

Standing Rules for the WOMEN'S COUNCIL OF REALTORS® LA/Beverly Hills

I. Industry & Network Events:

1. Occurrence

- a.) Industry & Network Events must be a minimum of six (6) within the year.
 - a. One (1) Industry Event per quarter
- b.) Notifications of the Industry & Network Events must be conveyed to members in writing no less than 30 days prior to the scheduled event by president's designee.

2. Guest policy

- a.) Speaker(s) shall be eligible for one (1) complimentary meal.
- b.) After a prospective member attends three (3) member Industry & Network Events in a year's time, that prospective member will be approached and advised by Membership Director to join the Network.
- c.) Non-members shall pay at least an additional ten (\$10.00) dollars more than membership pricing, to attend the Women's Council of REALTORS® Industry & Network Events.

3. Electronic devices

- a.) During all meetings all electronic devices are to be silenced or turned off.

4. Sponsors

- a.) A business may sponsor an Industry & Network Events network meeting for the minimum cost of \$250 each, which will entitle each sponsor to one (1) complimentary lunch, a minimum of two-minute (2) presentation time and the opportunity to have marketing materials.

- b.) No marketing materials other than those from the specific sponsoring affiliates for that meeting, the current year's strategic partners and materials of the network will be allowed on the luncheon tables and/or swag bags.
- c.) To have a maximum of two per industry, per event.

5. Strategic partner

- a.) See Appendix A (Strategic Partner Talking Points)

6. Parliamentary procedures

- a.) All network meetings shall be governed in accordance with the *Robert's Rules of Order Newly Revised* edition. This book will also be the guideline authority in all cases not provided clearly in the bylaws or the standing rules.

B. Reservation policy for ticketed events other than the Industry & Network Events

1. Financial obligations

- a.) Reservations for all network meetings and events sponsored by the network shall be considered a financial obligation to be paid by the person making the reservation (if in writing its agreement).
- b.) Billing
 - a. The treasurer shall bill reserved no-shows for network meetings or events and other events within five (5) days of the event. Payment is due within seven (7) days upon receipt of the invoice.
- c.) "A made is a reservation paid" specifically means that when a person makes a reservation but does not attend, they will be billed by the Treasurer for this meeting/luncheon.
- d.) An actual "paid" reservation can be re-assigned to another attendee.

2. Cancellation deadlines

- a.) A cancellation deadline shall be established for each ticketed function of the network and shall be announced in the notice of *that* event.

3. Fee policy

- a.) Members attending a ticketed function shall be charged whether or not the meals and/or refreshments are consumed.
- b.) “No-shows” will be charged for the full amount of the ticketed event, unless notification of cancellation has been received by the announced cancellation deadline for that function.

D. Governing board meetings

1. A minimum of six (6) governing board meetings must be held per year.
2. Governing Boards meetings can be held virtually at the discretion of the President. When meetings are held Virtually, all Governing Board members must be on camera in order to be considered present and to be able to vote. Members prohibited from operating a vehicle during the meeting.
3. ATTENDANCE – All Governing Board Members are expected to attend all Governing Board and Network Meetings whether in person or virtually.
4. VOTING ELIGIBILITY – All six (6) members of the Governing Board are eligible to vote at the Governing Board Meetings.

II. ELECTIONS

A. The annual election meeting shall be held before August 31 and may be held in conjunction with a regular Industry &/or Network Events.

B. Officers consent to serve

1. Line officer nominees shall sign a Consent to Serve form after reading their job description.

2. The term of incoming officers shall be for one calendar year, beginning January 1st through December 31st of the same year.
3. Per Network Operating Model, line officers and chairpersons may serve no more than two (2) consecutive terms in the same *official* capacity.
4. Elections will be held for the positions of President-Elect and Treasurer.

C. Procedures

1. Rules of the day
 - a.) Elections shall be conducted in accordance with the ratified “Rules of the Day” and shall be approved by membership prior to the vote.
2. Eligible voters and counters
 - a.) Eligible voters are active REALTOR® and national affiliate members whose dues have been paid and are in good standing.
 - b.) A minimum of three (3) ballot counters shall be appointed by the president to attend to the voting ballots during the election process if a paper vote is needed for two (2) or more candidates running for the same office.

III. INSTALLATION OF OFFICERS

A. Installation ceremony and meeting dates and location shall be determined by the incoming President. Installation must be completed no later than December 31st of the year elections is held.

B. A. The incoming President and appointed project team for this event shall make arrangements for the installation of the new officers, including choosing the installation officer and mistress or master of ceremonies.

C. Incoming President's pin

1. Pins can be ordered from the Women's Council of REALTORS® web store on line at www.wcr.org; by calling Real Estate Business Services at (888) 750-3343; purchased at a Women's Council of REALTORS® national meetings, or through a local reliable source. Logo used must be in compliance with National Women's Council of REALTORS®.

