



**Standing Rules
Women's Council of REALTORS®
North Shore Network**

Adopted March, 2004
Revised June, 2005
Revised September 4, 2008
Revised March 31, 2015
Revised Nov 29, 2018

I. Meetings

A. General Membership Meetings of the Network shall be held a minimum of six times a year.

B. Governing Board Meetings shall be held at least eight times per year. Governing Board Meetings will be called by the President or held on the 1st Thursday of the month. A complete agenda is to be prepared and distributed to each participant prior to or at the meeting, along with a copy of the Minutes of the previous meeting.

C. A New Member Orientation shall be held immediately prior to a General Membership Meeting, a minimum of one (1) time per year, with the installation of new members to follow at the General Membership Meeting. The dates for the New Member Orientation and Installation shall be determined by the Governing Board, taking into consideration the program and location for the meeting, as well as the number of new members to be installed. New members shall be notified of the New Member Orientation and Installation at least thirty (30) days prior to the event.

D The Program Speaker at the General Membership Meeting shall be offered a complimentary meal. If there is to be more than one (1) speaker, the Governing Board shall be notified and a vote taken with regard to the offer of additional complimentary meals.

E. Thank You Gifts for speakers will be at the discretion of the Program Chair and in accordance with the annual budget.

F. Guests are welcomed and encouraged to join the Women's Council of REALTORS North Shore Network; however, if a guest is eligible to join Women's Council of REALTORS, they may attend the General Membership Meetings.

II. Elections

A. Officer Qualifications

Members nominated for office shall have the following qualifications:

1. Officers shall have been a member of the Women's Council of REALTORS® North Shore for a period of at least one (1) year and shall have attended a

majority of the General Membership Meetings and/or participated on a Network committee prior to being nominated for office. Any member seeking nomination for office must complete an Application for Nomination form and Consent to Serve and submit such documents to the Nominating Committee prior to the deadline for submission.

2. The President, and President-Elect, shall be REALTOR® members of Women's Council of REALTORS® North Shore Network.
3. The Treasurer must be a REALTOR® or National Strategic Partner member of the Women's Council of REALTORS® North Shore Network. National Strategic Partners are those non-REALTOR® industry related members of Women's Council of REALTORS® North Shore Network, who are also members of the North Shore-Barrington Association of REALTORS® or a neighboring REALTOR® association.
4. The Membership Director may be either a REALTOR® member or a National Strategic Partner member and is appointed by the incoming President.
5. The Secretary must be a REALTOR® member and is appointed by the incoming President-elect.
6. The Program Director must be a REALTOR® member and is appointed by the incoming President.

Each appointment must be approved by the current year's (e.g. outgoing) Governing Board.

All Officers shall have an email address which is checked on a frequent and recurring basis and shall be proficient in the use of email and attachments.

Governing Board:

The government of the Network shall be vested in the Governing Board which shall consist of the President, President-elect, Secretary, Treasurer, Program Director and Membership Director all of whom shall be entitled to vote.

The Governing Board shall have full power to conduct the business of the Network; to suspend any officer or member for just cause; and to otherwise govern the affairs of the Network in accordance with the bylaws of this Network and the Council.

B. Officer Election Procedures

1. Voting Eligibility. At the Annual Election, only those Women's Council of REALTORS® North Shore Network members whose dues have been paid in full and are National members of record in the Women's Council of REALTORS® shall be entitled to vote.

2. Rules of the Day. The President will prepare "Rules of the Day" instructing the voting members how the election of officers shall be conducted as outlined in the Leadership Policy and Procedure Manual.

III. Installation of Officers

A. The incoming President (President-Elect) shall appoint an Installation Committee at the beginning of the term. This committee shall make arrangements for the installation in the year to follow. The incoming President may select the individual who will act as the Installing Officer during said Installation Ceremony.

B. The outgoing President shall have the duty of obtaining the incoming President's pin, at the expense of the North Shore Network, in sufficient time for the presentation at the Installation Ceremony.

C. The incoming President shall obtain, at the expense of the North Shore Network, a gift and/or plaque to be presented to the outgoing President at the Installation Ceremony. The amount to be spent on the outgoing President's gift will be determined by the Governing Board at the time the Annual Budget is approved.

IV. Officer & Committee Duties and Responsibilities

A. Officers

1. North Shore Network Officers shall abide by the WCR Bylaws, the Network's Standing Rules and the responsibilities relative to their office as outlined in the WCR Leadership Policy and Procedure Manual. Officers shall take office immediately following the meeting wherein the Installation of Officers is conducted, or on January 1 of the following year, whichever is later.

2. The President, President-Elect and Membership Director shall attend three (3) of four (4) State WCR General Membership Meetings, one (1) National WCR meeting, the Illinois Orientation meeting, and all local Governing Board meetings as well as the monthly North Shore Network general membership meetings.

These meetings are consequential to the performance of the duty of the office. The Network President is a member of the Illinois State WCR Governing Board and shall attend three (3) of four (4) State Governing Board meetings.

Reimbursement for these meetings is contingent upon this requirement.

3. President

- a. The executive officers shall each be provided with a copy of the WCR Leadership Policy and Procedure Manual, which is electronically posted on the National website.
- b. The President and President-Elect shall organize the year during the Local Network Orientation meeting to be held as outlined in the Leadership Policy and Procedure Manual.
- c. The President shall extend an invitation to the WCR State President and WCR State Governors to attend at least one Local Network General Membership meeting and/or Governing Board meeting.

