

**Women's Council of RE*A*LTORS® - DeKalb Network Standing Rules**

**A. Meetings**

**1. Governing Board Meetings:**

**Governing Board Meetings s**hall be held the first Friday of each month in-person. The date, time and place of the governing board meeting may be changed at the discretion of the President with a minimum of five (5) days' notice to governing board members.

All Officers shall be expected to attend all Governing Board Meetings, Industry Events and Network Events. All Officers shall be required to submit a written report at all Governing Board Meetings as required. Any Officer not in attendance at three (3) Governing Board Meetings within a twelve (12) month period may be recommended for replacement by any Governing Board Member. Said Officer shall have seven (7) days to submit a written request to the Governing Members for a hearing or may submit a letter of resignation prior to any official action. If replacement becomes official, replacement of this officer shall be as outlined in the Network Bylaws, Article VII- Vacancies. Three Active members of the Governing Board shall constitute a quorum, provided either the President or the President Elect is present.

All Officers shall be expected to maintain accurate record keeping of their position activities within network binders and/or shared drive during his/her term.

The outgoing Officers passes on these records to the incoming Officers with a summary of the highlights for that year.

**2. Regular Network Membership Industry Events**

**Network Industry Events** One of the six industry events **s**hall be collaboratively with other local networks, with the DeKalb Association of REALTORS®, or with a related real estate organization unless otherwise notified. The date, time and place of the governing network industry events may be changed or canceled at the discretion of the President with a minimum of fifteen (15) days' notice to the membership. There will be a minimum of four industry events and two educational events per year. If a Governing Board member cannot attend the scheduled event, notify the President as soon as possible preferably no later than two (2) days of the event.

**3. Annual Election Industry Event**

**Annual Election Meeting s**hall be held no later than September 30th in conjunction with the regular network Industry event or designated special meeting. The Candidate Review Team shall determine qualifications of the candidates no later than 30 days prior to election meeting.

**4. Installation Industry Event**

The Women’s Council of REALORS® DeKalb installation shall be held in December. Date to be selected by the incoming President and will follow the Women’s Council of REALORS® State Installation Gala.

**5. Industry Events Fees and Billing**

**All network officers and member**s shall be charged equally for network industry events. Non-members, guest speakers and certain Network Sponsors & Business Partners, as outlined in our Network Sponsor and Business Partner guidelines, will receive a complimentary meal and*/*or admission at designated network industry events & functions. All network industry event prices may be adjusted according to event and ratification by the Governing Board.

**Amember, guest, or non-member w**ho makes a reservation for a network business luncheon or other network event, for themselves and*/*or other parties will be charged the respective fees for all parties if they do NOT cancel their reservations two business days prior to the network event. Billing for non-canceled reservations shall be made within 3 business days of the meeting*/*event.

**Members, guests, or non-members attending fee industry events s**hall be charged for the meal or refreshment whether they eat/drink or do not eat/drink.

**Members of the governing board** shall not receive any compensation for their services as governing board members. No network elected officer, appointed chairperson, or governing board member shall negotiate a personal discount with any affiliate or vendor for brokering a business relationship between Women's Council of REALTORS®-DeKalb and the affiliate/*v*endor, for coordinating a business arrangement/deal/contract between Women's Council of REALTORS®-DeKalb and the affiliate*/v*endor while serving on the Governing Board of Women's Council of REALTORS®-Dekalb. This is an unethical act and undermines the credibility, integrity, and respect upon which the Council was formed. Any member found to have practiced this act during their term of service will be asked to vacate their position, immediately.

**National Presidents Joint State Network Meetings.** The President shall be a guest of the National Presidents dinner held each year. The DeKalb Network shall participate in the State Joint National Presidents meeting and shall set a budget line-item contribution for the slated amount set by the joint networks to participate in this event.

**B. Office*r/*Project Team Leader Duties & Responsibilities**

Network officers shall abide by the Women's Council of REALTORS® National, State and Local By-Laws outlined in the most current Network Guidebook and Glossary (NGG) as well as the Network's Standing Rules.

**1. President.** When the President takes office, she*/*he shall direct each officer to the web address of the most current National Women's Council of REALTORS® Network Guidebook and Glossary. Each officer will be expected to print out and keep handy the portion of the NGG which corresponds to their office. The President shall furnish each officer and with a copy of the Network By-Laws and Standing Rules. The President shall serve on a National Women's Council of REALTORS® and on the Governing Board of the Georgia State Network of Women's Council of REALTORS®.

