



STANDING RULES for

MANATEE COUNTY Network WOMEN'S COUNCIL of REALTORS

I. Governing Board Meetings

The President shall determine the time and location of the Governing Board Meetings, the number of board meetings will meet or exceed the required number handed down by National in Bylaws

A consent agenda may be utilized, in a proper manner and shall be sent 3 days prior to the Governing Board meeting. Project team managers or an alternate stand-in shall be required to attend GBM meetings with a report for their individual upcoming projects. All project team leader reports shall be given to the Secretary who shall upload them into dropbox.

The First Vice President shall submit draft minutes to the President for review within 72 hours of the meeting and within 4 days to the Governing Board.

II. Unexcused Absences

Any member of the Governing Board with three or more unexcused absences shall be construed as having resigned from the Governing Board. Excused absences will be voted on for approval by the board with a minimum of a 2/3rd vote.

III. ELECTIONS

Officer Qualifications

Member Candidate elected or appointed for office shall have the following qualifications:



1. Hold membership in good standings of the Women's Council of REALTORS® Manatee Network.
2. In the event of multiple qualified candidates, the Election Team shall select a list of slated candidates who shall be listed on the ballot and take precedence.
 - A. If no other qualified candidates have applied, a member that does not meet the above requirements, may still apply for a governing board position.
 - B. They must be recommended by a member, be in good standing with membership due and all other requirements.

IV. *Officer Eligibility*

At election, candidates will sign a consent to serve as well as agree to uphold the standard job description for the position they are applying for as defined by the job description handed down by state.

V. INSTALLATION OF OFFICERS

1. *Arrangements*

The incoming President shall select the location for the installation,

2. The incoming President shall select the Installing Officer and the Mistress (Master) of Ceremonies.
3. The installing Line and Past President pin should be purchased by the incoming President at the network's expense prior to the night of installation. (Pins may be purchased at Network 360 training or other state/national conferences to avoid shipping).



4. ***Gift for the Outgoing President***

The incoming President shall obtain, at the expense of the Network, a gift to be presented to the outgoing President at the Installation Ceremony. In the event the price of the gift exceeds budget the incoming president may choose to proceed with purchase and cover the overage at their own expense.

5. ***Finances***

The budget for the Installation Ceremony shall be sufficient to include the cost to cover State line and designated WCR District Vice Presidents event ticket and room cost, as well as the Local Association President Ticket cost.

VI. DUTIES

In addition to the attached Job Roles as outlined in state the following duties will be performed by their respective offices:

A. Officers

Network officers shall abide by WCR bylaws, the Network's Standing Rules and the duties as outlined in the WCR Leadership Manual.

1. President's Responsibilities

The President shall furnish each Officer and Committee Chairman a copy of the duties as outlined in the WCR Leadership Manual, as they apply to each office and committee. Each Officer and Committee Chairman will also be given a copy of the Network Bylaws and Standing Rules.

2. President- Elect

In addition to the requirements on the president Elect job description the President elect will be responsible for:



- A. Planning and hosting the Leadership summit/ Strategic Planning meeting for the incoming board and committee chairs. The cost of this event should not exceed what was budgeted in the current calendar year. In the event the price of the event exceeds budget the incoming president- elect may choose to proceed with purchase and cover the overage at their own expense.
- B. Overseeing the planning of their installation.
- C. Submit all requested documents to the District Vice President by the required dates.
- D. Responsible for uploading all network documents to the State and local drive.

3. Membership Director

In addition to the requirements on the Membership Director job description- the Membership Director will be responsible for:

- A. Acting as a liaison with the local Realtor Association and to coordinate events for membership recruitment efforts.
- B. Welcome new members and work with the social media committee and/or correspondence coordinator via card, email, or social media post.

4. First Vice President (to match by laws)

In addition, the requirements on the First Vice President job description. The First Vice President will be responsible for:

- A. Work in conjunction with the President to prepare the consent agenda for the upcoming meeting & industry event, no less than 72 hours prior to the meeting.



