

Placer Network Standing Rules

Women's Council of REALTORS® - Placer County

Dated: 01.06.2021

Bylaws are the foundation of the Network and can only be amended by a two-thirds vote of the National membership, provided that a quorum is present, with at least a ten (10) day notice to the membership. Bylaws generally are amended to change local, National or state dues or initiate a name change a must be approved with recorded minutes at a general membership meeting.

Standing Rules set operating policies relating to the Network's administration and business practices to provide continuity from year after year. It is the operating manual for the Network.

General information on Standing Rules is as follows:

- Standing Rules cannot be used to grant or limit rights of membership.
- A Standing Rule can be adopted by a majority vote at a Governing Board Meeting.
- In the event of an inconsistency between the Bylaws and Standing Rules, the Bylaws govern.
- A Standing Rule can be amended or rescinded by a two-thirds vote from the current Governing Board without previous notice or by a majority vote after notice of at least the preceding day.
- Changes should be noticed periodically to the membership.
- A Standing Rule remains in force until amended or rescinded.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.
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Items to be included to the Standing Rules and available in Appendix or www.wcrca.org

- Template regarding Strategic Partner and Sponsorship Opportunities
- Candidate Review, Elections and Board Member Qualifications and Voting
- Project Team (Committee) Procedures (to be added to CONTENTS after budget)
- Expense Report, Network attaches their own or SAMPLE can be provided (procedure and blank template to add to BUDGET – check website for new version)
- Audit Forms: Checklist, Items for Review, Project Team (Committee) and Reports – add to BUDGET
- Suggested Agenda for Governing Board and Network/Industry Event (add Appendix)

The Network is to follow the Standards outlined in the Network Model initiated by the State of California WCR and National WCR and any amendments thereto that are approved at the yearly National and State Meetings. These Standards include General Oversight/Scope of Duties and Major Responsibilities for the President, President-Elect, Secretary/1st Vice President, Treasurer, Program (Event) Director and Membership Director.

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I. GOVERNING BOARD

1. Governing Board Members are per Network Model:

- a. Incoming President selects remaining officers for appointed Board positions per Network Model after the election and prior to installation, excluding Secretary/1st Vice President. Incoming President-Elect appoints Secretary/1st Vice President. Appointments are to be noticed to the Governing Board 10 days prior to the final Governing Board meeting of the year.
- b. Incoming President may assign various members of the Governing Board as liaisons to specific Project Team (Committee)s.
- c. Per Network Model, appointments are to be ratified by majority of the Governing Board at the first Governing Board meeting of the year.
- d. All Governing Board Members have their job description which can be found in the appendix of this document or located at www.wcrca.org or www.wcr.org .
- e. All board members will agree to reply in a prompt manner to their Board in all forms of communication. Because prompt can mean something different to individual Board members. For the WCR Placer Network, a response is prompt if received within 48 hours, Monday – Friday. If time is of the essence, and a Motion has been brought forward via e-mail needing a faster response, then a call and/or text will be sent to all Board Members requesting their review of same and a timely response. (A timely response to text or call is within 24 hours). If reply to a Motion is not received within said timeframe, then that Board Member’s vote will be recognized as “abstaining”.

2. Project Team (Committee)s:

Incoming President suggests/asks possible Team Lead to volunteer for said a specific Project Team (Committee)s as needed to conduct the business of Network.

- a. Project Team (Committee)s may include but are not limited to: Awards, Candidate Review, Finance & Budget/Oversight, Media, Scholarships, Special Events/Fundraisers, Ways & Means and/or any other as needed by Network.
- b. Project Team (Committee) Members or Chairs are invited to attend the Governing Board Meetings (if not already a GBM in attendance) and make a “recommendation of a motion”. Only Governing Board Members are allowed to make a motion or vote.

- c. An executed “Consent To Serve” is required for all Officers and Project Team (Committee) Chairs.

3. Network Members’ Governing Board Meeting Attendance:

Any member of the Network is invited to attend Governing Board Meetings. Only Governing Board Members can make a Motion and participate in discussion and vote, unless “from the floor” comments are invited/requested.

