

WOMEN'S COUNCIL OF REALTORS®
NORTHEAST OHIO
STANDING RULES
Adopted 9/13/2022

I. GENERAL RULES

- A. The responsibilities of the Officers and Chairpersons shall commence in November, on the first Tuesday following the completion of the National Meeting of Women's Council of REALTORS®.
- B. Officers are to sign the "Consent to Serve" each year for each office.
- C. The Governing Board shall meet a minimum of four (4) times a year.
- D. Authority shall rest with the Governing Board for the expenditure of funds for gifts or gratuities that are in order during the year for any visits by a National and/or State officer unless allocated in the annual budget.
- E. The Governing Board shall meet in October to conclude all unfinished business for the year. All Officers and Chairpersons shall keep records of their duties/activities for the year to pass on to their successors at the October Governing Board meeting.
- F. Standing rules are subject to change or modification by a majority vote of the Governing Board. All changes take effect immediately unless otherwise specified.
- G. Officers and Committee Chairpersons may not incur expenses, obligate the Council, champion causes or otherwise speak for Council without prior approval of the Governing Board.
- H. Any chairperson and/or committee must have board approval to go over budgeted amount or it will be the chairperson's/committee's expense.
- I. This Network shall have a minimum of four (4) Industry Events annually, or one (1) for each quarter. One (1) required industry Event MUST focus on Leadership Development and one (1) MUST be collaborative with another Network, Association or Organization. The two (2) remaining events shall be relevant and income developing.
- J. The Network shall have a minimum of two (2) additional Networking Events annually.
- K. The Network budget will provide funding to the Membership Director, Event Director, Secretary and Treasurer, \$850.00 each to attend National/State and/or Regional Meetings.
- L. The Network, with Governing Board approval, may provide funding for non-officer REALTOR® Members to attend Women's Council of REALTORS® events IF budget permits. This REALTOR® Member must be in good standing and a regular event attendee. (The Nominating Committee should target a possible future Officer).

- M. The Hospitality Committee shall send flowers or designated items with a maximum of \$100.00 on behalf of Northeast Ohio Network on the death of a local Past President, current officer, or Governing Board member or their spouse or child. Cards are to be sent for all other occasions.
- N. The BYLAWS and STANDING RULES shall be reviewed and approved by the Governing Board each year before the annual election. ByLaws shall be emailed to the National Women's Council of REALTORS by October 31st if changes are made.
- O. The Network shall adhere to National operating standards and meeting criteria to maintain National Network Certification.
- P. All permitted reimbursable receipts are to be submitted to the Treasurer within thirty (30) days.
- Q. Any expense incurred will be deducted from the President's budget amount. Any amount exceeding the budgeted amount is at the expense of the President.

II. THE PRESIDENT SHALL:

- A. Preside at the Local Network Governing Board Meetings and Industry Events.
- B. Appoint Membership and Event Directors and Special Committee chairs except Nominating Committee, Member of the Year and Affiliate/Strategic Partner of the Year to carry out Network Goals with ratification by the Governing Board. Provide the chairperson with an outline of their respective duties plus suggestions and objectives for the year.
- C. Provide Leadership Network Guidebook & Glossary, Operating Standards and Officer Job Descriptions for the Officers.
- D. Notify the President-elect as soon as possible should the President be unable to attend a required meeting. It is the President-elect's responsibility to fulfill the obligation.
- E. Be reimbursed for lodging, transportation to and from events and any meals with required attendance to all National, State and Regional meetings not to exceed budgeted amounts. Any other meals will not be reimbursed.
 - 1. Receipts must be submitted to the Treasurer no later than thirty (30) days after travel time.
 - 2. Registration fees (early bird deadline) for National and State meetings shall be paid by the Network and deducted from the President's overall budget amount.
 - 3. Women's Council of Realtors® funds shall not be used to reimburse any expenses covered by other funds available to the President.
 - 4. A credit card will be provided *if available* by Council, not to exceed the budgeted amount, to be used for registration, air, travel expense, hotel reservations and any meals with required attendance at State and National events. **No personal expenses are to be charged to the credit card.** Accumulated points on the Network card *if applicable* will be redeemed prior to the expiration date. Points are to be used towards a statement credit.
- F. If the President cannot attend a National, State or Regional meeting, the President-Elect may attend on behalf of the President.

