

STANDING RULES FOR SAN FRANCISCO NETWORK
WOMEN'S COUNCIL OF REALTORS®

STANDING RULES:

- PROVIDE CONTINUITY TO THE NETWORK BY SETTING OPERATING POLICIES THAT CAN BE REFERRED TO YEAR AFTER YEAR TO DETERMINE WHAT PROCEDURE IS FOLLOWED.
- RELATE TO THE ADMINISTRATION OF A NETWORK. THEY CANNOT BE USED TO GRANT OR LIMIT RIGHTS OF MEMBERSHIP.
- REMAIN IN FORCE UNTIL AMENDED OR RESCINDED.
- CAN BE AMENDED BY A MAJORITY VOTE.
- CAN BE SUSPENDED BY A MAJORITY VOTE OF A SOCIETY FOR THE DURATION OF A MEETING.
- DO NOT BIND FUTURE MEETINGS WHEN TEMPORARILY SUSPENDED.
- CAN BE RESCINDED BY A TWO-THIRDS VOTE WITHOUT PREVIOUS NOTICE OR BY A MAJORITY VOTE AFTER NOTICE ON AT LEAST THE PRECEDING DAY.

STANDING RULES FOR SAN FRANCISCO NETWORK
WOMEN'S COUNCIL OF REALTORS®
(AS REVISED SEPTEMBER 2021)

STANDING RULES

- Provide continuity to the Network by setting operating policies that can be referred to year after year to determine what procedure is followed.
- Relate to the administration of a Network. They cannot be used to grant or limit rights of membership.
- Remain in force until amended or rescinded.
- Can be amended by a majority vote.
- Can be suspended by a majority vote of a society for the duration of a meeting.
- Do not bind future meetings when temporarily suspended.
- Can be rescinded by a two-thirds vote without previous notice or by a majority vote after notice on at least the preceding day.

1. **MEETINGS**

1. **Network (Business Resource) Meetings**

1. Occurrence:

1. Regular Network Business Resource Meetings to be held on the third Thursday of the month unless otherwise notified.
2. The time of each regular Network meeting will be as follows, unless otherwise notified.

1. 11:30 AM – 12:00 noon – Registration & Networking
2. 12:00 noon – 1:30 – Luncheon & Business Resource Meeting

ii. Speaker Policy: Guest speakers are to receive a complimentary meal and special recognition for their contribution to the Network.

iii. Guest Policy: Guests accompanied by a member or speaker to pay member price.

iv. Non-Members: A surcharge fee, as determined annually by the Governing board, will be assessed to non-members attending the Business Resource Meeting and members who have not made a reservation.

v. Cancellation Deadline, Fee & Billing Policy: A cancellation deadline shall be established for each meeting and/or ticketed function of the Network and shall be announced in the notice for that function. Cancellation and no-shows shall be charged at reserved price

vi. Sponsors:

1. Guidelines for sponsorship will be established and published by the incoming President & governing board prior to January 1.
2. No materials other than those from the current month's program and/or event sponsor(s) will be allowed on the luncheon table.

vii. Display Tables:

viii. Current members are allowed to display promotional materials including information on events or listings, on the display table.

B. Annual Election Meeting

- . The Annual Election Meeting: The Annual Election meeting shall be held in September. It may be held in conjunction with a regular Network meeting.
- i. Installation Meeting: The Installation Meeting shall be held by December 31 and may be held in conjunction with the regular Network meeting.

C. Governing Board Meetings.

Governing Board Meetings: Governing board meetings shall be held monthly prior to the regular Network meetings, unless otherwise notified.

- a. All Governing Board members are expected to attend all Governing Board meetings.
- b. Any appointed member of the Governing Board with two or more unexcused absences shall be construed as having resigned from the Governing Board. Exceptions are at discretion of Governing Board by majority vote.
- c. 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.

E. Strategic Planning Meeting (STRAT)

The incoming President is to plan and conduct a leadership-planning meeting prior to November 1st. Attendees shall consist of incoming board members, past local Presidents, committee chairs and invited guests of the incoming President. The Network is to provide a budget for this function.

