



**STANDING RULES WOMEN'S COUNCIL OF
REALTORS® SOUTH BAY NETWORK
REVISED April 24,
2022**

I. MEETINGS

A. Business Resource Meetings

1. Occurrence

- a) Regular Network Meetings shall be held on the 1st Thursday of the month unless otherwise notified.
- b) The time of each Regular Network Meeting will be 9:00 a.m. with Registration at 8:30a.m, unless otherwise notified.
- c) Board of Directors shall meet the Friday following the Regular Network meeting at 3:00pm at a location designated by the President or via Zoom or other video conference application if necessary.

2. Guest Policy

- a) Speakers are guests, to be offered a complimentary meal and a Thank You gift from the network, not to exceed \$50
- b) Qualified prospective members may attend regular Network Meetings as a guest a maximum of 2 times before joining the network. This policy does not apply to a member's family or special guests, provided they are not eligible for membership.
- c) Cost for network business meetings are as follows: Members (REALTOR® & Affiliate) with reservation pay \$25.00; Non-members and members without reservation pay \$45.00

(1) Immediate family members of Women's Council of REALTORS® (Women's Council) Members shall be charged the member price of \$25 up to three times per year.

- d) The network may pay the cost of lunch two times per year for a representative spokesperson from the charity which Women's Council is supporting, at the meetings where a donation is being presented.

3. Speaker Policy

- a) Governing board must approve all speakers, fees, and travel expenses, (if any) for local network business resource meetings.

4. Cell Phones

- a) During all meetings, cell phones are to be silent or off. If a cell phone sounds during the meeting there will be Donation fines levied in the amount five (\$5.00) dollars which the Treasurer will keep record of and the money will be donated to the Women's Council chosen charity annually.

5. Sponsors

- a) Member affiliates may provide centerpieces and/or door prizes for the raffle prizes. Any Affiliate bringing a raffle item may introduce themselves and have the opportunity to draw the raffle winners.
- b) No materials other than those from the sponsoring affiliate or materials of the chapter will be allowed on the luncheon tables. A separate table will be provided to display materials for members.

B. Annual Election Meeting: The annual Election Meeting shall be held in September and may be held in conjunction with a regular Business Resource Meeting

C. Installation Meetings: The installation Meetings shall be held in December. It may be held in conjunction with a regular Business Resource Meeting.

D. Governing Board Meetings

1. Governing Board Meetings shall be held monthly, or otherwise as determined by the Governing Board, at a place designated by the President or via Zoom or other video conference application if necessary.
 - a) Absences: Any Line Officer with two (2) or more absences at Governing Board meetings and/or State or National meetings, if appropriate, shall be constructed as having resigned from the Governing Board unless otherwise designated.
 - b) Reinstatement: Such members whose seat was vacated in this manner may apply for reinstatement, which shall require a majority vote of the Governing Board within thirty (30) days of the implied resignation.
 - c) During Governing Board Meetings taking place on Zoom or other video conference application, all governing board members must have their camera and audio on at all times.

E. New Member Orientation: There shall be at least (2) Women's Council hosted New Member Orientation meetings per year at a total cost not to exceed \$500 each if virtual and \$2,000 each if in person .

F. Affiliate Appreciation: There shall be an annual Women's Council-hosted Affiliate Appreciation function at a total cost not to exceed \$1,500.

New Governing Board Orientations: There shall be an annual Women's Council-hosted Board Retreat/Training for the incoming Governing Board at a total cost not to exceed \$750, to cover supplies for orientation, food (if supplied) & facilitator expenses.

G. Reservation Policy

1. Financial obligations

- a) Reservations for all Business Resource Meetings and events sponsored by the Network shall be considered a financial obligation to be paid by the person making the reservation.
- b) A RESERVATION MADE IS A RESERVATION PAID

2. Billing

- a) The Treasurer shall bill reserved no-shows for monthly Business Resource Meetings within ten (10) days of the event. Payment is due within fifteen (15) days upon receipt of the bill.

