



# Standing Rules for Canyon County Network

## MEETINGS

### Industry and Networking Events

General Membership meetings shall be held monthly on the 3<sup>rd</sup> Friday unless otherwise noted. All meetings, to be scheduled and location determined by President and Program Director(s) by December 1<sup>st</sup>, for the upcoming year. The American flag shall be present and prominently displayed at every meeting.

### Annual Election Meeting

The Annual Election Meeting shall be held in August or September in conjunction with an industry or networking event. Candidate Review Team will be appointed by the Governing Board ninety (90) days before election. Applications and open positions will be solicited sixty (60) days before election. Nominations are to be held thirty (30) days before election. President notifies members of election dates, rules and candidates ten (10) days before election. Applications due seven (7) days before election if candidate is running the floor. Election may be held in conjunction with Idaho Association of REALTORS® Annual Convention.

### Installation Meeting

The Installation Ceremony meeting shall be held in October, November or December. A brief, impressive installation ceremony with your Women's Council of REALTORS® Regional Vice President or other national or state officer. If none are available, your Board President or some prominent REALTOR® who has shown a real interest in your network could be invited to do the installing.

### Governing Board Meetings

Governing Board Meetings shall be held quarterly at a minimum of four (4) times a year. Dates, times and locations are at the discretion of the incoming President. A quorum is four (4) board members. Quorum must include either President or President-elect.

### Unexcused Absence

Any appointed or elected member of the Governing Board with three (3) or more unexcused absences from a Board meeting or an Industry or Networking event shall be construed as having resigned from the Governing Board. After two (2) unexcused absence a notice will be sent out notifying the member of the policy and their absences. If a third meeting is missed, the

matter will be discussed at a board meeting with board approval the President will schedule a meeting to ask for the resignation of the Board Member. President will then appoint a replacement for the position.

### **Reinstatement**

Such member whose seat was vacated in this manner may apply for reinstatement within 30 days which shall require vote of the Governing Board.

## **ELECTIONS**

### **OFFICERS CONSENT TO SERVE**

Officer nominees shall sign a consent-to-serve form including the position's job description, prior to the election industry or networking event,

### **PROCEDURES**

#### **Rules of the Day**

The Rules shall be approved by the membership prior to voting. The rules shall be in writing and included in the meeting handouts.

#### **Tellers**

The President shall appoint a minimum of three (3) tellers (vote counters). Candidate Review Team members shall not serve as tellers.

#### **Ballots**

In the event of a contested race, paper ballots will be issued when the voting members sign in at the Registration Desk, immediately prior to the Annual Election Meeting

#### **Quorum**

A quorum will be established per Women's Council of REALTORS National Bylaws.

#### **Voting**

Each National Women's Council of Realtor member shall be entitled to cast one (1) vote. Members are those REALTOR and NATIONAL AFFILIATE members in good standing, per the records of the National WCR office on September 1<sup>st</sup> of that year. Voting by absentee ballot shall not be permitted. If the voting member is not present when a vote is taken, the voting member may not cast a vote after the voting has concluded. Winners will be elected by majority vote. [Example: When two people run against each other and 200 votes are cast, the winner will need at least 101 votes. A majority shall elect. When there are more than two nominees for any office and there is no majority on the first ballot, the top two candidates will run off against each other and all other candidates are eliminated. The President's vote shall be held in reserve and counted in the event of a tie.

## **NOMINATIONS OF OFFICERS**

### **Candidate Review Team**

The Team shall consist of five (5) active members, per Women's Council of REALTORS® National Bylaws. Candidate Review Team shall have one (1) or more active Past Presidents, one (1) or more active Past Program Directors, active REALTOR® members, no more than one (1) National Affiliate, and the President-elect (non-voting, ex-officio). Candidate Review Team shall select from members who are in good standing, and have completed a "Consent to Serve" form. Candidate Review Team shall notice the local members including National Affiliates no later than 60 days prior to elections. Recommendations should be returned to the Candidate Review Board no later than 30 days prior to the Annual Election. The Candidate Review Board shall notice the slate of officers to the President no later than 15 days prior to the Annual Election. The President shall notify the membership of the slate of officers no later than 10 days prior to the Election.

