



STANDING RULES

2023

Mile High Network Women's Council of REALTORS®

- I. COMMUNICATIONS - It is the duty of the Local Network President to inform the entire membership of all meetings of the Mile High Network, however, the President chooses to delegate.
- II. JOINT MEETING – Within the first month of incoming officers taking office, a Joint Meeting of all outgoing and incoming officers, as well as project team leads, shall be called by the President or President- Elect for the purpose of instructing the incoming officers and project team leads with the objectives of the Women's Council of REALTORS®.
 - a. It will be the duty of all outgoing officers and project team leads to submit reports in writing to the incoming officers or project team leads. The purpose of these reports shall be to keep a complete record of activities, and these records shall be passed on at the Joint Meeting.
 - b. Prior to the installation of the officers, the outgoing President- Elect will be responsible for selecting a gift of appreciation to be presented to the outgoing President on behalf of the Network at installation. The outgoing President will be responsible for presenting the incoming president with a Network president's pin and traveling gavel passed on year to year (see Section XII for more information). The gift of appreciation shall represent a cost of no more than \$100 to the Local Network, with any remaining expense being considered elective and covered personally by the incoming President-Elect.
- III. LOCAL NETWORK MEETINGS – Meetings of the local network shall include meetings of the Governing Board and/or meetings of the membership in conjunction with a speaker, event and/or other function (e.g., fundraiser).
 - a. Governing Board meetings shall be held if attended by a quorum (at least half) of the Governing Board members present. Should Governing Board members be unable to attend a meeting, they shall provide immediate notice to the President and/or President-Elect. Governing Board meetings shall be held at least six times annually.

be considered on a case-by-case basis.

- d. The current President, President-Elect and Treasurer of the Mile High Network will be placed as signatories on the Network's checking / BillHighway accounts. Two signatures will be required for disbursement.
 - e. The Mile High Network is authorized to use debit cards / prepaid cards. BillHighway is the current authorized prepaid card facilitator. Changes to debit / prepaid card vendors must be approved by the current President, President-Elect, and Treasurer. The current President will assign no more than three (3) debit / prepaid cards to chosen board members (note: Treasurer must be 1 of the 3 cardholders).
- VIII. If monies are irresponsibly released by an authorized board member (i.e., fraud, negligence, lack of due diligence, etc.), then said board member will be required to repay the monies back to the Mile High Chapter.
- IX. TRAVEL EXPENSES – Such expenses of the President and Board of Directors, will be paid out of the treasury of the Local Network and will be determined each year by the Governing Board, or as designated by the Board. Determining factors (among others) that play into reimbursement of travel expenses include whether the Local Network has funds available.
- a. The Mile High Network will pay the following, in the order listed, if funds are available but not to exceed the amount determined by the annual budget:
 - i. Travel expenses, to include cost-effective airfare, needs to be approved prior to purchase by the majority of the governing board
 - ii. Full transportation to and from airport to hotel (traveler agrees to carpool with other WCR affiliated members)
 - iii. Half of the room lodging
 - iv. Full registration for the following meetings
 - b. Local transportation and meals will be paid for separately by the traveling President or Board of Director(s).
 - i. National Meeting (November—during the NAR Convention—location varies)
 - ii. Leadership Development Training (August—in Chicago)
 - iii. Mid-Year Legislative Meeting in Washington, D.C.
 - c. Registration and transportation will be the responsibility of the individual attending to organize. Individual traveling must utilize advance purchase discounts / bargains or will be responsible for the difference from the first-tier registration fee to the actual registration fee.
 - d. Any personal days taken prior to or after official functions are not reimbursed.