II. ELECTIONS

A. Nominating Committee

1. The immediate past president shall serve as chair of this committee. The committee members are voted on at the September annual election meeting by membership.
2. Eligible voters must be national members or national affiliates who have been members in good standing for more than 30 days.
3. A minimum of three tellers shall be appointed by the President to count the votes
4. Officer nominees shall sign a consent-to-serve form after reading the job description.
5. The slate will be announced at the meeting prior to the annual election meeting and/or notice in writing to the members at least 10 days prior to the election.
6. See By Laws Article 8 for election procedures.

B. Installation of Officers

1. Arrangements

- a) The incoming President, along with her (or his) Committee, shall make arrangements for the installation of officers. The incoming President's as well as existing President's meal shall be comped for this meeting, and will be given one guest comp meal each. The outgoing and incoming Governing Board shall receive comped meal.

2. Pin for Incoming President

- a) The incoming President shall order name badges for the incoming officers including themselves.

- b) Name badges are to be ordered from the Women's Council of REALTORS® Web store online at www.wcr.org or call Show Women's Council of REALTORS® Customer Service at (888) 750-3343
- 3. Gift for Outgoing President
 - a) The incoming President shall obtain, at the expense of the Network, a plaque or gift, not to exceed one hundred (\$100) to be presented to the outgoing President at the Installation Ceremony.
- 4. Budget for Installation
 - a) Budget for Installation Ceremony shall be \$8,000. This budget will include the cost of new badges, flowers & speaker expenses.
- C. Duties of Officers: Network Officers shall abide by the Network Bylaws, the Network Standing Rules and the duties are outlined in the Leadership Policy and Procedure Manual and as outlined below.
- D. Morality Clause: Officers of Women's Council agree to conduct him/herself at all times with due regard to public conventions and morals. Officers agree while representing Women's Council not to do or commit any act that will reasonably tend to degrade him/her or to bring Women's Council ridicule or shock. Officers acknowledge that this provision is necessary to protect Women's Council goodwill in the community.
 - 1. President
 - a) When the President takes office, she/he shall furnish each Line Officer and Committee Chairman copies of duties outlined in Leadership Policy and Procedure Manual as they apply to each office and committee, along with a copy of the Network Bylaws and Standing Rules.
 - b) As soon as elections have been completed, the incoming President shall organize the year as outlined in the Leadership Policy and Procedure Manual.
 - 2. President-Elect
 - a) The President-elect shall perform the duties of the President if the President is absent or unable to serve.
 - 3. Secretary
 - a) The Secretary (First Vice-President) shall take minutes at all Governing Board Meetings (See Leadership Policy and Procedure Manual.)
 - b) All minutes shall be verified by the President and signed by the First Vice-President before they are disseminated.
 - c) Meeting minutes shall be distributed according to Network custom, which may be by mail, e-mail, printed in a newsletter, or distributed at each Governing Board meeting.

- d) The First Vice-President shall also act as the bereavement secretary, and will be responsible for handling any of the Governing Board agreed upon duties of the Network.

4. Treasurer

- a) All monies received by the Network shall be deposited into the account of the South Bay Network of the Women's Council at Chase Bank.
- b) Only one signature shall be required on checks under \$500. Two signatures shall be required for checks \$500 and over.
- c) The Treasurer, President-Elect and the President shall be authorized to sign checks.
- d) The Treasurer shall be designated to reconcile the account
- e) All bank statements must be reconciled within three (3) weeks following the statement's cut-off date.
- f) The monthly bank statement shall be sent to the President, who will review the statement, retain a copy, then forward the statement to the Treasurer to be reconciled.
- g) All monies collected by the network, excluding dues from National Members, shall be turned over to the Treasurer within seven (7) working days of receipt and shall be deposited by the Treasurer within five (5) working days thereafter.
- h) After each event the Treasurer and another member shall separately count all the cash, checks, and credit cards charges and write the amounts on an envelope. Both shall sign and date the envelope. The envelope shall be kept with the deposit slip.
- i) Only Treasurer and President shall carry network debit card(s) which shall be used solely for airfare, transportation, hotel reservations, meeting registrations, ticketed events, Women's Council store & meals, to exclude alcohol for line officers who are traveling or during Women's Council Board business meetings.
- j) The Treasurer shall be bonded.

