



STANDING RULES  
WOMEN'S COUNCIL OF REALTORS® LONG BEACH  
JANUARY 2023

I. MEETINGS

A. Industry Events / Fundraisers

1. Occurrence

a) Event times and dates will be chosen and finalized at the planning meeting

2. Guest Policy

a) Speakers shall be offered a complimentary meal and a gift from the network, not to exceed \$25.

b) Qualified prospective members may attend any Industry Event / Fundraiser as guests a maximum of 1 time before joining the network. This policy does not apply to a member's family or special guests, provided they are not eligible for membership.

c) Cost for Industry Events are as follows unless otherwise voted on at a Governing Board meeting:

(1) Members and Strategic Partners, \$25 with reservation.

(2) Non-members and members without reservation, \$45.

(3) Non-Member Affiliates, \$65

(4) Strategic Partners may also use Complementary Tickets up to the quantity allotted at the respective benefit level

(5) Immediate family members of WCR Members shall be charged the member price of \$25 up to three times per year.

d) The network shall pay the cost of lunch two times per year for the representative from the charity which WCR is supporting at the meetings where a donation is being presented.

e) The local network president will be compensated for all Industry Events during the year they serve as local network president, excluding fundraising ticketed events.

3. Speaker Policy
  - a) Governing board must approve all speakers, fees, and travel expenses (if any), for local network Industry Event
4. Cell Phones
  - a) During all meetings cell phones, are to be turned off.
5. Strategic Partners
  - a) See Strategic Partners member benefits and levels for current year.
  - b) No materials other than those from the sponsoring Strategic Partner or materials of the network will be allowed on the luncheon tables. A separate table will be provided to display materials for members.

B. Annual Election Meeting

The annual Election Meeting shall be held no later than September and may be held in conjunction with a regular Industry Event.

C. Installation Meeting

The Installation Meeting shall be held no later than December. It may be held in conjunction with a regular Industry Event.

D. Governing Board Meetings

1. Governing Board Meetings shall be held monthly on the 4<sup>th</sup> Monday of the month, or otherwise as determined by the Governing Board, at a place designated by the President.
  - a) Absences  
Any Line Officer with two (2) or more consecutive absences at Governing Board meetings and/or State or National meetings, if appropriate, shall be construed as having resigned from the Governing Board unless otherwise designated.
  - b) Reinstatement  
Such member whose seat was vacated in this manner may apply for reinstatement, which shall require a majority vote of the Governing Board within thirty (30) days of the implied resignation.
  - c) Emergency Board Decisions  
Decisions that need to be made prior to a regularly scheduled board meeting may be presented to the board by email, zoom, phone, or text.

E. New Member Orientation

There shall be at least one (1) WCR hosted New Member Orientation meetings per year at a total cost not to exceed \$500 each.

F. Strategic Partner Appreciation

There shall be an annual WCR-hosted Strategic Partner Appreciation function at a total cost not to exceed \$500.

G. New Governing Board Orientation

There shall be an annual WCR-hosted Board Retreat/Training for the incoming Governing Board at a total cost not to exceed \$450, to cover supplies for orientation, food if supplied and facilitator expenses.

H. Reservation Policy

1. Financial Obligations

a) Reservations for all Industry Events and events sponsored by the Network shall be considered a financial obligation to be paid by the person making the reservation.

b) A RESERVATION MADE IS A RESERVATION PAID.

2. Billing

a) The Treasurer shall bill reserved no-shows for monthly Industry Events within ten (10) days of the event. Payment is due within fifteen (15) days upon receipt of the bill.

II. ELECTIONS

A. Candidate Review Team

1. Governing Board appoints a Candidate Review Team (a minimum of ninety (90) days prior to election)

a) Project Team to be a minimum of three (3) and no more than five (5) members.

b) Project Team selects the chairperson at first meeting.

c) Project Team must consist of Active (REALTOR®) members that are in good standing and no more than one (1) active National Affiliate member.

d) One (1) or more active Past Presidents willing to serve.

e) One (1) or more active Past Program Directors willing to serve.

f) President Elect serves as (Non-Voting) ex-officio member.

g) Current governing board members are not eligible.

