

# WOMEN'S COUNCIL OF REALTORS® NORTHWEST STANDING RULES

Revised 1/1/2022

## 1. Meetings

A. Network meetings/events shall be held on the second (2<sup>nd</sup>) Tuesday of the month, unless otherwise noted.

### 1. Annual Election Meeting/Event

The Annual Election Meeting/Event shall be held by/before the 2<sup>nd</sup> Tuesday in October. It may be held in conjunction with a regular Network meeting/event.

### 2. Installation Meeting/Event

The Installation Meeting/Event will be held by the end of November. It may be held in conjunction with a regular Network meeting/event.

## B. Governing Board Meetings

Governing Board Meetings shall be held no fewer than six (6) times per year.

### 1. Unexcused absences

Any member of the Governing Board with two or more unexcused absences shall be construed as having resigned from the Governing Board.

### 2. Reinstatement

Such members whose seat was vacated in this manner may apply for reinstatement which shall require a majority vote of the Governing Board.

## II. Elections

### A. Officer Qualifications

Members nominated for office shall have the following qualifications:

1. Held membership in a Women's Council of Realtors® Network for at least 1 year.
2. Must be a REALTOR® member in good standing.
3. Must be a National member.

B. Officers Consent to Serve

- 1, Officer nominees shall submit the Local Candidate Application.
- 2, Officer nominees shall sign a consent to serve form after reading the Position description.

C. Procedures

1. Those Eligible to Vote

At the Annual Election Meeting, only Active REALTOR® and National affiliate members whose dues have been paid in full and are members of record in the National (Northwest) Women's Council of REALTORS® shall be entitled to vote.

2. A minimum of two (2) tellers shall be appointed by the President. Candidate Review Team members shall not serve as tellers.

III. Installation of Officers

A. Arrangements

The incoming President, along with her/his committee, shall make arrangements for the installation of officers.

B. Gavel and/or Pin for Incoming President

The outgoing President shall have the duty of obtaining the incoming President's gavel (engraved)/and or pin at the expense of the Network in sufficient time for presentation at the Installation Ceremony.

- C. The incoming President shall order name badges for all officers in a timely fashion; at the expense of the Network.

IV. Duties

## A. Officers

Network Officers shall abide by the Women's Council of REALTORS® By Laws, Standing Rules, and the duties as outlined in each of the Positions for President; President Elect; Treasurer; 1<sup>st</sup> Vice President; Event Director; Membership Director.

### 1. President's Responsibilities

When the President takes office, he/she shall furnish each Officer a copy of the Network's By Laws and Standing Rules.

### 2. As soon as elected, the President shall organize and complete Report Forms, as required by National or State, by the specified dates.

## V. Treasurer/Financial Duties

1. One (1) signature shall be required on all checks; the signature shall be the Treasurer's, President or President Elect's.

2. All monies received by the Network shall be deposited in the account of the Northwest Network of the Women's Council of REALTORS® in a financial institution selected by the Governing Board.

## VI. Membership

### A. New Members

1. Any new member applications and dues checks shall be collected by the Membership Director, who shall forward National Membership applications on to the National Office. It is recommended that the new member to go to WCR.org to apply when possible. The local affiliate/strategic partner applications shall be collected by the Northwest Network's Membership Director and forwarded to the Network's President and Treasurer.

2. National affiliate members that belong to another Network but also would like to be associated with the Northwest Network will be charged \$50.00 as a secondary member per year.
3. When a local affiliate is a "couple" in the same office/company and profession they will pay an annual membership fee of \$185.00.
4. Welcome Emails shall be sent to each new member by the President and/or the Membership Director.
5. An Induction Ceremony for new members may be conducted by the Membership Director at any event .

## VII. Financial Matters

### A. Reimbursed Expenses

1. The President's and President Elect's expenses for registration; transportation and lodging (up to 50% of the published WCR hotel's basic room rate) shall be covered up to the maximum allowed by the budget for National, Regional and State business meetings/events.
2. Expenses for the Treasurer; 1<sup>st</sup> Vice President; Event Director and Membership Director will be determined by Executive Board as is deemed necessary and allowed by the budget for National, Regional and State business meetings/events.
3. The President Elect's expenses for Leadership 360 will be covered up to the maximum allowed by the budget.
4. Any revised budget figures relative to the officers' travel must be approved by the Governing Board.

### B. Fee Policy

1. Members making reservations will be charged for the meal or refreshments whether they eat or do not eat.

2. If members wish to attend a Network event without a reservation, they shall be accommodated on a space available basis only.
3. Fees charged to members and non-members will differ as a perk to members ROI.
4. Members from other Women's Council of REALTORS® Networks will be charged the member price when attending the Northwest Network events.
5. When Northwest Network holds a "members appreciation" event where "members" are not charged a fee, the term "member" applies to a Northwest member only. Other Network members are welcome, but will pay a "member fee". Non-members may be welcome but they will pay a non-member fee.
6. Northwest Network members bringing guests/paying for guests will be charged the "member" price.

#### C. Network Courtesy Policy

##### 1. Memorials

In the case of the death of a Network member, or family member an appropriate memorial not to exceed \$150.00 shall be selected unless otherwise approved by the Board.

##### 2. Unbudgeted Courtesy Expenditures

3. The Governing Board shall approve any unbudgeted courtesy expenses.

#### D. Audit

Prior to February 28 of any given year, the Treasurer's books shall be reviewed. The review committee shall report on the completed review at the March Governing Board of the subsequent year.

#### E. Budget

1. Any unbudgeted expenditure exceeding \$50. Shall require approval by the Governing Board.

2. Northwest Network will pledge \$1,000. (as a Major Investor) to RPAC if the budget allows on a yearly basis.

#### F. Ways & Means

1. Tax Exempt

To protect your tax exempt status as a non-profit organization concerning Ways and Means fund raising projects, refer to IRS ruling information.

2. The Network shall keep a separate accounting of all proceeds received from the fund raising project, and/or as determined by the Governing Board in advance of the Fund Raiser (i.e., scholarships, charity, etc.)

3. Possible Deficit Obligations

No Ways and Means project shall be undertaken which could create a deficit obligation for the Network, without the Governing Board's approval.

#### G. Guest Policy

1. Speaker(s)

Guest speaker(s); panelists are to receive a complimentary meal at Northwest events.

#### H. Reservations for Northwest Events

1. Reservations for Northwest events sponsored by the Northwest Network shall be a financial obligation to be paid by the member, with the exception of the following:  
Annual Installation – officers being installed; mistress/master of ceremonies; individual presiding over the installation shall be complimentary.
2. At the Annual "Honoring Past Presidents" event, only active, Northwest past presidents, who are current Northwest paid members or emeritus, shall be a guest (complimentary).

#### I. Membership lists/rosters/excel sheets

Membership lists/rosters/excel sheets are not to be shared for personal use.