**2. President-Elect.** The Network shall present at least one program pertaining to professional standards and ethics, annually. The President Elect shall perform all duties as outlined by, but not limited to, the NGG, Network By-Laws, Standing Rules and Role Description provided by the President. The President Elect will preside over one Membership Meeting (preferably the November Industry event) as part of preparation for the role as President. Shall attend the Women’s Council of REALTORS® State Network Governing Board Meetings.

**3. Membership Director.** New member application and non-online dues payments shall be collected by the Membership Director who shall retain a copy of each in the Network's membership files. The original application and payment shall be forwarded to the Treasurer and a photocopy of the application shall be forwarded to the First Vice President. Perform a monthly review of the National Roster for new members who may have joined online.

**4. Treasurer.** All monies received by the Network shall be deposited in the Women's Council of REALTOR® DeKalb's business account; in a financial institution selected by the Governing Board. Checks issued by the Network must have the approval of the Governing Board prior to disbursement. The Treasurer shall be designated to receive the bank statements and reconcile the network account monthly. The Treasurer shall prepare and present a monthly report to the Governing Board, which details up to date the financial activity, including a check register and an incomeexpense statement. All monies, except for dues from national members, collected by the Network shall be delivered to the Treasurer within five (5) business days of receipt and shall be deposited by the Treasurer within three (3) business days thereafter.

**5. First Vice-President.** The First Vice-President responsibilities shall be divided into Recording Secretary and Corresponding Secretary. The First Vice President shall compile the committee reports to be included in the Network's Annual Report to members. The Recording Secretary shall be responsible for taking and disseminating minutes from all governing board meetings and shall be the official of information, under the President's direction, to the Georgia State Network and National Women's Council of REALTORS®.

**6. Events Director.** All outgoing program directors shall make a written report of the program accomplishments prior to the November Governing Board meeting. The outgoing program director shall pass on project materials to the incoming project directors on or by December 16th of their year of service. The incoming project directors shall recommend to the incoming President possible members to serve on their committees whom the incoming President may consider appointing for the impending year of service. All incoming officers and project directors are required to attend the Women's Council of REALTOR®s Georgia State Network Leadership Orientation held in October each year.

**7. Parliamentarian.** The President shall appoint a Parliamentarian to monitor governing board meetings and*/*or network industry events. The Parliamentarian shall be guided by Robert's Rules of Order.

**C. Members**

1. Processing Applications. See Duties & Responsibilities of the Membership Director

2. Welcome. A welcome letter and information packet directing the new member to the network blog site, By Laws and Standing Rules shall be sent to each new member by the First Vice-President on behalf of the President, President-Elect, and Membership Director. New members shall be welcomed and introduced individually at network industry events by the Membership Director or Recruitment and Retention Chair.

3. Honorary Member Honorary members shall be elected by a unanimous vote of the Governing Board. Honorary members shall be exempt from paying Local Dues. Honorary members shall not have voting privileges. Criteria for Honorary member status:

• Active members who also are members of the DeKalb Association of REALTORS® and

have been awarded this status by the DeKalb Association of REALTORS®

**4. Executive Officer of the DeKalb Association of REALTORS® National Membership.** The Treasurer shall pay the annual national membership of the current year President of the DeKalb Association of REALTORS® upon receipt of the renewal notice.

**5. Local Strategic Partners.** Local strategic partners shall be available to those who are not REALTORS® and are not National Strategic Partners*/*Affiliate Members or Network Sponsors, who complete a Strategic Partner application and pay the appropriate fees for their level of partnership,

**6. National Affiliate Memberships.** National Strategic Partner*/*Affiliate membership shall be available to those who are not REALTORS who complete the National Membership application and pay the annual Membership dues.

(There is a limit on the number of National Strategic Partners/Affiliate members based on the number of REALTOR® members)

*7*. An informal introduction ceremony for new members shall be conducted by the Membership Director or Recruitment and Retention Chair before the start of regular network

industry events. Such ceremonies shall be held at least two (2) times a year.

8. Guests/Prospective members may attend two (2) network meetings annually prior to joining the network. This does not apply to a member's family or special guests as designated by the Governing Board provided, they are not eligible for Women's Council of REALTORS® membership.

