



Standing Rules for

Women's Council of REALTORS® Cobb

I. Meetings

A. Network Meetings

Regular network Industry meetings shall be held on the first Monday of each month at the Cobb Association of REALTORS at 444 Manget St. SE suite 100 Marietta, Georgia 30060 with the exception of July unless otherwise notified. The date, time and place of the governing network industry event 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 per year.

1. Annual Election Meeting

The annual election meeting shall be held by July 15th in conjunction with the regular network meeting. The nominating project team shall have a slate of officers prepared to report to National no later than September 30th.

2. Installation Meeting

The installation meeting shall be held in December in conjunction with the regular network meeting.

B. Governing Board Meetings

Governing Board meetings shall be held a week before our Industry event on the first Monday of each month at 11:00 a.m. at Cobb Association of REALTORS located at 444 Manget Street Southeast Marietta, Ga 30060. 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.

1. Absences

Any appointed member of the Governing Board with three absences shall be construed as having resigned from the Governing Board.

2. Reinstatement

Such members whose seat was vacated in this manner may apply for reinstatement within 30 days. This must be a written letter of appeal and shall require a majority vote of the Governing Board. Should another absence occur after reinstatement, this member is automatically removed from the Governing Board.

C. Industry Events Fees and Billing

All network officers and members shall be charged equally for network industry events. Non-members, guest speakers and certain Network Sponsors & Strategic Partners, as outlined in our Network Sponsor and Strategic Partner guidelines, will receive a complimentary meal and/or admission at designated network industry events & functions. The usual and customary charges for network industry events are:

\$25.00	Member
\$35.00	Future Members
\$40.00	Paying at the door

A member, guest, or non-member who 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 shall 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 strategic partner or vendor for brokering a business relationship between Women's Council of REALTORS®-Cobb and the strategic partners/vendor, for coordinating a business arrangement/deal/contract between Women 's Council of REALTORS®-Cobb and the Strategic Partner/vendor while serving on the Governing Board of Women's Council of REALTORS®-Cobb. 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.

II. Elections

A. Consent to Serve

Officer nominees shall sign a consent-to-serve form after reading the job descriptions.

B. Procedures

1. Rules of the Day

a. Election of officers shall be via voice or written ballot if there are two or more nominees for an office. Each active and National Strategic Partner members may cast one vote. Election shall be by majority vote. When there are more than two nominees for any office and there is no majority on the first ballot, the top two nominees will run off against each other and all other nominees eliminated

b. Voting by proxy shall not be permitted.

III. Installation of Officers

A. Arrangements

The outgoing President, along with the President's project team, shall make arrangements for the installation of officers.

B. Selection of Installing Officers

The incoming President shall select the Installing Officer.

C. Name badge of Incoming President

The outgoing President shall have the duty of obtaining the incoming President's name badge at the expense of the network in sufficient time for presentation at the Installation Ceremony. Order badges from the WCR web store online at www.wcr.org.

D. Plaque for Outgoing President

The Awards and Recognition Project Director shall obtain at the expense of the network a plaque and gift to be presented to the outgoing President at the Installation Ceremony. The outgoing President's gift shall not exceed \$50.00. Any gifts given by the outgoing President to the Governing Board Members or Membership will be at the President's expense.

E. Finance

The budget for the Installation Ceremony shall be sufficient to include the expenses of invited guest dignitaries (such as Board President, Executive Officer, State Officer, or Project Director).

IV. Duties

A. Officers

Network Officers shall abide by the Women's Council of Realtors Bylaws, the network's Standing Rules, the duties is outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL and the additional duties for Officers and Program Directors as determined by the current network President.

1. President's Responsibilities

When the President takes office, the President shall furnish each Officer and Project Director copies of duties as outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL as they apply to each office and project team along with the Network Bylaws and Standing Rules.

As soon as elected, the President shall organize the year as outlined in "How to Organize Your Year as President" in the LEADERSHIP POLICY AND PROCEDURE MANUAL. The President shall complete these:

- 1) Network Officers Report by December 1st
- 2) Local network Information for Women's Council of Realtors Governors Form by February 1st

2. President Elect's Responsibilities

President Elect shall work with the Education and Project Director.

