



**STANDING RULES
GEORGIA STATE NETWORK
WOMEN'S COUNCIL OF REALTORS®**

I. DEFINITIONS

- A. In this document, the Georgia State Network of the Women's Council of REALTORS®, Inc., is hereinafter referred to as the "Network."
- B. The Officers of the Georgia State Network of Women's Council of REALTORS® is hereinafter referred to as the "Leadership Team" and shall be comprised of the following positions with voting rights:
 - i. President, President-Elect, First Vice President, Treasurer, State Liaison and District Vice Presidents.
- C. The Governing Board of the Georgia State Network of Women's Council of REALTORS® is hereinafter referred to as the "Board" and shall be comprised of the following positions with sole voting rights Quorum: 30%:
 - i. Leadership Team (President, President-Elect, First Vice President, Treasurer, State Liaison and District Vice Presidents).
 - ii. Leadership Identification and Development Chair
 - iii. Candidate Review Team Chair
 - iv. Strategic Planning Committee Chair
 - v. Past Presidents Advisory Committee Chair
 - vi. The Local Network Presidents of the Georgia State Network of the Women's Council of REALTORS®, Inc., hereinafter referred to as "LNPs."
 - vii. Regular meetings of the Governing Board shall be held a minimum of two times per year at such times, places and methods designated by the President.
 - viii. Ex officio and non-voting members include any National Liaison or National Executive Committee member residing in the state
- D. The Georgia Association of REALTORS® is hereinafter referred to as "GAR."

- E. To access the current State Networks Operating Model (hereafter referred to as “SNOM”, visit wcr.org and go to Network Tools. Select state information and forms to access the SNOM.

II. ELECTIONS

- A. **The Annual Election shall be held at the June Membership Meeting.**
- B. Installation of Officers shall be held at an Annual Installation Event in December of each year.

III. DUTIES (not excluding those outlined in the SNOM)

A. OFFICERS

- i. The President shall:

Ensure each Officer, Mandatory Committee, and Project Team Chair will have access to a copy of the duties as outlined in the current year SNOM, the Georgia State Network By-Laws, and the Standing Rules as they apply to each officer, committee, and workgroup.

- Forward checks or deposit checks and send receipt to the Treasurer who shall confirm receipt.
- Member of National Liaison Team

The retiring President shall be responsible to obtain, at Network expense, plaques and/or certificates presented to all the retiring Officers at the Annual Installation Event held in December of each year.

- Duties as per Position Description on the National Women’s Council of Realtors website: wcr.org
- Oversight:
 - Strategic Planning Committee
 - Leadership Identification and Development Committee
 - Leadership Development Initiatives

- ii. The President-Elect shall:

- Perform the duties of the President in the event of absence or disability, and such other duties as requested by the Board and/or President.

- Be responsible for obtaining, at Network expense, a plaque for presentation to the retiring President.
 - Be responsible for obtaining, at Network expense, an end of the year gift for the retiring President, not to exceed \$100.
 - Be responsible for orientation of incoming Officers and Committee Chairs for State and Local Networks.
 - Serve as Dean for the Leadership Academy.
 - Serve as Chair of the Strategic Planning Committee and shall automatically serve on the Finance and Budget, Strategic Partners and By-Laws committees.
 - Serve as the Officer Liaison on the Education and Programs, and the Membership Committees.
 - Coordinate with GAR and the Event Committee that all meeting room set up and audiovisual as required is in place for facilitators and guest speakers for all State Meetings and Educational classes.
 - Duties as outlined for Position Description on the National Women's Council of Realtors website: wcr.org
- iii. The First Vice President shall:
- Record and maintain minutes of all Board, Leadership Team and State Network meetings and distribute copies to all Officers within 14 days of meeting. Minutes shall be available for approval at all subsequent meetings.
 - Be responsible for obtaining the plaques and/or certificates awarded by the President for Committee and Partner recognitions.
 - Serve as the Officer Liaison to the Communication/ Marketing and Awards Committees and serve on the Strategic Planning Committee.

