

Revised March 15 2022

Governance

Meeting notices, slate of officers from the Nominating Project Team, and any Bylaws changes shall be presented to the Network members in writing no later than ten (10) days preceding the business meeting. Notification to members will be in the form of e-mail, regular mail, fax, or website publication.

Introduction of New Members

An induction ceremony for new members shall be conducted by the Membership Director or the Member Services Team Leader. Orientation is to be held no less than bi-annually. New members will be spotlighted in the Network newsletter or electronic notification.

New Members

Cards or letters of congratulations and welcome are to be sent to each new member by the Local Network President or Membership Director. New members are to be introduced and welcomed at Network meetings.

Guests

A qualified, future REALTOR® member may be brought to Network meetings one time as a non-member guest. If a future REALTOR member is brought by a Network member as a guest with a reservation the future REALTOR member's cost is \$25. A vendor who is not a current Strategic Partner or Women's Council member may attend one meeting as a guest within a calendar year. At each regular meeting, guests are to be welcomed individually. Non-members lunch shall be \$40.00. Network members shall pay member price. Speaker(s), State and National Officers shall receive a free lunch if they are visiting the Network. Program Chairs should notify Registration/Attendance of names of speakers for attendance at luncheon and what speakers are to attend at no charge.

Memorials

In case of death, the Network's Hospitality Project Team is to make an appropriate remembrance in memory of a member. The amount is not to exceed \$100. An announcement shall be posted in the Network newsletter or other electronic notification. Member's spouse, father, mother, or child shall be acknowledged with a card. These expenditures are subject to budget approval each year as budgets are prepared.

Governing Board

Governing Board meetings shall be held at least six times annually and held prior to the regular Network monthly meeting at a time and place to be determined by the Local Network President and notice via electronic notification.

The Local **Network Officers are required to attend the Women's Council of REALTOR'S Missouri** state orientation each year. Transportation to be reimbursable pending budget approval.

Every officer and team leader shall email to the current Local Network President, no later than December 15, a year-end summary report, which includes all files and budgets along with additional guidelines of each committee.

All officers (elected and appointed) and team leaders shall provide a written CONSENT TO SERVE along with appropriate job descriptions for the new position. It should be clearly stated and understood that the promotion to the succeeding office is NOT automatic, except for the President-Elect to Local Network President.

Expanded job descriptions for each office shall be submitted to each considered nominee for review prior to acceptance. Team Leaders should keep minutes of their meetings and give a copy to the Local Network President. Time will be allotted on the agenda at Governing Board meetings for the team leaders to report to the membership. Reports will be given to the general membership meetings at the discretion of the Local Network President.

President, President-Elect, Treasurer, Secretary-First Vice President, Membership Director, Programs Events Director and Team Leaders are voting members of the Governing Board. As voting members **IT IS VITAL THAT TEAM LEADERS BE IN ATTENDANCE** so that the business of the day can be conducted. If absence is unavoidable, to be excused, notice to the Local Network President should be received prior to the meeting. Pursuant to the Bylaws, in the event of a vacancy of any Team Leader, except for the Nominating Team Leader (must be a past president); the Local Network President shall appoint a qualified member to fill the unexpired term. The Local Network President shall appoint Team Leaders. The Local Network President-Elect shall appoint Team Vice-Leaders. All team leaders and vice team leaders to be appointed by December 15th. All appointments to fill vacancies shall have the approval of the Governing Board.

Officer Installation Banquet

The President-Elect shall serve on the St Charles County Association of REALTORS® (ST. CHARLES REALTORS Event Planning Committee to act as a representative of Women's Council of REALTORS® Network of St. Charles County for the Installation Ceremonies. The incoming Local Network President will work in conjunction with St. Charles Realtors committee members to coordinate Women's Council of REALTORS® Network of St. Charles County participation in the Installation Ceremonies providing the names of their installing slate of officers to the ST. CHARLES REALTORS staff. All installed officers will have dinner tickets paid for depending on ST. CHARLES REALTORS sponsorship ticket availability and budget. Local Network President and President-Elect shall attend installation of the Women's Council of REALTORS® Network of Metro St Louis Installation. Refer to budget.

Parliamentarian

A Parliamentarian may be appointed by the Local Network President and approved at each meeting.

