



Mission Statement

We are a network of successful Realtors®, advancing women as professionals and leaders in business, the industry and the communities we serve.

STANDING RULES

I. MEETINGS

A. Network Meetings

Industry Events & Network Events

A minimum of 4 Industry Events per year with at least 1 focusing on development of business leadership skills and 1 as a collaborative event with other local Networks; local Realtor® Association; related real estate organizations. A minimum of 2 Networking or Other Event Meetings. Example of Events: member only, mastermind groups, learning opportunities, education, relationship building, roundtable elections.

Annual Election Meeting – shall be held at the Annual Membership meeting of the Network no later than October 15^h each year.

Election of officers shall be by *viva voce* or roll call vote, electronically if necessary, or written ballot if there are two or more nominees for an office. Each Active Realtor® member and National Affiliate member may cast one vote. A majority of those present and entitled to vote shall elect. When there are more than two nominees for any office and there is no majority on the first ballot, the two candidates receiving the greatest number of votes cast shall remain on the ballot and a run-off election shall be held between these two candidates. The candidate receiving the majority of votes cast in the run-off election shall be declared the winner.

In the event of a tied vote for a position, a new vote will be taken immediately. If a tie occurs again after the second vote, then the Candidate Review Team shall decide/vote who is the best suited Candidate for that position.

Officer Installation – shall be held after election results are completed and at a location/date selected by the incoming President.

B. Governing Board

Governing Board Meetings shall be held monthly on the first Tuesday of the month at 10:00 AM. The date, time and place of the Governing Board regular meetings may be changed at the discretion of the Network President. The total number of meetings must comply as specified in the annual Network Report.

II. DUTIES AND RESPONSIBILITIES

Network Officers shall abide by the Network Bylaws and Standing Rules, the National Women's Council of REALTORS® Annual Business Plan and the Local Information & Forms.

All Officers and Members of the Governing Board shall complete the board's contact information form and shall commit to and sign the Leadership Commitment Contract at its orientation or no later than at the first Governing Board Meeting of each year.

All Officers shall attend all Governing Board Meetings, Industry Events and Network Events.

All Officers shall be required to submit a written report at all Governing Board Meetings as required. Any Officer not in attendance at two (2) Governing Board Meetings within a twelve (12) month period shall be recommended for replacement by any Governing Board Member. Said Officer shall have seven (7) days to submit a written request to the Governing Members for a hearing or may submit a letter of resignation prior to any official action. If replacement becomes official, replacement of this officer shall be as outlined in the Network Bylaws, Article VII- Vacancies. Three Active members of the Governing Board shall constitute a quorum, provided either the President or the President Elect is present.

All officers shall be expected to maintain a record keeping book or binder of the activities during his/her term. The outgoing officer passes on these records to the incoming officer with a brief summary of the highlights for that year.

A. President's Responsibilities

When the President takes Office, she/he shall furnish each Officer copies of duties, as outlined in the most current information from National Women's Council of REALTORS® as they apply to each office along with a copy of Network Bylaws and Standing Rules.

The President may not serve as President of another Realtor® organization board in the same year serving as Women's Council of REALTORS® Fox Valley President.

The President and the President-Elect shall be responsible for collecting all documents and/or materials required to file in a timely manner the Network annual report or any other routine reports as required by the National or Illinois State Network Women's Council of REALTORS® Office. However, the President shall be responsible for filing the annual report or any other report as outlined by National Women's Council of REALTORS®. The President shall give the incoming President a copy of the previous local Network annual report which was submitted to the National Women's Council of REALTORS® Office.

The President shall perform all other duties as outlined in the Local Information & Forms.

B. President-Elect

In the absence of the President, the President-Elect presides at all meetings and performs the necessary duties of the office. Shall cultivate and manage relationships with Strategic Partners.

By January 17th, be prepared to email the following to the general membership:

1. Annual calendar with specific meeting program titles/subject matter for January – May & September – November. Program titles or topics may be changed at the discretion of the President and/or President-Elect to address current market issues.
2. Coordinate all Events with Program Director.