- Shall report Member of the Year and Entrepreneur of the Year Awards to National by December 1st.
- Duties as outlined for Position Description on the National Women's Council of Realtors website: wcr.org

iv. Treasurer shall:

- Maintain the Network's accounting books, including written and accurate records of all payments and receipts.
- Responsible for maintaining the Network's Billhighway account and ensuring proper training provided to incoming Treasurer, to include providing any necessary login credentials to incoming Treasurer to gain access to account.
- Immediately following their election, the Treasurer-Elect and the President-Elect shall confer with the retiring Treasurer, retiring Finance and Budget Chair and the incoming Finance and Budget Chair to prepare a Proposed Budget for presentation and approval by the Governing Board and General Membership at the first State Meeting of the elected year.
- After installation of officers, the retiring Treasurer will coordinate with the incoming Treasurer, incoming President and retiring President to update signatory authorization for the Network's bank account.
- Responsible for collecting funds for the GAR Scholarship Fund and the National Presidents Visit. Scholarship funds shall be presented at the State Annual Meeting at the GAR conference and Expo.

The amount collected from each Local Network shall be the State approved budgeted amount divided equally by the number of Networks.

- Invoices to be sent to the local Networks by February 15th for their share of the cost of the National President's Visit and the GAR Scholarship Fund. Invoice amount is \$100

EACH. Funds to be received by March 15th for BOTH.

- Remind Local Networks to file their taxes in accordance with the due dates set forth in the current year by the IRS, typically on or before May 15th.
- File and/or Pay the State Taxes in accordance with the due dates set forth in the current year by the IRS, typically on or before May 15th.
- Remind LNP to file with the Secretary of State prior to the April 1st deadline.
- All Treasurer Records shall be kept in an electronic format (IE: Billhighway, Dropbox, Google Drive, QuickBooks etc.), and passed to the appointed Auditor in a timely manner so the Auditor may prepare and report to the Governing Board at the Winter State Meeting.
- Serve as Officer Liaison to the Finance and Budget, Non-Dues Revenue, and Strategic Partnership Committees and serve as a member on the Strategic Planning Committee.
- Deposit all checks received within 15 days of receipt.
- Duties as outlined for Position Description on the National Women’s Council of Realtors website: wcr.org

vi. State Liaison

- Monitors and supports local networks and ensures compliance with local network operating standards.
- Acts as an important conduit of information between local, state, and National on network issues, trends and accomplishments.
- Acts as a leadership role model and creates an environment that fosters the development of leaders throughout the Council.

vii. The District Vice President(s) shall:

- Oversee Local Networks’ Governance Performance, analyze the membership recruitment and retention results and monitor all Network Business Plans during the year.
- Mentor, communicate, and/or visit, at least once during term, each Local Network (as assigned by

State Network President), ensuring that Networks are functioning according to Local Women's Council of Realtor Bylaws and Policies, and report back to the Leadership Team.

- Serve on the Strategic Planning and Leadership Identification and Development Committees.
- Duties as outlined for Position Description on the National Women's Council of Realtors website: wcr.org

viii. The President and/or President-Elect shall provide a summary of all State, Regional, or National events/meetings at each subsequent Board meeting and/or regular Network meetings. This summary is to be sent by email and included in the Quarterly Newsletter.

B. MANDATORY COMMITTEES

Make up of all Mandatory Committees, except as otherwise noted, shall be the following: Chair, Vice-Chair, and a minimum of three (3) general members.

The Chair for each Committee shall appoint a Recorder to take minutes at all Committee or Work Group meetings and forward a copy, along with any action items, to be presented to the Governing Board to be voted on, to the President and Officer Liaison assigned to the committee within two (2) days of the meeting.

- Mandatory Committee Chairs and Project Team/Work Group Team Leaders shall submit proposed meeting dates and locations to the Officer Liaison assigned to committee as soon as reasonably possible, but no later than two weeks prior to the meeting. Committee/Work Group meeting minutes, including any action items, must be submitted via email to the Officer Liaison and State First Vice President no later than three (3) weeks prior to the State Governing Board Meetings.

i. BYLAWS / STANDING RULES COMMITTEE

- Review Bylaws and amend as needed.
- Provide notice to Network members that National amendments to By-Laws are automatically binding.
- Submit amendments of Bylaws to National Women's Council of Realtors for approval after approved by members.

