



WOMEN'S COUNCIL OF REALTOR GREATER ROCHESTER NETWORK STANDING RULES 2021 Revision

Event Policies

Members:

- When members purchase tickets in advance for Network events, they will not be refunded for non-attendance.
- If Members cannot attend an event, they are requested to notify the Secretary 48 hours prior to the luncheon.
- Members who make RSVP to Pay At The Door and do not attend the meeting will be billed by the Treasurer within seven (7) days after the meeting. Member may send an alternate and the alternate will be billed.

National/State Officer Guest(s):

- When a National officer and/or a State Officer who is not a member of the Greater Rochester Network attends a Network business function, they will receive their meal gratis.

Non-Members:

- Non-members attendees will be introduced to the Membership Director.

Sponsorships

Member Level of Sponsorships as follows:

- Event Dessert Sponsor \$100; your logo will appear on the all event information and the opportunity to provide handouts to the meeting.
- Event Sponsor \$200; your logo will appear on the all event information, the opportunity to provide handouts to the meeting, lead the Pledge of Allegiance and give a 5-minute presentation to guests
- Monthly Home Tour Sponsors: You are responsible for providing food on site at one of the home and your logo will appear on the flyer and event information. The tours occur on the 3rd Tuesday of each month.
- Each sponsorship is available on a first request basis.
- Multiple sponsors are available for event, but industry exclusive.

Strategic Partner Sponsorships as follows:

- Bronze membership: \$100 includes opportunities to: Attend meetings at member cost, Network at any and all business resource meetings, home tours and mixers, Opportunity to serve on committees, Opportunity to sponsor available events or meetings, Notifications via email of all events and WCR Strategic Partner pin
- Silver level membership: (max 6) \$400 All Bronze benefits above plus: Sponsor pin, Lead the Pledge of Allegiance at one business meeting, Free Dessert sponsorship at

one business resource meeting (BRM) (selection is first come, first serve) with logo on emailed flyer and Facebook post and hand out promo materials with List of all BRM attendees with email addresses (\$100+ value), Any non-member guests brought to any meetings or events throughout the year would be at member pricing (\$10 discount per guest), Second round opportunity to sponsor special events (golf or holiday) or meetings (first come first serve)

- Gold level membership (max 6) \$750 All Bronze and Silver benefits above plus: Logo on our WCRRochester.com website, Free ticket for holiday luncheon, Logo with live link on our email communications to members and guests (Member to provide link), Complimentary premium sponsorship of one business resource meeting (selection is first come, first serve) with opportunity to give 5 minute Inspirational talk, network and hand out promo materials (\$250+ value), Access to list of WCR members with email addresses, First round opportunity to sponsor special events (tour, golf or holiday) or meetings (first come, first serve)

Memorials

- In the case of the death of a Network Member, or the death of a Network member's spouse and/or children, an appropriate memorial of \$25.00 will be sent to the members.
- An appropriate card will be sent to our Women's Council of REALTORS® Member for all other instances of which we are aware. This will be the responsibility of the Secretary.

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 Past President Luncheon. The cost of the gift shall not exceed \$100.00 and the President Elect shall submit an expense report within 30 days to the Treasurer.
- The outgoing President shall purchase gifts for the outgoing Governing Board members for presentation at the transition meeting usually held in December if within the budget to do so. The gifts should be purchased from the WCR Store if possible. The cost of the gifts shall not exceed \$25.00 each. The President is expected to submit an expense report for these gifts by the beginning of December. 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 at State, Regional and National Meetings.

- The Greater Rochester 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.

Membership attendance at State Meetings.

- The Greater Rochester Network feels it is important to develop leaders through our members. The Network will pay the meeting fee and any mixer fee for any active member in the Greater Rochester Network that wishes to attend the State of Michigan Women's Council meetings and mixers, as long as the funds are available.