2. ELECTION OF NETWORK OFFICERS

A. Procedures

i. Rules of the Day: The rules of the Day shall be in compliance with National WCR guidelines found in the current year's Leadership Policy and Procedure Manual as issued each year by National.

ii. Tellers: A minimum of three (3) tellers shall be appointed by the President. A member of the Nominating committee may not serve as teller

B. Eligibility

.Officers:

- a. Shall be elected in accordance with the Bylaws for the San Francisco Network.
- b. Shall attend workshop training on standing rules and bylaws and budget and finance prior to being installed.

i. Nominating committee: Shall give preferential consideration to those applicants for the office of President Elect who have previously served in Line officer positions of V.P. Membership, Treasurer or Secretary.

C. **Installation of Officers:**

- i. Basic guidelines for installation: To conform to the National Guidelines as set forth in the current year's LPPM. (Leadership Policy and Procedure Manual).
- ii. Arrangements: The incoming President, along with his/her Committee, shall make arrangements for the installation of incoming officers and the out-going officers & governing board.
- iii. Selection of Installing Officers and Mistress or Master of Ceremonies: The incoming President shall select the Installing Officer and Mistress/Master of Ceremonies.
- iv. Pin for Incoming President: The outgoing President shall have the duty of obtaining the incoming President's pin at the expense of the Network in sufficient time for presentation at the Installation Ceremony. (See WCR order form in the LPPR)
- v. Plaque and/or gift for Outgoing President: The President Elect shall obtain, at the expense of the Network, a gift to be presented to the outgoing President at the Installation Ceremony, and the outgoing President shall be allocated a budget to purchase thank-you gifts for outgoing Board Members.
- vi. Finance/Budget for Installation: The budget for the Installation Ceremony shall be sufficient to include installation ticket price of invited guest dignitaries, such as Board President, executive Officer, State and/or National Officers invited by the incoming president to attend.

3. **MEMBERSHIP**

A. **New Members**

i. National Member

a. The Membership Chair shall:

1. Collect new member applications and dues checks
2. Verify the Association membership of each new applicant prior to submitting to National WCR
3. Make four (4) copies of the new member's application, one of which is to be retained by the Membership Chair for record keeping.
4. Forward the original Application and check immediately to National WCR for processing.
5. Send one copy each of application to Network Treasurer, chairpersons for Hospitality and Technology.

ii. Local Affiliate Members

. The Membership Chair shall collect new local member applications and dues checks.

- a. Shall make four (4) copies of new member application, one of which is to be retained by Membership chair for record keeping, one copy to chairpersons responsible for Hospitality and Technology one copy of the application and check to Network Treasurer for processing.

iii. All Members:

. Shall be ratified by a majority vote of the Governing Board.

- a. Shall be welcomed and introduced individually by the President, VP of Membership or Membership chair at the first Business Resource meeting following approval of Governing Board.
- b. Potential member/guest information obtained by hospitality chair is to be forwarded to membership chair within 48 hours of event.

iv. Eligibility requirements:

. Affiliate membership not to exceed 30% of total membership.

- a. An Affiliate applicant who exceeds the recommended percentage is to bring one (1) new National member.

v. Honorary Memberships:

To be given to SFAR President and local association Executive Officer.

4. **FINANCIAL MATTERS**

A. **Annual Budget**

i. The Finance and Budget Committee:

- a. Shall present a preliminary budget for Strategic Plan Meeting.
 - b. Shall prepare the budget for the following year and present to governing board in November or December for review and approval.
 - c. Shall include a line item for memoriam.
- ii. The Treasurer shall present proposed budget for approval by general membership at January BRM.
- iii. The Chairperson (s) for the major fund-raising event (s) shall develop a line item budget for their event(s) and present to Budget and Finance to review and incorporate into main budget.
- iv. The Governing Board shall approve, via a majority vote, all items not included in the annual budget.

B. **Monies Received**

i. Handling of monies:

- a. All monies received by the Network shall be deposited in the WCR Network account in a financial institution selected by the Governing Board.
- b. All monies (with the exception of dues from National Members) shall be sent to the Treasurer within three (3) business days after receipt thereof designated.
- c. Two (2) signatures by Governing Board member shall be required on all checks.

C. **Financial Audit**

i. The Audit Committee:

- a. Shall audit the Treasurer's books semi-annually by July 31 and December 10.
- b. Shall include inventory of equipment and assets.

D. **Local Membership Dues**

i. Annual Dues:

- a. Shall be determined annually by the governing board via majority vote for Local Affiliate membership and/or non-resident membership (REALTORS® who have their national membership in another Network).

. Shall be noticed to said members via renewal letter/invoice.

