

## WOMAN'S COUNCIL OF REALTOR'S® ST. LUCIE NETWORK

### 2023 STANDING RULES

*(Revised May, 2023)*

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. Basic information on Standing Rules as well as a few examples is the following:

1. Standing Rules relate to the administration of a Network. They cannot be used to grant or limit rights of membership.
2. A Standing Rule can be adopted by majority vote at a Governing Board Meeting. Changes should be noticed periodically to the membership.
3. A Standing Rule remains in force until amended or rescinded.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. A Standing Rule can be amended by a majority vote.
  - b. A Standing Rule can be suspended by a majority vote of a society for the duration of a meeting.
4. A Standing Rule can be rescinded by a two-thirds vote without previous notice or by a majority vote after notice on at least the preceding day.

### Governing Board Meetings

The Governing Board shall meet at least four (4) times per year for the purpose of reviewing plans and progress toward Goals and voting on measures necessary for the proper functioning of the Network.

1. The Secretary, with consent from the President, will send the meeting agenda to the Governing Board at least 24 hours prior to the meeting.
2. Governing Board Meeting minutes are to be emailed to the Governing Board as soon as possible after the Meeting and no later than 72 hours prior to the next meeting.
3. Any person can attend a Governing Board Meeting but only the Governing Board may vote.
4. Non-Board Members may be recognized to speak.
5. From time to time a project team may be invited to present to the Board.
- 6. Project teamwork should be conducted outside the Governing Board Meeting.**
7. Governing Board meetings shall be managed according to Robert's Rules.

### **Unexcused Absences:**

When a member of the Governing Board has two (2) or more unexcused absences it will be assumed they have resigned from the Governing Board. In that event, the President and the Governing Board will determine the necessary action if any.

### Membership

Realtor Members, National Affiliates and Strategic Partners at all levels will enjoy Member Pricing for all events. Non-Members will be welcomed at all except Member Only events, but will pay the higher, non-member price (\$10 higher than the member price).

1. Members from other WCR Networks will pay member pricing. Local partners from outside networks will pay non-member pricing.

2. Stateline or National WCR Line Officers will be comp'd entry.
3. Spouses of members will pay member prices.

National Affiliates and Realtor Members may vote in Annual Elections and on By-law changes.

**Definition of a MEMBER, PARTNER, or SPONSOR:**

1. A **MEMBER** is a REALTOR® or National Affiliate (National Affiliate must be a member of a REALTORS® Association) who pays dues to Women's Council of REALTORS®.
2. A **PARTNER** represents a business that has an affiliate relationship with the real estate industry.
3. A **SPONSOR** is not a member but is able to sponsor individual special events and does not have to have a business that is affiliated with real estate.

**Elections**

**Annual Elections:**

The Annual election Meeting shall be held prior to June 30<sup>th</sup>, which is the Florida State deadline.

**Officer Qualifications:**

A candidate for the **Network President** shall have the following qualifications:

1. Must be a Realtor® member in good standing after achieving the required qualification minimum standard from the Realtor® Board.

**Other candidates for office** will also need to meet the following criteria:

1. Held membership in a Women's Council of Realtors® Network for at least one (1) year unless no one else applies.
2. Must be a member in good standing.
3. Signed Consent to Serve form.

All Officer Nominees, both elected and appointed, will receive the consent to serve form and a copy of the job description from the Candidate Review Team and shall sign and return to the Review Team 30 days prior to the Election.

**Voting Procedures:**

See Addendum 1 (Conducting the Election)

**Installation of Officers:**

1. The outgoing and incoming presidents along with the project team will make arrangements for the installation of officers.
2. The incoming president shall arrange for sponsorship of the Installation event if necessary.
3. The incoming president shall decide whether to have a separate event, and/or whether to have a luncheon, dinner or cocktail event.

4. The incoming president shall select the Installation Officer and Master/Mistress of Ceremonies. The Network shall pay for the ticket of the Installation Officer and Master/Mistress of Ceremonies.
5. The outgoing president shall have the duty of obtaining the pins for the incoming president and officers at the expense of the Network in sufficient time for the presentation at the installation.
6. The incoming president shall obtain, at the expense of the Network, a Plaque to be presented to the outgoing president at the Installation of Officers Ceremonies.
7. The budget for the Installation Ceremony shall be sufficient to include the expense of invited guests and dignitaries.

