

Women's Council of REALTORS Monterey Peninsula Adopted November 2011

November 2022

Women's Council of REALTORS® points with pride to the development of examples of Standing Rule for Networks and suggestions for their possible use. Bylaws cannot be waived or suspended and are not easy to amend; Standing Rules can be. Standing Rules provide continuity to the network by setting operation policies that can be referred to year after year to determine what procedure is followed. We request that each Network study the material provided and adopt these Standing Rules that will be beneficial to their network.

Explanation of Standing Rules

A Standing Rule:

Is a rule related to the administration of a society rather than to a parliamentary procedure.

- An example of a Standing Rule (per Robert's Rule of order) is one which sets the hour at which the meetings of a society are to commence.
- A Standing Rule can be adopted by a majority vote at any meeting.
- A Standing Rule remains in force until amended or rescinded. It does not bind future meetings if a majority desire to suspend it temporarily for the duration of a particular meeting.
- A Standing Rule can be amended by a two-thirds vote without previous notice at a meeting of a society OR it may be amended by a majority if proper notice was provided.
- A Standing Rule can be suspended by a majority vote of a society for the duration of a meeting.
- A Standing Rule can be rescinded by a two-thirds vote without previous notice or by a majority vote after notice on at least the preceding day.
- We hope that Standing Rules will solve a need by stipulation procedures that a Network will follow in certain situations and yet provide the flexibility to change that procedure should the need arise.

I. Meetings

A. Business Network Meetings

Regular Business Network Meetings shall be held on the 2nd Friday of the month unless otherwise notified.

1. Annual Election Meeting

The Annual Election Meeting shall be held prior to August 15th. It may be held in conjunction with a regular network meeting.

2. Installation Meeting

The Installation Meeting shall be held in November or December. It may be held in conjunction with a Regular Network Meeting.

B. Governing Board Meetings

Governing Board Meetings shall be held on the 1st Friday of the month, time and date to be determined by each incoming board

1. Unexcused Absence

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

1. Reinstatement

Such member whose seat was vacated in this manner may apply for reinstatement within 60 days, which shall require a majority vote of the Governing Board.

II. Elections

A. Officers Consent to Serve

Officer nominees shall receive and read a job description.

B. Procedures

1. A nominating Project Team of at least 4 and up to 5 shall select a slate of officers with at least one (1) per office. Nominations may be taken from the floor on Election Day. The slate must be submitted to the general membership 10 days prior to the election. Voting shall be by secret ballot if there is more than one (1) nominee for an office – National Members only will be allowed to vote.

1. Counters

A minimum of three counters shall be appointed by the President. Nominating Project Team members shall not serve as counters. Results will be announced at the meeting.

III. Installations of Officers

A. Arrangements

The outgoing President along with her project team shall make arrangements for the installation of officers. The incoming President shall approve the location.

B. Selection of Installing Officers and/or Mistress or Master of Ceremonies

The incoming President shall select the Installing Officer and Mistress or Master of Ceremonies.

C. Pin for Incoming President

The outgoing President shall have the duty of obtaining the incoming President's pin at

the expense of the network (either by mail or by purchase at Annual Convention) in sufficient time for the presentation at the Installation Ceremony.

D. Plaque or Gift for Outgoing President

The treasurer shall obtain, at the expense of the Network, a gift not to exceed \$150.00 to be presented to the outgoing President at the Installation Ceremony.

E. Finance

The budget for the Installation Ceremony shall be sufficient to include the expenses of invited guest dignitaries.

IV. Duties

A. Officers

Network Officers shall abide by the Women's Council Bylaws, the Network's Standing Rules and the duties as outlined in the LEADERSHIP POLICY AND PROCEDURES MANUAL.

1. President

When the President takes office, she shall furnish each Officer & Director copies of duties as outlined in the Leadership Policy & Procedures Manual, as they apply to each office & director along with a copy of the Network Bylaws and Standing Rules. As soon as elected, the president shall organize the year as outlined in the Leadership Policy and Procedure Manual.

2. President-Elect

A. The President-Elect shall chair the major fundraiser with a project team and perform other duties assigned by the President.

B. President Elect shall attend Network 360 Leadership Conference

3. Secretary

The Secretary shall take minutes. All the minutes shall be verified by the President and signed by the Secretary before they are disseminated according to Network customary practice, which may be by mail, e-mail, printed in the newsletter, or read at each Network meeting.

4. Treasurer

Duties of Treasurer include all monies received by the Network shall be deposited in the account of Women's Council of Realtors Monterey Peninsula in a financial institution selected by the Governing Board. Treasurer shall be designated to receive the bank statement & reconcile the account. Only one (1) signature of the signees – the Treasurer, President or President-Elect is required for checks under \$500.00. All expenditures above \$500, by debit or check, require an itemized expense report approved/signed by a second signee, being the President, President-Elect or Treasurer.

All monies (with exception of dues from national members) collected by the Network shall be turned over to the Treasurer within 10 days of receipt and shall be deposited by the Treasurer within 5 working days thereafter. Receipts for reimbursement of expenses shall be submitted to the Treasurer within 30 days of occurrence. Upon receipt of all membership applications and dues checks, the Director of Membership shall be responsible for forwarding them immediately to the National Women's Council of Realtors office, with the exception of local Strategic Partners whose checks will be given to the Treasurer. A photocopy of all New Member dues checks to be retained by the Director of Membership if applicable.

B. Project Team Chairman

Project Team Chairs will be appointed by the President as needed or required to manage the Network.

C. President will appoint a Parliamentarian to attend all Board Meetings.

V. Membership

A. New Members

1. Processing Applications

New member applications and dues check shall be collected by the Director of Membership and sent immediately to the National Women's Council of Realtors Office. Membership with the Local Board must be verified.

2. Welcome

Cards or letters of welcome shall be sent to each new member by the Director of Membership on behalf of the Network President. New members shall be welcomed and introduced individually at Networker Meetings by the Director of Membership.

3. Induction Summary

An Induction Ceremony for new members shall be conducted by the Director of Membership during regular meetings. Such ceremonies may cover several months and shall be arranged as they fit into the regular program.

4. Guest Follow Up

Director of Membership shall send a thank you note plus information regarding Women's Council to each guest who is eligible.

5. Membership Dues Reimbursement

Upon receipt of the quarterly National reimbursement check, the Membership Director shall reconcile membership reimbursements from the National Women's Council of Realtors Office and ensure that each member's dues have been accounted for. The Check will be sent to the Treasurer for deposit and a copy of the listed members will be attached and uploaded with the monthly reconciliation records.

B. Honorary Members:

Past members of Women's Council of Realtors Monterey Peninsula who are no longer active realtors or national affiliates may become an "honorary" member of the local network.

1. They will pay annual membership dues at the same rate as regular members. They will pay membership dues directly to the local network and all funds will be considered local network revenue. A line item will be added to the budget to incorporate the additional revenue.
2. Honorary members may attend any member only event and will be subject to the same pricing as other local network members. For example, if a member event is free, the honorary member shall have free admission. If an industry or network event has a fee, honorary members will be charged regular “member” pricing.
3. The honorary member will NOT have voting rights.
4. The honorary member may NOT run for office or sit on the local network Board of Directors.
5. The honorary member MAY assist with committee duties but MAY NOT be a committee chair.

VI. Financial Matters

A. Network will pre-pay meeting registration fee (early fee only)

B. Reimbursed Expenses

1. State, National, Regional Meetings & Network 360 Leadership Conference
All Women’s Council of Realtors State, National and Regional meetings & Network 360 Leadership Conference are covered as reimbursable expenses for the President, President Elect and other Officers and member candidates as the Board approves.

C. Stipend

1. Maximum amount authorized for travel shall be per yearly budget for each Officer for up to 5 meetings per year subject to budget and board approval.

2. The reimbursement will be based on 1/2 the convention rate for a double occupancy room to include taxes. The cost of internet connection will be calculated into the stipend. Transportation to and from the airport and best available airfare with 21 day advance purchase will be covered. The stipend will include all Women’s Council related ticketed functions held at the particular meeting, at the board’s discretion.

