



## **STANDING RULES**

### **NETWORK MEETINGS:**

- Business Resource Meetings:
- Minimum of six (6) regular program meetings will be held during the year
- Minimum of one social event during the year.
- Holiday Party in December
- Minimum of one fundraiser during the year.

### **GOVERNING BOARD MEETINGS:**

- At least 6 Meetings to be held during the year and will be determined by President and Board
- The Board Meetings will be held after the Business Resource Meetings if possible

### **OFFICERS AND DUTIES:**

#### **President:**

- Main role of the President is to preside over all meetings and events, ensuring that a quorum is attained and that the meeting is in compliance with Parliamentary Rules based on Robert's Rules of Order
- Appoints Project Team Heads except Candidate Review subject to the approval of the Network • Ensures that Network activities are not in conflict with CAAR activities
- Disseminates applicable materials and information to officer/members
- To delegate duties and responsibilities, deadlines and regularly monitor the progress of all Network undertakings
- Refer to Network By-Laws and have Standing Rules reviewed at beginning of term • Encourage all Project Team Heads to use the Task Is to Ask Program
- Any additional items as outlined in the By-Laws or Standing Rules and Leadership Policy Procedure Manual
- President attending Women's Council/NAR is required to attend the National Women's Council Governing Board, Annual Business Meeting and the meetings and forums indicated for President, including any Regional Meetings on the schedule. Upon return, President will report back and share information with the local Network membership

#### **President Elect:**

- The President Elect is highly recommended to attend Leadership Training usually held the first weekend in August in Chicago, Illinois
- In the absence of the President, the President Elect presides over any meetings or network events • The President Elect automatically succeeds to the President the following year • Appoints the Membership Director and Programs Director for the upcoming year • Attend all Resource and Governing Board Meetings
- Any additional items as outlined in the By-Laws or Standing Rules and Leadership Policy Procedure Manual

- Work with Treasurer to create annual budget for the upcoming year
- President-Elect attending Women's Council/NAR are required to attend the National Women's Council Governing Board, Annual Business Meeting and the meetings and forums indicated for President and Local Network President-Elect including any Regional Meetings on the schedule. Upon return, President-Elect will report back and share information with the local Network membership

### **Membership Director**

- Establishes membership goals in coordination with the President and Board
- Conducts Membership campaigns and develops strategies for periodic recruitment efforts throughout the calendar year
- Plan for recognition of new members at Network meetings
- Retain existing membership and re-recruit "dropped" members
- Encourage new members to join online at the National website
- Pre-qualify National Affiliate membership and make sure your Network is under the 20% membership limit; the individual is a member of CAAR and is not a licensed REALTOR®
- Conduct at least two (2) Orientations during the year
- Attend all Resource and Governing Board Meetings
- Document attendance at all Meetings and provide to Secretary and President
- Any additional items as outlined in the By-Laws or Standing Rules and Leadership Policy Procedure Manual

### **Secretary:**

- The Secretary shall take accurate minutes of the Program and the Governing Board meetings • Within one week a type written copy is to be provided to the Network President
- An approved copy must also be provided to the State President and the Governor • The Officer Reporting Form to be filled out and provided to National after the Election or no later than November 1st deadline date
- Any additional items as outlined in the By-Laws, Standing Rules and Leadership Policy Procedure Manual

### **Treasurer:**

- The Treasurer and President shall both be signers on the Checking account
- The Treasurer shall keep complete and accurate records of all deposits and disbursements and oversee filling of IRS taxes at appropriate time
- Provides a Treasurer's Report of current status at all regular Governing Board Meetings • No expenditure or disbursement shall be made without approval of the President • Any expense over \$100.00 must be approved by the Governing Board if not a budgeted item.  
This approval may be by email to the GB and members have 24 hours to give their approval before the Treasurer pays the expense
- The Treasurer shall have the responsibility of annually billing existing Strategic Partner members in January and maintaining current records of all paid Strategic Partners
- The Books shall be audited annually by a committee appointed by the President • Will work with the President and President Elect to develop the projected fiscal year's Annual Budget in the fourth quarter of the current year.
- Any additional items as outlined in the By-Laws or Standing Rules and Leadership Policy Procedure Manual

### **Officers:**

- A member may not be elected to office of President or President-Elect without at least one

year's experience as a committee chairperson or governing board member.

- Appointments of the upcoming Secretary, Membership Director and Programs Director have to be approved by the Governing Board.
- If an Officer has more than three (3) missed meetings, she/he may be asked to resign.

