



### **Mission Statement**

We are a network of successful Realtors®, advancing women as business leaders in the industry and in 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® Associations, or 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, roundtable elections.

**Annual Election Meeting** – shall be held at the Annual Election meeting of the Network which shall be held no later than September 30<sup>th</sup> each year.

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

#### **B. Governing Board Meetings**

The Governing Board consisting of the President, President - Elect, Treasurer, First Vice President, and Membership Director, and Event Director.

Shall meet monthly, a minimum of 6 times at the William Raveis- Norwell office or virtually. The date, time and place of the Governing Board regular meetings will be set in January but may be changed at the discretion of the Network President. The total number of meetings must comply as specified in the annual Quarterly Network Report.

Three Members of the Governing Board shall constitute a quorum, provided either the President or the President-Elect is present.

### **II. DUTIES AND RESPONSIBILITIES**

Network Officers and Directors shall abide by the Network Bylaws and Standing Rules, the National Women's Council of Realtors®

Annual Business Plan and the Local Information & Forms Link.

All Members of the Governing Board shall complete the board's contact information form and shall commit to and sign the Leadership Commitment Contract at their orientation or no later than at the first Governing Board Meeting of each year.

All Officers and Directors shall be expected to attend all Governing Board Meetings, Industry Events and Network Events. All Officers and Directors shall be required to submit a report at all Governing Board Meetings. Any Officer or Director 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 or Director shall have seven (7) days to submit a written request to the Governing Board for a hearing or may submit a letter of resignation prior to any official action. If replacement becomes necessary, replacement of Officer or Director shall be as outlined in the Network Bylaws,

All Officers and Directors shall be expected to maintain a record keeping book or binder and/or an electronic folder of their activities during their term. The outgoing Officer or Director passes 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, they shall furnish each Officer and Director copies of duties, as outlined in the most current information from National WCR as they apply to each position along with a copy of Network Bylaws and Standing Rules.

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 Massachusetts State Network WCR Office.

The President shall perform all other duties as outlined in the Leadership Policy & Procedure Manual.

### **B. President-Elect**

In the absence of the President, the President-Elect presides at all meetings and performs the necessary duties of the office.

By January 17<sup>th</sup>, be prepared to email the following to the general membership:

1. Annual calendar with specific meeting program titles/subject matter for January – May & September – November. 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 Network 360 Conference in Chicago.

Shall perform all other duties as outlined in the Leadership Policy & Procedures Manual.

### **C. Membership Director**

One of the most important functions in a Local WCR 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 are no longer accepted by the Network.

The Membership Director is responsible for tracking Realtor® members.

Treasurer and First Vice President are responsible to maintain National Affiliate members and Strategic Partners and assure they are billed for the next year's membership by December 30<sup>th</sup> or earlier. Strategic Partner applications and checks are to be sent to the Treasurer.

No refund will be issued should a Strategic Partner terminate their Membership mid-year.

A monthly status report shall be presented at all Governing Board meetings to include numbers of Realtor® Members, National Affiliate Members and Strategic Partner Members. The number of National Affiliate members must not exceed 20% of the Network's total membership.

Any Membership dues collected by the Treasurer shall be reported in writing to the Membership Director.

The Membership Director shall be expected to promote Membership at all Network Events, Membership meetings, all South Shore Area Realtors membership meetings, plus any other appropriate events.

The Membership Director shall work directly with the Recruitment and Retention Team and the Strategic Partner Team.

The Membership Director shall maintain detailed records which shall be turned over to the incoming President in January, prior to the first governing board meeting, and shall perform all other duties as outlined in the Leadership Policy & Procedures Manual.

#### **D. First Vice President**

The First Vice President shall report the officers for the incoming year to the National WCR and State WCR by November 1<sup>st</sup> 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 Governor, the State Network President, and the Vice President of the Region.

The First Vice President's responsibilities shall be to act as Recording and Corresponding Secretary. They shall be responsible for taking minutes from all meetings.

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. The address is listed as PO Box 2508 Duxbury MA 02331. The physical address is 515 Washington St. Norwell, MA 02061.

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 one past officers.

All monies received by the Network shall be deposited in the Women's Council of Realtors® South Shore 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 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 report to the Governing Board that includes a check register and copy of an official bank statement.

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.

### **F. The Event Director**

The Event Director shall bring speakers of interest to the President and President-Elect for presentation to the Governing Board. At the discretion of the Governing Board, based solely on budgetary funds available, inexpensive gifts may be presented. 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 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.