4. Process for filling Governing Board Vacancies:

- a. President, President-Elect & Treasurer vacancies are noted/addressed in Network Bylaws, Article VII.
- b. In the event of a vacancy of President-Elect or Treasurer, in the last half of a calendar year, or anytime for Membership Director and Program (Event) Director, the President shall appoint a replacement Governing Board Member and submit the nominee for approval to the Governing Board.
- c. In the event of a vacancy of 1st Vice President (aka: Secretary), the President-elect shall appoint a replacement Governing Board Member and submit the nominee for approval to the Governing Board.
- d. Vacancies of Governing Board appointed positions may occur as follows:
 - i. An appointed member may resign at any time by forwarding a written notice to the Governing Board. Resignation is effective immediately.
 - ii. If meetings are held Quarterly; Two (2) unexcused absences from scheduled Governing Board meetings or approved Network Annual Calendar shall be construed as resigning from the position. If meetings are held monthly; Four (4) unexcused absences from scheduled meetings shall be construed as resigning from the position. The President is to notify the volunteer Appointee in writing to verify resignation.
- e. In the event that a volunteer Appointee is deemed by the Governing Board to not be accountable to the Network Model or assigned roles or attendance requirements are not met:
 - i. The President and two other Board member are to schedule one or more meetings with the Appointee to review Network Model and specific accountabilities and subsequent progress.
 - ii. The Governing Board may ask for the Appointee’s resignation in writing.
 - iii. If the Appointee does not respond within 7 days (1 week), the Member will be deemed to have resigned.
 - iv. If the Appointee disagrees with the request, then the Governing Board may call a special session with adequate notice or take the matter up during the next scheduled Governing Board Meeting with a DVP present.
- f. Nominations and Motions can be made and voting can occur in person or electronically. All quorums must be met.

5. Project Team (Committee) Chairs or Members vacancies: Vacancies of Project Team (Committee) Chairs and Member positions may occur as follows:

- a. An appointed Project Team (Committee) Chair may resign at any time by forwarding a written notice to the Governing Board. Resignation is effective immediately.
- b. Three (3) unexcused absences from scheduled meetings shall be construed as resigning from the position.
- c. In the event of a vacancy of a Project Team (Committee) Chair, the President is to appoint a replacement, if needed, with notice to the Governing Board.
- d. In the event of a vacancy of a Project Team (Committee) Member, the Chair may appoint a replacement, if needed, with notice to the President and President-elect or assigned Governing Board liaison, if any.

6. Minutes are required for a minimum of:

- a. Each Governing Board meeting
- b. General Election Meetings
- c. Approval of Standing Rules Changes; dues and name changes
- d. Project Team (Committee members responsibility) meetings
- e. Example of Meeting Minutes, Agenda's, Motion Forms, and other templates can be found on the wcrplacercounty@gmail.com Google Drive.
- f. Secretary/1st Vice President's can refer to CA's WCR "Secretary's Quick Start Guide" for additional instructions.

7. Officer Qualifications: Eligibility can be based upon one or more of the following factors:

- a. Member in good standing for at least one year.
- b. Chaired a Project Team (Committee) or been on the Governing Board in the last 12 months.
- c. Attended 25% of the Network meetings and/or Network events in the last year.
- d. Attended at least 2 of the Governing Board meetings in the last year.
- e. Attended at least 1 of the State or National meetings in the last year.
- f. Governing Board or Candidate Review Project Team (Committee) has the right to waive these requirements as needed for Officer Qualifications.
- g. Refer to Network Election Procedure in Appendix
- h. A Consent to Serve is required for all Officers and Project Team (Committee) Chairs.

II. MEETINGS

1. **Governing Board meeting schedule** for the year is to be determined at the Network planning retreat.

2. Any changes to the original meeting schedule are to be noticed 30 days in advance, when practical.

- a. President should be notified of any absences-5 days prior to the any scheduled meeting, unless absence is due to illness or emergency.
- b. All items wished to be addressed at the upcoming scheduled Governing Board meeting must be in report form, submitted by a Project Teams Lead/Member or a specific Governing Board Member in regards to their position five (5) days prior to the scheduled meeting (specifically in word format, via e-mail, to the Secretary/1st Vice President). If not received, and not on the Agenda, these items will be discussed in New Business if time allows.
- c. Secretary/1st Vice President to send out current financials provided by the Treasurer, minutes of the previous Governing Board meeting and the Agenda for the current meeting 3 days in advance of the scheduled Governing Board meeting.