#### **Awards:**

1. Annually, Women's Council of Realtors® Florida presents awards to its outstanding members. The Network President will disseminate Award criteria to the Network Awards Project Team. The Awards Project Team will assist the President in submitting nominations to the Florida Awards Task Force.
2. The Awards Project Team should determine award recipients within the Network. These awards may be presented at the Installation Event or at a time of the President's choosing.

#### **Event Policies**

#### **Events:**

1. The Network is to hold a minimum of four (4) Industry Events per year, one per quarter. One of the Industry Events MUST focus on development of business leadership skills. One out of the four (4) MUST collaborate with other local Networks, the local REALTOR® Association or a related real estate organization.
2. No events shall be held during National or State conferences.
3. The Network is to hold a minimum of two (2) Networking/Relationship Building events per year.
4. Event email blasts sent via St. Lucie Network should be sent to all members.
5. As representatives of Board, Network Officers and Directors should make every effort to attend as many Events as possible.
6. Event guest speakers are to receive a complimentary registration.
7. When the Florida or National Women's Council of Realtors® President visits the Network, if they travel from a distance, the Network will pay their lodging. These expenses will be budgeted line items.
8. Event budget needs to be submitted to Treasurer 30 days prior to event. Individual event budgets do not need Board approval if the event budget was approved by the Board and included on annual budget.
9. The Events Director should present all marketing materials to the Board for final approval.
10. All events are required to following all COVID rules.
11. The Women's Council of Realtors cannot pay for any alcohol at any event and/or fundraiser.

## **Event Attendance:**

1. Reservations for all Network Industry Events sponsored by the Network shall be a financial obligation to be paid by a member.
2. Once a reservation is made and paid for there will be no refund unless cancelled prior to one week of event.
3. Each event will have an EARLY BIRD reduced price for six (6) days prior to the event. After that, the amount will increase
4. If space is available then non-registrants may purchase a ticket at the door for \$5 more than the regular price.
5. Guests are welcome to attend Events/Networking for a higher price.
6. If a member wishes to attend a ticketed function without a reservation, they shall be accommodated on a space available basis only.
7. All attendees are required to following all COVID rules.

## **Reservation Obligations:**

### **a. Financial Obligations**

Reservations for all Network meetings and events sponsored by the Network shall be a financial obligation to be paid by the member. The Network will utilize Eventbrite to obtain advance payment whenever possible.

### **b. Cancellation Deadline**

A cancellation deadline shall be established for each ticketed function of the Network and shall be announced in the notice for that function. If you cancel prior to one week of the event you will be refunded the ticket price minus fees.

### **c. No Reservation**

If members or guest wish to attend a ticketed function without a reservation, they shall be accommodated on a space available basis only and will pay an additional fee of \$5.00 at the door.

## **Travel to State and National Meetings**

Every attempt shall be made to economize on travel expenses so that the opportunity can be provided to more Board Members. The use condos, AirBnb, or Suites at lower cost hotels can significantly reduce the cost of accommodations per person over the venue hotel and should be considered when possible.

Subject to budget, Board approval and available funds, the Network will reimburse the following travel:

**President:** State Women's Council Meetings in January and August and the National events in May and November shall attend the Leadership Training in August.

**President-Elect:** State Women's Council Meetings in January and August and the National event in May and November. Also, the President Elect shall attend the Leadership Training in August and the Leadership Retreat with the then incoming President Elect in October.

Only Women's Council event days are eligible for reimbursement. If the Council Events begin before noon than hotel expense will be covered for the night before. Personal days added before or after the event will not be covered as Network expense.

**Other Board Members:** Every attempt shall be made for the entire Board to go to the State Convention in January and August. The use of carpools and less expensive room accommodations can facilitate this possibility.

If funds permit and, it is approved by the Board, a "Scholarship Stipend," the amount of which will be determined by the board, can be awarded to other members to help them attend state and/or national meetings.

As the purpose of travel to bring benefit back to the Local Network, it is required for anyone whose travel is subsidized by the Network to attend the Women's Council events and meetings.

#### Financial Policies and Procedures

The board and its members will adhere to the Financial Policies and Procedures documented in the Financial Policies and Procedures Document.

#### **Budget:**

The incoming Board shall prepare the Budget for the upcoming year. Items listed in the budget do not require Governing Board approval. All items in excess of budgeted amounts will be presented to the Governing Board for approval prior to the expenditure. The outgoing President and Treasurer will provide assistance as requested and needed.