2. Candidate Review Team Chair (a minimum of sixty (60) days prior to election):
    - a) Sends out email to membership to solicit applicants for open positions.
      - (a) Consider weekly follow-up emails until a specific date.
      - (b) Chair should work with Secretary (or whoever is in charge of correspondence) so communication to membership can be completed.
    - b) Email should consist of job descriptions, election date, application and consent to serve due date, and contact information for Candidate Review Team Chair.
    - c) Both forms are due back to the Candidate Review Team Chair thirty (30) days prior to election date.
    - d) Candidate Review Team will confirm applicant eligibility. Candidate Review Team can conduct interview of applicants if they so choose.
  3. President will notify the membership (ten (10) days prior to election) about the election date, location, rules of running and names of candidates.
    - (a) NOTE: notice must provide information about running from the floor. Member must submit an application and consent to serve (which should be attached to notice). These forms are due back to Candidate Review Team Chair no later than seven (7) calendar days prior to election. Chair will confirm eligibility. A member cannot run from the floor if the application and consent to serve are not submitted seven (7) calendar days prior to the election.
  4. See Bylaws Article 8 for election procedures.
- B. Installation of Officers
1. Arrangements
    - a) The incoming President, along with their Committee, shall make arrangements for the installation of officers. The incoming President's meal shall be comped for this meeting, and the President will be given 1 guest comp meal.
  2. Pin for Incoming President
    - a) The outgoing President shall obtain the incoming President's pin, at the expense of the Network, in sufficient time for presentation at the Installation Ceremony.
    - b) The incoming President shall order name badges for the incoming officers.
    - c) Name badges are to be ordered from the WCR Team Store online at [www.wcr.org](http://www.wcr.org), or call Shop WCR Customer Service at (888) 750-3343.
  3. Gift for the Outgoing President
    - a) The incoming President shall obtain, at the expense of the Network, a plaque or gift, not exceed one hundred (\$100) to be presented to the outgoing President at the Installation Ceremony.
  4. Budget for Installation
    - a) Budget for Installation Ceremony shall be \$250. This budget will include cost of new badges and speaker expenses. If additional funds are needed to cover speaker costs, it shall be put forth to the Governing Board for approval.

C. Duties of Officers

Network Officers shall abide by the Network Bylaws, the Network Standing Rules and the duties as outlined in the Leadership Policy and Procedure Manual and as outlined below.

*Morality Clause:* Officers of WCR agree to conduct him/herself at all times with due regard to public conventions and morals. Officers agree while representing WCR not to do or commit any act that will reasonably tend to degrade him/her or to bring WCR ridicule or shock. Officers acknowledge that this provision is necessary to protect WCR's goodwill in the community.

1. President
  - a) When the President takes office, they shall furnish each Line Officer and Committee Chairman copies of duties outlined in the Leadership Policy and Procedure Manual as they apply to each office and committee, along with a copy of the Network Bylaws and Standing Rules.
  - b) As soon as elections have been completed, the incoming President shall organize the year as outlined in the Leadership Policy and Procedure Manual.
2. President-Elect
  - a) The President-elect shall perform the duties of the President if the President is absent or unable to serve.
3. Secretary
  - a) The Secretary shall take minutes at all Governing Board Meetings (See Leadership Policy and Procedure Manual.)
  - b) All minutes shall be verified by the President and signed by the Secretary before they are disseminated.
  - c) Meeting minutes shall be distributed according to Network custom, which may be by mail, e-mail, printed in a newsletter, or distributed at each Governing Board meeting.
  - d) The Secretary shall also act as the bereavement secretary and will be responsible for handling any of the Governing Board agreed upon duties of the network.
  - e) The Secretary shall keep an updated list of Governing Board Members, List of Events, and List of Members who participated on any committees for the year.
  - f) After an event has concluded, the Secretary will be responsible for collecting notes from the Event Chair(s), in order to pass a Template onto to the following year's Event Chair.
4. Treasurer
  - a) All monies received by the Network shall be deposited into the account of the Long Beach Network of the WCR at Bank of America and/or Billhighway.
  - b) Only one signature shall be required on checks under \$500. Two signatures shall be required for checks \$500 and over.
  - c) The Treasurer and the President shall be authorized to sign checks.
  - d) The Treasurer shall be designated to reconcile the account.

