



STANDING RULES

Approved by the Governing Board of the Women's Council of Realtors® Greater Portland Area at the Governing Board meeting on September 30, 2022.

- ✓ 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 can be amended by a majority vote at any Governing Board Meeting.
- ✓ A Standing Rule remains in force until amended or rescinded.
- ✓ A Standing Rule can be rescinded by a (2/3) two thirds vote without previous notice or by a majority vote after notice of at least the preceding day.

GOVERNING BOARD

1. The Governing Board shall consist of the four Officers: President, President-Elect, Treasurer and First Vice President; as well as an Events Director and Membership Director. These six positions are voting members of the Governing Board. Non-voting members may include the Immediate Past President, Communication Director, Strategic Partner Director, and Hospitality Director.
2. The incoming President shall appoint the Membership Director, Event Director, Communication Director, Strategic Partner Director, and Hospitality Director who shall all be confirmed by the Governing Board.
3. The incoming President-Elect shall appoint the First First President who shall be confirmed by the Governing Board.
4. Explanation of Job Descriptions will be provided to all members of the Governing Board.
5. The President may appoint Chair positions to assist the Governing Board. These Chair positions must be approved by the Governing Board. Chairs do not serve on the Governing Board.
5. Governing Board quorum is three Realtor® members of the board and must include either the President or President-Elect.

GOVERNANCE STRUCTURE

1. President
 - A. Must be a Realtor® member
 - B. Elected as President-Elect and automatically moves up to the position of President

- C. One-year term
- 2. President-Elect
 - A. Must be a Realtor® member
 - B. Elected by the membership
 - C. One-year term
- 3. First Vice President
 - A. Must be a Realtor® member
 - B. Appointed by the incoming President-Elect and ratified at the last Governing Board meeting prior to the year taking office
 - C. One-year term
- 4. Treasurer
 - A. Can be a Realtor® member or National Affiliate member
 - B. Elected as President-Elect and automatically moves up to the position of President
 - C. One-year term
- 5. Events Director
 - A. Must be a Realtor® member
 - B. Appointed by the incoming President and ratified at the last Governing Board meeting prior to the year taking office
 - C. One-year term
- 6. Membership Director
 - A. Can be a Realtor® member or National Affiliate member
 - B. Appointed by the incoming President and ratified at the last Governing Board meeting prior to the year taking office
 - C. One-year term

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GOVERNING BOARD MEETINGS

1. There shall be a minimum of four (4) Governing Board meetings annually.
2. 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.
3. Governing Board meetings shall be at a location selected by the President and approved by the Governing Board. Governing Board meetings shall convene promptly at a time designated by the President and shall end when the Network's business has been completed.
4. Officers and Governing Board members are required to attend all Governing Board meetings and events unless excused by the President. All absences shall be limited to no more than two in the calendar year. If a member exceeds the limit, then the Member shall be deemed as having resigned from the Governing Board.

5. The First Vice-President shall email the minutes of the Governing Board meeting to the President within 3 business days of the meeting of the Governing Board. Minutes shall be emailed to the Governing Board along with the Agenda at least 5 business days prior to the next meeting of the Governing Board. If approved at the meeting of the Governing Board by majority vote, the First Vice-President shall upload them to Network Google Drive within 2 business days.
6. All Governing Board meetings shall be open to the General Membership, but general membership shall have no voting privileges.
7. The President shall co-ordinate a transition meeting with the incoming Governing Board prior to the end of the calendar year to insure a smooth transition.

MEMBER PROGRAMS AND EVENTS

1. Conduct a minimum of 6 mission-focused events annually as follows:
 - A. A minimum of 4 industry events. All industry events must provide content that is timely, issue focused and member income-generating.
 - i. One of the four industry events must be focused on development of business leadership skills.
 - ii. One of the four industry events must be conducted collaboratively with other local networks, with the local Realtor® association, or with a related real estate organization.
 - iii. All industry events must provide content that is timely, issue focused and member income-generating.
 - B. Conduct a minimum of 2 events focused on member networking/relationship building that could also include professional development content; examples include:
 - i. Smaller events, such as mastermind groups, lunch and learns, topical roundtables, etc.
 - ii. Networking events and Members-only events
 - iii. Social events that facilitate relationship building
2. Facilitate member-to-member support for the purpose of meeting members' individual business goals, with a special focus on new members.

