

Standing Rules

December 2017

Revised October 9, 2019

Event Policies

Members:

1. If the Network has an option for members to pre-pay for Networking Event luncheons throughout the year, pre-paid luncheons will not be refunded for non-attendance. Members are required to notify the Appointed Reservation Person. There is a no refund policy. Members are required to cancel their meeting reservation for luncheons directly with the Appointed Reservation Person 48 hours prior to the luncheon.
2. Members who make a reservation and do not attend the meeting will be billed by the Network within seven (7) days after the meeting.
3. Network Officers who miss more than two (2) regularly scheduled meetings without a valid excuse will be deemed to have resigned. Officers must fill out an excused absence form and submit it to the President prior to the meeting.

Guest(s):

1. The speaker shall receive their meal gratis.
2. When a National or State Officer(s) attend a Network business function, they may receive a gift from the Network not to exceed \$20.00, unless otherwise approved by the Governing Board and their meal gratis. The National Officer's travel and accommodation expenses will be paid by the Network, according to the years' Leadership Policy & Procedures Manual (LPPM).

Non-Members:

1. Qualified prospective members may be brought to regular Network meetings/events as guests a maximum of two (2) times before they are expected to join the of Women's Council of Realtors East Central. This does not apply to a member's family or special guest provided they are not eligible for Women's Council of Realtors Membership. Member Ambassadors and Program & Membership Director will enforce this policy and escalate to the Governing Board if necessary.
2. The luncheon charge for the guest and members at a Networking Event of the Women's Council of Realtors meeting will be the same charge a member for 2 times only.

Memorials

In case of the death of a Network Member, or the death of a Network member's spouse and/or children, a memorial of \$50.00 will be sent to the members' charity of choice.

An appropriate card will be sent by the Appointed Ambassador to our Women's Council of Realtors member for all other instances of which we are aware.

Outgoing President and Governing Board Gifts

The gift for the outgoing President will be obtained by the current President-Elect and will be presented at the last Networking Event of the year. The cost of the gift shall not exceed \$100.00.

The outgoing President shall purchase gifts for the outgoing Governing Board members and Project Team Leaders for presentation at the December Networking Event. The cost of the gifts shall be \$20.00 each. The President is expected to submit an expense report for these gifts by the December meeting. The Treasurer will reimburse the President by December 31st so that the expense can be documented in the appropriate calendar year's financial statements.

Officer Attendance to State, Regional and National Meetings

The East Central Network feels it is critical for the Network leadership to attend State, Regional and National meetings. Due to the information gleaned and networking opportunities provided by these meetings and conventions, it is vital to the success of our Network that our officers and representatives take part and relay appropriate information back to the Network.

Travel Reimbursement for President and President-Elect

Because of the importance our Network puts on attendance at the State, Regional and National meetings, we remain committed to funding the officers' attendance at such meetings.

Officers should attempt to maximize the Network's funds by taking advantage of early registration discounts, travel discounts, etc.

1. Each officer traveling to a State, Regional or National meeting/convention on behalf of the East Central Network will present a written Expense Report, with accompanying receipts, within **30 days** of the event or prior to December 15th, whichever is sooner. This Expense Report shall be submitted to and reviewed by the Treasurer of the Network.
2. Reimbursements for the plane tickets, hotel deposits, and convention registrations, etc., may, at the option of the Governing Board, be reimbursed upon presentation of a written Expense Report, with accompanying receipts, before the meeting/convention has taken place.

If the officer does not attend the meeting/convention after being reimbursed, they must reimburse the Network for those prepaid expenses within 14 days of the event.

