

# **Standing Rules**

## **Women's Council of REALTORS® Prescott Area**

### **ARTICLE I – EVENTS**

#### **SECTION 1: Network Events**

Network Events shall be held on a regular basis with a minimum of six (6) meetings events per year in accordance with National requirements unless otherwise notified to the membership. Notice shall be sent to the membership if there are any changes to the meeting event time or place.

#### **SECTION 2: Governing Board Meetings**

The Governing Board meetings shall be held at a minimum quarterly (In Person or Virtually); or in accordance with the National requirements. The President shall select the time and place.

Absences - Any Officer or Appointed Member of the Governing Board with three unexcused absences shall be considered as having resigned and recommended for removal from the Governing Board; the Governing Board will review for a final decision. Any member who was vacated in this manner as described above may apply for reinstatement which would require a majority vote of the Governing Board within 30 days.

### **ARTICLE II – ELECTIONS**

Qualifications, procedures and manner in which elections are conducted shall be done so in accordance with the current National Guidelines. The current National Guidelines for each shall be an Addendum to the Standing Rules.

#### **SECTION 1: Officer Qualifications**

Members nominated for office shall:

Be a Member in Good Standing with the Prescott Area Association of REALTORS® and the Prescott Area WCR Network.

Officer Candidates should have served on a Project Team, Work Group or Task Force and/or served in an active role within the organization.

#### **SECTION 2: Officer Consent to Serve**

Officer Nominees shall complete a Consent to Serve Form and an Application in accordance with National requirements.

#### **SECTION 3: Procedures**

Those Eligible to Vote: At the Annual Election Meeting, only active WCR Prescott Area Members, WCR Prescott Area Secondary Members, National and National Affiliates of record shall be entitled to vote.

Tellers: A minimum of two [2] Tellers shall be appointed by the President. Past Presidents can serve as Tellers.

## **ARTICLE III – INSTALLATION OF OFFICERS**

### **SECTION 1: Installation of Officers**

Installation of Officers shall be conducted at a General Membership or Special Event, in accordance with the deadline and guidelines established by the National WCR Office.

### **SECTION 2: Selection of Installing Officers**

The incoming President shall select the Installing Officer.

### **SECTION 3: Pin/Badge for Incoming Officers**

The outgoing President shall have the duty of obtaining the incoming Officers' Pins, at the expense of the Network and within the Approved Budget.

### **SECTION 4: Gifts**

A plaque/gift for the outgoing President shall be obtained and presented by the incoming President, at the expense of the Network and in accordance with the Approved Budget.

The outgoing President shall obtain and present plaques/gifts to the outgoing Officers. These gifts will be at the expense of the Network and in accordance with the Approved Budget.

## **ARTICLE IV – DUTIES**

### **SECTION 1: Officers**

Network Officers shall abide by the Women's Council of REALTORS® Bylaws, the Network Standing Rules and the duties and responsibilities as outlined in the Governing Board Job Descriptions. Responsibilities, important internal and external relationships, criteria and qualifications are as noted and detailed on National Job Descriptions.

#### **A. President:**

Provides leadership and direction for the Network, keeping her/his team focused on the Mission of the Council and the Network Business Plan as established by the National Office. The President acts as the local voice for the Women's Council brand, articulating the value of the Network, representing the Network with related groups, and setting the tone for active Member involvement.

#### **B. President-Elect:**

Supports the President in fulfilling her/his duties, builds leadership skills and prepares to assume the presidency. Develops and maintains productive relationships with Strategic Partners to ensure satisfaction and support for Network activities. The President-Elect shall assume the duties of the President in the event the President is unable to do so.

**C. First Vice President:**

Ensures proper reporting, recording and Network compliance with all State and Federal laws and regulations impacting Non-Profit Organizations.

**D. Treasurer:**

Ensures strategies and systems are in place to support the financial health and integrity of the Network. Ensure proper reporting and Network compliance with all State and Federal Laws and regulations impacting Non-Profit Organizations.