GUEST SPEAKER POLICY

1. Guest Speakers are to receive a complimentary meal for their contributions to the Council and a gift certificate for lunch, coffee, etc. not to exceed \$25.00.
2. National Speakers will be paid according to discussed and negotiated contract. Speaker contract is to be signed and approved by President as per budget.

EVENT REGISTRATION OBLIGATION

1. Pre-registration for all meetings or ticketed events will be made and paid for in advance of the event no later than noon the day before the event, or per deadline on the event registration.
2. Day-Of Registration will be made available as space allows for an increased ticket amount.
3. Members and guests who have not paid for registrations will not be admitted to the event.
4. Cancellations for any reason will not be reimbursable. Event registration cancellation policy must be included on the registration website.
5. Online payment will be accepted through App selected by the Governing Board.

PROJECT TEAM MEETINGS

All meetings, excluding Nominating and Audit, are open to the General Membership, but membership shall have no voting privileges. The Treasurer may be a member of the Audit Project Team meetings to provide explanation on present or past bookkeeping entries.

STRATEGIC MEMBERSHIP AND PARTNERSHIP

1. Definitions

- A. Local Strategic Members are non-Realtor® members who register directly with the local Network, and who are not National Members of Women’s Council of Realtors®.
- B. Local Strategic Members who are not National Members of Women’s Council of Realtors® will be provided an application with payment instructions each year for local membership.
- C. Strategic National Affiliate Members are National Members of Women’s Council of Realtors® and may not compromise more than 20% of the Network’s membership.
- D. Local Strategic Partners are non-Realtor affiliate businesses who sponsor the local Network.

2. Strategic Partners

- A. Strategic Partner Levels will be Diamond, Platinum, Gold, and Silver.
- B. All Strategic Partners will be provided with the benefits as listed in the current Strategic Partners Packet and Application.
- C. Strategic Partner Levels and Opportunities may be added and offered at any given time throughout the year.

FINANCIAL MATTERS

1. Financial Records

- A. Two signatures are required on all checks over \$500, neither of which can be the recipient of the funds being reimbursed.

- B. The three officers who will be signees are the President, President-Elect, and the Treasurer. New signature cards shall be executed by incoming President, President-Elect, and Treasurer within 10 days of taking office.
 - C. Treasurer will upload copies of all deposits and monthly bank statements to the Network Google Drive, and statements will be available for review by the Governing Board at any time.
 - D. Double verification is required and initialed for all Cash received prior to being deposited.
2. Network Debit Card
- A. The President, President-Elect, and Treasurer will be issued a debit card. This adding and/or removing Governing Board Members to the bank accounts must be done through a Governing Board Meeting, recorded in the minutes, and provided to Wells Fargo for processing.
 - B. Debit card may be used for travel and reservation expenses, including, but not limited to: hotel reservations, airfare, conference/event fees for National meetings, and reserving local event or meeting space.
 - C. Charges exceeding \$100 require Governing Board approval in advance.
 - D. Receipts for any charges made are to be sent to the Treasurer and President within 2 business days, with a description detailing the charges.
3. Financial Reviews and Year End Review
- A. The Treasurer shall prepare and present a reconciliation report of all financials to present at every Governing Board meeting.
 - B. The Treasurer shall prepare a quarterly report of all financials and present to the Governing Board.
 - C. Upon approval of the reports by the Governing Board, the Treasurer shall promptly post all reports to the Network Google Drive within 2 business days.
 - D. The Treasurer will conduct an end of year review and report and present such to the Governing Board prior to turning all the financial records and accounts over to the incoming administration and place said report into the Network Google Drive.
 - E. A review of the Treasurers report and all financial records will be conducted by the outgoing President, incoming President, incoming President-Elect, outgoing Treasurer, and incoming Treasurer. If it is determined an audit is needed by an independent auditor one will be ordered by the incoming President.

REIMBURSEMENT AND TRAVEL EXPENSES

- 1. Reimbursements shall be based on the yearly budgetary allowances and limits.
- 2. General Travel Guidelines
 - A. Priority for travel expenditures is given to President, then President-Elect, then Event Director, then Membership Director, then First Vice-President, then Treasurer.

