

STANDING RULES
WOMEN'S COUNCIL OF REALTORS® LANSING

DUTIES OF OFFICERS: TERM BEGINS JANUARY 1

1. PRESIDENT SHALL:

- a. Attend Women's Council of Realtors State and National Meetings, i.e. Workshops, Governing Board, Regional Retreats, Regional Caucus, Orientations and other Meetings deemed necessary by the governing board.
- b. Provide a report on above at the next Governing & General Membership meeting.
- c. Prepare a written meeting agenda and report of all pertinent information received from the State Network and National level.
- d. Promptly send all checks to Treasurer.
- e. Obtain the incoming president's pin at the Network's expense for presentation at Installation Ceremony.
- f. Make arrangements for Member of the Year, Entrepreneur of the Year and Strategic Partner of the Year to attend State Women's Council of Realtors Awards luncheon and provide names to state network by November 1st.
- g. President shall sign checks in the absence of Treasurer.
- h. Submit Local Network annual report to State Governor and National by the assigned dates.

2. PRESIDENT-ELECT SHALL:

- a. Attend Women's Council of Realtors State and National Meetings, i.e. Workshops, Governing Board, Regional Retreats, Regional Caucus, National Leadership Academy, Orientations and other Meetings deemed necessary by the Governing Board.
- b. Provide a report on above at the next Governing & General Membership meeting.
- c. Following the annual election, schedule a planning session with the incoming President-Elect to form project teams and plan the agenda for the year. Prepare goals for each project team and list project team chairs. Send to Governing Board and Project Team Chairs.
- d. Keep the Women's Council of Realtors Banner and American Flag for display at all meetings.
- e. Be knowledgeable of the Bylaws of the Network and Standing Rules and have a copy available for review at all Network meetings.
- f. Serve on the Education Project Team as liaison.

3. MEMBERSHIP DIRECTOR SHALL:

- a. Oversee all membership activities; accountable for the recruitment and retention membership efforts of the network, responsible for the implementation and follow through on National and State Membership marketing campaigns when in effect.
- b. Establish membership goals in cooperation with the governing board and communicate them to the network.
- c. Organize network effort to achieve goals.
- d. Review reports from National Women's Council of Realtors for accuracy and follow-up on any discrepancies.
- e. Report to National Women's Council of Realtors any corrections and changes to member information.
- f. Keep and maintain membership roster of National members and Local Network Strategic Partners. Maintain an email database of all members.
- g. Must send out Local Strategic Partner billing at a rate of \$100 annually by November 30th each year for the following calendar year with return address to Membership Director or Membership Chair.

4. PROGRAM DIRECTOR SHALL:

- a. Conducts an aggressive outreach strategy to communicate the value of the Network and the Women's Council brand, engaging prospective, new and renewing members.
- b. Produces four Network industry events
- c. Coordinates and implements marketing strategies for a high level of exposure for Network events within the industry.
- d. Develops and manages systems to routinely scan the industry environment to identify business needs and issues.
- e. Produces a minimum of 3 additional events focused on member networking and relationship building.
- f. Manages Program Chair and Project Teams as needed to accomplish tasks.
- g. Monitors and evaluates success of all programs and events and reports to the Governing Board.

5. TREASURER SHALL:

- a. Keep ledger showing receipts and disbursements. Deposit all funds received in accounts designated by the Governing Board. Write and sign checks. All bank accounts shall include Treasurer and President on signature cards.
- b. Serve as Vice Chair of Finance and Budget Committee and help prepare the budget.
- c. Prepare statements for each Governing Board meeting showing the approved budget and year to date figures, subject to audit. The annual audit is performed

by a committee appointed by the President. Each fundraiser or project will have a separate report attached to the audit.

d. File annual tax return, as required. (Due May 15th). File any information required to maintain Women's Council of Realtors status as a non for profit organization 501 C6.