4. President - Elect

- a. The President-Elect shall serve the President as needed and shall learn the duties of President during the year.
- b. The President-Elect shall serve as the Program Chair and shall chair the Education and Program committee.

5. Membership Director:

- a. Shall oversee all membership activities and is accountable for the recruitment, retention and recapture efforts of the Network; is responsible for the implementation and follow-through on the National membership marketing campaign when one is in effect.
- b. Is responsible for billing the Local Strategic Partners for annual fees.
- c. Shall monitor membership reports received from National WCR for accuracy and follow up on any discrepancies; keep current and accurate the Network database; and provide member updates to those officers and committees as applicable to their responsibilities.
- e. Shall report to National WCR any corrections or changes to member information (i.e. telephone, email, mailing address).
- f. Shall chair the Membership Committee.

6. Secretary

The Secretary shall record the Minutes of all Governing Board meetings. All Minutes shall be verified by the President and signed by the Secretary before they are disseminated according to the custom of the Network, which may be via the U.S. Mail, e-mail, fax, or distributed at each North Shore Network meeting.

7. Treasurer

All monies received for the Network shall be deposited into the account of the Network within five (5) business days at the financial institution specified by the Governing Board. One (1) signature shall be required on all checks. The President and Treasurer will be the legal signatories. The Treasurer shall keep computerized and accurate records. The Treasurer shall perform such other duties as outlined in the Leadership Policy and Procedure Manual.

B. Committee Chairs

1. A list of all committees and a description of each committee's duties and responsibilities are attached and incorporated into these Standing Rules.
2. All outgoing committee Chairs shall make a written report of the committee's accomplishments and activities at year's end and pass on committee materials to the incoming committee Chairs. The incoming committee Chairs may recommend to the incoming President those North Shore Network members whom they would like to serve on their committee. The incoming President may consider such recommendations in making committee appointments.

V. Financial Matters

A. Reservations for General Membership Meetings and Special Events

1. Reservations for all Network-meetings and events sponsored by the Network shall be a financial obligation to be paid by the member through the use of an on-line registration system employed by the Network.

If a reservation is not made prior to the reservation deadline (as may be extended) there is no guarantee that accommodation will be made on the date of the meeting. If accommodated, the cost will bear a \$10 surcharge on a space available basis only. Reservations not cancelled 72 hours prior to the meeting will be billed to the member. If the reservation has been prepaid, a refund will not be given unless cancellation is received at least 72 hours prior to the meeting. Notice of such policy shall be stated on all program flyers.

The nonmember cost for the General Membership Meeting shall be Ten Dollars (\$10.00) more than the cost for a WCR member. The cost for special events shall be determined by the Governing Board. The member will be charged for a meal, whether they eat or do not eat.

2. *Billing for un-cancelled reservations shall be the responsibility of the Treasurer and shall be done within seven (7) days of the event.*

B. Reimbursed Expenses

The Governing Board, at the annual budget meeting, will establish a maximum stipend to be allocated for the reimbursement of expenses for all eligible participants who attend National, Regional or State WCR meetings. All eligible participants will receive a budgeted allotment for expenses resulting from attendance at said meetings.

1. Requests for reimbursement must be on the proper form, completed and signed by the member requesting reimbursement, with receipts attached.
2. Reimbursement requests must be delivered to the Treasurer within thirty (30) days of the expenditure or event (whichever is later) or reimbursement will be forfeited.

3. The Governing Board via the annual budget will specify what expenses shall be reimbursed and the maximum amount of reimbursement for each Officer or eligible participant. Reimbursement will be made to each Officer or eligible participant as follows: Forty Percent (40%) of the annual budgeted amount for the Mid-Year National Meeting; Forty Percent (40%) of the annual budgeted amount for the National WCR Meeting; Fifteen Percent (15%) of the annual budgeted amount for the Regional Conference; and Five Percent (5%) of the annual budgeted amount for State WCR meetings. It is to be noted that the Network will reimburse only those expenses attributable to WCR.
4. Reimbursements for expenses incurred shall be made as a result of full participation. The participants must attend all meetings pertaining to local Network governance and operations as well as keynote assembly and voting meetings. Stipends will not cover all expenses. Receipts are required. A report of the meetings attended shall be written by each reimbursed attendee and presented to the Network President.
5. The following are reimbursable meetings for Officers. All Officers are expected to attend the meetings as noted below:

President: Illinois State WCR Governing Board Meetings, Illinois State WCR Membership Meetings, Regional WCR Meetings, National WCR Convention and Washington D.C. Mid-Year WCR meetings.

President-elect: Network 360 Leadership Conference, Illinois State WCR Membership Meetings, Regional Meetings, Washington D.C. Mid-Year Meetings, National WCR Convention.

Membership Director: Illinois State WCR Membership Meetings, Regional WCR Meetings, and encouraged to attend Washington D.C. Mid-Year WCR Meetings, National WCR Convention.

Secretary: Illinois State WCR Membership Meetings, and encouraged to attend Regional WCR Meetings.

Treasurer: Illinois State WCR Membership Meetings, and encouraged to attend Regional WCR Meetings.

C. Advertising

Non-Member advertising is acceptable but shall not be competitive with the Network's current Strategic Partner members.

D. