

**MADISON METRO NETWORK
Women's Council of REALTORS®
STANDING RULES**

I. MEETINGS

A. Membership Meetings

1. General Membership Meeting
 - a. The regular Madison Metro Network Membership meetings shall be held no less than six times per year at times and places to be determined by the Governing Board.
 - b. The annual election meeting shall be held no later than September 30th at a Network Membership meeting.
2. Luncheons & Special Events Pricing
 - a. The Governing Board will determine the prices for Network Membership meeting luncheons and events.
3. Location and/or change of location for special events and Network Membership meetings will be approved by the Governing Board.

B. Governing Board Meetings

1. Regular meetings of the Governing Board shall be held no less than quarterly at a time and place as shall be designated by the President.
2. Unexcused Absences.
 - a. Any member of the Governing Board with two (2) or more unexcused absences shall be construed as having resigned from the Governing Board. The Executive Committee must approve any excused absences.
 - b. Reinstatement. Such members whose seat was vacated due to unexcused absences may apply for their position to the Governing Board.

C. Governing Board Meetings

1. The Governing Board will be comprised of the Local Networks Officers; President, President-Elect, First Vice President, Treasurer, Event Director, and Membership Director.

II. NOMINATIONS

- A. The Candidate Review Team will operate in accordance with the Network Election Procedures, as approved by the Council.
See attached Appendix A.
- B. No name shall be placed in nomination without the consent of the nominee.

III. ELECTIONS

- A. Officer Qualifications
 - 1. The elective officers of the Network shall be a President, President-elect, First Vice President, Treasurer, Event Director, and Membership Director.
 - 2. The President and President-elect, First Vice President, Event Director of the Network shall be elected from the REALTORS®/REALTOR-ASSOCIATE®/Institute Affiliate members in good standing. The Treasurer and Membership may be elected from among REALTORS®/REALTOR-ASSOCIATE®/Institute Affiliate or current National Affiliate members.
 - 3. The Officers may serve in the office to which they have been elected for more than one term but may not serve more than two consecutive terms. The officer shall hold office for a term convening January 1 and ending December 31 or until their successors have been elected, whichever is later.
- B. Officers Consent to Serve
 - 1. All prospective Officers will be made aware of and agree to their full obligations as officers, including attendance at State Governing Board meetings (President), State Network meetings (all Officers), and President & President Elect at two (2) National out-of-State Conventions (Mid-Year in May and Annual in November) per year. Attending officers will be required to provide reports to the membership within 30 days.
 - 2. Officer nominees shall complete an application and sign a consent-to-serve form after reading the job description. Said consent form will have the following content or attachments:
 - a. Network By-Laws
 - b. Network Standing Rules

IV. VOTING PROCEDURES

- A. Voting Eligibility

1. At the annual election, only those Madison Metro Network members whose dues have been paid in full and are National Members of record in the Women's Council of REALTORS® shall be entitled to vote.
- B. Rules of the Day
1. The President will prepare "Rules of the Day" instructing the voting members how the election of officers, per Appendix B.

V. INSTALLATION OF OFFICERS

- A. Incoming President (President-Elect).
1. The outgoing President shall act as Master of Ceremonies and/or appoint the Master of Ceremonies and shall arrange with the incoming President for the installation ceremony.
 2. The President-elect will purchase a gift for the outgoing President, and the funds for this gift will come from the budgeted line item.
- B. Budget for Installation Ceremony
1. The budget for the Installation Ceremony shall come from the budgeted line item.
- C. Installation Ceremony
1. The installation ceremony procedure and script, provided by the National Women's Council of REALTORS® will be followed by the installing individual for the Installation of Officers.

VI. OFFICER DUTIES

Local Network Officers shall abide by the Women's Council of REALTORS® Bylaws, the Network's Standing Rules, and the Governing Board officer job descriptions, per Women's Council of REALTORS® network operating model which can be found at wcr.org.

VII. SCHOLARSHIP GUIDELINES

The Madison Metro Network created a scholarship fund in 2006 to promote educational opportunities and provide financial assistance for the advancement and leadership of our members in their chosen profession.

- A. The scholarship is available to all members within the network who do not receive reimbursement from another source.
- B. Scholarship Amount

1. The scholarship amount will be up to \$300 annually for any Women's Council of REALTORS® conference/convention or career related training attended in the current year. Continuing Education does not qualify for scholarship funds.
2. The total amount awarded will be determined by the budgeted line item.
3. Members must meet the following criteria to be considered for a scholarship.
 - ❖ Annual dues paid in full.
 - ❖ Be an active member (per application requirements).
 - ❖ Provide a paid receipt and documentation of completion.
 - ❖ Applications for scholarship consideration must be received by the governing board on or before December 1st of the current year.

