

Women's Council Coastal Virginia

Standing Rules

MEETINGS: The regular events/ meetings of the Women's Council Coastal Virginia will be the second Thursday of each month at least six times per year with times and places to be determined by the Governing Board. General Membership Event to be programs for the benefit and education of members, General Membership events frequency to be at the Governing Board Discretion. Governing Board events to cover the actual business and decision making for the Network. Members may attend the Governing Board events as observers unless the President has called an executive session.

GOVERNING BOARD: Board Meetings to be held at least six times per year with the times and places to be determined by the President and Governing Board. President to have each Officer or Project Team Lead on the agenda and Project Team Lead will give reports at each Board Meeting, or in writing to Secretary the day before, if unable to attend.

Governing Board Transition: At the Governing Board Transitional Meeting (November) before President takes office in December; the incoming President will furnish Officers and Project Team leads a list of duties that apply to their particular offices and any Project Teams they may oversee. Outgoing Officers are to attend and give all and any information written and verbal to new Officers. Subsequently, President is encouraged to also meet individually with Officers to discuss any questions they may have.

A member may not be elected to the office of President or President Elect without at least one-year experience as an officer of the Network or combined one year experience as a Project team lead. If there are no applicants for President-Elect that meet that criteria, the Candidate Review Team may look outward for other candidates.

Project Teams (determined by Governing Board based on needs)

Examples:

Education and Program

Finance and Budget

Candidate Review Team (required)

Fundraising

Other Project Teams as appointed by the President can include: Hospitality, Publicity, Promotion and Media, Strategic Partner, Telephone Tree, Directory, Web site, etc. as deemed necessary by President.

Only the Governing Board may make decisions involving funds and finances for the Network.

PRESIDENT: Presides over governing board and General Membership meetings. If there is an Ex-officio position, as a representative from Women's Council, available on VPAR, WAAR, HRRR or CBAR Board of Directors Monthly meetings, the LNP is expected to attend.

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President to maintain Women's Council meeting protocol at both Women's Council membership & Women's Council Governing Board meetings. President to delegate duties & responsibilities, maintain deadlines and regularly monitor the progress of all Network undertakings. President to prepare a calendar with all deadlines for reports & event planning and indicate who is responsible for each. All Officers and Project Team leads to bring this Calendar to each Board Meeting with progress reports. President and Treasurer to have a Budget drafted for the 1st Governing Board Meeting (January). Project Team leads to submit budgets for accomplishing their project team's goals. After this input & discussion of overall goals, the President, and the Finance and Budget Project Team, shall prepare a Network Budget for the year. This is to be presented for approval by the second Governing Board Meeting, and copies to be submitted to the State Women's Council President and Liaison. President shall encourage use of The Task is to Ask program by all Project Team chairs.

PRESIDENT ELECT: Is required to attend Network 360. As soon as date is given by National Women's Council for the Network 360, and prior to officer installation, she/he should commit to and confirm availability for this important training, then immediately block the dates and register as soon as possible. President Elect is primarily responsible for being entirely familiar with the operations of the Network as well as support the President and other Governing Board members as needed. President Elect leads the efforts for Strategic Partners. President Elect is responsible for ordering and picking up any recognition plaques for the December officer installation meeting.

EVENT DIRECTOR: Establishes membership goals in coordination with the President and Board. Conducts membership campaigns. Installs new members at regular meetings and calls to confirm their attendance. Hosts at least one New Member Orientation (this can be in conjunction with another Network Event). The Director of Membership, or a designee, will be at sign-in desk for all meetings to greet members, and give applications to guests. Responsibility also involves tracking guests and following up with them regarding membership.

PROGRAMS DIRECTOR: Plans Industry Education Events that will increase member's productivity and income. Plans and develops programs for Network meetings consistent with the needs of members. Carries out program plans completing arrangements for speakers, panelists, gifts for speakers, and determines whether speakers need projector, laptop or other equipment and arranges to have it available. Evaluates programs' impact and success. Informs members of educational opportunities offered by the Local Board, State Association, NAR Affiliates, and by nearby educational institutions. The events guideline per National is: A minimum of 4 industry events: All industry events must provide content that is timely, issue focused and member income-generating. One of the four industry events must be focused on development of business leadership skills. One of the four industry events must be conducted collaboratively with other local networks, with the local REALTOR® association, or with a related real estate organization. Conduct a minimum of 2 events focused on member networking/relationship building that could also include professional development content;

examples include: Smaller events, such as mastermind groups, lunch and learns, topical roundtables, etc. Networking events and Members-only events. Social events that facilitate relationship building.