E. **Requests for Reimbursement of Expenses:**

All requests for monies and/or reimbursements:

- . Shall be in writing and on the current year's FORM as designated by the governing board.
- a. MUST be submitted with a receipt
- b. Must be submitted within 45 days of incurred expense
- c. Must conform with budgeted line item.
- d. Must have prior majority vote of Governing Board for any exceptions.

i. Travel expenses reimbursement requests:

- . Shall be in accordance with allowable expenses in the attached Appendix CC.
- a. Shall be in compliance with the WCR Annual Report Business Plan and Excellence Awards Entry Form.

- b. Shall be in accordance with the Network's approved Budget.
- c. Are subject to revision as to fiscal feasibility.
- d. Shall be conditioned on full attendance at meetings.
- e. Must conform to the following:
 - 1. Airfare based on best available rate.
 - 2. Mileage according to IRS standard.
 - 3. Hotel room at 50% of room per night based on double occupancy.
 - 4. Per diem per Appendix CC.
 - 5. Early Bird registration/ticket rate.

F. **Bond and Insurance Coverage:**

- a. Shall include a Fiduciary bond to cover officers a/or those designated to collect monies on behalf of the Network.
- b. Shall include Liability insurance (including all events).
- c. Coverage shall be reviewed annually.

5. **AWARDS**

A. **Member of the Year:**

i. Qualifications:

- a. Shall be a member of the Women's Council of Realtors®, in good standing.
- b. Shall have a minimum of three years as a Realtor or Realtor-Associate or National Affiliate

*Note: Officers of the Network are ineligible to receive the award during or within one year after the term of office.

i. Selection shall be by the Local Network Governing Board.

ii. Presentation shall be at the Annual Installation meeting.

B. **Affiliate of the Year**

1. Qualifications:

- 1. Shall be a member of Women's Council of Realtors® in good standing. that has made a significant contribution in volunteer time to the organization and community.
- 2. Shall have made a significant contribution in time and effort to the Network.

ii. Selection shall be by the local Governing Board.

iii. Presentation shall be at the annual Installation meeting.

C. **Businesswoman of the Year**

Business Woman of the Year shall conform to National Guidelines.

D. **Education Awards**

1. State Education Award (Joanne McEachern):

- 1. \$100 to be sent to the California State Network Treasurer, prior to the Fall State Network meeting and designated for "For State Network Education Award" in memoriam of Joanne McEachern.

ii. Vida Herold (local Network education award):

- 1. In honor of Vida Herold, founder of the S.F Network of WCR, one PMN course reimbursement certificate is to be awarded on an annual basis to PMN candidate to be announced at the installation meeting. Applications for certificate to be submitted by October 31.

6. **BYLAWS AND STANDING RULES REVIEW**

Bylaws and Standing rules shall be reviewed and revised annually by May and published as needed.

7. **APPENDICES:**

Shall be attached to and become part of Standing Rules and shall be reviewed annually and updated as needed.

8. **DUTIES OF GOVERNING BOARD**

A. **Duties of Network Officers:**

B. Network Office shall abide by the WCR Bylaws, the Network's Standing Rules and the duties as outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL and Annual Report (See Appendix (AB)).

C. **Duties of Committee Chairpersons:**

i. Outgoing committee chairs shall make a written and /or verbal report on the committee's accomplishments before or at the Strategic Planning Meeting for the purpose of passing on committee materials to the incoming committee chairs (see Appendix (BA)).

9. **SPONSORSHIP GUIDELINES:**

A. Guidelines for the upcoming year are to be determined by Sponsorship Committee and submitted to the incoming Network President who shall present to the Governing Board for approval prior to the strategic planning meeting.

B. Guidelines shall be presented to the Governing Board for approval prior to Governing Board for approval prior to the Strategy Meeting. (See Appendix (B)).

APPENDIX A

LEADERSHIP POSITIONS

Attached to and part of Standing Rules revised September 2021

Amended and updated as of September 2021

Governing Board

President

The President (a REALTOR® or REALTOR-ASSOCIATE®) presides at all meetings and performs the necessary duties of the office. The main role of the President is to organize the year as outlined in "How to Organize Your Year as President" in the Leadership Policy and Procedure Manual.

Duties include:

- Attend and report at ALL governing board meetings.
- Attend ALL monthly business resource meetings and special events.
- Attend as many State, National and Regional meetings as possible.

President-elect

In the absence of the President, the President-elect (a REALTOR® or REALTOR-ASSOCIATE®) presides at all meetings and performs the necessary duties of the office. The President-elect automatically succeeds to the presidency the following year. The main role of the President-elect is to prepare for presidency.