3. Governing Board Election meeting can be in person or virtual or a hybrid of both and shall be held no later by August TBD (this changes yearly) unless “elected” officer positions (President-Elect and Treasurer) have not been secured. In which case, “Time is of the essence” and election should occur to accommodate attendance at the Fall State meeting by newly elected Governing Board Members.

- a. Elections can be held via a broadcasting platform (ie- Zoom, Whova, etc.) and Member’s votes must be verifiable.

4. Network Meetings

- a. Venue: Governing Board determines best venue to accommodate membership in terms of costs, speaker presentation, and professionalism.
- b. Guest Attendance: whether REALTORS® or Affiliates, may attend three meetings at non-member price. After the third meeting they are to be invited to join as a member.
- c. Timed agendas and scripts are to be used.
- d. 5-minutes’ time to speak, if desired, is allowed for State or National Line Officers who attend a Network meeting.

5. Installation -

- a. Meeting to be held in November or December each year.
- b. Outgoing President provides and is reimbursed per budget for:
 - i. A pin and/or gavel shall be presented to the incoming President.
 - ii. Gifts and plaques for outgoing officers.
 - iii. Gifts or plaques for other dignitaries, if desired.
- c. Incoming President provides or selects, and is reimbursed per budget for:
 - i. A gift for the Outgoing President.
 - ii. Installation Officers and/or Master of Ceremonies.

6. New Member Orientation is held a minimum of three (3) times a year.

III. BUDGET AND FINANCIAL MATTERS

1. Budget:

1. The Upcoming annual Budget Is prepared by a Project Team consisting of: The current President, current President-Elect and current Treasurer and Incoming President-Elect and incoming Treasurer or one other appointee by current President. If one of these seats on the Governing Board has yet to be filled or has been vacated, a second “other appointee” can be appointed in place of that Governing Board position. (It is strongly suggested that this be the outgoing or incoming Secretary/1st Vice President.
2. The Budget is to be completed by November 15 and approved by the first Governor’s Board Meeting of each year.
3. The Budget is to include current year’s actual and budget for comparison purposes.
4. Separate line-item budgets are to be prepared for each major event and/or fundraiser based on projected income and expense on the annual budget.
5. Event Director and or Project Team Lead(s) must complete Industry Event Protocol Template at least 90 days-prior to event and submit it to the Governing Board Meeting for approval.
6. **Budget AND Treasurer’s Reports are to be distributed to BOARD MEMBERS AND/OR DVP’s ONLY.** They are to include:
 - A. A Profit and Loss Statement of income and expenses is to be monitored and presented, at least quarterly, so as to allow for adjustments if needed.
 - B. Copies of current bank statements are to be included and kept in permanent file by Treasurer.
 - C. A financial Oversight Project Team (Committee) or Finance & Budget Chair may be appointed by the incoming President-Elect to assist Treasurer to review expenditures to budget.
 - D. An annual audit of the previous year is to be completed by January 30th of the new fiscal year, and results and recommendations presented to the Governing Board in the following Governing Board meeting. (Findings can be present virtually or digitally through e-mail). Audit results must be presented no later than the 1st Wednesday in February.
 - E. 5.The Audit Project Team (Committee) is to consist of a total of four (4) members including the President-Elect as Chair, one Past President and two (2) non-Governing Board members in good standing.
7. President, President-Elect, Treasurer, and Secretary/1st Vice President shall have signature authority on the checking account.
8. Two (2) signature(s) are required on a, and a written authorization by two (2) signers must be on file for an electronic payment (credit or debit) for any amount over \$1000.00.
9. Each year, in January, following the submittance/presentation of the Final Budget, the signatory members on the checking account shall make arrangements to change over the checking account to the new officers. This will require a copy of the minutes of the election

