

**WOMEN'S COUNCIL OF REALTORS® TAMPA**

**STANDING RULES**

**REVISED 11.29.22**

**This Network shall follow the National Women's Council of REALTORS® Operating Standards: Local Networks & Job Descriptions (attached)**

**MEETINGS:**

**Governing Board:**

1. Governing Board Meetings shall be held as per National Bylaws Article IV Section 4 with a minimum of four 4 meetings annually. Attendance/absence of voting members shall be reflected in the minutes.

1. Any guests/team leaders in attendance at a Governing Board Meeting shall refrain from participating unless prior permission has been granted by the President, and such participation is noted on the meeting agenda.

2. The Board shall review the attendance record of any voting member of the Governing Board with two unexcused absences. A vote shall be taken by the governing board regarding their removal from office.

3. Any voting member whose seat was vacated in this manner may apply for reinstatement, which shall require a majority vote of the Governing Board.

All Realtor® National Affiliate Members and Strategic Business Partners have the right to attend Governing Board and General Membership meetings and the Local Network shall not have any closed meetings electronically or otherwise except allowing for Executive Session per Roberts Rules.

**Special Meetings:**

1. Installation Meeting - The Installation Meeting shall be held in November, December, or January.

2. District Event – Shall be held as determined by Women's Council State. Participation and monetary contribution to be determined by State.

**Elections:**

1. Election shall be held not later than August 30<sup>th</sup>.

2. National Election Procedures shall be followed.

3. National Job Descriptions/ qualifications shall be followed.

4. Conducting the Election: (a) Meeting as outlined in the National Election Procedures or

b) Electronic voting using a secure electronic voting platform.

**Installation of Officers:**

1. The passing of the gavel shall occur at the Installation of Officers.
2. The incoming President, along with his/her Project Team shall make the arrangements for the ceremony.
3. The incoming President shall select the Mistress/Master of Ceremonies and Installing Officer.
4. The outgoing President shall have the duty of obtaining the incoming President's pin and gavel at the expense of the Network per budgeted amount for that year.
5. Outgoing President Appreciation - The incoming President shall obtain, at the expense of the Network, a plaque/personal gift to be presented to the outgoing President after the passing of the gavel. Total expense shall not exceed \$250.
6. Installation Finances - Governing Board approval of event budget required. Cost of the Installation event shall be funded by sponsors and supplemented by the network annual budget as needed.
7. The incoming President will receive a free installation banquet ticket for themselves and an additional free guest ticket.

**Network Courtesy Policy:**

1. Memorials - In the case of a death of a Network member, an appropriate memorial not to exceed \$100 shall be selected. In the case of the death of Network member's spouse, parent or child, an appropriate memorial not to exceed \$75 shall be selected. This shall be the responsibility of the Secretary. 2 Illness - A card and/or flowers will be sent to all members hospitalized. Price not to exceed \$75 unless approved by the Governing Board. This shall be the responsibility of the Secretary.
3. Courtesy Expenditures Not Budgeted - The Governing Board may approve a Courtesy Expense not budgeted. A donation request may be taken at a General Membership Meeting for a courtesy expense.

**Events:**

The Network to conduct a minimum of 6 mission-focused events annually per National Operating Standards.

1. Governing Board members shall be required to attend all Industry Events and Meetings. If unable to attend for reasonable business or personal reasons, the member is to notify the Events Director and President in advance.
2. Non- member (guest) participation is encouraged at events. The non-member will be charged an additional fee, determined by the Events Director with the consensus of the Governing Board.
3. Event reservations shall be made through Eventbrite, or other such electronic invitation/payment platforms. Credit card fees to be passed onto the attendee as part of the ticket price. Every effort shall be made to have Early Bird pricing incentives. Payment at the door will be more than the final payment amount offered electronically and only available on a first-come, first-serve basis.

## **Awards:**

The Network will participate in National Awards and State Awards. The President shall appoint an Awards & Recognition Team.

The Governing Board will determine which awards are to be given out for the year. The Governing Board will determine the budget for the awards and approve all purchases of the Team.

The awards will be given out at the January Kick Off Event. No individual may win the same award in two consecutive years. No individual may win more than one award per year.

The Awards & Recognition Team will announce to the general membership a minimum of sixty (60) days before the Installation, that the Team is asking for nominations for candidates for those awards the Governing Board selects for the year. Nomination forms are to be sent to all members in good standing. Forms to be returned to the Team within thirty (30) days of presentation.

