

# STANDING RULES FOR THE WOMEN'S COUNCIL OF REALTORS MIDDLE TENNESSEE NETWORK

## Meetings

### Chapter Meetings

The Installation meeting shall be held in December.

### Governing Board Meetings

Governing Board Meetings shall be held at times and places that are designated by the President.

#### Unexcused Absences

Any member of the Governing Board with two or more unexcused absences shall be construed as having resigned from the Board.

#### Reinstatement

Such member whose seat was vacated in this manner may apply for reinstatement which shall require a majority vote of the Governing Board.

## Installation of Officers

#### Arrangements

The outgoing President shall make arrangements for the installation of officers.

#### Selection of Officers

The incoming President shall select the installing officer

#### Appreciation gift for outgoing President

The President-Elect is responsible for obtaining an appreciation gift for the President, at the expense of the chapter for presentation of installation. The appreciation gift shall not exceed \$100.00

#### State Women's Council of REALTOR'S Officers

The President may invite the State President or Governor as a guest or guest speaker to attend a local function. At all times, any meals shall be at network expense.

## **Financial Matters**

### **Budget**

Middle Tennessee Network shall operate under a budget approved by the governing board.

### **Audit**

Prior to the first network meeting of the year, the Treasurer's books shall be audited. The auditors shall report on the completed audit at the first network meeting of the year. (Article 10 Section 2)

### **Tax Exempt Status**

Refer to IRS ruling information

### **Separate Accounting**

The network shall separate accounting of all proceeds received from fund raising

### **Leadership Development**

The following functions will be attended by network officers.  
Reimbursement by the network to be included in the approved budget for the year.

**President:** The President shall attend two national meetings in May and November, one State Convention, one Regional Conference and one state Orientation in the Fall, and report to the network.  
Reimbursement shall not exceed the amount approved by the board for the current fiscal year.

**President-Elect:** The President-Elect shall attend the annual convention in November, Regional Conference, one State Convention, WCR Leadership Training in Chicago in August, and one State Orientation in the Fall. Reimbursement shall not exceed the amount approved by the board for the current fiscal year.

**Secretary:** The Secretary shall attend one State Convention, one Regional Conference, and one State Orientation in the Fall.  
Reimbursement shall not exceed the amount approved by the board for the current fiscal year.

**Treasurer:** The Treasurer shall attend one State Convention, one Regional Conference, and one State Orientation in the Fall.  
Reimbursement shall not exceed the amount approved for the current

fiscal year.

**Membership Chair:** The Membership Chair shall attend one State Convention, one Regional Conference, and one State Orientation in the Fall. Reimbursement shall not exceed the amount approved for the current fiscal year.

**Program Director:** The Program Director shall attend one State Convention, one Regional Conference, and one State Orientation in the Fall. Reimbursement shall not exceed the amount approved for the current fiscal year.

Reimbursement must be verified with receipts. If an officer is unable to attend any of the scheduled meetings, the President may appoint a substitute. Reimbursements are weighted according to the location of the conferences and conventions. The allocation will be addressed in the annual budget. Expenses are to be paid after the event with verified receipts. Responsibilities for receiving reimbursements are to attend all meetings, functions, etc., and an obligation to report to the membership and file a written report. Receipts must be submitted to the Treasurer no later than 30 days after the event to qualify for reimbursement. The Treasurer will reimburse the attendee within 15 days of approved submission of receipts.

#### **Debit Card Policy**

One debit card is allowed. The card is to be issued to the Treasurer. The card's use is approved only for booking travel and hotels.

#### **Network Courtesy Policy**

##### **Memorials**

In the event of a network member's passing, an appropriate memorial, not to exceed \$\_\_100.00\_\_ shall be selected. In the case of the death of a network member's spouse, parent or child, a sympathy card will be sent.

##### **Get Well Remembrance**

A card shall be sent to a member who is ill or hospitalized.

#### **VIP Policies**

The Association President shall be invited as a guest to at least one chapter meeting per year.

## **Awards and Recognition**

### **Member of the Year**

The chairman is the award recipient from the previous year. The presentation will be made at the January meeting of the following year. Selections for nominations for Middle Tennessee Network of Women's Council "member of the year" shall be made by the Network's governing board.

## **Guest Policy**

### **Speaker**

Guest speakers are to receive a complimentary meal at the network's expense. This courtesy includes any local members who are invited to speak at a local meeting.

### **Non-Members**

Qualified prospective members may be brought to regular network meetings as guests for a maximum of two visits before being required to join. This does not apply to a member's family or special guest if they are not eligible for Women's Council of REALTOR'S membership.

## **Reservation Obligations**

### **Financial Obligations**

Reservations for all network meetings and events sponsored by the network shall be a financial obligation to be paid by the member.

### **Cancellation Deadline**

A cancellation deadline shall be established for each ticketed function of the network and shall be announced in the notice for that function.

### **Billing**

Billing for non-cancelled ticketed functions shall be made within 5 days of the event.

#### Fee Policy

Members attending a ticketed function shall be charged for their meal and or refreshments regardless if they eat or not.

#### No Reservation

If members wish to attend a ticketed function without a reservation, they shall be accommodated on a first come first served basis pending availability.