- Develop/review periodically the Standing Rules, which shall be voted on as needed by the Governing Board.
- Rights of membership are granted, or limited, only in the Bylaws, never in the Standing Rules, which are for administrative convenience only.

ii. EDUCATION and PROGRAMS COMMITTEE

- Collaborate with the President-Elect to plan programs that will increase member productivity and income.
- Plan/execute/evaluate programs for Network meetings consistent with member needs.
- Inform members of educational opportunities offered by Local Boards, the State Association, NAR and local educational institutions.

iii. FINANCE AND BUDGET COMMITTEE

- Chair is the Treasurer and Vice-Chair is appointed by the President-Elect
- Prepare an Annual Budget for approval by the Board.
- Review expenditures with the Treasurer.
- Assist the Non-Dues Revenue Chair.

iv. LEADERSHIP IDENTIFICATION AND DEVELOPMENT COMMITTEE (LIDC)

Committee make up: 3 Past State Presidents willing to serve, Current National Leadership Team members or State Liaison, if eligible, 1 District Vice President and 3 appointed general members.

Terms: All serve two (2) year staggered terms except State Liaison, District Vice President(s) and Leadership Team members, who only serve during the year they hold these positions.

Roles: Chair serves as a voting member of the Candidate Review Team. Vice Chair serves as a non-voting member of the Candidate Review Team.

- Observe emerging leaders at State Meetings and Events.
- Committee members attend Industry Events and Governing Board Meetings to scout for leadership talent.
- Recruit leaders to apply for the annual State Leadership Academy.

- Select applicants for the annual State Leadership Academy.
- Annually recommends Academy graduates for opportunities at National, including offering for National Executive and National Officer Positions.

v. CANDIDATE REVIEW TEAM

- a) There shall be a Candidate Review Team of six (6) members elected and appointed as follows:
- Chair: Most Immediate Past President able and willing to serve
 - State Liaison
 - Leadership Identification and Development Chair
 - One member elected from and by the Governing Board
 - Two (2) members elected by the general membership

A pool of three (3) Alternates is also to be established, elected as follows:

- one alternate elected from and by the Governing Board
 - two (2) alternates elected by the general membership
- b) Elected members shall be from at least two different networks.
- c) The members of the Candidate Review Team shall serve the same elective year as the Governing Board.
- d) The most immediate past President willing and able to serve shall serve as chairperson of the Candidate Review Team. If the Chair is unable to serve, the President shall appoint an active Past President to serve as an alternate chairperson of the team. In no case shall the same person serve as chairperson for two successive years. In the event the most immediate past president is the State Liaison, the President shall appoint an alternate past president to serve as chairperson as members may only fill one role on the team.

- e) Candidate Review Team members shall not be eligible to serve successive terms, except those designated alternates who were not required to serve as team members.
- f) Upon vacancy of any other member of the team, the President shall appoint a replacement from the pool of Alternates.
- It shall be the duty of the Candidate Review Team to determine candidate eligibility for all Elected Offices and provide a list of Eligible Candidates to the Women’s Council members and voting delegates by the Notification Date (10 days before election date)
- All potential candidates must file an application declaring the office to which they seek to be elected and submit to the credentialing process as per the [Credentialing and Election Policy](#). Applications must be submitted within the published time period and no members shall be permitted to run from the floor and bypassing the credentialing process.
- MEMBERSHIP
 - The **First Vice President** shall verify reports from the Women’s Council of the names of all members of this Network and their status.
 - The President Elect oversees growth activities.
- vii. STRATEGIC PLANNING
 - Committee make up and terms: 3 Past State Presidents willing to serve for a minimum of 2 years and a maximum of 3 years, each Elected Line Officer for a minimum of 2 years and a maximum of 3 years.
 - Responsible for coordinating with National and the State Network to plan and execute the Strategic Plan.

C. PROJECT TEAMS (WORK GROUPS)

Make up of all Project Teams, except as otherwise noted: Team Leader and a minimum of three (3) general members.

