



2023 Standing Rules

The purpose of Standing Rules is to provide continuity to the Network by setting operating policies that can be referred to year after year to determine what procedure is to be followed regarding key points in the By-Laws. National provides the Networks with By-Laws to adhere to. The Standing Rules are to provide clarity and shall prevail over National By-Laws if there is a conflict. Standing Rules may be amended or changed by a majority vote of the current Governing Board. The following is the link to the National Women's Council of Realtors Leadership Policy & Procedure Manual.

<https://www.wcr.org/media/1839828/lppm-2020-revised.pdf>

- I. COMMUNICATIONS - It is the duty of the Local Network President to inform the entire membership of all meetings of the Northern Colorado Network, however the President may choose to delegate.
- II. "NEW BOD Transition" All outgoing Board Members and Project Team Leads will provide a hardcopy of past files/notebooks to the new incoming Board Members and Project Team Leads.
 - a. All new incoming Board Members shall continually maintain and update these files for ease of passing along to the next year's Board Members and Project Team Leads.
- III. LOCAL NETWORK MEETINGS – Meetings of the local network shall include meetings of the Governing Board and/or meetings of the membership in conjunction with a speaker, an event, round-table or other function. The Board Members shall vote when and where these meetings/events shall occur. Virtual classes and meetings are acceptable only if the Board Members have voted yes 3 out of the 5 Board Members (A Quorum) with one vote from either the President or President-Elect.
 - a. Governing Board Meetings:
 - i. President shall prepare the "Meeting Agenda" and email it to all Board Members at least 2 days prior to the meeting date.
 - ii. All Board Members and Project Team Leads shall make every effort to attend and participate in all meetings and events.
 - iii. Should Governing Board members be unable to attend a meeting/event, they shall provide immediate notice to the President. The Board Member not able to attend shall provide the First Vice-President with the necessary updates for the meeting. The First Vice-President will update the Governing Board.

iv. Governing Board meetings shall be held at least 8 times annually.

b. Member Network Meetings/Events:

i. Best effort will be made to hold Member Network Meetings shall be held at least 6 times annually on a consistent time & day of the week. For Example: always a 3rd Wednesday Noon to 2pm. Flexibility in scheduling may occur based on speaker, educator, venue or provider availability.

ii. The President and Guest Speakers are to receive a complimentary meal & drink.

iii. Network Events shall be held at least 4 times annually. These days/times will vary according to the events purpose.

iv. Member events and meetings shall include but not be limited to luncheons, speakers, fundraising events, education events (with Continuing Education credit) and more. These events shall be publicized to the membership with a registration link (e.g., to Eventbrite) to collect registration fees prior to the day of the meeting/event. The registration fee for Future/Non-members will be determined by a consensus of the Governing Board. Should the Governing Board determine that a registration fee will be charged, Future/Non-members shall pay not less than \$10 more than members. Future-non-members shall only be allowed to attend Member only meetings once per year.

v. Cancellations/Refunds policy shall be clearly stated in the marketing of each meeting and event. In the event of cancellation/refund, the Governing Board shall decide how the cancellation/refund will be handled. No refunds shall be issued if cancellation occurs after an event has started. There are no holds or reservations made without payments.

vi. Meetings to be incorporated into the schedule:

1. 'Flamingles' - Orientations for Future Members & Strategics shall be held at least 3 times annually.

2. Next Year Elections to be held by the third week of September.

3. Installation to next year's Board of Directors shall be held the by the second week of December.

4. By January 31, the first Flamingle of the year to introduce the New Board Members & Appreciation of Strategics Meeting shall be held.

IV. DUES

a. Annual membership for Northern Colorado's LOCAL Network will consist of dues that will be \$99 for REALTOR® or National Affiliate, plus \$30 for STATE of Colorado, plus \$140 for NATIONAL dues for a grand total of \$269 due at sign up.

