



**WOMEN'S COUNCIL OF REALTORS® LIVINGSTON NETWORK STANDING RULES**  
**2022 Revision**

**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 \$75.00 will be sent to the member or their family. 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 First Vice President.

**Births**

In the event that a network member has a baby (including foster/adoption) a \$25 Meal Delivery gift card will be sent to their family with an appropriate card. This will be the responsibility of the First Vice President.

**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 Installation. 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 Installation 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 within the first two weeks of December. The Treasurer will reimburse the President by December 15th so that the expense can be documented in the appropriate calendar year's financial statements.

**Officer Attendance at State, Regional and National Meetings**

The Livingston Network feels it is critical for the Network leadership to attend State, Regional and National meetings. The information gleaned and networking opportunities provided by these meetings and conventions are vital to the success of our Network. It is expected that our officers and representatives participate in these meetings and relay appropriate information back to the Network.

**Membership Attendance at State Meetings**

The Livingston 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 Livingston 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 (further defined as President, President Elect, First Vice President and Treasurer) should attempt to maximize the Network's funds by taking advantage of early registration discounts, travel discounts, etc.

1. Each officer traveling to a State, Regional or National meeting/convention on behalf of Livingston Network will present a written Expense Report, with accompanying receipts, within 30 days of the event. If the 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.
2. Each officer requesting reimbursement for travel is required to submit a report with a list of classes, seminars and meetings attended along with either a video or written synopsis of one class or seminar attended, and is to be submitted to the Treasurer at the same time as their Expense Report. Reports will be published to the membership via Facebook.
3. Network will pay up front for convention fees and hotel registrations. Each officer will handle their own airfare travel. Airfare will be a reimbursed expense after the event when it is on the officer's reimbursement form, or it may be reimbursed prior to the event at the discretion of the board. If a member does not attend the convention and the convention fee cannot be reimbursed to the Network by the event, then the member will be responsible for reimbursing the Network. This applies to hotel reservation fees and any pre-paid airfare.
4. In the event that an officer is unable to travel to an event, the Governing Board may select another board member or general Network member to travel in their absence.
5. The officers will be reimbursed up to the maximum available in the budget for each position for these event-related expenses as follows:
  - a. Early Bird Registration for meetings/conventions, etc. for WCR ticketed events only as approved by the board.
  - b. Coach airfare to National and Regional meetings, including 1 checked bag and 1 carry-on bag if charges apply. Any upgrades will be paid by the member and will not be reimbursed by the Network.
  - c. Auto travel at current IRS mileage business rate allowance (Check [www.irs.gov](http://www.irs.gov) for current year's mileage allowance).
  - d. One-half of the cost for lodging at the hotel's convention rate of two persons to a room. The lodging reimbursement is **ONLY** for the days of WCR meetings at State, Regional and National meetings. For out-of-town conferences with starting time before 12:00 pm, lodging for the night before the conference begins is an allowable expense. Depending upon the ending time of the conference, lodging for the night the conference ends may be reimbursed at the discretion of the Governing Board.
  - e. Transportation to and from hotels, convention centers and airports.
  - f. Meals, including appropriate tips, incurred while representing Livingston Network of Women's Council of REALTORS® will be reimbursed by the Network per the IRS

guidelines for the region the event is being held in. Beer/wine/liquor will not be reimbursed.

- g. 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 an odd number of officers travel, the President will be allotted the single room (at their discretion, this can be assigned to another line officer).
6. 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 event. This event is not subject to the room share rule as only the President Elect from our network is required to attend.
7. Reimbursement shall occur within 7 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), 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 that have not been pre-approved by the board, must be approved by the President before being paid.

### **Leadership Policy and Procedure Manual (LPPM)**

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

### **Network Records**

Permanent Network Records will be stored electronically. Access will be granted to all officers and members of the Governing Board. Any member of the Livingston network may request to see any record at any time.

### **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 Project Chair shall forward minutes from any meeting to the First Vice President to be placed with the Network's permanent records. 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 Network Banner and an American Flag will be displayed at all official meetings, all Network electronic equipment, including projector, screen etc., shall be kept and maintained by the First Vice President.

### **Network Bank Accounts**

The President and Treasurer will both be on the signature card for the Network checking account and other accounts authorized by the Governing Board. The First Vice President may also be a signer 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, First Vice President, Treasurer, Event Director, Membership Director and Immediate Past President - all of whom shall be entitled to vote with the exception of the President who will only vote in the event of a tie. The First Vice President must be a REALTOR® member and is appointed by the incoming President-Elect. The Event 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 Partner member and is appointed by the incoming President. Each appointment must be approved by the current year's (e.g. outgoing) Governing Board.

#### **Network Member of the Year**

Each September, the President-Elect shall request nominees from the membership for the REALTOR® of the Year and Strategic Partner 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 request nominations for these awards from external membership during an open-submission time period. Once submissions close, the President-Elect will review the award criteria and submit at least two nominees for consideration of each award to a committee to vote on (if Network has an Awards and Recognition Committee). The chairmen of the project team shall present the final nominees at the Governing Board Meeting for approval.

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 Holiday Auction. A certificate will be presented to the Members of the Year when they are announced.

Each January, the Michigan Women's Council of REALTOR®S® Network hosts a luncheon during which the local Networks' REALTORS® and Strategic Partners Members of the Year are announced. The Livingston Networks' honorees are asked to attend this luncheon as our guests. Their reservation for this luncheon will be made and paid for by the Livingston Network.

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

Revised January 5, 2022