Job Descriptions

All Elected Officers shall be a REALTOR®, REALTOR®-Associate, or National Strategic Partner in good standing with primary membership at St. Charles REALTOR'S®. National Strategic Partners can only serve as Secretary First Vice President or Treasurer.

General Officer Duties and Requirements

Specific duties and requirements are listed in each Officer section in this document. Other duties and/or requirements include:

- Follow Women's Council of REALTORS® Network of St. Charles County Network Bylaws, Standing Rules, and Women's Council National Leadership Policy and Procedures Manual.
- Provide quarterly newsletter article.
- Attend Women's Council of REALTORS® Network of Missouri orientation training session.
- Have NO MORE THAN ONE UNEXCUSED ABSENCE from Governing Board Meetings. (Unexcused is defined as no notification to President.)

Local Network President- Voting Member-Must attend meetings

The duties of the Local Network President are described in the Bylaws, Article 6. Other duties include:

- Distribute reports to Governing Board prior to Governing Board meeting including:
 - Financial Report
 - Minutes from previous Governing Board Meeting
 - Governing Board meeting Agenda
 - Fundraiser After Action reports (when applicable)
 - Project Team Leader reports
- Checks to be signed by Treasurer or Local Network President.
- The Local Network President shall serve as the representative on the ST. CHARLES REALTORS Board of Directors. If the Local Network President is unable to serve, the Governing Board shall appoint a representative.

Local Network President-Elect – Voting Member-Must attend meetings

The Local Network President-Elect shall:

- Perform the duties of the Local Network President in the event of the Local Network President's disability or absence, including attendance at State, Regional and National meetings.
- Serve as member of the Standing Rules and Bylaws Project Team.
- Submit approved local Network Bylaws to National WOMEN'S COUNCIL Women's conically deadline if revisions are made.
- Ensure that protocol is followed for any visiting State and National Officer.
- Attend the Women's Council Network 360 Leadership Training.
- Attend WOMEN'S COUNCIL Women's Council State Orientation.
- Call a joint Governing Board meeting, consisting of present and newly-elected officers, prior to the first regular Governing Board meeting. The purpose is for an intensive planning session to outline goals and direction for the upcoming year.
- Handle arrangements for visiting VIP's.
- Coordinate the Installation Banquet (see paragraph regarding Installation of Officers)
- Order a gift of appreciation for the outgoing President.
- Be a member of the ST. CHARLES Realtor's. Charles Realtors Event Planning Project Team.

Pursuant to the Bylaws, in the event that a vacancy in the office of President-Elect is NOT caused by a vacancy in the office of Local Network President, the members of the Nominating Project Team shall submit the name of at least one nominee to the Local Network President,

who shall present it to the Governing Board for approval. An affirmation vote of a majority of the Governing Board shall be necessary to elect. The Local Network President-Elect who fills this type of vacancy shall automatically become Local Network President after completion of the unexpired term of the Local Network President-Elect.

Project Teams under Local Network President-Elect

1. Standing Rules and Bylaws Project Team

This committee is to include Bylaws Team Leader and a minimum of two other members. The purpose of this project team is to revise and update the Standing Rules as it becomes necessary. All revisions shall be noted on the Standing Rules (e.g. approved 1/20/86, revised 11/1/06, etc.) and submitted to the Governing Board for approval.

Submit approved local Network Bylaws to National Women's Council of REALTORS® WOMEN'S COUNCIL by deadline if changes made.

2. ExCEL Award Project Team

The Team Leader shall be a past recipient who is a current network member and will be appointed by the current local network President. The project team shall consist of two (2) other past ExCEL award recipients. Team Leader is responsible for submitting recipient information to Women's Council of REALTORS® Network of Missouri designated person with a full copy to the Local Network President.

The award recipient will receive reimbursement of \$150 toward PMN or any MAR/NAR accredited course taken during the calendar year the award is presented.

3. Member of the Year Award Project Team

The Team Leader shall be a past recipient who is a current network member and will be appointed by the current network President. The project team shall consist of two (2) other past Members of the Year award recipients. Team Leader is responsible for submitting recipient information to the Women's Council of REALTORS® Network of Missouri designated person with a full copy to the Local Network President.

