

**STANDING RULES**

**Bylaws** are the foundation of the Network and can only be amended by a two-thirds vote of the National membership, provided that a quorum is present, with at least ten (10) days’ notice to the membership. Bylaws generally are amended to change local, National or State dues, or initiate a name change and must be approved with recorded minutes at a general membership meeting.

**Standing Rules** set operating policies relating to the Network's administration and business practices to provide continuity from year to year. It is the operating manual for the Network.

##### General information on Standing Rules is as follows:

* + - Standing Rules cannot be used to grant or limit rights of membership
		- A Standing Rule can be adopted by a majority vote at a Governing Board Meeting·
		- In the event of an inconsistency between the Bylaws and Standing Rules, the Bylaws govern.
		- A Standing Rule can be amended or rescinded by a two-thirds vote from the current Governing Board without previous notice or by a majority vote after notice of at least the preceding day.
		- Changes should be noticed periodically to the membership.
		- A Standing Rule remains in force until amended or rescinded. It does not bind future meetings if a majority desires to suspend it temporarily for the duration of a meeting.

##### The Network is to follow the Standards outlined in the Network Model initiated by National and approved November 2016. These Standards include General Oversight/Scope of Duties and Major Responsibilities for the President, President-Elect, Secretary, Treasurer, Program (Event) Director and Membership Director.

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7. **Network Model**
	1. **Governing Board**
		1. Membership will vote and elect incoming Treasurer & President Elect
		2. After elections, the incoming President will appoint the Program Director & Membership Director. The incoming President Elect will appoint the Secretary. These positions need to be ratified by the Governing Board prior to Installation
		3. Incoming President may assign various members of the Governing Board as liaisons to specific Project Team(s).
		4. All Governing Board Members are to be familiar with the provided job descriptions
		5. All board members will agree to reply in a prompt manner to their board in all forms of communication.
		6. A Consent to Serve must be signed by all incoming Officers
		7. An appointed Board Member may resign at any time by forwarding their intent in writing to the Governing Board. Three unexcused absences from Board of Directors Meetings would be also considered a resignation. Any resignation should be responded to in writing by the President and recorded officially into the minutes at the next BOD meeting.
		8. If an appointed position is determined to be not accountable based on the Network Model, job description and/or appointed role:
			1. The President and one other Board member is to schedule one or more meetings with the Appointee to review Network Model and specific accountabilities and subsequent progress.
			2. If it is determined appropriate progress is not made, the Governing Board may call for a resignation in writing. If the Appointee does not respond within 72 hours, they will be determined to be resigned.
				1. If the Appointee disagrees with the request, then the Governing Board call a special meeting to address. All parties should be given adequate notice of the special meeting to ensure attendance.
	2. **Project Teams**:
		1. Incoming President appoints such Project Teams as needed to conduct the business of Network.
		2. Project Teams may include but are not limited to:
			1. Awards
			2. Candidate Review
			3. Finance & Budget / Oversight
			4. Social Media
			5. Ways & Means
			6. Fundraisers & Special Events
	3. **Governing Board Meeting Attendance**
		1. Members and Strategic Partners are welcome to attend any of the Governing Board Meetings
		2. Active Project Team Chairs should attend the meetings to provide an update, or when not possible, send report to the President ahead of the meeting
	4. **Minutes are Required for:**
		1. Board of Director Meetings
		2. General Election Meetings
		3. Membership Approval of Standing Rules changes for dues and name changes
		4. Project Team Meetings
8. **Meetings:**
	1. **Board of Director Meetings** should occur monthly and the schedule for those meetings will be set at the Business Planning Workshop for the upcoming year.
		1. Any changes to the meeting time/date should be given in writing at least thirty days in advance when practical.
		2. President should be notified in writing one day prior in writing for any expected absence at the meeting.
	2. **Elections** should be held no later than August 31s to ensure attendance at upcoming State Leadership training conference in the Fall.
	3. **Industry Events**
		1. Program Director with Governing Board determines best venue to accommodate membership in terms of costs, speaker presentation, and professionalism.
		2. Guests may be invited to attend one Industry Event program for free.
		3. Timed agendas and scripts are to be used.
		4. If State or National Line Officers are present, allow 5-10 minutes for them to address Membership.
	4. **Meetings with Registration Fee:**
		1. Registration fees are to be set for members and non-members as set by the Governing Board.
			1. Refund requests will be reviewed for approval by the Governing Board.
		2. Invited speakers and State & National Officers should be comped.
		3. Additional comp tickets may be offered with Governing Board approval.
	5. **Installation**
		1. Installation should be held in November or December each year.
		2. Outgoing President to present Incoming President with gavel.
		3. Incoming President to present Outgoing President with Network gift.
		4. Gifts/Plaques should be ordered for Outgoing Board of Directors by President
		5. Plaques should be given to Member & Affiliate of the Year.
	6. **New Member Orientation**
		1. Should be held at a Minimum of twice per year
9. **Budget and Financial Matters**
	1. **Budget**
		1. Budget for upcoming year should be prepared by the Budget Project Team
			1. Members for this team should include the Incoming and Outgoing President, Incoming and Outgoing President Elect, Incoming and Outgoing Treasure and any other Member the President appoints.
		2. Budget should be prepared prior to December 15th so it can be ratified at the first Board of Directors Meeting of the new Fiscal Year.
		3. Budget should only be distributed to Governing Board and should be uploaded to Dropbox. Budget should be frequently updated as expenses are occurred and should be presented quarterly at BOD.
		4. Budget should include the following projected line items:
			1. Travel & Conference Expenses
			2. Network Recognition
			3. Itemized Revenue Streams
				1. Strategic Partners
				2. Fundraisers
				3. Industry Events
				4. Dues Reimbursements
			4. Network Operations
				1. Insurance
				2. Cost to maintain necessary platforms (i.e. Zoom)
			5. Annual Sponsorships and Charitable Donation
				1. State Installation
				2. State Raffle
				3. Bay East Foundation
				4. Annual Charitable Donation