- e) All bank statements must be reconciled within three (3) weeks following the statement's cut-off date.
- f) The monthly bank statement shall be downloaded online from the banking institution, reconciled it, and upload it to dropbox for review by board.
- g) All monies collected by the network, excluding dues from National Members, shall be turned over to the Treasurer within seven (7) working days of receipt and shall be deposited by the Treasurer as soon as practical thereafter.
- h) After each event the Treasurer and another member shall separately count all the cash, checks, and credit card charges and write the amounts on an envelope. Both shall sign and date the envelope. The envelope shall be kept with the deposit slip.
- i) Only Treasurer and President shall carry network debit card(s) which shall be used solely for airfare, hotel reservations, meeting registrations and ticketed events for line officers (or scholarship winners, if applicable) who are traveling excluding alcohol. Any other use of network credit card, such as for event bookings and Network office expenses, shall be approved by Governing Board prior to use.
- j) The Treasurer shall be bonded.
- k) The President and Treasurer shall coordinate to book and pay for travel and registration fees.

5. Parliamentary

- a) A Parliamentarian and an Alternate Parliamentarian shall be appointed by the President, and they shall attend all Governing Board Meetings.

III. Membership

A. New Members

1. Processing Applications

- a) New member applications for National Membership and dues checks shall be collected by the Director of Membership or Membership Marketing Chair, who shall forward them immediately to the National WCR Office. A photo of the new member's check shall be retained for record keeping purposes.
- b) Local Member Dues shall be \$21.00. Any increases in Local Network dues shall be approved by the Governing Board and held to a vote of a quorum of the Membership.
- c) The REALTOR Association membership of each new national member and national affiliate shall be verified by the Director of Membership or the Membership Marketing Chair.
- d) New member applications for Strategic Partnership and dues checks shall be collected by the Director of Membership or Membership Marketing Chair, who shall forward them immediately to the Network Treasurer.

2. Welcome
  - a) Cards or letters of welcome shall be sent to each new member by the Director of Membership or Membership Marketing Chair, on behalf of the Network President.
  - b) New members in attendance shall be welcomed and introduced individually at every Industry Event.
- B. Guest Follow-Up
  1. The DIRECTOR of Membership or the Membership Marketing Chair shall collect Business Cards and follow up with each Guest.

#### IV. FINANCIAL MATTERS

- A. Financial Audit
  1. The Treasurer's books shall be audited in June and December by the Audit Committee.
  2. The Final Budget Report shall be submitted in writing by the Audit Committee at the first Governing Board Meeting of the following year.
- B. Reimbursement
  1. Expenses
    - a) Expense receipts must be presented to the Treasurer within thirty (30) days of the date the expense was incurred.
  2. State and National Meetings
    - a) Line Officers have priority in receiving reimbursement in the following order: President, President-Elect, Director Membership, Treasurer, Secretary. Line Officer affiliates shall be eligible for travel at WCR expense as allowed by the budget.
    - b) If more than one Member is attending, double occupancy for hotel room is required, except in the case of gender mix. Otherwise, if a member wishes to have a private room, one-half of the standard room rate 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) Air travel will be reimbursed at economy or lowest rate and must be booked no later than 21 days in advance of travel. One checked bag shall be eligible for reimbursement. There shall be no reimbursement for extra baggage, overweight baggage charge or flight upgrade.
    - f) Hotel nights reimbursed by the Network begin the evening prior to the first meeting day and end the night before the last meeting day as designated by the official registration. Except for the instance of a State Installation occurring on the evening of the last meeting day, providing the member attends the installation.
    - g) Round trip transportation to and from the airport to the hotel will be reimbursed at the airport transportation shuttle rate only, unless a taxi or ride share app is cheaper.

