

# **Women's Council of REALTORS®**

## **Cape Coral-Fort Myers**

### **STANDING RULES**

**Approved June 26, 2020**

**THESE STANDING RULES MAY BE AMENDED BY A MAJORITY VOTE OF THE GOVERNING BOARD, PROVIDED A QUORUM IS PRESENT.**

#### **Governing Board Meetings:**

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.

#### **Elections:**

#### **Officer Qualifications:**

A Candidate for the **Network President** shall have the following qualifications

1. Have had an officer position in a Women's Council Network
2. Have led a Project Team and/or Task Force in the previous 2 years prior to taking office.
3. To either have a PMN Designation or be actively working towards obtaining it.
4. Must be a member in good standing.

**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 1 year.
2. Have led a Project Team and/or Task Force.
3. Must be a member in good standing. (Due to Covid 19 and technical issues with renewals and roster errors on the National website, members who had a lapse in their membership but have proof that they have renewed prior to June 30, 2020 will be considered "members in good standing" for the year 2020. The member must also have been a member in good standing in 2019 in order to qualify for office)

Officer nominees 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. See Addendum A (Network Election Procedure).

### **Voting Procedures:**

See Addendum B (Conducting the Election)

### **Installation of Officers:**

1. The outgoing and incoming presidents along with their task force 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.
8. The incoming president shall, at the expense of the Network, purchase a personal gift for the outgoing president, not to exceed \$150.

### **Reservation Obligation and attendance:**

Reservations for all Network Industry Events sponsored by the Network shall be a financial obligation to be paid by a member. Once a reservation is made and paid for there will be no refund. Each event will have an EARLY BIRD reduced price for 6 days prior to the event. After that, the amount will increase. If space is available, then non-registrants may purchase a ticket at the door for \$10 more than the regular price. Guests are welcome to attend Events/Networking for a higher price. Members attending a meeting or function shall be charged the full amount of the event whether they eat or do not eat. If a member wishes to attend a ticketed function without a reservation, they shall be accommodated on a space available basis only.

If a Member or Strategic Partner pays to bring a guest and the guest joins the Network within 30 days, then the Member or Strategic Partner will receive one (1) free Event.

### **Meeting Policies:**

The monthly Speaker will be a guest of the network.

### **Guests:**

This does not apply to a member's family or special guests, provided they are not eligible for Council membership.

### **Network Courtesy Policy:**

1. Memorials – In the event of a death of a Network member, or immediate family, an appropriate expression of sympathy shall be sent, not to exceed \$ 100.00
2. Get-Well Wishes – A get-well acknowledgement shall be sent to a member who is ill or hospitalized. A donation request may be made to the Governing Board for a gift to the member not to exceed \$ 75.00.
3. Memorials and Get Well Wishes may be sent to State and National officers including our Florida State DVP and Governor.
4. A courtesy membership will be given to one Officer of the Royal Palm Coast Association of REALTORS® to ensure collaboration between the Association and the Network. The Network Governing Board will determine the choice of a member. All meetings and ticketed functions will be the financial responsibility of that member.

### **Audit:**

Annually the Audit Committee will conduct an audit of the financial activities prior to the end of the year. The committee should include a past treasurer, the incoming Treasurer and the President Elect. The current Treasurer may be present to address questions by the committee but may not participate in the audit.

### **Budget:**

The budget shall be prepared annually by the outgoing president and the incoming officers. (President, President Elect, Secretary, Treasurer, Event Director and Membership Director). 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 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. The Governing Board may elect to donate funds to RPAC yearly and shall be budgeted if approved by the Governing Board.
5. 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.
6. State Officers (i.e. DVP or Governor) if members of the Cape Coral-Fort Myers Network, shall be reimbursed as per budget.

Annual Budget shall include for the **President Elect** to attend both the National Leadership and State Leadership Summits. Budget shall include transportation, lodging and the early registration fee. Expenses for food up to \$66.00 or the current IRS standard meal rate whichever is higher will be reimbursed unless the food is included in the registration fee. No entertainment of others or alcohol will be reimbursed. Receipts need to be submitted not later than thirty (30) days following the meeting and may include up to 20% tip. Budget funds will also include the State Leadership Summit for the incoming President Elect

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

A **Member** is a REALTOR® or National Affiliate (National Affiliate must be a member of a REALTOR® Association) who pays dues to Women's Council of REALTORS®

A **Partner** represents a business that has an affiliate relationship with the real estate industry.

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.

### **Scholarships:**

1. The Governing Board shall determine the number and amount of scholarships per year. The scholarship will be used for a course or seminar approved by the board for Primary REALTORS® and National Affiliate members and if budget allows to our Strategic Partners. They may apply for the scholarship during the year they are eligible for reimbursement.

