SOUTHEAST IDAHO NETWORK WOMEN'S COUNCIL OF REALTORS® STANDING RULES

MEETINGS

**Network Meetings**

Network Meetings shall be held no less than six times per year.

**Annual Election Meeting**

The Annual Election Meeting shall be held in September.

**Governing Board Meetings**

Governing Board Meetings shall be held no less than Quarterly at a time. Local Network President may call Special Governing Board meetings if deemed necessary, and will determine time and place of all meetings. The Governing Board shall consist of the Network's Line Officers and Directors in accordance with National Bylaws.

**Meeting Times and Locations**

The Local Network President will determine the time and location of all Governing Board meetings.

NOMINATIONS OF OFFICERS

The Candidate Review Team shall consist of a minimum of three no more than five active realtor members in good standing in addition to the most recent past President able to serve. Candidate Review Team shall select from members who hold National membership status for a minimum of one year, are in good standing, and have completed a "Consent to Serve" form.

Consideration should be given to those members who have been active in the Local Network, and/or have been a member of WCR for at least one year.

Recommendations should be returned to the Candidate Review Team Chairperson thirty (30) days prior to election date. The president will notify the membership ten (10) days prior to election about the election, rules, date, location, rules of running and names of candidates.

Nominations may be accepted from the floor with the consent of the nominated member. ELECTIONS

**Rules of the Day**

The Rules shall be approved by the membership prior to voting.

# Tellers

The President shall appoint a minimum of two tellers/counters. Candidate Review Team members shall not serve as tellers/counters.

# Ballots

Paper ballots will be issued when the Voting Members sign in at the Registration Desk immediately prior to the Annual Election in the event of a contested race.

# Quorum

A quorum will be established per Article 5 Section 2 of the WCR Southeast Idaho Network Bylaws.

# Voting

Each Member shall be entitled to cast ONE vote. Members are those REALTOR and AFFILIATE members in good standing according to the records of the National WCR Membership chair on October 1s t of that year.

Voting by absentee ballot will be permitted.

If the Voting Member is not present when a vote is taken, the Voting Member may not cast a vote after the voting has concluded.

Winners will be elected by majority vote. Example: When two people run against each other and 200 votes are cast, the winner will need at least 101 votes.

If three or more people run against each other, the winner will still need a majority of more than 50 percent of the votes cast. If one of the candidates does not receive more than 50 percent of the votes cast, the rules call for the top two candidates to run off against each other. All other candidates are eliminated.

The President's vote shall be held in reserve and counted in the event of a tie. INSTALLATION OF OFFICERS

# Installation Ceremony

Officers of the Network shall be installed after the Annual Election Meeting.

# Arrangements

The President is responsible for arranging the installation ceremony. Should for any reason the Installation Ceremony not be conducted at the Annual Election Meeting, the President-elect will be responsible for arrangements in cooperation with the current Local President.

# Selection of Installing Officer and Mistress/Master of Ceremonies

The President-elect shall select the Installing Officer and Mistress/Master of Ceremonies.

# Outgoing President and Officers Gifts

The Treasurer may obtain, at the expense of the Network, gifts (pins, plaques, etc.) to be presented to the outgoing Officers at the Installation Ceremony. The President-elect shall obtain, at the expense of the Network, a gift (pin, plaque, etc.) to be presented to the outgoing President at the Installation Ceremony.

# Installation Budget

The budget for the Installation Ceremony may be sufficient to include the expenses of Invited guests, dignitaries, (such as Board President, Executive Officer, etc.) installing Officer and any State Officers.

DUTIES

# Line Officer Responsibilities

Network Officers shall abide by the WCR Bylaws, the Network's Standing Rules, and the duties as outlined in the LEADERSHIP POLICY AND PROCEDURE MANUAL (LPPM). All funded Officers to National Meetings shall actively attend the general business meeting and workshops pertinent to their office held. All officers are encouraged to attend National and State Conventions.

# President

The Local Network President is a REALTOR nominated by the Local Network Candidate Review Team and elected at the Local Network election meeting.

The President shall furnish each officer the LEADERSHIP POLICY AND PROCEDURE MANUAL, Network Bylaws, and Standing Rules, no later than December 31s t of each year, to be a budgeted line item.

Major Responsibilities: Attend WCR Local and National Meetings: Prepare the budget and conduct the business of the Local Network; Develop membership recruiting and retention programs; Host an orientation for Local Network Officers.

# President-elect

The President-elect works closely with the President in order to learn: preparing agendas, presiding at portions of the meetings, planning the orientation, installations, etc. In the absence of the President, the President-elect presides at meetings and performs the necessary duties of the office.

Immediately following the Local Network Meeting and Election of Officers, the President-elect shall hold a brief meeting with the incoming officers to set the date and plan for the Officers Planning Retreat.

