

**STANDING RULES WOMEN'S COUNCIL OF REALTORS®  
SCOTTSDALE AREA**

**ARTICLE I - MEETINGS**

**SECTION 1: Governing Board**

Governing Board Meetings shall be held on the first Tuesday of each month unless otherwise noticed to the membership. Network Meetings and events to be held at the discretion of the President. All attendees shall pay the published meeting charge. Advance notice will be sent to the membership if there are any changes in the meeting time or place.

**SECTION 2: Attendance**

Governing Board Meetings shall be held a minimum of four times a year with the time and place to be selected by the President.

Unexcused absences- any member of the Governing Board with three or more unexcused absences shall be construed as having resigned from the Governing Board.

**SECTION 3: Reinstatement**

Such member whose seat was vacated in this manner may apply for reinstatement, within 30 days, and would require a majority vote of the Governing Board.

**ARTICLE II – ELECTIONS**

**SECTION 1: Officer Qualifications**

Members nominated for office shall be a member in good standing with the Scottsdale Area Association of REALTORS® and the Scottsdale Area Network of the Women's Council of REALTORS®.

**SECTION 2: Officer's Consent to Serve**

Officer nominees shall sign a Consent to Serve form, after reading and understanding the job description, prior to the election meeting.

## SECTION 3: Eligible to Vote

At the Annual Election Meeting, only active national REALTOR® and National Affiliate Members of record shall be eligible to vote.

## ARTICLE III - INSTALLATION OF OFFICERS

### SECTION 1: Arrangements

The installation of officers shall be in the last quarter of the year. The incoming President will be allowed to bring three guests (paid for by the network), and a 50% reduction for immediate family members. The budget for the Installation Ceremony shall be enough to include the meeting expenses of invited guest dignitaries.

### SECTION 2: Selection of Installing Officer

The incoming President shall select the Installing Officer.

### SECTION 3: Pin/Badge for Incoming Officer

The badge will be given to the incoming President by National Women's Council of REALTORS® at the first national meeting of the year.

The President's pin/name badge shall be presented to the incoming President by the outgoing President at the end of the year and paid for by the network.

A gift for the outgoing President shall be presented by the incoming President. The outgoing President shall present gifts to the outgoing officers. These will be at the expense of the Network. These gifts will be presented at the last network meeting of the year.

## ARTICLE IV-

### DUTIES SECTION 1: Officers

Network Officers shall abide by the Women's Council of REALTORS® Bylaws, the Network's Standing Rules and the duties and responsibilities as outlined in the organization's Leadership Policy and Procedures Manual (LPPM), which can be accessed on both the national and state web sites.

#### President

When the President takes office, she/he shall furnish each Officer and Committee Chairs copies of duties as outlined in the Officers and Committees Responsibilities sections in the Leadership Policy and Procedures Manual (LPPM), along with a copy of the Bylaws and Standing Rules.

## President-Elect

The President-Elect is the liaison for the Strategic Partners keeping them informed and invited with regular communication. The President Elect shall be responsible for the invoicing of Local Affiliate dues in December. President-Elect shall assume the duties of the President in the event the President is unable to do so.

## Membership Director

The Membership Director shall be responsible for leading her team in the recruitment and retention of members of the Network. The Membership Director shall be responsible for the induction and the orientation of all new members, and for reporting to National Women's Council of REALTORS® the membership information, as is required by National.

Upon receipt of all national membership applications and dues, the Membership Director shall be responsible for forwarding them immediately to the Chicago office of Women's Council of REALTORS®.

## First Vice President

The First Vice President shall take minutes of all meetings. All minutes shall be verified by the President and signed by the First Vice President before they are brought before the board for approval and posted on the network's Google Drive.

## Treasurer

All monies received by the Network shall be deposited in the Bill Highway account of the Scottsdale Network of Women's Council of REALTORS®, with approval of the Governing Board.

Two signatures/approval (the Treasurer and President) shall be required on all checks over \$100.

All monies collected by the Network shall be turned over to the Treasurer within two (2) weeks of receipt and shall be deposited by the Treasurer within five (5) working days.

The Treasurer shall keep written and accurate records of all dues payments and, in addition, perform such other duties as outlined in the Leadership Policies and Procedures Manual (LPPM).

