

Women's Council of REALTORS® Fayette County
Standing Rules
Updated October 2023

I. Elections

- A. Elections shall be held annually at the September meeting.
- B. The nominating procedures shall be in accordance with the Bylaws for the Women's Council of REALTORS Fayette County, specifically Article IX Election of Officers.
- C. Installation of Officers shall be at the December or January meeting following elections, to be determined by the incoming President.
- D. The incoming President shall be responsible for obtaining, at the expense of the Network, a gift to be presented to the retiring President.

II. Duties of Officers

A. President

- 1. The duties of the President shall be as set forth in the Bylaws for the Women's Council of REALTORS® Fayette County, specifically Article VI, Elective Officers, Section
- 2. The duties of the President shall be as set forth in the Network Guidebook and Glossary.
- 3. General responsibility to have knowledge of:
 - a) Local Network Bylaws and Standing Rules
 - b) WOMEN'S COUNCIL structure and history
 - c) Robert's Rules of Order (Newly Revised)
- 4. Specific responsibilities to the Local Network.
 - a) Makes copies for officers/members of applicable materials he/she receives.
 - b) Issues an invitation early in the year to the State WOMEN'S COUNCIL Governor to make an official visit to the Local Network. At the meeting, review LCP/Governor checklist.
 - c) Ensure that Network activities are not in conflict with Local Board of Realtors activities.
 - d) Coordinates officer and Project Team activities and responsibilities.
 - e) Makes certain Network Meeting "Order of Business" as outlined in the Network Guidebook and Glossary.
 - f) Attends Local Network President Orientation sessions at the Annual Conference and workshop session at Midyear Meetings.
 - g) Schedule meetings in accordance with the Network Bylaws and Standing Rules.
 - h) Follows the Network Meeting "Order of Business" as outlined in the Network Guidebook and Glossary.
 - i) Cooperates with requests from the State Network President, Governor, Regional Vice President, and national WOMEN'S COUNCIL office.

j) Assures the Network's votes are cast by the Voting Delegate or Alternate at the National Annual Business Meeting. The Local Network Delegate shall be the President in good standing of the local network or another member, who shall be an active member in good standing of the same Local Network, designated in writing by the President.

k) Completes and submits on time the required forms/reports contained in the Network Guidebook and Glossary:

i. Local Network President's Proposed Outline Plan

ii. Local Network Information for WOMEN'S COUNCIL Governor

iii. Local Network President's Report of Governor's or State Network President's Visit

iv. Local Network President's Annual Report

l) If it is traditional in his/her state to invite the State Network President to visit the Network, issue the invitation early.

B. President-Elect

1. The duties of the President-Elect shall be as set forth in the Bylaws for the Women's Council of REALTORS® Fayette County, specifically Article VI, Elective Officers, Section 3.

2. The duties of the President-Elect shall be as set forth in the Network Guidebook and Glossary.

3. The main role of the President-Elect is to prepare for Presidency. This includes assisting the President. Preparation includes:

a) Attend Leadership Academy.

b) Review the President's sections of the Network Guidebook and Glossary.

c) Read the WOMEN'S COUNCIL history pages in the Network Guidebook and Glossary.

d) Review the national Strategic Framework on the WOMEN'S COUNCIL website.

4. In the Fall, and in collaboration with the Network's entire incoming leadership team, complete the WOMEN'S COUNCIL Network Business Plan located in the Network Guidebook and Glossary.

C. Membership Director

1. The duties of the Membership Director shall be as set forth in the Network Guidebook and Glossary.

2. Oversee all membership activities. Accountable for the recruitment, retention and recapturing membership efforts of the Network. Responsible for the implementation and follow-through on the national membership marketing campaign where one is in effect.

3. Establish Local Network membership goals in coordination with the President and Governing Board.

4. Communicate membership goals and organize effort to achieve goals.

5. Monitor membership reports received from National WOMEN'S COUNCIL for accuracy and follow-up on any discrepancies.

6. Report to National WOMEN'S COUNCIL any corrections, changes (i.e. telephone, address) to member information.

D. First Vice President

1. The duties of the First Vice President shall be as set forth in the Bylaws for the Women's Council of REALTORS® Fayette County, specifically Article VI, Elective Officers, Section 4.
2. The duties of the First Vice President shall be as set forth in the Network Guidebook and Glossary.
3. The First Vice President shall take notes at all meeting of the membership and the Governing Board.
4. Original copies of all minutes should be kept in a permanent Network minutes book and one copy of each shall be distributed to the President and Governing Board, State President and Governor as soon as practical after the meetings.
5. The following general information should always be included in the minutes.
 - a) Name of Network, Project Team which is meeting, whether regular or special meeting.
 - b) Date, hour and location of meeting
 - c) Roll call and statement that number of members present constitute a quorum (provided one does)
 - d) Pledge of Allegiance and non-denominational Inspiration (if and Inspiration/Prayer is used, it comes BEFORE the Pledge).
 - e) Approval of minutes from the last meeting.
 - f) Treasurer's report should be accepted and placed on file reports.
 - g) Unfinished Business
 - h) New Business
 - i) Election, if any
 - j) Next meeting date, time and location
 - k) Adjournment and time.