- Project Teams/Work Groups: Awards, Auditor, Non-Dues Revenue, Event Coordination, Past Presidents Council, Communication/Marketing, Strategic Partnerships, YPN and Entrepreneur of the Year.

i. AWARDS Project Team

Project Team make up: Project Team Lead shall be appointed by the President and the remaining project team makeup shall be: Most recent recipient of the Member of the Year Award, President, President-Elect and two (2) District Vice Presidents.

- Each Local Network and State Network may submit one REALTOR® member's name to the State Chair for consideration as the Georgia Member of the Year, prior to October 1st.
- Application forms for the **State Member of the Year (SMOY)**, available on the State website, shall be completed by each member named, and submitted to the Chair of the Awards Project Team no later than October 1st. Applications received after October 1st shall not be considered by the committee.
- Nominating applications are to be received by all members in good standing. Good standing is defined by a member who is current on their Women's Council dues and is also a current member of a Local Board of Realtors.
- Project Team to review requirements for each award each year before ending out nominating applications to ensure no changes need to be made
- Nominees must be a REALTOR®, REALTOR-ASSOCIATE® for five (5) years or a National Affiliate for a minimum of five (5) consecutive years; To avoid any possibility of this award going automatically to a current State Network Officer, these individuals shall be ineligible to receive the award during, or within one year after, their term of

office. This does not preclude past Presidents or other Officers from receiving the award.

- Report to National by December 1st on the Award winner by the First Vice President.
- The State Network Governing Board shall submit nominees for The Beacon, Rising Star, Harriett Konter Leadership Scholarship, Community Service and Extra Effort Awards. Optional Awards are Hero Award and Toni Peabody Award.
- Select and recognize a Strategic Partner of the Year at the December Installation meeting.

ii. COMMUNICATIONS/MARKETING PROJECT EAM

- Membership Communication
- Maintenance of Member Database
- Quarterly Newsletter
- State Website/Social Media Management
- Public Relations
- Maintain Calendar for Local and State Networks

iii. STRATEGIC PARTNERSHIPS

Project Team make up: 2 Team Leaders, 1 Assistant Team Leader to be appointed by the President-Elect, the Officer Liaison assigned and All Current Line Officers

- Annually recruit Strategic Partners for the purpose of funding the activities of the State Network.

iv. AUDIT PROJECT TEAM

- The audit project team, which can be a part of the standing Finance & Budget Committee, shall be appointed at the next to the last meeting of the elective year and the team shall reconcile the books and present its report at the first meeting of the following year.
- Deadline for reconciling the books will be January 15th.

v. NON-DUES REVENUE

- Plan fundraising events for the Network as determined necessary by the Budget.

- Project Team shall be responsible for the collection of all funds raised from these events.
- All funds shall be forwarded to the Treasurer within ten (10) days of each event.

vi. EVENT COORDINATION

- Coordinates events with the President-Elect.
- Responsible for event logistics for all State Meetings and greeting members at all functions.
- Maintain attendance sheets at each event and forward to the First Vice President immediately after the meeting.
- Responsible for meeting room arrangements being ordered and set up.
- Receive, review, and forward all invoices in a timely manner to the Treasurer.
- Responsible for the Women's Council of Realtors table presentation at both the Winter and Fall GAR Conferences, tradeshow, and the Annual Spring National President's Luncheon.

vii. ENTREPRENEUR OF THE YEAR AWARD

Project Team make up: Team Leader shall be the most recent recipient of this award, Assistant Team Leader, and a minimum of three (3) general members.

- Responsible for reviewing the guidelines for Networks.
- Each Local Network and State Network may submit one REALTOR® member's name to the State Team Leader for consideration as the Georgia Entrepreneur of the Year, prior to October 1st.
- Application forms for the **Entrepreneur of the Year (SEOY)**, available on the State website, shall be completed by each member named, and submitted

to the Team Leader of the Entrepreneur of the Year Project Team no later than October 1st. Applications received after October 1st shall not be considered by the project team.

