



STANDING RULES

BOARD OF DIRECTORS

- A) A planning retreat meeting will be held in October by the President Elect to organize the *Network* for the ensuing year.
- B) The annual Installation Meeting will be held in November. *The tenure of the incoming Board will commence January 1 following the installation. They shall be solely responsible for the operation of the Network.* The outgoing Board will help with the transition. A mandatory transition meeting to be held within two weeks following the installation and all records will be turned over at that time to the new board. The purpose of this meeting will be to allow the outgoing Board members to turn over all information for the previous year's business to the incoming Board members. Outgoing Board members and *project team chairs* will be prepared to answer questions that their incoming counterparts may have concerning the job description or any of the information which has been turned over to them. All records *will* be turned over at the transition meeting, including treasurer books.
- C) Officer's attendance at all *Network* meetings (and events) will be expected.

EVENTS

- A) Network events, including but not limited to, Business Resource *events* and Education classes shall be the financial obligation of the member making the reservation. No-Shows on that reservation will be billed to that member. Billing will be made within seven days of the event by the Treasurer and paid within thirty days.
- B) Non-members who are qualified prospective members may attend *Network* Business Resource *events* as a guest only twice. Membership is mandatory after that time.

FINANCE

- A) Decisions on contracts are made by the Governing Board and contracts must be signed by the President and President-Elect.
- B) Expense reports using *Women's Council of REALTORS* Accountable Plan must be examined by the Treasurer and President of the *Network*. All expenses reimbursed from the treasury must have written documentation. Reimbursement will be based upon the budgetary allowance limits, subject to funds availability.
- C) South Lakes Bucks is an *appointed project team* and will report to the *Director of Membership*. *The Director of Membership* will provide a complete and accurate description of the program to the By Laws *project team* for approval, then the program details will be incorporated into the Standing Rules.



MEMBERSHIP AND GUESTS

- A) A complimentary local membership shall be afforded the association executive of REALTORS Association of Lake and Sumter Counties.
- B) Guest speakers and visiting *Women's Council of REALTORS* Officials shall receive a complimentary meal and a small gift as a token of appreciation. This will be a budgeted line item and will be the responsibility of the President Elect.
- C) *Director of Membership* will be responsible for tracking attendance at the *Network Business Resource Events*, and will contact guests who have attended two *business resource events* without membership. Membership applications will be submitted directly to the *Director of Membership*, who will be responsible for monitoring all incoming applications for membership.

STRATEGIC PARTNERS AND ADVERTISING

- A) Any South Lake County *Network* members may become *Strategic Partners* by Payment of their selected level identified in the *Strategic Partnership Opportunities*. These *Strategic Partners* will be highlighted at all *events*, classes, and on all communications. *Strategic Partners* will be allowed to display company name and logo as defined in the *Strategic Partnership Opportunities package*
- B) *Strategic Partnership Opportunities package* will be reviewed annually by the Governing Board. The *Strategic Partners Project Team* will recommend changes and report to the *Director of Membership* no later than September 30 for review and then the *package* will be submitted to the Governing Board by the November Governing Board meeting. The board will vote on the program and the membership will be notified for opportunity for membership by Dec 1st. The cutoff for membership will be determined based on response and need.
- C) The *Strategic Partners Project Team* will be the liaison for Sponsorship opportunities. Event sponsorships will be available to all *South Lake County Network* members, then offered to non member event sponsors.
- D) All (National and Local) *Strategic Partners* must bring two *REALTORS* who join the *Network* in order to become a member. It is the responsibility of the new *Strategic Partners* to recruit the new *REALTOR* members. The new *REALTOR* member will be credited to the recruiting *Strategic Partner*. *Director of Membership* is responsible for *Strategic Partner* memberships. Handouts will be provided to all incoming *Strategic Partners* explaining the Sponsorship opportunities.

