

Greater Fresno Women's Council of Realtors' Standing Rules 2023 - revised 11/09/23

1. General

A. When there is a conflict of interpretation of the most recently revised Standing Rules, the Bylaws shall take precedence over the Standing Rules.

B. The Standing Rules should be reviewed/updated by the Standing Rules Project Team annually. Once updated and approved by the Governing Board, should be published annually and made available on the website to all members.

C. All Network documents, log in's & passwords to programs/tools will be stored in one source for access to all necessary parties to have access.

D. In the event of a local, state or national emergency, where our normal course of business is affected, the Governing Board shall establish an emergency meeting within 7 days to discuss how to best serve the network at that time. It will be determined by the Board if virtual meetings will be implemented and reconsider planned events.

2. Governing Board:

A. The President, President-Elect, First Vice-President, and Events Director shall meet the following qualifications:

- 1) hold membership in the local Network for a minimum of two (2) years,
- 2) have served on a Project Team,
- 3) Real Estate shall be her/his primary profession. Membership Director and Treasurer who are Realtors shall meet qualifications a, b, and c above. If not Realtors, they shall meet qualifications a & b.

In the event an applicant does not meet the above qualifications, the current Governing Board shall have the ability to vet and qualify the applicant.

B. The Network President for the duration of her/his term in office shall appoint a qualified Parliamentarian. In the absence of the Parliamentarian, the President shall appoint a Parliamentarian for a specific meeting. The Network President shall provide the Parliamentarian during his/her term of office the latest edition of Robert's Rule of Order, Newly Revised at the time of their appointment of position. The President should have a copy of the Roberts Rules of Order at each meeting in the event a temporary Parliamentarian needs to be appointed. Meetings will not proceed without a Parliamentarian or a Quorum.

C. Governing Board Meetings shall occur on the first Friday of the Month. This will be reviewed annually.

D. All minutes in the Governing Board and General Membership meeting including Treasurer's Reports, audit reports, and special Project Team reports should be preserved in such a manner by the First Vice President, that they will be readily available for future reference.

E. It is the obligation of all Officers, Directors, Membership Director, Events Director, and Parliamentarian to attend ALL Governing Board and General Membership meetings. In case of absence due to an emergency, they shall be responsible for submitting a report. Failure to attend and/or submit a report for two (2) months shall constitute sufficient reason to name a temporary substitution. Attendance is determined by roll call, taken during the call to order of each meeting. The Network President shall appoint a replacement for that officer, director, Chairs, or Parliamentarian shall it become necessary. In the event that the President is the one to fail these obligations, the Board may elect to install the President-Elect to serve the remaining term.

F. It is the responsibility of the President and the President-Elect to attend all state, regional, and National meetings. It is recommended that all other officers, directors, chairs, and Parliamentarians attend as many state, regional, and National meetings as possible. It is recommended that the President and other officers attend other Women's Council installations and special events.

G. In the event that neither the President nor the President-Elect is able to attend Women's Council State, Regional, or National Conventions and Conferences, the officer in next descending order to the Presidency shall represent for the Network if available. Budgeted funds shall be reallocated from President or President-Elect to other officers as needed.

3. Installation of Officers:

A. The outgoing President and the Incoming president will make arrangements for the installation ceremonies.

B. The current President shall purchase a President's Pin at the National Convention Meeting and present it to the incoming President at the time of his/her installation.

C. An appropriate gift shall be presented to the outgoing President at the installation ceremony. The cost of the gift shall be paid by the Network, not to exceed \$100. The incoming President shall arrange for the gift.

4. Finance

A. All bills and reimbursements shall be paid by the Treasurer or other approved officer on the account only upon receipt of the check request form showing itemized and categorized list of expenses with copies of receipts and with approval of the Governing Board. Requests to be submitted within 30 days of expense occurring or expense may not be reimbursed.