## **INSTALLATION OF OFFICERS**

### **Installation Ceremony**

Officers of the Network shall be installed during the Annual Election Meeting.

### **Arrangements**

The President is responsible for arranging the installation ceremony, in cooperation with the current President-Elect.

### **Selection of Installing Officer**

The President-Elect shall select the Installing Officer. Installing Officer must be a member of the National Women's Council of Realtors®. A brief, impressive installation ceremony with your Women's Council of REALTORS® Regional Vice President or other national or state officer. If none are available, your Board President or some prominent REALTOR® who has shown a real interest in your network could be invited to do the installing.

### **Incoming President Pin**

The outgoing President shall have the duty of obtaining the incoming President's pin, at the expense of the network, in sufficient time for presentation at the Installation Ceremony.

### **Plaque for Outgoing President and Officer**

The outgoing President shall obtain, at the expense of the Network, a plaque or certificate to be presented to all outgoing Officers at the Installation Ceremony depending on funds available. The President-Elect shall present to the outgoing President at the Installation Ceremony the plaque with a nominal gift. Project Team Leaders to be recognized with certificates.

## **Installation Budget**

The budget for the Installation Ceremony shall be sufficient to include the expenses of invited guest dignitaries (such as Board President, Executive Officer, etc.), Installing Officer, and any National Officers, as well as appropriate gifts.

## **DUTIES**

### **Governance Board Responsibilities**

Network Governing Board members shall abide by Canyon County Network Bylaws, the Network's Standing Rules, and the duties as outlined by Women's Council of REALTORS®. The President and President-Elect are expected to attend National, Regional and State meetings, as allowed by the network budget. Other Governing Board Officers may be expected to attend if the network Budget allows.

### **PRESIDENT**

**General Oversight/Scope of Duties:** Provides leadership and direction for the Network, keeping her team focused on the mission of the Council and the Network business plan. Acts as the local voice for the Women's Council brand, articulating the value of the Network, representing the Network with related groups, and setting the tone for active member involvement. One (1) year term, elected as President-elect and automatically moves up to President. The President shall furnish each governing board member with the Chapter to Network Planner, Annual Business Plan, Chapter Bylaws and Standing Rules, no later than the first scheduled Governing Board Meeting of the year.

#### **Major Responsibilities:**

- Preside over focused, productive meetings of the Governing Board and Membership.
- Work with the Governing Board to develop, implement and monitor the Network Business Plan
- Encourage and inspire members to get involvement, and recognize contributions
- Cultivate development of future leaders for the Network
- Mentor, train, support and provide leadership opportunities for the President-elect to facilitate a smooth transition in leadership
- Build and maintain relationships with the Local Association and related industry and Community.
- Work with the Governing Board to evaluate Network progress and performance on stated goals, ensuring, in particular, quality Network programs and services.
- Support Program Director and Membership Director in delivering quality programs and building and retaining a solid base of REALTOR® members
- Appoint the Program Director and Membership Director, with ratification by the Governing Board
- Appoint a Program Chair and/or Membership Chair, as needed to support the Program and Membership Directors, with ratification by the Governing Board
- Ensure compliance with all State and National reporting requirements

- Represent the local Network at State and National meetings

### **PRESIDENT-ELECT**

General Oversight/Scope of Duties: Supports the President in fulfilling her duties, builds leadership skills and prepares to assume the presidency. Develops and maintains productive relationships with Strategic Partners to ensure satisfaction and support for Network activities. The Network President-elect is a REALTOR® nominated by the Candidate Review Team and elected by the membership at the Network Election Meeting. One (1) year term, elected as President-elect and automatically moves up.

The President-Elect works closely with the President to learn and assist with items such as, preparing agendas and presiding at portions of the meetings. The President-Elect also works with the entire Board on planning additional fundraising events. The President-Elect should also sit on all governance-related committees such as Finance & Budget and Bylaws. In the absence of the President, the President-Elect presides at meetings and performs the necessary duties of the office.

The President-Elect shall preside at the Officer Planning Retreat to coordinate and implement plans for the following year. This includes setting retention and new member goals as well as sponsorship and fundraising targets. All programming shall support the WCR mission. The President-Elect shall plan and organize the Leadership Orientation for local leadership to be held in October of the year prior to taking office.