## Past President

Past President is asked to attend both the general meeting and governing board meeting monthly. They will NOT be voting members of the Governing Board.

## SECTION 2: Project Teams

**Standing Project Chairs:** All outgoing Project Chairs shall make a written report on the Team's accomplishments at year's end and pass on Project Team's materials to the incoming Project Chairs. The incoming Project Chairs shall recommend to the President possible members to serve on the Team for consideration of President for appointment.

Standing Project Chairs shall be responsible for attending all general meetings and governing board meetings and will be voting members at each (excluding local affiliate members, who are not allowed to vote).

**Special Project Chairs:** All outgoing Project Chairs shall make a written report on the Team's accomplishments at year's end and pass on Project Team's materials to the incoming Project Chairs. The incoming Project Chairs shall recommend to the President possible members to service on the Project team for consideration of President for appointment.

Special Project Chairs are asked to attend both the general meeting and governing board meeting monthly. They will NOT be voting members of the Governing Board. The Special Project Team shall be but not limited to: Historian & Newsletter, Scholarship, Awards & Recognition, & Hospitality.

## ARTICLE V -FINANCIAL MATTERS

### SECTION 1: Reimbursed Convention Expenses

The Network shall be represented by the President (and as many officers as can attend) at State, Regional and National Women's Council of REALTORS® meetings. The President will attend all meetings requiring a vote.

Selection and/or authorization authority for said reimbursement to be decided by the Governing Board at the Orientation Meeting following their election. Reimbursement allowance for each authorized Board Member to be documented in the Budget for the following year. The following Board Members are approved to attend each of the following meetings and registration will be paid for by the Network as budget allows. All other travel expense reimbursement and special event tickets to be paid for by the Network shall be voted on and approved with the Budget.

- Spring Arizona State Women's Council Meeting: President/President-Elect/First Vice President/Treasurer/ Membership Director

- Women's Council National Spring Meeting, Washington DC: President/President-Elect/First Vice President/Treasurer
- Women's Council Leadership Training: President-Elect
- Summer Arizona State Women's Council Meeting: President/President-Elect/First Vice President /Treasurer/ Membership Director
- Women's Council National Fall Meeting, Location Varies per year: President/President-Elect/ First Vice President /Scottsdale Network Scholarship Winner
- Winter Arizona State Women's Council Meeting: President/President-Elect/First Vice President/Treasurer/ Membership Director

Reimbursement covers transportation, event registration and per diem to be voted on, and approved by the Governing Board at the first Board Meeting of the year with the budget approval.

Transportation to National meetings shall be a Coach Fare Airline Ticket, 14-day advance purchase fare. Transportation (Auto) to state events, will be reimbursable based on IRS mileage guidelines. Housing to be reimbursed, based on 2 officers attending, at half the cost of a double occupancy room at the Women's Council of REALTORS® Headquarters Hotel. If only one Officer attends, reimbursement will be made for one single occupancy room at the Women's Council of REALTORS® Headquarters Hotel if a room sharing option is not available with another attending Women's Council Member.

Reimbursement to be verified by receipts. These expenses are for meeting days only. Receipts for reimbursements must be submitted within thirty (30) days following the event to be considered reimbursable.

Responsibilities and requirements for receiving reimbursement include attending all meetings and functions, and the obligation to report to the Governing Board and at Network Meetings.

## SECTION 2: General Expenses

Expenses within the budgeted amount shall be submitted at, or before the first Governing Board meeting after the expense has been incurred.

Expenses which have NOT been approved in the budget or are over budget shall require approval by quorum of the Governing Board.

## SECTION 3: Guest Policy

Speaker- All guest speakers will receive a complimentary meal and/or other special recognition for their contribution to the Network National Officers, Governors and Regional Vice Presidents who are invited by the Network will receive a complimentary

meal.

#### SECTION 4: Reservations

Reservations for Events shall be made through Member Planet prior to the meetings.

Financial Obligations- Attendance for all network meetings and events sponsored by the Network shall be a financial obligation to be paid by the member.

Cancellation Policy- No refunds will be issued for ticketed functions.

No Reservation -If members or guests wish to attend a ticketed function without a reservation, they shall be accommodated on a space available basis only.

