



# Standing Rules Pikes Peak Network

*Approved by the current Governing Board of the Women's Council of Realtors Pikes Peak, Colorado Springs, CO, at the Oct. 1st, 2022, Board of Directors meeting.*

The effect of the Standing Rules shall be to augment the Network By-Laws. In the event of a conflict, the Standing Rules will prevail. The Standing Rules may be amended or changed by a majority vote of the Governing Board.

## **I. DUTIES OF THE GOVERNING BOARD**

- A. Duties shall be as stated by National Women's Council Job descriptions for each Governing Board Position: <https://www.wcr.org/media/1838227/jobdescriptions.pdf>;
- B. Specific duties are described in separate files, See Addendum A.
- C. Any board member interested in moving forward to serve on the board must have been an active volunteer on a project team.
- D. The Governing Board, also referred to as Board, has the responsibility to maintain the 501c6 tax-exempt designation.
- E. The Board must approve by vote all contracts obligating Network funds and shall be signed by the President.
- F. The Board shall vote to approve any deviation to Travel Expenses and Expense Reports.
- G. The Board using the Network Election Procedures, shall appoint a Candidate Review Team of 3-5 members, a minimum of 90 days prior to the election or by May 1<sup>st</sup>.
- H. The Board shall approve by vote on the nominating slate of officers before the Election at the August Resource Meeting.

## **II. ANNUAL BUDGET, REIMBURSEMENT, AND EXPENSES**

### **A. ANNUAL BUDGET**

- 1. The President, President-Elect and Treasurer are responsible for preparing the annual budget no later than 31st of November.
- 2. Each annual budget shall contain the expense guidelines for the President, President-Elect, Team Leads and Events.
- 3. The budget shall be presented to the Board for approval by vote no later than the January Board Meeting.
- 4. The President shall present the annual budget for membership approval no later than the January Resource Luncheon or event.

### **B. BANK ACCOUNT**

- 1. The President, President-Elect and Treasurer shall be signatories for the bank account.
- 2. The President and/or President-Elect and Treasurer's signatures shall be required on all checks.
- 3. A minimum reserve of \$10,000 shall be carried over annually for the succeeding year.
- 4. Any monies in the checking account over \$10,000 shall be transferred to the savings account, if earned interest and/or dividends is deemed a better percentage.

### **C. DEBIT CARD RESPONSIBILITIES**

- 1. The President and the Treasurer shall each be issued a debit card.

2. The debit card shall be used exclusively for conference registrations, travel, event venues requiring credit card payments and recurring bills unless prior approval by the Board.
3. It may also be used towards meals and alcohol for project team meetings.
4. The President and Treasurer must print all receipts, write detailed information as needed on each receipt and the Treasurer maintains all receipts electronically.
5. The Treasurer shall reconcile all receipts with all debit card expenses from the bank account.
6. The Treasurer shall add the Payee and notes to explain the expense(s) in QuickBooks.
7. If there are any unreconcilable differences, the President or Treasurer shall reimburse the Network for the unreconciled amount depending upon who made the debit card purchase.

#### **D. EXPENSE REIMBURSEMENT**

1. The amount to be reimbursed must be within the budgetary guidelines.
2. There must be sufficient funds in the treasury to meet the expense.
3. Any person requiring reimbursement shall complete the Expense Report and must present a full accounting of the expenses and its rationale to the Treasurer. Such accounting must be accompanied by receipts, contracts, etc.
4. The expenses must have occurred within the network year for which the reimbursement is sought and within 60 days of the actual purchase, event or returning travel date.
5. No expenses shall be paid after 60 days or extended into the next year unless by Board Approval.
6. Should a Board Member resign before attending a Network-paid event, the Resigned Board Member shall reimburse the Network.

#### **E. DONATIONS TO CHARITABLE ORGANIZATIONS**

1. The President shall have the option, with the approval by the Board, of selecting a charitable organization to support throughout the year (may be either in time or money).
2. In the case that the President opts out of 1, the events project team may select a charitable organization to support for that event.
  - a) The team shall submit to the Board at least three (3) charitable organizations with a description of each organization.
  - b) A Board majority selects the charitable organization.
3. A maximum of 10% of money raised shall be donated to the select charity. Should the fundraisers earn more than the budgeted amount, the project team may recommend to the Board that a larger donation be made.

#### **F. TRAVEL EXPENSES**

1. Guidelines
  - a) The Network shall pay travel expenses, if funds are available, for Board members to attend one National Conference, one National Leadership Training, and two State meetings.
  - b) These travel expenses shall not exceed the amount determined in the Annual Budget.
  - c) If the Annual Budget allows, the Network shall pay travel expenses for additional Board member(s) to attend any of the National or State meetings.
  - d) Should a Board Member not attend a required National or State meeting, any funds advanced to said member shall be refunded to the Network.
  - e) Should the President or President-Elect be unable to attend a required National meeting, the Board will appoint someone in their place.

