

The Women's Council of REALTORS® Colorado shall be referred to as "Network" in this document.

I. Definitions

- A. Governing Board, per Article IV Section 1 of the Colorado State Network Bylaws
 - 1. The Governing Board shall consist of the State Officers, all current Local Network Presidents, most recent past State Network President able to serve, Leadership Identification and Development Chair, Nominating Committee Chair, Strategic Planning Committee Chair, Past Presidents' Advisory Committee Chair, (and District Vice Presidents, if applicable).
- B. Leadership Team
 - 1. The Leadership Team shall consist of the State Officers: President, President-Elect, First Vice President, Treasurer, and State Liaison.
- C. Ex Officio and Non-Voting Members
 - 1. Any National Liaison or National Executive Committee member residing in the state.
- D. Voting Members (Bylaws changes)
 - 1. All local network REALTOR® members and National Affiliates.

II. Meetings and Events

- A. Leadership Team and Governing Board Meetings
 - 1. The State President-Elect will determine time and location of all Governing Board and Leadership Team meetings for the upcoming year, to be published and notice provided to the Governing Board and/or Leadership Team.
 - 2. Governing Board Meetings shall be held a minimum of two times per year, preferably four times per year. The State President may call Special Governing Board Meetings if deemed necessary. *Quorum*: 30% of the REALTOR® members on the Governing Board, must meet at least twice a year.
 - 3. The Leadership Team shall hold a minimum of six meetings per year or more frequently as needed. The State President may call Special Leadership Team Meetings if deemed necessary.
 - 4. Any member of the Governing Board or Leadership Team with two or more unexcused and/or uncommunicated absences may be construed as having resigned from the Governing Board or Leadership Team.
 - 5. Handling Motions and Debate
 - a) See Appendix A, a copy of *Robert's Rules*
- B. Colorado State Network General Membership Meetings shall be held no less than one time per year, per Article V Section 1 of the Colorado State Network Bylaws.
- C. Annual orientation for state and local leaders (can be done in conjunction with the leadership development/ training program below).

- D. Annual leadership development/training program
- E. Meeting to facilitate networking between local network leaders
- III. Duties & Obligations of the Leadership Team
 - A. President
 1. Automatically assumes position from President-Elect
 2. Oversight: Communication, Industry Relations, Past President Advisory Committee
 3. Oversees State Network operations, ensuring the development and achievement of goals and priorities, and compliance with State Network operating standards
 4. Encourages and inspires member involvement, and ensures a structure is in place to engage volunteers in meaningful work and to support accomplishment of the State Network purpose and goals
 5. Oversees communication with members and strategic partners
 6. Acts as Network spokesperson with related industry and community groups
 7. Builds and maintains a positive relationship with the State Association of REALTORS®
 8. Presides at State Network Governing Board meetings and all meetings of the membership
 9. Ensures focus on State Network strategic plan to direct network action and use of resources
 10. Works with the Governing Board to evaluate network progress and performance
 11. Is a member of the National Liaison's Team in the Region, along with the State Liaison
 12. Mentors, trains, supports and provides leadership opportunities for the President-elect and ensures a smooth transition in leadership
 13. Cultivates development of future leaders for the State Network
 14. Ensures compliance with all National Council reporting requirements
 15. Represents the State Network at National meetings
 16. Member of the National Governing Board
 - B. President-elect
 1. Elected position
 2. Oversight: Leadership Identification and Development; Leadership Development Initiatives; Strategic Planning
 3. Acts as officer liaison for Leadership Development Initiatives (such as leadership training events) and a non-voting member of the Leadership Identification and Development Committee
 4. Hosts a State Orientation for Local and State network leaders
 5. Prepares to assume the role of President, ensuring a smooth transition with the President
 6. In the absence of the President, presides at meetings and performs the necessary duties of the President
 7. Attends National Women's Council Network 360 as part of preparing for the presidency