Travel Reimbursement for Governing Board

- Because of the importance our Network puts on attendance at 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.
- Each officer traveling to a State, Regional or National meeting/convention on behalf of Greater Rochester.
 - Network will present a written Expense Report, with accompanying receipts, within 30 days of the event. If expense report is not submitted within the 30 days no reimbursement will be provided.
 - Report shall be submitted to and reviewed by the Treasurer of the Network. Expense report must be approved by the President before it is paid. The President's expense report must be approved by the President-Elect.
 - Each officer requesting reimbursement for travel is required to submit a report with a list of classes, seminars and meetings attended along with a written synopsis of one class or seminar attended and is to be submitted to the Treasurer at the same time as their Expense Report.
 - Network will pay up front for convention fees and hotel registrations. Each member will handle their own airfare travel. Airfare will be a reimbursed expense after the event when it is on the officer's reimbursement form. If a member does not attend the convention and the convention fee or hotel reservation fees cannot be reimbursed to the Network by the event, then the member will be responsible for reimbursing the Network.
- The Governing Board will be reimbursed up to the maximum in the budget for each position for these meeting, convention, etc. related expenses as follows:
 - Early Bird Registration for meetings/conventions, etc. for WCR ticketed events only as approved by the board.
 - Coach airfare to National and Regional meetings & including 1 bag and 1 carry-on bag if charges apply. Any upgrades will be paid by the member and not reimbursed by the Network.
 - Auto travel at current IRS mileage business rate allowance (Check www.IRS.gov for current year's mileage allowance).
 - One half of the cost for lodging at the hotel's convention rate of two to a room. The lodging reimbursement is **ONLY** for the days of WCR meetings at Michigan, Regional and National meetings. For out-of-town conferences with starting time before 12:00 noon, 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.
 - Transportation to and from hotels, convention centers and airports.
 - Meals, including appropriate tips, incurred while representing Greater Rochester Network of Women's Council of REALTORS® will be reimbursed by the Network up to \$75.00 per day. Liquor will not be reimbursed.
 - Every attempt shall be made to room share. If an officer elects not to share a room, then they shall be reimbursed 50% of the room. In the event that all 5 officers travel, the President will be allotted the single room, at their discretion, this can be assigned to another line officer.
 - The President-Elect will be reimbursed for these same expenses incurred in conjunction with the attendance of National Leadership Academy. There will be a separate budget line item for this travel.
 - Reimbursement shall occur within 14 days of all necessary documentation being turned in to the Treasurer.

Network Expenses

- When items are purchased on behalf of the Network by a Network Officer, Project 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, not to exceed \$100 without Board Approval.
- Any expenditure over \$100 must have board approval prior to incurring the expense, to the exclusion of pre-approved major fundraising budgeted items.
- Expenses must be approved by the President before paid.

Leadership Policy and Procedure Manual (LPPM)

- All incoming officers will download and print the WCR Leadership Policy and Procedure Manual (LPPM) from the wcr.org website immediately after they are elected.

Commitment to Serve

- Each incoming officer and committee chairpersons will read and sign to their willingness to serve the Network's "Commitment to Serve" form at the orientation meeting. This form will be included in the permanent records of the Network.

Network Records

- Permanent Network Records will be stored electronically as well as hard copy in a marked notebook.
- Records shall be stored with the current Secretary. It will be the outgoing Secretary to pass this information on to the incoming Secretary.
- From time to time the Governing Board may move the Permanent Records from one location to another, any move of the Permanent Records must be notated in Governing Board minutes and will require this Section of the Standing Rules to be updated accordingly.

Ways & Means

- The Governing Board will select the charity to benefit from any Network fundraising events. For raffles, drawings, etc., the Treasurer will be responsible for verifying the current State requirements & obtaining appropriate licenses and filing all reports in a timely manner to the Michigan State Lottery Commission.
- The Governing Board will decide on the percent of the profit that will be donated to the charity.
- The Secretary shall forward minutes from any meeting to the Secretary to be placed with the Network's permanent records. Create annual sponsorship criteria. Example: cost, benefits, requirements, etc...
- Anyone taking tickets to sell is responsible for the full dollar value of those tickets and will pay for any lost tickets. All members of the Network are expected to take an active role in all fundraising efforts of the Network.

Meeting Management

- The incoming President-Elect shall make every effort to attend an approved meeting management class, Leadership Academy, Parliamentary Procedure (Roberts Rules of Order) - prior to taking office.
- The Network Banner and an American Flag will be displayed at all official meeting.
- All Network electronic equipment shall be kept and maintained by the President-Elect.

Network Bank Accounts

- The President, President-Elect and Treasurer will all be on the signature card for the Network checking account and other accounts authorized by the Governing Board.
- The Secretary may also be a signor if the Governing Board agrees.
- Only one signature will be required.
- It will take two signatures to close an account.