## **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.

### **B. Welcome**

A welcome letter shall be sent to each new member by the Membership Director on behalf of the Network President with a link to the WCR.org site. New Members shall be welcomed and introduced individually at the Network meeting by the Membership Director or designated appointee and/or via social media or electronically

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### **C. Induction**

A new member shall be invited to a get acquainted program and orientation.

### **D. Strategic Partner Sponsorship Memberships**

Strategic Partner Memberships are available-Payment Partnership Dues will be: \$449.00 and shall consist of no more than two Members from each industry, except for a maximum of four loan officers and four attorneys. Members are allowed. Strategic Partner Sponsorship Memberships include Local Network Membership only. Membership dues in National and State WCR are at an additional cost.

## **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. Deposits for event reservations or speaker fees for the next budget year may be made with Governing Board Approval.

### **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. 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 WCR National Mid-Year and Annual Conferences, Massachusetts Association of Realtors® Inaugural and Annual Conferences and all required meetings of the MA State Network of WCR. The President-Elect shall attend training at the annual Network 360 Leadership Conference in Chicago. The President-Elect is encouraged to attend all NAR/WCR and MAR association meetings 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.

- a. Round trip coach class airfare for State, or National WCR events/meetings. Meeting registration fees, rental cars, meals, lodging, local transportation, baggage fees, parking, and tips are all included in the educational travel budget.
- b. 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 Conference and attend various meetings and classes for the benefit of this Network.
- c. 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.
- d. Should the Officer fail to attend the Conference or leave the Conference prior to the last day of the Conference, the Officer shall not be entitled to receive any reimbursement for any expenses associated with the Conference, including, but not limited to, travel, meal and lodging.
- e. 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.

**C. 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.

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**D. Requests for Reimbursement:** Requests for expense reimbursement shall be submitted to the Treasurer on the Network Expense Report Form with receipts attached for airfare, local transportation, parking, registration fee charges, and other authorized expenses 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 15<sup>th</sup> of the current year or they will be forfeited.

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 WCR National Mid-Year and/or Annual Conferences and all required meetings of the MA State Network of WCR.

#### **E. Network Meetings**

All Network Officers, Directors and Members shall be charged equally for Network meetings and events. Non-member guest speakers will receive two complimentary meals 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 based on the rate charged by the location hosting the Industry or Member Event.

Non-Member: Will be Charged at a minimum of \$10 higher rate than a Member.

#### **F. Memorials**

In the case of the death of a Network Member or a member of their immediate family, an appropriate memorial shall be at the discretion of the Governing Board based solely on budgetary funds available.

### **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 WCR.
- 2.) A Realtor® Member, or National Affiliate Member for a minimum of five consecutive years.
- 3.) Network Officers and Directors 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 & Forms Link. Members of the Year shall be selected in September and nominees shall be submitted to the MA State Network of WCR in a timely manner. The announcement and special recognition of these members shall take place at the annual Installation meeting in December. A Selection Committee shall be chaired by the immediate Past Network President, and the two (2) most recent Member of the Year Award recipients willing to serve.

#### **B. Candidate Review Team**

The Governing Board appoints a Candidate Review Team a minimum of 90 days prior to the election. Team to be a minimum of three and not more than five members. The Candidate Review Team must consist of active Realtor® Members that are in good standing, and no more than one National Affiliate Member. The Team shall consist of one or more Past President-Member (s) and one or more Past Event Director Member(s) and the current President Elect. Excepting the President-Elect, current Governing Board Members are ineligible to serve on the Team. The Candidate Review Team selects the Chairperson at the first meeting. See Network Election Procedures for additional guidelines for the election process.

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### **C. Officer and Director Installation**

Officer and Director Installation shall be held in December with the Installing Officer chosen by the Incoming President. A plaque or similar commemorative item is to be presented to the out-going President by the Incoming President after Installation.

### **D. Marketing Project Team: Public Relations & Website**

This team is responsible for promoting-South Shore Network of the Women’s Council of Realtors® South Shore in the local media and to maintain an online presence for the Local Network. Such duties include:

1. Maintain the WCR South Shore Network Website through WCR 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 Local WCR South Shore 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.

### **E. The Network Official Business Address**

The Network official name and business mailing address as registered with the Internal Revenue Service is Women’s Council of Realtors® South Shore, PO Box 2508 Duxbury MA 02331. The physical address is 515 Washington St. Norwell, MA 02061. All Network correspondence and/or mail shall be directed to this address.