- e. An official function is considered to have begun the day of and conclude the day of. If arriving earlier or staying longer, extra nights in room will not be reimbursed. Any variances will be handled on a case-by-case basis.
 - f. Any deviation of these travel expenses will be voted on by a majority of the Governing Board.
 - g. Lodging will be coordinated between Network travelers.
 - h. In the event that travelers are of the opposite sex or traveling alone, the traveler will be entitled to a single room and be reimbursed for half the cost of the room.
 - i. In the event of a traveling spouse the Network traveler will be reimbursed for half the room rate per day during the time of the event outlined above.
 - j. President and President-Elect are required to attend the two yearly WCR/NAR meetings. Should one of the above not attend a required national meeting, the Governing Board will appoint someone in their place.
 - k. In order for any of the above expenses to be reimbursed, the following criteria must be met:
 - i. The amount to be reimbursed must be within the budget guidelines.
 - ii. There must be sufficient funds in the treasury to meet the expense.
 - iii. The expenses must have occurred within the Network year for which the reimbursement is sought and within 30 days of the actual event.
 - iv. The member requesting reimbursement (for consideration) must present a full accounting of the expenses and its rationale to the treasurer. Such accounting must be accompanied by receipts.
 - v. Member will have attended ALL meetings/events during the event.
 - vi. Have approval from President, President-Elect and Treasurer.
 - l. If the President, President-Elect or delegate represents another organization at the same function and is reimbursed by said organization for the same function, said attendee cannot be reimbursed by both organizations for the same expense. (For example, if a representative or officer of the Local Network is also representing another REALTOR organization whose expenses are paid by the other organization, then no reimbursement of such expenses will be made by the Local Network.).
- X. STATE REPRESENTATIVE / GOVERNOR – If State is requiring additional funds, it will be budgeted at the discretion of the Board and handled on a case by case basis. All other Rules relating to reimbursement of expenses (see Section VIII above) shall apply to State Representative / Governor positions in a similar manner as they apply to members of the Local Network’s Governing Board.

- XI. GUEST POLICY - Monthly luncheon speakers will be given complimentary meals and/or other special recognition for their contributions to the Network.
- XII. RESERVATIONS – Reservations for all Network meetings and special events will be an obligation paid by the member or non-member making the reservation. These reservations will be nonrefundable and nontransferable (*except speakers*) except in the case of force majeure. The Mile High Chapter has the right to reschedule an event and to provide credit to be applied to future reservations. If an event is canceled, a refund will be issued for all reservations paid.
- XIII. INAUGURATION / PAST PRESIDENT’S LUNCHEON – Past Presidents of the Mile High Network and its predecessors will be honored at the end-of-year celebration. They will be given complimentary meals and/or other recognition as a token of appreciation for their service to the Network. This function shall also serve as induction for the incoming board, during which a gavel is passed from the outgoing to the incoming Local Network President (see Section II.b for more information).
- XIV. AWARDS
- a. Member of the Year Award – The award will be called the Women’s Council of REALTORS® Mile High Network Member of the Year Award for the year in which it is presented. The award will be presented at a time decided by the Governing Board. The previous year’s recipient shall be the Chairperson of the project team. Eligible nominees shall:
 - i. Be a member of the Women’s Council of REALTORS® and the National Association of REALTORS®; and
 - ii. Have been a REALTOR® in good standing and have contributed significantly to the organization.

- XV. JOAN GARBARINI PMN SCHOLARSHIP – This scholarship will award tuition for one recipient towards one PMN class. Awarding of scholarships shall be at the discretion of the Local Network and determined by available funds. The recipient must:
- a. Be a member in good standing of the Mile High Network of the Women’s Council of REALTORS®.
 - b. Have completed at least one class towards the PMN designation.
 - c. Apply in writing to the Governing Board by submitting a one-page letter of request explaining why the designation would be beneficial. The deadline to submit the letter will be January 31.
 - d. Agree to have the statement and photo printed in the Mile High Network’s newsletter.
 - e. Return the tuition money to the Mile High Network in the event the training is missed.
 - f. The money reserved for the annual PMN class shall not be used for any other purposes.
 - g. The Governing Board will make the final decision on the recipient.
- XVI. TRAVEL SCHOLARSHIP – A scholarship at the discretion of the board will be awarded to a Local Network Member to attend the Mid-Year Conference in Washington, D.C. and/or the National Conference where it is being held. Awarding of scholarships shall be at the discretion of the Local Network and determined by available funds. The recipient must:
- a. Apply for the scholarship and submit an application and letter explaining why the scholarship would be beneficial. Deadline to submit the application will be determined by the board based on funds available.
 - b. The money reserved for this scholarship shall not be used for any other purposes.
 - c. The Governing Board will make the final decision on the recipient.
 - d. The scholarship recipient must follow the guidelines outlined for the Governing Board Travel Expenses and will present a full accounting of the expenses, accompanied by receipts and its rationale to the President, President-Elect and Treasurer within 30 days of the actual event for reimbursement. Recipient will also be expected to tell about their experience and how they benefitted from attending
- XVII. GREETING CARDS – Membership director will send out birthday cards, Secretary will send out thank you cards. The member survey sent out by the membership director covers birth dates and important information