Shall attend the NETWORK 360 leadership training in Chicago.

Shall perform all other duties as outlined in the Local Information & Forms Link.

C. Membership Director

One of the most important functions in a Local Women's Council of REALTORS® Network belongs to the Membership Director. This individual is responsible for planning and executing strategies to assure high levels of retention and recruitment within the Network. **Such duties include assuring that new members are appropriately introduced to the Local Network, presented with a new member packet, invited to a new member orientation and kept abreast of Network meetings and events.**

New members are directed to the **WCR.org** site to complete their member application and make their payment. **Paper applications are no longer accepted by the Network.** Strategic Partner application and checks are to be sent to the Treasurer. The Treasurer is responsible for tracking these members and assuring they are billed for the next year's membership sixty (60) days prior to January 1st. Strategic Partners joining our Women's Council of REALTORS® Fox Valley will have their dues **prorated quarterly** in accordance with the date joined in the year of initial membership. No refund will occur should a member terminate their membership mid-year. All monies collected from Strategic Partners must be submitted to the Network Treasurer within three (3) business days.

A written monthly status report shall be presented at all governing board meetings to include numbers of Realtor® Members, National Affiliate Members and Strategic Partners. The total National Affiliate members must not exceed 20%.

Any membership dues collected by the treasurer using our credit card system shall be reported in writing to the Membership Director.

The Membership Director shall be expected to attend and promote membership at all Network Events, membership meetings, plus any other appropriate events.

The Membership Director shall maintain detailed records which shall be turned over to incoming President Elect in January, prior to the first governing board meeting, and shall perform all other duties as outlined in the Local Information & Forms Link.

D. Network Secretary

The Network Secretary responsibilities shall be to act as Recording and Corresponding Secretary. She/he shall be responsible for taking and disseminating minutes from all meetings.

The minutes taken at all Governing Board Meetings and Network meetings shall be sent to the President within five (5) business days after each meeting. Notification and reminders of meetings shall be sent out electronically five (5) days prior to GB meetings. Reminders shall be sent one (1) day prior to the scheduled meetings. A copy of the previous business meeting minutes and agendas shall be attached to the notification and are to be reviewed by the GB members prior to the meetings. Any questions should be directed to the President prior to the meeting.

E. Treasurer

The Network's legal business address must be used on all legal documents, including, but not limited to bank statements. This address is listed as the

**Women's Council of REALTORS® Fox Valley
Attention: Bridgett Campbell – President
1542 S. Randall Rd Suite 150,
Geneva Il 60134**

In January of each year, the Treasurer shall be responsible along with the Current President to assure that the signatory list at the bank reflects the current officers of the board and that all past officers are removed.

All monies received by the Network shall be deposited in the Women's Council of REALTORS® Fox Valley account in a financial institution selected by the Governing Board. Checks issued by the Network must have the signature of either the President or the Treasurer and must have the approval of the Governing Board prior to disbursement, registrations or other expenses that are line items in the budget do not need Board approval unless they exceed the amount budgeted by more than 5%. The Treasurer shall be designated to receive the bank statements and reconcile the account on a monthly basis. The Treasurer shall prepare and present a monthly report to the Governing Board.

All monies collected by the Network shall be turned over to the Treasurer within three (3) business days of receipt and shall be deposited by the Treasurer within five (5) business days thereafter. A receipt shall be given to payee for all cash monies collected/accepted by the Treasurer and /or collector.

An annual audit will be performed by the State Treasurer and a report given to the GB once completed.

F. The Event Director

The Event Director shall bring programming suggestions to the Governing Board. The Event Director shall use the **WOW** program planner to outline the Event, Expenses, Venue etc. for each program. Maintain contact with all vendors and present a contract to the GB for signature. All contracts must be in

writing. The majority of the Programming shall be done at the Annual Strategic Planning Meeting so an Annual Calendar can be created and sent out to the membership.