8. Conducts a planning retreat prior to taking on the presidency to develop the State Network Strategic Plan
9. Assists the President in tracking State Network progress and performance, identifies areas for continued improvement and considers related goals for inclusion in the State
10. Network Strategic Plan in the coming year
11. Appoints the State Liaison (ratified by the Governing Board) before the election

C. First Vice President

1. Elected position
2. Oversight: Network Development; Elections Process; Bylaws
3. Maintains State Network Bylaws and oversees updates as necessary
4. Ensures accurate minutes are taken at State Network meetings
5. Maintains and safeguards all official records of the State Network
6. Submits the names of newly elected Leadership Team to National, along with any changes during the year

D. Treasurer

1. Elected position
2. Oversight: chairs Budget and Finance Committee; Strategic Partner Development
3. Chairs the Budget and Finance Committee
4. Prepares the annual network budget in conjunction with the Leadership Team for Governing Board presentation and approval
5. Maintains the State Network books and prepares and presents financial statements to the Governing Board
6. Works with the CPA and/or bookkeeper to ensure proper accounting controls and systems are in place
7. Ensures that State Network taxes, both state and federal, are filed promptly

E. State Liaison

1. Position appointed by the incoming President and ratified by the Governing Board *before the election*; one year term, but can serve up to two consecutive terms (*note: if no State Network - Levels 3 and 4 above - the National Liaison will appoint the State Liaison with ratification by the National Leadership Team*)
2. Reports to the National Liaison for the Region
Oversight: Local Network Support and Local Network Compliance
**NOTE: regardless of the size of the State Network, there will be only ONE (1) State Liaison.*
3. Oversees Local Network compliance, including development of an annual plan and budget, and provides support where needed
 - a) Acts as the first contact to resolve local operating issues or conflicts
 - b) Coaches Local Network leaders to improve network performance
 - c) Is a member of the Leadership Identification and Development Committee

- d) Is a member of the National Liaison's team (along with the President)
 - e) Facilitates two-way communication between National and the Local Networks and Members-at-Large in the state
 - f) Is a member of the State Network Leadership Team
 - g) Member of the National Governing Board
 - h) Attends National Women's Council Network 360
 - i) Identifies potential new Local Networks and follows procedures to initiate (reporting to First Vice President)
 - j) Supports District Vice Presidents
 - F. Leadership Team members shall abide by the Colorado State Network Bylaws, the Network's Standing Rules, and the duties as outlined in the 2022 Network Guidebook and Glossary.
 - G. The President, President-Elect and State Liaison are expected to attend National Women's Council of REALTORS® and State Colorado Association of REALTORS® meetings, as allowed by the State Budget. Other Leadership Team members may attend if the State Budget allows.
 - H. All Governing Board members and Nominating Committee members must sign and submit the State Network Confidentiality Agreement prior to the first Leadership Team and/or Governing Board meeting of the year.
- IV. Election Process and Candidate Review Committee
- A. Candidate Review Committee Composition:
 - 1. Chair: Most Immediate Past President able and willing to serve
 - 2. State Liaison
 - 3. Leadership Identification and Development Chair
 - 4. One member (and one alternate) elected by the Governing Board
 - 5. Two members (and two alternates) elected by the membership
 - B. Candidate Review Committee Requirements:
 - 1. No more than two members of the Candidate Review Committee can be from the same local network
 - 2. No more than 50% of the Candidate Review Committee can be past presidents of the State Network
 - 3. Candidate Review Committee members must sign a Confidentiality Agreement
 - 4. Eligible members running for office are not eligible to serve on the Candidate Review Committee.
 - C. The Annual Election Meeting.
 - 1. It may be held in conjunction with the Colorado Association of REALTORS® Spring Summit.
 - 2. It is recommended that elections be held at a Statewide Membership Meeting and must be held no later than September 30th.
 - 3. The State Liaison appointment must be made by June 1st or before State Network elections, whichever comes first.
- V. Network Financials
- A. Annual Budget shall be prepared by the incoming President with the assistance of the current & incoming Treasurers. It shall be understood that any Annual Budget

developed by the Network represents a proposal for earning and spending funds. Such budgets shall be interpreted as a guide, not a guarantee, and are subject to the actual monies collected by the Network in the given calendar year.

