



STANDING RULES

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.

Standing Rules relate to the administration of a Network. They cannot be used to grant or limit rights of membership.

A Standing Rule can be adopted by majority vote at a Governing Board Meeting. Changes should be notified to the membership periodically.

A Standing Rule remains in force until amended or rescinded. It does not bind future meetings if a majority desires to suspend it temporarily for the duration of a particular meeting.

A Standing Rule can be amended by a majority vote.

A Standing Rule can be suspended by a majority vote of a society for the duration of a meeting.

A Standing Rule can be rescinded by a two-thirds vote without previous notice or by a majority vote after notice on at least the preceding

LOCAL STANDING RULES:

Speakers & Presenters.

- Speakers are to receive a complimentary meal.
- Speakers shall receive a thank you gift in the amount of \$25.00.
- In the case of panel discussion that gift shall be reduced to \$10.00 per panelist.
- If a council member is a speaker or presenter, a gift shall be in the amount of \$10.
- If a strategic partner is asked to be a speaker or presenter the gift shall still apply.
- Reimbursement for travel, expenses, and speaker cost shall be negotiated prior to each event as allocated by the budget for that fiscal year.

Non-Members & Guest Policy

- Qualified prospective members may be brought to regular Network meetings as guests once per year at no cost, prior to joining.
- Members' family or other guests shall pay for each visit to regular Network meetings if they are participating in the event.
- A minimum fee of \$25.00 shall apply for non-members and guests to cover the costs of expenses.



Visiting Dignitaries

- Dignitary status shall be determined by the governing board.
- Dignitaries will have their meal and event attendance paid for by the local network, as the budget allows.

Travel

- Travel expenses that shall be reimbursed are as follows: flights, hotels, and event registration as budget allows
- As allowed by the budget, National Events shall be attended by the President, President Elect, Treasurer, First Vice President, Membership Director and then Events Director (in that order).
- National Installation banquet shall be attended as allowed by the budget. Attendees will be paid in the following order: President, President Elect, Treasurer, First Vice President, Membership Director and then Events Director (in that order).
- The leadership team shall receive a per diem of \$150 for the core days of the event. Per diem should cover parking, cabs/fares, meals, etc.
- In cases where a flight is not required a mileage reimbursement will be paid out equal to the current tax market rate.
- All members are expected to share a room in cases where more than one member has been sent to an event.
- In cases where the member does not wish to share a room or brings a guest, that member shall only be reimbursed half the cost of the room.
- Travel is encouraged to be done at a minimum to medium cost. We ask that all reimbursement requests be submitted with the less costly alternative and shall be reimbursed at the lesser level.
- In cases where early booking would result in a lesser expense, the same shall apply

National Meeting Attendance

- As allowed by the budget, National Events shall be attended by the President, President Elect, Treasurer, First Vice President, Membership Director and then Events Director (in that order).
- Installation banquets shall be attended as allowed by the budget. Attendees will be paid in the following order: President, President Elect, Treasurer, First Vice President, Membership Director and then Events Director (in that order).

Reimbursements

- Reimbursement requests shall be submitted only through the approved form and shall be signed off by two other members of the leadership team prior to reimbursement from the treasurer.



- Reimbursements are encouraged to be submitted in a timely manner and will only be accepted within the same fiscal year

Billing Policy for Strategic Partners

- Payments for extra activities & events shall be paid for prior to the event.
- In the case that an Invoice is created: payment shall happen seven calendar days prior to the event.
- Payment of Invoices that are unpaid shall have a 30 day grace period. A monthly late fee of ten percent shall be applied once the 30 days has passed.
- The cost of the use of credit cards and processing fees such as paypal & memberplanet, shall be at the expense of the local network.
- In the event an event is cancelled by the local network no payments will be due.
- In the event that a strategic partner or member cancels on a paid ticketed or sponsored event, a refund will only be possible if the cancellation is done seven days prior to the event.

Fee Policy

- Members and Non-member alike attending a ticketed function shall be charged for the meal or refreshments whether they eat or not.
- If members wish to attend a ticketed function without a reservation, they shall be accommodated on a space-available basis only.
- Members who RSVP to a function and do not attend without following the cancellation policy may be charged a minimum penalty of \$25 per event.

Local Practices

- Memberships for Strategic partners that commit to a level and are advertised at a single event are non refundable.
- Strategic partner memberships shall not be prorated and are only valid for the present year.
- Changes in advertisement that are caused by a change from the strategic partner will be at the cost of the strategic partner.
- Gifts & donations based on Illness, Memorials, or death shall be decided on a case by case basis by the current board.

Network Financing

- Accounts shall be reconciled quarterly by the Treasurer and one other board member.
- Records shall be kept on the WCR google drive and on Member Planet.



Scholarships and Awards

- Awards shall be: Rising Star, Top Referrer, Meaningful Mentor, Stand Out Strategic Partner, Secret Weapon, and shall be awarded yearly at the Installation Banquet.
- Award shall be of equivalent amounts depending on budget.
- The current president of the Cache Valley Association of Realtors or Box Elder Association of Realtors may be gifted or reimbursed their membership dues during their term.
- Travel scholarships for non-board members shall be determined and allowed based on budget and board approval.

Communication

- For communication details, refer to Best Practices Document
- Membership Orientation and Procedures (refer to best practices)
- Installation & Passing of the Gavel (refer to best practices)

Submitted by:

Jennifer Jackman – Secretary Date

Jennifer Jackman 12/2/2021

Adam Tripp – President Date

Adam Tripp 12/2/2021