Preparation includes:

- Attend Leadership Academy in early August.
- Review the President's sections of the Leadership Policy & Procedures Manual.
- Review local Network Bylaws.
- Read the WCR History.
- Visit www.WCR.org and review the national Strategic Framework and familiarize yourself with the Tool Box area.

Duties include:

- Assist the President.
- Attend and report at ALL governing board meetings.
- Attend ALL monthly business resource meetings and special events.
- Attend as many State, National and Regional meetings as possible.
- Provide a complete list of programs for the year, no later than January 15th, to the President, governing board and membership.
- Supervise appropriate Standing Committee Chair regarding monthly Business Resource Meeting educational programs, meeting programs, web site information and program flyers.
- Supervises appropriate Special Committee Chairs regarding special event programs, web site information and program flyers and/or tickets.
- Prepare and lead the Annual Strategic Planning Meeting in October.
- Select Committee Chairs prior to Strategic Planning Meeting.
- In the fall, and in collaboration with the Network's entire incoming leadership team, complete the Network Business Plan using the WCR Annual Report (Network Business Plan and Network Excellence Awards) form.
- Plan with the outgoing President and incoming officers the Installation program for the next year's officers.
- Send thank you notes to all speakers and sponsors of business resource meeting and special events within 72 hours of the event.
- Work with Education Chair to develop flyers, programs and web site marketing blurb for business resource meeting.

Vice President of Membership

Individual must be a REALTOR® or REALTOR-Associate®. Oversee all membership activities. Accountable for the Network's recruitment, retention and recapturing membership efforts.

Preparation includes:

- Attend Strategic Planning Meeting in October.
- Review the Vice President of Membership sections of the Leadership Policy & Procedures Manual.
- Review local Network Bylaws.
- Read the WCR History.
- Visit www.WCR.org and review the national Strategic Framework and familiarize yourself with the Tool Box area.

Duties include:

- Responsible for the implementation and follow-through on the national membership marketing campaign when one is in effect. (January – March & October 31st)
- Establish Network membership goals in coordination with the Network President and Network Governing Board.

- Communicate membership goals and organize Network effort to achieve goals.
- Monitor membership reports received from National WCR for accuracy and follow-up on any discrepancies.
- Report to National WCR any corrections, changes (i.e. telephone, address) to member information.
- Supervise and coordinates 2-4 Membership Drives per year.
- Supervise and coordinates 4 Member Orientation sessions per year.
- Prepare and distribute membership folders for new members.
- Pre-qualify candidates for National Affiliate membership—make sure the Network is under the 1/3 limit and the individual holds Affiliate membership in our Local Board of REALTORS® (San Francisco Association of Realtors).
- Supervise Membership Chair
- Coordinate with Membership Committee the distribution of all informational materials to new and existing members.
- Have membership material & table at ALL events
- Maintain an adequate amount of membership materials, including but not limited to: membership applications, samples of national marketing pieces (ad slicks, electronic logo, etc).
- Maintain a stock of applications at Local Board (SFAR).
- Attend Annual, National, State and Regional WCR Meetings.

Network Secretary

The Secretary takes the minutes of each Governing Board meeting and the election BRM.

Preparation includes:

- Attend Strategic Planning Meeting in October.
- Review the Secretary sections of the Leadership Policy & Procedures Manual.
- Review local Network Bylaws.
- Read the WCR History.
- Visit www.WCR.org and review the national Strategic Framework and familiarize yourself with the Tool Box area. [no "Toolbox" on site]

Duties include:

- Governing Board Meeting Agenda
 - Solicit agenda items, prepare agenda, distribute with email reminder
 - Send out email reminders to Network Officers, Committee Chairmen and Committee Members one week prior to meeting
- Governing Board Meeting Minutes
 - Take Minutes
 - Send copy to WCR Network President, President-elect, State Network President and Governing board within 3 days of meeting.
 - Distribute prior month minutes with meeting reminder
 - Keep minutes in a permanent Network minute's book (give original set to person in charge of the Annual Report),
- New Network Officers
 - Notify the National WCR office of names and addresses of newly elected officers prior to 11/1
- Attend WCR Meetings
 - Attend State and Regional Meetings, in accordance with the Network Budget
 - National and Annual Meetings are optional and must be within the Network Budget

- BRM/Special Event Speakers & Sponsors
 - Send thank you notes to all speakers (give notes to them at event) of within 72 hours of the event.
 - Send thank you notes to all sponsors within 72 hours of the event.
- Elections
 - Take Minutes and include in Minutes to the Governing Board the following month.

