

# **SAN FRANCISCO WOMEN'S COUNCIL OF REALTORS®**

## **STANDING RULES**

**(AS REVISED NOVEMBER, 2022)**

- Provide continuity to the Network by setting operating policies that can be referred to year after year to determine what procedure is followed.
- Relate to the administration of a Network. They cannot be used to grant or limit rights of membership.
- Remain in force until amended or rescinded.
- Can be amended by a majority vote.
- Can be suspended by a majority vote of a society for the duration of a meeting.
- Do not bind future meetings when temporarily suspended.
- Can be rescinded by a two-thirds vote without previous notice or by a majority vote after notice on at least the preceding day.

### **1. MEETINGS**

- a. Governing Board Meetings:
  - i. Occurrence: Regular Network Business Resource Meetings to be held on the first Friday of the month unless otherwise notified.
  - ii. The time of each regular Network meeting will be as follows, unless otherwise notified.  
11:00 AM – 12:00 noon
  - iii. Location: SFAR small conference room or via Zoom, unless otherwise notified.
- b. Network Meetings & Events:
  - i. Occurrence: One a month with a break in summer.
  - ii. Every effort to be made to find free or low-cost venue, vendors and speakers.
  - iii. EVENT TICKET PRICING
    1. All event costs, including event ticket pricing, must be approved by Board Members prior to marketing event.
    2. Members: To Pay Member Ticket Price
    3. Non-Members: To Pay Non-Member Ticket Price
    4. Board Members:
      - a. If an expense is incurred for an individual SFWCR event (i.e. speaker, venue, food costs, etc.) board members and lead committee members are required to pay for member priced tickets.
      - b. If no expenses are incurred, board and lead committee members are not required to pay for member priced tickets.
    5. Strategic Partners Ticketing: Some are provided free entry. Guidelines for sponsorship will be established and published by the incoming President & governing board prior to December 1st.
  - iv. No materials other than those from the current month's program and/or event sponsor(s) will be allowed on the luncheon table.
  - v. Member email distribution list will not be shared with strategic partners, speakers, or event participants, nor other members.
    1. Event speakers may request emails from members or participants during event.
    2. Privacy policy will be shared with all members.
  - vi. Appreciation budget should be maintained for speakers and hosts of events. This cap is set at \$500 per year, an estimated 10 gifts @ \$50 each.
- c. Annual Election Meeting:
  - i. The Annual Election meeting shall be held in July/August. It may be held in conjunction with a regular Network meeting.

- ii. Installation Meeting: The Installation Meeting shall be held by December 1 and may be held in conjunction with the regular Network meeting.
- d. Strategic Planning Meeting:
  - i. The incoming President is to plan and conduct a leadership-planning meeting prior to November 15<sup>th</sup>. Attendees shall consist of incoming board members, past local Presidents, committee chairs and invited guests of the incoming President.
  - ii. Governing Board Members tickets are comped to this event.

## 2. ELECTION OF NETWORK OFFICERS

### a. PROCEDURES

- i. The rules of the Day shall be in compliance with National WCR guidelines found in the current year's Leadership Policy and Procedure Manual as issued each year by National.
- ii. A minimum of three (3) tellers shall be appointed by the President. A member of the Nominating committee may not serve as teller
- iii. By mid-July all board members for the following year should be lined up.
- iv. Announcements should go out to the new board by mid-October.

### b. ELIGIBILITY

#### i. OFFICERS

- 1. Shall be elected in accordance with the Bylaws for the San Francisco Network.
- 2. Shall attend workshop training on standing rules and bylaws and budget and finance prior to being installed.

#### ii. NOMINATING COMMITTEE

- 1. Shall give preferential consideration to those applicants for the office of President Elect who have previously served in Line officer positions of V.P. Membership, Treasurer or Secretary.

#### iii. INSTALLATION OF OFFICERS

- 1. To conform to the National Guidelines as set forth in the current year's LPPM. (Leadership Policy and Procedure Manual).
- 2. Arrangements: The incoming President, along with his/her Committee, shall make arrangements for the installation of incoming officers and the out-going officers & governing board.
- 3. Selection of Installing Officers and Mistress or Master of Ceremonies: The incoming President shall select the Installing Officer and Mistress/Master of Ceremonies.
- 4. Pin for Incoming President: The outgoing President shall have the duty of obtaining the incoming President's pin at the expense of the Network in sufficient time for presentation at the Installation Ceremony. (See WCR order form in the LPPR)
- 5. Plaque and/or gift for Outgoing President: The President Elect shall obtain, at the expense of the Network, a gift to be presented to the outgoing President at the Installation Ceremony, and the outgoing President shall be allocated a budget to purchase thank-you gifts for outgoing Board Members.
- 6. Finance/Budget for Installation: The budget for the Installation Ceremony shall be sufficient to cover installation ticket price of invited guest dignitaries, such as Board President, board members and strategic partner comp tickets.

