



2023 Standing Rules - Women's Council North Central Network:

Meetings:

- 1.) Governing Board shall meet/conference call, the first Wednesday of each month at 9:30AM
- 2.) The network's regular Quarterly meetings will be held on the 1st Wednesday of months, as designated by the President.
- 3.) The Annual Election Meeting will be held in conjunction with a regular Network Meeting. The Annual Election Meeting will be held no later than October 15th as per Network By-laws. Newly elected Network Officers to be submitted to National Women's Council of REALTORS Officers immediately thereafter by the President.
- 4.) The Annual Installation Meeting will be held in December at the Triple Play Convention.
- 5.) Any Officer who misses two (2) consecutive Governing Board meetings unexcused will be construed as having resigned as an Officer and may be replaced at the discretion of the Governing Board. Such members whose seat was vacated in this manner may apply for reinstatement within 30 days, which shall require a majority vote of the Governing Board.

Duties:

- 1.) President: When the President takes office, the President shall furnish each Officer and Committee Chairperson copies of the duties as outlines in the Leadership Policy and Procedures Manual, as they apply to each office and committee along with a copy of the Network By-Laws, Standing Rules and Network Excellence Awards requirements.
- 2.) The President shall have knowledge in Robert's Rules.
- 3.) The President-Elect shall assist the President with various duties as necessary and fulfill any obligations of the President, if the President is not able to fulfill such duties.
- 4.) The Vice-President shall take minutes at all meetings. All minutes shall be verified by the President and distributed to all Governing Board Members within one week following the meeting.
- 5.) The treasurer shall deposit all monies received by the Network in the account of Women's Council of REALTORS North Central Network via Bill Highway.
- 6.) Committees: Various committees shall be established by the President and Governing Board as needed. Suggested committees include: Bylaws/Standing Rules; Education and Programs; Finance and Budget; Membership and Marketing; Nominating; Ways and Means/Special Events. Special committees:

Strategic Partners, Audit; Awards and Recognition; Community Outreach; Communications; Hospitality/Registration/Check-In; Digital Newsletter/Website; Photographer; Reservations and Attendance. Committees shall consist of no fewer than (3) members.

Membership:

- 1.) Non-members who are qualified prospective members may be brought to regular Network meetings as a guest once. This does not apply to a member's family or special guests provided they are not eligible for Women's Council of REALTORS membership.
- 2.) Local member annual dues shall be \$189. Billing for local strategic partner annual dues to be handled via Bill Highway.
- 3.) New member applications are to be handled via Bill Highway.
- 4.) A new member's orientation shall be conducted by the chair of Membership on a quarterly basis.
- 5.) 1 complimentary membership shall be awarded to the Association Executive of the North Central New Jersey Association of REALTORS.
- 6.) Dues for members shall be as follows: \$189, of which \$34 shall be local network dues. New members are charged these dues by applications provided by the Vice President of Membership and renewal dues shall be billed by Women's Council of REALTORS national on a prorated basis.
- 7.) Local strategic partner members shall be limited to 20% of the current network REALTOR members.

Finances:

- 1.) Bill Highway will be fully utilized adopting a paperless environment. To avoid unnecessary fees, North Central will not adopt the method of printing checks or issuing debit cards unless a valid justification is provided.
- 2.) All cash and checks must be deposited within (5) business days via Bill Highway.
- 3.) Strategic Partner dues shall be subject to the same pro-ration rate as REALTOR member dues.
- 4.) All expenses for reimbursement must be entered into Bill Highway with receipts attached.

Provisions on Local Network Strategic Partner Liaison

Appointment and Ratification: The Local President appoints the Strategic Partners Liaison for a term of one year, subject to ratification by the Local Governing Board through a simple majority vote.

Eligibility Criteria: The Strategic Partners Liaison should be an existing paid strategic partner in the local network to qualify for the role.

Attendance at Local Board Meetings: The local strategic partners liaison is authorized to attend local board meetings to present reports. It is essential to note that the local strategic partners liaison holds a non-voting position in these meetings. A voting member can make a motion on behalf of the strategic partners liaison.

Attendance at Events: As a Liaison, they may participate in both virtual and in-person events organized by the local network, however, their eligibility to avail of strategic partner benefits shall be determined by their sponsorship payment.

Duties and Responsibilities: The Strategic Partners Liaison is expected to collaborate with the Local President and President-Elect to create, organize, and execute sponsorship plans for the Local Network. The primary objective is to secure sponsorships for the local network.

Provisions on Local Communications Director:

Appointment and Ratification: The Local President appoints the Communications Director for a term of one year.

Eligibility Criteria: The Communications Director should be an existing realtor member or national affiliate to qualify for the role.

Attendance at Local Board Meetings: The local communications director is authorized to attend local board meetings to present reports. It is essential to note that the communications director holds a non-voting position in these meetings. A voting member can make a motion on behalf of the communications directors behalf.

Attendance at Events: They may participate in both virtual and in-person events organized by the local network by paying a member price for ticketed events.

Duties and Responsibilities: The communications director is expected to collaborate with the Local President, Membership Director, and Events Director to create strategies to communicate with the network members and non-members before and after events via social media, email, phone and/or texting for the Local Network. The primary objective is to increase visibility and brand recognition for the local network.