



**MIDDLESEX COUNTY NETWORK**  
**WOMEN'S COUNCIL OF REALTORS**

**STANDING RULES**

**MEETINGS:**

1. **The Governing Board shall meet the first Friday of each month. Date, time and location to be designated by the President.**
2. **The Network's regular monthly meeting will be held the third Friday of each month unless in conflict with State, National, Regional, District or Local Association meetings.**
3. **The Annual Election Meeting will be held in conjunction with a regular Network Meeting. The Annual Election Meeting will be held no later than October 15<sup>th</sup> as per Network By-Laws. Newly elected Network Officers to be submitted to National Women's Council of Realtors Officers immediately thereafter by President.**
4. **The Annual Installation Meeting will be held in December.**
5. **Any Officer who misses two (2) consecutive Governing Board meetings unexcused shall be construed as having resigned as an Officer and, may be replaced at the discretion of the Governing Board. Such member whose seat was vacated in this manner may apply for reinstatement within 30 days, which shall require a majority vote of the Governing Board.**
6.
  - a. **President should attend Women's Council of Realtors State and National Meetings. Funding for the President will include lodging, registration, airfare, mandatory transportation, per diem food allowance and tickets to official Women's Council of Realtors functions, should funds be available. The Regional Meeting should be attended by the President. Funding to include Registration, airfare, lodging, mandatory transportation, per diem food allowance, and tickets to official Women's Council of Realtors functions. Total funding per year for all meetings shall be a budgeted line item, should funds be available;**
  - b. **President-Elect should attend Women's Council of Realtors State and National Meetings, Funding for the President-Elect will include lodging, registration, airfare, mandatory transportation, per diem food allowance, and tickets to official Women's Council of Realtors functions. Total funding per year for all meetings shall be a budgeted line item, should funds be available;**
  - c. **Vice President of Membership should attend Women's Council of Realtors State and National Meetings. Funding for the Vice President will include lodging, registration, airfare, mandatory transportation, per diem food allowance, and tickets to official Women's Council of Realtors functions. Total funding per year for all meetings shall be a budgeted line item, should funds be available.**
7. **Officers including President, President-Elect and Vice President of Membership should attend Middlesex County General Membership Meetings to promote membership and upcoming events.**
8. **Network to give outgoing President a nominal gift/plaque at the November meeting.**
9. **A Planning retreat meeting will be held in November by the newly elected President to organize the Network for the ensuing year.**

### **GUESTS:**

If the State Women's Council of Realtors President or National Women's Council of Realtors President visits our Network, a gift will be presented. This shall be a budgeted line item.

### **AWARDS:**

The Awards Committee will be responsible for the outgoing Officers plaques. This shall be a budgeted line item.

### **INSTALLATION OF OFFICERS:**

1. The incoming President and Awards committee shall make all the arrangements for the Annual Meeting and installation of newly elected officers;
2. The outgoing President shall the duty of obtaining the incoming President's pin for the installation. This shall be a budgeted line item;

### **DUTIES:**

1. **President:** When the President takes office, the President shall furnish each Officer and Committee Chairperson copies of duties as outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL, as they apply to each office and committee along with a copy of the Network Bylaws, Standing Rules and Network Excellence Awards requirements. This shall be a budgeted line item.
2. The President shall be versed in Robert's Rules.
3. President-Elect shall assist the President with various duties as necessary and fulfill any obligations of the President if the President is not able to fulfill such duties.
4. **Secretary:** Shall take minutes at all meetings. All minutes shall be verified by the President and distributed to all eleven (11) Governing Board Members.
5. **Treasurer:** All monies received by the Network shall be deposited in the account of Middlesex County Network of Women's Council of Realtors in a financial institution selected by the Governing Board. (1) Signatures shall be required on all checks. The signature shall be the Treasurer or the President.
6. **Committees:** Various committees shall be established by the President and Governing Board as needed. Suggested Committees include: Bylaws/Standing Rules; Education and Programs; Finance and Budget; Membership and Marketing; Nominating; Ways and Means/Special Events. Special Committees: Affiliates; Audit; Awards and Recognition; Community Outreach; Communications; Hospitality/Registration/Check-in; Newsletter; Photographer; Reservations & Attendance; Website. Committees shall consist of no fewer than (3) members.