C. Outgoing President's presentation

1. The incoming president shall obtain, at the expense of the network, a gift, not to exceed two hundred dollars (\$200.00), to be presented to the outgoing president at the installation ceremony. President to be asked to select their gift choice.

D. Finance

1. As finance permits, to include budget, sponsors or individual contributions. It should be sufficient to include expenses of invited guest dignitaries such as board president, executive officers, etc.

IV. DUTIES GOVERNING BOARD

A. Network officers shall abide by the Network Bylaws, the Network Standing Rules and the duties as outlined in the current Network operating model. All Governing Board Members must be an active member in good standing with both the Women's Council of Realtors and California Association of Realtors.

1. President

The President provides leadership and direction for the Network, keeping his/her team focused on the mission of the Council and the Network business plan. He/she also as the local voice for the

Women's Council brand, articulating the value of the network, representing the network with related groups and setting the tone for active member involvement.

- a.) When the president takes office, he or she shall furnish each officer and committee chairman copies of duties outlined in the Network Operating Model as they apply to each office and committee, along with a copy of the Network Bylaws and Standing Rules.
- b.) Upon completion of elections, the president shall organize the year as outlined in "How to Organize Your Year as President" in the Network Operating Model.
- c.) President also must be a member and in good standing with Greater Los Angeles Realtors.

2. President-Elect

The President-Elect supports the President in fulfilling her duties, builds leadership skills and prepares to assume the presidency. Develops and maintains productive relationships with Strategic Partners to ensure satisfaction and support for Network Activities

- a.) The president-Elect shall perform the duties of the president if the president is absent or unable to serve.
- b.) President-Elect also must be a member and in good standing with Greater Los Angeles Realtors.

3. Treasurer

The Treasurer ensures strategies and systems are in place to support the financial health and integrity of the network. Also, ensures proper reporting and network compliance with all state and federal laws and regulations impacting not for profit organizations.

- a.) All monies received by the network shall be deposited into the account of the Women's Council of REALTORS® LA/Beverly Hills Network in a financial institution selected by the governing board.

- b.) Two (2) signatures shall be required on a bank signature card for signing checks. Any check \$500 or more will require both signatures.
- c.) President, President-Elect and Treasurer shall be authorized signers.
- d.) The Treasurer shall be designated to receive the bank statements and reconcile.
- e.) Current month's bank statement and credit card statement to be uploaded to Network cloud (ie: Dropbox) within 30 days of receipt.
- f.) All monies collected by the network, including dues from national members, shall be received by the Treasurer within five (5) working days of receipt and shall be deposited by the Treasurer within three (3) days thereafter.
- g.) Treasurer will be responsible for all funds transfers, and reconciliation.

4. Membership Director

The Membership Director conducts an aggressive outreach strategy to communicate the value of the Network and the Women's Council brand, engaging prospective, new and renewing members, and responsible for New Member Orientation. This position is appointed by the incoming President.

5. Program Director

The Program Director ensures the development and delivery of timely, relevant and business-oriented Network educational and networking events that attract a high level of participation from members and the industry at large. This position is appointed by incoming President.

6. First Vice President (formerly known as Secretary)

- a. This position is appointed by the incoming President
- b. The First Vice President (formerly known as Secretary) shall take minutes at all governing board meetings (refer to

Network Operating Model), to include action items and motions.

7. See Appendix B for additional information on position duties per the Network Operating Model of current year.

B. The officers are President, President-elect, Treasurer and First Vice President (formerly known as Secretary). The Governing Board consists of the Membership Director, and the Events Director, all of which are voting members. A quorum would be three (3), and must include either the President or President-Elect.

1. Vacancies of Governing Board Appointed positions may occur as follows:

a.) Appointed members 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 Governing Board meetings shall be construed as resigning from the position. The President is to notify the volunteer Appointee in writing to verify resignation.

c.) In the event that a volunteer Appointee is deemed by the Governing Board to not be accountable to the Network Model or assigned roles: the President and one other Board member is to schedule one or more meetings with the Appointee to review Network Model and specific accountabilities and subsequent progress. The Governing Board may ask for the Appointee's resignation in writing. If the Appointee does not respond within 72 hours, the Member will be deemed to have resigned. If the Appointee disagrees with the request, then the Governing Board may call a special session at least 48 hours' notice or take the matter up during the next scheduled Governing Board Meeting.

C. Project Team Leaders or additional Directors appointed.

1. All outgoing Project Team Leaders and/or Directors shall, by November 15th, provide to the president a written report detailing the Project Team's accomplishments, and pass on the materials to the incoming Project Team Leader and/or Director.