The Governing Board:

- The government of the Network shall be vested in the Governing Board which shall consist of the President, President-elect, Secretary, Treasurer, Program Director and Membership Director all of whom shall be entitled to vote.
- The Secretary must be a REALTOR® member and is appointed by the incoming President-elect.
- The Program Director must be a REALTOR® member and is appointed by the incoming President.
- The Membership Director may be either a REALTOR® member or a National Strategic Partners member and is appointed by the incoming President.
- Each appointment must be approved by the current year's (e.g., outgoing) Governing Board.

President Duties

- The President of a Network must be REALTOR® or REALTOR® –ASSOCIATE elected by the Network membership to be its authorized leader.

Major Responsibilities:

- Presides at the Governing Board and Network Meetings.
- Appoints all project teams, except Nominating Committee, subject to the approval of the Governing Board.

General responsibility to have knowledge of:

- Local Network bylaws and standing rules.
- WCR structure and history.
- *Robert's Rules of Order (Newly Revised)*.
- Specific responsibilities to the Local Network:
- Disseminates applicable materials and information to officers/members.
- Issues an invitation early in the year to the State WCR Governor to make an official visit the Local Network.
- Ensures that Network activities are not in conflict with Local Board of REALTORS® activities.
- Coordinates officer and project teams activities and responsibilities.
- Makes certain Network bylaws are up to date and amendments reported to the national WCR office.
- Makes sure Standing Rules are up to date.
- Attends Local Network President and all other relevant sessions at MR and Annual NAR Conference.
- Schedules meetings in accordance with the Network bylaws and standing rules.
- Follows the Network Meeting "Order of Business" as outlined in the *Leadership Policy & Procedure Manual*.
- Cooperates with requests from the State Network President, State Governor, Regional Vice President and national WCR office.

- Assures that the Network's votes are cast by the Voting Delegate or Alternate at the national Annual Business Meeting. The Local Network Delegate shall be the President in good standing of the Local Network or another member, who shall be an Active member in good standing of the same Local Network, designated in writing by the President.
- Shall appoint a person to perform the annual audit to be completed by April.
- Distribute the governing Board agenda for the next meeting.

Working with the REALTOR® Board's Executive Officer

- One of the most critical tasks you will have during your term as Local Network President is establishing a strong rapport with your Local REALTOR® Board or Association. The Simplest way to assure ongoing cooperation is by communicating with the Executive Officer (EO). The EO can help you reach local officers, committee chairs, staff and much more! If your EO feels WCR has value to offer the members of your Board, you will find their assistance will make your year flow much more smoothly. The help they can give is invaluable.
 - Invite EOs to be speakers at Network meetings.
 - Provide EO's with complimentary passes to WCR sponsored education courses.
 - Hold Network Governing Board meetings at the Local Board of REALTORS® office instead of at a restaurant, etc., to provide more visibility for WCR at the Board level.
 - Remember to follow protocol (i.e., follow Boards chain of command).
 - Executive Officers can be national members WCR. Offer them a complimentary WCR membership.
 - At national meetings, find out what successful methods other Network Presidents have used.

President – Elect Duties

- An elected office of the Local Network. Individual must be a REALTOR® or REALTOR® ASSOCIATE. In the absence of the President, the President-Elect 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 the presidency. This includes assisting the President. Preparation includes:
 - Attend Leadership Academy. No other action helps you more, because the Academy helps volunteer leaders plug into the WCR national network sooner and more effectively.
 - Review the President's section of this manual.
 - Visit WCR.org and review the national Strategic Framework. This is located in The Member Center on the WCR Web site.
 - Locate and review the Local Network's Bylaws and Standing Rules.
 - In the fall, and in collaboration with the Network's entire incoming leadership team, completes the Network Business Plan using the WCR Report (Network Business Plan and Network Excellence Awards) form.
 - President-Elect will prepare the quarterly report required by National WCR and send it to the State of Michigan Governor. (appropriate for the Network)

Director of Membership duties

- Will be appointed by current President-Elect. Individual must be a REALTORS® or National Strategic Partner. Oversee all membership activities. Accountable for the recruitment, retention and recapturing membership efforts of the Network.
 - Responsible for the implementation and follow-through on the national membership marketing campaign when one is in effect.

