

## **Standing Rules for Women's Council of REALTORS East Valley**

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### **I. MEETINGS:**

#### **A. ~~Business Resource Meetings "BRM"~~ **Network Meeting "NM"****

##### **1. Occurrence**

##### **a) *Conduct a minimum of 4 mission-focused professional development programs annually***

(1) All programs must provide content that is timely, issue focused and member income-generating

(2) One of the 4 programs must be focused on development of business leadership skills

(3) One of the 4 programs must be conducted collaboratively with other local business resource networks, with the local REALTOR association, or with a related real estate organization

##### **b) *Conduct a minimum of 2 additional events focused on member networking/relationship building that could also include professional development content; examples include:***

(1) Smaller programs, such as mastermind groups, lunch and learns, topical roundtables, etc.

(2) Networking events

(3) Social events that facilitate relationship building

##### **c) *Regular ~~BRM~~ **NM** Luncheons scheduled for the 4<sup>th</sup> Wednesday every other month, starting January 28<sup>th</sup>. Exception is December moved to December 2<sup>nd</sup>.***

(1) ~~BRM~~ **NM** Lunch to be held at Redlands Country Club in Redlands.

(2) ~~BRM~~ **NM** will begin at 12:00pm (noon), registration and networking will start at 11:30am unless otherwise notified

(3) Lunch to be served by 12:00pm, guest to be instructed to reserve their seat once registered (identify which seat they are sitting at by placing napkin on chair or putting purse in seat).

(4) Speaker to begin speaking at 12:15pm, has 30 minutes

(5) 12:45pm conclude meeting with any

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(6) Notifications of the ~~BRM~~**NM**'s must be conveyed to members in writing no less than 10 days prior to the scheduled event. Notification will be sent out through Eventbrite.

### 2. Pricing-Tier Pricing

- a) ~~BRM~~**NM** Lunch/REALTOR Member, National & Strategic Partners - ~~\$20~~**25**
- b) ~~BRM~~**NM** Lunch/Future REALTOR Members - \$35
- c) Social Event/REALTOR & National & Strategic Members — FREE
- d) Social Event/Future National & Strategic Partners Members - ~~\$30~~**35**
- e) Fundraiser Tea/ALL - ~~\$35~~**40**

### 3. Guest Policy

a) Speakers shall be eligible for one (1) complimentary meal, two (2) at recognition.

~~b) — Qualified prospective members may attend regular BRM's as guest a maximum of three (3) times per year before joining Women's Council of REALTORS East Valley. This policy does not apply to a family member of special guests, provided they are not eligible for membership.~~

~~c) — After a prospective member attends three (3) member meetings in a year's time, that prospective member will be approached and advised of the policy and then given a chance to join as a member.~~

~~d)~~**b)** Non-REALTOR Members shall pay an additional five (~~\$35.00~~**40.00** Total) dollars to attend the WCR ~~BRM~~**NM** Lunches. Non-Strategic Partners Members shall pay an additional ten (~~\$30~~**35.00** Total) dollars for Social Events.

### 4. Cell Phones

a) During the meetings cell phones are to be silenced or turned off. If a cell phone or any electronic device sounds off during a meeting, there will be fines levied in the amount of five (\$5.00) dollars for the first occurrence and ten (10.00) dollars for each additional occurrence.

### 5. Sponsors (Strategic Partners)

a) A business or affiliate may sponsor a monthly ~~BRM~~**NM** or Social Event, breakdown as follows:

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### Women's Council of REALTORS® East Valley 2016 Strategic Partnership Opportunities

Benefits	Partnership Levels				
	Platinum	Gold	Silver	Social Sponsor	Fundraiser
	\$1,000 <del>1250</del>	\$500 <del>750</del>	\$250 <del>500</del>	\$150 <del>250</del>	\$150 <del>250</del> (price may vary)
Certificates for complimentary BRMNM/Luncheon (it How many COMPANY Employees come to BRMNM/Luncheons)  (Provide Names before each Event)	4 FREE Lunches  3 Company Attendees  All 4 BRMNM's FREE	2 FREE Lunches  2 Company Attendees  2 BRMNM's at Future Member rate	1 FREE Lunch  1 Company Attendee  3 BRMNM's at Future Member rate	Admission at Future Member Rate	Admission at Future Member Rate
Certificates for complimentary BRMNM/Luncheon attendance for REALTOR® guests  (MUST HAVE CERTIFICATE)	3 REALTOR® Guests	2 REALTOR® Guest	1 REALTOR® Guest	NA	NA
One 2-minute presentation at a BRMNM/Luncheon meeting	(Every BRMNM)	(2 BRMNM Only)	(1 BRMNM Only)	Social Only	NA
Recognition on BRMNM/Luncheon meeting promotional materials  Eventbrite/Flyers		NA	NA	Social Only	NA
Company materials on display table at BRMNM/Luncheons	(6 ft. Table  Every BRMNM)	(4 ft. Table  2 BRMNM Only)	CA Table  1 BRMNM Only)	Social Only	NA
Display of banner at BRMNM/Luncheons	(Every BRMNM)	NA	NA	NA	NA
Recognition on Network website				Social Only	Event Only
Live link to "Your Company" website on Network website		NA	NA	NA	NA
PowerPoint recognition at Network meetings (if available)				NA	
Attend Social Events (4 scheduled for 2016)	(3 Attendees ALL Socials)	(2 Attendees  All Socials)	(1 Attendee  All Socials)	1Social Only	NA
First opportunity to sponsor education event when speaking at BRMNM/Luncheon		NA	NA	NA	NA