V. STRATEGIC Partnerships

- a. Northern Colorado has 4 levels of participation: Bronze, Silver, Gold & Platinum. The President-Elect shall manage and maintain relationships according to the network's standards and pricing on the Strategic Partnership Program Flyer. This Strategic Partnership Levels Flyer shall be voted on and approved each year at the September board meeting for the upcoming year.
- b.
- c. . Should a Strategic Partner join at the Platinum level, no other partners will be accepted in that category. For all other levels, the President and President-Elect shall set limits for the number of Partners accepted for a given category. Real Estate Brokerages shall be permitted to join as a Strategic Partner but shall be limited to Bronze level participation.

VI. SPONSORSHIP

VII. FINANCES

- a. The annual budget will be prepared by the incoming President and incoming Treasurer and presented to the board for review at the October BOD meeting.
- b. A minimum reserve equaling \$40 per member will be carried over annually for the succeeding year.
- c. The current President, President-Elect will be placed as signatories on the Network's checking account and shall all have an account debit card. The Treasurer shall have a deposit only atm card.
- d. No checks or charges to the debit card shall be made over \$100 without first having the Board of Directors notified.

VIII. TRAVEL EXPENSES – Such expenses of the President and President-Elect, will be paid out of the treasury of the Local Network and will be determined each year by the Governing Board, or as designated by the Board providing the Local Network has funds available. In addition, should the Governing Board determine there are sufficient funds in the budget, some travel expenses for the other Board Members, First-Vice President, Treasurer, Membership Director and Events Director, will be paid out of the treasury of the Local Network.

- a. The Network will pay the travel expenses for airfare, meals (excluding alcoholic beverages) hotel, and conference tickets for the following meetings if funds are available but not to exceed the amount determined by the annual budget.
 - i. National Meeting (November—during the NAR Convention—location varies)
 - 1. President
 - 2. President-Elect
 - ii. Leadership Development Training (August—in Chicago)
 - 1. President-Elect
 - iii. Mid-Year Legislative Meeting in Washington, D.C.
 - 1. President
 - 2. President-Elect
- b. The Network will the double/double hotel room and conference ticket for the following meetings if funds are available but not to exceed the amount determined by the annual budget.
 - i. National Meeting (November—during the NAR Convention—location varies)
 - 1. First-Vice President

2. Treasurer
 3. Membership Director
 4. Events Director
- c. Registration and transportation will be the responsibility of the individual attending as soon as it is available in a manner that utilizes bargains and advance purchase discounts.
 - d. Any personal days taken prior to or after official functions will not be reimbursed. However, travel required to take place prior or after the event will be reimbursed.
 - e. An official function is considered to have begun the day of and conclude the day of the event. If arriving earlier or staying longer, extra nights in room will not be reimbursed.
 - f. Any deviation of these travel expenses will be voted on by a majority vote of the Governing Board.
 - g. President and President-Elect shall have their own hotel rooms (single). Other board members are required to share a hotel room (double/double) Should other board member choose to have his/her own hotel room, but will only be reimbursed 50% of expense if there was a shared room available. The exception will be that other board members of the opposite sex are not required to share a room.
 - h. In the event other Board members are traveling with a spouse the Network traveler will be reimbursed for only 50% of the room rate per day during the time of the event outlined above.
 - i. President and President-Elect are required to attend the two yearly WCR/NAR meetings. Should one of the above not attend a required national meeting, the Governing Board will appoint someone in their place. The replacement member Shall be serving on the next year's Board of Directors.
 - j. Before any of the above expenses are reimbursed, the following criteria must be met:
 - i. The reimbursement amount must be within the budget guidelines.
 - ii. There must be sufficient funds in the treasury to meet the expense.
 - iii. The expenses must have occurred within the Network year for which the reimbursement is sought and within 30 days of the actual event.
 - iv. The member requesting reimbursement must present a full accounting of the expenses and its rationale to the treasurer. Such accounting must be accompanied by receipts.
 - v. Have approval from President, President-Elect and Treasurer.
 - k. If the President, President-Elect, or delegate represents another organization at the same function and is reimbursed by said organization for the same function, said attendee cannot be reimbursed by both organizations for the same expense. (For example, if a representative or officer of the Local Network is also representing another Realtor organization whose expenses are paid by the other organization, then no reimbursement of such expenses will be made by the Local Network.

