

Women's Council of REALTORS® Utah County Network

Standing Rules

Updated 11/2/2021

1) Meetings

a) Network Events

A minimum of 6 Network events shall be held annually. 4 Industry events, and 2 Networking and Relationship Building events.

i) Annual Election

The Annual Election shall be held by August, preferably in May through June. It may be held in conjunction with a regular Network meeting. An electronic voting meeting is allowed, if needed.

b) Governing Board Meetings

A minimum of 4 Governing Board Meetings will be held at a regular date and time to be determined by the current board. Recommended to meet monthly.

i) Unexcused Absence

Any appointed member of the Governing Board with two or more unexcused absences shall be construed as having resigned from the Governing Board. Excused absences are vacations, illness, or family emergencies, communicated to the President prior to the meeting.

ii) Reinstatement

Such member whose seat was vacated in this manner may apply for reinstatement within 30 days. Reinstatement shall require a majority vote of the Governing Board.

iii) Replacement of resigned positions

In the event of a resigned position, an interim replacement for the remainder of the term shall be appointed by majority vote of the Governing Board.

2) Elections

a) Procedures

i) Follow the Election Rules from National.

ii) Rules of the Day

(1) The Rules shall be approved by the membership prior to voting. These Rules are provided by National.

(2) Tellers (Vote Counters)

(3) If multiple candidates are running for one office, an actual election shall be held.

(4) A minimum number of two Tellers shall be appointed by the President. Nominating Committee members shall not serve as Tellers.

3) Installation of Officers

a) Plaque for Outgoing President

The First Vice-President shall obtain, at the expense of the Network, a plaque to be presented by the incoming President to the outgoing President at the December UCAR Installation Membership Luncheon.

b) Outgoing Governing Board

The President shall obtain, at the expense of the Network, a small gift or flowers, to be presented by the outgoing President to the outgoing Governing Board (even if they are staying in their position another year) at the December UCAR Installation Membership Luncheon.

c) Arrangements

The President, along with her committee, shall make arrangements for the installation of officers. The Installation is to be held on or before the first Network Meeting of the Year.

d) Selection of Installing Officer/Mistress of Ceremonies

i) The incoming President shall select the Installing Officer/Mistress of Ceremonies.

ii) This should be a REALTOR® member who is currently, or has in the past, held the President position from the local Network, or someone from the State Network.

e) Pin for Incoming President

The outgoing President shall obtain position pins for the incoming Governing Board at the expense of the Network in sufficient time for presentation at the Installation Ceremony. Order pins from Women's Council Store online at www.wcrteamstore.com.

f) Finance

The budget for the Installation Ceremony shall be sufficient to include the expenses of invited guest dignitaries (such as Board President, Executive Officer, etc.) if approved by Governing Board and sufficient funds are available.

4) Duties

a) Officers

Network Officers shall abide by the Women's Council Bylaws, the Network's Standing Rules, and the duties as outlined in the Network Guidebook and Glossary, available on wcr.org, and updated annually in January.

i) Governing Board Member Responsibilities

- (1) Follow Governing Board Position Descriptions provided by National, and
- (2) Follow Organization Chart and Leadership Team Position Descriptions, as attached.
- (3) Chair positions are appointed by the President, with recommendations from the Governing Board.
- (4) Team Leader/Member positions are appointed by the Governing Board Member over them, with recommendations by their Chair and the Governing Board.

ii) Treasurer

- (1) All duties as noted on the Position Description from National, AND
- (2) All monies received by the Network shall be deposited in the account of the Utah County Network of Women's Council in a financial institution selected by the Governing Board.
- (3) One signature shall be required on all checks, either the Treasurer or President.
- (4) Check requests are submitted to the Treasurer, and require approval by the President or President-Elect. This approval may be obtained by digital or written signature. Requesting party cannot approve the request. The Treasurer shall bring checks for review and approval to the monthly Board Meeting.
- (5) All monies collected by the Network shall be turnedover to the Treasurer within 14 days of receipt and shall be deposited by the Treasurer within 10 working days thereafter. Dues from National Members are collected online by National, and a check is cut to the Network for our portion of said dues.
- (6) Strategic Partner applications and dues checks shall be collected by the President-Elect or Treasurer and shall be immediately forwarded to the Treasurer who shall deposit them into the local bank account.

b) End of Year Reports

All outgoing Governing Board Members shall make a written report, with the cooperation of their Team Leader, on the Team's accomplishments at year's end and pass on position materials to the incoming Governing Board Member. Team Leaders and Team Members may come from volunteers or recommendations by the Team Leader or Governing Board.

