



Tacoma Pierce County Network

LOCAL STANDING RULES 2019

Revised May 26, 2019

General Membership

1. All Members shall attend at least one new member orientation. New members shall make every effort to attend a member orientation within the first six months of membership.
2. Membership Committee shall hold no less than 2 new member orientations annually.
3. Each National member shall go to the National website www.wcr.org to verify correctness and update any changes in their Member Expertise Profile. Not doing so may result in your contact information being incorrect on the website and the National Referral Directory.

Business Resource Meetings

4. Only WCR members will deliver the Inspiration and Flag Salute. Any exceptions to this are to be made only by the President.
5. The head table, when held, is reserved for Local Network Presidents to host guests, guest speakers and other dignitaries.
6. The "Marketing Minutes" segment of the agenda at the monthly Program shall be exclusively for members. Members are encouraged to bring flyers of their listings.
7. Distribution of flyers, brochures and marketing items on individual tables is reserved for Strategic Partners (according to partnership level) and program guest speakers only.
8. The Strategic Partnership chair or assigned member of the Strategic Partnership committee shall ensure that partnership benefits are tracked and fulfilled.

Fee Policy

9. The WCR State President or designee and any WCR National Line Officer shall be allowed to attend the monthly Program meeting free of charge.
10. Business Resource Meeting ("Program") fees for members will be paid by all who attend whether a meal is consumed by the attendee or not. The meeting fee shall be periodically adjusted based on cost, but shall never be more than \$10 over cost.

11. The Business Resource Meeting guest speaker shall be offered one meal at no cost. The speaker may bring an additional guest(s) at the non-member fee. In the case of a Panel, each Panelist will be offered one meal at no charge.
12. The non-member Business Resource Meeting fee shall be a minimum of \$10 over the Member fee. Non-members are encouraged to become members after the first two visits. Non-member guests that are attending a WCR meeting for the first time ever and sponsored by a Member may be admitted at the current Member fee.

Network Courtesy Policy

13. No cell phones on during the meeting, unless on silent or vibrate.
14. All guests will be recognized during guest welcoming or introductions. Guests will self-introduce or be introduced (name and company affiliation) by the member who invited them. No sales during introductions, please.
15. The Program Chair will be the timekeeper at each Program meeting to keep the meeting on track and to respect the valuable time of each of the members.
16. Program meetings shall begin with networking and meal attainment during the first half hour. The Program meeting shall commence promptly after the first half hour and adjourn after no later than one and a half hours.
17. Attendees shall make every effort to be on time and stay for the completion of the Program, so as not to disrupt the speakers and to respect the other members. Those who must leave early should plan to sit toward the rear of the room to lessen disruption.
18. Keep conversations during the Program to a minimum. Be respectful. No side conversations shall take place during the Guest Speaker's presentation or while someone else has the floor.

Committees

19. All committee chairpersons must be members in good standing.

Officer Travel

20. For Regional and National events, Board members must make every effort to register and make reservations to secure the lowest fares/rates.
21. Officers will incur out of pocket travel expenses. Elected officers shall be encouraged to share accommodations as cost savings to the Network and to defray individual out of pocket expenses.
22. Officer conference travel expenses will be reimbursed for registration, airfare/ transportation, hotel and per diem meals (per diem meals not to exceed \$50/day). Officers' travel allowance is not to exceed 70% of the Network's total budget.

Member Scholarships

23. A minimum of two (2) REALTOR® Member Scholarships and two (2) Committee Chair Scholarships per year shall be available to a REALTOR® member in good standing for attendance at a Regional or National Conference. Application and criteria are determined by the Governing Board.

- a. Scholarships will be in the form of a reimbursement of expenses to the recipient. Disbursal of the funds prior to travel will be at the discretion of the Local Network President.
- b. Scholarship recipients will be required to attend WCR events and will be expected to report back to the general membership about their experience at the Program meeting immediately following the conference.

Reimbursements

24. The receipts for allowable expenses for Board members, designated representatives and scholarship recipients must be submitted to the Treasurer within 30 days of the conclusion of the event or the date that the expense was incurred. Reimbursement requests are to be delivered to the Treasurer via WCR Dropbox folder labeled "Treasurer File/Receipts" for review. Treasurer shall be notified via email following submission of request. If reimbursement is approved, funds will be distributed at the Board of Directors meeting following the review and approval of the request. Any and all reimbursement requests shall be at the discretion of the Board. All requests shall be submitted as outlined above.

Strategic Partnership Billing

25. The Network may choose to pro-rate the first year's dues. By current year-end, the VPM or Membership Marketing Chair shall prepare and deliver to the Treasurer all invoices to then be sent to the Strategic Partners for their annual membership renewal fee. This fee is due and payable to the Local Network by January 31st of the following year. Strategic Partners should contact the VPM or Membership Marketing Chair if a statement has not been received. This amount will be in accordance with the Bylaws.

Attendance Cancellations

26. Paid reservations that are cancelled 24 hours prior to the event will be refunded or have the fees applied to a future event. Reservations cancelled with less than 24 hours' notice will not be refunded.

Line Officers

27. Line Officers shall have their WCR dues paid by not later than March 31st, or they will be required to relinquish their office.

28. The current Local Network President (LNP) has been designated as the WCR Director by the Tacoma Pierce County Association of REALTORS® to be on the Board of Directors. The LNP shall participate in all TPCAR Board of Directors meetings and as many TPCAR events/functions as possible.

- a. LNP may be reimbursed for TPCAR meeting/event fees if attending as WCR Director.
- b. LNP, as WCR Director, is encouraged to participate as a member on at least one TPCAR committee.
- c. LNP has the option to appoint the President Elect to hold the seat of WCR Director.

