

WOMEN'S COUNCIL REALTORS®

Great Smoky Mountains

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, round table elections.

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

Officer Installation – shall be held in December in conjunction with the December Meeting.

B. Governing Board

Governing Board Meetings shall be held monthly, a minimum of 6 times. 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 Council Annual Business Plan and the Local Information & Forms Link.

All Officers and Members of the Governing Board shall complete the Consent to Service form, no later than at the Installation of Officers December Meeting and attend TN State Orientation in the fall.

All Officers shall be expected to 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 three (3) Governing Board Meetings within a twelve (12) month period may 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 and Program Chairman copies of duties, as outlined in the most current information from National Womens Council of Realtors® as they apply to each office and Program Chair 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 Local Network 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 Tennessee State Network Council Office. However, the President shall be responsible for filing the annual report or any other report as outlined by National Council. 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 Link.

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 and schedule Strategic Partners for Industry Events and Programs.

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 thru December. Program titles/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 Annual Leadership Academy in Chicago and coordinate upcoming State Orientation.

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

C. Membership Director

One of the most important functions in a Local Council 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 via check payment are accepted by the Network and processed to National Council within 48 Hrs after received. The Membership Director is responsible for tracking Non-Resident Members and ensuring they are billed for the next year's membership sixty (60) days prior to January 1st.

No proration will occur should a member terminate their membership mid-year. All monies collected from local affiliates 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 Non-Resident members. 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 promote membership at all Network membership meetings and all Great Smoky Mountains Association of Realtors® membership meetings, plus any other appropriate events. The Membership Director shall work directly with the Recruitment and Retention Chair.

The Membership Director shall maintain detailed records which shall be turned over to incoming MD 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 Sitting Secretary shall report the officers for the incoming year to the National Women's Council of Realtor® and State Network by November 1st, and shall compile a list of said officers; their names, addresses, contact telephone numbers, email addresses, and beginning and ending terms of office. A copy of this report shall be sent to the State Network Governor, and the State Network President.

The Secretary shall retain a photocopy of all membership applications.

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 and serving as the Network Information Liaison with the TN State Network and National Women's Council of Realtors®. This means sending information on local Network events and happenings for inclusion in State and National Publications.

The minutes taken at all Governing Board Meetings and Network meetings shall be sent to all Governing Board Members within ten (10) business days after each meeting. A copy of the previous business meeting minutes and agendas shall be made available to members at all business meetings.

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® Great Smoky Mountains, PO Box 6401, Sevierville, TN 37864.

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® Great Smoky Mountains 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 or other officer of the board, and must have the approval of the Governing Board prior to disbursement. 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 Treasurer's Report to the Governing Board.

All monies (with the exception of dues from National Members) 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.

The Network President or the Budget Chairman shall be responsible for a bi-monthly review of the treasurer's report, and to reconcile bank statements. The president shall be responsible for setting up this bi-monthly schedule for the entire year.

The audit committee shall be appointed at the next to the last Governing Board Meeting of the elective year and shall present its report at the first Governing Board meeting of the next year.

F. The Program Director

The Program Director shall bring speakers of interest to the President and President Elect for presentation to the Governing Board. Speakers will be presented by the President-Elect and a confirmation letter/notification shall be sent to each speaker immediately after acceptance. Speakers always sit at the Head Table. Inexpensive gifts, not to exceed \$25.00 may be presented or a donation to the TN Realtors® Scholarship Fund can be made in their name as appreciation. At no time should these gifts exceed the allotted budget for programs. Any special events and monies for a program must first be approved by the Governing Board.

G Project Team Leaders

All outgoing Project Team Leaders shall make a written report of the Team's accomplishments prior to the November Governing Board Meeting. The Network Secretary shall compile the Committee reports to be included in the Network's Annual Report to the Members given by the outgoing President at the last Network Meeting of the Year. The outgoing Project Team Leader passes on Committee materials to the incoming Project Team Leader. The incoming Project Team Leader shall recommend to the incoming President possible members to serve on their Committee who the President may consider appointing. All Project Teams must request approval from the Governing Board for any and all activities of their committees and any expenditure exceeding the budgetary allotments.

H. Parliamentarian

The Network President may appoint a Parliamentarian to monitor Governing Board meetings and/or Network Meetings. The Parliamentarian shall be guided by Robert's Rules of Order, current edition.

III. NEW MEMBERS

A. Processing Applications

Refer to the Duties and Responsibilities of the Membership Director in II.C above.

New member applications and payments for National Members shall be processed using the National WCR website or paper application and personal check.

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 at the Network meeting by the Membership Director or designated appointee.

C. Induction

An Induction Ceremony for new members shall be conducted by the Membership Director or designated appointees during a regular Network meeting. Such ceremonies may cover several months and shall be arranged as they fit into the scheduled program. A new member shall be invited to a get acquainted program and orientation.

D. Strategic Partner Memberships

Strategic Partner Memberships are available at various levels with corresponding benefits to the level. Payment of their Partnership Level Dues will be: Platinum - \$1,000; Gold - \$500; Silver - \$250.