- X. NETWORK MEETINGS/EVENTS – Reservations for all Network meetings and special events will be an obligation paid by the member or future-non-member making the reservation. These reservations will be nonrefundable and nontransferable. The registration fee for each event will be determined by a consensus of the Governing Board. Should the Governing Board determine that a registration fee will be charged, Future/Non-members will pay not less than \$10 more than members. INAUGURATION / PAST PRESIDENT’S LUNCHEON – Past presidents of the Network and its predecessors will be honored at the end of year celebration either December or January. They will be given complimentary meals and/or other recognition as a token of appreciation for their service to the Network. This function shall also serve as induction for the coming year’s board, during which a gavel is passed from the outgoing to the incoming Local Network President.
- XI. GREETING CARDS – The First Vice-President will be responsible for sending cards to members at appropriate times as Thank You, Sponsorship fundraising payments, Birthdays, etc.
- XII. REVIEW OF BYLAWS & Standing Rules – The Bylaws and the Standing Rules will be reviewed every year to comply with the Bylaws of the Women’s Council of REALTORS® of the National Association of REALTORS®, as well as, adapt to the needs of the Network.

Standing Rules Addendum

A. CHANGEOVER

- a. Update National with new officers by October 31 of year prior to board taking office
- b. Network bank account: Remove previous President and other board members assigned to bank and post office before Dec 31 and add New President, President-Elect and Treasurer as stated previously.
- c. Change passwords on all systems and banking. (User ID can remain the same)
- d. Change admins for Facebook
- e. Gmail and Eventbrite passwords should be changed to new president's name
- f. Transfer files to incoming officers, especially treasurer (including tax records, bank statements, insurance records, invoices, etc.) at the "New BOD" meeting by December 15
- g. Transfer post office keys to next President & President Elect & Treasurer

B. COMMUNICATION

- a. Membership information and calendar will be provided to members and non-members at all orientation meetings. In addition, communication will occur by email, Facebook, text messaging and telephone calls as deemed appropriate by the Board of Directors for each event.
- b. Eventbrite: events are entered here so attendees can purchase/reserve tickets to events in advance.

C. TREASURER

- a. Taxes: file necessary form by due date to IRS (Treasurer or President)
- b. Periodic State Reporting: State of Colorado requests a periodic report every year (Treasurer or President)
- c. Bank Account: Chase Bank, checking with President, Debit Cards to President, President Elect, with a deposit only card to Treasurer
- d. Eventbrite transfer
- e. Insurance: Paid annually with invoice in September through Autopay.
- f. Post Office – responsible to pick up mail at least monthly

D. MEMBERSHIP – Membership Director is responsible to have list of all members and always maintain a national minimum of 20 Realtor members but striving for a minimum of 30+ Realtor members. To conduct a minimum of 2 membership orientation/ "Flamingle" events per year. These events can be combined with other network events/meetings.

E. STRATEGIC PARTNERS – President Elect is responsible to have 1 strategic per 4 Realtor members at all times and to conduct individual meetings with potential strategics throughout the year and a minimum of 2 strategic orientation events per year. These events can be combined with other network events/meetings.

F. FIRST VICE-PRESIDENT

- a. Takes minutes during each board meeting
- b. Post minutes online and sends an email to all board members within two days after meeting and obtains verification that all board members received and approved the meeting notes.

- c. Shall make necessary updates and changes to minutes.
- d. Shall keep final meetings on hand at all meetings in case of questions or verifications. Will also hand off to next year First Vice-President all meeting minutes by December 31.
- e. Shall make sure meetings are held accountable for the scheduled time frame by keeping President or meeting leader informed of the time.

G. EVENTS

- a. Before the Event: Print and verify all attendees prepaid.
- b. Take to Event:
 - i. registration list from Eventbrite; tablecloth, banner sign, information flyers
 - ii. Calendar, brochures & business cards
 - iii. make sure President brings check/cc for payment to event venue or speaker etc.
- c. Reminders:
 - For Member Only events, Future – Non – Members can only attend once per year Sign everyone in and track every meeting/event with attendance.