3. Dinner, meals and snacks will be paid up to \$55 per day (excluding alcoholic beverages), except when dinner or lunch is provided at the conference. Receipts for meals, ground transportation and all other expenses are required for reimbursement. Mileage will be reimbursed at the current IRS reimbursement rates. Airport parking will be reimbursed at the current long-term parking rate for the appropriate airport. All efforts to be economical shall be utilized.

D. Reimbursement Process

1. Traveling member will fill out the reimbursement form and provide receipts for expenses within 30 days of travel.

2. Expenses will be reviewed by the Treasurer and if above \$500 will be approved by the President prior to the Treasurer releasing payment. If the President is submitting an expense report, the President Elect will provide approval. Approval of both parties should be noted on the expense report.

3. Each recurring monthly/quarterly automatic billing should have a corresponding payment notification and should be filed with the monthly reconciliation records.

E. Requirements

1. Responsibilities and requirements for receiving reimbursement include attending the meetings, functions, and reporting back to the Governing Board and/or Network Meeting.

F. Guest Policies

1. Speaker

A complimentary meal and thank you gift not to exceed \$25.00 will be given to guest speakers. This applies to Women's Council members not in the Monterey Peninsula Network.

G. Reservation Obligations

1. Financial Obligations

All reservations made by a member or guest for Network Meetings and events shall be the financial obligation of the member, regardless of attendance. A reservation paid is a reservation made.

2. Fee Policy

Members attending a ticketed function shall be charged for the meal or refreshments whether they eat or do not eat.

H. Memorials

In the case of a death of a Network member, an appropriate memorial not to exceed \$75.00 shall be selected. In the case of the death of a Network member's spouse, parent or child, an appropriate memorial not to exceed \$50.00 shall be selected.

I. All contracts for anything secured throughout the year to be reviewed and signed by the President before submitting back to a vendor.

J. Audit

An audit of the network shall occur bi-annually. This audit will be for the previous 6 months and should be completed by the end of the month following the 6 month period. The President shall appoint an Audit Project Team Chair. The Audit Project Team should consist of at least 3 members, of which will include the current Treasurer, President Elect, and a past president, along with any other non-board member in good standing (preferably someone with a financial background). The Audit Project team to follow the guidelines on the Local Network Auditform and findings to be presented to the Governing Board.

VII. VIP Policies

(Note: Much care and caution should be given to any special privileges conferred by the Network such as VIP policies. Any expenditure shall be included in the current year's budget.)

A. Complimentary Membership

Each year the current Government Affairs Director , Chief Executive Officer of the Local Board, and/ or the President of the Local Board, shall be honored with a full Women's

Council of Realtors membership. The rule shall be revisited each year.

B. State or National Women's Council of Realtors Officers

1. Visiting State or National Officers shall be guests of the Network for Monthly Business Meetings. Note: Transportation and lodging expenses may also apply at the discretion of the Governing Board.

2. When a member of the Network is elected to State or National Office, any expenses allocated by the Network shall be determined by and voted upon by the Governing Board. Such funds shall be included in the Network Budget.

C. Honorary Members

Honorary Members shall be elected by unanimous vote of the Governing Board.

Honorary members shall be exempt from paying Local Dues. Honorary Members shall not have voting privileges. (Note: Determine the qualifications for honorary membership. Extreme caution shall be exercised in conferring any honorary memberships.)

VIII. Awards and Recognition

A. Member of the Year

Member of the year cannot be a line officer and shall be voted upon by the governing board.

B. Travel Scholarship

1. Applicant must be a Women's Council Member for at least 6 months.

2. Eligible individuals may be awarded this honor no more than one time in a 12 month period.

3. Travel items covered by this award: Maximum stipend will cover event registration for State Meetings. All other expenditures above the awarded amounts are at the recipients expense.

4. All travel arrangements are to be made by the recipient. Recipients will be required to show proof of attendance and submit an expense reimbursement form with receipts to be reimbursed. Women's Council of Realtors Monterey Peninsula is not responsible for any reimbursements due to cancellation or changes to itinerary.

4. Numbers of stipends per year are determined by the annual budget.

C. PMN Education Award

1. A \$100 dollar award will be given to all those members who receive their PMN designation. No scholarship funds will be utilized for taking the PMN course.