- G. The President shall appoint the Audit Committee at the next to last Governing Board Meeting of the elective year and shall present its report at the first meeting of the following year. This committee will be composed of the Audit Chair, Finance/Budget Chair and two (2) National members. The committee shall conduct an audit of the Treasurers records at least two (2) times per year. One (1) audit to be completed after all December's bills are paid and presented at the first (1st) Governing Board meeting of the year. The second (2nd) audit is to be completed by July 1st and presented at the next Governing Board Meeting.
- H. The President is to be responsible for the Network Certification Application to National before the deadline outlined on the National site.

III. THE PRESIDENT-ELECT SHALL:

- A. Appoint the First Vice President with Governing Board ratification.
- B. Submit the Network budget and business plan to the State Network by November 30th. (May be required earlier by the State Network.)
- C. Attend the annual National 360 Leadership Conference.
- D. Present a Leadership Orientation for all incoming Local Network Officers and Chairpersons to be given prior to the January meeting. This training shall emphasize the duties and responsibilities of each position including a review of the current ByLaws and Standing Rules.
- E. Coordinate the Installation.
 - 1. Choose and extend an invitation to the Installing Officer.
 - 2. Purchase a membership renewal for the outgoing President. Cost not to exceed the budgeted amount.
- F. Incoming President-Elect to review sponsorship levels and send requests to Affiliate offices on or before November 1st.
- G. Be reimbursed for lodging, transportation and attendance required meals to all National, State and Regional meetings and the National 360 Leadership Conference not to exceed the budgeted amount.
 - 1. Receipts must be submitted to the Treasurer no later than thirty (30) days after travel time.
 - 2. Registration fees (early bird deadline) for National and State meetings shall be paid by the Network.
 - 3. Women's Council of Realtors® funds shall not be used to reimburse any expenses covered by other funds available to the President-Elect.

IV. MEMBERSHIP DIRECTOR SHALL:

- A. Oversee all membership activities including recruitment, retention and recapturing membership efforts for the Network with Membership Marketing Chair (*if applicable*).
- B. Call local and national Network members for renewal in February & March.

- C. Coordinate the annual membership meeting with the Event Director.
- D. Induct new members at the Industry Events quarterly if needed; provide new member information and conduct orientation per National guidelines.
- E. Inform Network National members that any corrections or changes to their profile must be done directly by them through the National website at www.wcr.org.
- F. Compile final member information by April 15th to have the roster available to current members and posted to the local website by May 1st.
- G. Review Strategic Partnership levels and send requests for sponsorships to Affiliate offices on or before November 1st of current year.
- H. Invoice all non-resident and/or retired Past President members by December 1st of current year.
- I. Annual membership dues for Non-residents and/or retired Past Presidents shall be \$20.00 (Local network dues only).

V. FIRST VICE PRESIDENT SHALL:

- A. Take the minutes of each Governing Board meeting and business resource meetings.
 1. Accurately record all motions at these meetings.
 2. Arrange for a substitute if unable to attend any meeting.
 3. Provide officers with a copy of the minutes within 10 days of the meeting.
 4. Maintain original minutes in a permanent record (google drive) to be available at all meetings.

VI. TREASURER SHALL:

- A. Apply for a new credit card (*if available*) and Cancel the credit card (*if available*) for the outgoing President before the newly elected board takes office.
- B. Complete new bank signature cards for the President and Treasurer before the newly elected board takes office.
- C. Prepare a financial report including an updated budget for each Governing Board meeting. Maintain financial reports and updated budget in a permanent record (google drive) and make available at meetings.
- D. Reimburse expenses within fourteen (14) days upon receipt of original bills. These are to be received by the Treasurer no later than thirty (30) days following an event or expense.
- E. Submit a Treasurer's report to the Finance and Budget Committee by October 1st to assist in establishing the budget for the following year.

- F. Work with the prior year's Treasurer to submit information to maintain our not for profit status in a timely manner.
- G. Must work with the Women's Council of REALTORS Ohio State Network® to file IRS form 990 Tax Return by April 15th. (As Northeast Ohio Network shares an EIN number with the State Network.)
- H. Ensure BillHighway account is maintained in order to receive Network member payments.

VII. CANDIDATE REVIEW TEAM

- A. A Candidate Review Team is selected by the Governing Board (a minimum of ninety (90) days prior to election).
- B. Project Team to be a minimum of three (3) and no more than five (5) members.
- C. Project Team selects the chairperson at the first meeting.
- D. Project Team must consist of Active (REALTOR®) members that are in good standing and no more than one (1) active National Affiliate member. One (1) or more active Past Presidents willing to serve. One (1) or more active Past Program Directors willing to serve. President Elect serves as (Non-Voting) ex-officio member. Current governing board members are not eligible.