### **MEMBERSHIP:**

1. Non-members who are qualified prospective members may be brought to regular Network meetings as guests only once. This does not apply to a member's family or special guests provided they are not eligible for Women's Council of Realtors membership.
2. Local Affiliate Members annual dues shall be \$160.00 Billing for Local Affiliate annual dues to be prepared and mailed by the Treasurer and Vice President of Membership in December is due and payable by January 1 of each year. Upon receiving the check and form, a copy goes to the Vice President of Membership and the President.
3. New member applications and checks shall be collected by the Vice-President of Membership and mailed directly to National WCR office.

- a. A copy of application and check to be sent to the Treasurer and President of the Network;
  - b. It is also recommended that membership with the Local Realtor® Association be verified;
4. A new member's orientation shall be conducted by Vice-President of Membership on a quarterly basis.
  5. A complimentary membership shall be afforded the Association Executive of the Middlesex County Association of Realtors.
  6. Vice President of Member Affiliate Members shall be as follows: National Dues: \$126. Local Network Dues: \$34. Total Dues Amount \$1600. New members are charged these dues by applications provided by the Vice President of Membership and Members Renewal Dues are billed by WCR National. Some members that become members during the middle of the year shall be billed by WCR National on a prorated basis.
  7. A renewing member in dire financial need shall be afforded assistance with their dues, either in full or part through contributions from affiliates. This shall be limited to one (1) time in a five (5) year period per individual member. This shall only apply to members in good standing and with a strong to desire to continue their participation with WCR. Any balance will be the member's responsibility and the member will be asked to serve on a committee of their choice.
  8. Local Affiliate Membership shall be limited to a 10% ratio of current Network National Realtor Members. Should the National and Local Membership Category of affiliate membership be greater than 10% as of June 2014 in any category; than those local affiliates who already have paid in full memberships as of June 2014 are considered to be grandfathered and may continue to be local affiliate members as long as their membership and membership dues remain in good standing. Should a said "Grandfathered" Local Affiliate let their membership lapse then they will have to wait until such time the National Realtor Membership of the Network is proportionate to allow them to rejoin. They will not be given preference over another affiliate in that category waiting to join. Local Affiliate Memberships will be accepted on a first come first serve basis until such a time as that Local Affiliate Category ratio is reached. Effective June 6, 2014.

#### MEMORIAL AND REMEMBERENCES

1. In the case of a Network Member being hospitalized, an appropriate flower arrangement should be sent. A budgeted line item.
2. In the case of a death of a Network Member, an appropriate memorial shall be selected, a budgeted line item. In the case of the death of a Network Member's spouse or child, an appropriate memorial should be sent. A budgeted line item. In the case of the death of a Network Member's parent, a condolence card shall be sent.
3. In the case of illness of a Network Member, a get well card shall be sent.
4. The maximum amount will be \$75.00 on any of the aforementioned line items.

#### MEETING RESERVATIONS

1. Officer's attendance at all Network Meetings will be automatic. If any Officer cannot attend meeting they will be called excused. They will be billed for non-attendance if they do not call to cancel.
2. Network Events shall be the financial obligation to be paid by the member making the reservation. Non-attendance member will be billed.
3. Billing for no-show reservations will be made within 7 days after the event by the Treasurer and paid within 30days.

4. **There will be a \$5.00 surcharge for walk-ins and guests at our monthly Business Resource meeting, effective 3/20/2009.**

#### **FINANCES**

1. **Any reimbursements must be submitted on an Expense Report sheet which can be downloaded from the WCR website.**
2. **All cash and checks must be deposited within five (5) business.**
3. **Returned check fees will be invoiced and will be cumulatively invoiced.**
4. **Budget and Finance Committee will agree to a Semi-Annual Audit.**
5. **Affiliate Dues shall be subject to the same pro-ration rate as Realtor member dues.**
6. **All expenses deemed to be reimbursable by the Network treasurer must be presented to the Network treasurer no later than 60 days after the date they occur.**

Revised 02/07/2014