

# Standing Rules

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**Adopted**

2-1-2023

**Cristina Cortes**  
**2023 President**



*This booklet contains the "Standing Rules" of the Palm Beach County NETWORK and is a 'living document" which is continuously reviewed and updated periodically. Members are encouraged to visit the Chapter's website for current updates periodically. All Standing Rules, prior to placement on the website, are approved and adopted by the Chapter's Governing Board.*

# Palm Beach County Network

Governing Board Approved Standing Rules  
Changed during special meeting held 02-01-2023

## I. MEETINGS

### A. Network Meetings:

1. Date, time, place and number of monthly meetings will be determined by the Governing Board, according to the National Guidelines.
2. Annual election meeting shall be held BY June 30th. It may be held in conjunction with a regular Network meeting.
3. Limitation for three-time visit total for non-members to attend meetings without being a member.

### B. Attendance;

- a. Guests may attend three meetings and then are required to join in order to enjoy the full benefits of membership.
- b. Any member who makes a reservation and does not cancel 3 -days prior to the meetings, nor attends the meeting will be billed for the meeting.
- c. If members wish to attend a ticketed function, without a reservation they shall be accommodated on a 'space-available' basis only.

### C. Governing Board Meetings:

**Unexcused Absences:** When a member of the Governing Board has two (2) or more unexcused absences it will be assumed they have resigned from the Governing Board. In that event, the President and the Governing Board will determine the necessary action if any.

- a. Can be hold in person or virtual (all participants must use the camera at all times)
- b. An Agenda must be sent out 7 days prior to the meeting.
- c. General Membership is invited to attend all local board meetings. The time and date must be included in the event calendar, uploaded to the Local microsite.
- d. If a board member cannot attend, he or she will ensure that any agenda items to be discussed are covered through notification to the Local Network President and 1st Vice President.
- e. Project Team leaders are expected to attend and give reports only, where items of discussion pertaining to their areas of expertise are being discussed, either physically or via virtual only.
- f. If a project leader cannot attend a governing board meeting, he/she will submit a written report covering the areas to be discussed along with any project team recommendations they may have to the 1st Vice President.

g. The 1st Vice President shall take the meeting notes (minutes). The minutes should be sent to the President and President-Elect for any amendments and shall be sent back to the 1st Vice President. The 1<sup>st</sup> Vice President shall upload monthly governing board minutes to the Local Network online storage like Google Drive and State Google Drive within 7 days after the BOD meeting.

**D. Speakers and Sponsors:** The Network will pay the cost of meals for the Speaker and Sponsor.

## **II. Elections;**

A, Officer's Qualification: Members nominated for Office shall have the following qualifications:

1. Held ACTIVE membership in a Women's Council of REALTORS® Palm Beach County.

B. Officers Consent to Serve- Officer Nominees shall sign a *Consent to Serve* form after reading the position description.

Must get a letter showing they are in good standing with the local association

C. Procedures:

a. Those eligible to vote at the Annual Election Meeting: Only Active National Realtors and National Affiliate Members whose dues have been paid in full and members of record shall be entitled to vote.

b. Rules of the Day: Robert's Rules of Order Newly Revised shall be the recognized authority to govern the meetings for the Network; the Governing Board and in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order which the Network may adopt.

c. The Governing Board appoints a Candidate Review Team 90 days prior to Elections. Candidate Review team consists of 3- 5 members (1 Realtor® + 1 National Affiliate + 1 Past President + Past Event Director); President-elect serves as (Non-Voting) ex-officio member. g. Current governing board members are not eligible  
*Candidate Review team revised Feb. 2023*

## **III. Installation of Officers:**

a. Arrangements: The incoming President, along with her Project Team shall make arrangements for the installation of new officers.

b. Selection of Installation Officers and Master/Mistress of Ceremonies: The incoming President shall select the Installing Officer and Mistress of Ceremonies.

c. WCR Pin for Incoming President: 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. (This can be done by mail or purchase at the annual convention. See WCR order form in the *Leadership Policy and Procedure Manual*).

- d. Incoming President must present installation budget to Governing Board for approval prior to booking a location

#### IV. Duties;

- a. Officers: Network Officers shall abide by the WCR Bylaws, the Network's Standing Rules, and the duties as outlined in the *Leadership Policy and Procedures Manual*.
  - i. When the President takes office, she/he shall furnish each Officer and Project Team's copies of the duties as outlined in the Leadership Policy and Procedures Manual, as they apply to each office and committee along with a copy of the Bylaws and Standing Rules.
  - ii. President-elect: In the absence of the President, shall preside at all meetings and perform the necessary duties of the office and assist the President when called upon to secure meeting places.
  - iii. Director of Membership: Oversees all membership activity.
    - Accountable for the recruitment, retention, and recapturing membership efforts of this Network.
    - Shall furnish copies of all applications to both Treasurer and Secretary for accounting and record keeping (refer to paragraph 5, under Treasurer).
  - iv. First Vice President: Shall take minutes at all meetings. All minutes shall be verified by the President and signed by the First Vice President before they are disseminated according to network, which may be by mail, newsletter, website posting, or read at each Network meeting. The First Vice President must furnish meeting notes within 24 hours to the President for Approval. Once Approved, meeting notes are to be uploaded to the network drive and emailed to all Officers within 72 hours of meeting. The First Vice President will also keep the membership roll/database up to date as per copies of applications furnished by the Membership Director.