5) Membership

a) New Members

i) New Members shall apply online at wcr.org. Membership Director and Team can assist, as needed.

ii) Welcome

- (1) Greeting card and letter of welcome (noting schedule and membership benefits) shall be sent to each new REALTOR member by the Membership Team.
- (2) New member REALTORS shall be welcomed and introduced individually by the Membership Director at the next Network meeting following the members joining the Network.
- (3) If the Network has decided to provide a gift to new member REALTORS, this would be given at this time. Gifts can be provided by the Network and/or by Strategic Partners.

b) Guest Follow Up

REALTOR Guest follow up will be the responsibility of the Membership Team who will track guest attendance using the CRM at each function. She/he will arrange for a personal contact to encourage them to join Women's Council.

c) National Strategic Partnership Members and Dues

Refer to Bylaws, Article II, Membership and Article III, Dues.

6) **Financial Matters**

a) **Reimbursed Expenses**

- i) Expenses are authorized for Regional, State, and National Women's Council Meetings.
- ii) President or President-Elect shall authorize said reimbursements.
- iii) President, President-Elect, Membership Director and/or Network Representative as approved by the Governing Board shall be reimbursed (as the Network Budget will allow)
- iv) Amount authorized for each meeting shall be actual expenses or portion thereof.
- v) **Reimbursements are authorized for:**
 - (1) Supplies purchased for Network use or ownership
 - (2) Airline transportation for covered functions not to exceed the amount of least expensive, most direct flight.
 - (3) Optional transportation shall be reimbursed by actual cost of public transportation: (shuttle, taxi, subway, or Uber®-type transportation) during conference.
 - (4) Accommodations are encouraged at double occupancy. Lodging maximum amount per person per night based on one-half full room rate at the main Women's Council hotel. This can be applied towards other accommodations, up to this maximum. Cost of a private room shall be determined by the Governing Board, as needed.
 - (5) Event Reimbursement covers the Early Bird pricing for the Women's Council main registration portion of the event. Reimbursement for any other Women's Council or NAR ticketed events (including NAR portion of registration) must be approved in advance by the Governing Board. Attendance must benefit the Network.
 - (6) Per Diem for city per GSA per diem rates with 50% for the initial and final days of travel as well as 100% rates for the interim dates. Rates available at gsa.gov/travel/plan-book/per-diem-rates.
 - (7) If driving to the conference is an option, then mileage can be reimbursed at the government mileage rate, or actual fuel costs can be covered, per Board decision. Carpooling is highly encouraged.
- vi) Reimbursement shall occur when original receipts or billings are submitted to the Treasurer with signatures of person originating the receipt and approval as outlined in Treasurer's duties above.
- vii) Requirements for receiving reimbursement include attending meetings, classes, functions, etc. and reporting to the Governing Board or Network membership, within 30 days.

b) **Guest policy**

i) **Speaker**

Guest speakers are to receive a complimentary meal, gift (not to exceed \$25) and thank you note expressing appreciation for their contribution to the Network. Paid speakers do not receive gifts.

ii) **Non-Members**

- (1) Non-Member Guests at Network Meetings (Network Meeting is a closed event only Women's Council is sponsoring) pay the Non-Member price for that event.
- (2) First Time Guests at Network Meetings, receive free admissions. First Time Guests to Events (larger activities with a cost to the network and/or co-branded with another organization) to be determined by the event based on the cost of the event.
- (3) Member Admission will be offered to any REALTOR joining Women's Council the same day as the luncheon.
- (4) A prize in the form of a \$25 gift card will be offered to the Member who brings the most Non-Member REALTOR guests to any monthly Network Meeting.
- (5) **State or National Women's Council Officers**
State or National Officers that are members of other Networks receive free admission when visiting our Network Meetings.
- (6) Realtor Members of other networks are counted as regular member guests, and pay the member price for admission.

c) **State or National Women's Council Office**

No funds are allocated by the Network when a member of the Network is elected to a State or National Women's Council office.

d) **Memorials**

- i) In the case of a death of a Network Member, an appropriate memorial not to exceed \$65.00 shall be selected. In the case of the death of a Network Member's spouse or child, an appropriate memorial not to exceed \$50.00 shall be selected. The Membership Director shall handle this.
- ii) In the case of major trauma in a Governing Board Member's life (major illness/injury, fire, divorce, etc), an appropriate gift not to exceed \$65.00 shall be selected.