#### Major responsibilities:

- Fulfills duties of the President as needed, and assists with running efficient and productive meetings
- Cultivates and manages relationships with Strategic Partners, ensuring a high level of satisfaction and appropriate benefit levels and packages
- Assists the President in tracking Network progress and performance, identifies areas for continued improvement and considers related goals for inclusion in the Network Business Plan in the coming year
- Appoints the Secretary, with ratification by the Governing Board
- Supports accomplishment of Network Business Plan goals and priorities
- Encourage and inspire members to get involved, and recognize contributions
- Cultivate development of future leaders for the Network
- Attends Women's Council Leadership Academy as part of preparing to take on the Presidency
- Attends National and State Women's Council Meetings, depending on budget and personal finances.
- Works with the incoming President-elect to ensure a smooth transition in Leadership.

## **SECRETARY**

General Oversight/Scope of Duties: Ensure proper reporting and Network compliance with all state and federal laws and regulations impacting non-profit organizations. The Network Secretary is a REALTOR® member appointed by the incoming President-elect and ratified at the last Governing Board prior to year taking office. One (1) year term. The Secretary shall take the minutes at all meetings and to record board member's attendance. All minutes shall be verified by the President and signed by the Secretary before they are disseminated, per the Network custom, which may be by e-mail, printed in newsletter, posted on the network website or at each network industry or network event. Secretary shall keep an accurate record of all motions made at these meetings, excluding names of members putting forth motions or seconding motions. Original copies of all minutes shall be kept in Uploaded to dropbox for permanent recordkeeping. A major responsibility of the Network Secretary is to send to National Women's Council of REALTORS® the names and addresses of all newly elected officers immediately upon election. If there should there be any changes during the year (name and/or address of Network officers), these changes should be sent to National Women's Council of REALTORS® as soon as possible.

### Major Responsibilities:

- Maintains Network bylaws and standing rules
- Oversees Credentials Project Team to ensure proper election protocols, and reports results of election to National Women's Council by November 1 each year
- Ensures accurate minutes are taken at each Governing Board meeting, and maintains all official records of the Network
- Ensures accurate minutes are taken at Membership meetings when votes are taken for bylaws amendments and for elections
- Attends National and State Women's Council Meetings, depending on budget and personal finances.

## **TREASURER**

General Oversight/Scope of Duties: Ensures strategies and systems are in place to support the financial health and integrity of the Network. Ensure proper reporting and Network compliance with all state and federal laws and regulations impacting non-profit organizations. The Network Treasurer is a REALTOR® or National Affiliate Member nominated by the Candidate Review Team and elected by the membership at the Network Election Meeting. One (1) year term. The Treasurer shall assist the incoming President in preparing the year's Annual Budget and shall keep an up-to-date accounting of all accounts and records. Signature cards shall be signed at the selected financial institution no later than December 15<sup>th</sup> every year. All monies received by the Network shall be deposited in the account of the Women's Council of REALTORS® Canyon County network in a financial institution selected by the Governing Board. All usage of the Network credit/debit card shall have prior board approval. Two (2) signature shall be required on all checks; the signature shall be the Treasurer's, President's or President-elect's. The Treasurer shall receive the bank statements and reconcile the account. The Treasurer needs Board approval before writing any checks, President initials and dates invoices and reimbursement documents. The Treasurer is to present the monthly budget report and bank

reconciliation each month and at each quarterly governing board meeting. 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 business days thereafter. The Treasurer is to facilitate registration tables and collection of monies at the industry and networking events. The outgoing Treasurer will compile a year-to-date final report for the previous year and present it to the Governing Board prior to year-end. Prior to the end of the term of office, books of the Treasurer shall be audited by a committee appointed by the President. The Treasurer and Auditing Committee Chairman shall arrange a time to meet so that the records can be audited. Schedule this meeting no later than two weeks prior to the following month's Network meeting. An audit report will be provided to the incoming President who will present the audit report at the first Governing Board Meeting.

**Major Responsibilities:**

- Maintains Network financial records, tracks transactions, and reports regularly on Network financial performance
- Handles receipts and disbursements, ensuring proper controls in place
- Works with the Governing Board to develop proposed annual budget
- Ensures Network state and federal taxes are filed annually, and provides full support for Network financial reviews
- Attends National and State Women's Council Meetings, depending on budget and personal finances.

