



## **WOMEN'S COUNCIL OF REALTORS® CHATTANOOGA NETWORK - STANDING RULES**

Refer to 2023 Network Guidebook and Glossary at [www.wcr.org](http://www.wcr.org)

### **PURPOSE**

The Network mission statement is the mission statement of the National Women's Council:  
***We are a network of successful REALTORS®, advancing women as professionals and leaders in business, the industry, and the communities we serve.***

### **MEMBERSHIP**

REALTOR® members must be members in good standing of an Association of REALTORS®. A minimum of twenty (20) REALTOR® members is required to maintain the Network.

### **APPLICATIONS**

All REALTOR® member applications are processed via [wcr.org](http://wcr.org). All REALTOR® member dues are paid directly to the national organization.

The Membership Director will be notified by the National office of new members, and shall inform the rest of the Governing Board of the new member name and contact information.

### **INDUCTION OF NEW MEMBERS**

The induction ceremony for the new members shall be conducted by the Membership Director at the next General Meeting.

### **GUEST FOLLOW-UP**

Implement a new member welcome and orientation process. Include a personal interview with each member on business needs and goals. Develop a first-year member communication strategy. Develop a strategy for continued recruitment of REALTOR® members.

The Membership Director shall be responsible for contacting all eligible guests who have attended Women's Council of REALTORS® Chattanooga Business Resource meetings for the purpose of inviting them to become Women's Council of REALTORS® Chattanooga members, and advising them of the 'two-visit' limitation: A non-member may attend only two business resource (networking) meetings before being required to join Women's Council of REALTORS® Chattanooga to attend another meeting.

Former members may not attend as guests, as they have already attended twice.

## STRATEGIC PARTNER MEMBERSHIP

The range of sponsor benefits offered to Strategic Partners is to be determined by vote with each new Governing Board. It should include admission to Network Events at “member rate.”

A non-member strategic partner may attend only one business resource (networking) meeting (preferably the October meeting) before being required to join Women’s Council of REALTORS® Chattanooga as a Strategic Partner to attend another meeting.

## EVENTS

A full year calendar of all activities is to be prepared by each new Governing Board at the start of their term and shall include a minimum of four (4) industry events and two (2) networking events.

Each event shall have an event team to organize, prepare a budget, track expenditures and must file a report within 30 days of the completion of the event, optimally at the next governing board meeting.

## ELECTIONS

### OFFICER QUALIFICATIONS

Any member applying for an office shall *optimally* have the following qualifications:

Member is a national Women’s Council member in good standing and has held resident (primary) membership in the Women’s Council of REALTORS® Chattanooga Network for at least one (1) year.

Member has attended Network events and served on at least one (1) committee.

Member has an interest in continuing education and has earned designations, attended local Association events, and/or has attended state or national Association events. Member has a proven record of *advancing women as professionals and leaders in business, the industry, and the communities we serve.*

Members agree to serve 13-16 month terms for training and transitioning between boards. President-elect agrees to serve for two consecutive years, plus time needed for training and transition, and to move up to President as second year of their term. Treasurer agrees to serve for additional months following their elected term for audit and training purposes.

Applicants for all elective and appointed positions will submit a signed application and a consent to serve form. Applicants may apply for more than one position via the same application.

The elective offices are President, President-elect, Treasurer, Event Director, and Membership Director. They shall be elected from Network members in good standing who are REALTORS®/REALTOR®-ASSOCIATE/Institute Affiliate members. The Treasurer may also be a current National Affiliate member. Officers may not serve more than two (2) consecutive terms in the same position. Unexpired terms, except the President-elect, may be filled by appointment from the President, with approval from the Governing Board.

The First Vice President must be a REALTORS®/REALTOR®-ASSOCIATE/Institute Affiliate member and is appointed by the incoming President-elect, with the out-going Governing Board approval.

### **CANDIDATE REVIEW TEAM**

The current Governing Board appoints a Candidate Review Team a *minimum* of 90 days before the election.