- B. When funds are available based on the Network's financials and budget, the Network will cover the cost for the following expenses for the Network President, President-Elect, Event Director, and Membership Director:
 - i. 100% of cost of Event Registration if purchased at Early Registration Rate
 - ii. 100% of cost of roundtrip airfare, if purchased within Airfare Guidelines
 - iii. 100% of the cost of hotel room accommodations with double occupancy, and 50% of the cost with single occupancy. Exception: Network 360 will be reimbursed at 100% of cost of hotel room.
 - C. When funds are available based on the Network's financials and budget, the Network will cover the cost for additional Governing Board members and/or future Governing Board members.
 - D. Additional financial scholarships for travel may be made available for members as budget and funds allow.
 - E. All members traveling on behalf of the Network are required to make every effort possible to attend and participate in the conference, sessions, meetings, etc. in their entirety. If a member's best effort isn't made, the member may be required to reimburse the Network for any expenses the Network has paid for.
 - F. All who travel will be asked share what they learned to the Governing Board and/or Membership, via a brief speech (3-5 minutes) or a written copy of a report must be provided to the Governing Board and/or Membership.
 - G. If payment has been made by the Network and the member does not attend, that member is required to reimburse the Network for all registration expenses and cancellation fees.
3. It is necessary for members to use their personal funds, which was agreed to on the Consent To Serve Form, for purchases and travel and then present the request and receipts for reimbursement and approval through the Reimbursement Process below.
4. Hotel Guidelines
- A. Hotel costs will be reimbursed during event dates only.
 - B. Hotel must be reserved at the rate negotiated by Women's Council/NAR.
 - C. Hotel accommodations for Network 360 will be reimbursed at 100% of cost of hotel room with single or double occupancy.
5. Airfare Guidelines
- A. To qualify for reimbursement, flights must be booked at least 30 days before travel. If special circumstances arise, an exception may be approved by the Governing Board.
 - B. It is expected that member will strive to find a competitive rate. Reimbursement will only be made for coach/economy airfare unless otherwise approved by the Governing Board.
6. Reimbursement Process
- A. In order to receive reimbursement, the Reimbursement Form with original or electronic copies of receipts attached is required and must be submitted within 30 days of travel.

- B. The reimbursement request will be reviewed by the Treasurer and then forwarded to the President for final approval.
 - C. If a reimbursement is requested without proper completion of the Reimbursement Form and without receipts and supporting documentation and within the 30-day rule, then the request will be denied and returned to the member for proper completion.
7. Officers shall pay for all expenses up front and submit said expenses for reimbursement approval, with the exception of travel expenses to Network 360 for the President-Elect.
 8. No travel reimbursements will be made other than the event registration, airfare, and hotel accommodations.

BUDGET

1. A Budget will be prepared prior to the beginning of the New Year by the incoming President, President-Elect and Treasurer for approval of the incoming Governing Board.
2. All expenditures not included in the budget will be pre-approved by Governing Board.
3. No purchases for the Network over \$100 will be made without prior approval of the President, the Treasurer, and the Governing Board.
4. Miscellaneous expenses incurred by any member at the direction of the President for a specific function shall be reimbursed upon receipt of the Reimbursement Form and the original receipt of purchase. If over \$100, reimbursement must be approved by the Governing Board. This is intended to cover postage, copy expenses, decorations, handouts, printing, etc. for member meetings and other events held by the Network.

RESERVE FUNDS POLICY

Reserves from the previous year Budget shall be held for and used as follows:

1. End of year balance brought forth from previous year shall be transferred to Network Reserve Account. Each calendar year the President should start with \$2,000 if available from the previous year funds.
2. All Strategic Partnership Money that is collected prior to the end of the current fiscal year, shall be counted in that fiscal year (November 1- October 31).
3. Network Reserve Funds remaining in Network Reserve Account, if available, shall only be used as a source to maintain the services of the Network and to address issues of critical concern to the Network.
4. Expenditures/withdrawals from Reserves shall be approved prior to use by a majority vote of the voting members of the Governing Board.
5. The Network shall not undertake any project which could create deficit balance in any given budgeted line item.

ACCESS TO NETWORK EMAIL, SOFTWARE AND SOCIAL MEDIA ACCOUNTS

Network passwords, username and accounts that include but are not limited to: Gmail, Mailchimp, Google Drive, Venmo, Canva, Facebook, Instagram, and Quick Books will be given by the President to all appointed officers and members.

MEMBERSHIP ROSTER

1. The member roster shall only be made available to local Members and Diamond level Strategic Partners.
2. A copy of the roster may be obtained from the First Vice President and/or Membership Director.
3. An updated copy of the membership roster should be uploaded to the Network Google Drive at a minimum of once per quarter.