### 3. MEMBERSHIP

- a. Eligibility requirements:
  - i. Strategic Partner membership not to exceed 30% of total membership.
  - ii. A Strategic Partner applicant who exceeds the recommended percentage is to bring one (1) new National member.
- b. Strategic Partners are not required to purchase memberships in addition to their partnership. Being a partner gives them member pricing for events throughout the year.
- c. NEW MEMBER PROMOTION, when running and until funds are gone for the year
  - i. \$50 gift card when signing up as a new member
  - ii. OR other promotion activities
  - iii. Not for renewal of membership
  - iv. \$500 cap in budget per year

### 4. FINANCIAL MATTERS

- a. ANNUAL BUDGET
  - i. Finance & Budget committee (President, Program Director / Event Chair, Treasurer, and past President or other experienced WCR leader)
    - 1. Shall present a preliminary budget for Strategic Plan Meeting
    - 2. Shall prepare the budget for the following year and present to governing board in November or December for review and approval
  - ii. The Treasurer shall present proposed budget for approval by general membership at December or January event/meeting, or by posting to microsite or by emailing to membership.
  - iii. The President & Program Director / Event Chair for the major fund-raising event (s) shall develop a line item budget for their event(s) and present to Budget and Finance to review and incorporate into main budget.
  - iv. The Governing Board shall approve, via a majority vote, all items not included in the annual budget.
- b. MONIES RECEIVED
  - i. All monies received by the Network shall be deposited in the WCR Network account in a financial institution selected by the Governing Board.
  - ii. All monies (with the exception of dues from National Members) shall be sent to the Treasurer within three (3) business days after receipt thereof designated.
  - iii. Two (2) signatures by Governing Board member shall be required on all checks. OR, a paper trail via email approving the check to be written by President to Treasurer will suffice over 2<sup>nd</sup> signature on physical check.
- c. FINANCIAL AUDITS
  - i. Audit Committee (Treasurer, a couple board members)
    - 1. Shall audit the Treasurer's books semi-annually by July 31 and December 10.
    - 2. Shall include inventory of equipment and assets.
- d. LOCAL MEMBERSHIP DUES
  - i. Shall be determined annually by the governing board via majority vote for Local Affiliate membership and/or non-resident membership (REALTORS<sup>®</sup> who have their national membership in another Network).
  - ii. Shall be noticed to said members via renewal letter/invoice.
- e. REQUESTS FOR REIMBURSEMENTS OF EXPENSES

- i. Shall be in writing and on the current year's google spreadsheet as designated by the governing board. (Google Drive)
- ii. Must be submitted with a receipt
- iii. Must be submitted within 45 days of incurred expense
- iv. Must conform with budgeted line item.
- v. Must have prior majority vote of Governing Board for any exceptions.
- vi. SPECIFIC REQUIREMENTS FOR TRAVEL
  - 1. Travel costs for SFWCR President and President-Elect attend each state and national WCR event to be budgeted each calendar year. If President or President-elect cannot attend, then tickets will be offered to other board members.
  - 2. Shall be in compliance with the WCR Annual Report Business Plan and Excellence Awards Entry Form.
  - 3. Shall be in accordance with the Network's approved Budget.
  - 4. Are subject to revision as to fiscal feasibility.
  - 5. Shall be conditioned on full attendance at meetings.
  - 6. Airfare based on best available rate.
  - 7. Mileage according to IRS standard.
  - 8. Hotel room at 50% of room per night based on double occupancy.
  - 9. Per diem food & Beverage of \$75.00.
  - 10. Do not pay for other board members meals if you intend on submitting for reimbursement, it becomes complicated for reimbursements with the strict per diem allowance.
  - 11. Purchase early Bird registration/ticket rate.
- vii. MEMBER RECRUITMENT
  - 1. Reimbursement to board member for marketing meeting to new members. (Coffee, lunch, cocktails)
  - 2. Maximum reimbursement per recruiting event up to \$120.
  - 3. Cap for the calendar year is \$800.
  - 4. Prior to event, board members are required to provide recruit name and email address to board for communications.
  - 5. Reimbursement available for new member recruitment only, not for members renewing membership.
- f. BOND & INSURANCE
  - i. Coverage shall include a Fiduciary bond to cover officers a/or those designated to collect monies on behalf of the Network.
  - ii. Shall include Liability insurance (including all events).
  - iii. Coverage shall be reviewed annually.