**E. Program Director:**

Ensures the development and delivery of timely, relevant, business-oriented Network educational and networking Events that attract a high level of participation from Members and the industry at large.

**F. Membership Director:**

Conducts an aggressive outreach strategy to communicate the value of the Network and the Women's Council brand, engaging prospective, new and renewing Members.

**SECTION 2: Project Teams**

The President may appoint temporary Project Teams to work on specific projects, as approved by the Governing Board.

**ARTICLE V – FINANCIAL MATTERS**

**SECTION 1: Banking**

- A. All monies received by the Network shall be deposited in an account of the Women's Council of REALTORS® Prescott Area Financial Institution selected by the President, with approval of the Governing Board.
- B. The President, President-Elect and Treasurer shall be signers on the accounts. The Treasurer will hold the only Network Debit Card and Checks.
- C. All monies collected by the Network shall be deposited in a timely manner as per National Guidelines.
- D. The Network bank accounts shall be reconciled and Financial Reports presented to the Governing Board on a monthly basis.

**SECTION 2: Expenses and Reimbursement of Required Events**

- A. The Network shall be represented by the President and/or President Elect at State and National Events.
- B. The President will attend those Events requiring voting.

- C. The Governing Board shall develop and approve a Budget for each Officer required Event and the related expenses which will supersede the established per diem. A review of the Budget will determine at what level reimbursement may or may not be provided to other Board Officers to attend State Events.
- D. All reimbursable Expenses must be submitted with Receipts on the Network approved Forms **[Network Expense Form AND Network Check Request Form]** within thirty [30] days of returning from the Event.
- E. Expenses will be reimbursed for attendance at Events and Meetings AFTER conclusion and confirmation of attendance.
- F. The Treasurer will maintain the Network Debit Card. Signatories will be changed annually on the Checking Account[s]. The Debit Card is ONLY to be used by the Treasurer for budgeted advance Airline Reservations, Hotel Deposits, Event Registrations and pre-ticketed WCR State, Regional or National Events. The card will stay in the Treasurer's possession and is not to be used to pay for Hotel Bills, Meals, Other Transportation or any Personal Expenses. In the event the Debit Card is used and an Officer forfeits a reservation or does not attend an Event, the Officer is personally responsible for repaying the Network within thirty [30] days or a Promissory Note/Plan to repay the Network. Failure to repay within the thirty [30] days or as proposed by the Promissory Note/Plan will result in additional penalties as approved by the Governing Board. Use of the Debit Card for items not in the Approved Budget is NOT allowed.
- G. Only the President has authorization for reimbursement of expenditures up to \$200 per our Standing Rules; however, expenditures must be reported to the Board.
- H. Funded Leadership Development travel shall be reimbursed as follows [For President and President-Elect and any additional Board Officers as the current Budget allows]:
  - a. Meeting Registration: Reimbursed 100% when registered as a WCR participant for the WCR portion of the Event.
  - b. Registration for Ticketed Events: Reimbursed 100% for State, Regional or National dinners or Inaugural Events. No reimbursements will be made for meals that conflict with WCR sponsored Events.
    - i. Attendance at all Events is required for the Board Member who is approved for reimbursement. Within 30 days, Governing Board Members shall reimburse the Network for expenses, paid on their behalf, for Meetings or Events NOT attended.
  - c. Lodging: Attendees are reimbursed for Hotel Lodging expenses at one-half of the double occupancy rate for the Host Hotel Standard Room plus Tax. If the Host Hotel is not available, a comparable or lower priced room rate will be reimbursed in the same manner. If an attendee prefers to not share her/his accommodations with another WCR Member, the attendee will be reimbursed in the same manner and the Member will be responsible for the balance. To help offset Hotel Expenses for approved Board Members, sharing of room expenses is highly encouraged.
  - d. Meals:
    - i. No reimbursement will be provided for the purchase of alcoholic beverages.