ELECTION PROCEDURES

1. The Annual Election Meeting shall be held prior to the September 30th deadline. It may be held in conjunction with an Industry or Networking Event.
2. Officers Consent to Serve
 - A. Line officer nominees shall sign a Consent to Serve form and the job description form to submit with application.
 - B. The term of incoming officers shall be for one calendar year, beginning November 1st.
 - C. Per Network Operating Model, board officers and chairpersons may serve no more than two consecutive terms in the same *official* capacity.
 - D. Elections will be held for the positions of President-Elect and Treasurer.
3. Eligible Voters and Counters
 - A. At the Annual Election Meeting, only active Realtor® members whose dues have been paid in full and who are members of the record in the National Women’s Council of Realtors® office shall be entitled to vote.
 - B. A minimum of three 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 or more candidates running for the same position.
4. Elections shall be conducted in accordance to the “Rules of the Day” and members will be provided instructions prior to voting per the Network Bylaws.
5. The membership of the Network shall be vested in the Governing Board which shall consist of the President, President-Elect, First Vice President, Treasurer, Events Director, and Membership Director all of whom shall be entitled to vote.
6. The First Vice President must be a Realtor® member and is appointed by the incoming President-Elect.

7. The Events Director may be a Realtor® member and is appointed by the incoming President.
8. The Membership Director may be either a Realtor® member or a National Strategic Partners member and is appointed by the incoming President.
9. Each appointment must be ratified by the current year's (ie. outgoing) Governing Board.

CANDIDATE REVIEW TEAM

1. Candidate Reviewal Project Team shall review all submissions as per Network Bylaws.
2. The Candidate Reviewal Project Team shall consist of three Active National Women's Council of Realtors® members, in addition to the most recent Past President to serve who is suggested to be chairman of the Project Team and the President-Elect.

INSTALLATION OF OFFICERS

1. The passing of the gavel will occur at the Installation Meeting/Event.
2. The Installation Meeting/Event shall be held no later than January 1st of the effective year. It may be held in conjunction with an Industry or Networking Event.
3. The incoming President, along with their Installation Project Team, shall make the arrangements for the ceremony event.
4. The Incoming President shall select the Master of Ceremonies (MC) and installing officer.

PINS & BADGES

1. The outgoing President shall have the duty of obtaining the incoming President's pin at the expense of the Network for presentation at Installation Event. If the outgoing president is serving a second term due to resignation of current year president. Incoming President Elect would have the duty to obtain the pin.
2. The incoming President shall order name badges for the incoming officers at the expense of the Network.

AWARDS & GIFTS

1. The incoming President is responsible to obtain, at the expense of the Network, a plaque or trophy and a gift to be presented to the outgoing President at the installation.
2. The value of the plaque/trophy and gift shall not exceed the budgeted amount. Gift will be given to outgoing President if funds are available. If the outgoing President is serving a second term due to resignation of current year President, incoming President-Elect would have the duty to obtain the plaque or trophy and a gift. At the discretion of the President and per budget, the President may give the board a gift not to exceed budgeted amount.
3. A Realtor® Member of the Year will be presented with an annual award. Plaque, trophy, or gift should not exceed budgeted amount.

4. A Strategic Member of the Year will be presented with an annual award. Plaque, trophy, or gift should not exceed budgeted amount.

PRESS RELEASES

1. The President is the official voice of the Network and is authorized to speak for the Network.
2. All press releases must first be approved by the Governing Board prior to being submitted to the appropriate media.
3. The Communications Director shall be the designated member in charge of placing press releases in any publications or social media, and emails shall insure that all Network members are appropriately recognized with their company names and Network positions held.

SPECIAL OCCASIONS & MEMORIALS

1. Memorials shall be an annual budgeted item. It shall be the duty of the Hospitality Director to send an appropriate card to the Network member and an email announcement of the event sent to the Members.
2. Network Member - In the event of death or a hospital stay, a floral arrangement or a cash donation may be made to an organization of the Member's choice or a family member's choice, not to exceed \$100.00.
3. Network Member's spouse, significant other or child - In the event of death or a hospital stay, a floral arrangement or a cash donation to an organization of the Member's choice or a family member's choice shall be made not to exceed \$100.00.
4. In the event of a Network Member's celebratory occasion, such as a wedding or new baby, a floral arrangement or gift may be sent, not to exceed \$100.00.