1. Budget must be approved by the incoming Governing Board no later than November 30th.
2. A minimum of \$2,500 shall be carried over to launch the succeeding year.
3. Line items may be added at the discretion of the Governing Board.

B. Taxes

1. Taxes must be filed before the IRS filing deadline by the Treasurer working in conjunction with the Network's appointed bookkeeper and/or CPA.

C. Banking

1. The President, President-Elect and Treasurer shall be signatories for the Network bank account. The President and/or President-Elect and Treasurer's signatures shall be required on all checks.
2. Any money in the checking account over \$10,000 shall be transferred to a savings account, if earned interest and/or dividends is deemed a better percentage.
3. The President and the Treasurer shall each be issued a debit card with a limit not to exceed \$200 per expenditure without Leadership Team approval.
 - a) Approval can be done via email so long as a quorum responds in favor.
4. The debit card shall be used exclusively for conference registrations, travel, recurring bills and/or budget line items unless prior approval by the Leadership Team. The President and Treasurer must print all receipts, write detailed information as needed on each receipt and the Treasurer maintains all receipts electronically for seven years on a secured cloud server. The Treasurer shall reconcile all receipts with all debit card expenses from the bank account. If there are any irreconcilable differences, the President or Treasurer shall reimburse the Network for the unreconciled amount depending upon who made the debit card purchase.
 - a) The debit card will not be used for per diem purchases during travel. Per diem expenses will be paid for by the traveling member and reimbursed using the Network's Reimbursement Procedure.

D. Reimbursement Procedure

1. See Appendix E, a copy of the most recent edition of the *Network's Reimbursement Form*
2. The following activities will be reimbursed, subject to the approved Annual Budget, and subject to funds availability: travel for President, President-Elect and/or State Liaison to applicable National Women's Council conferences; Colorado Association of REALTORS® Meetings; and any approved travel outside of their local network if funds are available, but not to exceed the amount approved in the current year's Annual Budget. Other State Officers may have their travel funded by the Network if the budget allows. If no state officers are able to attend, the

Leadership Team may select and approve reimbursement for another member to attend.

3. Reimbursement requests shall be submitted to State Treasurer, along with a brief report, within 15 days of travel. No reimbursements will be authorized for requests received by the Treasurer later than 30 days from return date of travel. Officers/members approved for travel may receive 100% of the dollar amount approved upon submittal of airfare and registration receipts to the Treasurer with pre-approval by the Leadership Team. Any funds advanced shall be returned to the Network should the officer/member not travel to the meeting.
 4. If the officer or member represents another organization for the same function, said officer/member cannot be reimbursed by both organizations for the same expense. For instance, if an officer of the Colorado State Women's Council is also a Local Association Board member or Women's Council Local Network Officer whose travel/lodging/meal expenses are paid by the Local Network or Local Association, then no reimbursement for such expenses shall be made by the Colorado State Network. If an officer/member is partially funded by another organization, then reimbursement shall be less the amount funded by the other organization.
- E. No Network money shall be used for alcohol purchases.

VI. Mandatory Committees & Project Teams

- A. Per the State Operating Model, mandatory committees are Budget and Finance, Nominating, Leadership Identification and Development, Past Presidents Advisory, and Strategic Planning.
- B. Project Teams may be formed as needed. Examples include, but are not limited to, Justice, Equity, Diversity & Inclusion (JEDI); Technology/Social Media; State Association of REALTORS® Relations; Strategic Partner Development; Orientation; Leadership Development/Training Events; Conference/State Meeting Coordination; Event/Networking Planning; Industry Relations; Ways and Means.
- C. Committee Chairs shall provide evaluation forms at any meetings and/or events for the purpose of evaluating a speaker, presenter, or event. All outgoing Committee Chairs shall make a written report on the Committee's accomplishments at year-end and pass on all Committee materials to the incoming Chairs. The incoming Committee Chairs shall recommend to the incoming President for consideration the names of possible members to serve on that Committee.
 1. Written reports must be completed and submitted to the Governing Board by January 31st. Reports must be uploaded to the Network's google drive for record keeping.
- D. Eligibility
 1. All voting members and State Strategic Partner representatives are eligible to serve on State Committees and Project Teams.