B. The outgoing and incoming treasurer shall submit a budget at the December Governing Board Meeting to be approved by the Governing Board. The outgoing and incoming Presidents, President Elect and treasurers will meet in October of that calendar year to prepare the budget.

C. Revisit this annually: The annual budget may include an amount to be allocated annually to the scholarship fund.

D. All non-budgeted items must have prior approval of the Governing Board. For protection of all parties, good business practice requires rendering of detailed invoices and/or receipts. Reimbursement request forms totaling more than \$250 shall have approval by two (2) governing board members.

E. Bank Account Reconciliation – For the protection of all parties and as good business practice, all bank statements shall be opened and reviewed by the Treasurer (or in her absence the President-Elect) for reconciliation.

F. All Women’s Council debit card purchases as well as other purchases approved by the Governing Board that have been paid by an officer’s personal funds must have a detailed receipt turned in to the Treasurer by the following Governing Board Meeting. Failure to provide receipts within 30 days may result in personal loss in an amount equal to the charge.

G. Event specific expenses should be approved, in the budget for that event.

H. Treasurer and President are to work together to complete the tax form (990-N) prior to January 15th and must be submitted to the IRS by May 1st.

5. Banking

A. The Billhighway account and any other bank account(s) for our local Network will be reviewed annually to determine if the benefits are still in the best interest of the Network.

6. Debit Cards

A. Review debit card agreements annually, specifically for the liability for fraud. Each person with a card is responsible for reviewing. If applicable, the individual that has a card assigned to them will turn on their card for the time of use and turn it off again once the transaction is completed.

B. If applicable, all debit cards will remain in an “off” use state until needed if that option exists. They will only be used for events, room accommodations and travel expenses that are approved in the budget. All other charges will be on a reimbursement basis only.

7. Budget

A. The Budget and Finance Project Team will have a budget established for presentation/review to the Governing Board by the December Board Meeting for approval. This Project Team shall always include the incoming and outgoing Treasurer and at least one active past President. There may also be five additional Network Members at the President's discretion.

B. W9 form to be completed and signed by the President annually in November.

8. Audit

A. An internal audit is required by the State annually and is to be completed by the December Network Board Meeting. To accomplish this, the President will appoint an Audit Project Team, no later than the November board meeting of the previous year. This is an internal systems audit that reviews the efficiencies of the systems currently in place. The Project Team Chair will provide the audit report to include recommended changes and/or improvements.

9. Mid Year Financial Check-Up

A. The State will request from our Network, a quarterly financial check up. The Budget and Finance Project Team will conduct the check up and the Treasurer will report the results to the State.

10. Strategic Partnerships

A. The Strategic Partnership Team is selected annually by the incoming President Elect in September in preparation for the following year. This team is responsible for creating a comprehensive package that will accomplish the Network's budget goals, as well as serve as a benefit to the Strategic Partners that we are targeting. This team will work closely with the Budget and Finance team to ensure that the package they create will meet the budget goals for the year.

11. Project Teams

Project Teams report to the specified Governing Board Member their findings and recommendations. The Board Member and Project Team Chair will determine the report to be presented to the Governing Board 5 days prior to the Board Meeting so that it can be properly added to the agenda. Any action items must also be included in the agenda. The Project Team cannot take action without Governing Board approval. Project Teams conduct research, provide findings and make recommendations to the Governing Board.

A. Project Teams shall be appointed as needed by the approved elected officer subject to the approval of the Governing Board. Each Project Team shall consist of not fewer than three (3) members of the Network. Appointments to Project Teams shall be event specific or until their assigned task has been completed, whichever occurs first. All Project Team members are eligible for reappointment.

B. Standing Project Teams shall be: Bylaws & Standing Rules appointed by the President Elect, Education & Events to be appointed by the Events Director, Finance & Budget to be appointed by the Immediate Past President, Membership to be appointed by the Membership Director, Candidate Review to be appointed by Immediate Past President, Strategic Planning to be appointed by President Elect, and Marketing to be appointed by Current President.