Network Treasurer

The Treasurer has custody of and is accountable for all the Network funds and makes disbursements as may be directed by the President or Governing Board in accordance with an Approved Budget, current Bylaws and Standing Rules.

Preparation includes:

- Attend Strategic Planning Meeting in October.
- Review the Secretary sections of the Leadership Policy & Procedures Manual.
- Review local Network Bylaws.
- Read the WCR History.
- Visit www.WCR.org and review the national Strategic Framework and familiarize yourself with the Tool Box area.
- Be familiar with EXCEL.

Duties include:

- Keep records in an accounting book showing all receipts and disbursements.
- Reconcile bank accounts on a monthly basis.
- Review association expenditures and financial status on a regular basis to ensure overall fiscal integrity.
- Ensure that monthly financial reports are submitted to the Governing Board, including a Balance Sheet and Year-to-date Income and Expenses compared to Budget Report.
- Send Balance Sheet and Year-to-date Income and Expenses compared to Budget Report to the President and Budget & Finance Chair at least 3 days before governing board meeting.
- Present an Annual Financial Report to the membership at January BRM.
- Submit the financial accounts of the association to an annual independent audit.
- Prepare, with the Budget & Finance Committee, a preliminary Budget prior to the October Strategic Planning Meeting.
- Present the Annual Budget to the Membership at the December or January meeting for approval by the Membership.
- Maintain an Audit notebook and records for semi-annual audit by the Audit Committee.
- Prepare in January the necessary forms and information to Network Accountant for Federal and State Tax Returns. Submit documents to Accountant, Audit Chair, Budget & Finance, President and Immediate Past President by February 15th.
- Coordinate with the Sponsorship Chairman on all funds given to the Network.
- Assist Sponsorship and Hospitality Chairmen in collection of all funds owed to Network.
- Maintain an Accounts Receivable Log.
- Supervise Budget & Finance committee Chair.
- Supervise Ways & Means committee Chair.
- Keep record and inventory of tickets.
- Keep record of all contracts signed by the Network.
- Perform other duties assigned by the President.

- Prepare worksheets for incoming Treasurer prior to January 1st.
- Attend State, and Regional Meetings. National and Annual Meetings are optional in accordance with the Network Budget planning.

STANDING COMMITTEES

Bylaws Committee

- Review Bylaws annually and amend as needed.
- Develop and review annually Standing Rules, which should be voted on each year.
- Coordinate printing and distribution of the Bylaws and Standing Rules to all line officers, committee chairmen and committee members and general membership as deemed by the Governing Board. Distribution should be coordinated with the Secretary and Vice President of Membership and Communications Chairman.
- Work closely with the Parliamentarian if the Network has one.

Education and Program Committee

- Plan Business Resource Meeting programs that will increase members' productivity and income in compliance with the Annual Report five areas of professional development.
- Plan and develop nine programs for Network meetings consistent with the needs of members.
- Carry out program plans, complete arrangements for speakers, panelists, etc.
- Planning for speakers to be completed by the first Governing Board Meeting in January for the entire year.
- All biographies for all speakers and the topics to be presented are to be forwarded to the Communication Chair by the first Governing Board Meeting in January.
- Follow-up with speakers on monthly basis for venue setup requirements, dates, times of meetings, transportation to and from BRM.
- Maintain a list of all potential and confirmed speakers contacted, complete with the contact information. Forward this information to the President and President-elect.
- Evaluate programs' impact and success with monthly Evaluation Forms at each BRM.
- Inform members of educational opportunities offered by the Local Board, State Association, NAR Affiliates, and other nearby educational institutions.
- Work closely with the Communications Chair to have timely communiqués made for all Business Resource Meetings.
- Strive to coordinate at least one BRM with a neighbor Network.
- Attend all Governing Board Meetings and Business Resource Meetings.

Finance and Budget Committee

- Prepare an annual Budget for approval by the Governing Board prior to Strategic Planning Meeting in October.
- Review Budget and actual expenditures with the Treasurer as needed.
- Review special event Budgets and present them to the Governing Board.
- Reviews CD Account management, including contributions or transfers and present recommendations to the Governing Board.

Membership Chair

1. All Applications (National Members & Local Affiliates): Membership Chair is responsible for:
 1. Collecting all applications and dues payments.