VIII. FINANCIAL MATTERS

A. Reimbursed Expenses

1. Governing Board Member expenses for the Women's Council of REALTORS® portion of travel, convention registration, lodging, and meals for National, Regional, and State functions are to be reimbursed in accordance with the Network Budget. These expenses (excluding alcohol) shall be reimbursed per receipts presented by the Women's Council of REALTORS® member. Governing Board Members attending meetings and conferences are encouraged to stay at the Women's Council of REALTORS® Headquarters Hotel. Each Governing Board Member will be reimbursed at the early registration rate and 50% of the minimum Women's Council of REALTORS® Headquarters hotel rate; therefore, sharing a room is encouraged. Rooms will be booked for a maximum of six (6) nights.
2. Attendance of both the President and President-Elect is mandatory at the Mid-Year and National Convention. The President-elect is also expected to participate at Network 360. Attendance for other Governing Board members is discretionary and will depend on budget considerations.
3. No Governing Board Member shall be reimbursed beyond the approved budget allotment, without prior approval of the Governing Board.
4. No budget item may be carried over into the next year.
5. Expenses to be submitted for reimbursement shall be made within 45 days or by December 1st of the current year of the incurred expenses. If receipts for expenses are not submitted for reimbursement within the same calendar year as incurred, then the request for payment of said expenses shall be submitted to the Governing Board for approval or disapproval.

B. Meeting Registration Obligation

1. Reservations for all Network meetings and events sponsored by the Network shall be a financial obligation of each Individual.
2. If a ticket is purchased for an event, it is non-refundable.
3. Any Strategic Partner or Sponsor with a past due account of any length of time will be suspended from their sponsorship benefits.

C. NSF Checks

Any individual whose check is returned for insufficient funds shall be charged the amount of fees the network is charged by the financial institution for the returned check.

D. Network Courtesy Policy

1. Memorials. In the case of death of a Network member, an appropriate memorial not to exceed \$75.00 shall be selected.
2. In the case of death of a Network member's spouse, parent, or child an appropriate memorial not to exceed \$50.00 shall be selected.

E. Financial Accounts

1. The President and Treasurer shall be authorized signatories on checking and savings accounts.
2. The President, President-Elect and Treasurer shall be authorized signatories on BillHighway.
3. Any transfer of funds, internal or external (including wire transfers), must have prior written authorization. See attached Appendix C.

F. Budget

1. The Network shall operate within a budget, which shall be approved at the first Governing Board meeting of the following year.
2. The Treasurer and Finance & Budget Committee shall prepare the proposed budget in sufficient time to be mailed and/or emailed to the Governing Board at least 7 days prior to the first Governing Board meeting of the year. The Governing Board shall review and approve the budget.

3. Any unbudgeted expenditure exceeding \$100.00 will require the approval of the Governing Board.
4. Each special event shall have an approved budget and provide a detailed profit and loss statement provided to the Governing Board at the next Governing Board meeting following the function.
5. The Network shall maintain the 501 C6 Tax Exempt Status and file the IRS Chapter 990 tax form annually.
6. A minimum of \$1000.00 must be available in the checking account at the end of each term so that the new President will have operating capital to start her/his new term.

G. Fundraising

1. "Under IRS Code Section 501(c)(6), all of a nonprofit's earnings must be reinvested into the organizations and may not benefit any individual member or shareholder. A 501(c)(6) organizations must consist of members sharing a common business interest. A company may not deduct donations to a 501(c)(6) organizations as a charitable contribution. However, the company may write off the donations as a business-related expense if the donating company operates in the industry or region being served by the organization. The 501(c)(6) associations' income from its industry-promoting activities is exempt from federal taxation.

IX. CANDIDACY

- A. When a member of the Madison Metro Network is running for election to a Regional or National Women's Council of REALTORS® office, any expenses allocated by the Network for support of their candidate, if budget allows, shall not exceed \$1000.00 and will be voted upon by the Governing Board.

X. AWARDS

- A. The named President for the year in which an award was earned will accept the award on behalf of the Network.

XI. NATIONAL AFFILIATES

- A. The number of people who can join the Madison Metro Network as a National Affiliates will be limited to two (2) per company to allow for diversity of membership. The only exception would be if a current active member transfers to another company, they will remain a member as long as their annual membership dues remain current.

XII. CONTRACTS

- A. All contracts for Network Membership Meetings and special events (but not limited to only these circumstances), such as hall rentals, speakers, event expenses, etc. must be approved by the Governing Board and signed by President or Treasurer. In the event of the absence of the President and Treasurer, another officer of the Governing Board may sign such contract upon request.

Adopted on May 9, 2003: Sara Anderson, 2003 & 2004 President

Revised on January 9, 2006: Sara Anderson, Past President

Revised on September 1, 2010: Megan Roth-Markham, 2010 President & Sheri White, 2010 President-Elect

Revised on January 9, 2013: Bylaws & Standing Rules Committee: Sara Anderson, Jeanie Sniff, Kellie Unke, and Carrie Weaver, 2013 President

Revised on May 8, 2013: 2013 Executive Board

Revised on September 7, 2017; Bylaws & Standing Rules committee: Sara Anderson, Sheri White, and Carla Nowka.

Approved by Governing Board November 18, 2017

Revised on January 16, 2019; Bylaws & Standing Rules Committee: Sara Anderson and Carla Nowka.

Revised on January 19, 2021; Bylaws & Standing Rules Committee: Sara Anderson, Carla Nowka, Jacqueline Knight, and Mary Gandolfo

Approved by Governing Board May 17, 2021

Revised on June 29, 2022, 2022; Bylaws & Standing Rules committee: Sara Anderson, Carla Nowka, Mary Gandolfo, Sheri White, Sarah Gabrielse, Monika Ramsey, and Marcie Schmidt

Approved by Governing Board July 20, 2022.

Revised on October 20, 2023; Bylaws & Standing Rules Committee: Sara Anderson, Carla Nowka, Marcie Schmidt, and Sandy Joudrey

Approved by Governing Board November 6, 2023