C. Special Project Teams are to work on specific projects assigned to them deemed by the Governing Board.

D. An Audit Team shall be appointed at the next to the last meeting of the Governing Board and shall present its report at the second Governing Board Meeting of the New Year.

E. Network Spotlight: Annually, our network will be Spotlitged in the form of a presentation to the Membership. Delivery of presentation to be deemed by the CA State Governing Board and is intended to highlight our area of the State and promote our Network for referrals.

This Network Spotlight also serves as a fundraiser for the State and as such, we are required to provide a \$100 donation in the form of a raffle gift to be drawn on the last day of the State meeting. This can be a \$100 cash donation inside of a picture frame or a gift of \$100 in value.

F. State Sponsorship booth at ReImagine – Budget to include sponsorship.

G. Friends of Woman’s Council State Installation Sponsor - Budget to include this sponsorship.

12. Awards

A. Governing Board to seek nominations for the Affiliate, Realtor & Strategic Partners of the Year awards beginning with the September Board Meeting. Honorees to be selected by the October meeting and presented at the Gala event by the outgoing President.

B. Affiliate Member of the Year Award : The guidelines for this award are: a) Must hold National membership for a minimum of one year; b) Member has volunteered their time and service unselfishly to the Network during the previous year.

C. Realtor of the Year Award: shall be awarded to a member who has exhibited business leadership in their work and community. Realtor of the Year is awarded to a volunteer who has made a notable contribution to the Network. This person may be the local network selection to be considered for the State Member of the Year award.

D. Strategic Partner of the Year Award: shall be awarded to a Strategic Partner who has volunteered their time and service unselfishly to the Network during the previous year.

E. President’s Choice Awards: The President may give special awards to the members that they feel deserve special recognition.

13. Industry & Membership Events

Project Teams for Industry & Membership Events are in place for specific Governing Board approved events or projects. Those Project Teams will be required to create a budget for that specific event and submit for Board approval. Once the Board has approved the budget, event planning can begin.

A. Local Network to abide by National timelines for the annual election meeting.

B. Reservations to all State and National General Membership meetings and all Events sponsored by the Network shall be the financial obligation of the attendee.

C. Raffle drawings may be conducted at industry and member events. Raffle ticket prices will be recommended by the Project Team for each event and approved by the Board. At least 60 days prior to a raffle, the Treasurer is to register a raffle with the Attorney General. Annually, the Treasurer is required to submit an annual report for the previous period from September 1 - August 31 raffle activity with the Attorney General.

D. Any State President, State Governor, Regional Vice-President, or National Officers visiting on official business shall be introduced and recognized at the beginning of the meeting.

E. All industry events are pre-arranged through Project Teams, under the direction of the Events Director. Any deviation from the pre-arranged program should be addressed through the Project Team and recommended to the Board, prior to the event, where warranted.

F. Expenses incurred during the planning of the events are required to be submitted for reimbursement within 30 days of the event and to have already been included in the approved budget. Any additional expenses that go beyond the budget will not be reimbursed.

G. For all events that have income and/or expenses – Treasurer and Event Director shall create a profit and loss statement within 14 days after the event occurs. This information is to be kept on the Networks Google Drive.

H. When Network members move up to leadership positions or receive an award in other Real Estate related organizations, the Network shall recognize them at the next Industry Event and online. (Website, Social Media)

I. Officers of the Network shall be seated at the head table during regular General Membership meetings whenever possible according to Robert's Rule of Order.

J. Memorials/Illness – All officers experiencing illness, hospitalization, or the loss of immediate family members should be recognized by the Governing Board by a suitable remembrance. Past Presidents should receive the same recognition as well as National Officers. Recognition amounts not to exceed \$75.00, unless otherwise approved by the Governing Board.