This Project Team to be a minimum of three (3) and no more than five (5) members. Project Team consists of Active REALTOR® members in good standing, must include one (1) past Network President, one (1) past Event Director, and may include one (1) National Affiliate member.

Project Team selects the team leader at their first meeting. Current President-Elect serves as a non-voting, ex officio member. Other current governing board members are not eligible to serve on the Candidate Review Team.

### **CALL FOR APPLICATIONS**

Elections shall be held in or before the month of September each year. Orientation and training for new officers shall be in the month of October. Installation shall be in the month of November. The term of service for most officers shall be from November of the first year through the next installation of officers the following year. The Treasurer shall serve until the yearly audit is complete. The President-elect serves for two (2) consecutive years in office and remains available for training and orientation.

Beginning a minimum of 60 days before the yearly election, the Candidate Review Team solicits applicants for open board members. The team leader obtains the email/contact list

from the current First Vice-President. The team sends an email to all current eligible members, with weekly follow-ups until 30 days prior to the election.

The email notice shall include job descriptions, application, consent to serve, election date, installation date, term of office dates, due dates for forms, and contact information for the Candidate Review Team.

Applications and Consent to Serve forms are to be returned via email to the Candidate Review Team a minimum of 30 (thirty) days before the election day. The Candidate Review Team will confirm applicant eligibility. No name shall be placed in nomination without the consent of the nominee. The project team may request interviews or follow-up questionnaires.

Officer nominees shall sign a Consent to Serve form after reading the job description of the office for which they have been nominated.

Twenty-five (25) days before the election, the Candidate Review Team shall provide the current President with names as a slate of candidates for election.

The President will send a Notice of Election minimum of ten (10) days before the election to the membership. The notice of election shall include the date, place, slate, and rules of election. The notice must include this information about running from the floor: *Members must submit an application and consent to serve form (attached to the Notice) to the Candidate Review Team no fewer than seven (7) days prior to election. Project Team Leader will confirm eligibility. A member can not run from the floor if the application and consent to serve forms are not submitted within these guidelines.*

## **ELECTION**

The election shall be held at a regular membership meeting in September. A quorum (20% of REALTOR® membership) must be present. No proxy votes are allowed. A majority vote is required for election.

## **GOVERNANCE**

The Governing Board consists of the five elected and one appointed officers. The Board is required to meet at least quarterly, or four (4) times per year. A quorum is three (3) REALTOR® members, and must include the President or President-elect.

Attendance at Governing Board Meetings is required by all line officers and Project Team Leaders when their event is happening within 30 days. Any Governing Board member with

two (2) or more unexcused absences will be construed as having resigned from the Governing Board.

Per National ByLaws: Section 4: Officer Duties:

(A) The President shall be the chief officer of the Network and shall preside at the meetings of the Governing Board and Network. At all other times during the term of office, the President shall represent the Women's Council and act in its name, subject to its policies.

(B) The President-elect shall perform the duties of the President in the event of the President's disability or absence and perform such other duties as requested by the Governing Board.

(C) The First Vice President shall maintain the records of the network and perform other such duties as are customary to the office.

Immediately following the annual election meeting, the outgoing First Vice President shall report to the National Women's Council the names and addresses of all Local Governing Board members as directed by the National office. A copy of this report shall be sent also to the State Liaison(s), the State Network President and the National Liaison.

(D) The Treasurer shall maintain financial records of the network and report each month a written update on the finances of the network to the Governing Board.

(E) The Membership Director shall verify monthly reports from the Women's Council of the names of all members of this Network and their status.

(F) The Event Director shall oversee the development and delivery of the network's events.

Section 5: In the event that an Officer is deemed to be incapable of fulfilling the duties for which elected or appointed and declines to resign from office voluntarily, the Officer may be removed from office under the following procedure:

(A) To remove an elected officer, a special meeting of the membership may be convened as per the rules outlined herein. Provided a quorum is present at the meeting, a 3/4 vote of the membership shall be required to remove an elected officer from office.

(B) To remove an appointed officer, a special meeting of the Governing Board may be convened as per the rules outlined herein. Provided a quorum is present at the meeting, a majority vote shall be required to remove an appointed officer from office.