- ii. State and National Network Approved Events: A per diem of up to \$100 per day [Or as specified by the Approved Budget] will be reimbursed to cover meals not provided by the Event.
  - iii. All per diem expenses approved by the Governing Board shall be disbursed no more three business days prior to the Event if necessary.
  - iv. Additional hotel and meal expenses for additional optional days will not be reimbursed unless approved by the Governing Board.
- e. Transportation: Please be responsible with the Network's funds and select the Travel Expenses that are least expensive. The lesser of Air Transportation or Automobile Transportation [regardless of method used] will be calculated as follows:
- i. Air Travel: 100% of Coach Airfare at a minimum 21-day advance purchase rate. On trips for meetings scheduled for more than four [4] days, the first piece of luggage will be reimbursed at 100% [if NOT included within the Airfare]. No additional pieces or overweight charges will be reimbursed. Priority Seating Charges will not be reimbursed.
    - 1. When traveling by air, one vehicle [Shuttle/Taxi/Uber], whichever is less, will be reimbursed for mileage to and from the Airport at the prevailing IRS Rate with a dated Receipt. Reimbursement will also be in the same manner if traveling is necessary from the Host Hotel to another required meeting destination. Parking is reimbursed for one vehicle. If funded Members travel separately, they will split the allowable Mileage and Parking Expenses.
  - ii. Auto: One vehicle will be reimbursed at the prevailing IRS Rate of roundtrip mileage as evidenced by a "Google Map" type printout. Parking will be reimbursed at/or near the meeting site. If funded Members choose to travel separately, they will split the allowable Mileage and Parking expenses.

### **SECTION 3: Guest Policy**

- A. Speakers: All Guest Speakers will receive a Complimentary Ticket to the Event, meals [if not provided for the Event], Lodging and Airfare [if necessary] and/or other special recognition for their contribution to the Network.
- B. National, Regional and State Officers who are invited to attend a Network Event will receive one [1] complimentary ticket.

### **SECTION 4: Network Functions**

- A. Financial Obligations: Members of the Network are responsible for the payment of their own tickets for all Events sponsored by the Network.
- B. Cancellation Policy: – A cancellation deadline shall be established for each ticketed function of the Network and shall be announced in the notice for the function.

## **SECTION 5: Network Courtesy Policy**

- A. Memorials: In the case of the death of a Network Member an appropriate memorial shall be selected, not to exceed \$50.00. In the case of the death of a Network Member's spouse, parent or child, an appropriate card or donation [Scholarship Fund or Charity of Choice] in an amount not to exceed \$35.00 shall be allowed.

## **SECTION 6: Audit**

- A. The Network's books shall be audited on a quarterly basis. Three [3] current Network Members shall be appointed by the President to serve on an Audit Team and complete the audit of the Network's books which shall be provided by the Treasurer.
- B. Prior to the end of January, the prior year's Network books shall be audited and finalized.
- C. An external audit shall be performed on the Network's books at least once every three [3] years by an Accounting Professional with results reported to the Governing Board in writing.

## **SECTION 7: Budget**

- A. The Network shall operate under a Budget approved by the Governing Board.
- B. An unbudgeted expenditure shall require the approval of the Governing Board.
- C. In the instance that an expenditure arises in between Governing Board meetings, the President can approve expenditures up to \$200 without the approval of the Governing Board. The expenditure shall be reported to the Board at the next Governing Board Meeting.

## **SECTION 8: Fundraising**

- A. Fundraising proceeds are to be used for Scholarships or to allow additional Officers to attend State/National Events. Officer expenses for required State and National Events will be paid for using the General Operating Fund or as approved by the Governing Board.
- B. Separate Accounting: The Network shall keep separate accounting for all proceeds from fundraising projects. The Financial Report of Fundraising Events and Projects shall be reported in writing to the Governing Board. No project shall be undertaken which could create a deficit for the Network without approval of the Governing Board.