Charity to be determined by the President

* + - * 1. Bay East Appreciation Lunch
		1. Project Teams who will have income and expenses are required to create individual budgets to be approved by the Board of Directors prior to incurring any expenses
			1. These Project Teams should have a dedicated Project Team Treasurer
			2. During Project Team Reporting at BOD, the updated budget should be presented
			3. Special Event & Fundraising Project Teams must present final budget within 15 days of Event
				1. Network Treasurer to reconcile final budget with bank transactions within 30 days
	1. **Financials**
		1. A Profit & Loss should be presented at least quarterly to address any issues with the budget that need to be adjusted.
		2. Bank statement should be uploaded monthly to Dropbox.
		3. A Finance & Budget / Oversight Project Team may be appointed by the President to assist the Treasurer to review expenditures and assist with State audits.
		4. State requires the prior year audit results to be submitted by the end of Q1 of the new year.
		5. President, President Elect and Treasure should have signing authority on the account.
			1. In December, signers must go to the bank to transfer over signing authority and remove old signers from the account. President must bring with them a copy of the Election Meeting notes. Verbiage must included who will be added / removed from the account.
		6. Reimbursement for expenses are considered approved if they are included in the budget, provided receipts and expense reimbursement request form has been received.
	2. **Income**
		1. Cash received at any Network Meeting must be recorded by two witnesses and verified by signature. Cash much be deposited into the account the next business day, or within three business days of receipt only if extenuating circumstances are present.
		2. Deposits are to be made by the Treasurer or appointed member and documentation of deposit should immediately be uploaded to Dropbox.
		3. Treasurer to ensure receipt of deposits made from online registration platform or the Square as accrued.
		4. Income received at Network Events should be recorded in the Event Report.
			1. Event report should be prepared within 7 days of Event so Treasurer can properly account for funds.
				1. Actual income and expenses must be itemized and may include:

Venue Cost

Food Costs

Revenue from:

Raffles

New Strategic Partners

Registration Fees

Make sure to identify source and amount totals

* 1. **Expenses**
		1. Expenses are paid according to the budget. Any expenses over approved budget must be re-approved and recorded in the BOD meeting notes.
		2. Speakers that add significant value to the members should be given preference and appropriately budged for as feasible.
		3. Reimbursement requests will only be paid if they are submitted within 30 day of occurrence with receipts and proper expense reimbursement form. No exceptions will be made unless approved by the Governing Board.
		4. If the Treasurer prepays a travel expense for a member (including conference tickets, hotel & airline tickets) and the member does not attend, that member is to reimburse the network within 10 days of the event.
		5. Two signatures are required for any checks over $500 unless approved otherwise and recorded in the BOD Meeting notes.
		6. Charges to the Network debit card over $500 that are not already approved in the budget will require Governing Board approval and be recorded in the minutes.
		7. Any death or sever illness of a current member can be acknowledged with a gift and/or card not to exceed $100. If the death is of a family member of a current member, it can be acknowledged with a gift and/or card not to exceed $50. A minor illness, injury or hospitalization of current member can be acknowledged by a gift and/or card to exceed $30.
	2. **Travel**
		1. Priority for travel and conference attendance should be given first to the President and then the President Elect. From there it should be Membership Director 🡪 Program Diretor 🡪 Secretary 🡪 Treasurer 🡪 Network Members.
		2. For the Fall State Meeting, priority goes to the Incoming Board before the Outgoing Board.
		3. Members looking to travel at the Network’s expense, other than Governing Board Members, should state their intent in writing at least 60 days prior to the event and is subject to approval.
		4. Reimbursement for travel must be submitted to the Treasurer within 14 days of the event.
			1. Travel expenses cannot be reimbursed prior to an event unless there is an economic hardship otherwise and this is approved by the Governing Board.
			2. Receipts are required for reimbursement.
		5. All Members who travel at the Network’s expense are required to attend all scheduled sessions, unless ill, and may be asked to share what they learn with the Membership at large at an upcoming meeting.
		6. Travel to State or National Meetings will be reimbursed as follows:
			1. Airfare at the coach rate.
				1. Reservations should be made at least 45 days in advance.
				2. No reimbursement for seat upgrades and / or priority boarding expenses.
			2. Hotel will be reimbursed at 100% for double occupancy. Members are only expected to share a room with their same gender. If double occupancy cannot be obtained via Network attending members, every effort should be made to reach out to other Networks to find an appropriate room share. Anyone who is requesting a private room will only be reimbursed 50%. The rate not to exceed the negotiated rate from State/National.
				1. No reimbursement for personal time for any member looking to go early or stay late, even if this would to be to attend optional educational events.
			3. Registration will be reimbursed at 100% of the early bird rate.
			4. Cost for parking, shuttle and ground transportation shall be reimbursed at 100% including tips.
				1. Reasonable ground transportation should be utilized at the most cost-effective mode whenever feasible.
				2. Mileage is paid the IRS rate only when using personal vehicle for conference travel and must be submitted via an expense reimbursement form.
				3. Tips should not exceed $10 / day or 20%, whatever is lower.
			5. Installation Fees are will reimbursed for the President and President Elect at 100%, but only for the State Installation.
		7. Network 360 for the President Elect will be reimbursed following the same guidelines as noted above for the State and National Conferences.
			1. President Elect is required to attend Network 360.
	3. **Education Grants**
		1. Education grants are available as set by the Network budget.
		2. Member must be in good standing for the last 6 months and have attended at least 50% of the meetings.
		3. Applicants must be on the Governing Board, a Project Team Member, or made a contribution to the network during the calendar year.
		4. Grant are for $100 or up to the actual cost of the class, whichever is less.
		5. A member may apply for up to two grants a year, but priority will first be given to members who have not yet received grant funds in that calendar year.
		6. Education Grant requests must be submitted with the Education Grant reimbursement form with receipts attached.
	4. **Strategic Partners**
		1. A Strategic Partner is an Affiliate who wants to support the network through a sponsorship.
		2. Ways & Means will work with the Governing Board to develop the annual Strategic Partners program as to the program level and benefits.
1. **Communication & Marketing:**
	1. The Membership and Programs Project Teams should work together to send out timely notifications via phone calls, texts and emails.
	2. Standing Rules, Bylaws and Strategic Partner Sponsorship Flyer should be available on the Network microsite.
		1. Standing Rules and Bylaws should be reviewed yearly for any necessary changes. Standing Rules require Governing Board approval. Bylaws require Membership approval with the quorum to be set by the Bylaws.
	3. Program Project Team is responsible for making sure all Network events are posted to the Network microsite at least 30 days prior to the event.
	4. Dropbox needs to be frequently updated by Governing Board Members with role specific items.
2. Transitions:
	1. State will hold a Transition Workshop in September which should be attended by incoming and outgoing Governing Board Members. This meeting allows for initial working relationships and collaboration. Any additional role specific trainings are mandatory for the incoming Governing Board.
	2. A Business Resource Planning Workshop should be held in November. The meeting will be facilitated by the District Vice President and in attendance should be all incoming and outgoing members of the Governing Board. Additional attendees can include Project Team Members, Past Presidents, Strategic Partners or other Members interested in supporting the Network for the upcoming year.
	3. One on one role training should be provided as well for the incoming board members as needed prior to the upcoming year. Outgoing board members should expect to be available for questions and support on an ongoing basis for the coming year.

**APPENDIX:**

***501©* 6 *Rules and Regulations:*** <https://www.irs.gov/pub/irs-tegeleotopick03.pdf>

***Board Member Job Descriptions:*** [https://www.wcrca.org/quick-starl;.guides/](https://www.wcrca.org/quick-starl%3B.guides/)

***Industry Event Example:*** <https://www.wcrca.org/resourceslnetwork-model-i11fo/networking-activities>

***General Resources:***[https;//www.wcrca.org/resourceslnetwork-model-info](http://www.wcrca.orglresourceslnetwork-model-infol/)/

***Document Retention Process:***<https://www.councilofnonprofits.orgltools-resources/document-retention-policies-nonprofits>

***Audit Forms:*** <https://www.wcrca.org/resources/local-network-financial-resources/>

***Elections and******Nomination Resources:*** <https://www.wcrca.org/resourcesle/ections-materials/>

***Consent******to Serve Form*:** <https://www.wcrca.orglwp-content/uploads/2017/06/2016-WCR-Consent-to-Serv>e and­Application.pdf

**Membership Retention Resources:** <https://www.wcr.orglnetwork-toolslrecruiting-retention/>

***Example of Agenda Minutes:*** <https://drive.google.comldrive/u/1/folders/0B-WCOc3/01EaRDlzN2ZNZktEanM>