- meeting showing duly elected officers. (Verbiage in minutes must include who must be removed from the signing list, and who will be added to the authorized signers). No Expenses for the new year shall be paid until the current year's Annual Network Budget is approve.
10. Reimbursement for expenses are considered approved if included in the Approved Annual Budget subject to receipt of expense/reimbursement report and receipts.
 11. Reimbursements for travel or personal incidentals must be submitted within 45 days after the event to the Treasurer.
 12. Any expenses over 10% of the approved budget, not already addressed/approved by a Project Team Committee and presented and approved by the Governing Board, must be submitted to the Governing Board prior to the event to confirm there will be reimbursement.
 13. All Women's Council Network Expenses should be reimbursed, HOWEVER, if expense Reimbursements are submitted after 45 days, a majority of the Governing Board must approve expense. (This can be done electronically). If the amount is outside of the 10% Rule above the reimbursement will need approval through a Motion through the GBM.
 14. "Time Is of The Essence Votes" are allowed (even if not in the approved annual Budget), only if a Quorum of the GMB is in attendance, it is agreed that the expense is in the best interest of the Membership, and a Motion has been made and approved.

2. Income:

1. Cash receipts, for all Network Meetings/Events are to be verified by at least two persons and witnessed by signature(s).
2. Deposits are to be made directly by the Treasurer or member assigned to this task with the verification of funds filed for audit purposes.
3. Upon receipt of a payment, said payment is to be deposits are to be made within five-(5) days after the event or network meeting. To save on Eventbrite, PayPal, Square, etc. fees, a "request for transfer" must be made within five (5) days and received thereafter.
 1. Direct deposits from online services used for registration purposes are to be confirmed for every Network Meeting/Event.
 2. Donations from National Affiliates and Strategic Partners, i.e. 50/50, gift baskets for drawings, are to be noted on event report.
 3. Work with Registration Project Team on Event Transaction Summary, to be overseen by Event Director for each Event is to include the following information:
 - a. Cash received
 - b. Donations received (WCR or Beneficiary)
 - c. Credit Card charges & fees, including the Square
 - d. Online Registration (Eventbrite) & fees
 - e. Number of Members attended
 - f. Number of non-members attended
 - g. Number of comped attendance
 - h. Number of New Members joined

- i. Number of New Strategic Partners
- j. New Sponsorships or Payment of Sponsorship
- k. Any cash expenses paid out of funds received are to be included/noted on report with signature of person authorizing expense and line item indicating where to charge the cost.

3. Expenses:

1. Expenses are paid only as budget and cash flow allow. (10% Rule above applies here).
2. Speakers that provide value to the members and contribute to their business skill shall be given preference and adequately budgeted.
3. Expenses are to be submitted with accompanying receipts/digital copies of receipt(s) or copy of GBM/Project Team Member's credit card statement(s), to the President for approval. President's expenses are to be approved by the President-Elect or Secretary/1st Vice President. If the Vice- President is not available and the President is "acting Secretary/1st Vice President" because of vacation of a GBM position, then those expenses are to be approved as follows:
 - a. Event expenses by Event Director.
 - b. Membership Expenses by Membership Director.
 - c. Administrative Expense by the Treasurer.

All of the above expenses, if not on the approved Budget should have been approved through a Motion prior to expense. (Theses include, "Time is of the essence votes" with a quorum).

4. President, President-elect, Secretary/1st Vice President and Treasurer shall have signature authority on the checking account.
5. Expenses can be reimbursed by line item up to the amount in the budget. Any expenses over budget must be approved by the Governing Board and a motion made and recorded in the minutes for audit purposes; in addition, a separate motion form must be completed as back-up file for Audit.
6. Expenses are to be reimbursed as early as possible, but no later than 7 days of submission. Receipts must be attached to Expense form.
7. Expenses submitted 60 days after an event will not be reimbursed without Governing Board approval.
8. Any prepaid expense including those charged on a Network Credit or Debit Card, if used, are for hotel, airfare and registration fees. If an expense is prepaid and not used and cannot be refunded, the member for which the charge was incurred is to reimburse the network within 10 days of the charge being incurred.
9. If member misses State or National event and expense was paid in advance, full reimbursement back to the board is required within 10 days.