4. Entrepreneur of the Year Award Project Team

The Team Leader shall be a past recipient who is a current network member and will be appointed by the current local network President. The project team shall consist of two (2) other past Entrepreneurs of the Year award recipients. Team Leader is responsible for submitting recipient information to the Women's Council of REALTORS® Network of Missouri designated person with a full copy to the Local Network President.

5. Strategic Partner of the Year Award Project Team

The Team Leader shall be a past recipient who is a current network partner and will be appointed by the local network President. The Project Team shall consist of two (2) other past Strategic Partner of the Year award recipients. Project Leader is responsible for submitting recipient information to the Local Network President.

Membership Director – Voting Member-Must attend meetings

The person holding this position should not necessarily be considered as a candidate for Local Network President but should be elected solely for the qualifications of this office. The Local Network Membership Director shall:

- Oversee all membership activities.
- Accountable for the recruitment, retention, and recapture of members including REALTOR® and Strategic Partners for the network.

- Review and implement Women's Council National recruitment and retention tools. Implement and follow-through on the National Women's Council membership marketing campaign.
- Establish Local Network membership goals in coordination with the Local Network President and Local Network Governing Board.
- Communicate membership goals and organize Network efforts to achieve goals.
- Monitor membership reports received from National Women's Council for accuracy, follow up on any discrepancies, and forward to the Local Network President.
- Forward copy of membership reports and any checks received from National Women's Council to Treasurer.
- Report to National Women's Council of REALTORS® any corrections, changes (i.e. telephone, address) to member information.
- Ensure member roster (REALTOR® and Strategic Partners) is accurate and updated.
- Ensure website has accurate and updated member information.
- Encourage participation in National and Local referral rosters.
- Process REALTOR® and Strategic Partner applications then forward copy of application and payment to Treasurer. All applications shall be submitted to Membership Director within 24 hours of receipt. Funds to be deposited by Treasurer within 3 business days of receipt.

Project Teams under Membership Director

1. **Membership Project Team (Standing Project Team)**
Duties include:
 - a. Help Membership Director with recruiting new REALTOR® and/or Strategic Partners members
 - b. Implement four (4) New Member orientations per year
 - c. Assist with call-around for retention and recruitment
 - d. Report back to Membership Director regarding orientation, materials needed such as pins, certificates, and packets.
 - e. Provide article with new members as a spotlight after each orientation for electronic distribution.
 - f. Assist with keeping email address for REALTOR® members, Strategic Partners members, and prospective members up to date.
2. **Mentor Project Team**
Duties include:
 - a. Call all new members and assign a Mentor.
 - b. Stay in touch with Membership Director and Member Services to make sure new member attends the orientation, receives pin, and receives packet.
 - c. Get new members involved in a project team.
- d. Send out Thank You Notes for joining Women's Council of REALTORS®.
3. **Hospitality Project Team**
Duties include:
 - a. Greet all members at each meeting.
 - b. Coordinate implementation of ice-breaker before each meeting.
 - c. Direct new member guests and members to Membership Director or Member Services Team Leader.
4. **Reservations Project Team**
Duties include:
 - a. Work directly with Membership Director.
 - b. Send out emails regarding the programs for the month and reservations.

- c. Confirm reservation head count with the venue where the meeting is being held based on the venue contract terms.
 - d. Assist with keeping email address for REALTOR® members, Strategic Partner members, and prospective members up to date.
5. **Strategic Partner Liaison Project Team**
Duties include:
- a. Schedule and/or coordinate Affiliates to be the “highlighted” strategic partner for each applicable Business Resource Meeting (to be determined at Annual Transition Meeting).
 - b. Incoming Strategic Partner Liaison Project Leader to conduct meeting in December prior to the year in which they are serving, for the upcoming year with Strategic Partners to discuss what worked that year, what didn’t work, get feedback, and set up sponsors for the upcoming year. Coordinate these meetings with Local Network President-Elect.
 - c. Follow up with Strategic Partners sponsor prior to the scheduled Business Resource Meeting.
 - d. Be a member of the Event Project Team.
 - e. Gather bio, picture, and logo for Business Resource Meeting introductions and forward to Marketing and Promotions.
6. **Marketing and Promotions Project Teams**
Duties include:
- a. Call on REALTOR® offices in St Charles County to promote Women’s Council of REALTORS® delivering event materials for each event.
 - b. Publish news releases in newspaper. (May use templates from Women’s Council of REALTORS® National.)
 - c. Work hand in hand with the Strategic Partners Liaison and all new sources of recruitment.
 - d. Prepare flyers advertising Special Events, Business Resource Events, and Fundraising events.
 - e. Review Women’s Council of REALTORS® National marketing and social network tools. Assist with implementation.