The budget will also include the following:

1. DVP funds to be \$500 and approved annually by the Governing Board.
2. Budget funds annually for the Installation of Officers. Funds are to include expenses for invited dignitaries (i.e., State or National Council President).
3. Budget funds annually for a Local Network Summit for all elected/appointed Line Officers, Directors, and Project Team Leaders.
4. All officers of the network, including President, President-Elect, Secretary, Treasurer, Event Director and Membership Director will attend State Meetings whenever the budget is available.
5. There will be \$1500 allocated for 2021 and 2022 for Future Presidential Sponsorship.

The annual budget shall include for the President-Elect to attend both the National Leadership and State Leadership Summits.

Budget shall include:

1. Transportation
2. Lodging and the early registration fee.
3. Expenses for food up to \$50 or the current IRS standard meal rates whichever is higher will be reimbursed unless the food is included in the registration fee.
4. No entertainment of others or alcohol will be reimbursed.
5. Receipts need to be submitted not later than thirty (30) days following the meeting and may include up to 20% tip.
6. Budget funds will also include the State Leadership Summit for the incoming Board members that State invites to the Summit.

**Audit:**

Bi-annually the Audit Project Team will conduct an audit of the financial activities. The project team should include two general members not currently on the Board and a past President or past Treasurer. The current Treasurer may be present to address questions by the project team, but may not participate in the audit.

**Operating Procedures**

**As per the Network Affiliation Agreement, the St. Lucie County Network will adhere to the By-laws, Operating Standards and Branding Guide.**

The official address of the Women’s Council of Realtor’s St. Lucie County will be the same as the Treasure Coast location of the RAPB+GFLR. We have to have a P.O. Box.

The Secretary or the Incoming President will file the updated Sunbiz report in January.

**The Outgoing Board of Directors will cooperate fully with the incoming Board for Transition Planning.**

## ADDENDUM "1" **Conducting the Election – Two Options**

### **Option #1 – At an Industry Event Meeting**

1. National members are credentialed at check-in and provided a ballot
  - a. Per Bylaws twenty percent (20%) of the Active (REALTOR®/REALTOR-ASSOCIATE®/Institute Affiliate) members of the Network shall constitute a quorum.
  - b. Both National REALTOR® and National Affiliate members are eligible to vote.
2. Candidate Review Team oversees voting, collection and tallying of ballots.
3. Candidate Review Team Chair presents the candidates, with no motion for adoption.
4. President presides and conducts the election. **Optional – The Network may schedule a few minutes for candidates to speak to the members and/or hold a Q&A session.**
5. Voting may be by viva voce or roll vote or by written ballot when there are two or more candidates according to the Local Network Bylaws.
6. The same procedure is followed for electing each officer.
7. A separate area set aside at the Industry Event Meeting supervised by Candidate Review Team to oversee voting, and collection and tallying of ballots. (This could be done the 1<sup>st</sup> fifteen (15) minutes of meeting).
  - a. Ballots are to be kept until the 1<sup>st</sup> meeting of the following year.
8. After the time allotment for voting, the Candidate Review Team counts votes, gives to current President and introduces officers elect at the end of the Industry Event Meeting.
9. Current Secretary takes minutes of this meeting to be kept as a permanent record in official minutes of the following Governing Board meeting.

### **Option #2 – At Special Meeting, with a program and Elections for members only**

*(Possibly a Lunch & Learn with a good speaker to draw people)*

1. National members are credentialed at check-in and provided a ballot.
  - a. Per Bylaws twenty percent (20%) of the Active (REALTOR®/REALTOR-ASSOCIATE®/Institute Affiliate) members of the Network shall constitute a quorum.
  - b. Both National REALTOR® and National Affiliate members are eligible to vote.
2. Candidate Review Team oversees voting, collection and tallying of ballots.
3. Candidate Review Team Chair presents the candidates, with no motion for adoption.
4. President presides and conducts the election. **Optional – The Network may schedule a few minutes for candidates to speak to the members and/or hold a Q&A session.**
5. Voting may be by viva voce or roll vote or by written ballot when there are two or more candidates according to the Local Network Bylaws.
6. The same procedure is followed for electing each officer.
7. A separate area set aside at the Special Meeting supervised by Candidate Review Team to oversee voting, and collection and tallying of ballots. (This could be done the 1<sup>st</sup> fifteen (15) minutes of meeting).
  - a. Ballots are to be kept until the 1<sup>st</sup> meeting of the following year.
8. After the time allotment for voting, the Candidate Review Team counts votes, gives to current President and introduces officers elect at the end of the Special Meeting.
9. Current Secretary takes minutes of this meeting to be kept as a permanent record in official minutes of the following Governing Board meeting.