



**SOUTHWEST RIVERSIDE COUNTY  
STANDING RULES**

**AUDIT**

**1. Audit Of Treasurer's Books**

Treasurer books shall be audited periodically by the Financial & Audit Committee.

- A final audit report should be in writing by an outside auditor yearly.

**AWARDS, EDUCATION, AND RECOGNITION**

**1. Member of the Year**

The member must have attended at least six (6) general meetings and be an active participant in the Network's events.

**2. Strategic Partner of the Year**

Affiliate must be an active participant in the Network's events.

**3. Joan Sparkman Award**

Member in good standing who reflects a heart of caring to our Community and in our Women's Council of REALTORS®-SRC network as a volunteer.

**4. Linda Hofstatter Education Scholarships**

Must be a member of the Southwest Riverside County Network of Women's Council of REALTORS® for a minimum of six (6) months and be in "good standing" prior to applying for reimbursement.

- **Performance Management Network (PMN)**

Reimbursement of PMN designation not to exceed \$150. Applicant must provide document of certificate and proof of payment within 18 months.

- **Educational Scholarship**

Scholarship not to exceed \$100 per year for any course related to a designation that is recognized by the National Association of REALTORS® or California Association of REALTORS® (i.e. ABR,CRS,CRB,GRI,PMN,SRES)

**5. Leadership Development Scholarships**

The Governing Board may approve one National Meeting Scholarship per year, if budget permits. The reimbursement which will include travel and registration, up to \$500, will be given after the meeting is attended. Members may apply by submitting an essay explaining why they would like to attend.



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### BUDGET

#### 1. Budget and Finance Committee

The Treasurer or a Past President shall serve as Chair of the Budget and Finance Committee.

### NETWORK COURTESY POLICY

#### 1. Illness

A get well card shall be sent to the Network member who is ill or hospitalized. In addition, a floral arrangement or gift card will also be sent. Not to exceed \$50.

#### 2. Memorials

- Network member shall not exceed \$75.
- Spouse, parent, or child shall not exceed \$75.

#### 3. Other Courtesy Expenditures

The Governing board shall approve any other type of unbudgeted courtesy expenses.

### ELECTIONS

#### 1. Procedures

##### • Eligible Voters

At the Annual Election Meeting, active Realtors and National members may vote. See Bylaws Article II-Membership Section 6.

##### • Tellers

The President shall appoint a minimum of three (3) tellers. Nominating Committee members shall not serve as tellers.

### FINANCIAL MATTERS

#### 1. President and President Elect Reimbursement

Functions covered for reimbursement expenses for President, President Elect or Board Member as budget permits will include President Elect Leadership, State, and National meetings. Items for reimbursement include registration, hotel, transportation (i.e. air travel, shuttle/taxi to & from local airports), Installations, and parking.



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Meal per diem reimbursement as budget permits; Network 360 Leadership Conference and State Meetings up to \$50 per day, National Meetings up to \$75 per day. Per diem per day is based on meals that are not provided per meeting. Mileage reimbursement as budget permits of 57.5 cents per mile or current IRS mileage rate. All travel and meal reimbursement per diems are to be budgeted and approved by the Governing Board. Any additional funds spent that are not budgeted for must be approved and voted on by the Governing Board.

- Authorization and maximum amount for reimbursement is determined by the Governing Board on an annual basis.
- Obligation and Responsibility requirements for receiving reimbursement are to attend meetings and functions, give a full report to the Governing Board and or the Membership meeting, and to complete a check request form/expense report with required documentation.
- Governing Board members must present requests for reimbursement with receipts within 30 days of attendance unless an extension is approved and granted by the Governing Board.
- Governing Board members will be reimbursed when receipts for airfare, conference registration and hotel deposits are invoiced.
- In the event travel is not completed or transferred to another member, and has been booked, paid for and cannot be cancelled for a full refund or a cancellation fee is due, the originating Member will incur the cost.

**2. State or National Officer**

When a Women's Council of REALTORS® Southwest Riverside County member is elected to State or National Women's Council Office, related expenses may be partially paid by the chapter after receipt of State/National reimbursement as determined by and approved by the Governing Board.

- Prior to inviting State or National Officers, Governors, or District VP's, the Governing Board must approve expenses to be paid by the Network.



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**3. Strategic Partners of All Levels**

It shall be the responsibility of the President-Elect to prepare and email renewal invoices/partnership applications to all current, new, expired or suspended Strategic Partners of Women's Council by November 15th of each year.

**4. Sales of Goods from Vendors**

The vendor shall be approved by the Governing Board and must be a member or Strategic Partner of Women's Council in good standing of the Southwest Riverside County Network.

**5. Non-Sufficient Funds (NSF) Checks**

All checks returned NSF shall have a **\$25 service fee assessed.**

**6. Post Office Box**

Post Office Box is maintained at the Main Post Office located on the corner of Rancho California Road and Margarita Road in Temecula, CA. The box number is 891827, which includes three (3) keys, to be held by the President, President Elect and Treasurer for their term of office.