2. Making four (4) copies of the application; retaining one for the Network's records
3. Delivering one copy each of application to the Network Treasurer, Hospitality Committee Chair, and Technology Committee Chair
2. National Member Applications: Membership Chair is responsible for:
 3. Verifying membership in San Francisco Association of Realtors® prior to submitting to National WCR
 4. Forwarding the original Application and payment to National WCR within 5 business days of receipt.

* VP of Membership or Membership Chair shall send a note welcoming each new member.

Committee

- Recruit new members by planning a Network membership campaign.
- Plan for recognition of new members at Network meetings.
- Retain existing membership and re-recruit "dropped" members.
- Notify National WCR and state and local officers of changes of status or address of membership.
- Compile and update the Network Roster monthly (including on the web site).
- Assist Vice President of Membership in 2-4 Recruitment Drives and 4 Member Orientation Meetings per year.

Ways and Means (Fundraising) Committee

- Assumes from Finance & Budget Committee the responsibility to conduct fundraising programs.
- Works closely with the President, President-elect, Treasurer, Budget and Finance Chairman, and Communications Chair and Marketing Chair on all events.
- Responsible for overseeing and keeping track of all ticket sales to special events.
- Report and hand over monies and records of ticket sales to the Treasurer on a monthly basis.

Nominating Committee

- Interview and nominate board members for election at September BRM.
- Identify possible candidates for Committee Chairmen and Committee members.
- Publish application and recruitment notice on the web site by July 1st. Notify all members by either email or mail of interview dates and positions.
- Coordinate with Nominating Committee and set interview date by July 31st.

Special Committees

Special Committees must consist of not fewer than three (3) members.

An example would be:

Performance Management Network designation Committee

- Coordinate a PMN class with a neighboring Network and promote PMN designations for the San Francisco Network members.

Audit Committee

- Conduct an audit of the Treasurer's records, preferably two times per year – July and December. Present a written report to the Governing Board at the August and December meetings – the last being at least two weeks prior to the final Network meeting of the year and report on the completed audit at that meeting.

Awards and Recognition Committee

- Plan and coordinate visible symbols of appreciation to speakers at all Business Resource Meetings.
- Plan and coordinate annual visible symbols of appreciation for line officers, committee chairmen, committee members and distinguished guests and sponsors and administrative assistants for presentation at the November Officer Installation.
- Coordinate Awards with the Member of the Year Committee and Business Woman of the Year Committee for these to be presented at the annual Installation of incoming line officers in November.

Member of the Year Award Committee

- Chairman is award recipient from previous year. Committee selects recipient, following guidelines and dates established by the State Member of the Year Committee, if the Local Network intends to submit that name to the State committee for consideration as State Member of the Year.

Businesswoman of the Year Award

- Award winner is selected by a special committee chaired by the most immediate past president able to serve.
- The Committee will distribute a Call for Nominations at meetings, in Network newsletter, on Web site, etc. The Committee must submit name of award winner as well as the winning member's award application form.

Hospitality Committee

- Coordinate with President or President-elect the annual Business Resource Meeting, Strategic Planning Meeting and Installation date reservations and menus at the current meeting venue by November of each year for the following year.
- Work with the Communications Committee to send out timely invitations through a contact management system for monthly BRM, special meeting and events and all special fund raising events.
- Monitor electronic responses. Monitors "Paypal" for paid admissions.
- Monitor all RSVPs and maintains a list of all attendees.
- Keep current the invitation telephone recording for any event on the backline at Keller Williams SF Properties (415-202-9936 X 460).
- Monitor RSVPs and cancellations from this telephone line.
- Check in all guests at the door for Network events, collect payments as necessary.
- Coordinate with event venue regarding meeting setup requirements, number of guarantees and any change of plans.
- Coordinate with Treasurer directly after each event in balancing receipts and accounts receivable.
- Maintain and be responsible for the \$150 Petty Cash bank, receipts, name tags et al for Network functions.
- Welcome newcomers to Network meetings and introduce them to the members.
- Encourage unity and friendship within the Network.
- Responsible for centerpieces for each table, including membership and hospitality tables.

Marketing Committee

- Promote and maintain a favorable image of WOMEN'S COUNCIL OF REALTORS® in the eyes of our various publics.
- Prepare and submit media releases to publicize Network activities and achievements as required.
- Copy National WCR on all newspaper clips mentioning WCR activities.