2. Members applying for scholarship reimbursement are required to meet the following qualifications:
3. Must be a member in good standing for a minimum of one (1) year.
4. Member must attend a minimum of 4 Industry Events
5. The scholarship can be used for any business-related course except for continuing education or licensing courses. A member that takes more than one course may submit an application for each individual course for reimbursement. Reimbursements for the courses will be at a maximum of the cost of the member's annual Council dues for that year. If there are more candidates that qualify for the monies budgeted in the fund, then the budget amount will be divided equally among the applicants.
6. A member cannot receive reimbursement from our Network if they have received reimbursement for the same course through any Realtor association or organization

#### **Reimbursed Travel Policy: Line Officers**

Budget to include funding annually for the **President and President Elect** to attend on behalf of Women's Council's, Florida REALTORS®, and National Association of REALTORS® meetings.

Budget to include funding for the **Secretary, Treasurer, Event Director and Membership Director** to attend the two Florida REALTORS® meetings on behalf of the Network.

#### **Reimbursements as follows:**

1. Registration Fee: not to exceed the early registration fee.
2. All cash and credit expenditures must be verified with original receipts attached to the expense form unless IRS per diem is used or scanned and email receipts with the expense form is also acceptable. In the event of a lost receipt, travelers have the option of submitting a separate explanation for expenditures. These occurrences will be monitored so that the policy will not be abused. Expenditures submitted for reimbursement which are outside the current reimbursement policies will be adjusted and an explanation provided. The Network may deduct expenses that are deemed beyond industry standards for a reasonable business expense.
3. Airfare – IRS required: Reimbursed only with original receipt issued by the Airline at coach class rate with name and date of travel listed on receipt – Electronic ticket purchasers have two options: (1) Request a receipt from the Airline at check in or (2) Submit any form of electronic ticket or itinerary that includes information showing that a

credit card was charged, along with substantiation that the travel did occur. Frequent flyer miles may be used but must be accompanied by letter from airline or travel agency stating cost of flight if it had been booked at least 30 days before travel.

4. Lodging – ½ (one-half) of double occupancy rate plus tax at host hotel or reasonable rate for the area for the President and President Elect, Secretary, Treasurer, Event Director and Membership Director will be reimbursed based on Women's Council of REALTORS® Hotel Rate or ¼ (one-quarter) Condo Rate (whichever is less). Overnight lodging is not paid when the meeting starts at or after 10:00 a.m. and adjourns by 4:00 p.m. As a matter of personal convenience, the Network will reimburse lodging costs if travel time exceeds 3.5 hours one way. or commercial travel will not accommodate a 10:00 a.m. meeting. Original hotel bill must be submitted for reimbursement.
5. Meals – will be reimbursed up to \$66.00 or the current IRS standard meal rate whichever is higher. No entertainment of others or alcohol will be reimbursed. Receipts need to be submitted and may include up to 20% tip.
6. National Dinners will be reimbursed for the President and President Elect
7. State Dinners will be reimbursed for all Line Officers
8. Parking, tolls, valet parking – actual cost.
9. Personal auto mileage reimbursement – A mileage log must be available if multiple trips are reported on the same form. Owner of vehicle used, is to be reimbursed at the current IRS allowable rate per mile for actual mileage traveled, which must be indicated with departure and arrival locations.
10. Tipping – allowances are as follows:
  - a.) room service – up to 20% (only if it is not automatically added to the bill)
  - b.) room maid - \$2.00 per day per room
  - c.) bellhop/porter – up to \$2.00 per bag
  - d.) skycap – up to \$2.00 per bag

If a ½ room is available for the Mid-Year Meetings in Washington, D.C. and if the budget allows one of the other Line Officers may attend and be reimbursed the same as the President and President Elect.

**All members requesting any reimbursement of travel expenses and/or registration fees must attend a minimum of 75% of the offered Women's Council of REALTORS® meetings and programs.**

## **Reimbursed Travel Policy: Past Local Presidents**

**Past Local Presidents** currently serving on 2 or more Women's Council **National** Committees/Forums or serving as an Ambassador or Monitors (out of state) shall be reimbursed for:

1. Registration fee: up to \$350
2. Out of State Lodging – ½ (one-half) of double occupancy rate plus tax at host hotel or reasonable rate for the area. Overnight lodging is not paid when the meeting starts at or after 10:00 a.m. and adjourns by 4:00 p.m. As a matter of personal convenience, the Network will reimburse lodging costs if travel time exceeds 3.5 hours one way or commercial travel will not accommodate a 10:00 a.m. meeting. Original hotel bill must be submitted for reimbursement.

**Past Local Presidents** currently serving on 2 or more Women's Council **State** Committees/Forums shall be reimbursed for:

1. Registration fee: up to \$200
2. In State Hotel: reimbursement based on Women's Council of REALTORS® Hotel Rate or Condo Rate (whichever is less). Reimbursement will be 1/2 (one-half) of double occupancy rate for the hotel or ¼ (one-fourth) for a condo (whichever is less) Clear electronic or original invoices must be submitted containing the required reimbursement information and proof of payment. Overnight lodging is not paid when the meeting starts at or after 10:00 a.m. and adjourns by 4:00 p.m. As a matter of personal convenience, the Network will reimburse lodging costs if travel time exceeds 3.5 hours one way. Original hotel bill must be submitted for reimbursement. No reimbursement for out of state hotels

**All members requesting any reimbursement of travel expenses and/or registration fees must attend a minimum of 75% of the offered Women's Council of REALTORS® meetings and programs.**

## **Reimbursed Travel Policy: Members**

At Governing Board's discretion funds shall be budgeted annually for reimbursement to **members** attending the annual Florida REALTORS® convention and/or the Florida REALTORS® Mid-Winter conference.