7) VIP Policies

CONSIDER NETWORK PAYS FOR MEMBERSHIP OF UCAR PRESIDENT (then they get communication and member benefits, and hopefully renew. And we get another member on our records.

a) State or National Women's Council Officers

State or National Officers that are members of other Networks receive free admission when visiting our Network Meetings.

8) Awards and Recognition

a) Annual Membership Awards

- i) Awards may include: Strategic Partner of the Year, Member of the Year, Entrepreneur of the Year, Rookie of the Year (new Realtor/New Member), etc. (Mimic what UCAR does)
- ii) The First Vice-President and her team shall manage the award criteria tracking, and acquire any needed plaques or pins.
- iii) The Award Recipient(s) shall be determined by the Governing Board.
- iv) The award is given at the December UCAR Membership Luncheon.

b) Scholarships

To continue the Women's Council of Realtors tradition of providing its membership with educational and leadership opportunities that will enhance the individual both personally and professionally, the Utah County Network Board will allot Scholarships based on the current year's budget.

- i) Scholarships offered are up to \$500.00 each and will go towards Early Bird registration for Women's Council National Annual Conference and lodgings with the attending board members. Members are highly encouraged to take advantage of these Scholarship opportunities with the anticipation this program will serve the membership for years to come.
- ii) Scholarship Guidelines:
 - (1) Applicant must be a current Women's Council Member and UCAR Member in good standing.
 - (2) Applicant must have served on a leadership or project team in the current year.
 - (3) Applicant must complete the Scholarship Application form found on wcr.org.
 - (4) The application will be reviewed by the Governing Board at the next regularly scheduled Board Meeting after receipt of the application.
 - (5) Scholarships are limited in number to 20% of the total network membership.
 - (6) Scholarships are not need based. Rather, they are awarded to a member who has shown outstanding dedication and participation in furthering the mission of Women's Council.
 - (7) Scholarship cannot be awarded to the same person more than once every other year.
 - (8) If no applications are submitted, the Governing Board has the option to offer the scholarship to someone meeting the criteria, or to not award one that year.
 - (9) Applicant shall be notified of their selection with sufficient time to complete Early Bird registration for the annual conference.
 - (10) Applicant must complete the Scholarship Reimbursement Request found on wcr.org, and submit it within 1 month after the conference. Proof of fee payment(s) and attendance (synopsis of meetings attended) must accompany the reimbursement request. If the total requested is less than \$500.00, then the lesser amount will be granted.

9) Strategic Partners

Strategic Partners are our highly valued Affiliate Members. Women's Council appreciates our Strategic Partners as we work together to provide educational and professional opportunities for Women's Council's Members and Strategic Partners in the Utah County Network.

- a) President-Elect is responsible for Strategic Partner recruitment and engagement.
- b) Strategic Partner Benefits

- i) Strategic Partners may join in at one of 5 levels; Diamond \$2000, Emerald \$1500, Sapphire \$1000, Ruby \$500, or Pearl \$295.
 - ii) Each Sponsor will have a variety of pre-defined promotional opportunities throughout the year, based on the level they have chosen to join in at. Opportunities increase at each level, but may include lunch sponsorship, drink/dessert sponsorship, short promotional video, meeting participation (flag, motto, etc), 2-3 min promo at start of meeting, flyers/swag on tables, expo style table, and exclusivity, etc.
 - iii) All Strategic Partners will be listed with their industry and the name of their company or business on an agenda that will be distributed at each of our Women's Council Monthly Events.
 - iv) All Strategic Partners Sapphire and above will be listed on our Network Microsite.
 - v) New Strategic Partners shall be welcomed and introduced individually by the President-Elect at the next Network meeting following their joining the Network.
 - vi) We encourage sponsors to be in attendance and set up at least 15 min early to meet, greet, and network.
 - vii) All benefits and promotional opportunities shall be evaluated and revised as needed annually
 - viii) A revised levels and benefits sheet shall be provided to past and potential sponsors at an annual Strategic Partner Thank You Luncheon held in November, where partners are recognized for their participation and support, and encouraged to join in again for the next year.
- c) Fundraising Events
At the discretion of the Board, any fundraising event may be planned and implemented.