- f) If the President, President-Elect, or delegate represents another organization at the same function/event and is reimbursed by that organization for the same function, said attendee cannot be reimbursed by both organizations for the same expense. (For example – if a representative or officer of the Local Network is also representing another Realtor organization whose expenses are paid by the other organization, then no reimbursement of such expenses shall be made by the Local Network).
  - g) The Network shall pay travel expenses for the Board members, in the order listed below and if the funds are available.
    - (1) Mid-Year Legislative Meeting in May, in Washington DC:
      - (a) President, *required to attend*
      - (b) President-Elect, *required to attend*
      - (c) Membership Director
      - (d) Program Director
    - (2) State Women’s Council meetings in conjunction with the CAR meetings (Spring Summit and Fall Forum):
      - (a) President, *required to attend*
      - (b) President-Elect, *required to attend*
      - (c) Membership Director
      - (d) Program Director
      - (e) Treasurer
      - (f) Secretary
    - (3) National Meeting in conjunction with NAR in November, location varies:
      - (a) President, *required to attend*
      - (b) President-Elect, *required to attend*
      - (c) Membership Director
      - (d) Program Director
      - (e) Treasurer
      - (f) Secretary
    - (4) Leadership Development Training in August, in Chicago (by invitation only):
      - (a) President-Elect, *required to attend*
      - (b) *Any member that has been invited to attend*
2. State and National Events
- a) Upon Open Registration for one of the above meetings, the President shall inform the other members to immediately register in a manner that utilizes bargains and advance purchase discounts.
  - b) Registration and transportation shall be the responsibility of the member.
  - c) Immediately after Open Registration, the President shall register and make airline reservations utilizing the debit card.
  - d) If a member needs assistance with out-of-pocket expenses, they shall provide for time with the President to book their registration(s) and/or airline reservations. The President shall use the debit card.
  - e) Meals shall be reimbursed to an accrued maximum of \$125 per day for each member for the duration of the official function (food only; no alcohol).

- f) An official National function is considered to have begun the evening before and to conclude the day after.
  - g) National travel is allowed the day before the event starts and the day after the event ends.
  - h) Any personal days taken prior to or after official functions are not reimbursed.
  - i) Actual direct mileage, as allowed by IRS shall be used for the President and President-Elect in conjunction with Women's Council meetings and functions.
3. Lodging
- a) Upon Open Registration for one of the above meetings, the President shall immediately book lodging reservations in order to stay at the conference hotel or nearby lodging option with the debit card.
  - b) Lodging shall be coordinated between members, for a hotel stay at least 2 attendees shall share a room.

In the event that members are of the opposite sex or traveling alone, the member shall be entitled to a single room.

- c) In the event of a traveling spouse, the network member shall be reimbursed for ½ the cost of the regular lodging expense.

**G. SCHOLARSHIPS**

- 1. The Board must approve by vote to provide scholarships which monetarily assist members in the cost of Conference Registration, Travel Expenses, National Leadership Training and/or PPAR Leadership Academy.
- 2. The Local Network will pay for PPAR Leadership Academy for active board members who are accepted into the program and AFTER successful completion and graduation. Board member must be enrolled in the program while they are an active board member.

**H. SENDING CARDS**

- 1. The President is authorized to spend an appropriate sum for a gift in the event of the death of an active member.
- 2. The Secretary shall send cards to members on behalf of the Board in the event an active member is hospitalized.
- 3. The Secretary shall send cards to all members on behalf of the Board on their birthdays.
- 4. The Secretary shall send Thank You cards to any member, contributor, small business owner, and/or business managers that have provided gifts for any Network fundraising event.

**III. LOCAL NETWORK MEETINGS**

**A. GOVERNING BOARD RETREAT**

- 1. The President-Elect shall set a date for the Retreat of incoming Board Members to be held prior to the installation event in January and update the Consent to Serve Form.
- 2. The purpose of this meeting shall be to review National and Local resources and tools, discuss the annual budget, set up the event calendar and get to know each other.
- 3. Prior to this meeting, each outgoing board member/team lead shall meet with their incoming counterpart to provide training and guidance on their duties and responsibilities.

**B. GOVERNING BOARD MEETINGS**

- 1. Meetings shall be held on the first Thursday of each month. Meetings may be moved or skipped, if necessary, provided a minimum of one per quarter.

2. All Board Members and Project Team Leads are required to attend and shall make every effort to attend and participate in this meeting.
3. In special instances, meetings may be held electronically via Zoom.
4. Quorum is three (3) Board Members and must include either the President or President-Elect.
5. The President shall be notified if any Board or Project Team Member cannot attend the regular scheduled meeting. A Board or Team Member report must be emailed to the Secretary at least two days prior to the meeting.
6. The President shall appoint a Parliamentarian at every meeting. The Parliamentarian shall be knowledgeable in parliamentary procedures, as contained in the current edition of Robert's Rules of Orders Newly Revised and shall bring this manual to each meeting.