#### SECTION 5: Local Affiliate Dues

If a Local Affiliate joins the Network in the last quarter of the year, they will be paid up for the entire following year as well.

Local Affiliate dues will be billed in December and due no later than January 31<sup>st</sup>.

#### SECTION 6: Audit

At the end of each year, the Treasurer's books shall be audited by the selected audit committee. The audit committee shall report on the completed audit at the first meeting of the following year.

#### SECTION 7: Budget

The Network shall operate under a zero-based budget. An unbudgeted expenditure. Exceeding \$100.00 shall require the approval of the Governing Board. The Treasurer shall serve as Chair of the Finance and Budget Committee.

#### SECTION 8: Ways and Means

Uses for Ways and Means proceeds are for the general operation of the Network, including, but not limited to Scholarships, Community Service projects and officers' expenses for national meetings.

Separate Accounting -The Network shall keep a separate accounting for all proceeds received from fund raising projects

Possible Deficit Obligation – No ways and means project shall be undertaken which could create a deficit obligation for the Network without approval of the Governing Board.

## SECTION 9: Scholarship Program

The Scholarship Fund and Program shall be named the Women's Council Scottsdale Scholarship Program.

Guidelines shall be approved at the first Governing Board meeting each year, presented by the Scholarship Chair.

Requirements - One scholarship per year will be awarded to the winner of the Women's Council Scottsdale Scholarship Program. The award recipient will receive registration fee and travel (airfare with minimum of 14-day prior booking and hotel) to the Women's Council of Realtors National Fall Meeting on behalf of the Scottsdale Network. Meals and misc. travel expenses shall be paid by the attendee. The winner will be announced at Women's Council Scottsdale Top Women Event.

### Eligibility

Must be a REALTOR® member in good standing.

Member must be a non-funded Officer, Project chair or a contributing member of a Project Team.

Active Attendance at Member Meetings

Attend one out of three major Women's Council Scottsdale Event (Bingo or Top Women) or Women's Council Arizona State Event

Member must not have received funds from other sources to attend the national conference.

If member has received an award from the Arizona State Women's Council of REALTORS® Karen Franz Scholarship Fund, they will only be eligible if the expenses for the national conference exceeds the amount of the award given to them by the state.

### Application

Member must submit application to the Scholarship Chair before August 31<sup>st</sup>

Scholarship Project Team to review application as to its merit and present it to the Governing Board.

Approval of the Governing Board with a majority vote with quorum present.

Members may also apply for Arizona State Women's Council of REALTORS® Karen Franz Scholarship awards. They must meet the state's eligibility requirements.

### Awards

Scholarships to be awarded, upon approval of the Governing Board, and based on available funds and/or most qualified applicant(s).

## ARTICLE VI-

## MEMBERSHIP SECTION 1: New Members

Non-members- Qualified prospective members may be brought to regular network meetings as guests two times only before they are required to join the network as a member. This does not apply to member's family or special guests. Letters/Notes/E-mails shall be sent to all guests at Network Meetings by the First Vice President.

Processing Applications- New member applications and dues shall be collected through Bill Highway.

Welcome - New members of the network shall be welcomed and introduced at the next General Meeting of the Network by the President or Membership Director.

Orientation -A new member orientation will be held quarterly.

Retention of Members- The Membership Project Team shall be responsible for the follow-up of members who have missed three (3) meetings, to encourage them to return.

## SECTION 2: VIP Policies

Honorary Membership - Each year, the current SAAR Chief Executive Officer/ Association Executive shall be awarded a Scottsdale Area Network Membership.

## SECTION 3: Awards and Recognition

Members of the Year - The Network shall bestow special awards for the Realtor® of the Year, Strategic Partner of the Year, and Entrepreneur of the Year, to be selected by the Governing Board and final selection and approval by the President and President-Elect. Winners will be announced, and presented with their awards, at the network installation meeting of the year.

Year End Recognition- The President shall have the right to recognize Officers and Project Team Chairs at the year-end meeting. Recognition awards shall be expensed to the Network (budget/funds permitting).

These STANDING RULES may be changed, modified, or deleted by majority board member vote provided there is a quorum.

The President and First Vice President shall be charged with the responsibility of each having a copy of the Standing Rules available.

Revised and Approved by Governing Board- 09/05/23 (September 2023 Board Meeting)