E. Treasurer

1. The duties of the Treasurer shall be as set forth in the Network Guidebook and Glossary.
2. The treasurer has custody of the funds of the Network and makes disbursements as may be directed by the President or Governing Board.
3. Records shall be kept in an account book or digital record showing all receipts and disbursements. Treasurer's report should be available at all regular Network meetings.
4. Reviews association expenditures and financial status on a regular basis to ensure overall fiscal integrity.

5. Ensures that regular financial reports are submitted to the Governing Board and presents an annual financial report to the membership.
6. Submits the financial accounts of the association to an annual independent audit. Performs other duties assigned by the President.
7. Gives receipts for collection of cash, keeps copies of transactions for Network's permanent records.
8. Prior to the end of the term of office, books of the treasurer shall be audited by a Project Team appointed by the President. The Treasurer and the Auditing Project Team Chair shall arrange a time to meet so the records can be audited. This meeting shall be scheduled no later than two weeks prior to the following month's Network meeting.

F. Program Director

1. The duties of the Program Director shall be as set forth in the Network Guidebook and Glossary.
2. The Program Director oversees the Program Chair and Education Project Team.
3. The Program Director must produce a minimum of 4 industry events and 2 additional events focused on networking and relationship building.
4. Coordinates and implements marketing strategies for a high level of exposure for Network events within the industry.
5. Monitors and evaluates success of all programs and events and reports to the Governing Board

III. Standing Project Teams

A. Bylaws Project Team

1. Review bylaws and amend as needed.
2. National amendments to local bylaws are automatically binding; simply notice to your members.
3. Local bylaws in conflict with the model bylaws will not be approved.
4. Submit amendments to National Women's Council of REALTORS® for approval.
5. Develop and review periodically Standing Rules, which should be voted each year.
6. Rights of membership are granted, or limited, only in the bylaws, never in the Standing Rules, which are for administrative convenience only

B. Education and Program Project Team

1. The Program Director is the Chairman of this Project Team.
2. Plan programs that will increase the Network members productivity and income.
3. Plan and develop programs for Network meetings consistent with the needs of members.
4. Evaluate programs impact and success.
5. Inform members of educational opportunities offered by the Local Board, State Association, NAR Affiliates and by nearby education institutions.

C. Finance and Budget Project Team

1. The Treasurer is the Chairman of this Project Team.
2. Prepare an annual budget for approval by the Governing Board.

D. Membership Marketing Project Team

1. The Membership Director is the Chairman of this Project Team.
2. Recruit new members by planning a Network membership campaign that encourages and challenges members to recruit new members.
3. Plan for recognition of new members at Network meetings.
4. Retain existing membership and re-recruit “dropped” members.
5. Notify National, state and local officers of Women’s Council of REALTORS® of changes of status or address of membership.
6. Compile and publish Network roster.
7. Before distributing membership applications to prospective members, complete the dues amounts on the application and the name of the Network.
8. Pre-qualify candidates for National Affiliate membership:
 - a) Make sure the Network is under the 20% limit and
 - b) That the individual holds membership in the Local Board of REALTORS®

E. Candidate Review Team

1. The duties of the Candidate Review Team shall be as set forth in the Bylaws for the Women’s Council of REALTORS® Fayette County, specifically Article VIII, Nominations.

F. Ways and Means (Fundraising Project Team)

1. The Program Director is the Chairman of this Project Team.
2. Plan and conduct fundraising programs as needed, including the Annual Fundraiser.
3. Raises funds to enable the officers to attend national meetings.
4. Shall be responsible for soliciting sponsor for the Annual Fundraiser.

IV. Special Project Teams**A. Audit Project Team**

1. Conducts an audit in accordance with the Bylaws for the Women’s Council of REALTORS® Fayette County, specifically Article X Project Teams, Section 3, D.

B. Awards and Recognition Project Team

1. Plan and coordinate visible symbols of appreciation.
2. Plan submissions to the National Women’s Council of REALTORS® Excellence Awards Program.

C. Ambassador Project Team

1. Welcome newcomers to Network Meetings and introduce them to the members
2. Encourage unity and friendship within the Network
3. Communicate on behalf of the Network with members who are ill or bereaved.

D. Marketing and Newsletter Project Team

1. Promote and maintain a favorable image of Women's Council of REALTORS® Fayette County in the eyes of our various public.
2. Prepare and submit media releases to publicize Network activities and achievements acquired.
3. Copy National Women's Council of REALTORS® on all newspaper clips mentioning network activities.
4. Notify National Women's Council of REALTORS® of any radio or television coverage of a Network event.
5. Plan and prepare communications (meeting notices, newsletter) for the membership.
6. Coordinate a photographic record of Network activities, for history and publicity.
7. Serve as the editor of the Women's Council of REALTORS® Fayette County Newsletter.