- Establish Local Network membership goals in coordination with the Local Network President and 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.
- Keep list/book of all active paid members, both REALTOR® & Strategic Partners Members and report to National WCR (for REALTOR® MEMBERS) any corrections, changes (i.e., telephone, address) to member information.
- Some duties may be delegated to the membership chairman when the Network has chosen to have one, however, the ones listed above should not be delegated.
- Announce new members through e-mail and social media with their info as they join throughout the year to all Network members.
- Develop a “new member” kit with a master list of all that should be included in the kit and sent to all new members.
- Work with Membership Committee on Recruiting ideas to bring in new members – both REALTORS® and Strategic Partners. Recruiting to be done throughout the year.
- Attend as many other state meetings as possible.
- Conduct the induction of new members at the next event on a regular basis. A list of each month’s inductees shall be maintained for Network records.
- Will maintain list of Strategic Partners members.
- Send welcome notes to the new members of the Network on behalf of the entire Network.
- Will be responsible for sending out the yearly Strategic Partners invoices. This may be delegated to the Treasurer.

Network Treasurer Duties

- The Treasurer is responsible for the following.
 - Has custody of the funds of the Network and makes disbursements as may be directed by the President or Governing Board. It is suggested that a bond be obtained for the appropriate amount.
 - Records are kept in Quick Book account showing all receipts and disbursements –shall save to a disk/computer & back-up all information. Treasurer’s report should be available at all regular Network meetings and on the Network website.
 - Reviews association expenditures and financial status on a regular basis to ensure overall fiscal integrity.
 - Attend and 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, if not in attendance submit report to President to submit at meeting.
 - Presents an annual financial report to the membership by February.
 - Submits the financial accounts of the Network to an annual independent audit (usually a group of members).
 - Gives receipts for collection of cash, keeps copy of transaction for the Network’s Permanent records.
 - Prior to the end of the term of office, books of the Treasurer shall be audited by a committee appointed by the President. The annual audit is to be performed before the March meeting by a person or committee appointed by the President.
 - Each fundraiser or project shall be shown on separate reports within the Treasurer’s record books. The Treasurer and Auditing Committee Chairman shall arrange a time to

meet so that the records can be audited. Schedule this meeting no later than two weeks prior to the following month's Network meeting.

- File annual tax returns as required.
- Reimburse officers only upon presentation of an expense report accompanied by all receipts. The sp reports shall be submitted within 14 days of an event, 10 days for the Christmas Auction.
- If not in attendance at an event, the Treasurer shall make arrangements prior to the event for the payment of the bill.
- Shall, at the direction of the President, send payment for each member's reservation for the Fall Leadership Day and the Spring and Winter General Meeting and mixer. The Network pays for all Network members who attend these meetings and mixers.
- Shall collect money at the Business Resource Meetings.
- Shall check Pay Pal for all events and let appropriate person(s) know so RSVP list is complete.
- Performs other duties assigned by the President.
- Outgoing Treasurer to pass all permanent records to the incoming Treasurer by January 15th.

Secretary Duties

- This position is appointed by the President-Elect. The Secretary takes the minutes of each Governing Board Meeting. When writing the minutes, record what was done, not what was said (e.g., "After discussion, the motion was approved."). Original copies of all minutes and other Network business should be kept on the website under documents and one copy of each shall be sent via e-mail to the WCR Greater Rochester Governing Board – including State Network President and State Governor.
- Record the minutes of all Governing Board and General Membership Meetings. Send a copy of the minutes to the President within one (1) week after the meeting. After any revisions, duplicate and bring to the next Governing Board Meeting. To save time it is suggested that the minutes be distributed prior to the week of the Governing Board meeting along with the Agenda for Board Members review. Copies of minutes are not required at the General Membership Meeting, though the preceding months' minutes should be available online in the event they are needed and will download to the Network website.
- Any corrections or amendments to minutes of Secretary Report should be marked in **RED**. It is permissible to write amendments on a separate page to become part of and attached to minutes. Minutes should not be rewritten after they have been presented. Notate any revisions to the previous month's minutes into the following month's minutes.
- It simplifies the taking of minutes if information is obtained beforehand. Ascertain the purpose of the meeting, and if possible, get copies of resolutions, reports, etc., to be presented. Obtain a list of persons to be present, and at the meeting simply check the names "P" or "A" (present or absent) on the list. Note late arrivals and early departures, as an important point may hinge on whether or not a certain person heard a certain discussion.
- Maintain attendance records and documents pertinent to each Network meeting by obtaining the original attendance sheet from the Treasurer after the meeting. The originals shall be placed in the Greater Rochester Network Permanent Record Book.
- Maintain the Permanent Record Book for the Network.
- Promptly send memorials when informed of appropriate occasions by the Governing Board.