3. The President, President-Elect, Membership Director and Program Director will be reimbursed up to the maximum in the budget for these meeting/convention related expenses:
 - a. Early Bird Registration only for meetings/conventions, including Women's Council of Realtors ticketed dinners or events.
 - b. Coach air fare to National and Regional meetings at Early Bird Special Rate only. If 2 or more travel by vehicle together, the driver will be reimbursed the as stated in #4.
 - c. Auto travel at current IRS mileage allowance (Check www.irs.gov for current year's mileage allowance)
 - d. One-half of the cost of lodging at the hotel's convention rate of two to a room. The lodging reimbursement is typically only for the days of the Women's Council of Realtors meetings at Michigan, Regional and National meetings. For out-of-town conferences, lodging for the night before the conference begins is an allowable expense. Depending upon the ending time of the conference, lodging for the night the conference ends may be reimbursed at the discretion of the Governing Board.
 - e. Transportation to and from hotels, convention centers, and airports.
 - f. Meals, tips, and other miscellaneous expenses incurred while representing the East Central Network of the Women's Council of Realtors. No alcoholic beverages will be expensed to or reimbursed by the Network. Meals not included in the registration will be reimbursed up to **\$75.00** per day including tips, and non-alcoholic beverages.
4. The President-Elect will be reimbursed for these same expenses incurred in conjunction with the attendance of August's Leadership Academy.
Treasurer to reimburse according to the guidelines of the Standing Rules set forth.

Travel Reimbursement for Other Line Officers

Treasurer and Secretary, the following will be reimbursed up to the maximum allocated in the annual budget per Realtor officer:

- a. Early Bird Registration only will be reimbursed for meetings/conventions, including Women's Council of Realtors ticketed dinners or events.
- b. Meals, including appropriate tips, during the meeting/convention and during travel to and from the meeting/convention, up to **\$75.00** per day. No alcoholic beverages will be expensed to or reimbursed by the Network.
- c. One-half of the cost of lodging at the hotel's convention rate of two to a room. The lodging reimbursement is typically only for the days of the Women's Council of Realtors meetings at Michigan, Regional and National meetings. For out-of-town conferences, lodging for the night before the conference begins is an allowable expense. Depending upon the ending time of the conference, lodging for the night the conference ends may be reimbursed at the discretion of the Governing Board.
- d. Coach air fare to National and Regional meetings at Early Bird Special Rate only. If 2 or more travel by vehicle together, the driver will be reimbursed the as stated in #4.

Treasurer to reimburse according to the guidelines of the Standing Rules set forth.

Past President Travel

To include- Mid Year Convention only and only if Network is receiving an award based on the Past President's year.

- e. Early Bird Registration only will be reimbursed for meetings/conventions, including Women's Council of Realtors ticketed dinners or events.

- f. Meals, including appropriate tips, during the meeting/convention and during travel to and from the meeting/convention, up to **\$75.00** per day. No alcoholic beverages will be expensed to or reimbursed by the Network.
- g. One-half of the cost of lodging at the hotel's convention rate of two to a room. The lodging reimbursement is typically only for the days of the Women's Council of Realtors meetings at Michigan, Regional and National meetings. For out-of-town conferences, lodging for the night before the conference begins is an allowable expense. Depending upon the ending time of the conference, lodging for the night the conference ends may be reimbursed at the discretion of the Governing Board.

Treasurer to reimburse according to the guidelines of the Standing Rules set forth.

Network Expenses

When items are purchased on behalf of the Network by a Network officer, committee chair, or member in order to further the efforts of the Network, they will be reimbursed the full cost of the item(s) upon presentation to the Treasurer of the receipt(s) for the same.

Ambassadors and Governing Board Expenses

Ambassadors and Governing Board members will receive complimentary admission to all events.

Inspiration at the East Central Association's Events

Historically, the Women's Council of Realtors President has given the inspiration at the ECAR general membership meetings. An executive from ECAR will extend the invitation to Women's Council of Realtors.

Summer Governing Board "Fun Planning Day"

The President-Elect will plan and chair a summer meeting of current board members and incoming board members to allow members to acquaint themselves with one another and to plan for the coming year. Project Team Members may be invited at the discretion of the President-Elect.

Leadership Policy and Procedure Manual (LPPM)

The President will order a new edition of the Women's Council of Realtors Leadership Policy and Procedure Manual (LPPM) for each incoming officer except the President-Elect. The new LPPMs will be provided to the incoming officers in advance of the January general membership meeting.

Commitment to Serve

Each incoming officer will read and sign their willingness to serve the Network's "Commitment to Serve" form upon their nomination and subsequent election. This form will be included in the permanent records of the Network. A sample copy of the Commitment form is included herein as Addendum A.