- B. Keep records of activities throughout the year for Network certification.

5. Treasurer

In addition to the requirements on the Treasurer's job description, the Treasurer will be responsible for:

- A. All monies received by the Network shall be deposited in the account of the Manatee Network of WCR of NAR in a financial institution approved by the Governing Board.
- B. All monies collected by the Network shall be turned over to the Treasurer within 3 days of receipt and shall be deposited by the Treasurer within 3 working days thereafter. The Treasurer shall make a photocopy of all checks and retain appropriate files. The Treasurer shall keep written and accurate records of all dues, payments and in addition, perform such duties as outlined in the Treasure Job Description. Will be responsible for checking the WCR Mailbox at least 1 time a month and no less than 1 week prior to the next government board meeting to have current accurate accounting reports at the meeting.
- C. Make final payment on all events to the venue within 5 days of receiving the final invoice.
- D. Treasurer shall provide Statements, Reconciliation, Balance sheet, P&L and Budget vs Actual at month end to both Governing board and at General membership meetings. This shall include final figures for industry events and networking events.

6. Events Director

In addition to the requirements on the Event director job description - the Events Director will be responsible for:



- A. Chair of the programs and events committee
- B. Within 72 hours of the event, at the expense & discretion of the governing board, a member of the board may present the guest speaker with a token gift of appreciation only when approved by the Governing Board and within the parameters of the budget.
- C. Work with the 1st VP to create and distribute social media posts and other advertising for upcoming events and activities.

7. Project Team/ Committee

In addition to requirements set forth in the bylaws the project team / committee chair will be responsible for:

Team Leader shall prepare a written report on the accomplishments at the year's end and pass on project materials to the incoming Team Leader. The President may create temporary project teams as the need comes up.

A List of (Standing) Project Teams included the follows:

- A. Nominating
- B. Education and Program
- C. Finance and Budget
- D. Audit
- E. Bylaws and Standing Rules
- F. Fundraising / Ways and Means
- G. Awards (to nominate local members for state awards)



- Concerning Ways and Means and fund-raising projects, refer to IRS ruling information in the Guidelines for Officers.
- No Ways and Means project shall be undertaken which could create a deficit obligation for the Network, without Governing Board approval.

1. *New Members*

New members will be introduced at the next available general membership meeting.

Governing board shall use “Membership in a box” for encouraging new and existing members to participate and/or join/renew with the network.

FINANCIAL MATTERS

Financial records shall be kept in safekeeping for 7 years in accordance with IRS guidelines. The network operates as a 501c6 thereby prohibiting the network to issue a check to a non-profit organization. The network may hold fundraisers for nonprofits but none of the funds collected during these efforts may be deposited in the Network account(s).

A. Travel Reimbursement:

1. The Executive Line are defined as the President, President-Elect, Treasurer, First Vice President, Events Director and Membership Director and if applicable, Parliamentarian.
2. Travel expenses will only be reimbursed to the member per the following guidelines, and where funds permit.



- Reimbursement will first be made to the Network's Executive Line Officers, then to Committee Chairs, then to general membership, then to designated National Strategic Partner Members and lastly to local Strategic Partner members.
- Travel expenses requests must be prepaid by the member or approved in the budget in advance of travel if prepaid by the network.
- Submission for reimbursement must be within 30 days of attending WCR budget- approved events using the provided Travel reimbursement form provided on the WCR Florida State website.
- Reimbursement shall abide in accordance with IRS guidelines described in notice 2021-52 for Board approved travel. Reimbursement request forms shall include the current per diem allowed as a guide when submitting for reimbursement. Travel expenses will be paid for all Executive Line Members for food and nonalcoholic beverages. Receipts must be provided, regardless of the amount.
- Reimbursement requests must be accompanied by all receipts to support the request along with a completed and signed expense reimbursement form within 30 days of the end date of the event.
- All reimbursements will be completed within 30 days of the receipt of the approved documentation.
- Any changes to the standing rules regarding expense reimbursement and/or prepayment must be approved by the Governing Board.