5. Membership Director

- a) The Membership Director shall implement recruitment and retention strategies to grow the membership base within the network.
- b) Oversees the implementation of a new member welcome and orientation strategy and conduct New Member Orientation events throughout the year.
- c) Manages Membership Chair as needed to accomplish tasks.
- d) Monitors membership reports received from the National Women's Council for accuracy and follows up on discrepancies.

6. Program Director
 - a) The Program Director ensures the development and delivery of timely, relevant, business oriented networking events.
 - b) Coordinates and implements marketing strategies for high level exposure for network events within the industry.
 - c) Manages Event Chair, Social Media Chair and associated Project Teams as needed to accomplish tasks.
 - d) Monitors and evaluates success of all programs and events and reports to the Governing Board.

7. Parliamentarian
 - a) A Parliamentarian and an alternate Parliamentarian may be appointed by the President, and they shall attend all Governing Board Meetings.

III. Membership

A. New Members

1. Processing Applications

- a) New member applications for National Membership and dues checks shall be collected by the Vice President of Membership, who shall forward them immediately to the National Women's Council office. A photo of the new member's check shall be retained for record keeping purposes.
- b) The REALTOR® Association membership of each national member and national affiliate shall be verified by the Membership Director/Chair.
- c) New member applications for Local Affiliate Membership and dues checks shall be collected by the Vice President of Membership, who shall forward them immediately to the Network Treasurer.

2. Welcome

- a) Cards or letters of welcome shall be sent to each new member by the Membership Director on behalf of the Network.
- b) New members in attendance shall be welcomed and introduced individually at every Business Resource Meeting.

B. Guest Follow-Up

1. The membership Director/Chairperson shall collect Business Cards and follow up with each Guest.

IV. Financial Matters

A. Financial Audit

1. The Treasurer's books shall be audited in June and December by the Audit Committee.

2. The Final Budget Report shall be submitted in writing by the Audit Committee at the first Governing Board Meeting of the following year.

B. Reimbursement

1. Expenses

- a) Expense receipts must be presented to the Treasurer within thirty (30) days of the date the expense is incurred.
Please note, due to COVID-19, an exception was made to pay outstanding requests from two former officers for expense incurred during 2020. The Governing Board approved the payments. However, this exception shall NEVER be repeated. Nor is the Governing Board allowed to veto this decision.
- b) The Network debit card shall ONLY be used for airfare, transportation, meeting registrations, hotel reservations, Women's Council store, speaker gift items, stationary items, advertising items, and ticketed events (alcohol is excluded), and Governing Board business meetings. Only the Treasurer and President shall hold the debit card(s).

2. State and National Meetings _____

Elected Governing Board Members have priority in receiving reimbursement in the following order. President, President-Elect, Vice President Membership, Secretary (First Vice-President), Treasurer. Only REALTOR® Line Officers (no affiliates) shall be eligible for travel at Women's Council expense as allowed by budget.

- a) If more than one Member is attending, and of the same gender, double occupancy for hotel rooms is required. Otherwise, if a member wishes to have a private room, one-half of the standard room rate reimbursement will be paid.
- b) Substitutions from the Governing Board will be made on a case-by-case basis, as budget allows.
- c) Full participation at all scheduled events/meetings is required to be eligible for reimbursement.
- d) Reimbursement for such Meetings will include meals and local transportation.
- e) Application for proposed travel must be presented to the Governing Board 30 days prior to the event to make reimbursement funds available. Travel must fall within the guidelines of budget for that year.
- f) Air travel will be reimbursed at economy or business class, withing reasonable cost with preapproval of the Governing Board, and must be booked no later than 21 days in advance of travel.