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**MEMBERSHIP DIRECTOR**

**General Oversight/Scope of Duties:** Conducts an aggressive outreach strategy to communicate the value of the Network and the Women's Council brand, engaging prospective, new and renewing members. The Network Membership Director is a REALTOR® or National Affiliate Member appointed by the incoming President and ratified at the last Governing Board prior to year taking office. No term limit. Maintain monthly roster of who attends industry and network events for follow up. Membership Director to utilize Network Management Roster Tool on wcr.org site. All National Affiliate and REALTOR® members to be maintained on this site, monthly. Updated membership rosters are to be distributed to Governing Board, monthly. Invoices for Affiliate and Member dues must go out by November for next year's budget. Membership Director to lead annual membership drive per National Women's Council of REALTORS® guidelines.

**Major Responsibilities:**

- Develops and implements a member recruitment and retention strategy to grow the REALTOR® membership base within the Network
- Supports and follows through on all National Council membership marketing campaigns
- Works with the Governing Board to establish membership recruitment and retention goals as part of the Network Business Plan
- Oversees implementation of a new member welcome and orientation strategy, as well as a first-year member communication strategy, using tools and resources provided

- Oversees implementation of a member communication ‘drip’ system, using tools and resources provided
- Monitors and supports development of Strategic Partner benefits packages
- Manages Membership Chair and Project Teams as needed to accomplish tasks
- Monitors and evaluates success of all membership development and outreach efforts and reports to the Governing Board
- Monitor membership reports received from National Women’s Council for accuracy, and follows up on any discrepancies
- Attends National and State Women’s Council Meetings, depending on budget and personal finances.

### **PROGRAM DIRECTOR**

General Oversight/Scope of Duties: Ensures the development and delivery of timely, relevant, business-oriented Network educational and networking events that attract a high level of participation from members and the industry at large. The Network Program Director is a REALTOR® appointed by the incoming President and ratified at the last Governing Board prior to year taking office. No term limit.

Major Responsibilities:

- Produces four (4) Network industry events
- Coordinates and implements marketing strategies for a high level of exposure for Network events within the industry
- Develops and manages systems to routinely scan the industry environment to identify business needs and issues
- Produces a minimum of two (2) additional events focused on member networking and relationship building
- Manages Program Chair and Project Teams as needed to accomplish tasks
- Monitors and evaluates success of all programs and events and reports to the Governing Board.
- Attends National and State Women’s Council Meetings, depending on budget and personal finances.

### **PROJECT TEAMS**

Officers and Directors each oversee, as needed, Project Teams that focus on functions, tasks, projects, and meetings/events (such as planning a program, putting on a membership drive, hosting a fundraiser, etc.). Project Teams may include: Bylaws, Standing Rules, Education and Programs, Finance and Budget, Membership, Past President Advisory, Member Ambassadors, Industry Outreach, Candidate Review, Fundraiser, New Member Orientation, Organizational Structure, Products/Services, Network Challenges and Action Plans Strategic Partnership Coordination, Marketing and Social Media, and any special committees to perform such



services as may be assigned to them and appointed by the President with the approval of the Governing Board.

#### Major Responsibilities:

- Are composed of members and outside expertise/support as needed
- Strategic Partners can serve on Teams
- Disband at the end of the project
- Receive appropriate recognition for their contribution.
- All outgoing Project Team Leads shall make a written report on the Project Teams' accomplishments at year-end and pass on Project Team materials to the incoming Team Leaders.

The incoming Team Leaders shall recommend to the incoming President possible members to serve on their Committee who that President may consider appointing.

*Optional:* Program Chair, and Recruitment and Retention Chair - The Governing Board may approve a Program Chair or a Recruitment and Retention Chair to assist the Program Director or Membership Director with oversight of their functions and related Project Teams. These Chair positions can be REALTOR® members or National Affiliate members, and are appointed by the incoming President and ratified by the Governing Board.

#### **PARLIAMENTARIAN**

A Parliamentarian and an alternate Parliamentarian shall be appointed by the President on an as-needed basis.

