



Updated 01/01/2024

STANDING RULES

I. EVENTS

A. All events and meetings will be held in accordance with National Standards.

Advertising in the Newsletter is limited for Women's Council of Realtors members and Strategic Partners only.

Platinum Strategic Partners will be granted permission to advertise their events on our social media marketing. Subject to change at the board's discretion.

B. Strategic Partners- The Governing board shall have full discretion in vetting future Strategic Partner's approval or denial.

II. ABSENCES, BOARD VACANCIES & NEW MEMBERS

- Any member of the Governing Board with two (2) or more consecutive unexcused absences shall be construed as having resigned from the Governing Board.
- Unexcused absences may apply for reinstatement within 30 days, which shall require a majority vote of the Governing Board.
- New members will be inducted at the first event of the year and at any member only events as needed.

Elections shall follow the reporting procedure mandated by National guidelines.

III. SPEAKERS & GUESTS

- Guest Speakers are given complimentary meal/admittance.
- Guests eligible for membership in WCR may attend paid events at non-member price.
- Speaker or program fee limited to \$1,000.00 for each program without having a Governing Board approval or sponsorship by an affiliate Member.

IV. TRAVEL POLICY

- President's Registration for Mid-Winter (FR), Mid-Year (NAR), Annual State Convention (FR) and National Convention (NAR) will be reimbursed after attendance. Flights, when needed, will also be reimbursed. Accommodations up to one half of double occupancy rate will also be reimbursed after attendance. (President is obligated to share a room whenever possible, preferably with fellow Network Officers, but when not possible, with other attendees).
- President-Elect's Registration for Mid-Winter (FR), Mid-Year (NAR), Annual State Convention (FR) and National Convention (NAR), National Leadership Academy & State Leadership Academy will be reimbursed after attendance. Flights, when needed, will also be reimbursed. Accommodations up to one half of double occupancy rate will also be reimbursed after attendance. (President is obligated to share a room whenever possible, preferably with fellow Network).
- President and President-Elect will each receive up \$75.00 per diem per day for meal expenses. Additional travel expenses must be approved by the board if budget allows. (Parking, Taxi, Uber, Lyft, etc.)
The two-check signature must be current, active line officers that are not receiving the reimbursement.
- Reimbursement for registration and ticketed events is based on Early-Bird registration fees.
- Reimbursements shall be verified by proper receipts & submitted within thirty (30) days of attendance. Checks to be made out for reimbursement within 15 days. There will be no cash advances to any member.

- All attendees eligible for reimbursement are required to attend all WCR ticketed events, assigned committee Meetings, Governing & General Membership Meetings.
- All attendees eligible for reimbursement will be required to present a written report to the Governing Board on any information gained from their attendance at the events.
- In the event a member does not complete the travel, they are responsible for re-paying the entire amount that was paid on their behalf.
- The network may purchase flights and reserve rooms in advance for the President and President-Elect, but they must be insured for cancellations and changes.

The President may book travel using the Network credit card.

**Reimbursement shall be allotted to governing board members that have one recruited member and one new Strategic Partner or vendor.

V. BUDGET

- The budget shall be prepared by the outgoing and incoming President and outgoing and incoming Treasurer.
It shall be submitted to the Governing Board for approval no later than November of the previous year.
- An Audit Team will be appointed by the President. They will conduct an audit of the Network's bank account and expenses prior to the last governing board meeting of the year. A formal report is given at the final governing meeting of the year.
- The President is the designated signer and issued a debit card in addition to the Treasurer for the Network's bank account.
- Treasurer will provide a written report of any event proceeds & expenses at each Governance meeting.

*Reimbursement would be based on the budgetary allowance limits.

VI. AWARDS

- The local Network will use the current year State Awards Criteria as a basis for that a member may be eligible for both local awards and state awards. However, awards winners will be chosen for local awards who fit the criteria as closely as possible, should no candidate meet state criteria.
- The out-going President will submit the immediate past year local award winners to the state for the following January, according to the Awards Task Force Due dates.

VII. INSTALLATION

1. Installation shall be held prior to the last meeting of the year.
2. Installation Team shall consist of Incoming President, Outgoing President, Membership Director and Program Director.
3. Incoming President shall select Mistress/Master of Ceremonies.
4. Incoming President shall obtain pins for new officers.
5. Incoming President shall obtain plaque & gift for the outgoing President, not to exceed \$50.00.

Going forward, Strategic Partners should not be more than 5 within the same category.

A waiting list should be implemented to get on the list.

Going forward, Strategic Partners have the first right of refusal on an event that does not get sponsored.

VIII. THE GOVERNING BOARD

1- The Governing Board shall have full power to conduct the business of the Network; to suspend any Officer, Member, or Strategic Partner for just cause; and to otherwise govern the affairs of the Network in accordance with the bylaws of this Network and the Council.

Approved 2/01/2024