The Awards & Recognition Team will also vet all nominations as to eligibility. Any reason for ineligibility shall be noted on the nomination forms. All nomination forms shall be saved for one year and available for member review. The responsibility for choosing the awards recipients shall be with the Awards & Recognition Team. These awards may contain some or all the following:

1. REALTOR® Member of the Year

The purpose of this award is to give recognition to the individual who has done the most for the organization during the year selected. This person should exemplify all the REALTOR® standards and be considered a role model for others. The recipient must have been a Women's Council member for at least three consecutive years. He/she must have served either as an Officer, Board Member, or Team Leader for the last two years and must have been active on a Team/Board during the year selected.

2. National Affiliate Member of the Year

The National Affiliate of the Year award is designed to recognize the person who has done the most to support Women's Council during the year nominated. To be eligible, the individual must have been a National Affiliate Member in Good standing for at least 3 consecutive years, and must have actively served on at least one Project Team or Task Force, or Governing Board position

2. Humanitarian of the Year

The individual must be a Women's Council member in good standing for a minimum of one year, who has given freely of their time and talents to one or more organizations, and who has volunteered many hours of service and commitment on a continuous basis.

4. Rising Star Award

This award will recognize the member who has participated on more than one Team, has demonstrated leadership skills, and has shown a desire to learn more about Women's Council.

5. Entrepreneur of the Year

This person must be a Women's Council National REALTOR® member for a minimum of one year and meet the criteria per National Women's Council.

**Special Awards:** These awards shall be given at the discretion of the Governing Board when appropriate.

1. Annie Mary Hand Founder's Award

This award is given in honor Annie Mary Hand, a founder of our Tampa Network, who through her outstanding efforts, laid the foundation that grew our Network to what it is today. She was also the first Florida State Women's Council President from Tampa. The recipient of this award emulates the spirit and exemplary commitment of Annie Mary Hand.

2. Governing Board Discretionary Award

The purpose of this award to is to recognize the REALTOR member, Affiliate Member or Strategic Partner that has shown superior dedication to Women's Council, positive attitude, and willingness to promote the value of the Council. The recipient must be a member or Strategic Partner for at least a year prior to receiving the award.

**SCHOLARSHIPS:**

As an inducement for the Network to encourage more REALTOR® and National Affiliate Member(s) to participate in continuing education and/or higher education, and subject to the herein below conditions, the following classes may be submitted for scholarship reimbursement: PMN Courses, Courses from the REALTOR® Family Designation Programs (information available from REALTOR.org), or, for National Affiliate Members only, career specific licensing or accreditation courses in furtherance of an Affiliate Member's current professional designation. The Network will provide a scholarship reimbursement to each REALTOR® and Affiliate Member(s) who meet(s) the below respective requirements. Reimbursement will be distributed on a percentage basis, depending on the amount budgeted for the year and the number of Members who request reimbursement. The Network's budgeted amount for such reimbursable expense per REALTOR® and Affiliate Member may change from time to time.

For any REALTOR® or National Affiliate Member who is currently serving on at least one (1) Team or the Governing Board for the year in which reimbursement is being requested, the reimbursable amount may be up to but shall not exceed two (2) times such member's annual Network membership fee for the year in which the scholarship reimbursement is requested. For any REALTOR® or National Affiliate Member who is not currently serving on at least one (1) Team or Governing Board for the year in which reimbursement is being requested, the reimbursable amount may be up to, but shall not exceed such member's annual Network membership fee for the year in which the scholarship reimbursement is requested.

To be eligible for scholarship reimbursement, a REALTOR® Member must meet the following criteria:

1. A Women's Council REALTOR® Member in good standing for at least one (1) year.
2. REALTOR Member(s) must hold his/her primary membership in the Tampa Network.
3. Submission to Treasurer, no later than November 30<sup>th</sup> of each year, a Check Request Form, original pad receipt and a copy of the course Completion Certificate.

To be eligible for scholarship reimbursement, a National Affiliate Member must meet the following criteria:

1. Women's Council Affiliate Member in good standing for at least one (1) year
2. National Affiliate Member(s) must hold his/her primary membership in the Tampa Network
3. Submission to Treasurer, no later than November 30th of each year, a Check Request Form, with copy of paid receipt and a copy of the course Completion Certificate.

**Miscellaneous:**

The current edition of Robert's Rules of Order Newly Revised shall govern the proceedings in all cases to which they are applicable and in which they are not inconsistent with the bylaws or standing rules.

- Revised 9.14.21
- Revised 11.29.2022