3. Membership Director Responsibilities

Oversees all membership activity. The Membership Director shall collect new member applications and dues checks and forward immediately to the National Women's Council of Realtors Office. The network shall retain a photocopy of all affiliate dues checks.

4. First Vice President's Responsibilities

Shall take minutes at all meetings. (See LEADERSHIP POLICY AND PROCEDURE MANUAL). All minutes shall be verified by the President and signed by the First Vice President before they are disseminated according to network custom.

The First Vice President will also provide National with a copy of the incoming Officers for the following year after the annual election but no later than November 1st.

5. Treasurer's Responsibilities

All monies received by the network shall be deposited in the account of Cobb Network of WCR in a financial institution selected by the Governing Board. The President and Treasurer's signature shall be on the account. One signature shall be required on all checks; the signature shall be the Treasurer's or the President's. All monies (with the exception of the dues from National Members) collected by the network shall be turned over to the Treasurer within **ten** days of receipt and shall be deposited by the Treasurer within Five working days thereafter. All Fundraising monies shall be collected by the Fundraising Chairperson and then turned over to the Treasurer with appropriate descriptions. The Treasurer shall collect all monies from Sponsors.

B. Project Directors

All outgoing Project Directors shall make a written report on the project teams accomplishments at year's end and pass on project team materials to the incoming Project Directors. The incoming Project Director shall recommend to the incoming President possible members to serve on their project teams who that President may consider appointing.

C. Parliamentarian

The Bylaws Director shall serve as Parliamentarian at all meetings. If Bylaws Director is unable to attend, the President shall appoint a Parliamentarian for that meeting.

D. Orientation

All incoming officers and Project Directors are to attend the Georgia State Women's Council of Realtors Orientation held every year in October in Atlanta or Virtual. Carpooling is encouraged.

V. Membership

A. New Members

1. Processing Applications

The Membership Director, who shall forward all applications immediately to the National WCR office, shall collect new member applications and dues checks.

2. Welcome

The Membership Director, on behalf of the network President, shall send cards or letters of welcome to each new member.

New members shall be welcomed, introduced individually and presented with the Women's Council of Realtor member pin at network meetings by the Membership Director.

B. Guest Follow-Up

1. Speakers are to receive a complimentary meal and a token gift of appreciation (not to exceed \$20.00) for their contribution to the network. The Governing Board shall approve by majority vote any funds over \$20.00 for a speaker's gift.
2. Qualified prospective members may be brought to regular network meetings and pay at the designated member price one time before joining. For subsequent meetings, prospective members will pay as a future member. The Treasurer or the member checking in attendees at the monthly meetings shall keep a list each year. This does not apply to a member's family or special guests provided they are not eligible for Women's Council of Realtors membership.
3. Only National Members and Strategic Partner Members shall be invited to membership socials.
4. Any event with invitees other than National members or Strategic Partner members shall be considered a membership drive.

C. Complimentary Dues

The Treasurer shall pay the annual National membership dues for the Chief Executive Officer and the President of the Cobb Association of Realtors upon receipt of the renewal notice.

D. Reservation Obligations

1. Reservations for all network meetings and events sponsored by the network shall be a financial obligation to be paid by the member.
2. The reservation cancellation deadline for each general meeting of the network shall be two days prior to the meetings and will be announced in the notice for that function. Reservations not canceled 24 hours before the event shall be billed by the Treasurer to the member within ten days of the event and will be due upon receipt.
3. Members attending a general meeting shall be charged for the meal or refreshments whether they eat or do not eat unless a specific need exists and that need has been clarified prior to the meeting.

E. Memorials

In the case of the death of a network member, an appropriate memorial not to exceed \$100.00 shall be selected. In the case of a death of a network member's spouse, parent, or child, an appropriate memorial not to exceed \$50.00 shall be given to members who were strong contributors to the network during their membership period. This exception shall be made at the current Governing Board's discretion.