#### V. Treasurer:

- a. Use of debit cards by the President only for Local Network business; not for travel or purchase of tickets unless approved by the Governing Board (*as per Financial Policy*).  
(Attach original receipts in accordance with IRS Rules)
- o Two signatures will be required on all checks, the first signature to be the Treasurer and the second to be the President or President elect.

- a. All monies received by the Network shall be deposited in the account of the Palm Beach County Network of the Women's Council of Realtors; in a financial institution selected by the Governing Board.
- b. The signatures shall be that of the Treasurer, the President or the President-elect. All of these signatures shall be on record with the financial institution. The payee is not permitted to be a signatory on their own check. No check shall be signed without the written approval of 2 signatories none of which can be the payee.
- c. All dated receipts shall be submitted to the Treasurer within 30-days for reimbursement. Receipts over 30-days must have Governing Board Approval for payment.
- d. All monies collected by the Network shall be given to the Treasurer within two days of receipt and shall be deposited within five working days. The Treasurer shall keep a numbered receipt book and a receipt for any money collected shall be deposited immediately. Any electronic payments, such as Quickbooks, Zettle, or Zelle, must be provided to the Treasurer and individually recorded.
- e. Upon receipt of all membership applications, the Membership Director must forward National membership to the National Women's Council of Realtors with a copy of the application and the funds delivered to the Treasurer immediately. Local membership applications and dues are to be given to the Treasurer for deposit; and thereafter, Local Strategic Partners will be billed in December for payment in January. All local level dues billing shall be processed by the Treasurer, with the assistance of the Membership Director.
- f. The Treasurer and Membership Director shall construct and maintain written accurate records of all dues payments. In addition, perform other duties as outlined in the Policy and Procedures Manual.
- g. **Audit:** The Audit Project Team shall audit the financial records of the prior year, not later than March 31 of the current year. Both current and immediate past Treasurer shall be available to respond to questions of the audit committee and provide access to all financial records and documents. The committee shall be composed of 4-members: The Current President-elect, and 3 additional members, with one member being from outside the Governing Board. Neither the current President, nor Immediate Past President, nor any person(s) directly connected to the finances being audited are eligible to serve on this committee.

**VI. Task Force Chairman:**

- a. All outgoing Project Teams shall make a written report regarding the event accomplishments at year's end and forward any committee materials to the incoming Committee Chairman.

These Team Leaders will recommend to the incoming President possible members to serve on their respective committee, who the President may choose to consider appointing.

(Note: To ensure that the goals and objectives of WCR are being fulfilled and carried out through Network committee actions, many Networks assign and charge Officer's with the responsibilities to meet with and act as the liaison between various Network committees and the Governing Board. The liaison/observer has no vote on any of these committees. They are there only as an observer.)

**VII. Network Memorial Fund:**

In case of the death of a Network Member or Network Member's spouse, an appropriate memorial, not to exceed \$50.00 shall be selected. In case of the death of a Network Member's parent, or child, an appropriate memorial not to exceed \$25.00 shall be selected.

**VIII. Honorary Membership in the Network;**

Broward, Palm Beaches and St Lucie REALTORS CEO shall be granted an annual "Honorary Membership" in the Network, at the expense of the Network in accordance with the Network's annual budget.

**IX. National Affiliate Membership:**

- a. When the National Affiliate membership reaches 20%, an affiliate wishing to join the Network may be placed on a National Affiliate waiting list.
- b. If the National Affiliate membership has reached 20%, a National Affiliate applicant obtaining three new Realtor or Institute Affiliate members, who acknowledge the National Affiliate applicant's responsibility for their having joined, will be eligible to join prior to any other Affiliate on the waiting list as this would not violate the 20% rule.

**X. Past President's Advisory Task Force:**

- a. The Past President's Advisory Council shall be a Special Project Team
- b. Members will consist of Active Local Network Past Presidents willing to serve.
- c. The Team Leader of this project will be appointed annually by the incoming local Network President of the Palm Beach County Network. The Team Leader of this Special Project Team will serve as a representative on the Governing Board with the right to vote. The immediate Past President of the Network will not be eligible.
- d. This Project Team shall meet at times directed by the **Task Force** Chairman, with the current President's goals in mind and consent.
- e. Duties of the **Task Force** shall be as follows, but are not limited to:
  - i. The Team Leader shall serve in an advisory capacity to the Local

Network President.

ii. Shall have direct oversight of Past President's Leadership Advancement Scholarship

1. All funds disbursement of Scholarship Money is to be approved by the Governing Board.
2. Review panel for Scholarship application(s) shall be appointed by the current local Network President and approved by the Governing Board. five (5) members will be include: two (2)

General Realtor Members in good standing, two (2) Past Presidents, not serving on the Governing Board, and one (1) Governing Board Member, who is not a Past President.

iii. State and National Initiatives will be reviewed by this committee and any action recommendations will be presented to the Governing Board.

iv. Special Assignments as designated by the current Local Network President

1. Mentor Line Officers
2. Business Meeting Hospitality
3. Provide Inspiration
4. Serve as a Speaker or Presenter.

## **XI. Membership:**

Refer to Membership Committee meeting, for Dual Membership Fee structure.

1. Strategic Partners shall pay a prorated amount when they join and pay the full amount on January 30. Strategic Partners will be billed invoices on November 15th with payments due by January 1st. There must then be a firm commitment or payment by February 15th to avoid an automatic drop off and removal from the website.
2. All Strategic Partners will be capped to a new percentage of 40% of total Network membership which includes 20% for National Strategic Partners per National Guidelines.
3. Each Strategic Partner category will be capped at 3 companies per industry