## **NEW MEMBERS**

#### Processing Applications

- New National Affiliate Member applications and dues checks shall be collected by the Membership Director, who shall forward them immediately to the National Women's Council of REALTORS® or member has the ability to apply and pay dues online, at [wcr.org](http://wcr.org). Applications should be copied and kept in Network archives. All Strategic Partnership applications and dues are to be recorded by a date approved by the incoming governing board. Membership Director should keep a copy of the application and check for all members, local and national, as a permanent record and record information to the membership roster.

#### Welcome

- Cards or letters of welcome shall be sent to each new member by the Membership Director or an appointed Project Team Leader, on behalf of the Network President. New members shall be welcomed and introduced individually at Network industry or networking events by the Membership Director.

#### Induction Summary

- An Induction Ceremony for new members shall be conducted by the Membership Director during a regular industry or network event at which time a membership packet will be given to each new member. Such ceremonies shall be arranged to fit into the regular program. Each quarter, all new members will be sent a personal invitation to the New Member Orientation.

#### New Members Orientation

- New member orientation will be held semi-annually, on an annual basis per network business plan criteria.

#### Guest Follow Up

- The Membership Director is to hand out guest packets at the time of guest introductions. Postcard announcements of the upcoming meetings will be sent to all registered guests and visitors. Visiting guests are invited to attend two (2) industry or network events before being required to join as members. Follow up to be completed by Membership Director.

## FINANCIAL MATTERS

### **ANNUAL BUDGET**

The Annual Budget shall be prepared by the incoming President with the assistance of the Treasurer. It shall be understood that any Annual Budget developed by the Canyon County Network represents a proposal for earning and spending funds. Such budgets shall be interpreted as a guide, not a guarantee and are subject to the actual monies collected by the Network in the given network year. A minimum of \$500.00 shall be carried over to launch the succeeding network year. Line items may be added at the discretion of the President and are not limited to but may include the following: Network Development, Dignitary Visits and additional officer travel.

### **REIMBURSED EXPENSES**

Reimbursement expenses are to include budgeted items.

- Selection or Authorized Authority for said reimbursement is to be determined by the President or Elected Board.
  - Those reimbursed are determined by the President or Elected Board.
  - Maximum amount authorized for each item is determined by budget.
  - The reimbursement is verified by the President and Treasurer.
  - The reimbursements are paid upon presentation of receipts of expenses.
  - The responsibilities and requirements for receiving reimbursements are as follows:
  - Presentation of receipts and completed Network Reimbursement Form within 10 business days of completing task or trip.

- Verbal/written report to general membership. The amounts are subject to the approved Annual Budget, and subject to fund availability.

The Network shall fund Governing Board travel to National, Regional and State Meetings if funds are available, but not to exceed the amount approved in the current year's Annual Budget. In the event none of the Governing Board members can attend, the Governing Board may select and approve reimbursement for another member to attend.

The funds allocated in the current year's budget for President, President-Elect, Secretary, Treasurer, Membership Director and Program Director allowances shall be used as follows:

- Travel: Registration, hotel, local transportation (i.e., taxis, shuttle, and parking) for WCR meetings, official visits within the State.
- Airfare: Round-trip coach class to National or State WCR events/meetings.
- Auto: Officers shall be reimbursed for gasoline expenses with receipts when traveling to State REALTOR® convention, only. IRS mileage logs are not acceptable.
- Lodging: Accommodations for National or State WCR events/meetings; standard room only.
- Meals: No per diem
- Personal Expenses: All personal expenses, including but not limited to laundry/dry cleaning, sundries, and recreational charges are not included in the events/meeting registration fees. Telephone and fax charges not associated with network business and in-room movies are not reimbursable.
- Registration Fees: Expenses for WCR ticketed events/meetings, including social functions, at National or State meetings.
- Rental Cars: Prior board approval for rental car reimbursement, for group board travel.
- Reimbursement requests shall be submitted to the Governing Board along with a brief report no later than 30 days from return date of travel. Reimbursement for airfare shall be limited to the lowest 30-day published fare. Reimbursement for registration shall be based on early bird offering. Officers/members approved for travel may receive 100% of the dollar amount approved upon submittal of airfare and registration receipts to the Treasurer with pre-approval by the Governing Board. Any funds advanced shall be returned to the Network should the officer/member not travel to the meeting. See Expense Reports and Travel Procedures. If the officer or member represents another organization for the same function, said officer/member cannot be reimbursed by both organizations for the same expense, i.e. if an officer of the Idaho State Women's Council of REALTORS® is also a local Board or local network President whose travel/lodging/meal expenses are paid by the local Board or local Network, then no reimbursement for such expenses shall be made by Canyon County Network. If an officer/member is partially funded by another organization, then reimbursement shall be less the amount funded by the other organization. Women's Council of REALTORS® Canyon County will be refunded travel expenses, registration expenses and hotel expenses in full should an elected or appointed governing board member resign from office before their term is completed.

