

STANDING RULES CENTRAL PANHANDLE NETWORK

- Standing Rules relate to the administration of a Council. They cannot be used to grant or limit the rights of membership.
- A Standing Rule can be adopted by majority vote at any Governing Board Meeting.
- A Standing Rule remains in force until amended or rescinded.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 a particular meeting.
- A Standing Rule can be amended by a majority vote.
- A Standing Rule can be suspended by a majority vote of a society for the duration of a meeting.
- A Standing Rule can be rescinded by a two thirds vote without previous notice or by a majority vote after notice of at least the preceding day.

MEETINGS

Network Programs

- 1) Regular Network Programs shall be held at times and places to be determined by the Programs and Education Project Team and approved by the Governing Board.

Annual Election Meeting

- 1) The Annual Election Meeting shall be held no earlier than August and no later than October. Failing to achieve a quorum, the election shall be held at the October meeting.
- 2) A Nominating project team will be formed to organize the annual elections. This project team will be chaired by the Chapter Past President

Installation Meeting

- 1) The installation meeting shall be held at the December Event. It may be held in lieu of a Regular Network Meeting.

Governing Board Meetings

- 1) The President shall determine the time and location of the Governing Board Meetings.

Unexcused Absences

- 1) Any member of the Governing Board with two or more unexcused absences shall be considered as having resigned from the Governing Board.

Reinstatement

- 1) Such member whose seat is vacated in this manner may apply for reinstatement, which shall require a majority vote of the Governing Board.

ELECTIONS

Officer Qualifications

- 1) Each member nominated for office shall be a member of the Central Panhandle Network.
- 2) Strategic Partners are not eligible for the offices of President and President Elect.

Officer Consent to Serve

- 1) Officer nominees shall give their consent to serve prior to being elected to office.

Electronic Voting

- 1) Electronic voting may be permitted and accepted for election of line officers.

GUEST POLICY

Speaker

- 1) Guest Speakers are to receive a complimentary meal for their contributions to the Council.
- 2) Guest Speakers who travel from out of town shall be provided over-night lodging the night prior to their scheduled appearance.

Non-Members

- 1) ***Qualified prospective Network National and Strategic Partners may attend regular Network meetings as a guest two (2) times only before joining.***

RESERVATION OBLIGATION

Reservations

- 1) Reservations for all Network meetings will be made in advance of the meeting no later than the published date and time within the invitation.

Cancellations

- 1) Cancellations must be received by the published date and time within the invitation.

Billing

- 1) Members and guests will prepay through Paypal and will have an opportunity to pay at the door. Cash, check or credit card is acceptable.
- 2) Members and Guests will pay advertised price for each network event.

No Reservations

- 1) Members and guests will be accepted if there is room after those with reservations are seated.

STRATEGIC PARTNER MEMBERSHIP

Local Strategic Partners

- 1) Strategic Partners who are not recognized by the National Women's Council of Realtors will be billed accordingly per year for local Strategic Partner membership.
- 2) Local Strategic Partners will be invoiced each October for the following year. If payment is not received by December 1st the Strategic Partner will be removed from the membership.

FINANCIAL RECORDS

Required Signatures

- 1) One signature is required on all checks, signee cannot be the recipient of the funds being reimbursed.
- 2) New signature cards shall be executed by incoming officers within 10 days of taking office.

Deposits and Verification of Cash

- 1) All checks will be listed individually on deposit slip and/or uploaded bookkeeping software prior to being deposited.
- 2) Double verification is required of all Cash received prior to be deposited.

Review and/or Audit

- 1) Monthly Review of Financial Records will be conducted on the Treasurer's Report and the monthly Bank Statements by the Governing Board
- 2) Year End Review: An audit or review will be conducted at the end of the year prior to turning all of the financial records and checkbook over to the incoming administration. The audit or review will be conducted by the outgoing Chair, incoming Chair, Vice Chair, outgoing Treasurer, incoming Treasurer, and anyone else appointed by the incoming Chair. If it is determined an audit is needed by an independent auditor one will be ordered by the incoming Chair and Treasurer.

Eligibility and Reimbursement

- 1) The President and President-Elect are to attend State, Regional and National meetings and are reimbursed at 100%, as the budget allows. Maximum daily allowances are as allowed by the IRS Florida Realtors/Women's Council of Realtors Accountability Plans; travel allowance policies, procedures and guidelines are to be followed. The Chair and Vice Chair will be reimbursed for travel to and from the meetings, registration including designation courses, banquets, receptions, lodging, and food upon presentation and receipt of original receipts. Reimbursements for lodging accommodations and travel costs to and from the venue other than the functions designated hotel are to be approved by the Governing Board. There will be no reimbursement for the purchase of alcoholic beverages.
- 2) The District Vice President attends the State and Regional Meetings and is reimbursed according to the IRS Allowances and follows the Florida Realtors/Women's Council of Realtors Accountability Plan. The District Vice President's reimbursement of allowable travel expenses will be determined by the Women's Council of Realtors District Leadership.
- 3) Additional Members of the Governing Board, which include Line Officers, are reimbursed 50% of allowable expenses for attendance at State, Regional or National Women's Council of Realtors functions; Chairs of Ways and Means, Membership, Bylaws, Budget and Finance, and Professional Development Project Teams are reimbursed a maximum of \$500 for travel to and from State, Regional or National Women's Council of Realtors meetings registration including designation

courses, banquet and reception, lodging, not to exceed the room cost for the designated hotel, transportation to and from the facility for WCR meetings and courses if lodging could not be secured at the designated facility. There will be no reimbursement for the purchase of alcoholic beverages. Note: It is the practice of the Central Panhandle Network that rooms are to be shared by Network members (when possible) to minimize expenses. IRS Guidelines and Florida Realtors/Women's Council of Realtors Accountability Plans are to be followed. Pre-approval of the Central Panhandle Governing Board is required prior to travel to be eligible for reimbursement.

- 4) The Travel Reimbursement Form with original receipts attached are required for reimbursement and must be submitted within 30 days of travel unless an extension is granted by the Governing Board.
- 5) The traveling officers and project team chairs shall provide to the Chair a written report of the meeting and events attended during their travel for the purpose of reporting to the membership. This report(s) shall be attached to the Travel Reimbursement Form.
- 6) All Requests for Reimbursements shall be reviewed by the Budget and Finance Project Team chaired by the Treasurer prior to payment.
- 7) Reimbursement checks will be written monthly at the Budget and Finance Meeting and disbursed at the Governing Board Meeting.

BUDGET

- 1) A budget will be prepared prior to the beginning of the New Year by the incoming Chair, Vice Chair, Budget & Finance Chair and others as designated by the Chair.
- 2) All expenditures not included in the budget will be pre-approved by the Chapter Governing Board.
- 3) Miscellaneous expenses incurred by any member at the direction of the Chair for the Central Panhandle Network functions shall be reimbursed upon receipt of purchase and approval of the Central Panhandle Network Governing Board. This is intended to cover postage, copy expenses, decorations, handouts, printing, etc., for member meetings and other events held by the Network .

AWARDS AND RECOGNITION

Women (Men) of the Year

- 1) The Network will select a member or members that are qualified for the nine awards set by the State Network . The recipients shall be selected by the local Network's Awards Project Team.

Year End Recognition

- 1) Officers and Project Team Chairs shall receive recognition at the December Awards/Installation Meeting.