#### NETWORK GOVERNANCE

President: Organization, Industry Relations, Past Presidents Advisory

President-elect: Leadership Development

First Vice President: Communication, Network Development, Network Certification, Elections Process, Bylaws and Standing Rules, Record keeping

Treasurer: Budget and Finance, Strategic Partner Development

Event Director: Calendar, Event Budgets, Communications, Education  
Membership Director: Recruitment and Retention, Membership Budget  
The Governing Board may appoint an Event Team Leader and/or a Recruitment and Retention Team Leader to serve the entire board term or for individual events, but Team Leaders do not have a vote in Governing Board deliberations.

All project team meetings may be in person or virtual. Any member may serve. Teams disband at conclusion of project.

Project Teams must be developed in these areas:

AUDIT - appointed by current (out-going) President within the month after elections

AWARDS - appointed by new President

BY LAWS AND STANDING RULES - by each new President for yearly review by current board

CANDIDATE REVIEW - appointed by President and approved by current board.

Project Teams may be developed in these areas, and these areas are to be assigned to one of the six board members for reporting purposes:

AMBASSADOR

ASSOCIATION LIAISON

COMMUNICATION

COMMUNITY OUTREACH

EDUCATION

FINANCE AND BUDGET - due in 1st month of term

FUNDRAISING

INDUSTRY OUTREACH

MARKETING

NETWORKING EVENTS - due 1st quarter

RECRUITMENT AND RETENTION

STRATEGIC PARTNERS

TECHNOLOGY/WEBSITE MAINTENANCE

YEARBOOK/HISTORIAN

## **EXPENDITURES**

### **BUDGET**

Within the first month after election, a budget shall be prepared by the Treasurer and approved by the Governing Board. Changes to the budget may be made by vote during the term of the Board.

### **MISCELLANEOUS EXPENDITURES**

All non-budgeted expenditures shall be approved by the Governing Board before money is spent. The Treasurer is an ex-officio member of project teams that collect or disburse funds.

### **FINANCIAL TRANSACTION PROTOCOLS**

Three (3) signatures shall be authorized on local banking checking/saving accounts. Only one (1) signature is required on checks. Signatures will be those of the President, President-Elect, or Treasurer. All monies collected by the Women's Council of REALTORS® Chattanooga shall

be turned over to the Treasurer within three (3) working days of receipt and shall be deposited by the Treasurer within five (5) working days thereafter.

The Bill Highway accounting procedures are to be determined.

#### EXPENSE REIMBURSEMENT

All expense reports should be given to the Treasurer with a correct cover form and signatures. Reimbursement requests should be presented to the Treasurer at the next governing board meeting following the expense. All disbursements not within budgeted amounts must be approved via vote by the governing board.

#### GIFTS

The Women's Council of REALTORS® Chattanooga is not responsible for appreciation gifts to Governing Board, Task, or Project Team leaders; however, a gift shall be presented to the retiring President at the end of her/his term of office. The President-Elect is responsible for selecting and presenting the Presidential appreciation gift, for which the combined purchase price and price of wrapping shall not exceed \$75.

#### PRESIDENT'S PIN

The retiring President shall purchase the incoming President's pin and have it ready to present at the installation of new officers. Pins are ordered from the National Women's Council of REALTORS®.

#### CONDOLENCES

In the event of an illness or death of a member, member's spouse, parent, or child, a card and note will be sent from the Women's Council of REALTORS® Chattanooga by the First Vice-President. Cards and postage to be a budgeted item.

#### **CONVENTION AND CONFERENCE LEADERSHIP DEVELOPMENT EXPENSES**

Officers will be funded for State and National meetings as the approved budget allows. Traveling expenses are limited to the budgeted amount not to exceed the amounts indicated below. Any unused monies can be carried forward and/or allocated for other Women's Council of REALTORS® State and National meetings within the same budget year.

The Network will not duplicate funding reimbursements received from other organizations. Attendance at all Women's Council of REALTORS® meetings at each event are required for reimbursement.