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*Note:* Anyone can bring a REALTOR® Guest — rt time attendee (Both get 50% off admission price)

- Certificates will be provided to Strategic Partner, NO Substitutions if you can't attend
- Future Member rate charged when REALTOR® guest certificates not presented at door
- Strategic Partner must notify Secretary/Treasurer in advance bringing banner & marketing material prior to each event.
- All other ~~BRM~~NM/Luncheons will be paid at Future Member rates once Free Admission has been used.
- In order to Sponsor a Social Event you must be a Strategic Partner
- In the event our Strategic Partners don't want to sponsor an event over a 6 month period, the Network can ask outside of the Network Strategic Partners to sponsor an event.

### **Critical Circumstances:**

In the event of Critical Circumstances that affect the ability to hold group gatherings or live events, it is at the Governing Boards discretion to adjust pricing and events as they see fit during the critical time and must be voted on by the Governing Board This comes on the tailing of the COVID-19 pandemic.

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b) *National Affiliates will be limited to information being posted on State and National Website only.*

c) *(Old data) A business may sponsor a monthly **BRMNM** for the cost of Two (2) Member Affiliates may sponsor a monthly **BRMNM** for a fee of \$100 each, which will entitle each sponsoring Affiliate to one (1) complimentary lunch, a five (5) minute presentation time and the opportunity to place marketing materials directly on the luncheon tables. Additionally, their logo will remain on the local chapter's webpage for the entire calendar year.*

d) *No marketing materials other than those from the specific sponsoring Affiliates for that meeting or materials of the **Network** will be allowed on the luncheon tables. A separate single table will be provided at these meetings for other affiliates prior sponsors of the current year Jan 1 —Dec 3/ and/or chapter Realtor member's real estate marketing materials only.*

(1) Only one (1) per industry per month

### 6. Parliamentary Procedures

a) *ALL **BRMNM**'s shall be governed in accordance with the Robert's Rules of Order Newly Revised edition. This book will also be the guidelines authority in all cases not provided clearly in the bylaws or the standing rules.*

### B. Reservations Policy- for ticketed events other than the **BRMNM**

#### 1. Financial Obligations

a) *Reservations for all **BRMNM**'s lunches and events sponsored by the **BRNetwork** shall be considered a financial obligation to be paid by the person making the reservation.*

b) *"A Reservation Made is a Reservation Paid" specifically means that when a person makes a reservation but does not attend; they will be billed by the Treasurer for this meeting/luncheon.*

c) *An actual "paid" reservation can be re-assigned to another attendee.*

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### C. Annual Election Meetings

1. The Annual Election Meeting shall be held before ~~September~~ **August** 15<sup>th</sup> each year allowing scheduling adjustments with the monthly Membership Meetings, Forums and Networking Events. Annual Elections may be held in conjunction with the **BRMNM**.

### D. Installation Meetings

1. Installation Meeting dates shall be determined by the elected President, however they must be completed by no later than January 31<sup>st</sup> of their term year.

### E. Governing Board Meetings

1. Governing Board Meetings shall be held a week prior to the monthly **BRMNM**'s or as designated by the President. A minimum of six (6) Governing Board Meetings must be held per year.

## II. ELECTIONS

A. Annual Election Meeting shall be held in ~~September~~ **August** and may be held in conjunctions with a regular **BRMNM**.

### B. Officer's Consent to Serve

1. Line Offices nominees shall sign a Consent-to-Serve form after reading their job description.

2. The term of incoming Officers shall be for one (1) calendar year beginning January 1<sup>st</sup> through December 31<sup>st</sup> of the same year.

3. As a guideline, Line Officers and Chairpersons may serve no more than two (2) consecutive terms in the same official capacity.