- Only the Executive line will be reimbursed for additional ticketed events, (IE: WCR State or Sponsored events, Galas and Installations). WCR Events do not include any Designation Courses.

3. Anyone requesting reimbursement must meet the following attendance requirements:

- The Network's Executive Line Officers must have attended at least 75% of the provided classes and forums including any forum that is specific to their position (IE: Treasure must attend the Treasurer Forum) and all others must attend 50% of all classes and forums during the event for which the reimbursement is being requested, with documentation whether at State or National Conventions or Mid-Year Meetings. Documentation or a 1 paragraph write up about attending the class will be required to show attendance.
- If the attendance criteria are not met, the governing board may vote at their discretion not to reimburse the attendee.
- The President must attend any WCR Governing Board meeting at the event, regardless of if a vote is needed at the event.
- Guests and spouses that are non-members may not be reimbursed unless otherwise approved with special circumstances.

It is very important that the President attend and vote at Governing Board meetings at both the state and national level, as representative of our Network. In her (his) absence, the President-Elect or Network Representative will attend and cast the Network's vote(s). A Proxy form may be required in advance for substitution. The President should confirm in advance with the voting rules for that event.

- Have attended at least 50% of Network Events during the previous 12-month period



- Be a National Member in good standing.
- Network travel event costs will be paid as follows from established budgets for the Network's Executive Line Officers as follows:
 - i. 100% of Accommodation Expense (Excluding Incidentals) (with minimum double occupancy) at the WCR hotel (or equivalent not to exceed cost of WCR Host Hotel) for the night preceding the first WCR meeting (meeting must start before 12:00 p.m.) through the night before the last WCR meeting or the event
Ex: Room cost-\$200
Cost per line officer-\$100
Reimbursement to line officer-\$100
 - ii. Unless approved at 100% reimbursement in the budget, 50% of Member's Accommodation Expense (Excluding Incidentals) (with minimum double occupancy) at the WCR hotel (Or equivalent not to exceed cost of WCR host hotel's standard/convention room rate) for the night preceding the first WCR meeting (meeting must start before 12:00 p.m.) through the night before the last WCR meeting or the event
EX: Room Cost - \$200
Cost to Member - \$100
Reimbursement to Member - \$50
 - iii. Registration at WCR early bird registration rate when required
 - iv. Full coach airfare plus 1 bag at standard weight limit booked at least 30 days out.
 - v. Fuel will be reimbursed at the current IRS rate per mile at time of travel, when 2 or more national members travel in the same vehicle to



a State or National WCR Conference. Only the one member from the vehicle may seek reimbursement for mileage. WCR Ticketed Event vi. Airport transfer (to and from event lodging or location) vii. Parking at WCR hotel at the self-parking rate unless valet is the only parking option.

3. Local Executive will receive 1 complimentary event ticket to all local events. Complimentary Executive line tickets are non-transferable. Should they bring a guest, a ticket must be purchased for the guest at standard price.
4. Guest speakers will receive a complimentary ticket to the event they are speaking at.

DEFINING THE PRESIDENT AND PRESIDENT-ELECT TRAINING AND EXPENSES AT WCR STATE MEETINGS:

In addition to the State and National events, the incoming President will attend the following training: National Leadership Orientation and Development Workshop.

Both, the incoming President, and President Elect, will attend the State Leadership training summit. If approved by the board, other line officers/and or chairs may attend if budgeted.

A. GUEST POLICY

Potential Realtor Members may attend 2 general membership meetings for free. These meetings do not include industry events and fundraisers. Potential Realtor Members may purchase tickets to attend industry events or fundraisers, but not more than 2 before being required to join. If a potential member does not join after the second visit, they must join the network to attend any other events during that calendar year.

Strategic Partners: Potential Strategic Partners may attend 1 General membership meeting for free. If they choose not to join after the first meeting they will not be permitted to continue to attend. In some



special situations a nonmember affiliate may purchase stand-alone sponsorship to industry events and fundraisers and only with Governing Board approval. Non-Members may attend fundraising events at the non-member cost to support the network.