**D. Financial Matters**

1. **Financials** No officer or member shall commit the Network's funds without prior approval of the governing board. The President and Treasurer are authorized to sign checks on behalf of Women's Council of REALTOR®S DeKalb. In the absence of the Treasurer, the signatures of both the President and President-Elect are required. All financial information is available for review by the officers of the Governing Board upon request.

**2. Credit*/*Debit Card Use**

The President and President Elect may have the use of a Credit*/*Debit card tied to the Networks bank account. They will be responsible for providing receipts for each charge, and the charges on the cards will be audited by the Treasurer.

**3. Network Audit.** The Treasurer shall review and reconcile financial statements on a monthly basis. A Treasurer's Report shall be presented at all Governing Board meetings and shall include checking/*investment* account balances.

**4. Reserves/Investment Account.** Women's Council of REALTOR®S-DeKalb shall establish a separate Investment account for Strategic Reserves and strive to maintain a minimum amount to fund three (3) months operating expenses.

**5.Corporate Partnerships/Sponsorships.** The Women's Council of REALTOR®S®-DeKalb shall offer corporate strategic partnerships to help offset the network's expenses. The guidelines, benefits, and fees may be changed by a majority vote of the Governing Board. The Governing Board shall maintain a Strategic Partnership Brochure.

**6. Reimbursement Expenses (non-travel).** All requests for reimbursement of actual expenses incurred on behalf of the Network must be approved by the Governing Board and must be accompanied by a detailed receipt(s).

**7. Officer Reimbursement Expenses (travel)** The President is required to attend and represent the DeKalb Network at the Women's Council of REALTORS® National REALTOR® Annual Conference, Georgia Association of REALTORS® Inaugural and Annual Conferences.

The President-Elect is required to attend one of the Women's Council of REALTORS® National conferences and is required to attend the annual Women's Council of REALTORS® Network 360 held in Chicago for all incoming, local, state, and regional leaders.

The Membership Director, Treasurer, First Vice-President, and Program Director are encouraged to attend the Women's Council of REALTORS® National REALTOR® conference in May and at least one other conference depending on budget and personal finances.

**8. Travel Reimbursement Guidelines.** The Network will reimburse travel expenses within the following guidelines: All travel and conference reimbursement on behalf of Women's Council of REALTOR®S DeKalb is subject to budgetary allocation and approval, in advance, each year. The Treasurer shall reimburse actual expenses without additional approval if the Governing Board has previously approved the expenses and the expenditures are within the approved budget. If funds are unavailable, all officers agree to be reimbursed within 30 business days of submitting a travel expense report.

a. Airfare:

Round trip, coach class airfare for State and National Women's Council of REALTORS® Meetings. (State meetings 3 hours and under driving time will not qualify for airfare reimbursement)

b. Mileage: Travel distances to State or National Meetings over 3 hours driving time shall

be reimbursed on IRS mileage rates in effect at the time of the travel.

c. Lodging: Single occupancy accommodations for State or National Women's Council of REALTORS® e*v*ents*/*meetings shall be reimbursed at the Early Bird Rate only.

d. Registration Fees: Actual expenses for entry to Women's Council of REALTORS®

events and registration fees at State or National events/meetings shall be reimbursed at the Early Bird Rate only.

e. Rental Cars: Not reimbursable.

f. Meals: Not reimbursable

g. Taxicab or other Ground Transportation: Taxicab or other ground transportation receipts

will be reimbursed for one Airport to Hotel transfer and one Hotel to Airport transfer per approved trip.

Requests for expense reimbursement shall be submitted on the DeKalb Network Expense Report with receipts attached for airfare, registration fees, and hotel accommodations, within five (5) business days of the end of the conference. The Treasurer is authorized to reimburse expenses submitted within the Network Standing Rule guidelines. Exceptions to the Network expense reimbursement guidelines, outlined above, must be approved by the Governing Board before any reimbursement is issued.

Requests for upfront travel expenses to cover conference registrations, airline tickets, and hotel reservations must be approved by the Governing board and a waiver must be signed by the Officer if the request is granted, stating acknowledgment that all money advanced will be refunded to the network immediately if the officer fails to attend the entire conference for which they have received the advance.

The President and*/*or President-Elect shall provide a summary report of all state or national meetings attended at the following regular governing board meeting.

**E. Memorials.** In the case of the death of a network member, an appropriate memorial, not to exceed $100.00, shall be selected by the Governing Board and presented to the deceased's family. In the case of the death of a network member's spouse, parent or child, an appropriate memorial not to exceed $75.00 shall be selected by the Governing Board and presented to the family.