**C. NETWORK EVENTS**

1. A minimum of four industry events and two network events shall be held over the year to meet minimum requirements of national network standards. Network events could include a social event, mastermind group, or special topic discussion.
2. The President and Guest Speakers are to receive a complimentary meal.
3. Non-Member cost will be a minimum of \$10 more than Member cost at industry events or double Member cost, whichever is less.
4. If Members/Non-Members do not prepay or make reservations, then the cost will be a minimum of \$10 more when paid at the door (due to requirements for food preparation).
5. The Board shall be notified at least 1 week prior to the meeting if any Board or Project Team Member cannot attend. The Board shall assign a Substitute or Helper, as needed.
6. RESERVATION OBLIGATIONS
  - a) Reservation and cancellation deadlines shall be established for each event and announced in the notice for that event.
  - b) Reimbursement shall only be applied 3 days prior to the event; otherwise, no reimbursement shall be provided.
7. Meetings to be incorporated into the schedule:
  - a) Elections, held at the August meeting
  - b) Past President's Appreciation, held at the October meeting.
    - (1) Past-Presidents in attendance will be given a complimentary meal.
    - (2) Past-Presidents in attendance will be given an appreciation gift for their service.
    - (3) Each gift shall cost no more than \$25.
  - c) Appreciation Awards, held at the installation meeting

**IV. INSTALLATIONS**

**A. GOVERNING BOARD OF DIRECTORS**

1. Incoming Officers shall be installed at the Annual Installation Meeting.
2. The current President shall be responsible for planning the Installation Meeting in cooperation with the incoming President. Arrangements shall include:
  - a) Invitations or announcements to all members, PPAR Chair Board of Directors, PPAR CEO and RSC President Board of Directors.
  - b) Reservations
  - c) Arrangements for the meal/refreshments
  - d) Decorations
  - e) Plaques or gifts for the outgoing officers

- f) Incoming President's pin and passing the gavel
3. The incoming President shall select the Installing Officer and Mistress of Ceremonies.
4. The outgoing President-Elect shall be responsible for selecting an appreciation gift to present to the outgoing President on behalf of the Network. The cost shall be no more than \$100 to the Network or determined by the annual budget. Anything over will be personally covered by the President-Elect.
5. The outgoing President will be responsible for presenting the incoming President with a Network President's pin.
6. The outgoing President shall present gifts to the outgoing officers. The cost shall be no more than \$150 to the Network or determined by the annual budget. Anything over will be personally covered by the outgoing President.

**B. NEW MEMBERS**

1. The Membership Director shall pin each new REALTOR® member at any membership event where new members are present.
2. The President-Elect shall pin each new Strategic Partner member at any membership event where new members are present.

**C. AWARDS**

1. There shall be a 3-Member of the Year Project Teams, each consisting of 2 Board Members and 1 past recipient, if possible.
2. The President shall assign two (2) Board Members to each of the 3-Member of the Year Award Project Teams.
3. The President or delegate shall email a Network Award Nomination Form to all members so they can provide input to whom they believe deserves the award.
4. The Board shall review all Nomination Forms.
5. Each Project Team shall select their member of the year and present to the Board for approval. There are three (3) awards to be presented:
  - a) REALTOR® Member of the Year
  - b) REALTOR® Entrepreneur of the Year
  - c) Strategic Partner Member of the Year
6. The Extra Mile of the Year award is presented by the President, at her/his discretion.
7. The President-Elect shall purchase all four (4) awards IAW annual budget. Each award shall have the Women's Council of REALTORS® Pikes Peak logo, name of member, name of award, and the year.

# Addendum A

## Specific Duties of the Governing Board and Project Teams

### I. DUTIES OF THE GOVERNING BOARD AND PROJECT TEAMS

#### A. CHANGEOVER

1. Update National with the new officers by October 31<sup>st</sup>.
2. Change member and/or passwords on all Accounts: AffiniPay, Canopy, Canva, ENT, Gmail, GoDaddy, QuickBooks, Send Out Cards and Zoom
3. Update account access in Wild Apricot
4. Upload any files to the appropriate Board Member position to Wild Apricot
5. Create New Wild Apricot directories, Slack Channel and add Governing documents.
6. Post files, as needed to the new SLACK for current board to review as year progresses.

#### B. NETWORK WEBSITES

1. The President, President-Elect, and Membership Director shall collectively maintain all passwords for the National and Local Network websites.
2. The President-Elect, Program Director and Technology Team Lead shall oversee the websites and their content.
3. To keep all files in a central location and have access to historical files, as needed, every Board Member shall upload pertinent files for their position to Wild Apricot /Files/Year.

#### C. NETWORK E-mail

1. The Network email: wcrpikespeakchapter@gmail.com
2. At least weekly, the President shall examine and resolve the Network email inbox and forward any emails to the appropriate Board Member to answer and/or resolve.

#### D. SPECIFIC DUTIES AND RESPONSIBILITIES

1. Each Board Member shall maintain and update their file and repost to the following locations:
  - a) Wild Apricot "Files/Board Info and Incorporation"; and
  - b) SLACK Channel "board-governing-documents"
2. Each Board Member is responsible to keep their file up to date for the next incoming board member.
3. Each Board Member is responsible to set a date prior to the Board Retreat, for training the incoming board member in their position.
4. Board Member specific duties and responsibilities can be viewed on the website:  
<https://ppwcr.wildapricot.org/page-18073>