- Notify National WCR of any radio or television coverage of a WCR event.
- Plan and prepare communications (meeting notices, newsletter) for the membership.
- Coordinate a photographic record of Network activities, for history and publicity.
- Keep all Marketing materials in compliance with National and State WCR principles and “branding campaigns.”

Newsletter Committee

- Publish Foghorn newsletter a minimum of four times per year.
- Coordinate with the Technology Committee to make the Foghorn issues available online as well as mailed directly to the membership.
- Include a list of Network sponsors in the Foghorn issues.
- Keep the Foghorn in compliance with National and State WCR principles and “branding campaigns.”

Communication Committee

- Plan and coordinate consistent and timely (telephone/mail/fax/mail/invitation/emails) dissemination of necessary information to Network members.
- Work closely with Education Chair in developing monthly Programs and flyers for the Business Resource Meetings.
- Coordinate activities with necessary line officers and committee chairman as required for recruitment, member orientation, fund raising, Strategic Planning or other events.
- Work closely with the Hospitality Chairman on all Network events.

Sponsorship Committee

- Obtain and develop sponsorship opportunities for the Network.
- Work with the Budget and Finance Committee to determine annual or special event programs sponsorship needs, including Business Resource Meeting Sponsors, Strategic Planning Meeting, Installation, and annual funding-raising activity sponsors.
- Work with the Treasurer to collect any and all sponsorship funds and acknowledge all sponsors in writing of the Network’s gratitude.
- Maintain a list of all sponsors, including names, addresses, telephone numbers, emails, faxes, amounts of contributions and present all updates to the Treasurer.
- Produce sponsor signage at all business resource meeting and special events.
- Responsible for introductions of the sponsor at all business resource meetings and special events.

Technology Committee

- Oversee Network website in accordance with Governing Board direction.
- Maintain Domain Name. Currently: ww.sfwcr.org
- Coordinate with Board in selection of new web design/designer.
- Supervise Governing Board changes to the website.
- Maintain WCR Vision and Mission statements on Website.
- Maintain links to WCR National and California State Networks.
- Maintain links to NAR and CAR websites.
- Maintain all Line Officers, Committee Chairmen names, contact information and pictures.
- List current Committee Members names and contact information.
- Maintain list of all Sponsors with their contact information with logos and links to their websites.
- Maintain current list of WCRSF Network members. Delete non-renewed members. Add new members monthly.

- Maintain a calendar of Business Resource Meetings speakers and Special Event dates, venue, times for entire year as soon as available.
- Monitor Website on a weekly basis. Publish Foghorn on website 4 times per year.
- Bring new technology opportunities to the Governing Board's attention.
- Have knowledge of the contact management program invitation procedures.
- Work closely with the Communications Chairman and Hospitality Chairman.

Other committees to be determined by Network as needed.

All line officers and Committee Chairmen should be prepared to attend monthly Governing Board Meeting and Business Resource Meetings and special events.

APPENDIX C

TRAVEL REIMBURSEMENT GUIDELINES

**Attached to and part of Standing Rules revised September 2021
Amended and updated as of September 2021**

1. ELIGIBILITY SET FORTH BY ANNUAL REPORT:

Officer & Point Totals	WCR Mid Year MAY – D.C.	WCR Annual NOVEMBER	WCR STATE Orientation - OCTOBER	Leadership Academy AUGUST
President	1 point	2 points	2 points	N/A
President-elect	2 points	3 points	3 points	7 points
VP Membership	3 points	4 points	4 points	N/A
32 Total Possible	7 points	9 points	9 points	7 points

Note: Points only earned if the Officer in line above is also attends meeting.

2. ELIGIBILITY - 2009 SAN FRANCISCO NETWORK TRAVEL BUDGET PER OFFICER/MEMBER:

Officer/Member	2008 Budget	2008 Expenses	2009 Budget
President	\$5,000		\$5,500
President-elect	\$5,600		\$6,500
V. P Membership	\$5,000		\$5,500
Secretary	\$3,700		\$2,750
Treasurer	\$3,700		\$2,750
Sponsored Member	\$800		\$800
Total	\$23,800		

If in any year, the Network is unable to meet projected fund-raising goals for the year, a revised officer and member travel budget shall be submitted to the Governing Board by the Treasurer and Budget &

Finance Committee Chair. Proposed revisions are to be approved by the General Membership and distributed to the Governing Board within 5 days of approval

3. ALL TRAVEL MUST BE ACCORDANCE WITH THE FOLLOWING GUIDELINES:

A. Expense Form Guidelines:

i. Submission Guidelines:

- a. All expenses are to be submitted to the Treasurer using the authorized Expense Form.
- b. Attach receipts to form (black out all credit card numbers).
- c. Attach two copies of the Conference Registration Form (one copy for the Treasurer, one copy for the Annual Report).
- d. Expenses are to be submitted at the first Governing Board Meeting following travel. No Meeting or Travel Expense Report shall be honored beyond 45 days after travel.