e. Reimburse officers expenses not to exceed the approved annual budget. Expenses incurred for registration fees at the standard rate, airfare or other transportation costs, and hotel that must be incurred prior to the event may be reimbursed immediately with documentation of payment submitted with Travel Reimbursement Form. Additional charges for late registration will not be reimbursed. If member is unable to attend they must repay any prior reimbursement and cancellation fees within 30 days of cancellation or the event, whichever is sooner. All expenses should be presented during year of office by December 1st to facilitate closing of books on December 31st. The following items may be submitted for payment:

1. Registration to Women's Council of Realtors National, Regional, and State Meetings.

2. Airfare to National Meetings with 1 checked bag and 1 carry-on (if additional payment is charged by carrier). Travel by train would be subject to same criteria. Auto travel will be reimbursed at the current charitable IRS mileage rate. Parking fees will be reimbursed at the Self-Park rate.

3. Lodging at the convention rate and only for days of Women's Council of Realtors meetings at National, Regional, and State meetings. (One night at fall Michigan REALTORS®/Women's Council of Realtors meeting.)

4. Michigan REALTORS®/Women's Council of Realtors Awards luncheon.

5. Transportation to hotels and airports/train station.

6. \$50 (per day of Women's Council of Realtors meetings) allotment for meals not to include alcohol.

7. Inaugural banquet ticket at National Women's Council of Realtors meeting.

f. Reimburse the incoming President-Elect for the National Convention expenses up to the budgeted amount for registration, airfare, hotel, and food allotment. This position must attend all scheduled Women's Council of Realtors meetings including the Governing Board Meeting.

g. Travel expense reimbursement criteria for Women's Council of Realtors officers, committee chairs, and members.

1. Must be a member in good standing to qualify for reimbursement of room expense at a Women's Council of Realtors State, Regional or National meeting.

2. Must attend all Women's Council of Realtors regional meetings/caucuses, education workshops, (with emphasis on those pertaining to your project team), Governing Board meetings and any other meetings as advised to attend by the President or President-Elect.
3. Must share a room with other Lansing Network members. Must stay with a minimum of two to a room for full room reimbursement.
- h. Obtain debit card from financial institution currently holding local network checking account. Card shall be in name of Network and only the Treasurer will be authorized to incur charges to the card in the name of the Network. Usage of this card will be audited by the Finance & Budget Committee on a quarterly basis.

5. SECRETARY SHALL:

- a. Record the minutes of all Governing Board and General Membership meetings. Maintain attendance records and documents pertinent to the meeting. File the originals in the Lansing Network minute book.
- b. Follow guide rules as presented at the State Leadership Training Day as to dissemination of minutes to State and Local officers.
- c. Send Agenda for next meeting at least 5 days prior to mentioned meeting.
- d. Keep Governing Board list current and mail with minutes when changes are made.
- e. Correspond to members regarding invitations, congratulations, condolences, etc. as directed by the President.
- f. Coordinate with the Network Marketing Chairperson to have the Women's Council of Realtors information in the GLAR "Timeout" and any other Association publication.
- g. Send thank you cards to speakers and facilitators of meetings.

6. SCHOLARSHIPS:

Purpose: To promote continuing education in real estate or real estate related fields.

- a. Applicant to be a current Women's Council of Realtors Lansing Network member.
- b. Course for which scholarship money is requested should be an accredited course; it must be related to the real estate industry.
- c. A brief statement from applicant should accompany the application describing why he/she desires the scholarship and a description of the course and benefits to the person. A certificate of completion is required. The application must be submitted within 30 days of event/course within the same calendar year.
- d. Additional scholarships are available on every 2 year anniversary of the member's original Women's Council of Realtors membership date.
- e. Other Scholarship Committee guidelines:
 1. Treasurer to reimburse scholarship recipient after event subject to approval of application by Women's Council of Realtors Governing Board.

2. Application forms to be available on Women's Council of Realtors Lansing website
3. Amount of scholarship will not exceed \$200.00