2. The incoming Project Team Leader and Directors shall recommend to the incoming president possible and eligible members to serve on their Project Team Leader and Directors.

D. Parliamentarian

1. A parliamentarian and an alternate parliamentarian shall be appointed by the president and they shall attend all governing board meetings. If no parliamentarian is appointed, the Secretary shall also act as parliamentarian.

E. Strategic planning

1. The incoming president shall plan a strategic planning session to be held after state Fall meetings, at time and place that network budget constraints will allow. Session shall be completed by December 31st of current year.
2. At minimum, attendees shall include incoming line officers and Project Team Leader.

V. MEMBERSHIP

A. New members

1. Processing national applications
 - a.) New member applications for national membership and dues checks shall be collected by the Membership Director and/or Treasurer. Applications and checks collected by the Membership Director and or Treasurer shall be forwarded immediately to the National Women's Council of REALTORS® office. An image of the new member's check and a copy of the membership application shall be retained for record keeping purposes.

- b.) New member applications for national affiliate membership and dues checks shall be collected by the membership director who shall forward them immediately to the National Women's Council of REALTORS®.
- c.) If a new member pays via credit card on the National Women's Council of REALTORS® website, Membership Director to obtain a copy of the New Members records.

B. Guest follow-up

- 1. The Project Team Leader and/or Director delegates shall collect business cards at each Industry &/or Network Events and give to the membership chair for follow up. Follow up can be by email, phone call, or note.

C. New member orientations

- a.) There shall be a minimum of (3) three per year:
 - a. New member orientations must have agendas showing that they covered the Women's Council of REALTORS® Mission Statement, Vision and Long-Term Goals, the value of getting involved in Women's Council of REALTORS® and the member benefits.

VI. FINANCIAL MATTERS

A. Financial audit

- 1. The treasurer's books shall be audited quarterly by an audit committee within five (5) days from the end of the quarter.
- 2. The final budget report shall be in writing by the audit committee at the second networking governing meeting of the following year.

3. Bank card signatures to be completed by January 31st of new leadership team's year.
4. Current month's credit card statement and bank statement to be uploaded to the Network cloud, (ie: Dropbox), within 30 days of receipt by Treasurer. President, Audit Chair and Treasurer to review prior to presentation of Treasurer's report to Governing Board for approval.

B. Reimbursements

1. Expenses

- a.) Expense receipts must be presented to the treasurer within thirty (30) days of the event for which the expense incurred. Expenses must be approved PRIOR to expenditure by the President and Treasurer if under \$1,000.00 and anything over must be approved by governing board at the next scheduled governing board meeting. No reimbursements will be paid until trip has been completed, except air travel, that is booked twenty-one (21) days prior to trip. Network credit card can be used for national meetings and/or events or state meeting if it is budgeted for and the budget was approved by the governing board approval.
- b.) The registration fee for attending board members can be paid prior to the meetings if budget allows and upon the discretion of the President, President-Elect and Treasurer.

2. State and National Meetings

- a.) If not budgeted, Governing board members have priority in receiving reimbursement in the following order: President, President-elect, Membership Director, Program Director Treasurer, First Vice President (formerly known as Secretary) and expanded Leadership Members.
- b.) If more than one member is attending, double occupancy for the hotel room is required. If a member wishes to have a private room,

only one-half reimbursement will be paid. If member chooses to extend for C.A.R. meetings or travel earlier for PMN classes or any other reason, the room rate is their full responsibility for the extra days. Any/all costs incurred due to the extended stay are at the full responsibility of the member, including, but not limited to travel, lodging, per diem, registrations, and ground travel.

- c.) Substitutions from the Governing Board will be made on a case by-case basis, as budget allows.
- d.) Full participation until the end of all scheduled events/ meetings is required to be eligible for reimbursement.
- e.) Reimbursement for such meetings will include registration, transportation, lodging, special events, and some meals as itemized below:

State Meetings

- The Current Year's President, President-Elect, and Membership Director are the traveling members for the Winter, Spring and Fall State Meetings. IF any of these positions cannot travel, the next position in line to travel would be the Program Director, Treasurer, and then the First Vice President (formerly known as Secretary).
- If the Program Director, Treasurer, First Vice President (formerly known as Secretary) choose to travel to the State Meetings at their own expense, the Network will reimburse for the registration fee and if budget allows, will reimburse transportation, lodging and meals.
- Registration: to be paid by Network credit card prior to meetings, and before the date that the late fee applies.
- Reimbursement: If the Governing board member chooses to drive vs fly, the maximum reimbursement will be equal to the highest airfare reimbursement (booked at least 21 days advance)

plus uber/taxis transportation to and from airport - UNLESS there was more than one Governing Board Member and/or Member in the vehicle. If more than one member in the vehicle, the mileage reimbursement will be calculated by actual miles from GB's home to hotel (round trip) multiply by the current standard mileage rate for members to the meetings. If Member uses own vehicle during the meetings, member will need to track mileage separately and submit under Uber/Taxis expense for full reimbursement (miles multiply by the current standard mileage rate).