#### **Team Leader:**

- All Committee Chairpersons will be appointed by President and approved by the Governing Board. The Chairperson shall attend all Program and Governing Board Meetings
- If a Chairperson has more than three (3) missed meetings, she/he may be asked to resign

#### **ELECTION OF OFFICERS:**

- The election of Officers for the following year shall take place no later than the October Program Meeting
- Newly elected President-Elect will appoint the Secretary for the upcoming year

#### **CANDIDATE REVIEW:**

- Three (3) current members will be on the project team, with the current President being the chair (non-voting)
- Members will be elected from the Board no later than July.
- The Chairperson shall submit a written Slate of Officers to the Secretary who will in turn submit a written report to the membership within 10 days of the Annual Election
- Follow the By Laws under "Candidate Review"

#### **INSTALLATION OF OFFICERS:**

- The outgoing President appoints a current member (who is not currently or about to be installed on the Board) to host the installation
- The incoming President will provide the host with the script and slate of officers to be installed.

#### **NEW MEMBERS:**

- Each new member shall receive a membership pin and a copy of the Bylaws and Network Standing Rules Monthly or quarterly depending on the number of new members and given a WCR pin

#### **GUEST(S):**

- Qualified, prospective members may be brought to Network meetings by a member in good standing • After the first visit, the guest must become a member in order to continue to attend monthly Program Resource Meetings or pay the guest fee for the event

#### **RECOGNITION:**

- At the annual installation, the outgoing President may give special recognition to members and/or affiliates who have done an outstanding job during the year
- Incoming President shall give a special recognition gift or plaque to the outgoing President

#### **MEMORIAL:**

- If a death occurs, the Network is to make an appropriate remembrance in memory of a member, member's spouse, children, mother or father

- The amount will be determined by the Governing Board and/or President

**TRAVEL FUNDS:**

- The President and President Elect's travel expenses shall be set by the Governing Board • Travel to be considered (as funds are available) will be the following Women's Council of Realtors meetings:
  - National Meeting
  - Mid-Year National Meeting
  - State Meetings
  - State Orientation
  - Leadership 360
  - Regional meetings
- As budgeted funds are available, they can be distributed to additional board members to attend the previously listed meetings.
- Travel and registration expenses shall be incurred by members and reimbursed after attendance • There shall be no reimbursement for funds incurred for extra days due to members arriving early or staying late or being reimbursed by another organization or association
- Covered nights will only be for the nights required for attendance
- Hotel accommodations are suggested to be shared for all meetings. If not shared, attendees will only be reimbursed for one half of the actual hotel expense
- If only one Officer is traveling at that time, the room rate will be paid in full
- Reimbursements will be approved by the Governing Board upon receiving the Reimbursement Voucher with receipts attached and a report on the meetings attended within 30 days after the Event has occurred
- Reimbursement will be for the early bird registration fees for any meeting
- Airfare Travel should be booked early to receive the best possible fare
- Mileage will be calculated at the going IRS rate for expense reimbursement
- Compensation for meals will be as follows: \$40 maximum per day, not to include alcoholic beverages.
- All Network members attending any National function are asked to designate Women's Council as Primary Affiliation on their registration form
- President and President-Elect must attend the specified Women's Council meetings for the President and President-Elect, to be reimbursed by the chapter for travel expenses • Any officer who accepted travel reimbursements but resigns their Network position before completing their term of office will be required to reimburse the Network for their travel funds prorated based on the portion of their term actually completed. The Board may consider exceptions on a case by case basis
- The reimbursement schedule is as follows:

*State Women's Council of Realtors® meetings:*

- Registration fee (early bird only)
- Travel to meeting (IRS standards for mileage)

*State Women's Council of Realtors® meeting in conjunction with VAR conference:*

- Registration fee (early bird only)
- Travel to meeting (IRS standards for mileage)
- Standard double occupancy hotel room (Suggest 2 to a room) to include any required parking and Wi-Fi connection fees
- VAR banquet ticket (early bird only)

*National Women's Council of Realtors® meetings: NAR/ Mid-Year Legislative Meetings and Women's*

*Council/NAR National Conference & Expo*

- Registration fee (early bird only)
- Travel to meeting (IRS standards for mileage for meetings within a 200-mile radius) •  
Travel by plane, ticket must be booked at least 30 days in advance
- Standard double occupancy hotel room (Suggest 2 to a room) for nights  
required for meeting attendance only, and to include any Wi-Fi connection fees
- Women's Council banquet ticket (if not included in registration- early bird only)

*Other optional meetings reimbursed only with Governing Board approval as budget allows*

**USE OF EMAIL ADDRESSES & LOGO:**

- Email addresses printed or posted for the benefit of distributing information for and about the Women's Council of REALTORS® shall be used solely to communicate information regarding the business of the Women's Council
- It is expressly prohibited for anyone to use these email addresses, social media, or the Women's Council of Realtors Blue Ridge logo for any other purpose, or to disseminate personal and/or private business advertising or marketing

**INCLEMENT WEATHER:**

- If the Albemarle School System cancels school due to inclement weather, the meeting shall be deemed canceled and rescheduled if possible

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