



I. EXPENSES AND EXPENDITURES

Each new officer or director will be provided with a Women's Council nametag at the network's expense as allowed by the current budget.

The President or President Elect shall be able to approve alternative lunch plans, up to a cost of \$250.00 if the lunch sponsor fails to perform.

The President and one other Board member shall be able to approve miscellaneous expenditures up to \$150.00, with supporting written documentation provided within 30 days to the Treasurer for record keeping purposes.

A. CONVENTION AND CONFERENCE EXPENSES

All officer travel expenses will be set by the Governing Board in the current year budget. Travel budget will give priority to the State President and State Liaison. Budget permitting, other state officer's travel expenses may be pre-approved by the Governing Board. All Travel will be funded with proper documentation of expenses and verification of required meetings attended.

Note: Any officer that attends a meeting/conference on behalf of the state Network shall provide a written report for review and approval by the President prior to reimbursement of any expenses. See Exhibit A.

Expenses for reimbursement with copies of actual receipts for all expenditures shall be submitted within one month of the event to the ***President for review and approval***. All reimbursement forms must be submitted in ample time to allow for repayment during the same calendar year as the travel occurred.

Local Network Officers- President, President-elect, Treasurer and First Vice President shall attend all or some of the following sessions and meetings. Membership Director, Event Director and all Chairs are encouraged to attend as well.

- WOMEN'S COUNCIL OF REALTORS® Governing Board and General Membership Meetings

- The Midyear Meeting, held in May in Washington, DC
- National WOMEN’S COUNCIL OF REALTORS® Convention Annual Business Meeting and Governing Board Meeting, typically held in the Fall
- Virginia REALTORS® State Convention, typically held in the Fall
- Virginia REALTORS® Legislative Conference, typically held in February
- Officer Orientation and Workshops, date to be determined at the beginning of the calendar year
- Installation of WOMEN’S COUNCIL OF REALTORS®
- Regional Meetings and Caucuses.

Reimbursements for Officers are to be considered based on the budget in the following order with priority given to sending President-elect to Leadership 360.

1. **LOCAL PRESIDENT:**

The Local President’s travel expenses are payable as follows, provided funds exist in the current budget to support expenses as per Board Approval.

The Local President shall attend:

- National Women’s Council of REALTORS® Convention, typically held in conjunction with NAR in the Fall
- The Midyear Meeting, held in May in Washington, DC
- Virginia REALTORS® State Convention, typically held in the Fall
- Virginia REALTORS® Legislative Conference, typically held in February
- State Membership Meetings (2 annually)

- State Governing Board Meetings (3 annually)
- Officer Orientation and Workshops, date to be determined at the beginning of the calendar year

In the event the President cannot attend any of the above-mentioned meetings, the President-elect may substitute for the President and receive monies for that meeting. Receipts shall be submitted to the Local President for review and approval before payment is made by the Treasurer.

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2. PRESIDENT-ELECT:

The Local President-Elect's travel expenses are payable as follows, provided funds exist in the current budget to support expenses, as per Board Approval.

- National Women's Council of REALTORS® Convention, typically held in conjunction with NAR in the Fall
- The Midyear Meeting, held in May in Washington, DC
- Virginia REALTORS® State Convention, typically held in the Fall
- Virginia REALTORS® Legislative Conference, typically held in February
- State Membership Meetings (2 annually)
- State Governing Board Meetings (3 annually)
- Officer Orientation and Workshops, date to be determined at the beginning of the calendar year
- Leadership 360 in August in Chicago, IL

Receipts shall be submitted to the Local President for review and approval before payment is made by the Treasurer.

If these meetings and sessions are not attended, no reimbursements will be made for those meetings unless prior approval has been given by the President and one additional Officer.

3. FIRST VICE PRESIDENT:

The Local First Vice President's travel expenses are payable as follows, provided funds exist in the current budget to support expenses, as per Board Approval.

- Midyear Meeting, held in Spring in Washington, DC
- State Membership Meetings (2 annually)
- State Governing Board Meetings (3 annually)
- Officer Orientation and Workshops

Receipts shall be submitted to the State President for review and approval before payment is made by the Treasurer.

If these meetings and sessions are not attended, no reimbursements will be made for those meetings unless prior approval has been given by the President and one additional Officer.

4. TREASURER:

The Local Treasurer travel expenses are payable as follows, provided funds exist in current budget to support expenses, as per Board Approval.

- Midyear Meeting, held in Spring in Washington, DC
- State Membership Meetings (2 annually)

- State Governing Board Meetings (3 annually)
- Officer Orientation and Workshops

Receipts shall be submitted to the State President for review and approval before payment is made by the Treasurer.

If these meetings and sessions are not attended, no reimbursements will be made for those meetings unless prior approval has been given by the President and one additional Officer.