## **SECTION 8: Scholarship Funds**

- A. The Scholarship Fund shall be named the **Ellie Jacobs Scholarship Fund**.
- B. Guidelines for use of Scholarship Funds shall be approved at the first Governing Board meeting on an annual basis.
  - a. The current requirements are:
    - i. Applicant must be a REALTOR® Member or a National Affiliate Member of the Network for at least three months.
    - ii. Applicant must have been an active participant of the Network; serving on a committee, attending at least three [3] Network/State/National Events and have been helping with Fundraising Events.

- iii. Proof must be attached to the Scholarship Application showing that the Course/Activity/Event was paid for by the Member. Only non-reimbursed expenses will be considered.
- iv. All requests for reimbursement must be completed within that calendar year and submitted no later than December 1st for reimbursement that year. Courses taken in December can be submitted but will be reimbursed prior to the end of January the following year.
- v. Reimbursement is limited to \$100 or the actual cost (whichever is less) per calendar year. Multiple receipts can be submitted but attached to only one submitted Scholarship Application.
- vi. The Governing Board shall vote to approve the Treasurer's reimbursement for all eligible submitted Scholarship Applications.

## **ARTICLE VI – MEMBERSHIP**

### **SECTION 1: New Members**

- A. Applications: Applications for new members are submitted to the national office for processing online. New Member Applications and payments may be downloaded and submitted to the network for submission to the National Women's Council of REALTORS® office.
- B. Local Dues: On an annual basis and prior to the deadline as set forth by the National Office, the Governing Board shall approve any Dues changes for the local Network. Changes in Dues shall be reported by the deadline established by the National Office.
- C. Welcome: New Members of the Network shall be welcomed and introduced at the next general Network/Membership Event following their join date by the Membership Director.
- D. Orientation: A New Member orientation will be held at a minimum quarterly by the Membership Director. The President and/or President-Elect shall attend to welcome members to the network.
- E. Retention and Recruitment of Members: The Membership Director shall be responsible for Membership Retention and Recruitment reports and activities.

### **SECTION 2: Honorary Members**

Each year, the current Prescott Area Association of REALTORS® (PAAR) President and PAAR Association Executive Director shall be honored with a complimentary Membership to the Network.

### **SECTION 3: Secondary Membership**

Secondary Membership is available to the Prescott Area Network for any National Women's Council Member in good standing for a membership fee of \$25.00 per year.

### **SECTION 4: Awards and Recognition**

REALTOR® Member of the Year: The Network shall request nominations from the current Members for REALTOR® Member of the Year on an annual basis. Nominations shall be submitted on a Nomination

Form distributed by the network. A Member of the Year Project Team shall be chaired by the prior recipient. The Member of the Year Project Team shall keep the name of the winner(s) confidential until announced at the Installation of Officers Event held prior to the end of the year.

Strategic Partners: Strategic Partners will be recognized at the discretion of the Governing Board by the Network President with certificate, recognition or awards.

Year End Recognition: The President shall have the discretion to recognize Project Teams and Volunteers at the Installation and Recognition Event.

### **ARTICLE VII: Standing Rules**

The Standing Rules may be revised by vote of the Governing Board provided there is a quorum. Standing Rules shall be reviewed on an annual basis at minimum.

Revised and Approved by the Governing Board – December 27, 2017  
Presented with Revision by Governing Board – December 20, 2018  
Revised and Approved by Governing Board - January 2, 2019  
Revised and Approved by Governing Board – October 15, 2019  
Revised and Approved by Governing Board – December 28, 2019  
Proposed Revisions Approved by Governing Board – January 25, 2020  
Revised and Approved by Governing Board – March 4, 2020  
Discussed and Proposed Revisions at Combined Board Retreat – November 6, 2021 and to be presented at next Governing Board meeting for discussion, revision and approval.  
Discussed and Revisions made at Standing Rules Governing Board Meeting [Article I through Article V, Section 2 - January 25, 2022.  
Presented with Revision by Standing Rules Team to Governing Board - March 31, 2022  
**Revised and Approved by Governing Board – August 4, 2022**