G. Project Team Leaders

Project teams will be established on as needed basis. The scope of the project, team leader and committee members will serve until the project has been completed. Once completed the project team will be disbanded. Candidate Review Team is an example.

III. NEW MEMBERS

A. Processing Applications

All new REALTOR® members and National Affiliates shall apply using the WCR.org website. No paper applications will be accepted.

B. Welcome

A welcome letter and information packet including the Network Bylaws, Standing Rules and the most current Network Roster shall be sent to each new member by the Membership Director on behalf of the Network President. New members shall be welcomed and introduced individually by the President at the next meeting/event.

C. Strategic Partner Memberships

Annual Strategic Partner Sponsorship are available for per year, to be determined by board vote. Strategic business partners membership shall be **\$250.00** per year effective January 1, 2021.

IV. FINANCIAL MATTERS

A. Network Expenses

No Officer or Member shall commit the Network's funds without prior approval of the Governing Board. Items included in the current budget year do not need approval unless they exceed the amount budgeted by **5%**. A variance shall be approved for non-budgeted or over budget items prior to payment. Network dues shall be **\$24** as of January 21, 2021.

B. Reimbursed Expenses

1. All requests for reimbursement of actual expenses incurred on behalf of the Network must be submitted within **30** days of the expenditure with attached written proof of each expense. The treasurer shall reimburse actual expenses without additional approval if the Governing Board has previously approved the expense and the expenditure is within the approved budget.

2. The President shall attend and represent the Network at the Women's Council of REALTORS® National Mid-Year and Annual Conferences. Women's Council of REALTORS® Illinois Inaugural and Annual Conferences and all required meetings. Individual hotel room shall be covered. President shall be reimbursed up to **\$75** per diem for meals and miscellaneous covered expenses.
3. The President-Elect shall attend and represent the Network at the Women's Council of REALTORS® National Mid-Year and Annual Conferences. Women's Council of REALTORS® Illinois Inaugural and Annual Conferences and all required meetings including Network 360 Leadership training. Individual hotel room shall be covered. President shall be reimbursed up to **\$75** per diem for meals and miscellaneous covered expenses.
4. Air travel shall be covered if a conference/meeting distance is greater than 350 miles. Flights should be booked at time of conference registration in order to minimize expense. Hotel rooms are covered up to group rate at the host hotel. If the attendee makes the decision to choose another hotel or upgrade their room, they will be required to pay the difference.
 - a. Should the officer fail to attend the Conference or leave the Conference prior to the last day of the Conference, the officer shall not be entitled to receive any reimbursement for any expenses associated with the Conference, including, but not limited to, travel, meal and lodging. Exceptions to this policy shall be determined on a case by case basis, and must be submitted in writing to the GB within 5 days of the event. (i.e. illness, accident involving the member or immediate family member,)
5. If the approved office/member drives to a conference/event where airfare would not be covered, hotel rooms and other expenses shall be reimbursed upon submission of paid receipts for same. They shall be reimbursed up to **\$75** per diem for covered expenses. (i.e. Meals, parking)

Return of Reimbursement of Travel or other expenses:

If an officer unexpectedly and/or suddenly resigns from a present or future position after having been reimbursed by the Network for travel or other expenses, said officer shall be required to return all funds. The officer may petition the board for an exception based on personal circumstances. Each occurrence shall be reviewed by the Governing Board, which shall have the discretion of the appropriate enforcement of this provision.

Personal Expenses: All personal expenses, including but not limited to Laundry/Dry Cleaning, sundries, recreational charges not included in the meeting/event registration fees, telephone calls & fax charges not associated with Network business and in room movies are not reimbursable.

Requests for Reimbursement: Requests for expense reimbursement shall be submitted to the Treasurer on the Network Travel Expense Report Form with receipts attached for airfare, local transportation, Parking, and registration fee charges, etc. within thirty (30) days after attendance of each event/meeting. The Treasurer is authorized to reimburse all expenses submitted within Budget specifications and Network guidelines. Exceptions to the Network Expense Reimbursement Guidelines listed above must be approved by the Governing Board. Reimbursable budgeted expenses must be received by the Treasurer no later than thirty (30) days following the event. Registration for the event, hotel reservation and airfare shall be made using the Network Credit Card.

The President and/or President-Elect shall provide a summary report of all State or National events/meetings at the appropriate Governing Board Meeting and/or regular Network meeting.

Governing Board Members are encouraged to attend and represent the Network at the Women's Council of REALTORS® National Mid-Year and/or Annual Conferences and all required meetings of the Women's Council of REALTORS® Illinois. Attendance at such events will be at the GB members own expense unless otherwise decided by the Governing Board. Attendance at Local Network Events registration fees will be covered as per the budget.

Scholarships may be made available at the discretion of the Network.

Network Officers and Members shall be charged equally for Network meetings and events. Non-member guest speakers will receive a complimentary meal at designated Network functions unless otherwise specified. The usual and customary charges for Network Industry and Member Events are:

Member: Charged at a rate to be determined by the Governing Board based on the overall cost of the event.

Future members will be charged at a minimum **\$20** higher fee than a member for Network Events.

REALTOR® Members of other networks shall pay member price. *Non-Member Business Partners shall pay non-member price.*

F. Memorials

In the case of the death of a Network member, an appropriate memorial not to exceed \$100.00 shall be at the discretion of the Governing Board based solely on budgetary funds available.

H. Realtor Association President Complimentary Membership

The President of the Realtor Association of the Fox Valley® will be given a complimentary membership. If a neighboring Association has participating members in Women's Council of REALTORS® Fox Valley, they will be considered for a complimentary membership at the direction of the Governing Board.

I. Network Scholarships

To encourage members to achieve higher credentials and therefore bring value to the Network, members may apply for a onetime Network scholarship upon completion of the PMN©. Scholarship awards shall be announced and distributed at the last regular Network meeting of the application year. This is done at the discretion of the President.

V. MISCELLANEOUS

A. Member of the Year

Identifying eligible nominees as outlined in the Local Information & Forms Link.

- 1.) Must be a current member of the National Women's Council of REALTORS®
- 2.) Shall have been a Realtor®, or National Affiliate for a minimum of five consecutive years.
- 3.) Network Officers are ineligible to receive this award during their term of office.
- 4.) Nominations shall be submitted one month prior to the Installation of officers and can be submitted by any REALTOR® member or National Affiliate in good standing with the Women's Council of REALTORS® Fox Valley.

The announcement and special recognition of this member shall take place at the annual Installation. A Project Team will be chosen to oversee this process. No current Board member may serve on the Project Team.

B. Candidate Review Team

The Candidate Review Team Nominating Committee shall be chaired by the most recent Past President able to serve. The Governing Board appoints a Candidate Review Team a minimum of 90 days prior to the election. Project team to be a minimum of three and not more than five members. Project Review Team must consist of an Active Realtor® member that is in good standing and no more than one National Affiliate Member, one or more Active Past President(s), one or more Past Program Directors and the President Elect, who serves as the (Non-Voting) ex-officio member. See Network Election Procedures for additional guidelines for the election process.

C. Officer Installation

Officer Installation shall be held at a time/place as requested by the incoming President with the Installing Officer chosen by the Incoming President. A plaque or other recognition as determined by the Project Team is to be presented to the out-going President by the Incoming President after Installation.

D. Communications, Technology, and Social Media Chairs

This committee is made up of **volunteer members** who wish to give back to the Network. **These are non-voting positions** responsible for promoting Women's Council of REALTORS® Fox Valley on the National Microsite, Facebook page and promoting Network events through regular communications.

F. The Network Official Business Address

The Network official name and business address

Women's Council of REALTORS® Fox Valley
Attention: Bridgett Campbell – President
1542 S. Randall Rd Suite 150, Geneva Il 60134