

“Standing Rules”

The purpose of Standing Rules are to provide continuity to the Network by setting operating policies that can be referred to year after year to determine what procedure is to be followed regarding key points in the By-Laws. National provides the Networks with By-Laws to adhere to. The Standing Rules are to provide clarity and shall prevail over National By-Laws if there is a conflict. Standing Rules may be amended or changed by a majority vote of the current Governing Board. The following is the link to the National Women’s Council of Realtors Leadership Policy & Procedure Manual.

[**https://www.wcr.org/media/1839828/lppm-2020-revised.pdf**](https://www.wcr.org/media/1839828/lppm-2020-revised.pdf)

1. COMMUNICATIONS - It is the duty of the Local Network President to inform the entire membership of all meetings of the Northern Colorado Network, however the President may choose to delegate.
2. “Pass the Baton” JOINT MEETING – A Joint Meeting of all outgoing and incoming officers, as well as, committee chairpersons shall be called by the President- Elect “Incoming President” with assistance from the current President, for the purpose of instructing the new officers and committee chairpersons with the objectives of the Women’s Council of REALTORS®.
	1. All outgoing Board Members and Project Team Leads will provide a hardcopy of their duties, responsibilities, and past files/notebooks to the new incoming Board Members and Project Team Leads.
	2. All new incoming Board Members shall continually maintain and update these files/notebooks for ease of passing along to the next year’s Board Members and Project Team Leads.
3. LOCAL NETWORK MEETINGS – Meetings of the local network shall include meetings of the Governing Board and/or meetings of the membership in conjunction with a speaker, an event or other function. The Board Members shall vote when and where these meetings/events shall occur. Virtual classes and meetings are acceptable only if the Board Members have voted yes 3 out of the 5 Board Members (A Quorum) with one vote from either the President or President-Elect.
	1. Governing Board Meetings:
		1. President shall prepare the “Meeting Agenda” and email it to all Board Members at least 2 days prior to the meeting date.
		2. All Board Members and Project Team Leads shall make every effort to attend and participate in all meetings and events.
		3. Should Governing Board members be unable to attend a meeting/event, they shall provide immediate notice to the President. The Board Member not able to attend shall provide the Secretary with the necessary updates for the meeting. The Secretary will update the Governing Board.
		4. Governing Board meetings shall be held at least 8 times annually.
	2. Member Network Meetings/Events:
		1. Member Network Meetings shall be held at least 6 times annually on a consistent time & day of the week. For Example: always a 3rd Wednesday Noon to 2pm.
		2. The President and Guest Speakers are to receive a complimentary meal & drink.
		3. Network Events shall be held at least 4 times annually with a minimum of 2 being for FUNdraising. These days/times will vary according to the events purpose.
		4. Member events and meetings shall include but not be limited to luncheons, speakers, fundraising events, education events (with Continuing Education credit) and more. These events shall be publicized to the membership with a registration link (e.g., to Eventbrite) to collect registration fees prior to the day of the meeting/event. Future-non-members shall pay $10 more than members. Future-non-members shall only be allowed to attend once per year.
		5. All attendees not registering prior to the day of the event/meeting, but rather on the day of, shall pay $5 more at the door.
		6. Reservations, Cancellations, Refunds: shall be clearly stated in the marketing of each meeting and event. Each new Governing Board shall decide how to handle for each year. Currently there are no refunds if cancelled after event starts. There are no holds or reservations made without payments.
		7. Meetings to be incorporated into the schedule:
			1. Orientations for Future Members & Strategics shall be held at least 2 times annually.
			2. Next Year Elections to be held first week of October.
			3. “Passing the Baton” to next year’s Board of Directors shall be held the first week of December.
			4. By January 31, The Installation of New Board Members & Appreciation of Strategics Meeting shall be held.
4. DUES
	1. Annual membership LOCAL dues will be $99 for REALTOR® plus $140 for NATIONAL dues for a total of $239 due at sign up.
	2. $20 of the $99 Local dues shall be payable to the Colorado State Liaison’s Budget within a week of receiving payment from National.
5. STRATEGIC Partnerships
	1. Northern Colorado has 4 levels of participation: Bronze, Silver, Gold & Platinum. The President-Elect shall manage and maintain relationships according to the networks standards and pricing on the Strategic Partnership Program Flyer. This Strategic Partnership Levels Flyer shall be voted on and approved each year at the initial new board meeting in January.
	2. Strategic ratios shall be no more than 1 Strategic to 4 Realtor Members.
	3. Strategics shall first be filled with 1 from different industries until 10 positions are filled, then can duplicate industries.
6. SPONSORSHIP
	1. Each year the Governing Board shall vote for the company in which fundraising funds will benefit. 50% of the profit of the designated event shall be made payable to sponsorship company within 2 weeks of the date of the event.
	2. The Governing Board shall also vote by year end, if extra funds in bank account, if a lump sum payment shall be sent to the sponsorship company and/or other community project.
7. FINANCES
	1. The annual budget will be prepared by the incoming President and incoming Treasurer and presented to the board for review at Initial New Board Meeting in January.
	2. A minimum reserve equaling $40 per member will be carried over annually for the succeeding year. This is intended as a courtesy to fund the incoming board of directors so pressure of immediate fundraising is eliminated. (for example: 30 members x $40 = $1200 minimum reserve in bank account at year end)
	3. The current President, President-Elect will be placed as signatories on the Network’s checking account and shall all have an account debit card. The Treasurer shall have a deposit only atm card.