- Lodging: reimbursed 100% (Note: double occupancy” required above). If member is attending, double occupancy for the hotel room is required. If a member wishes to have a private room, only one-half reimbursement will be paid. If member chooses to extend for N.A.R. meetings or travel earlier for PMN classes or any other reason, the room rate is their full responsibility for the extra days. Any/all costs incurred due to the extended stay are at the full responsibility of the member, including, but not limited to travel, lodging, per diem, registrations, and ground travel. All personal incidentals to be paid by traveling member.
- Deviation from any of these expenses must be approved by the governing board prior to expenditure.
- The per diem rate is set annually by the IRS. The President and Treasurer should refer to <https://www.federalpay.org/perdiem> in order to obtain the current Per Diem rate for State and City. Per diem is to be used for parking, food, any incidentals and NO receipts are required to be

submitted in. (example for Spring Meeting held in Sacramento in 2022 the per diem rate was \$69.00 per day

<https://www.federalpay.org/perdiem/2022/california> and for the Midyear meeting in DC 2022 the per diem rate was \$79.00 per day

<https://www.federalpay.org/perdiem/2022/districtofcolumbia>) Per Diem rate will be paid for each of the meetings, including the travel day before the start of the meetings/events LESS any meals, parking and incidentals paid directly by the Network's credit card. The per diem rate will be sent out to the Governing Board members who have RSVP/confirmed with the President of their intention of attending the State Meetings.

- Cost of shuttle transfer, uber/taxis to be reimbursed on expense report after trip.

- Mileage to be reimbursed at Current Standard Mileage rate for members to local State meetings.

National Meetings

- The Current Year's President and President-Elect to travel to the Spring and Fall State Meetings if budget allows for both to attend, if not just the Current Year's President will travel. IF neither of these positions can travel, the next position in line to travel would be the Membership Director, then the Program Director.
- If the Membership Director and/or Program Director choose to travel to the National Meetings at their own expense, the Network will reimburse for the registration fee or if budget allows it, will reimburse all allowed expenses.

- Registration: to be paid with Network credit card prior to meetings, and before the date the late fees applies.
- Reimbursement: If the Governing board member chooses to drive vs fly, the maximum reimbursement will be equal to the highest airfare reimbursement (booked at least 21 days advance) plus uber/taxis transportation to and from airport - UNLESS there was more than one Governing Board Member and/or Member in the vehicle. If more than one member in the vehicle, the mileage reimbursement will be calculated by actual miles from GB's home to hotel (round trip) multiply by the current standard mileage rate for members to the meetings. If Member uses own vehicle during the meetings, member will need to track mileage separately and submit under Uber/Taxis expense for full reimbursement (miles multiply by the current standard mileage rate).
- Lodging: reimbursed 100% (Note double occupancy requirement above). All personal incidentals to be paid by traveling member.
- The per diem rate is set annually by the IRS. The President and Treasurer should refer to <https://www.federalpay.org/perdiem> in order to obtain the current Per Diem rate for State and City. Per diem is to be used for parking, food, any incidentals and NO receipts are required to be submitted in. (example for Spring Meeting held in Sacramento in 2022 the per diem rate was \$69.00 per day <https://www.federalpay.org/perdiem/2022/california> and for the Midyear meeting in DC 2022 the per diem rate was \$79.00 per day <https://www.federalpay.org/perdiem/2022/districto>

fcolumbia) Per Diem rate will be paid for each of the meetings, including the travel day before the start of the meetings/events LESS any meals, parking and incidentals paid directly by the Network's credit card. The per diem rate will be sent out to the Governing Board members who have RSVP/confirmed with the President of their intention of attending the State Meetings.

- Cost of shuttle transfer to be reimbursed on expense report afterward.
- Deviations from any of these expenses ~~rates~~ must be approved by the governing board.
- Mileage to be reimbursed at Current Standard Mileage rate for members to local National meetings.

f) When a member of the network is elected to a State or National Women's Council of REALTORS® Office, expenses over and above those reimbursed by either state or national may be submitted to the local network for reimbursement, and approved by the Governing Board, if the budget allows, with 30-day prior approval by governing board.

g) Exceptions to any of the above must be approved by the governing board.

VII. Awards

Recipients of the Network's "Member of the Year" and "Entrepreneur of the Year" awards are required to be a National REALTOR® member to qualify. "Affiliate of the Year" can be a National Member of a Strategic Partner to qualify for the award.

Revision approved by Governing Board 05/13/2022