First Vice President: The First Vice President shall take accurate minutes and within one week send or email a typed copy to the Governing Board for review. Upon approval of minutes by the Governing Board by email, copies will immediately be sent to the State President, Liaison and members. The minutes shall reflect the attendees, the agenda items with actions and motions noted. No discussions or opinion need to be recorded. Upon direction from the President, the First Vice President shall be responsible for any correspondence, memoriam, thank you notes, etc. as directed by the President. The First Vice President will maintain copies of all Network and Board meeting agendas and minutes.

TREASURER: The Treasurer will keep complete and accurate records of all deposits and disbursements and continually monitor expenses and income as compared to the Budget. No expenditure or disbursement will be made without said expense reflected in the Budget or by approval of the President and corresponding receipt & voucher provided. Any expense over \$200.00 and not a budgeted item must be approved by the Governing Board. Any request for reimbursement shall be paid by Treasurer within ten days of receipt and/or the necessary approval of expenditure. Treasurer reports are given at the Governing Board meetings. Treasurer will meet with audit committee when requested. Treasurer is responsible for paying Network Insurance Premium and the State Assessment in a timely manner.

PARLIAMENTARIAN: A Parliamentarian will be appointed each year by the incoming President and should be any past President. The Parliamentarian will ensure that meetings are conducted according to Robert's Rules of Order

ELECTION OF OFFICERS: The Candidate Review Team formation follows the National Guideline and a Leader is selected by the group or can default to Incoming President. The list of Candidates should be sent out to membership 10 days in advance of the October election. The election of officers for the following year shall take place at the August general meeting, so they may make plans to attend the State Orientation. The current President is responsible for reporting officers to National by deadline. Coastal Virginia follows the guidelines set forth by National regarding Elections.

INSTALLATION OF OFFICERS: The outgoing President will host the installation meeting/banquet and along with the Program committee arrange the ceremony and speaker. The incoming President will have the choice of the person to conduct the installation ceremony and may also suggest speakers to be considered by the Education and Program Project Team.

President to refer to the Women's Council Leadership Manual instructions for head table seating, and prepare place cards at correct positions. The incoming President will present the President's Plaque to the outgoing President. Once the installation takes place, the incoming

President takes over the podium and gives his/her address to the membership and adjourns the meeting.

NEW MEMBERS: The Membership Director will conduct an induction ceremony for new members during a Network meeting. Such ceremonies may cover several months and will be arranged to fit into the regular program. (Normally this consists of a swearing-in of the group and pinning a Women's Council Pin on the lapel) Pins should be ordered early in an amount to correspond with the Network's membership goals, and budgeted accordingly.

NONMEMBERS (GUESTS): Non-Members will be charged an admission fee to attend events (generally \$20 for an Education Event- but amount can be amended or changed by a Board Vote)

SPEAKERS: Budgeted amount for Speakers to be the guideline for Governing Board, when decision as to what to give, and the amount to be spent for a token thank you gift to be presented to Speakers. Director of Programs is responsible for obtaining bio & introducing Speakers, purchasing and presenting gift. Any speaker receiving a speaking fee, does not receive a gratuity gift.

PROGRAM FEES: A fee may be charged to members and/or non-members for a specific special program as deemed necessary by the Governing Board. i.e. Continuing Education Credit Class or Special Seminar. A Member's fee should be less than non-member fee as a benefit of Women's Council membership.

AWARDS: The recipient of the Member of the Year Award shall serve as leader of the Awards Project Team the following year. Award winners are selected by the Awards Project Team Candidates need to have been a member for one complete year, and to have contributed to the success of the Network. Elected Network Officers are not allowed to receive this award during their tenure. The awards will be presented at the December installation meeting. Award chairmen to order, pick up and present plaques, and to coordinate with Pres. Elect, who orders & presents President plaque. The Award Chairman is responsible for keeping a running list of yearly winners to turn over to the following year's chairman.