Officers traveling should use early bird registrations and book airfare in advance to avoid higher costs, staying at Women's Council of REALTORS® hotels or another hotel with a less expensive rate in order to conserve Network funds. Expenses for hotel rooms are

reimbursed based on double occupancy. If you do not share occupancy, you will only be reimbursed for half the cost of the hotel room, except in the case of the Leadership Academy. *Alcohol purchases and tips are not reimbursable expenses.* Officers should be prepared to provide a report concerning the meetings attended at the next scheduled Governing Board meeting.

#### PRESIDENT

The President shall attend the Women's Council of REALTORS® meetings at the Tennessee REALTORS® State Fall Convention, the Women's Council of REALTORS® meetings at the TR Spring Conference, two (2) National Conventions - the National Midyear meeting in Washington, DC and the NAR convention.

The President shall receive monies as follows for registration fee, travel, hotel and meals:

One (1) payment not to exceed \$1200 for the TR Spring Conference.

One (1) payment not to exceed \$1800 for the TR State (Fall) Convention.

Two (2) incremental payments not to exceed \$2000 each for the Mid-Year and National Conventions.

If air travel is appropriate, up to an additional \$600 is allowed for airfare.

In the event the President cannot attend the above listed meetings, the President-Elect may substitute for the President and receive monies allocated for that meeting. If the President or President-Elect cannot attend the meetings listed above, another Line Officer in rank order may attend and receive monies allocated for the President. Because it is important that the Women's Council of REALTORS® Chattanooga has representation at these meetings, at the discretion of the Governing Board, a member in good standing may attend and receive monies allocated for the President if other line officers cannot attend.

#### PRESIDENT-ELECT

The President-Elect shall attend the Women's Council of REALTORS® meetings at the TR Spring Conference; one (1) National Convention and/or the National Midyear meeting in Washington, DC; the 360 Leadership Academy; the State Leadership Orientation for Officers and Committee Team Leaders the year prior to serving as President; the Women's Council of REALTORS® meetings at the TR State Fall Convention.

The President-Elect shall receive monies as follows for registration fees, travel, hotels and meals:

One (1) payment not to exceed \$600 for the TR Spring Conference.

Total payment not to exceed \$1500 for the National Convention and/or National Midyear in Washington, DC.

One (1) payment not to exceed \$1400 for the Women's Council of REALTORS® 360 Leadership Academy.

One (1) payment not to exceed \$800 for the TR State Convention.

One (1) payment not to exceed \$150 per day for the Women's Council of REALTORS® State Orientation meeting.

#### TREASURER



The Treasurer shall attend the Women's Council of REALTORS® meetings at the TR State Convention, the Women's Council of REALTORS® meetings at the TR Spring Conference, and the State Orientation meeting.

The Secretary/Treasurer shall receive monies as follows for registration fees, travel, hotels and meals:

One (1) payment not to exceed \$600 for the TR Spring Conference.

One (1) payment not to exceed \$150 per day for the Women's Council of REALTORS® State Orientation meeting.

One (1) payment not to exceed \$800 for the TR State (Fall) Convention.

#### FIRST VICE-PRESIDENT

The First Vice-President shall attend the Women's Council of REALTORS® meetings at the TR State Convention, the Women's Council of REALTORS® meetings at the TR Spring Conference, and the State Orientation meeting.

The First Vice-President shall receive monies as follows for registration fees, travel, hotels and meals:

One (1) payment not to exceed \$600 for the TR Spring Conference.

One (1) payment not to exceed \$150 per day for the Women's Council of REALTORS® State Orientation meeting.

One (1) payment not to exceed \$800 for the TR State (Fall) Convention.

#### MEMBERSHIP DIRECTOR

The Membership Director shall attend the Women's Council of REALTORS® meetings at the TR State Convention and the Women's Council of REALTORS® meetings at the TR Spring Conference.

The Membership Director shall receive monies as follows for registration fees, travel, hotels and meals:

One (1) payment not to exceed \$600 for the TR Spring Conference.

One (1) payment not to exceed \$150 per day for the Women's Council of REALTORS® State Orientation meeting.

