



STANDING RULES

I. MEETINGS

A. Installation

1. Installation shall be held prior to the last meeting of the year.
2. Installation Team shall consist of Incoming President, Outgoing President, Membership Director and Program Director.
3. Incoming President shall select Mistress/Master of Ceremonies
4. Incoming President shall obtain pins for new officers
5. Incoming President shall obtain plaque & gift for outgoing President not to exceed \$150.00.

B. Events

1. All events and meeting will be held in accordance with National Standards.

II. ABSENCES, BOARD VACANCIES & NEW MEMBERS

- A. Any member of the Governing Board with two (2) or more consecutive unexcused absences shall be construed as having resigned from the Governing Board.
- B. Unexcused absences may apply for reinstatement within 30 days, which shall require a majority vote of the Governing Board.
- C. New members will be inducted at the first event of the year and at any member only events as needed.

III. SPEAKERS & GUESTS

- A. Guest Speakers are given complimentary meal/admittance.
- B. Guests eligible for membership in WCR may attend paid events at non-member price.

IV. ELECTIONS – LINE OFFICERS

- A. Members nominated for office shall have served as a Director or Team Leader at least one year and must be member in good standing.
- B. All candidates deemed qualified by the Candidate Review Team may run in the general election.

- C. Any qualified member can be nominated from floor at Election Meeting. But must submit a Consent to Serve 7 days prior to election.
- D. Three Tellers will be appointed by President. Tellers may not be member of Candidate Review Team. Tellers must have same qualifications as those eligible to vote.
- E. If there are multiple candidates for officer position, each nominee will be allowed 3 minutes to speak to membership concerning their reasons and qualifications for the position.
- F. Elections shall follow the reporting procedure mandated by National guidelines.

V. TRAVEL POLICY

- A. President's Registration for Mid-Winter (FR), Mid-Year (NAR), Annual State Convention (FR) and National Convention (NAR) will be reimbursed after attendance. Flights, when needed, will also be reimbursed. Accommodations up to one half of double occupancy rate will also be reimbursed after attendance. (President is obligated to share a room when ever possible, preferably with fellow Network Officers, but when not possible, with other attendees). Please also refer to Section V, Items H & I.
- B. President Elect's Registration for Mid-Winter (FR), Mid-Year (NAR), Annual State Convention (FR) and National Convention (NAR), National Leadership Academy & State Leadership Academy will be reimbursed after attendance. Flights, when needed, will also be reimbursed. Accommodations up to one half of double occupancy rate will also be reimbursed after attendance. (President is obligated to share a room when ever possible, preferably with fellow Network). Please also refer to Section V, Items H & I.
- C. President and President Elect will each receive up \$75.00 per diem per day for meal expenses.
- D. Additional travel expenses must be approved by the board, if budget allows. (Parking, Taxi, Uber, lyft, etc.)
- E. Reimbursement for registration and ticketed events is based on Early Bird registration fees.
- F. Reimbursements and cash advances shall be verified by proper receipts & submitted within thirty (30) days of attendance. Checks to be made out for reimbursement within 15 days.
- G. All attendees eligible for reimbursement are required to attend all WCR ticketed events, assigned committee Meetings, Governing & General Membership Meetings.
- H. All attendees eligible for reimbursement will be required to present a written report to the Governing Board on any information gained from their attendance at the events. The President will make a report to the general Membership.
- I. The network may purchase flights and reserve rooms in advance for the President and President Elect, but they must be insured for cancellations and changes.
- J. The President will book all travel paid using the Network credit card.

VI. NETWORK COURTESY POLICY

- A. In case of a death of a member or the death of a member's spouse, child or parent, an appropriate memorial shall be selected and paid for by Network funds, not to exceed \$50.00.

VII. BUDGET

- A. The budget shall be prepared by the outgoing and incoming President and outgoing and incoming Treasurer.
- B. It shall be submitted to the Governing Board for approval no later than November of the previous year.
- C. An Audit Team will be appointed by President. They will conduct an audit of the Network's bank account and expenses prior to the last governing board meeting of the year. A formal report is given at the final governing meeting of the year.
- D. The President as signer and issued debit card in addition to the Treasurer for the Network's bank account.
- E. Treasurer will provide a written report of the any event proceeds & expenses at each Governance meeting.
- F. The Network will have a professional outside audit every even number year.
- G. The President Elect shall select a Budget Team in October to review and publish the following year's Strategic Partnership plan to submit to the governing board in November.
- H. District reimbursement
 1. The assigned DVP: is entitled to reimbursement for district activities of \$500 travel expenses incurred while performing officer responsibilities inside & outside the district and \$500 for the District Conference (referred to as Seed Money for the District Event), which shall be paid by Volusia County Network.
 - a. The Volusia Network's allowance of \$500.00 helps with travel expenses and registration fees for the following meetings attended by the Assigned DVP:
 - (1) WCR annual business meetings and/or WCR ticketed functions
 - (2) Officer/Chairman/DVP/Governor orientation
 - (3) Meetings to which a presidential invite has been extended
 - (4) Attending Regional, State & National meetings
 2. If a Volusia Area President or Past President advances in leadership to an ongoing position such as DVP, Governor or State Line the local network also contributes \$1,500.00 towards expenses incurred while performing officer responsibilities inside & outside the local network, which shall be paid by Volusia County Network.

*reimbursement would be based on the budgetary allowance limits.

VIII. AWARDS

- A. The local Network will use the current year State Awards Criteria as a basis for that a member may be eligible for both local awards and state awards. However, awards winners will be chosen for local awards who fit the criteria as closely as possible, should no candidate meet state criteria.
- B. The out-going President will submit the immediate past year local award winners to state for the following January, according to the Awards Task Force Due dates.

VIII. THE GOVERNING BOARD

- A. The Governing Board shall have full power to conduct the business of the Network; to suspend any Officer, Member, or Strategic Partner for just cause; and to otherwise govern the affairs of the Network in accordance with the bylaws of this Network and the Council.