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### C. Procedures

#### 1. Rules of the Day

a) *Elections shall be conducted in accordance with the ratified "Rules of the Day"*

b) *The "Rules of the Day" shall be approved by membership prior to voting.*

#### 2. Eligible Voters and Tellers

a) *Eligible voters are active Realtor and National Affiliate members whose dues have been paid and are in good-standing.*

b) *A minimum of three (3) Ballot Tellers shall be appointed by the President to attend to the voting ballots during the election process, if a paper vote is needed for two (2) or more candidates running for the same office.*

### III. INSTALLATION OF OFFICERS

A. Arrangements — The incoming President, and appointed Committee for this event, shall make arrangements for the installation of the new officers, including choosing the installation Officer and Mistress or Master of Ceremonies.

#### B. In-Coming President's Pin

1. Pins can be ordered from the WCR web store online at [www.wcr.org](http://www.wcr.org), or call Real Estate Business Services at (888) 750-3343 or purchased at a WCR National Meeting or through a local reliable source. Logo used must be in compliance with National WCR.

#### C. Out-going President Presentation

1. The incoming President shall obtain, at the expense of the ~~BRG~~[Network](#), a plaque or gift, not to exceed one hundred and fifty dollars (\$150.00) to be presented to the outgoing President at the Installation Ceremony.

#### D. Finance

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1. The budget for the Installation Ceremony shall be sufficient to include expenses of invited guest dignitaries such as Board President, Executive Officers, etc.

### **IV. DUTIES OF GOVERNING BOARD**

A. Business Resource Officers shall abide by the **BRNetwork** Bylaws, **BRNetwork** Standing Rules and the duties as outlined in the current Leadership Policy and Procedure Manual (LPPM).

1. **President**

- a) *When the President takes office, he or she shall furnish each officer and Committee Chairman copies of duties outlined in LPPM as they apply to each office and committee, along with a copy of the **BRNetwork** Bylaws and Standing Rules.*

- b) *As soon as elections have been completed, the President shall organize the year as outlined in the "How to Organize Your Year as President" in the LPPM.*

2. **President Elect**

- a) *The President Elect shall perform the duties of the President if the President is absent or unable to serve.*

3. **Treasurer/Secretary**

- a) *All monies received by the **BRNetwork** shall be deposited into the account of the WCR East Valley in a financial institution selected by the Governing Board.*

- b) *Two (2) signatures shall be required on a bank signature card for signing checks. Any check \$500 or more will require both signatures.*

- c) *President Elect, **Secretary** and Treasurer shall be authorized signers.*

- d) *The Treasurer shall be designated to receive the bank statements and reconcile the account.*

- e) *All bank statements must be reconciled within two (2) weeks following receipt of bank statements*

- f) *All monies collected by the **BRNetwork**, including dues from National Members, shall be received by the Treasurer within five (5) working days of receipt and shall be deposited by the Treasurer within three (3) days thereafter.*



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- g) Treasurer will be responsible for PayPal, Square & Eventbrite funds transfers, reconciliations, and notification to the Hospitality Chairperson.*
- h) Secretary duties shall take minutes at all Governing Board Meetings (Refer to LPPM) to include action items and motions only.*
- i) All minutes shall be verified by the President and signed by the Secretary before they are disseminated.*
- j) Meeting minutes shall be distributed according to **BRGNetwork** custom, which may be by mail, email, printed in the Newsletter and/or distributed at each Governing Board Meeting.*

### **B. Committee Chairpersons**

- 1. All outgoing Committee Chairpersons shall, by November 15<sup>th</sup> provide to the President a written report detailing the Committee's accomplishments, and pass on the Committee materials to the incoming Committee Chairpersons.
- 2. The incoming Committee Chairpersons shall recommend to the incoming President possible and eligible members to serve on their Committee.
- 3. Committee Chair- Supply all documents related to committee work via Google Docs

### **C. Parliamentarian**

- 1. A Parliamentarian ~~and an Affiliate Parliamentarian~~ shall be appointed by the President and they shall attend all Governing Board Meetings.

### **D. Leadership Retreat**

- 1. The incoming President shall plan a Leadership Retreat to be held after the state elections, at time and place that ~~Chapter~~ **Network** Budget constraints will allow.
- 2. Attendees shall include incoming Line Officers and Committee Chairpersons and others as designated by the incoming President.

By Theresa Garrett – 2020 President

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## V. MEMBERSHIP

### A. New Members

#### 1. Processing National Applications

*a) New member applications for National Membership and dues checks shall be collected by Membership Director. Applications and checks collected by the Membership Director shall be forwarded immediately to the National WCR Office.*

<sup>(1)</sup> A photocopy of the new member's check and a copy of the membership application shall be retained for record keeping purposes.