RECOGNITION: At the annual installation meeting the outgoing President, should give a report for the year's activities & goals, and may give special recognition to members or affiliates, who have done an outstanding job during the year. All past presidents of the Network are asked to stand & be recognized. They may be asked to line up for a "passing of the Gavel" as this activity encourages the attendance of Past Presidents. After the installation, the incoming President shall give a special recognition gift or plaque to the outgoing President.

New members should be introduced and recognized at their first meeting they attend after joining, as well as at the meeting they are inducted with the Women's Council pin. Any guest who is a VPAR, WAAR, HRRR or CBRAR official, VPAR, WAAR, HRRR or CBRAR staff, or member

of VPAR, WAAR, HRRR or CBRAR BOD should be recognized. Past Women's Council Presidents should always be recognized as such.

MEMORIAMS: In case of death, the Network may make an appropriate remembrance in memory of a member, a member's spouse or children. The amount will be determined by the Governing Board and/or President and indicated in the budget under discretionary expense.

TRAVEL FUNDS: The President's and President Elect's travel expenses shall be set by the Governing Board. Travel to be considered will be the following: National WCR Mid-Year meeting, National WCR /NAR annual convention, State or Regional WCR meetings and Network 360. Travel, registration and hotel for the President Elect to the National Network 360 will be budgeted as an expense. For meeting expenses, the Network credit card may be used if it is a budgeted travel expense and funds are available or The President and President Elect will be reimbursed as soon as receipts are received, unless the funds are not available. Network 360 will always be reimbursed after the President Elect returns as the event cannot be transferred to another person. Receipts shall be submitted with reimbursement voucher form within 15 days of the conclusion of the meetings. There shall be no reimbursement of funds incurred for extra days, for members arriving early or staying late for training or additional conventions or activities. Covered nights will be only for the nights required for attendance. Reimbursement will be for the early bird registration fees for any meeting. Mileage will be calculated at the going IRS rate for expense reimbursement. There is a \$20/per diem for meals for approved travel. Per diem only applies for full days at Event (ie: not travel days). No meal reimbursement for PE to attend Network 360 as meals are provided. Hotel accommodations are to be shared for all meetings. If not shared, attendees may only be reimbursed for one half of the actual hotel expenses. It is recommended that the President and President Elect share a room at meetings to facilitate sharing of ideas and planning. If only one officer is attending, she is encouraged to seek a roommate. All Women's Council members attending any national function are asked to designate "WCR" as Primary Affiliation on their registration form. President and President Elect must attend the specified Women's Council meetings for the President & PE, to be reimbursed by the Network for travel expenses. Any officer who accepted travel expenses but resigns their Network position before completing their term of office will be required to reimburse the Network for their travel funds prorated based on the portion of their term actually completed. The Board may consider exceptions on a case-by-case basis.

The reimbursement schedule for all meetings is as follows and as budget allows- Priority is given to Mid-Year, National and Network 360. It is preferred that President and President Elect both travel, however President's travel is given priority to Mid-Year and National as President is a voting member. Only President Elect travels to Network 360. When booking travel, the traveler is cognizant in obtaining the most inexpensive yet reasonable options. If Budget allows, the Governing Board can vote to send/contribute payment to additional Board members to events at their discretion.

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State Women's Council Meetings: (Usually coordinated with VR Legislative Conference and VR State Convention)

Registration fee (early bird only)

Travel to meeting (IRS standards for mileage or actual gas required)

Standard double occupancy hotel room (At least 2 to a room)

VR banquet ticket (early bird only)

National WCR meetings: (spring: **WCR Midyear Meeting** in conjunction with NAR Mid-Year Legislative Meetings, and fall: in conjunction with **WCR /NAR NATIONAL CONFERENCE & EXPO**.
Registration fee (early bird amount only)

Travel to meeting (IRS standards for mileage for meetings within 200-mile radius) and actual 30-day advance plane ticket cost for destinations beyond). Hotel room (nights required for required meeting attendance only and for travel days)

Women's Council banquet ticket (early bird only)

President & President Elect attending NAR/WCR are required to attend the National WCR meetings indicated for Local Network President and Local Network President Elect including any regional meetings on the schedule. Upon return from these meetings, President & President Elect will report back and share information with the local Network membership.

September 24,2021