- Nominees must be a REALTOR®, REALTOR-ASSOCIATE® for five (5) years or a National Affiliate for a minimum of five (5) consecutive years; To avoid any possibility of this award going automatically to a current State Network officer, these individuals shall be ineligible to receive the award during, or within one year after, their term of office. This does not preclude past Presidents or other Officers from receiving the award.
- Report to National by December 1st on the Award winner by the First Vice President.

viii. NETWORK REPORTING GUIDELINES

- Governing Board Meetings: Each LNP shall present the Network reports at the Governing Board meeting, or the President-Elect, in the absence of the LNP. Copy of report must be emailed to the First Vice President and the State officer assigned to the Network two (2) weeks prior to the start of the State Governing Board Meeting.
- The report shall be given using only the approved LNP reporting guidelines.
- Time objective to give report: 3-4 minutes (30 second grace period).

ix. LEADERSHIP ACADEMY PAST DEANS ADVISORY GROUP

- Team Leader is appointed by President Elect and members consist of past deans.
- The first meeting is to review the curriculum and program along with the current Dean
 - Make any adjustments necessary
 - Get the Dean ready for the years session
 - Select the faculty for the year

- The final meeting is to review and accept the students for the new semester as well as finalizing the program

IV. FINANCIAL MATTERS

A. Reimbursed Expenses

- i. The funds allocated in the current year's budget for President, President-Elect, State Liaison, First Vice President, Treasurer, and District Vice President(s) allowances shall be used as follows:
 - Travel: Registration, hotel, local transportation (i.e., taxis, shuttle, and parking) for Women's Council of Realtors meetings, official visits within the State, or to form new Networks.
 - Airfare: Round-trip coach class to National, State, or Regional Women's Council of Realtors events/meetings.
 - Auto: Officers shall be reimbursed for gasoline expenses with receipts only. IRS mileage logs are not acceptable.
 - Lodging: Accommodations for National, State, or Regional Women's Council of Realtors events/meetings; standard room only.
 - Meals: Per Diem allowance of \$50.00
 - 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 Women's Council of Realtors ticketed events/meetings, including social functions, at National, State or Regional meetings, including Women's Council of Realtors National Inaugural Banquet, and GAR's Annual Awards Luncheon. Conference Fees reimbursed for early bird rate only.
 - Rental Cars: Not reimbursed.
 - Expense Reports to be turned in within 30 days of the event.

Expenses exceeding budgeted amount for each officer shall not be reimbursed.

- Request for expense reimbursement shall be submitted on a State Expense Report with receipts attached. Treasurer is authorized to reimburse all expenses submitted, provided the required secondary approval signature on the reimbursement request form has been obtained. Secondary approval signature will be obtained from the Network President, with exception of the Network PE being the secondary signature for President reimbursements. The Leadership Team must approve exceptions to the Guidelines above. Reimbursement of expenses shall be made within fifteen (15) days of receipt of request. Expense Reports to be turned in within 30 days of the event.
- ii. Funds will be allocated in the current year's budget to pay the early bird registration fee to the Mid-Year Women's Council of Realtors Meeting for the "Member of the Year" recipient.
- iii. Funds will be allocated in the current year's budget to pay expenses, as outlined in the Harriett Konter Leadership Scholarship Award, for the recipient(s) of award.
- iv. The Treasurer must receive reimbursable, budgeted expense requests no later than December 15th of the current year, or the funds will be forfeited. The Leadership Team may approve exceptions to the time frame.
- v. No Officer, or member, shall commit Network funds not listed in the budget that are more than \$50.00 without prior approval from the Leadership Team.

B. Memorial Fund

- i. Death of a serving State Leadership Officer or the spouse or partner of a serving State Leadership Officer: An appropriate memorial, will be given, not to exceed \$100.00, shall be sent by the First Vice President.

C. Charitable Donations

- i. In keeping with the Network's Strategic Plan, Georgia Women's Council of Realtors shall not make donations to any charitable organization. In the event the Network should have undesignated funds, such funds would be used to help support the State's Local Networks.

- D. Annual Past President Appreciation
 - i. State Network to hold an annual appreciation event in honor of all past Georgia State Presidents, providing that the current state budget allows.

V. STANDING RULES

- i A Standing Rule may be adopted by majority vote at any Board Meeting with a quorum present or amended by a majority vote at any General Membership Meeting.
- ii A Standing Rule may be rescinded by a two-thirds vote of the Governing Board without previous notice.