## **STATE OR NATIONAL WOMEN'S COUNCIL OF REALTORS® OFFICE**

When a member of the Network is elected to a National WCR office, any expenses allocated by the Network shall be determined by and voted upon by the Governing Board and included in the approved Network Annual Budget. Such funds shall be included in the Network Budget. Budgeted items should include travel expenses to National, Regional, & State meetings. If the officer or member represents another organization for the same function, said officer/member cannot be reimbursed by both organizations for the same expense, i.e. if an officer of the Idaho State Women's Council of REALTORS® is also a local Board or local Network President whose travel/lodging/meal expenses are paid by local Board or local Network, then no reimbursement for such expenses shall be made by the Canyon County Network. If an officer/member is partially funded by another organization, then reimbursement shall be less the amount funded by the other organization.

### **GUEST POLICY**

#### Speaker

Guest speakers are to receive a complimentary meal and/or other special recognition for their contributions and a Thank You note sent by President or designated person within 3 business days of event

### **RESERVATION OBLIGATIONS**

#### Financial Obligations

- Reservations for all Network industry or networking events, courses or functions sponsored by Canyon County network shall be a financial obligation to be paid by the member.
- Cancellation Deadline: A cancellation deadline shall be established for each ticketed event of the Network and shall be announced in the notice for that function.

#### Billing

- Billing for un-cancelled ticketed event shall be made within 5 days of the event, and will be sent out by the Treasurer.
- Fee Policy: Members attending a ticketed event shall be charged for the meal or refreshments whether they eat or do not eat.
- No Reservation: If members wish to attend a ticketed event without a reservation, shall be accommodated on a space available basis, only.

### **MEMORIALS**

In case of the death of a Network member, an appropriate memorial not to exceed \$25.00 shall be selected. In the case of the death of a network member's spouse or child, an appropriate memorial not to exceed \$25.00 shall be selected.

## **VIP POLICIES**

### Complimentary Membership

- The Local Board Presidents shall be invited with a formal invitation to join Women's Council of REALTORS® Canyon County. A formal letter including Network industry and networking event dates is to be sent to the Presidents by the Women's Council of REALTORS® President. They are to be given one (1) free breakfast coupon.

## **ASSESSMENTS**

Idaho State assesses each local Network a fee of \$500 per year and \$200 per year. These fees are customarily due in September. Networks may fundraise to cover the \$500 network fee by selling raffle tickets.

## **AWARDS AND RECOGNITION**

### Member of the Year

- Any candidate for Member of the Year must be a National member in good standing for five (5) years. Any additional State guidelines will be used to select the Member of the Year. Network to announce current Member of the Year at the Installation of Officers event usually scheduled in November or December. Current local Member of the Year will be submitted to State for consideration for State Member of the Year by August 1st.

### Entrepreneur of the Year

- The Women's Council of REALTORS® local network Entrepreneur of the Year award is awarded to a network member who has exhibited business leadership in their work and community. (While Member of the Year is awarded to a volunteer who has made a notable contribution to the life of the network, Entrepreneur of the Year is awarded to a REALTOR® who has achieved something notable in business.) Must be a member of national Women's Council of REALTORS® for a minimum of one (1) year. Needs to have been a REALTOR® or REALTOR-ASSOCIATE for a minimum of one (1) year. Sales agent application form must be signed by Associate Executive Officer or Broker. Broker/Manager/Owner application form must be signed by Association Executive Officer. See Awards criteria in Reference Section and online in Network Tools.

### Educational Scholarship

- The amount of educational scholarship is to be determined annually by the scholarship budget. In the event of more than one applicant, amount may be split.

### Other Recognition

- From time to time outstanding members may be recognized.

**NO FUTHER ENTRIES.**