

## **Standing Rules**

**Amended May 2023**

### **I. Governing Board**

1. Membership is invited to attend all local board meetings.
2. Board members are expected to attend all governing board meetings, either physically or via multimedia.
  - a) If a board member cannot attend, he or she will ensure that any agenda items to be discussed are covered through notification of the Network President or President-Elect.
3. Project Leaders are expected to attend meetings where items of discussion pertaining to their areas of expertise are being discussed, either physically or via multimedia.
  - a) If a Project Leader cannot attend a governing board meeting, he/she will submit a written report covering the areas to be discussed along with any committee recommendations they may have.
4. Treasurer Duties - On a monthly basis, the Treasurer will prepare a current report and budget line-item financial accounting for the current month.
5. Strategic Partners will be a top priority. There will be a post each month about one if not more of our strategic partners. The president elect will reach out to each partner once a month or more to make sure they are feeling included and taken care of, and make sure they feel like they are getting what they paid for.
6. Board Members will go over all the policies in a workshop twice a year to make sure everyone is up to date on the information.

### **II. Elections**

1. Governing Board appoints a Candidate Review Team  
(a minimum of ninety (90) days prior to election):
  - a. Project Team to be a minimum of three (3) and no more than five (5) members.
  - b. Project Team must consist of Active (REALTOR®) members that are in good standing and no more than one (1) active National Affiliate member.
  - c. One (1) or more active Past Presidents willing to serve.
  - d. President-elect serves as (Non-Voting) ex-officio member.
  - e. Current governing board members are not eligible.
2. Candidate Review Team Chair  
(a minimum of sixty (60) days prior to election):

- a. Sends out email to membership to solicit applicants for open positions.
  - b. Candidate Review Team will confirm applicant eligibility. Candidate Review Team can conduct interview of applicants if they so choose.
3. President will notify the membership (ten (10) days prior to election) about the election date, location, rules of running and names of candidates.
3. Election will be held at an Industry Event Meeting or Special Meeting:
  - a. Members are credentialed at check-in and provided a ballot.
    - i. Per Bylaws twenty percent (20%) of the Active (REALTOR® / REALTOR-ASSOCIATE® / Institute Affiliate) members of the Network shall constitute a quorum and both National REALTOR® and National Affiliate members are eligible to vote.
  - b. Candidate Review Team oversees voting, collection and tallying of ballots and presents the candidates, with no motion for adoption.
  - c. President presides and conducts the election. All positions are elected positions.
  - d. A separate area is set aside by Candidate Review Team to oversee voting, and collection and tallying of ballots.
  - e. Ballots are to be kept until the 1st meeting of the following year.
  - f. After the time allotment for voting, the Candidate Review Team counts votes, gives Current President, and introduces officers elected.
  - g. Current First Vice President takes minutes of this meeting to be kept as a permanent record in official minutes of the following Governing Board meeting.

### **III. Records Retention & Destruction**

The following shall be retained in a secure location for a minimum of 6 years:

- Bank reconciliations and statements
- Deposits and receipts
- Contracts and leases – length of the contract plus 6 years
- Invoices and supporting payables documentation

The following records shall be retained permanently:

- Articles of incorporation
- Corporate resolutions
- Determination letter from the IRS
- Independent audit reports
- Tax returns
- Board minutes

### **IV. Education**

A Scholarship of \$75 per Network member is available for a Women's Council of Realtors sponsored PMN class. Payment is made upon completion of the Performance Management Network Designation. Eligibility to be reimbursed for the class requires a

receipt of payment, as well as a report in writing or by email to the governing board within 30 days of completion of the class about the knowledge gained.

**V. Travel Reimbursements**

- a) See Financial Policy

**VI. Flowers, Gifts, & Cards**

The Membership Director will solicit for money to cover expenses for members who are hospitalized or grieving.

- a) No more than \$100.00 will be afforded for such gifts and expenses.
- b) The Governing Board may direct the Treasurer to provide funding for such expenses if there are no meetings of the general membership scheduled near the time of the event providing a reimbursement collection is held at the next meeting.

**VII Guest Policy**

- a) Guest speakers will receive a complimentary admission and meal.
- b) Non-members, or qualified prospective members may attend regular Network meetings or events as guests 1 time and pay the member rate.  
This does not apply to a member's family or special guest, provided they are not eligible for Women's Council of REALTORS® membership.
- c) The fee for a non-member attending an event may be higher than the member fee after attending 1 time at member rate.
- d) Members visiting from other Networks will be charged the member rate.

**VIII Reservation Obligations**

- 1. Financial Obligations
  - a) Reservations for all Network events sponsored by the Network shall be a financial obligation to be paid by the member.
- 2. Cancellation Deadline
  - a) The cancellation deadline is established by the event's own cancellation deadlines. This is to include all local, State, and National events.
- 3. Billing

- a) Billing for un-canceled organized functions shall be made within one day of the event.
- 4. Fee Policy
  - a) Members attending an organized function shall be charged, if a charge is due, for the meal or refreshments whether they eat or do not eat.
- 5. No Reservation
  - a) If members wish to attend an organized function without a reservation, they shall be accommodated on a space available basis only.

#### **IX Strategic Partners**

- a. There will be 4 levels of Strategic Partners
- b. Platinum      \$1,500.00
- c. Gold            \$1,000.00
- d. Silver          \$750.00
- e. Bronze         \$500.00
- f. Pearl            \$350.00

#### **X Shared Drives**

- 1) The state will set up a Shared Google Drive that we are to put our documents and to do spreadsheets into.
- 2) Access will be limited by position
  - a) President and President Elect will have access to all forms.
  - b) Past President from prior year will have access to the Standing Rules.
  - c) Treasurer will have access to all budget related spreadsheets.
  - d) First Vice President will have access to member and strategic partners. spreadsheets and template for meeting minutes and member and strategic partner sign in sheets
  - e) Membership Director will have access to all spreadsheets pertaining to Members and Strategic Partners
  - f) All Committee members will have access to all pertinent spreadsheets.

Adopted \_January 26th\_by 2008 Governing Board.

Amended Jan. 2014

Amended Oct. 2014

Amended May 2019

Amended Jan. 2021

Amended Mar. 2023

Amended May. 2023