	4. No checks or charges to the debit card shall be done without first having the Board of Directors notified and the majority acknowledging the expense.
8. TRAVEL EXPENSES – Such expenses of the President and President-Elect, will be paid out of the treasury of the Local Network and will be determined each year by the Governing Board, or as designated by the Board providing the Local Network has funds available.
	1. The Network will pay the travel expenses for airfare, meals (excluding alcoholic beverages), conference tickets for the following meetings if funds are available but not to exceed the amount determined by the annual budget.
		1. National Meeting (November—during the NAR Convention—location varies)
			1. President
			2. President-Elect
		2. Leadership Development Training (August—in Chicago)
			1. President-Elect
		3. Mid-Year Legislative Meeting in Washington, D.C.
			1. President
			2. President-Elect
	2. Registration and transportation will be the responsibility of the individual attending as soon as it is available in a manner that utilizes bargains and advance purchase discounts.
	3. Any personal days taken prior to or after official functions are not reimbursed.
	4. An official function is considered to have begun the day of and conclude the day of. If arriving earlier or staying longer, extra nights in room will not be reimbursed.
	5. Any deviation of these travel expenses will be voted on by a majority vote of the Governing Board.
	6. Lodging when possible, shall be coordinated between other Network travelers to find least expensive hotel accommodations, Traveling member may choose to have their own hotel room, but will only be reimbursed 50% of expense if there was a shared room available.
	7. If travelers are of the opposite sex or traveling alone, the traveler will be entitled to a single room if not able to find a shared room with same sex.
	8. In the event of a traveling spouse the Network traveler will be reimbursed for 50% only of the room rate per day during the time of the event outlined above.
	9. President and President-Elect are required to attend the two yearly WCR/NAR meetings. Should one of the above not attend a required national meeting, governing board will appoint someone in their place. First and foremost, someone who will be serving on the next year’s Board of Directors.
	10. Before any of the above expenses to be reimbursed, the following criteria must be met:
		1. The amount to be reimbursed must be within the budget guidelines.
		2. There must be sufficient funds in the treasury to meet the expense.
		3. The expenses must have occurred within the Network year for which the reimbursement is sought and within 30 days of the actual event.
		4. The member requesting reimbursement must present a full accounting of the expenses and its rationale to the treasurer. Such accounting must be accompanied by receipts.
		5. Have approval from President, President Elect and Treasurer.
	11. If the President, President-Elect, or delegate represents another organization at the same function and is reimbursed by said organization for the same function, said attendee cannot be reimbursed by both organizations for the same expense. (For example, if a representative or officer of the Local Network is also representing another Realtor organization whose expenses are paid by the other organization, then no reimbursement of such expenses will be made by the Local Network.)
9. STATE LIAISON – Funds shall be provided to the State Representative as each member either renews or signs on as a new member. When WCR National mails our $99 per member, then a check for $20 for each member will then be sent to the State Liaison for the State annual expenses within one week. The Treasurer shall make sure the State Liaison has provided our Network with a full accounting and budget of all expenses.
10. GUEST POLICY - Monthly luncheon speakers will be given complimentary meals and/or other special recognition for their contributions to the Network. As stated in Strategic Policy, Strategics are allowed to bring Realtor guests depending of their level paid.
11. NETWORK MEETINGS/EVENTS – Reservations for all Network meetings and special events will be an obligation paid by the member or future-non-member making the reservation. These reservations will be nonrefundable and nontransferable. Members shall pay $25 to attend, future-non-members shall pay $35 to attend and may only attend one time each year.
12. INAUGURATION / PAST PRESIDENT’S LUNCHEON – Past presidents of the Network and its predecessors will be honored at the end of year celebration either December or January. They will be given complimentary meals and/or other recognition as a token of appreciation for their service to the Network. This function shall also serve as induction for the coming year’s board, during which a gavel is passed from the outgoing to the incoming Local Network President.
13. AWARDS
	1. Member of the Year Award – The award will be called the Women’s Council of REALTORS® Network Member of the Year Award for the year in which it is presented. The award will be presented at a time decided by the Governing Board. The previous year’s recipient shall be the Chairperson of the committee. Eligible nominees shall:
		1. Be a member of the Women’s Council of REALTORS® and the National Association of REALTORS®; and
		2. Have been a REALTOR® in good standing and have contributed significantly to the organization.
	2. Strategic Member of the Year Award – The award will be called the Women’s Council of REALTORS® Network Strategic of the Year Award for the year in which it is presented. The award will be presented at a time decided by the Governing Board. The previous year’s recipient, if available, will be the chairperson of the committee consisting. Eligible nominees will:
		1. Be an Affiliate Member of the Women’s Council of REALTORS®; and
		2. Have been an Affiliate member in good standing and have contributed significantly to the organization.
14. GREETING CARDS – The Secretary will be responsible for sending cards to members at appropriate times as Thank You, Sponsorship fundraising payments, Birthdays, etc.
15. REVIEW OF BYLAWS & Standing Rules – The Bylaws and the Standing Rules will be reviewed every year to comply with the Bylaws of the Women’s Council of REALTORS® of the National Association of REALTORS®, as well as, adapt to the needs of the Network.