K. Local network Women's Council Industry and Membership Events - Governing Board members shall be admitted at no charge. Governing board members shall not register online if there is a fee incurred by the network.

14. Travel

A. Travel expenses to be paid by the Network as budgeted for the President and President- Elect (and other governing Board members when budget allows, as

determined by the President and President-Elect) to attend Women's Council, State, Regional and National Conventions/Conferences.

B. While in attendance, ALL funded Officers shall attend ALL Training meetings, the Governing Board meetings, the Regional Caucuses and the General Membership meetings. ALL funded Officers shall make a verbal report to the Network Governing Board at the next governing board meeting.

C. All Officers attending Women's Council National Meetings are encouraged to participate in National Project Teams, activities, and any open meetings.

D. Travel reimbursement, per person, shall not exceed budgeted amount without Governing Board approval. This includes accommodations, airfare, meals, fuel for travel to and from the host destination. When ground transportation is required, to and from the airport or to attend a meeting which is held at another location, attending officers will be reimbursed as budgeted and approved by the Governing Board. Travel arrangements must be made 30 days in advance and must be transferable in case of emergency that hinders attendance. Requests for reimbursements or any and all items to be submitted within 30 days of expense occurring or expense will not be reimbursed. Airfare must be purchased at least thirty (30) days in advance for economy or coach seating.

E. Room Accommodations

1. When State, Regional, or National meetings/conventions are held outside of the local Network area, the Network pays for hotel rooms as budgeted for Network purposes.

2. Cost of double occupancy for President and President-Elect to be paid for by the Network. If budget allows, a second room will be paid for by the Network for other Governing Board members to attend. If members are in attendance and accommodations are available, members may stay in the rooms reserved by the network on a first come basis.

3. The President shall have the flexibility of booking two rooms for Conventions/ Meetings as necessary for Officers and members to attend provided it is within the budget and if more than four are in attendance.

F. Women's Council State and National Ticketed Events, Installation Gala tickets shall be purchased as soon as possible in order for the President and President-Elect to attend. Other governing board members may be reimbursed if funds are available in the budget. It is recommended that tickets be purchased at the same time in order to sit together at the same table.

G. Registration – The Network shall reimburse early bird registration fees for the President and President-Elect to attend the Women's Council-State, Regional, and National Convention/ Conference.

H. The Officers, Directors and Parliamentarian's annual expenses shall not exceed the

amount budgeted.

15. Fundraisers

A. Fundraiser events held by the Women's Council shall be chaired and coordinated by the Event Director for that year. The Event Director can appoint a Chair for fundraising events as needed and the Board to ratify that named Chair.

B. The President-Elect shall determine a fundraising budget for the annual Installation Gala and it shall be voted on by the Governing Board. The President, President-Elect & Project Chair should work closely together on all aspects of the annual Installation Gala. Installation Gala budget and Sponsorship package should be approved by September 1 annually.

C. Any printed materials (i.e. tickets, flyers, mail outs, etc.) used in conjunction with any fundraisers or special events shall not list the names of sponsors, companies, or other persons on any such material unless otherwise authorized by the Governing Board. Recognition for sponsorship, donations, or any other gifts may be awarded by placing special listings or advertisements in any program guides or sponsor boards for the event, or as approved by the Governing Board.

16. Membership

A. Retaining and growing Membership will be an ongoing process and will be assisted by the governing board in connecting with members throughout the year.

B. The Membership Director during the next Industry Event, shall conduct a pinning ceremony for new members. Such ceremonies may cover several months and shall be arranged to fit into the regular program. New members shall receive a Women's Council pin at this time.

C. Provide Membership with information regarding any Local or State scholarship opportunities.

17. New Member Orientations

A. New Member Orientation meetings will take place quarterly or individually and scheduled by the Membership Director.

B. All Governing Board Members are to be present at all New Member Orientations if applicable.

18. Conflict Resolution: Please refer to the current Bylaws for more information.