Network Records

Permanent Network Records will be placed in well-marked containers and stored at the ECAR building.

Fund Raising

For raffles, drawings, etc., the Project Team Leader will be responsible for obtaining appropriate licenses and filing all reports in a timely manner to the Michigan State Lottery Commission.

1. Written reports will be placed in a binder and stored with the permanent records of the Network.
2. Anyone taking tickets to sell is responsible for the full dollar value of those tickets and will pay for any lost tickets.
3. All members of the Network are expected to take an active role in all fundraising efforts of the Network.

Event Management

All official Network business will be conducted at the Board meetings. There will be no electronic meetings or business conducted via email. Exception will be determined by the President for an emergency exception.

The incoming President-Elect shall make every effort to attend an approved meeting management class prior to taking office. (Leadership Academy)

The Network Banner and an American Flag will be displayed at all official meetings and be kept and maintained by the President-Elect.

Membership Director Duties

The Membership Director is responsible for the following. Where appropriate, some of these items may be delegated to members of a Project Team or other Network members.

1. Keep a running list of all active paid members, both Realtors members and Strategic Partners.
2. Develop a membership roster each year, providing a copy to each member.
3. Develop a "new member" kit with a master list of all that should be included in the kit. Copies of the New Member Kit shall be available at all Network functions.
4. Attendance is required at the Fall Leadership Day, held in October of each year.
5. Attend as many other state meetings as possible.
6. Conduct the induction of new members at the next available Network Event, on a regular basis. A list of each month's inductees shall be maintained for Network records. Photos of all new inductees are placed in the Network records, when possible, delivered to the local print media for publication.
7. Conduct a minimum of two (2) bi-annual membership orientation meetings with new members.

Network Bank Accounts

The President and Treasurer will both be on the signature card for the Network checking account and other accounts authorized by the Governing Board. Program Director may be added at governing board's discretion. Only one signature will be required on checks.

Treasurer Duties

The Treasurer is responsible for the following. Where appropriate, some of these items may be delegated to members of a Project Team or member.

1. Keeps a Network ledger showing receipts and disbursements of the Network.

2. Promptly deposit all funds upon receipt in accounts designated by the Governing Board.
3. File annual tax returns as required.
4. Prepare financial statements for each Governing Board meeting. The financial statement should show the approved budget amount per item and the year to date amounts received or spent per item.
5. The annual audit is to be performed before the January meeting by a person or committee appointed by the President. Each fundraiser or project should be shown on separate reports within the Treasurer's record books.
6. Reimburse officers only upon presentation of an expense report, accompanied by all receipts, followed by the guidelines of the standing rules and approved by the President. The expense reports should be submitted within 30 days of an event.
7. If not in attendance at a meeting, the Treasurer shall make arrangements for the payment of the Network Event bill. These arrangements should be made prior to the meeting.
8. Shall, at the direction of the President, send payment for each member's reservation for the Fall Leadership Day and Spring General Meeting in Lansing. The Network pays for all Network members who attend these meetings.

Secretary Duties

The Secretary shall:

1. Record the minutes of all Governing Board and Network Event meetings.
2. Maintain attendance records and documents pertinent to each meeting. The originals shall be placed in the East Central Network Permanent Record Book.
3. Send a copy of the minutes to the President within two (2) weeks after the meeting. After any revisions, duplicate and bring to the next Governing Board Meeting.
Copies of the minutes are not required at the General Membership Meeting, though the preceding month's minutes should be available at the meeting in the event they are needed.
4. Distribute the Governing Board agenda for the next meeting if so directed by the President.
5. Maintain the Permanent Record Book for the Network.

Project Teams and Ambassadors

The Project Teams or Ambassadors shall:

1. Promptly send memorials when informed of appropriate occasions by the Governing Board,
2. Send written thank-you notes within seven (7) days of an event or meeting to any National Officer, State Officer and guest speaking in attendance at a Women's Council of Realtors meeting or event.
3. Send thank you notes to new members of the Network.
4. Project Teams will be limited to 5 members. Ambassadors will be limited to 3 members.
5. Project Teams will receive complimentary admission to the project they worked on.
6. Ambassadors will receive complimentary admission to all events as stated above.
7. The President will assign members and duties.