B. Authorization Guidelines:

.Expense Forms will be reviewed by the Treasurer and authorized by both the Treasurer and President.

i. All checks will be signed by both the Treasurer and President.

C. Reimbursable Expenses:

.Conference and related expenses are only reimbursable for qualifying Officers and sponsored Members who attend the full meeting agenda.

i. Early Registration Conference rates are reimbursable for all WCR California and National meetings. ONLY Early Registration Conference Rates are reimbursable; additional fees for Late/At-the-Door Registration are not reimbursable. Member is responsible for checking the Annual, State and National Meeting dates and locations as published on the WCR websites: www.wcr.org and www.wcrca.org to determine the early registration date.

ii. All hotel room accommodations are reimbursed based on double or triple occupancy at the Conference rate. Should there be an uneven number of officers/sponsored members and a triple room is not available, the officer will be reimbursed for 100% of the single room rate, provided very effort was made to find a roommate, including from another Network.

iii. California WCR Installation and National mid-year Awards Banquet tickets are reimbursed based on early ticket prices only. Should an advance ticketed member not attend the function, the ticket price is not reimbursable. Every effort should be made to resell unused tickets to other Conference attendees (contact Conference Registration personnel for this procedure).

iv. Number of nights that can be reimbursed:

- . 2 Nights: California WCR Meetings in Northern California
- a. 3 Nights: California WCR Meetings in Southern California
- b. 4 Nights: National Meetings (excluding San Francisco)
- c. 3 Nights: Leadership Academy in Chicago

D. Exceptions to Full Meeting Attendance:

.Any anticipated exceptions to full meeting attendance shall be brought before the Governing Board for approval prior to travel to be eligible for reimbursement.

i. Explanations of attendance exceptions shall be submitted in writing to the Treasurer for review by the Budget & Finance Committee for approval.

ii. The Budget & Finance Chair or Treasurer shall present any approved exception requests to the Governing Board for consideration.

iii. The Governing Board has the ultimate approval authority for determining which expenses shall be reimbursed.

iv. Should an emergency arise following the Governing Board Meeting prior to a Conference, a written explanation accompanying the actual expenses incurred must be submitted to the Treasurer for review by the Budget & Finance Committee with final approval resting with the Governing Board.

4. DAILY EXPENSE REIMBURSEMENTS:

A. The following expenses are reimbursed on a per diem basis: food, beverage, ground transportation (cab, bus, airport shuttle, etc.), bell service, maid service, and doorman tips.

i. San Francisco \$25

ii. Northern California \$50

iii. All other areas including Southern California and National \$75

B. Ground Transportation to and from meetings by automobile is reimbursable at the IRS rate. See www.irs.gov/mileage.rate. Total automobile travel, including parking, shall not exceed best available airfare cost.

C. Other transportation to and from meetings (such as bus or train) may not exceed best available airfare cost.

D. Airline ticket charges include baggage fees, airport surcharges and fees. Airline ticket allowances are based on economy class tickets only.

5. NON-REIMBURSABLE EXPENSES:

- A. No travel or hotel reimbursement for WCR National or California State Meetings held in San Francisco (only per diem, \$25/day).
- B. Additional expenses prior to or beyond any Conference dates are not reimbursable.
- C. Summit I & II Meeting Registration Fees and Travel Expenses are not reimbursable.
- D. NAR and CAR functions, pre or post WCR meeting dates, are not reimbursable.
- E. NAR, CAR, and SFAR meetings or functions are not reimbursable.
- F. PMN Course fees are not reimbursable.
- G. Expense Reimbursement Form (see below).

(INSERT APPENDIX D AS SEPARATE ATTACHMENT) APPROVALS:

Reviewed by President, Treasurer and Budget & Finance Committee:

By: Date:

Distributed by Treasurer to Governing Board:

By: Date:

Approved by Governing Board:

By: _____ Date: _____

Filed in the Treasurer's Notebook:

By: _____ Date: _____

Filed with the Audit Committee Chair:

By: _____ Date: _____