4. Network Credit or Debit Card:

1. Charges can be used for hotel reservations, airfare and/or event fees for State and National meetings or local event fundraising meeting space, catering or large raffle prizes.
2. Charges exceeding \$1000 require Governing Board approval in advance, unless approved prior through budget or minutes.
3. Receipts for any charges made using the Networks charge card are to be sent to the Treasurer within 5 days (electronically) with description of charges noting which member used it.
4. Not to be used for Alcohol. (EXCEPTION: Installation or Large Fundraiser bar supplies.)

5. Travel Guidelines:

1. Priority for travel expenditures is given to President, then President-elect, then Membership Director, then Program (Event) Director, then Secretary/1st Vice President, then Treasurer, then to other Members potentially as incoming Officers.
2. Priority for the Fall State Meeting is for Past-President and Incoming-President and then all other incoming Officers who can attend State Orientation (Must have this as a Budget item, or needs approval of a quorum of the Governing Board).
3. Members planning travel other than those noted above are to apply to the Governing Board 60 days prior to travel dates to confirm funding.
4. Those who travel at Network expense are expected to attend the entire meeting, unless ill, and will be asked to share what they learned to the membership as to increase business skills and/or Network business and operations.
5. Travel Expenses reimbursed for State or National meetings as follows:
 - a. Airfare at coach rate: reservation made at least __14__ days in advance of the event.
 - b. Lodging/Hotel/Internet: 100% covered with double occupancy. If member decides to have private room only 50% will be reimbursed. Not to exceed negotiated rate provided by Women's Council/C.A.R./N.A.R. Opposite sex do not share rooms.
 - c. Cost for parking, shuttle, and transfer fees: 100% reimbursed.
 - d. Mileage: to and from airport reimbursed at prevailing IRS rate
 - e. Travel tips: reimbursements not to exceed \$10/per travel day
 - f. Registration: Reimbursed at 100% early-bird rate. If additional funds from a fundraiser are obtained through an event and can provide necessary funds for more Parties of the Governing Board/Leadership Team to attend a conference or educational event, after the early-bird prices have expired, and it is now in the budget and approved by a majority vote of the GBM's, then all additional expenses are to be reimbursed/paid. If it is not in the budget, and someone from the GBM does not have priority, yet really wants to attend, then an agreement can be voted on as to how to off-set (personally pay for) cost, so anyone wanting to go, from the Governing Board, can attend.
 - g. State or National Leadership Installation Fees: Reimbursed at 100% of cost.

- h. Personal time: No reimbursement for hotel if going early or staying late after an event for personal reasons, not including classes taken for educational purposes (PMN Certification Classes Only).
- i. Food Expense: WCR Placer honors what is on current California Per Diem Rates at www.federalpay.org, and alcohol will not be reimbursed.
- j. Leadership Academy: President-elect is required to attend Leadership Academy. Network to reimburse attendee as per above.
- k. Travel expenses are to be detailed on an Expense Report with appropriate receipts.

Network Meeting Reservations:

- 1. Meal charges to members and non-members are set by the Governing Board and recorded in the minutes.
- 2. Reservations are refundable on a case-by-case review from the current Governing Board.
- 3. Treasurer is responsible for billing any unpaid reservations within 5 days of the event/meeting.
- 4. Members attending a function shall pay the designated fee even if not eating.
- 5. Anyone attending a ticketed function without a reservation shall be accommodated on a space available basis only.
- 6. Speakers receive a complimentary meal for their contribution.
- 7. National and State Officers when attending in official capacity receive a complimentary meal.

Courtesy Policy:

- 1. In case of death or severe illness of a current Women's Council member and/or Strategic Partner, the current Governing Board may contribute an appropriate memorial of small gift/donation not to exceed \$100. In the case of a family member of a current Women's Council member and/or Strategic Partner, the gift/contribution is not to exceed \$50.
- 2. A card and/or appropriate gift, not to exceed \$75, shall be sent to a member who is ill or hospitalized.
- 3. The Hospitality Project Team (if there is one) or Secretary/1st Vice President (if no Hospitality Project Team) is responsible for getting and delivering the gifts and/or cards.