E. Member of the Year Award Project Teams

1. The Chairperson is the award recipient from the previous year. If previous recipient is no longer a member, then the President shall select a new chairperson.
2. The Project Team is the Governing Board
3. Select recipient following the guidelines and dates established by the State Member of the Year Project Team so that the Network can submit that name to the State Project Team for consideration as State Member of the Year.
4. Each year, both a REALTOR® of the Year and Affiliate of the Year shall be selected.

F. Partners Project Teams

1. Membership Director shall be chair of Partners Project Team.
2. Shall be responsible for soliciting partners for the Network.

G. Hospitality Project Team

1. Provide table decorations for each Network meeting.

2. Decorations may either be raffled off to members at the end of each meeting or donated to charity.

V. Financial Matters

A. Reimbursed Expenses

1. The funds allocated in the current year budget for President, President-elect, Membership Director, Program Director, First Vice President and Treasurer shall be used for travel, early-bird registration and hotel expenses at National and Georgia Women's Council of REALTORS® meetings.
2. Lodging must be at the Women's Council of REALTORS® Headquarters Hotel unless President approves an alternate accommodation location.
3. Meal reimbursement shall not exceed \$75.00.
4. Gas mileage reimbursement shall be based on the current IRS guidelines.
5. All reimbursements shall be made following the trip after receipts and documentation has been sent to the treasurer and approved by President. President must sign all expense sheets prior to reimbursement. President may not approve their own expense sheet and therefore must have President-elect approve their expense sheet.
6. Reimbursable budgeted expenses must be received by the Treasurer no later than December 15th of the current year or they will be forfeited.
7. For expenses to be reimbursed, the officer must have attended both the Women's Council of REALTORS® State Governing Board meeting and the General Membership meeting held at the conventions. They must also attend all Educational sessions the current President requests them to attend.

VI. Partnership Opportunities

A. Black Diamond

- Promotion on all event meeting/meeting materials at designated event
- Three (3) minute presentation at designated meeting/event - 3 times per year
- Eight (8) complementary attendance vouchers per year
- Distribute company literature/promotional items at sponsored meeting/event
- Exposure on Women's Council of REALTORS website
- Monthly "shout outs" on network social media
- Promotion on all E-blast campaigns
- Banner recognition at all network Events/Meeting (organized by tier)
- Recognition on quarterly newsletter
- Sponsor contact information shared with members quarterly
- Company information included in new member packet
- Exclusive access at Annual Fundraising Event – complementary table
- Access to member email addresses – updated quarterly
- Opportunity to display your company banner at event/meeting

- REALTOR member scholarship sponsorship (must meet membership requirements)
- First pick to be official sponsor of 3 events
- Receive event attendees list with permission to market to attendees afterwards

B. Diamond

- Promotion on all event/meeting materials at designated event
- Three (3) minute presentation at designated meeting/event - 2 times per year
- Six (6) complementary attendance vouchers per year
- Distribute company literature/promotional items at sponsored meeting/event
- Exposure on Women's Council of REALTORS website
- Quarterly "shout outs" on network social media
- Promotion on all E-blast campaigns
- Banner recognition at all network Events/Meeting (organized by tier)
- Recognition on quarterly newsletter
- Sponsor contact information shared with members quarterly
- Company information included in new member packet
- Exclusive access at Annual Fundraising Event – complementary half table
- Access to member email addresses – updated quarterly
- Opportunity to display your company banner at event/meeting

C. Platinum

- Promotion on all event meeting/meeting materials at designated event
- One (1) minute presentation at designated meeting/event – 2 times per year
- Four (4) complementary attendance vouchers per year
- Distribute company literature/promotional items at sponsored meeting/event
- Exposure on Women's Council of REALTORS website
- Quarterly "shout outs" on network social media
- Promotion on all E-blast campaigns
- Banner recognition at all network Events/Meeting (organized by tier)
- Recognition on quarterly newsletter
- Sponsor contact information shared with members quarterly
- Company information included in new member packet

D. Gold

- Promotion on all event meeting/meeting materials at designated event
- One (1) minute presentation at designated meeting/event – 1 times per year
- Two (2) complementary attendance vouchers per year
- Distribute company literature/promotional items at sponsored meeting/event
- Exposure on Women's Council of REALTORS website
- Annual "shout out" on network social media
- Promotion on all E-blast campaigns
- Banner recognition at all network Events/Meeting (organized by tier)

- Recognition on quarterly newsletter
- Sponsor contact information shared with members quarterly

E. Single Event Sponsor

- Recognized as event sponsor with your promotional material provided to members
- One (1) free admission to the event

VII. Standing Rules

- A. A Standing Rule may be adopted by majority vote at any Governing Board Meeting.
- B. A Standing Rule may be amended by a majority vote at any meeting.
- C. A Standing Rule can be rescinded either:
 1. By a two-third vote without previous notice or
 2. By a majority vote after notice on at least the proceeding day.