**7. Charitable Organizations**

When partnering with a Charitable Organization donation funds not to exceed 10% of the Networks Event net proceeds.

**GUEST POLICY**

**1. Non-Members**

- Effective January 1, 2020 non-members will pay an additional fee of \$10.00-\$15.00 to attend if they have RSVP and paid in advance or \$15.00-\$20 at the door on a space available basis.

**2. Speaker**

- Guest Speaker shall receive a complimentary meal, small gift, and a handwritten thank you note by either the President, Event Chair or by the Hospitality Chair.



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**INSTALLATION OF OFFICERS**

**1. Arrangements**

- The incoming President with her committee shall make arrangements for the Officer's installation.
- The incoming President shall select the installing Officer and Master of Ceremonies.
- The incoming President shall obtain at the expense of the Network, a gift not to exceed \$300 to be presented to the outgoing President at the Installation Ceremony.
- The outgoing President shall have the duty of obtaining the incoming Governing Boards Pin at the expense of the Network. The pin can be purchased at the Annual Convention or by mail in sufficient time for the Installation Ceremony

**2. Finance**

The budget for the Installation Ceremony shall be sufficient to include the expenses of invited guest dignitaries (such as State Officers, National Officers, etc.).

**MEETINGS**

**1. Network Meetings**

Regular Network Meetings known to the members as Events, shall be held quarterly on the third (3rd ) Tuesday of the designated month unless otherwise notified.

- During all meetings cell phones are to be turned off. If a disturbance occurs during the meeting, the fine will be \$5.00 which will be due and payable immediately.

**2. Annual Election Meeting**

Nominations shall be announced at the June Event. The Annual Election Meeting shall be held by October 15th, and may be held in conjunction with the regular scheduled Event so that the incoming officers may attend training at the State Network Orientation meeting.



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### 3. Installation Meeting

The Installation Meeting shall be held November-January and may be in conjunction with the regular scheduled Event.

### 4. Governing Board Meetings

Governing Board Meeting dates and times shall be determined and agreed upon by, current governing board.

- **Unexcused Absences**

Any member of the Governing Board with (2) two or more consecutive. Unexcused absences shall be construed as having resigned from the Governing Board unless otherwise designated by the current Governing Board.

- **Reinstatement**

Such member whose seat was vacated in this manner may apply for reinstatement, which will require a majority vote of the Governing Board within (30) thirty days of termination.

- **Network Business via Email**

From time to time, some business may be conducted through email provided every Governing Board Member acknowledges the email and the conclusion or resulting vote is documented at the next Governing Board Meeting by way of the minutes.

## RESERVATIONS

### 1. Reservations

Members and non-members have a financial responsibility for all Network meetings and events sponsored by the Network. A reservation made is a reservation paid.

- **Billing**-Members have seven (7) days following the function in which to pay for non-cancelled ticketed events.
- **Cancellation Deadline**-Shall be established for each ticketed event of the Network and shall be announced in the notice prior to the function. Some events will be non-refundable and stated as such in the notice.
- **Fee Policy**-Members attending a meeting shall be charged for the meal or refreshments regardless if consumed.



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- **No Reservation**-Members attending a ticketed function or a regular Industry Event without a reservation shall pay an additional \$15-\$20 to attend and subject to availability and meal.

### VIP POLICIES

#### 1. Honorary Members

Honorary Members shall be elected by unanimous vote of the Governing Board (i.e. SRCAR executive officer).

- Honorary members shall not have voting privileges and are exempt from local dues if agreed and voted on by Governing Board.
- SRCAR's CEO dues can be paid for by the Network and budgeted yearly.
- Joan Sparkman's dues can be paid for by the Network and budgeted yearly.

### PROJECT CHAIR

#### 1. Fund Raising Events & Projects

All Fund Raising Events and Projects for the Network must have Governing Board Approval. The Network shall keep a separate accounting of all funds received from fund raising events and projects.

- Proceeds from Fund Raising Events and Projects shall be used for operational and educational expenses. (**Proceeds** in this network means the net profit after paying all expenses and the agreed upon contribution to the charities that were instrumental in maximizing the events success, (See page 4 Charitable Organizations 7.).

#### 2. Welcome to New Members

The Director of Membership shall send to each new member a welcome letter or card on behalf of the Network.

- Director of Membership shall establish Local Network membership goals in coordination with the Local Network President and Governing Board Members and be responsible for the implementation and follow-through on the national membership marketing campaign when one is in effect.



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- Director of Membership shall introduce new members and present them with member pins at Event Meetings.
- Director of Membership, President-Elect, and President shall speak and recruit new members at SRCAR's New Member Realtor Orientation(s) and hold a minimum of 3 New Member Orientations for Women's Council per year.

**REVISED OCTOBER 9TH, 2019**