



STANDING RULES (Revised and Approved Jan 2020)

Business Resource Meetings

There are to be a minimum of 6 meetings per year. The American flag shall be present and prominently displayed at every meeting.

Governing Board Meetings

Governing Board Meetings shall consist of Line Officer and Standing Committee Chairs along with Special Committee Chairs, and be held prior to the regular meeting at a time and place to be determined by the Network President.

A. Absences – any line officer or standing committee chair member of the governing board with two or more absences shall be construed as having resigned from the governing board.

B. Reinstatement – Such member who was vacated in this manner may apply for reinstatement and would require a majority vote of the Governing Board.

Elections

To be conducted in accordance with Article VI of the Phoenix Network Bylaws.

Duties of Officers

Network Officers shall abide by the Women's Council of REALTOR® By-laws, the Network Standing Rules, and the duties as outlined in the Leadership [Policy & Procedure](#) Manual.

1. President: Upon taking office the President shall furnish each officer and each Committee Chair with a job description which applies to that particular office or committee. The incoming President shall direct all officer and project chairs where online the current Leadership [Policy & Procedure](#) Manual is. This is to be reviewed prior to the December Governing Board Meeting.
2. President-Elect: The President-elect, in the absence of the President, shall preside at all meetings and perform the necessary duties of that office.
3. Director of Membership: Director of Membership, at the soonest Business Resource Meeting, shall introduce new members, each shall be presented a pin. After the meeting, a quick orientation with the Governing Board Roster, the annual calendar and directions to the State and National Women's Council of REALTOR® website. A welcome letter and an invitation to join a committee shall be sent to each new member by (or on behalf of) the President within 30 days of membership.
4. Secretary: The Secretary shall take the minutes of each Network meeting and each Governing Board meeting and keep an accurate record of all motions passed at these meetings. Original copies of all minutes shall be kept in a permanent Network Minutes book. The Secretary shall send to the national office the names and addresses of newly elected officers as soon as elected (No later than November 1 of the current year).

5. Treasurer: The Treasurer shall keep written and accurate records of all payments and monthly expenses for the Network. Receipts will accompany each request for reimbursement; itemizing and describing the expense, date, amount, the party to receive reimbursement, and authorization from the Network President before issuing any checks. Receipts must be attached. A copy of the Treasurer's report shall be filed for audit. Two signatures to be required on all checks issued. The Network President, President Elect and Treasurer are to obtain a Network debit card. The debit card is to be used for airline reservations, hotel reservations and registration for meetings mentioned under travel and to also pay for Business Resource Meetings, and Network Events held. The Treasurer shall serve as Chair of the Budget and Finance Committee. The Treasurer shall file all necessary documents with the IRS, the State Corporation Commission on or before required dates. The past Treasurer, who is willing and able, shall serve as advisor on the Budget and Finance Committee for a minimum of 1 year.

Parliamentarian

A Parliamentarian shall be appointed by the President at the same time as the Special Committee Chairs are appointed. The Parliamentarian or President-elect shall be present at all Governing Board and all Network Meetings. The most current edition of Roberts Rules of Order shall prevail, unless otherwise provided for in the Network Bylaws.

Installation of Officers

A. The Women's Council of REALTOR® Phoenix Network officers shall be installed, no later than the third week in December.

B. Installation: The incoming President along with the Governing Board, shall make arrangements for the installation of next year's officers.

C. The incoming President shall make the Selection of the Installing Officer and Mistress/Master of Ceremonies.

D. The incoming President shall purchase Pins for Incoming line officers, at the Network's expense.

E. Plaque/Memento for Outgoing President

The incoming President shall obtain, at the expense of the Network, a plaque/memento to be presented to the outgoing President at the Installation Ceremony. Plaques/Mementos for other outgoing officers and award winners shall be obtained by the outgoing President at the expense of the Network.

Guests

Members may bring qualified, prospective members to a Network meeting as their guests. Limit 2 meetings, then membership would be required.

Protocol

The State Governors and the State President as well as visiting National Officers shall be guests of the Network at the Network's invitation. A ticket for the event shall be provided at the local Network expense.

Travel

The Network President and Network President-elect are expected to attend two national meetings: The Mid-Year Meeting and the NAR/WCR National Convention. They are expected to attend the Arizona

State Women's Council of REALTOR® Network meetings, the Arizona State Governing Board meetings and the State Orientation.

Expenditures

A. Budget: It shall be the responsibility of the Budget and Finance Committee to submit to the Governing Board, for their approval, a proposed and balanced budget for the coming year no later than October 31st of the current year.

B. The President, subject to the approval of the Governing Board, shall be the only individual authorized to enter into contract agreements which incur financial or other liabilities.

C. The President, President Elect and Treasurer, shall be bonded signatories on all bank accounts of the Network. Two signatures will be required on all checks. The Bank cards are only to be used for Airline Reservations, Hotel Reservations and Registration for the National and State meetings, Local Network Business Resource meetings. Any other expenses to be reimbursed within 30 days of the event with proper documentation.

D. Fund Raising/Ways and Means: The Network shall assume the responsibility of conducting fund raising programs, as needed, to enable the Network President and President-elect to attend the National Meetings, Regional Conference, State Orientation and State Network Meetings.

E. Reimbursed Expenses for current Governing Board members: The current President and President-elect are each expected to attend all National Meetings, and State Meetings. Travel expenses (i.e.: air fare), travel mileage at the current IRS mileage allowance. Registration (based on Early Bird Registration), hotel: 1 room double occupancy, ticketed events they are expected to attend and a per diem of up to \$100 per day based on receipts for each of the days on which there are Women's Council of REALTOR® scheduled events, with the amount to be determined on an annual budget. With proper explanation and Board approval, 2 rooms can be approved. Reimbursed expenses are to include but not limited to auto mileage expense to be paid at the current IRS mileage allowance and a per diem based on receipts for each of the days on which there are Women's Council of REALTOR® scheduled events. All income and expense requests must have backup documentation and properly completed forms.

F. Reimbursement for non-Governing Board members: State/National Women's Council of REALTOR® Meetings: A National or Local member from the Phoenix Network of Women's Council of REALTOR® may apply for a \$50.00 reimbursement for attending the State or National Women's Council of REALTOR® meeting/events. The member must submit a written report/outline to the Governing Board along with the request form for a reimbursement, including paid receipts, within 30 days of attending the meeting to be approved by the Governing Board for reimbursement.

G. Any expense, not budgeted, must be approved by the Governing Board

H. All past Presidents may attend Business Resource meetings at no cost.

All governing board members and the Parliamentarian are expected to attend the Business Resource Meetings and will have an automatic confirmed reservation for said meeting. It is the responsibility of each governing board member and the Parliamentarian to cancel the reservation 48 hours in advance, with the Reservation/Hospitality Chair, if the governing member or Parliamentarian is unable to attend. All confirmed reservations, not canceled 48 hours prior to the meeting will be billed by the Treasurer.

Memorial

In case of the death of a member the local Network President shall notify the State President within thirty days, as well as the Phoenix Network Membership. The State President shall, in turn, notify the

National Women's Council of REALTOR®. Condolences to be sent to the members family from Women's Council of REALTOR® within 30 days.