Awards and Recognition:

- 1. Network Awards:
 - a. Realtor of the Year, award/plaque or certificate cost not to exceed \$_100_, which includes tax & shipping.
 - b. Affiliate/Strategic Partner of the Year, award/plaque or certificate cost not to exceed \$_100_, which includes tax & shipping.
 - c. Member/Entrepreneur of the Year (aka-Presidents Award) award/plaque or certificate cost not to exceed \$_100_, which includes tax & shipping.

2. Network Education Scholarship (if applicable)
 - a. Applicants must be a National REALTOR® or National Affiliate Member for at least four (4) months.
 - b. Applications must be submitted within 60 days of course completion and accompanied by certificate/proof of completion and proof of payment.
 - c. Network to reimburse up to the actual cost of the class not to exceed board given approval based off of best practices of current WCR State and National.
 - d. Reimbursements apply to:
 - i. Education courses and college courses for either provisional Broker's license required to renew a real estate license or obtain a Broker's license if given for CE credits.
 - ii. Any Performance Management Networking courses.
 - iii. C.A.R. or N.A.R. sponsored designations.
 - iv. Other courses certified and offered by Women's Council of REALTORS®
 - e. Additional awards may be given by the Governing Board or a Project Team (Committee) dedicated to recognizing contributions by local members at any given time.

IV. STRATEGIC PARTNERS – SEE APPENDIX

1. A strategic partner is a local affiliate that wants to support their local Women's Council Network.
2. The difference between a Strategic Partner and a National Affiliate is 1st that the National Affiliate does not receive any special marketing. 2nd, we can not go over 20% of National Affiliate membership, so unless a local affiliate is interested in being part of the board, they should sign up as a Strategic Partner.
3. Review and manage current Strategic Partnerships and make sure they know what they get for their sponsorship.

V. COMMUNICATION AND MARKETING

1. Notifications are to be sent by the Communications Project Team (Committee) via phone, email, text, and social media.
2. Bylaws and Standing Rules are to be posted on the Network website, and a hard copy distributed to each incoming board member.
3. Program (Event) Director is responsible for getting the Network website updated with photos and/or topics for upcoming programs.
4. General Reporting
 - a. President and President-Elect: submit best programs to State First Vice President (Secretary) by required date, generally mid-year and year end.
 - b. Secretary/1st Vice President: Officers elected and appointed for the new year are to be reported to National by end of November each year.
 - c. Standing Rules Project Team to be assigned to review Standing Rules once a year and appropriate changes made.

- d. Secretary/1st Vice President: Submit annual audit report to State District Governor once completed by President-Elect and Audit Committee. Should take place in first Quarter.
- e. Treasurer: Responsible for filing taxes in a timely manner. Review key dates on WCR.org for your year's due date.
- f. Treasurer: Submit all reports, files, checkbook, and any other required documents needed for annual audit.
- g. Program (Event) Director: Develop 30-90day marketing plan to publicize programs, industry events.
- h. Program (Event) Director or Communications Project Team (Committee): Responsible for updating LinkedIn, flyers, Facebook, newsletter, Eventbrite, local website(s), blogging, & local association(s).
- i. Electronic storage shall be developed and used to store past data and keep current financials and documents available to Governing Board and Project Team (Committee) members. One hard copy shall be managed, merged, and updated throughout year by the Secretary/1st Vice President. It is to be passed on to the new year's President at Transition Meeting. Follow Document Retention Process, which is attached to Appendix.

VI. TRANSITION

1. There shall be a retreat scheduled in the last quarter of the year to facilitate business planning, including annual calendar, membership goals and program dates and speakers for the coming calendar year.
2. Installation of New Officers is to be scheduled in November or early December to honor the outgoing team and introduce the incoming team.
3. Outside of the Retreat, at the discretion of the incoming President, a meeting may be scheduled for outgoing Officers and Project Team (Committee) Leaders to meet with incoming leaders filling positions in the following year to pass on hard copy and/or verbal instructions to establish consistency and transparency from year to year.