VIII. MEMBER/STRATEGIC PARTNER OF THE YEAR:

- A. Strategic Partner of the Year chairperson and committee shall be a sub committee of Member of the Year.
- B. Selection committee shall be shared by the Governing Board and the most recent recipient. An award will be presented to the recipient. These funds shall be allocated from the established budget.
- C. Member of the Year Criteria shall be as follows:
 1. Must have been a REALTOR®/REALTOR-Associate®/National Affiliate/REALTOR® Association Staff member for the last five (5) consecutive years & in good standing.
 2. May not have received the award in the last ten (10) years.
 3. When nominated or eligible an application must be filled out and turned in prior to the deadline.
 4. Member of the Year Chairperson to order gifts and winners to be announced at Installation. Receipt to be turned in to Treasurer no later than thirty (30) days from purchase.

IX. GOVERNING BOARD MEMBERS SHALL:

- A. Include President, President-Elect, First Vice President, Membership Director, Event Director & Treasurer.
- B. All positions must be held by a REALTOR®/REALTOR-Associate with the exception of Membership Director or Treasurer which may be a National Affiliate Member..
- C. Be a REALTOR® or National Affiliate member in good standing.

- D. Include six (6) officers who are entitled to vote and must be National members.
- E. Attend all governing board and Network events. Any board member who fails to attend four (4) combined unexcused scheduled governing board meetings and/or Industry Events shall be deemed to have resigned from the Governing Board. Vacancy shall be filled in accordance with the BYLAWS.
- F. Be encouraged to serve as a member of their respective committee at the local board.
- G. Be provided with and adhere to Job Descriptions provided by National.

X. FINANCE AND BUDGET COMMITTEE SHALL:

- A. Consist of the chairperson (Past President), current President, President Elect and current and incoming Treasurers.
- B. Review the General Education fund to determine if General funds need to be transferred to the Education Fund or Savings Account.
- C. Review all expenses for the current year and adjust the budget accordingly. Prepare the budget for the next year for board review by October 31st.
- D. Present the budget for approval at the first Governing Board meeting of the year.

XI. INSTALLATION:

- A. Meals are to be paid by the Network for the Incoming President & Guest, Outgoing President & Guest, Installing Officer, MC, any attending Women's Council of REALTORS Ohio (State) Governing Board Members and State Liason.

XII. CONFLICT OF INTEREST:

- A. Prior to entering into any contractual or vendor relationships with related parties, the proposed transaction shall be brought to the attention of the Governing Board for approval.
- B. Governing Board members which describe any conflicts or potential conflicts of interest shall be in written form and signed and sent to the State President at the Winter Governing Board meeting.

XIII. RECORD RETENTION AND DESTRUCTION:

- A. It is the policy of the Network to retain certain records by law and to destroy them when appropriate.
- B. The destruction of records must be approved by the Governing Board and in keeping with legal requirements. Each Governing Board member is required to have knowledge of and keep record of the retention schedule for all types of records.

- C. The following shall be retained permanently:
 - 1. Articles of Incorporation
 - 2. Corporate Resolutions
 - 3. Determination letter from the IRS
 - 4. Audit Reports
 - 5. Tax Returns
 - 6. Governing Board Meeting Minutes

- D. The following records shall be retained for the following periods of time:
 - 1. Band Reconciliations and bank statements: 3 Years
 - 2. Deposits and Receipts: 7 Years
 - 3. Contracts and Leases: Length of the contract plus 7 Years
 - 4. Invoices and supportive payables and documentation: 7 Years

XIV: WHISTLEBLOWER POLICY:

- A. This whistleblower policy is designed to provide a mechanism for Network members and other organization leaders to raise good faith concerns regarding suspected violations of law or Network policy; to facilitate cooperation in any inquiry or investigation by any court, agency or law enforcement or other governmental agencies; and to protect individuals who take such action from retaliation by any other member or agent of the Network.

- B. This policy applies to all Network and Governing board members and other organization volunteers.

- C. The Network is committed to maintain an organization where Members are free to raise good faith concerns regarding the Network business practices. Members should be encouraged to report suspected violations of the law; to identify potential violations of Network policy, including those contained in our BYLAWS and STANDING RULES; and to provide truthful information in connection with any inquiry investigation.

- D. Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality. The President will manage such investigation, and may request the assistance of counsel or other outside parties as they deem necessary. The President will provide a report of the findings of the investigation and submit such a report to the Governing Board.

- E. In the event that a report concerns the President, they shall recuse themselves from the proceedings and the President-Elect shall select an appropriate officer of the Network to continue the investigation.

- F. Any member who believes that they have been subject to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report such incident to the President of the Network.