Secretary First Vice President – Voting member and must attend meetings

The Secretary First Vice President shall:

- Take accurate records of all action taken during the Governing Board events and all business meetings of the Network.
 - Minutes of the Governing Board Events and special called events by the Local Network President shall be kept as recorded by the Secretary First Vice President.
 - Motions made and approved by Governing Board to be reflected in Governing Board event minutes.
 - Be proficient with the ByLaws and Standing Rules that govern the network.

Treasurer – Voting member must attend meetings

The Treasurer shall:

- Be bonded.
- Keep written and accurate records of all dues.
- Prepare a balanced and recommended budget each year for the Finance and Budget Project Team.

- Receive all membership dues checks and membership printouts from National Women's Council of REALTORS® and compare to incoming receipts.
- Receive and deposit funds from fundraising events, or any project, within five (5) business days after receipt by all team leaders making complete copies of said bank deposits for network records.
- Checks to be signed by Treasurer or Local Network President.
- Provide Financial Report to the Local Network President for distribution to Governing Board each month electronically no later than the sixth (6th) of the month. Include:
 - Fundraiser After Action Report (when applicable)
 - Bank Statement
 - General Ledger
 - Budget VS Actual
- Work with the Audit Project Team.
- Be part of the Finance and Budget Project Team.
- Membership Director processes REALTOR® and Strategic Partner applications then forward copy of application and payment to Treasurer. All applications shall be submitted to Membership Director within 24 hours of receipt. Treasurer to deposit funds within three (3) business days of receipt.

Treasurer related information:

- All Team Leaders and/or members will not be reimbursed for any expense or budget line item expense without a signed voucher and paid receipt.
- The Treasurer's books should be closed and filed for review by Women's Council of REALTORS® Network of St. Charles County financial review designee on or before January 15th and semi-annually thereafter. Semi-annual review should be done no later than June 30th with a full budget review after reimbursements of the National Mid-year and June State Women's Council of REALTORS® events to see where the Network is and make recommendations on budget changes, if any. This Mid-Year review should be submitted in writing to the Governing Board at the next immediate meeting following the State June events. The annual Financial Review Report should be presented at the January Business Resource Event for the previous year.
- At the Governing Board planning session on or before December 15th, the incoming Treasurer should be given a preliminary year-end report and the existing Treasurer should obtain new signature cards from our depository accounts and obtain all incoming Officer Signatures where necessary.
- It is recommended that available surplus funds be placed in an interest-bearing account.
- The reserve fund may be used as designated by the Governing Board with the recommendation from the Treasurer.

The initial budget meeting for the upcoming year is to take place by November 15th and to be presented for approval by the Governing Board by December 1st. The approved budget is to be submitted to state by December 15th.

Project Teams under Treasurer

1. Audit Project Team

This project team should be chaired by a past President who is not part of the line officer positions to keep a third party perspective on the expenses and income of the Network without being an actual recipient of any of the funding or travel expenditures.

2. Finance and Budget Project Team (Standing Project Team)

This project team includes the current and incoming Treasurer, the Local Network President-Elect, the current Local Network President, and one past Local Network President.

3. Event Project Team

The Event Project Team assumes, from Finance & Budget Project Team, the responsibility to conduct fundraising events and raises funds to enable the officers to attend national and state events and provides funding for leadership development of the Network's members.

Program Event Director – Voting member and must attend meetings

The Event Director General Oversight/Scope of Duties:

Ensures the development and delivery of timely, relevant, business-oriented Network education and networking events that attract a high level of participation from members and the industry at large.

Major Responsibilities:

- Produces a minimum of four Network industry events.
- Coordinates and implements marketing strategies for a high level of exposure for Network events within the industry.
- Develops and manages systems to routinely scan the industry environment to identify business needs and issues.
- Produces a minimum of two additional events focused on member networking and relationship building.
- Manages Program Chair and Project Teams as needed to accomplish tasks.
- Monitors and evaluates success of all programs and events and reports to the Governing Board.
- Attends National and State Women's Council Meetings, depending on budget and personal finances.