B. RESERVATION OBLIGATIONS

Cancellation Deadline

No refunds will be issued. At the board's discretion, a credit of equal or lesser value may be applied within that calendar year. Members have the option to transfer tickets to another member for that same event.

Financial

1. The Treasurer's books shall be audited within the first and third quarter of the year. (See WCR Leadership Guide/Local Network Treasurer) The auditors shall report on the completed audit at the Governing Board Meeting following the audits. Audit committee should not be chaired by the treasurer.
2. Any un-budgeted expenditure exceeding \$50 shall be presented at the Governing Board Meeting prior to the expenditure. The network credit card may not be used for any unbudgeted expenditures unless first approved by the Governing Board.
3. Monthly Credit card reporting form and Receipts for all network credit card transactions must be submitted to the treasurer within the first 10 calendar days of the following month.

Written Contract for Functions

All functions requiring the Network pay expenses for a facility, food, speaker's gift etc. must have a written contract signed by the President. After approval of the board and within the perimeters covered by the



budget (For example industry events & networking and fundraising events)

All checks must have 2 signatures including the Treasure and either the President or President-Elect. Signors may not be the recipient of the payment. If an event check request is filled out and signed by the requestor & president and all invoices and proposals are attached and approved, then the treasurer may sign the check solely.

VII. VIP POLICIES

A. COMPLIMENTARY MEMBERSHIP

Each year the current Local Board President and the WCR President shall be offered a full WCR Membership, which should be made part of the yearly budget.

In accordance with the MOU (Memorandum of Understanding) with RASM, RASM shall be listed as a complimentary Strategic Partner with the Manatee Network. This shall include 2 complimentary tickets for RASM representatives to attend events throughout the year when requested in advance.

B. STATE OF NATIONAL WCR OFFICE

When a member of the Network is elected to a 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. The Budget should include a \$500 expense to be given to WCR State to assist in their District Vice Presidents Travel and labeled “DVP Fund” on the budget.

VIII. AWARDS AND RECOGNITION

1. Current National members in good standing may apply for reimbursement for NAR recognized designation courses including PMN, GRI, CIPS, CRS and others.



2. Reimbursement shall be determined by the Board of Directors, funds permitting in the Scholarship budget, and with submission of all required documentation within 30 days of taking the course.
3. Recipients must make the President aware of their intent to seek a scholarship no less than 30 days prior to the course to determine availability of funds left in the budget for the scholarship.
4. Required documentation includes a completed Network scholarship reimbursement request form, an invoice showing payment for the course and a pass slip or Certificate of Completion for the course
5. Network shall reimburse approved reimbursement requests within 30 days if all required documents are turned in and there are available funds.
6. Scholarship funds are not for reimbursement of Certification courses, licensing courses, or other CE courses unless it is a NAR approved designation course or approved by the GB in accordance with the budget parameters.
7. Scholarship reimbursement will be a maximum of \$250.00 per member per calendar year.

IX. Awards and Recognition

All officers and Committee Chairmen shall receive recognition at the Installation event. The President may choose to award up to three (3) President Awards. The cost of recognition and award plaques must be within the budgeted amount.

During elections, the Governing Board will decide as a group or send out a survey to our membership for the Realtor of the year and Strategic Partner of the year awards.



The network may have other contests or awards as approved by the Governing Board and when the budget allows.

X. Strategic Partner

Strategic Partners are required to pay for their sponsorship in advance to receive website and announcement recognition, speaking privileges and/or provide marketing materials at any meeting.

XI. ACCESS TO NETWORK EMAIL, SOFTWARE AND SOCIAL MEDIA ACCOUNTS

Network passwords, username and accounts that include but are not limited to: Gmail, Mailchimp, Google Drive, Venmo, Constant Contact, Canva, Facebook, Instagram, Twitter, and QuickBooks. will be given to Governing Board members only (the President may

appoint a Marketing company to have access to the networks account with Governing board approval). All access will be given to the incoming President no later than November 1st of the year prior to their Presidency.