- h) If attendees drive to the meetings, they shall be reimbursed at the IRS amount per mile and parking at the hotel shall be at the best rate. Attendees are encouraged to carpool.
- i) Reimbursement will only be made for "early registration fee" for all required WCR State and National meetings and installations and for local Network sponsored events at State and National levels. Any other entertainment is at member's expense.
- j) Attendees will receive a per diem of \$45 for every day of State meetings and \$75 for every day of Regional or National Meetings.
- k) All cash and credit expenditures must be verified by the treasurer with copies of original receipts, attached to the reimbursement form and submitted within 15 days of travel.
- l) The Treasurer, as per standing rules guidelines along with the approved budget, must review and approve authorization prior to reimbursement
- m) No reimbursement will be given for alcohol, internet connections, room service, movies, meals not covered in the registration or personal amenities. Only one internet connection shall be reimbursed at the discretion of the president.
- n) No travel expense will be reimbursed in excess of the budgeted amount each year.
- o) Any line officer who is also a CAR or NAR director shall not be reimbursed for transportation and shall only be reimbursed for hotels and food prior to the start of the CAR or NAR meetings.
- p) A local line officer who is also a State or National WCR officer can request reimbursement from the Long Beach Network for airfare or early registration (one or the other). Meals, hotels and other costs shall not be reimbursed by the local network.
- q) Exceptions to any of the above must be approved by the Governing Board.
- r) **NO RECEIPTS, NO REIMBURSEMENTS, NO EXCEPTIONS!**
- s) The cost of registration and awards banquet only of the National mid-year meeting for the immediate past local network president will be funded by the Long Beach Network. This will not cover transportation, lodging or meals and will be subject to review by the Governing Board each year to ensure the network is adequately funded to cover the costs.

#### C. REIMBURSEMENT POLICY FOR NON-TRAVEL EXPENSES

Any officer or member spending money for WCR meetings, supplies or events shall pay cash or pay by their personal credit or debit card. They should then submit these costs for reimbursement on the appropriate form including the cash receipts and/or copies of their credit or debit card charges within 30 days of the expenditure.



V. COURTESY POLICY

A. Memorials

1. Death of a network member -an appropriate memorial (not to exceed \$75.00) shall be selected.
2. Death of a member's spouse, parent or child -an appropriate memorial not to exceed \$50.00 shall be selected.

B. Special Circumstances

1. It is recommended a get-well card shall be sent to the member who is ill or hospitalized.
2. The Governing Board shall approve any unbudgeted courtesy expenditures with a majority vote.
3. Line Officers shall have the authority to make a decision on a case-by-case situation for any urgent event after every effort has been made to contact other governing board members for their vote whether via phone, email, text or fax. If impractical, the Line Officers decision must be ratified by the Board of Governors at the next governing board meeting.

VI SPECIAL RECOGNITION AND AWARDS

1. Entrepreneur of the Year Award

President will appoint a committee of at least 3 members to review applications and select the Entrepreneur of the Year for submission to National WCR no later than December 1st. The guidelines, application and criteria are outlined in the Leadership Policy and Procedure Manual. An appropriate award not to exceed \$100 shall be selected and awarded at the first Industry Even of the year.

2. Member of the Year

Eligible nominee shall be a current member of the National Women's Council of REALTORS®, as a REALTOR® Member for a minimum of 3 (three) consecutive years. Nominees shall be those individuals selected for recognition by the local network's special member of the year committee. The committee will establish additional criteria headed by the Member of the Year from the previous year. To avoid automatic awards, the current year's officers will not be eligible for the award, but this does not preclude them from receiving future awards. An appropriate award not to exceed \$100 shall be selected and awarded at the first Industry Event of the year.

3. **Strategic Partner of the Year**

Eligible nominee shall be a current member of the National Women's Council of REALTORS<sup>®</sup>, as a National Affiliate Member or as a Local Affiliate Member for a minimum of 3 (three) consecutive years. Nominees shall be those individuals selected for recognition by the local network's special member of the year committee. To avoid automatic awards, the current year's officers will not be eligible for the award, but this does not preclude them from receiving future awards. An appropriate award not to exceed \$100 shall be selected and awarded at the first Industry Event of the year.
  
4. **Leadership Scholarship**

Leadership Scholarship shall be awarded as permitted within the budget. Applicants must be a National REALTOR<sup>®</sup> Member of the Long Beach Network in good standing. Scholarship can pay for meeting registration, shared hotel room, meals and airfare as applicable and approved. The Scholarship recipient shall travel with the line officers to a WCR State Meeting and be in compliance with all Standing Rules.