain, as provided for in the budget, a plaque to be presented to the outgoing President at the Installation Event.

IV. Duties

- A. Officers and Committee Chair shall abide by the Women's Council of REALTORS® Bylaws, the Standing Rules, and the duties outlined in the <https://www.wcr.org/network-tools/network-operating-model/>. In addition, all officers and Project Teams agree to sign a Consent to Serve Agreement and a Confidentiality Agreement with the Women's Council of REALTORS® Gwinnett.
- B. All outgoing Project Teams shall make a written report on the Project Teams accomplishments at year's end and pass on Project Teams materials to the incoming Project Teams. The incoming Project Teams shall recommend to the incoming President possible members to serve on their Project Teams whom the President may consider appointing.
- C. In addition to the duties outlined in the <https://www.wcr.org/network-tools/network-operating-model/>, each officer shall also have the following additional duties, including, but not limited to:
 - 1. President: The President must deliver an editable meeting agenda to the Secretary at least two (2) days prior to any meeting at which the Secretary will be required to take minutes.
 - 2. President-Elect: In completing the Business Plan, the President-Elect shall schedule the Networking Events and Orientation Events.
 - 3. Membership Director: Develops and implements a member recruitment and retention strategy to grow the REALTOR® membership base within the Network.
 - 4. Secretary: For any Network Event or Governing Board Meeting at which the Secretary is required to take minutes, the Secretary must deliver a copy of said minutes to the Governing Board within three (3) business days of such meeting. Secretary will monitor email at wcrwinnett@yahoo.com and distribute as necessary.
 - 5. Treasurer: If a conflict arises as to the cost at an event at the registration desk, the issue is to be resolved by the Treasurer at the time, provided, however, that the Treasurer may not make any decisions regarding sums in excess of \$100.00 without the President's approval.
 - 6. Program Director: Ensures the development and delivery along with President-Elect of timely, relevant, business-oriented Network educational and networking events that attract a high level of participation from members and the industry at large.

V. Membership

- A. Welcome cards, letters or other forms of communication shall be sent to welcome each new member by the Membership Director on behalf of the Women's Council of REALTORS® Gwinnett.

- B. Recognition of new members shall be conducted by the Membership Director during a Networking Event. Such ceremonies may cover several months and shall be arranged with the president as they fit into the agenda for that event.
- C. Membership includes: REALTORS®, National Affiliates, Strategic Partners, and “in kind” membership. “In Kind” membership is given in exchange for services rendered to Women’s Council of REALTORS® Gwinnett and must be approved by the Governing Board.

VI. Financial Matters

- A. Reimbursed Leadership Training Expenses: Expenses shall be included in the budget for the President, President-Elect, Membership Director, Program Director, Treasurer and Secretary, to attend National and Women’s Council of REALTORS® Georgia Meetings. Travel expenses shall be included in the budget for the Immediate Past President to attend the Leadership Training and for the President Elect to attend the Leadership Academy in Chicago, IL. Leadership Training expenses for incoming officers to attend Orientation. The officers shall provide proof of attendance, receipts and other documentation to verify costs and participation in the meetings as a representative of Women’s Council of REALTORS® Gwinnett before any reimbursement by the Treasurer for officer travel expenses may be given. All travel expenses must be submitted within 30 days following the event for reimbursement. Any travel expenses budgeted for a particular officer, which are unused by said officer, may be reallocated to other officers as necessary and as approved by the Governing Board. Travel expenses include, but are not limited to:
 - 1. Early Bird Registration fees
 - 2. Ticketed Events
 - 3. Hotel and lodging
 - 4. Airfare and local transportation (e.g., taxi, rapid transit, bus etc.)
 - 5. Automobile transportation following IRS guidelines
 - 6. A per diem allowance for meals of \$50.00 per day.
- B. Guest Policy
 - 1. Speaker: Guest Speakers shall receive a complimentary meal.
 - 2. Partners: The Partner Spokesperson at a specific Business Resource Meeting shall receive a complimentary meal at that meeting.
- C. Reservation Obligations:
 - 1. Financial Obligations: Reservations for all Industry Events sponsored by Women’s Council of REALTORS® Gwinnett shall be a financial obligation to be paid by the party making the reservation.
 - 2. Cancellation Requirements: Reservations must be cancelled 48 hours prior to the function. Any reservation made, and not cancelled 48 hours prior to the function, shall be non-refundable.
 - 3. Cost Obligations:

- a) Cost of Networking Event shall be at or about cost for Members and slightly above cost for non-members, to be determined by the Governing Board.
 - b) Treasurer shall send renewal invoice to each Strategic Partner prior to October 31st each year payable by January 31st.
- 4. Fee Policy: Members attending a ticketed function shall be charged for the meal or refreshments whether or not they eat.
- 5. No Reservation: If members or non-members wish to attend a ticketed function without a reservation, they shall be accommodated on a space available basis only. In addition, there will be an additional cost of \$5.00.
- D. Memorial Policy:
 - 1. In the case of a death of a Member, an appropriate memorial, not to exceed \$50.00, shall be sent by the Secretary.
 - 2. In the case of a Member being hospitalized, a card shall be sent by the Secretary.
- E. Audit: The books shall be audited as soon as possible after they have been closed out for the year. The auditors shall report on the completed audit at the first Governing Board Meeting following the audit. The Budget and Finance Project Team shall be appointed by the President at the second to last Governing Board Meeting of the year.
- F. Budget: Any non-budget item exceeding \$100.00 shall require approval of the Governing Board.
- G. Programs Director: A separate budget is required for special events and submitted with any contracts or invoices to the Treasurer for audit prior to entering these amounts into the Annual Budget for the coming year. If the event is to intended to benefit a charity, no more than 70% of the net proceeds can be given to named charity.
- H. Minutes: Governing Board, Networking Events where business is conducted (such as Election of Officers), or any ad hoc meetings shall be delivered no later than three (3) business days after such meetings. Such minutes, after correction, if necessary, by the President or chair, as appropriate, shall then constitute the final minutes of the meeting and the Secretary will post to the network DropBox in pdf format.
- I. A \$1,000 contribution to Realtor Political Action Committee will be made annually.
- J. An amount for scholarship determined by Governing Board will be budgeted annually to assist REALTOR member in good standing towards a NAR designation. All submissions must be in writing with receipts and certificate of successful completion by October 31st. This is to obtain a new designation not for maintenance credits. Payments based on number of submissions.

VII. VIP Policies

- A. Honorary memberships shall be held by Northeast Atlanta Metro Association of REALTORS® Chief Executive Officer, the current year's Northeast Atlanta

Metro Association of REALTORS® President and Northeast Atlanta Metro Association of REALTORS® members who are the current year's Georgia Association of REALTORS® or National Association of REALTORS® President.

VIII. Awards and Recognition

- A. The President shall appoint the most recent Member of the Year, willing to serve, as Awards and Recognition Project Team. The Project Team shall follow the guidelines set forth in <https://www.wcr.org/network-tools/network-operating-model/>. All pins for these levels of recognition are available through National Women's Council of REALTORS®, as provided for in the budget.
- B. The Awards and Recognition Project Team shall select a member to receive the following awards:
 - 1. Member of the Year
 - 2. Entrepreneur of the Year
 - 3. Strategic Partner of the Year:
 - 4. Beacon Award
 - 5. Community Service
 - 6. Rising Star
 - 7. Extra Effort
- C. All members recognized by Northeast Atlanta Metro Association of REALTORS® as Million Dollar Club recipients to be recognized at the April Network Event.

IX. Insurance Coverage

- A. Women's Council of REALTORS® Gwinnett shall have Fidelity Insurance coverage for its directors and officers. Fidelity Coverage generally indemnifies the insured against loss incurred due to the dishonesty of designated persons. The coverage should be approximately the amount of the annual budget.

X. Standing Rules

- A. A Standing Rule may be adopted, amended or rescinded by a two-thirds vote of the Governing Board at any Governing Board meeting with a quorum present. No previous notice shall be required prior to the vote.

Revised and accepted by the Governing Board on September 16, 1991, by General Membership by vote on October 10, 1991. Further revised December, 1994; January, 1999; March, 1999; May, 2004; August, 2005; October 2015; December 2015, October 2017. Changes and additions allowed by prior approval of the Governing Board and if these Standing Rules do not conflict with the Bylaws in effect for the Women's Council of REALTORS Gwinnett