IV. FINANCIAL MATTERS

A. Network Expenses

No Officer or Member shall commit the Network's funds without prior approval of the Governing Board and such funds are included in the budget for the year. A variance shall be approved for non-budgeted or over budget items prior to payment.

B. Reimbursed Expenses

1. All requests for reimbursement of actual expenses incurred on behalf of the Network must be approved by the Governing Board and must be submitted on the Network expense report form with attached written proof of each expense via receipt. 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 Fall Convention, TN Realtors® TNEx spring conference and fall convention and all required meetings of the TN State Network. The President-Elect shall attend training at the annual National Network 360 Leadership Conference in Chicago. The President-Elect is encouraged to attend all NAR/Women's Council and TN Realtors® conference and conventions.
3. The Network will reimburse educational travel expenses within the following guidelines:
 - a. An educational travel budget has been established for each officer position of the board. This money is available to defray the expenses of going to the required meetings associated with the position. No other funds shall be available for travel without the express approval of the Network Governing Board for a budget variance.
 - b. Round trip coach class airfare for State, or National Women's Council events/meetings held at locations at least 8 hour driving time, or 550 miles, whichever is longer, from Sevierville.
 - c. Reimbursement for travel with the use of one's personal vehicle shall apply to gas receipts only.
 - d. Meeting registration fees, rental cars, meals, *lodging, local transportation, baggage fees, parking, & tips are all included the educational travel budget. Including TN State Orientation

***Lodging-Officers will double up in room to cut the cost for Network or will reimburse Officers 1/2 room**

e. The officer shall register for said Conferences in a timely manner (in order to receive any discounts), be in attendance no later than the first scheduled event and shall remain at the Conference until the last scheduled event. The officer shall cast a vote as may be required at said Midyear or Convention and attend various meetings and classes for the benefit of this Network.

f. Should the officer fail to attend the Conference or not stay and attend classes for the entire conference, said officer shall return any funds advanced to her or him by the Network.

g. Should the officer fail to attend the Conference, Midyear, Conventions or leave prior to the last day of the Event, the officer shall not be entitled to receive any reimbursement for any expenses associated with the Event, including, but not limited to, travel, meal and lodging.

h. The Network reserves the right to use any means provided by law or the Network By-Laws to collect any funds pursuant to these Standing Rules.

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 December 15th of the current year or they will be forfeited. An officer who does not have sufficient funds in their budget to attend all of the meetings they are expected to attend during the year is not excused to be absent from the meeting. Attendance at the meeting shall then be at the officer's own expense unless a variance has been approved by the Governing Board.

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 National Mid-Year and/or Annual Convention and all required meetings of the TN State Network

D. Network Meetings

All Network Officers and Members shall be charged equally for Network meetings and events. Non-member guest speakers and will receive one 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 no later than December each year based on the rate charged by the location hosting the majority of the Industry and Member Events for the year. The

Guests will be charged at a minimum \$10 higher fee than a member for Network Events.

E. Contributions

The Network shall make an annual contribution to the Local Network Scholarship Fund. The amount of this contribution will be established by the Governing Board and appropriately noted in the annual budget.

F. Memorials

In the case of the death of a Network member, an appropriate memorial not to exceed \$60.00 shall be at the discretion of the Governing Board based solely on budgetary funds available.

I. Network Scholarships

Network members may apply for a one time Network scholarship upon completing the qualifications for and receiving a passing grade in a National Association of Realtors® affiliated designation course (e.g. PMN, GRI, CRS, etc.) during the year in which the application is made. The Governing Board will establish the application requirements and monetary value for each scholarship award level, but no single scholarship award shall exceed \$100.00. Scholarship awards shall be announced and distributed at the December regular Network meeting of the application year. This is done at the discretion of the President, providing adequate sums are raised during the year by the Ways and Means Committee.

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.) Should have been a Realtor®, Realtor-Associate® or National Affiliate for a minimum of five consecutive years.
- 3.) Network Officers are ineligible to receive this award during or within one year after the term of office.

Qualified Applicants shall be asked to complete and submit the nomination form located in the Local Information. Members of the Year shall be selected in November. The announcement and special recognition of these members shall take place at the annual Installation meeting in December. The Committee shall be chaired by the immediate Past Network President, and the two (2) most recent recipients able to serve.

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 in December with the Installing Officer chosen by the Incoming President. A plaque (not exceeding \$100) is to be presented to the out-going President by the Incoming President after Installation.

D. Marketing Committee: Public Relations and Website

This committee is responsible for promoting Great Smoky Mountains Network in the local media and also maintain an online presence for the Local Network. Such duties include:

1. Maintain Great Smoky Mountains Network Website through National. This Website will contain a copy of the Bylaws, Standing Rules, Meetings and Events as well as photographs of Network events.
2. Maintain the Great Smoky Mountains Network Facebook page.
3. Assure that relevant events, accolades and other pertinent information is communicated to print media, television and other outlets.
4. Assure that the President is kept informed and acts as our local media liaison.

This will now be a Project Team Along with a Strategic Partner Project Team

F. The Network Official Business Address

The Network official name and business address P.O. Box 6401, Sevierville TN 37864. All Network correspondence and/or mail shall be directed to this address.