ACCOUNTABILITY PLAN

- A) REQUIREMENTS FOR COMPLETION TO RECEIVE TRAVEL REIMBURSEMENT:
 - a. Original or *electronic* Receipts
 - b. Date
 - c. Location
 - d. Purpose and details of trip
 - e. Signature
- B) **Air Fare-IRS required: Reimbursement only with original receipt issued by the airline at



Coach class rate with date of travel listed on receipt-electronic ticket purchasers have two options: (1) Request a receipt from the airline at check in or (2) submit the boarding pass with a photocopy of the credit card charge.

Itineraries and receipts from Travel Agents or on-line Travel Agencies are NOT acceptable. Air fare travel reimbursement will apply only for driving time of five hours or more.

- C) Lodging: - Actual cost of room plus tax (double room rate) if cost reimbursement Falls within limitations. Overnight lodging is not paid when the meeting starts at or after 10 a.m. and adjourns by 4 p.m. As a matter of personal convenience, the *Network* will reimburse lodging costs if travel time exceeds 2 hours one way or commercial travel will not accommodate a 10 a.m. meeting. Original hotel bill must be submitted for reimbursement.
- D) Meals: - Guidelines are as follows: Only one method can be used for the entire trip. Per day For all meals \$75.00 (original *or electronic* receipts absolutely required for this allowance) Meal tips are included in the \$75.00 including a 17% gratuity. IRS Allowance- (no receipts required) breakfast, lunch per Diem - \$36.00 total plus incidentals include all of day's tips.
- E) Parking: Tolls, valet parking- actual cost (parking meters only exception to receipt rule) pay parking allowed only when there is no option (i.e., airport) Personal auto mileage reimbursement-owner of vehicle used is to be reimbursed at the per mile rate of the IRS allowable rate for actual mileage traveled, which must be indicated, covering all expenses connected with the use of the personal auto for *Women's Council* of REALTORS business.
- F) Taxi, airport limo, bus: Actual cost plus tips up to 15% plus up to \$1.00 per bag for unusual Number of bags.
- G) Telephone: All *Network* association related business calls are reimbursable.
- H) Tipping: Allowances are as follows:
Room Service- Up to 15% (only if not automatically added to the bill)
Room maid- \$1.00 per day
Bellhop/Porter-Up to \$1.00 per bag
Skycap- Up to \$1.00 per bag
- I) Other: Items such as postage.

All cash and credit expenditures must be verified with original *or electronic* receipts attached with reason for the expense occurrence noted in the purpose and detail section.

Non-reimbursable expenditures (the following expenses are not reimbursed:

- Personal entertainment (in-room movies, health club fees)
- Purchase of books or magazines
- Barber or beautician fees
- Babysitting fees
- Kennel fees
- Personal telephone calls
- Personal attire for banquets
- In-room servi-bars



- Liquor purchases
- Laundry

Reimbursement will be based on budgetary allowance. At the time of submission for reimbursement, member must also submit a report on the conference.

NOMINATING

Members in good standing who wish to be considered as nominees for office shall submit a “Candidate Application” form (LPPM) to the Nominating *Project Team*. To be considered as a line officer of the *Network*, the nominee must have been a member in good standing for at least one year and have served on a *project team*. Slate of officer nominees are required to sign a “Consent to Serve” form prior to the *network* elections.

AUDIT

There will be two audits per year; the audit will be done by non-signatories in the presence of the Treasurer. Audit to be done in December and presented at the January Governing Board meeting. Audit to be done in June and presented at the July Governing Board meeting.

WAYS AND MEANS

Ways and Means shall be a *project team* which reports directly to the Governing Board.

VOTING RIGHTS

Any member in good standing is entitled to exercise his or her voting rights.

AWARDS

- A) *President will appoint project team leader.*
- B) *The project team will review submissions and award a member for the following network awards: Humanitarian of the year; Member of the year, Rising Star, and Strategic Partner of the year*
- C) *The awards will be presented at the final event of the year.*

Standing Rules revised by By-Laws project team 12/5/2022.