XVIII. REVIEW OF BYLAWS – The Standing Rules will be reviewed every 2 years to comply with the Bylaws of the Women’s Council of REALTORS® of the National Association of REALTORS®

XIX. Standing Rules Addendum (to Section II.a, III and others)

A. Changeover

- a. Update National with new officers by October 31 of year prior to board taking office
- b. Change passwords on QuickBooks, Star-Tech Credit Union, BillHighway, Clover, etc. (user ID can remain the same, womenscouncilmilehigh@gmail.com)
- c. Gmail and EventBrite passwords should be changed to new president’s name & combo
- d. Transfer files to incoming officers, especially treasurer (including tax records, bank statements, insurance records, invoices, etc.)
- e. Change the official address of record on bank account(s), insurance, tax professional and systems used to present president’s home address

B. Communication

- a. Newsletter: Sent monthly toward the beginning of the month; First VP is responsible for the newsletter with direction from President and President-Elect.
- b. Example Facebook Posts:
 - i. Week 1: Motivation or business building; Speaker announcement
 - ii. Week 2: Market stats
 - iii. Week 3: Speaker reminder; Speaker recap
 - iv. Week 4: Did you know? or other national reminder of services or benefits
- c. Event Brite: User ID Is email and password is current president’s name & combo; events are entered here so attendees can purchase tickets to events in advance or day of event; attendees can be checked in during events through app on phone

C. Treasurer

- a. Taxes: Done through JDS Group and Lori Bauer is main contact (lori.bauer@jdscpagroup.com; 10303 E. Dry Creek Road Suite 400 in Englewood CO 80112); they will reach out in April / May to request documents; fee is \$625 for Form 990-EZ
- b. Periodic State Reporting: State of Colorado requests a periodic report confirming our address and non-profit status; file annually; email sent from State as reminder (usually in September); fee is \$10
- c. Bank Account: Banking is through Star-Tech Credit Union and Mystic Mihalick is main contact (mystic@star-techfcu.com), BillHighway online account
- d. Merchant Services: Clover, Anywhere device by BillHighway

- e. Insurance: Paid annually with invoice mailed mid-November and payment due early January; through The Hartford; annual amount is approximately \$578 and is subject to change.
- D. Membership
- a. Membership List
 - i. Refer to Microsite
 - b. Strategic Partner List
 - i. Refer to Microsite
- E. Secretary
- a. Take minutes during each board meeting
 - b. Post minutes online - President or person in charge of Microsite shall post the meeting minutes.
 - c. Hand off all minutes to next board as of December 1
- F. Events
- a. Before the Event: Charge merchant services devices; request small bills from bank
 - b. Take to Event: Registration list from Eventbrite; table cloth & sign; change from bank in blue plastic envelope
 - o Reminders: Account for incoming funds for drawing and registrations; convert drawing tickets sold by credit card to cash for drawing; pay event venue for food afterwards; deposit all cash (registration, drawing, bling sales, etc.) in bank and record in Quick Books (if used); send registration sheet of those who didn't pre-register to relevant board members following the event
- G. Past Presidents' Committee
- a. The immediate past president will be the chair of the past presidents' committee.
 - b. Past presidents will be advisory board members but with no voting rights, unless there is a need for a tiebreaker.
 - c. Responsibilities to include:
 - i. Supporting efforts to recruit new members
 - ii. Supporting efforts to retain existing members
 - iii. Supporting efforts to recruit strategic partners
- H. Voting & Elections - TBD
- a. Board elections
 - b. Nominating committees
 - c. Voting process