Project Teams under Event Director

Each event will have a project team and project chair. The Event Director is responsible for monitoring and helping each project team to ensure successful events.

Project Teams

Project Teams are divided into two groups – Standing Project Teams and Special Project Teams. Standing Team Leaders are voting members of the Governing Board. Standing Project Teams are listed in Bylaws. Specific project team's details are listed below or in other sections of this document. General Committee Duties and Requirements refer to all project teams. All appointed Team Leads to be approved by governing board.

General Project Team Duties and Requirements

Specific duties and requirements are listed in other sections in this document. General duties and/or requirements include:

- Project teams shall consist of no less than three (3) members.

- Submit budget to be approved by the Governing Board before event is started. (i.e. fundraising)
- Include project team events minutes and notions in the Team Leader's report. Copies of the reports shall be given to the Local Network President and Network Secretary First Vice President for file retention. Copies shall also be prepared for the Governing Board events. Information shall be given to the Local Network President to be included in the Governing Board event packet of documents.
- All funds from fundraising events, or any other events, shall be turned over to the Treasurer by Project Team Leader within five (5) business days after receipt.
- Year-end reports are due and shall be submitted to the Network no later than December 15.

Nominating Project Team

The Team Leader shall be the most recent Local Network Past President able to serve. See Bylaws for project team members and additional details. The Nominating Project Team should meet prior to the January event to establish guidelines for the year and shall have the same ready for presentation at the Governing Board meeting.

A slate of officers shall be presented at the August or September event of the Governing Board and the General membership event. The Nominating Project Team should deliver a job description to each candidate for their respective positions prior to the slate of officer presentation to the Governing Board. Any nominations from the floor shall follow the same procedures with the exception of prior presentation to the Governing Board. Network secretary First Vice President shall publish slate of officers at least ten (10) days before the Annual Election Event per Bylaws.

Bylaws Project Team

This project team is to include the Bylaws Team Leader and a minimum of two other members. Local Network President-Elect to be a member of this project team. The purpose of this project team is to revise and update the Standing Rules as it becomes necessary. All revisions shall be noted on the Standing Rules (i.e. approved 1/20/86, revised 11/1/06) and submitted to the Governing Board for approval.

Event Project Teams

These project teams shall plan and coordinate Business Resource Events, speakers, and any other events.

Standing Rules

The Standing Rules may be amended at any Governing Board meeting by the majority of those present without prior written notice to the membership and will be effective immediately upon approval. The Bylaws supersede Standing Rules.

Expenses

Expenses are to be approved by Local Network President via signature or electronic signature on the Request for Check Expense Form. The Local Network President-Elect will approve the Local Network President's reimbursement for expenses.

It should be noted that specific dollar amounts have been budgeted as separate line items for each Officer and specific funded Team Leaders to attend various events throughout the calendar year. The purpose of these designated allocations is so that the Network may closely monitor the usage of funds and better prepare for budgets forthcoming based on historical usage by our officers/team leaders. Any funded officer/team leader that has an unused budgeted allotment, who attends any Women's Council of REALTORS® Missouri State, Mid-Year, and National Conference events as indicated below, will be allowed to use said unused appropriated funds with proper receipts. Payment of these unused funds will be made after Women's Council of REALTORS® National Conference in the fall of each calendar year. (i.e. – If the Local Network President has attended all required events but did not attend Mid-Year and Mid-Year was allotted \$500 for reimbursement, that \$500 could not be used for year-end reimbursements for the Local Network President.) The Local Network President is to review the expense request. If there is a discrepancy, contact the member. If the discrepancy is unresolved, take discrepancy to Governing Board for decision. Local Network President-Elect to review Local Network President's expense request.

All expenses, event or travel, must be submitted to and approved by the Local Network President or Local Network President-Elect within 30 days of incurring the expense not to exceed December 15th of the same fiscal year. All expenses must be submitted during the year spent. All budgeted expenses incurred by a project team shall be submitted and approved by the Team Leader then submitted to the Treasurer for payment. All non-budgeted items must be submitted to the Local Network President and approved by the Governing Board. All events and programs that incur expenses must be submitted and approved by the Governing Board prior to planning of the event.