F. Scholarships

Members are entitled to one Cobb Network Scholarship per year up to \$125.00 for educational courses toward designations (ABR, CRS, GRI, PMN, etc.). Courses must be paid for, completed with proof of completion and presented to the Governing Board with Scholarship Application. The limit per year will be based on that year's available budget. These will be presented to the first applicants received and approved.

VI. Financial Matters

Travel budgets shall be based on and limited to that year's network budget for President, President-Elect, and Membership Director travel to State, Regional, and National Meetings and the President Elect's travel to Leadership Academy Conference 360.

The following limitations shall be included.

1. Full early-bird registration for the President, President Elect, and Membership Director shall be paid.
2. Transportation to State, Regional, and National Meetings. Mileage shall be paid at the current federal rate mile for travel by car. This will most often apply to State and some Regional meetings. Mileage reimbursement shall not exceed what the lowest coach fare would have been. Carpooling is encouraged
3. Airfare will be covered at the amount of the lowest fare available three weeks prior to departure to destination city.
4. Lodging shall be covered at the rate of a standard single-occupancy room at the convention hotel. This shall apply only to nights required for attending Women's Council of Realtors meeting.

(Example: For morning meetings reimbursement will be given for the night prior, for afternoon meetings room reimbursement will be given for that night, however if the meeting is over 100 miles away attendee will be reimbursed for lodging for the night

prior). Lodging incurred for other events or educational courses shall not be included.
Room sharing is encouraged.

a) GAR Inaugural and Legislative Conference required meetings for
President, President Elect, and Vice President of Membership:
Women's Council of Realtors Governing Board Meeting

b) GAR Annual Conference and Expo required meetings for President,
President Elect, and Vice President of Membership:
WCR Governing Board Meeting

WCR General Membership and Election Meeting

c) Realtors Legislative and Trade Expo required meetings for President,
President Elect, and Vice President of Membership:

WCR Local Chapter Best Practices Session

WCR Awards, Recognition, General Assembly, and Meet the Candidates

WCR Regional Committee Meeting (Region 7)

WCR Governing Board Meeting

d) National Conference and Expo required meetings for President,
President Elect, and Vice President of Membership:

WCR Regional Committee Meeting (Region 7)

WCR General Assembly

WCR Annual Business and Election Meeting

WCR Best Practices Session for Local Chapter Officers

WCR Governing Board Meeting

e) Leadership Academy is Mandatory (President Elect only) All meetings geared
toward the Local Network President Elect are required

5. Parking expenses in connection with attendance at state, regional or national WCR
events, including hotel and airport parking charges shall be reimbursed.

6. All personal expenses, including but not limited to airline baggage, laundry, dry cleaning, sundries, telephone calls and fax charges not associated with Network business, and in room movies are not reimbursable.

7. Rental cars are not reimbursed.

8. Meals shall be reimbursed on a \$60/day basis and can be used at the discretion of the attendee on the days of Women's Council of Realtors meetings. (Example: if stay is 3 days \$180 will be allowed for meals – supported by receipts). Alcohol is not included.

In the event that the President, President Elect, or Membership Director is not able to attend, an alternate officer may attend as a substitute and budgeted monies shall be moved from that officer not attending to the officer who does attend. The guidelines 1-8 shall apply.

Receipts and reimbursement form are required for all reimbursements. The Governing Board shall vote on the reimbursements prior to reimbursement. Those Officers requesting reimbursement shall not vote on the item.

Reimbursements shall only be given up to the amount budgeted for each Officer.

Awards Banquet and Luncheons

President, President Elect, and the Membership Director shall be reimbursed for ticket to the Women's Council of Realtors Inaugural Banquet at the NAR National Conference held in November every year and the GAR Awards Luncheon at the GAR Inaugural and Legislative Conference held in either January or February every year.

President will be reimbursed up to \$100 for the Local Network Presidents Dinner with the WCR National President and for the Joint Network Luncheon with the Women's Council of Realtors National President held in Atlanta in March every year.

President, President Elect, and the Membership Director shall be reimbursed for the ticket to the Georgia Women's Council of Realtors Officer Installation and Awards Dinner held in December every year.

Revised and Adopted by the Governing Board November 2022