### **Qualifications:**

1. Must be a member in good standing, holding their primary membership in the Cape Coral-Fort Myers Network, and attended at least 4 Industry Events within the last 12 months.

2. Registration fee: \$100 towards State Registration Fee
3. In State Hotel: reimbursement based on Women's Council of REALTORS® Hotel Rate or Condo Rate (whichever is less). Reimbursement will be 1/2 (one-half) of double occupancy rate for the hotel or 1/4 (one-fourth) for a condo (whichever is less) Clear electronic or original invoices must be submitted containing the required reimbursement information and proof of payment. Overnight lodging is not paid when the meeting starts at or after 10:00 a.m. and adjourns by 4:00 p.m. As a matter of personal convenience, the Network will reimburse lodging costs if travel time exceeds 3.5 hours one way. Original hotel bill must be submitted for reimbursement. No reimbursement for out of state hotels
4. Members shall use the current required forms found on the Network website to submit their requests.
5. Above funding paid only after member submits an accountability form stating which Women's Council Committee and/or Women's Council Program was attended each day for which reimbursement is requested, along with a report to be submitted by the next scheduled Governing Board Meeting.
6. All cash and credit expenditures must be verified with original receipts attached to the expense form (unless IRS per diem is used) or receipts are scanned and emailed with the expense form which is also acceptable. In the event of a lost receipt, travelers have the option of submitting a separate explanation for expenditures. These occurrences will be monitored so that the policy will not be abused. Expenditures submitted for reimbursement which are outside the current reimbursement policies will be adjusted and an explanation provided. The Network may deduct expenses that are deemed beyond industry standards for a reasonable business expense.

**All members requesting any reimbursement of travel expenses and/or registration fees must attend a minimum of 75% of the offered Women's Council of REALTORS® meetings and programs.**

Payment for approved reimbursement request shall be made within fourteen (14) working days of receipt of the written request and documentation by the Treasurer.

*No reimbursement shall be made for items to be reimbursed by another group i.e. Local Association, CRS, etc.*



## ADDENDUM "A"

# Network Election Procedures

1. Governing Board appoints a Candidate Review Team (a minimum of ninety (90) days prior to election):
  - a. Project Team to be a minimum of three (3) and no more than five (5) members.
  - b. Project Team selects the chairperson at first meeting.
  - c. Project Team must consist of Active (REALTOR®) members that are in good standing and no more than one (1) active National Affiliate member.
  - d. One (1) or more active Past Presidents willing to serve.
  - e. One (1) or more active Past Program Directors willing to serve.
  - f. President Elect serves as (Non-Voting) ex-officio member.
  - g. Current governing board members are not eligible.
  
2. Candidate Review Team Chair (a minimum of sixty (60) days prior to election):
  - a. Sends out email to membership to solicit applicants for open positions.
    - i. Consider weekly follow-up emails until a specific date.
    - ii. Chair should work with Secretary (or whoever is in charge of correspondence) so communication to membership can be completed.
  - b. Email should consist of job descriptions, election date, application and consent to serve due date, and contact information for Candidate Review Team Chair.
  - c. Both forms are due back to the Candidate Review Team Chair thirty (30) days prior to election date.
  - d. Candidate Review Team will confirm applicant eligibility. Candidate Review Team can conduct interview of applicants if they so choose.
  
3. President will notify the membership (ten (10) days prior to election) about the election date, location, rules of running and names of candidates.
  - i. NOTE: notice must provide information about running from the floor. Member must submit an application and consent to serve (which should be attached to notice). These forms are due back to Candidate Review Team Chair no later than seven (7) calendar days prior to election. Chair will confirm eligibility. A member cannot run from the floor if the application and consent to serve are not submitted seven (7) calendar days prior to the election.

**ADDENDUM “B”**  
**Conducting the Election - Two Options**  
**Approved June 17, 2020**

**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 and A session.
5. Voting may be via voice or roll vote or written ballot when there are two or candidates according to the local network bylaws. Due to Covid 19 votes may also be submitted electronically through a secure approved voting platform 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 1st fifteen (15) minutes of meeting).
  - a. Ballots are to be kept until the 1st 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 (Possibly a Lunch & Learn with a good speaker to draw people in) for members only.

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 and A session.
5. Voting may be via voice or roll vote or written ballot when there are two or more candidates according to the local network bylaws. Due to Covid 19 votes may also be submitted electronically through a secure approved voting platform 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 1st fifteen (15) minutes of meeting).
  - a. Ballots are to be kept until the 1st 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.