Qualified officers who attend local, state, or National Association of REALTOR® events that are held in conjunction with Women's Council events shall be reimbursed up to the approved budgeted amount.

Attendance Requirements for Officers/Team Leaders – Women's Council of REALTORS® State, Regional, National Events

All Officers are encouraged to attend all Women's Council of REALTORS® Network of Missouri events, the Mid-Year and National WOMEN'S COUNCIL conference/events to be eligible for full year end reimbursement.

Any Women's Council of REALTORS® state, regional, national, or other events/meetings will be attended by Local Network President and Local Network President-Elect, OR as budget allows. If one of those officers is unable to attend, it will be offered to Membership Director, then Treasurer, then Secretary First Vice President, in that order.

Budget provisions for expenses may be applied to Women's Council of REALTORS® Network of Missouri and National events. Items to be covered include Women's Council of REALTORS® registration, food up to \$100 ~~\$75~~ \$50 per day, transportation, and lodging, during Women's Council of REALTORS® scheduled events not to exceed the budget limit. Receipts to be included with request for reimbursement. If points are redeemed for travel costs, a printout showing actual costs at the time of booking must be provided for reimbursement. Travel by personal vehicle to be reimbursed at the standard IRS published mileage rate for business travel. All funded members must provide proof of applicable registration, attend all Women's

Council of REALTORS® events determined by the Local Network President and provide an event report or article to Local Network President to distribute to Governing Board and include for electronic distribution with their respective expense reimbursement request. Alcohol is not refundable

In the event an Elected Officer cannot attend scheduled State and National events and meetings, the Governing Board has authority to appoint a substitute to represent the Network in that capacity. The attending substitute will be entitled to allocated reimbursement per the budget with Governing Board approval.

Strategic Partners Membership

St. Charles County of Women's Council of REALTORS® Local Strategic Partners members may join a Real Estate Board of choice.

Local Network dues for Strategic Partners are voted on by the Governing Board. Current local Strategic Partner membership dues start at \$500.00.

Strategic Partners must attend a New Member Orientation within three (3) months of joining and sign the CODE OF CONDUCT form to be retained by the Network.

National Strategic Partners will be limited to no more than 20% of total Network Membership and 50% of local membership. Strategic Partners from one industry will be limited to 25% of total Strategic Partners Membership. When Strategic Partners Membership reaches these limits, Strategic Partners wishing to become members will be placed on a waiting list to be reviewed annually. If a Strategic Partners opening becomes available, the Strategic Partner Team Leader will contact Strategic Partners on the waiting list to fill the position.

A vendor who is not a current Strategic Partner or a Women's Council of REALTORS® St. Charles County member may attend one meeting as a guest within a calendar year.

A Strategic Partner may designate an alternate attendee from their company to attend the business resource event in their absence if they are a Strategic Partner – for a maximum of three (3) meetings.

If Strategic Partner is also a Network Officer, the National Women's Council dues shall be paid out of their annual partnership dues and submitted by the Treasurer to National. If National membership cost exceeds the Strategic Partner annual member dues, the Women's Council of REALTORS® St. Charles County shall pay the difference out of the scholarship fund.

Strategic Partner guidelines are to be reviewed/approved by Governing Board annually prior to implementation.

Past Presidents

Invite Past Presidents to an event to share past experiences and ideas with incoming officers. This event is to be held before the leadership transition planning event.

Past Presidents are to be invited to a special Past President Recognition at the December Network event. All past Presidents attending this event will be given a complimentary lunch.

Lifetime Member

Life Membership may be awarded to a former St. Charles County Women's Council of REALTORS® member who was in good standing with National Women's Council of REALTORS for a minimum of 5 years of service to the local network as an officer or team leader. To be considered, the former member must be retired from real estate sales; however, he or she may still have an active real estate license held by a referral company. Nominees will be submitted to the Governing Board for approval. Life members will remain on the email contact list.

Benefits:

- Free local Network dues.
- Free lunch when attending local Network events.
- Recommendations for Lifetime Membership will be reviewed and approved by Governing Board. Acknowledgement of any new Lifetime Members to be made at the following Business Resource Event.