- g) Hotels reimbursed by the Network begin the evening prior to the first meeting day and end the night before the last meeting day as designated by the official registration. Except for the instance of a State Installation occurring on the evening of the last meeting day, providing the members attend the installation.
- h) Round trip transportation to and from the airport to the hotel will be reimbursed at the airport transportation shuttle or shared ride rates as feasible.
- i) If attendees drive to meetings, they shall be reimbursed at the IRS amount per mile and parking at the hotel shall be at the best rate. Attendees are encouraged to carpool.
- j) Reimbursement will only be made for "early registration fee" for all required Women's Council State and National meetings and installations and for local Network sponsored events at State and National levels to include Women's Council of REALTORS® California and Women's Council of REALTORS® National Installations (President and President-Elect only). Any other entertainment is a member's expense.
- k) Attendees will receive a per diem of \$75 for every day of State, Regional or National Meetings.
- l) All cash and credit expenditures must be verified by the Treasurer with copies of original receipts, attached to the reimbursement form and submitted within 15 days of travel.
- m) The Treasurer, as per standing rules guidelines along with the approved budget, must review and approve authorization prior to reimbursement.
- n) Internet connection at hotels or away meetings is reimbursable.
- o) No reimbursement will be given for alcohol, room service, movies, meals not covered in the registration or personal amenities.
- p) No travel expense will be reimbursed in excess of the budgeted amount each year, unless approved by the Governing Board.
- q) Any line officer who is also a C.A.R. or N.A.R. Director shall not be reimbursed for transportation and shall only be reimbursed for hotels prior to the start of the C.A.R. or N.A.R. meetings.
- r) A local line officer who is also a State or National Women's Council by Governing Board officer may request reimbursement from the South Bay Network for airfare or early registration, either or, not both. Meals, hotels and other cost shall not be reimbursed by the local Network.
- s) Exceptions to any of the above must be approved by the Governing Board.
- t) NO RECEIPTS, NO REIMBURSEMENTS, NO EXCEPTIONS!!!

3. REIMBURSEMENT POLICY FOR NON-TRAVEL EXPENSES: Any officer or member spending money for Women's Council meetings, supplies or events shall pay Cash or pay be their personal credit or debit card. They should then submit these costs for reimbursement on the appropriate form including the cash receipts and/ or copies of their credit or debit charges within 30 days of the expenditure.

V. COURTESY POLICY

A. Memorials

1. Death of a Network member- an appropriate memorial (not to exceed \$100) shall be selected.
2. Death of a member's immediate family-an appropriate memorial notto exceed \$100 shall be selected.

B. Illness

1. A get-well card shall be sent to the member who is ill or hospitalized.
2. The Governing Board shall approve unbudgeted courtesy expenditures with a majority vote.

VI. SPECIAL RECOGNITION AND AWARDS

A. Entrepreneur of the Year Award:

The President will appoint a committee of at least 3 members to review applications and select Entrepreneur of the Year for submission to the National Women's Council no later than December 1st. The guidelines, application and criteria are outlined in the Leadership Policy and Procedure Manual. An appropriate award not to exceed \$150 shall be selected and awarded at the January Business Resource Meeting.

B. Member of the Year:

Eligible nominee shall be a current member of the National Women's Council of REALTORS®, as a REALTOR® for a minimum of 3 (three) consecutive years. Nominees shall be those individuals selected for recognition by the local Network's special member of the year committee. The committee will establish additional criteria headed by the Member of the Year for the previous year. To avoid automatic awards, the current year's officers will not be eligible for the award, but this does not preclude them from receiving future awards. An appropriate award not to exceed \$150 shall be selected and awarded at the January Business Resource Meeting.

C. Affiliate of the Year:

Eligible nominee shall be a current member of the National Women's Council of REALTORS®, as a National Affiliate Member or as a Local Affiliate Member for a minimum of 2 (two) consecutive years. Nominees shall be those individuals selected for recognition by the local Network's special member of the year committee. To avoid automatic awards, the current year's officers will not be eligible for the award, but this does not preclude them from receiving future awards. An appropriate award not to exceed \$150 shall be selected and awarded at the January Business Resource Meeting.

D. Leadership Scholarship:

Leadership Scholarship shall be awarded once a year as permitted. Applicants must be National REALTOR® Member of the South Bay Network in good standing. Scholarship will pay for meeting registration, shared hotel room, meals & airfare as applicable & approved by the Governing Board. The Scholarship recipient shall travel with the line airfare as applicable & approved by the Governing Board. The scholarship recipient shall travel with the line officers to a Women's Council State Meetings and be in compliance with all Standing Rules.