B. GENERAL

Network bills and reimbursement requests shall be given to the Local President to be reviewed and initialed before being sent to the Treasurer for payment. An officer will be reimbursed for only one office responsibility on a single trip. A copy of the expense form is attached for reference, see Exhibit B

Reimbursements will cover early bird convention registration rates, convention room rates, round trip airfare, cost of transportation to and from the airport to approved accommodations for convention attendance. Each officer shall not be reimbursed for more than their portion of shared expenses. No rental car expenses will be reimbursed.

The Local Network will incur the cost of each Officer's portion of shared room expenses of up to ½ room rate when attending any convention or meeting if an overnight stay is required. The decision about this will be included in the annual budget review within **30 days of the incoming Board's term and based on the convention costs for the upcoming year. The governing board to vote on this item to approve or disapprove each year.**

If an officer is reimbursed for expenses submitted in connection with their incoming year's elected position, they must reimburse the Network Chapter in full if they resign their seat before serving in that elected position. ***If an officer is reimbursed for expenses submitted in connection with their incoming year's elected position, they must reimburse the treasury in full if they resign their seat before serving in that elected position.***

II. STRATEGIC PARTNERS

Applications will be submitted on an annual basis. Current Strategic Partners must apply by December 15th of the current year in order to be given priority consideration for the following year. Strategic Partners will be billed one full year upon membership application. They will thereafter receive an annual billing not later than February 1st. the following February. If the Strategic Partner joins October 1 – December 31 they will not pay dues the next calendar year. (Example: Affiliate joins October 1 – December 31 of 2022, they will not pay dues again until February of 2023)

All applications for Strategic Partner membership will be brought before the current Board and voted upon prior to acceptance based on the current needs of the network.in order to limit the number of affiliates in various categories. (Example: the current applications include 10 lenders. The Board determines to set a limit in this category to provide greater value to the network and the Strategic Partners)

III. HISTORIAN

The President Elect will serve as Network Historian and ensure that all documentation of the Network be digitally maintained and accessible by the Board.This includes but is not limited to agendas, minutes, attendance records, marketing materials, Member of the Year, Strategic Partner of the Year and all other items required for Network Certification.

IV. MEMBERSHIP

Each new officer or director will be provided with a Women's Council nametag at the network's expense.

IV. FUNDRAISING

A projected profit and loss statement is to be submitted to the Board for approval prior to any funds being obligated. The projected P & L must be submitted in enough time for a potential email vote of the Board. In order for funds to be advanced or reimbursed, the President must approve all funding based upon the approval projected P & L. At the conclusion of the fundraiser, a final P & L statement is to be submitted to the Board within 30 days.

V. MARKETING and PROMOTIONAL ADVERTISING

When marketing or promoting, Recipients of the Women's Council of REALTORS Member of the Year awards shall specify in all advertisements whether state or local member and the year received (i.e. Rebecca Wampler, 202201 Member of the Year Fredericksburg Virginia Network of the Women's Council of REALTORS). Members currently serving as an officer or who have previously served as an officer shall specify in all advertising whether state or local office and date serviced (i.e. Rebecca Wampler, 202200 Virginia State President of the Women's Council of REALTORS).

VI. SOCIAL MEDIA

Social Media as it pertains to Women's Council membership and events is to be used to promote the Network, its members accomplishments, community involvement, and Strategic Partners.. Members are to refer to current State Bylaws for branding guidelines. Members and Strategic Partners are asked to use moderation when asking for business on the Women's Council social media sites. Women's Council platforms sites are meant to be used for informational and educational purposes and are not sites for personal or brokerage company marketing and promotional advertising.

VII. LEADERSHIP DEVELOPMENT

The network will provide up to \$400.00 per officer (maximum of 4) to attend Women's Council and National and State meetings if funds are available and upon Board approval.

Performance Management Network (PMN) scholarships of \$125 will be awarded each quarter (4 per year). All members are eligible to receive the scholarship. To apply, members should submit a written request to the Board that includes the date of PMN application. Once Board approved funds will be earmarked in the budget, the scholarship will be awarded upon completion of PMN candidacy requirements. Members must provide proof of completion, Funds will be distributed after no more than 60 days after completion. Recipients will be chosen by the Board based on applications received.

VIII: NETWORK COURTESY POLICY:

In the event of an illness or the death of a member's spouse, parent or child, the Local Network President will notify the State and Local First Vice Presidents. A card will be sent from the Local Network.

IX. POST OFFICE BOX

The Treasurer will check the post office box at least twice a month. Two keys are provided and will be held by the President and Treasurer.

X. NOMINATING COMMITTEE

Refer to most current By-Laws, as posted on www.WCR.org.

XI. MEMBER-OF-THE-YEAR: (See Exhibit D)

XII.NETWORK DOCUMENTS

All documents will be dated. If a document is revised the date will show, for example,
Revised 6/1/23

Revised 2/2023