APPENDIX:

501© 6 Rules and Regulations:

<https://www.irs.gov/pub/irs-tege/eotopick03.pdf>

Board Member Job Descriptions:

<https://www.wcrca.org/quick-start-guides/>

Industry Event Example:

<https://www.wcrca.org/resources/network-model-info/networking-activities/>

General Resources: <https://www.wcrca.org/resources/network-model-info/>

Document Retention Process:

<https://www.councilofnonprofits.org/tools-resources/document-retentionpoliciesnonprofits>

Per Diem Rates: <https://www.federalpay.org/perdiem/2019/california>

Audit and Reimbursement Forms:

<https://www.wcrca.org/resources/local-network-financial-resources/>

Budget Example:

<https://www.wcrca.org/wp-content/uploads/2019/01/2019-Annual-Budget-a.pdf>

Elections and Nomination Resources:

<https://www.wcrca.org/resources/elections-materials/>

Consent to Serve Form:

[https://www.wcrca.org/wp-](https://www.wcrca.org/wp-content/uploads/2017/06/2016WCRConsenttoServeandApplication.pdf)

[content/uploads/2017/06/2016WCRConsenttoServeandApplication.pdf](https://www.wcrca.org/wp-content/uploads/2017/06/2016WCRConsenttoServeandApplication.pdf)

Membership Retention Resources: <http://www.wcr.org/network-tools/recruiting-retention/>

Membership Application: <http://www.wcr.org> Click on Join

Strategic Partner Application: On wcrplacercounty@gmail.com Drive

Example of Agenda Minutes:

<https://drive.google.com/drive/u/1/folders/0B-WCOc3I01EaRDizN2ZNZktEanM>

SUGGESTED MEETING AGENDAS:

Governing Board Meeting Agenda Example

1. Allow at least 1 hour (no more than 2 hours)
2. Start and End on Time
 - a) President calls meeting to Order
 - b) Welcome and introductions
 - c) Read mission statement, remove from GBM, but add to industry events
 - d) Approve previous Governing Board meeting minutes, provided 10 days prior to meeting by Secretary/1st Vice President.
 - e) President update:
 1. Assigned Project Team (Committee) Reports reviewed/filed
 2. Due Dates/Accountabilities to State and National
 3. Candidate Review Team (when applicable)
 4. Reminder of next Governing Board meeting date
 5. Any other business needed to be addressed
 - f) President-Elect update:
 1. Assigned Project Team (Committee) Reports reviewed/filed
 2. Annual Report update
 - g) Secretary/1st Vice President update:
 1. Assigned Project Team (Committee) Reports reviewed/filed
 - h) Treasurer update:
 1. Report of financial status, includes bank account balance, reports from previous meeting or event, and any other financials or budget matters
 2. Any outstanding expenses
 3. Assigned Project Team (Committee) Reports reviewed/filed

- i) Program (Event) Director update:
 - 1. Assigned Project Team (Committee) Reports reviewed/filed
 - 2. Upcoming programs
 - 3. Past program evaluations
 - 4. Recommendations to submit programs to State (twice a year)
 - 5. Attendance ratios
- j) Membership Director update:
 - 1. Assigned Project Team (Committee) Reports reviewed/filed
 - 2. Membership update to Goals
 - 3. Names of New Members and Strategic Partners announced
 - 4. Review of planned Mixers and New Member Orientation
- k) President closing remarks
- l) Meeting Adjourned

Network/Industry Event Example

- 1. Program duration 1:30 to 3 hours
- 2. Start & End on Time
 - a) Registration/Intentional Networking 11:30am - 12:00pm
 - b) Lunch Served 12pm
 - c) Program 12pm – 1:30pm
- 3. Welcome and Introductions 2-3 minutes
- 4. Pledge 3 minutes
- 5. Inspiration 3 minutes
- 6. Strategic Partner Recognition 5-10 minutes
- 7. Introduction of Speaker 2 minutes
- 8. Speaker 12:20pm – 1:20pm
 - a) Speakers or Panel/Workshop
 - 1. 45 – 70 minutes
 - 2. Add 30 minutes or more if have a large industry event and allow time accordingly
- 9. State Line Officer* 5 minutes
- 10. Giveaways & Announcements 1:20pm – 1:30pm
- 11. Meeting adjourned
 - ***State and National Line Officers if invited to attend and are not the main speaker, should be allowed 3-5 minutes to speak as a general rule***