One (1) payment not to exceed \$800 for the TR State (Fall) Convention.

#### EVENT DIRECTOR

The Event Director shall attend the Women's Council of REALTORS® meetings at the TR State Convention, the Women's Council of REALTORS® meetings at the TR Spring Conference, and the State Orientation meeting.

The Event Director shall receive monies as follows for registration fees, travel, hotels and meals:

One (1) payment not to exceed \$600 for the TR Spring Conference.

One (1) payment not to exceed \$150 per day for the Women's Council of REALTORS® State Orientation meeting.

One (1) payment not to exceed \$800 for the TR State (Fall) Convention.

## STATE ORIENTATION

One (1) payment not to exceed \$700 will be allocated as dues paid to the State Network for the State Leadership Orientation for Officers. All Line Officers (or their Team Leaders) are expected to attend this training session.

## SCHOLARSHIP

\$4500 may be allocated for non-office holding REALTOR® members to attend a Women's Council of REALTORS® Conference. The Board of Directors may allocate any portion of these funds to be divided among one (1) to five (5) members in good standing.

## AWARDS AND RECOGNITION

### CHOOSING AWARD WINNERS

The award winners shall be chosen by the Awards Project Team (as appointed by the President) according to the state guidelines. Appropriate recognition shall be given at the Awards Ceremony.

### WOMEN'S COUNCIL OF REALTORS® CHATTANOOGA MEMBER OF THE YEAR

The Women's Council of REALTORS® Chattanooga shall choose annually one (1) Women's Council of REALTORS® Chattanooga Member of the Year. Nominees for this award must be a current member of the National Women's Council of REALTORS® and should have been a REALTOR® or REALTOR-Associate® for a minimum of one (1) full year.

### WOMEN'S COUNCIL OF REALTORS® CHATTANOOGA STRATEGIC PARTNER OF THE YEAR

The Women's Council of REALTORS® Chattanooga shall choose annually one (1) Strategic Partner of the Year. Nominees for this award should have been a Strategic Partner for a minimum of one (1) full year.

## COMMUNICATION

Ensure all REALTOR® and Strategic Partner members receive information regularly from the Network.

All written communication sent by members of the board on behalf of the Network shall be approved by the President with notification to the board; to include but not limited to invitations, forms, and replies to any non-board member's inquiry.

The permanent address for the Chattanooga Network is P O Box 22053, Chattanooga, TN 37422. The President and the Treasurer shall each have custody of a P O Box key, and the Treasurer shall collect the mail at a minimum of five (5) days before each board meeting. The legal address for the Network is 2963 Amnicola Hwy, Chattanooga, TN 37406.

The 'alias' email address for the Chattanooga Network is wcrchattanoogarocks@gmail.com. The First Vice-President, the Treasurer, and the President shall each monitor the email, and

alert others to pertinent information. Communication should be copied to this address for record-keeping.

The First Vice-President maintains a current contact list for REALTOR® and National Affiliate members, with assistance from the Membership Director, and maintains a current contact list for Strategic Partners with assistance from the Treasurer.

The social media and EventBrite accounts for the Chattanooga Network shall be monitored by the Event Director and the Membership Director. Invitations to events shall be sent at least 45 (forty-five) days prior to events, with reminder notices. Conform to National branding standards.

The First Vice-President maintains a shared list of documents, accounts, and passwords.

The First Vice-President and the Treasurer maintain a file of information for the end of year audit. The President-elect and the Event Director maintain the current year planning calendar, which is also to be presented for audit.

The Treasurer files the IRS and Tennessee tax forms in January following their term and upon completion of the audit. Treasurer terms overlap for training and tax reporting purposes.

## **BRANDING**

The official Women's Council logo must be used on all media/communications, conforming to branding guidelines.

The Network must use the website provided by National. Secondary social media must link to the website.

Network events, outreach, communications, etc, must reflect that of a professional business organization.

The Chattanooga Network shall adhere to a uniform appearance for printing and publicity.

Adopted by vote December 15, 2022 by the 2023 Governing Board