VII. Strategic Partners

- A. *See Appendix F, a copy of the most recent edition of the Network's Strategic Partnership Level & Benefits Form*

- B. Only one company per industry can be a Pinnacle Strategic Partner.
 - C. Strategic Partner renewal season is each January. Renewal invoices will be sent out on December 1st, with a payment deadline of January 31st. No extensions will be provided.
 - 1. First right of refusal must be received by December 15th for Pinnacle Strategic Partners. If not received by December 15th, the Network will actively solicit a replacement for the vacated partnership.
 - D. Strategic Partnership levels, costs, and benefits will be reviewed annually by the incoming President with the assistance of the current & incoming Treasurers.
- VIII. Complimentary Membership
- A. Each year the current President of the Colorado Association of REALTORS® shall be honored with a full Women's Council of REALTORS® membership, either at-large or to the local network of their choice, for their year of Presidency.
- IX. Travel Policy
- A. See Appendix G, a copy of the most recent edition of the *Network's Travel Policy*.
 - B. Travel funds will only be allocated for Women's Council of REALTORS® National and State meetings, conferences, training, and other events.
 - C. The State Network shall fund travel for President, President-Elect and State Liaison, in that order, as funds are available. Other state officers may have their travel funded by the Network if the budget allows. If no state officers are able to attend, the Leadership Team may select and approve reimbursement for another member to attend.
 - D. The National Women's Council of REALTORS® invites the President-Elect and State Liaison to attend Network 360 each year.
 - 1. Priority for Network 360 is President-Elect then State Liaison.
 - E. When funds are available and based on Network's financials each year, the Network will use the debit card to pay for the following expenses:
 - 1. Airline tickets
 - 2. Conference registrations
 - 3. Hotel reservations
 - 4. Meals when more than 2 Leadership Team members are present. Meals for non-Leadership Team members will not be covered.
 - 5. Transportation to & from the airport to host hotel via taxi, uber, lyft or any paid transportation (amend/adjust verbiage)
 - F. The Network will provide a \$100 per diem for meals & non-alcoholic beverages, for a maximum of 3 days.
- X. Scholarship Fund
- A. See appendix H, a copy of the most recent edition of the *Network's Scholarship Policy*.
 - B. At the Governing Board's discretion and per the approved Annual Budget, money may be set aside for a Scholarship Fund.
 - C. The Scholarship will be awarded to a member currently in good standing and based on merit. It will be used to attend National and/or State Women's Council of REALTORS® conferences and/or training.
- XI. Network Operations, Support, and Misc.
- A. By February 15th of each year, the following service providers will be identified

and recorded in the next Leadership Team meeting minutes:

1. Network accounts and banking
 2. Social media management
 3. Bookkeeping services
 4. CPA services
- B. Current President and Treasurer are responsible for renewing Network insurance each year prior to policy expiration.
- C. If the current President is not able to attend a meeting where a vote is made on behalf of the state network, the president shall delegate the Network's vote as follows: 1) President-Elect or 2) State Liaison. The President is responsible for completing and submitting all necessary paperwork by all applicable deadlines.
- D. State network mailing address will be the Colorado Association of REALTORS® main office:

Women's Council of Realtors Colorado
c/o Colorado Association of Realtors
308 Inverness Way S, Englewood, CO 80112

Addendums

- A. Robert's Rules
- B. Women's Council of REALTORS® State Network Operating Model & State Leader Job Descriptions
- C. Women's Council of REALTORS® State Network Operating Model
- D. Election Process and Installation of Officers
- E. Network's Reimbursement Form
- F. Network's Strategic Partnership Level & Benefits Form
- G. Network's Travel Policy
- H. Network's Scholarship Policy