*b) New member application for National Affiliate Membership and dues checks shall be collected by the VP of Membership, who shall forward them immediately to the National WCR Office.*

*c) If a new member pays via credit card on the National WCR website, an application would still be advisable as to insure correct information is*

#### 2. Local Affiliate

*a) Local Affiliate membership monies will be retained within the BR and not sent to National.*

*b) Local Affiliates may change membership to a National Affiliate membership at any time, as long as the National Percentage allows.*

*c) Cost of local Affiliate is described under the Strategic Partner section of these Standing Rules.*

#### 3. A Local Affiliate needs to bring two (2) Realtors at the time of the joining/moving up to National Affiliate member; either as National or local.

*a) An Affiliate moving up from local to National has already met the requirement of two (2) Realtors obtained.*

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### **B. Guest Follow-up**

1. The Hospitality Chairperson shall collect business cards at each ~~BR~~**Network** and give to the Membership Chairperson for follow-up. Follow-up can be by email, phone call or handwritten note.

### **C. New Membership Orientation**

1. As outlined in the annual business plan, there shall be a minimum of one (1) per quarter new Membership Orientations per calendar year.

*a) New Member Orientations must have agendas showing that they covered the WCR Mission Statement, Vision and Long Term Goals, the Value of getting involved in WCR and the Member Benefits.*

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### VI. FINANCIAL MATTERS

#### A. Financial Audit

1. The Treasurer's books shall be audited quarterly by an Audit Committee within five (5) days from the end of the Quarter.
2. The final budget report shall be in writing by the Audit Committee at the second ~~BRG~~ Network Governing Meeting of the following year.

#### B. Reimbursements

1. Expenses Best Practice to be followed
  - a) *Expense receipts must be presented to the Treasurer within thirty (30) days of the event for which the expense incurred. Expenses turned in after thirty (30) days to be approved by the Governing Board at the next scheduled Governing Board Meeting.*
2. State and National Meetings
  - a) *Elected Governing Board Members have priority in receiving reimbursement in the following order: President, President-elect, Vice President of Membership, and Treasurer/Secretary.*
  - b) *If more than one member is attending, double Occupancy for the hotel room is required. If a member wishes to have a private room, only one-half reimbursement will be paid.*
  - c) *Substitutions from the Governing Board will be made on a case-by-case basis, as budget allows.*
  - d) *Full participation at all scheduled events/meetings is required to be eligible for reimbursement.*
  - e) *Reimbursement for such meetings if paid by personal funds, will include: Registration, Transportation, Lodging and Special Events, as itemized below:*
    - (1) State Meetings
      - (a) *Registration: Reimbursed 100% (does not include any late fees).*

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- (b) *Air Transportation: 100% of air fare will be reimbursed provided tickets are purchased at least twenty-one (21) days in advance. ~~If tickets are not purchased twenty one (21) days in advance reimbursement will be subject to Governing Board decision.~~*
- (c) *Lodging: Reimbursed 100% (Note: double occupancy required if more than one member attending)*
- (d) *Deviation from any of these rates must be approved by governing Board.*
- (e) *A per diem of fifty (\$50.00) for each day of the meetings, including the travel day before.*
- (f) *Cost of parking, shuttle, and transfer to be reimbursed on expense report afterward.*
- (g) *The per diem of fifty (\$50.00) to be issued via check prior to meeting.*
- (2) National Meetings- With Board Approval
- (a) *Registration: Reimbursed 100% (does not include any late fees).*
- (b) *Air Transportation: 100% of air fare will be reimbursed provided tickets are purchased at least twenty-one (21) days in advance. ~~If tickets are not purchased twenty one (21) days in advance reimbursement will be subject to Governing Board decision~~*
- (c) *Lodging: Reimbursed 100% (Note: double occupancy required if more than one member attending)*
- (d) *Deviation from any of these rates must be approved by governing Board.*
- (e) *A per diem of seventy- five (\$75.00) for each day of the meetings, including the travel day before.*
- (f) *Cost of parking, shuttle, and transfer to be reimbursed on expense report afterward.*

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(g) *The per diem of seventy-five (\$75.00) to be issued via check prior to meeting.*

(h) *Deviations from any of these rates must be approved by the Governing Board.*

f) *Registration, airfare, and hotel deposit paid prior to State or National event may be reimbursed with receipts within thirty (30) days. If member does not attend event for which reimbursement was made, member must repay ~~BRG~~ **Network** the funds.*

g) *When a member of ~~BR~~**Network** is elected to State or National WCR office, expenses over and above those reimbursed by either State or National may be submitted to the local BR for reimbursement and approved by the Governing Board, if the budget allows.*

*Exceptions to any of the above must be approved by the Governing Board.*

### **Marketing / Media**

- *A Marketing Position to be appointed by the President Elect and Events Director each year No later than November 30 of each year.*
- *Transferring of Controls for Eventbrite, Facebook, Instagram and any other Social Media held by the Network to be done by December 31 or sooner of each year.*