## 5. AWARDS

- a. Member of the Year
  - i. Shall be a member of the Women's Council of Realtors®, in good standing.
  - ii. Shall have a minimum of three years as a Realtor or Realtor-Associate or National Affiliate
  - iii. Officers of the Network are ineligible to receive the award during or within one year after the term of office.
  - iv. Selection shall be by the Local Network Governing Board.

- v. Presentation shall be at the Annual Installation Party.
- b. Strategic Partner of the Year
  - i. Shall be a member of Women's Council of Realtors® in good standing.
  - ii. Shall have made a significant contribution in time and effort to the Network.
  - iii. Presentation shall be at the Annual Installation Party.
- c. Committee Member of the Year
  - i. One attendance ticket available for a WCR National or California events each year for committee leaders.
  - ii. Maximum budget for WCR National and California event tickets up to \$500.
  - iii. Presentation shall be at the Annual Installation Party.
- d. Scholarship Awards
  - i. Annual membership dues paid for (1) for new REALTOR member to join SFWCR.
  - ii. Board member approval for candidate selection and scholarship distribution.
  - iii. Recipient must volunteer at 3 events per year
  - iv. Recipient must be a new real estate agent within the last 2 years.
  - v. Program Director or Event Chair will manage scholarship recipient communication and participation.

## 6. COMMUNITY OUTREACH

- a. Local Advertisement:
  - i. As budget allows, procure an annual ad placement promoting the San Francisco Women's Council of Realtors.
- b. Social Media:
  - i. As budget allows, promote the San Francisco Women's Council of Realtors events online.
- c. Tickets for Partner Organizations (SFAR, ARREA, CCREA, YPN): AAREA Installation
  - i. Cost for SFWCR President and President-Elect attend partner organization events will be budgeted each calendar year. If President or President-elect cannot attend, then tickets will be offered to other board members.
  - ii. SFAR's Welcome Home Project – 4 tickets offered to board members and strategic partners or past presidents if board members are unavailable.

## 7. BYLAWS AND STANDING RULES REVIEW

- a. Bylaws and Standing rules shall be reviewed and revised annually by December and presented to board for approval and membership body for transparency.

## 8. APPENDICES

- a. Shall be attached to and become part of Standing Rules and shall be reviewed annually and updated as needed.

## 9. DUTIES OF GOVERNING BOARD

- a. Duties of Network Officers
  - i. Network Office shall abide by the WCR Bylaws, the Network's Standing Rules and the duties as outlined in the most current Local Job Descriptions document published by WCR National and as revised by SF local network.
  - ii. All governing board members should make every attempt to attend as many state and national conferences as possible. They must cover their own cost of travel unless they

are notified in advance by the Treasurer and President that the budget can support their travel costs.

- iii. Board members are expected to attend each board meeting and event. If a board member misses more than 2 board meetings or monthly events, their seat may be subject to re-assignment.

- iv. VOTING PROCEDURES

- 1. All voting should be done by board members at monthly board meeting. If voting is required prior to board meetings, President shall send one email with the item to vote on to all board members. Subject line should read: "Vote Required: Please respond by [Date]...". No voting will be done by text message.

- b. Duties of Committee Chairpersons

- i. Outgoing committee chairs shall make a written and /or verbal report on the committee's accomplishments before or at the Strategic Planning Meeting for the purpose of passing on committee materials to the incoming committee chairs.

## 10. STRATEGIC PARTNER GUIDELINES

- a. Guidelines for the upcoming year are to be determined by Sponsorship Committee (President, President-Elect, Program Director & Membership Director) and submitted to the incoming Network President who shall present to the Governing Board for approval prior to the strategic planning meeting.
- b. Guidelines shall be presented to the Governing Board for approval prior to Governing Board for approval prior to the strategic planning meeting.
- c. Strategic Partners must be a company in order to become a strategic partner. No individual agents/brokers to become strategic partners.