**Standing Rules Addendum**

1. CHANGEOVER
	1. Update National with new officers by October 31 of year prior to board taking office
	2. Network bank account: Remove previous President and other board members assigned to bank and post office before Dec 31 and add New President, President-Elect and Treasurer as stated previously.
	3. Change passwords on all systems and banking. (user ID can remain the same)
	4. Change admins for Facebook
	5. Gmail and Eventbrite passwords should be changed to new president’s name
	6. Gmail signature should show new year Strategic Partners
	7. Transfer files to incoming officers, especially treasurer (including tax records, bank statements, insurance records, invoices, etc.) at the “Pass the Baton” meeting by December 15
	8. Transfer post office keys to next President & President Elect & Treasurer
2. COMMUNICATION
	1. Newsletter to current members and future members along with current calendar of events near the 1st of each month
	2. Eventbrite: events are entered here so attendees can purchase tickets to events in advance, ticket price shall be slightly higher at the door
3. TREASURER
	1. Taxes: file necessary form by due date to IRS
	2. Periodic State Reporting: State of Colorado requests a periodic report every year, Due on\_\_\_\_
	3. Bank Account: Chase Bank, checking with President, Debit Cards to President, President Elect, with a deposit only card to Treasurer
	4. Merchant Services: Square payments and/or Eventbrite transfer
	5. Insurance: Paid annually with invoice in September through \_\_\_\_\_\_\_\_\_\_\_\_
	6. Post Office – responsible to pick up mail at least bi-weekly
4. MEMBERSHIP – Membership Director responsibility to have list of all members and always maintain a national minimum of 20 Realtor members but striving for a minimum of 30 Realtor members. To conduct a minimum of 2 membership orientation events per year. These events can be combined with other network events/meetings.
5. STRATEGIC PARTNERS – President Elect responsibility to have 1 strategic per 4 Realtor members at all times and to not have more than 1 strategic per industry until membership is beyond 50 total Realtor members. To conduct individual meetings with potential strategics throughout the year and a minimum of 2 strategic orientation events per year. These events can be combined with other network events/meetings.
6. SECRETARY
	1. Takes minutes during each board meeting
	2. Post minutes online and sends an email to all board members one week after meeting and obtains verification that all board members received and approved the meeting notes.
	3. Shall make necessary updates and changes to minutes.
	4. Shall keep final meetings on hand at all meetings in case of questions or verifications. Will also hand off to next year Secretary all meeting minutes by December 31.
	5. Shall make sure meetings are held accountable for the scheduled time frame by keeping President or meeting leader informed of the time.
7. EVENTS
	1. Before the Event: Print and verify all attendees prepaid. Charge merchant services devices; request small bills from bank for cash on hand.
	2. Take to Event:
		1. registration list from Eventbrite; tablecloth, banner sign, information flyers
		2. change from bank in blue plastic envelope
		3. tickets for 50/50 drawing (tickets are $?? for??
		4. bling to sell ?? such as pins, raffle tickets or beads
		5. name tags & markers
		6. make sure President brings check/cc for payment to event venue or speaker etc.
	3. Reminders:
		* Account for incoming funds for drawing and registrations; convert drawing tickets sold by credit card to cash for drawing; pay event venue for food afterwards; deposit all cash (registration, drawing, bling sales, etc.) in bank and record in Quick Books (if used); send registration sheet of those who didn’t pre-register to relevant board members following the event
		* Future – Non – Members can only attend once per year. Sign everyone in and track every meeting/event with attendance. The member attending most will be considered for the Member of the Year award