The President-elect shall preside at the Officers Planning Retreat to coordinate and implement plans for the upcoming year, including retention and new member goals, sponsorship and fundraising targets. All programming should support the WCR mission.

# First Vice President

The First Vice President shall take the minutes of each Governing Board Meeting and keep an accurate record of all motions made at these meetings. Original copies of all minutes shall be kept in a NETWORK MINUTES BOOK and one copy shall be forwarded to the Network President. All minutes shall be verified by the President and signed by the First Vice President before they are disseminated according to Network custom.

A major responsibility of the Local Network First Vice President is to send in to National WCR the names and addresses of newly elected officers immediately upon election. Also, should there be any changes during the year (name and/or address of Network officers); these changes should be sent in to National WCR as soon as possible.

# Treasurer

The Treasurer shall assist the incoming President in preparing the year's budget and shall keep the books. The incoming Treasurer and the incoming President should sign new bank signature cards at the January governing board meeting.

All monies received by the Network shall be deposited in the account of the Southeast Idaho Network of WCR in a financial institution selected by the Governing Board.

One signature shall be required on all checks; the signature shall be the Treasurer's or a selected Network Officer. The President shall receive the bank statements and forward them to the Treasurer to reconcile the account.

All monies collected by the Network shall be turned over to the Treasurer within three days of receipt and shall be deposited by the Treasurer within five working days.

Treasurer's Report and Budget Report to be presented Quarterly at the Governing Board Meeting, and an account balance update to be given at all Governing Board Meetings.

The Quarterly reports are to be filed for audit.

The outgoing Treasurer will compile a year to date final report for the previous year and present it at the December Governing Board meeting. The Governing Board Members shall review the financial records for the previous year.

# Standing Committees

Standing Committees include: Bylaws, Education and Programs, Finance and Budget, National Focus, Nominating, and any special committees to perform such services as may be assigned to them and appointed by the President with the assistance of the incoming Treasurer. It shall be understood that any annual budget developed by the Southeast Idaho Network of Women' s Council of Realtors represents a proposal for earning and spending funds. Such budgets shall be interpreted as a guide, not a guarantee and are subject to the actual monies collected by the Network in the given Network year.

A minimum of $500 shall be carried over to launch the succeeding Network year.

Line Items may be added at the discretion of the President and are not limited to but may include the following: Network Development, Dignitary Visits, and additional officer travel.

# Expense Reimbursement

Reimbursement amounts are subject to annual budget approval, and subject to funds availability. The Local Network shall fund line officer's travel to National and Regional Meetings, if funds are available, but not to exceed the amount in the annual budget that shall be determined annually. The President will have 100% of reasonable costs paid for attendance of the Mid Year Meeting, NAR/WCR National Convention and the IAR Convention. In the event that none of the line officers are able to attend, the Governing Board may select and approve reimbursement for another member to attend. The president-elect will have the Leadership Academy paid for I00% (funds provided).

Officer(s) or member(s) receiving travel funds shall attend all WCR Governing Board and Regional Caucus meetings, and any other meetings as determined by the Governing Board.

Reimbursement requests shall be submitted to the Governing Board along with a brief report no later than 60 days from return date of travel. Reimbursement for airfare shall be limited to the lowest 30-day published fare. Reimbursement for registration shall be based on early bird offering. Officers/members approved for travel may receive 50% of the dollar amount approved upon submittal of airfare and registration receipts to the Treasurer. The remaining 50% reimbursement shall be available upon receipt of the officer/member' s report by the President. Any funds advanced shall be returned to the Network should the officer/member not travel to the meeting.

If the officer(s) or member(s) funded represents another organization for the same function, said officer/member cannot be reimbursed by both organizations for the same expense, i.e. if an officer of the Idaho State Network of WCR is also a local Board or local Network president whose travel/lodging/meals expenses are paid by the local Board or Local Network, then no reimbursement for such expenses shall be made by the Local Network. If an officer/member is partially funded by another organization, then reimbursement shall be less the amount funded by the other organization.

# Reservation Obligations

Reservations for all Network Meetings, courses, or functions sponsored by the Southeast Idaho Network shall be a financial obligation to be paid by the member. A cancellation deadline shall be established for each meeting or function of the Network and shall be announced in the notice for the meeting or function. Members attending ticketed functions shall be charged for the meal or refreshments whether they eat or do not eat.

**AWARDS AND RECOGNITION**

# Network Member of the Year

The Network Member of the Year Committee, consisting of past recipients and chaired by the most recent Network Member of the Year able to serve, shall select a Network Member of the Year, according to the guidelines stated in the current LPPM by August 1st\_ Local Member of the Year recipient information should be submitted to the State Network no later than August 15t h of each year. The Network Member of the Year shall be presented by the Network President at the Annual Installation of officers.