



Utah State Network Standing Rules

I. Elections

1. Elections to be held in accordance with the National Guidelines – refer to www.wcr.org State Network Operating Model.

II. Installation of Officers

1. Installation to be planned by the incoming board ad-hoc prior to the end of the year.
2. The budget of the installation ceremony shall be sufficient to include the expense of invited guest dignitaries. If the budget allows, it is the responsibility of the outgoing President to obtain gifts and/or plaques for the outgoing officers at the installation ceremony. The incoming President shall obtain a gift and/or plaque for the outgoing President.
3. The incoming President shall select the Installing Officer/Mistress of Ceremonies. This should be a REALTOR member who is currently, or has in the past, held the President position from the State Network, The National Board, or the UAR Governing Board.
4. The outgoing President shall obtain position pins for the incoming State Liaison, President, President Elect, First Vice President, and Treasurer at the expense of the Network in sufficient time for presentation at the Installation Ceremony. Order pins from Women's Council Store online at www.wcrteamstore.com. Pins or name Badges should be worn at local, state and national events.

III. Governing Board Positions & Duties

1. The State Governing Board shall abide by Women's Council of Realtors Network Bylaws, the State Network's Standing Rules, and duties as outlined in the State Network Operating Model.
2. The State Governing Board is responsible to safeguard the account funds through wise financial management. The bank account should hold the same, or a higher balance at the end of the year as at the beginning. Funds spent can be replaced through fundraising efforts, strategic partnerships, sponsorships, ticketed events, etc.
3. A state google or dropbox should be maintained and passed on each year.

V. Financial Matters

1. The State Treasurer, President and President-Elect shall be authorized to sign all checks and reimbursements.
2. No expenses will be reimbursed without a State Reimbursement Form submitted to the State Treasurer.
3. Two signatures shall be required on all reimbursement forms, checks and reimbursements; no authorized signer can sign off on reimbursements for which they are the payee.
4. If the State Board elects to utilize a banking system in addition to BillHighway, then all bank statements shall be mailed to the Treasurer's address with a monthly copy submitted to the President. It is highly recommended that BillHighway be used exclusively.
5. All items not dealing with a financial or time pressured matter should be mailed to the State Association office and picked up when available.

6. All monies (except for dues from National Members) collected by the State Network shall be deposited into the State Account within five working days and receipt submitted to Treasurer.
7. There shall be no debit card, check card, or credit card issued on behalf of the State Network except for those created by Bill Highway. If required by a bank, the card(s) will not be used, and will be held by the Treasurer.

VI. Travel & Reimbursed Items

1. There are four meetings annually that qualify for reimbursement: National Midyear Meeting, Network 360, Utah Association of Realtors Convention (UAR) and National Association of Realtors (NAR) Convention.
2. State Governing Board approval shall be given as budget allows for reimbursement and travel in the order of President, President-Elect, State Liaison, Treasurer and First Vice President
3. The reimbursement shall be for full conference registration and travel and per diem expenses. Travel & ticket expenses are reimbursed prior to the event, while per diem expenses are reimbursed after the event. In the event that an attendee cancels prior to the event all items that have been paid out to the attendee shall be reimbursed to the state within a 15 day period.
4. Air travel shall be reimbursed at economy or lowest rate and must be booked no later than 30 days in advance of travel.
5. Half of the standard room rate as negotiated by the national organization (Women's Council of Realtors, NAR or UAR) shall be reimbursed. Any room upgrades, member pays the difference. In the event rooms must be booked outside the host hotel (blocked discount rate) they should be booked at the best rate possible and reimbursed at half the room rate per attendee. Should there be an uneven number of attendees, the full room rate is covered for the last room. Travel coverage days shall enable attendees to arrive on time for the start of the event, and stay until the end. (ie. if flights arrive after event start, then prior day is covered as a travel day)
6. Roundtrip transportation to and from the airport to hotel will be reimbursed at the airport transportation shuttle rate only or lowest available rate. If a member drives to the meetings, mileage and parking at the hotel's best rate will be reimbursed. Members are encouraged to carpool.
7. Per Diem for city per GSA per diem rates with 50% for the initial and final days of travel as well as 100% rates for the interim dates. Rates available at gsa.gov/travel/plan-book/per-diem-rates.
8. In case the full reimbursement for the above stated expenses is not available, a partial reimbursement will be given to the governing board officers attending. The governing board officers will be notified prior to the event how much the State will be reimbursing them for the event.
9. At each National Event, a get-together for all Utah Women's Council attendees shall be organized by State Leadership. State is encouraged to fund the get-together, as budget allows. If budget doesn't allow full coverage, State may consider partially covering the cost (i.e. provide dessert, appetizers, etc).
10. At all national events it is expected that our leaders are attending the classes and events that are provided by both Women's Council and NAR.
11. Reimbursement form and receipts shall be sent to the Treasurer within 14 days.

Don Tamm
State President 2027
7/15/2027