Convention Attendee Scholarships

As budget allows and Governing Board approves, each January the Network will hold a point contest or drawing to the Convention Attendee Scholarships. Members may submit their names before or during the January meeting to the President or Scholarship Team Leader.

1. As the budget allows, a maximum of 4 scholarships will be given, not to exceed \$1000 each will be awarded each year.
2. Two of the them will be named the Viola Finch Scholarship and the Elizabeth Sullivan Scholarship.
3. The scholarships may be used for any qualified expenses associated with the members' attendance to a State, Regional or National Women's Council of Realtors, NAR or Michigan Realtor convention.
4. The member must attend the convention during the same calendar year in which the scholarship is awarded.
5. Any member in good standing may submit their name for a convention scholarship.
6. Scholarships will be awarded upon presentation to the Treasurer of written proof of attendance at a convention and proof of payment for the qualified expenses associated with the convention attendance. (Please see a list of qualified expenses under the Travel Reimbursement for Other Network Line Officers Heading on Page 3).

Treasurer to reimburse according to the guidelines of the Standing Rules set forth.

Network Member of the Year

Each September, the current Realtor of the Year shall request nominees for the new Realtor and Strategic Partner Member of the Year.

The current Realtor of the Year shall serve as the Member of the Year Project Team Leader along with the current Network President. Other members may be asked to serve by the Chairperson or may be appointed by the President.

It is the Project Team's responsibility to select the new honorees and to have plaques engraved with their names and the current year. The committee shall present receipts for the plaques and associated committee expenses to the Treasurer.

The new honorees will be announced at the November Event. A plaque and flowers or corsage will be presented to the Members of the Year when they are announced.

Each January, the Michigan Women's Council of Realtors Network hosts a luncheon during which local Networks' Realtor Member and the Strategic Partner, Members of the Year are announced. The East Central Networks' honorees are asked to attend this luncheon as our guests. Their luncheon reservation for this luncheon will be made and paid for by the East Central Network.

The East Central Network will pay the Michigan Women's Council of Realtors \$50.00 for the State Member of the Year Plaque expense. This should be paid upon receiving invoice from the State.

Network Website

The East Central Network of the Women's Council of Realtors will participate on a yearly basis with the Women's Council of Realtors Michigan and pay to have a web page on this site. This policy is to be reviewed annually by the Budget and Finance Committee to ensure that the East Central Network can afford to pay for the page and any associated fees for the maintenance of this site.

Network Charities

The East Central Network of the Women's Council of Realtors will support local charities with fund raisers that will be designated to a specific charity. The East Central Network will donate up to 10% of the proceeds to the charity; any changes to this policy will be at the discretion of the Governing Board.

Addendum A

Consent to Serve

East Central Network Women's Council of Realtor's Officer
2018 Term of Office

Office/Position: _____

I agree to serve on the Governing Board of the Women's Council of REALTORS®, East Central Network, and I acknowledge and accept my fiduciary obligation to act in the best interest of the organization as follows:

1. Duty of Care: I will use the care that a reasonably prudent person would exercise in a like position and under similar circumstances. This means that I agree to attend meetings, ask questions to gain the information I reasonably need to make a decision and exercise independent judgment.
2. Duty of Loyalty: I will advance the best interest and well-being of the East Central Network of Women's Council of Realtors over any individual or local interest, and I will refrain from using my position of trust to further my own interest in a way that conflicts with the interest of Women's Council of Realtors.
3. Duty of Obedience: I will accept, support and implement Governing Board decisions, even if I voted against them. I will follow the Bylaws of Women's Council of Realtors and comply with all Network laws relating to Women's Council of Realtor's activities.
4. Duty of Confidentiality: I will not discuss matters deemed confidential by the Governing Board outside board meetings without the Express advanced permission of the Women's Council of Realtors President.

Additionally, I will not speak or act for Women's Council of Realtors or the Governing Board unless specifically authorized to do so. I will not present opinions about Women's Council of Realtors business unless those opinions are clearly expressed as personal opinions, not necessarily the views of Women's Council of Realtors.

My signature below acknowledges that I agree to be bound by the terms of consent above.

Signature _____

Date: _____