- Send written thank-you notes within seven (7) days of an event or meeting to any National Officer, State Officer, Speaker and sponsors in attendance at a Women's Council of REALTORS® meeting or event.
(to be handled by the Education or Marketing Committee) Copies of these shall be placed in the Permanent Records Book.
- Shall collect all RSVP's and let appropriate person(s) know head count & who is attending.
- The Secretary is responsible for notifying the National WCR office of name and address of newly elected officers of the Network as soon as elected, but no later than Nov1st.
Failure to report officers is grounds for disbanding the Network.
- Maintain & Store the Network's Permanent Records (minutes from all meetings, including all agendas for meetings, committee meeting minutes, Flier/Invites to all Network functions, all reports including Treasurer Report, scholarship awards, newsletters, etc.).
- Outgoing Secretary to pass all permanent records to the incoming secretary by January 15th.

Director of Programing:

- This position is appointed by the President-Elect. To follow National WCR guidelines.

Network Scholarships

- As the budget allows, the Network's Governing Board allocates in the budget annually to award the approved number of scholarships. Members may submit their names to *the Treasurer*.
- As the budget allows, a scholarship may be provided per year up to \$200.00 for any Network member who attends a WCR meeting or convention after submitting a written summary of what they learned and how it benefited their business or career. The scholarship is to be used for WCR, MAR & NAR approved classes and convention fees, it also may be used toward their hotel bill.
- As the budget allows, a scholarship may be provided per year up to \$400.00 for any Network Participating project team member who attends a WCR meeting or convention after submitting a written summary of what they learned and how it benefited their business or career. The scholarship is to be used for WCR, MAR & NAR approved classes and convention fees, and it also may be used toward their hotel bill.
- As the budget allows, a scholarship may be provided per year up to \$500.00 for any Network Project Manager Chairperson/Task Force Chair who attends a qualified meeting or convention after submitting a written summary of what they learned and how it benefited their business or career. The scholarship is to be used for WCR, MR & NAR approved classes and convention fees, and it also may be used toward their hotel bill.
- Requests are to be submitted 30 days **PRIOR TO** the event for review by the Governing Board for review and authorization payment.
- The submitted class must have been taken during the calendar year for which the scholarship is requested.
- Any member in good standing may submit their name for a scholarship.
- Scholarships will be paid within 15 days upon presentation to the Treasurer of written proof of attendance at a class and proof of payment for the class.
- An amount of \$50.00 to be reimbursed to Network member who attains PMN designation to offset the additional expense of member renewal, upon submission proof of payment.

- An amount of \$75.00 per class to be reimbursed for up to 3 PMN classes upon submission or proof of payment & submitting a written summary of what they learned and how it benefited their business or career. This is over and above the \$200 scholarship a member is entitled to.
- These requests are to be submitted to the Governing Board for review and authorization of payment within 15 days of the event.

Network Member of the Year

- Each September, the President-Elect shall request nominees from the membership for the Strategic Partner Member of the Year and Member of the Year.
- The President-Elect shall serve as the Member of the Year Project Manager or if unable to serve, one shall be appointed by the President. Other members may be asked to serve by the Chairperson or may be appointed by the President.
- The President Elect shall send out notification to the membership that they are considering nominees for the 2 awards: Strategic Partner of the Year and Member of the Year and ask if they would like to submit a recommendation. Review award criteria and give at least two names for each award and then have committee vote (if Network has an Awards and Recognition Committee). The chairmen of the project team shall present names at Governing Board Meeting for approval of nominee award recipients.
- It is the committee'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 December Christmas Luncheon. A certificate will be presented to the Members of the Year when they are announced.

Network Website/Social Media

- The Network Facebook page is a service to members. Any post not made by a member may be taken down.

Voting at Local Network Elections

- Election of officers shall be by *viva voice* or roll call vote, or written ballot if there are two or more nominees for an office.
- Each Active REALTOR® and National Strategic Partners member may cast one vote.

These are the Women's Council of REALTORS® Greater Rochester Standing Rules, please refer to the Women's Council of REALTORS® Greater Rochester Network By-Laws & current Leadership Policy and Procedure Manual for more clarification on specific rules and regulations.

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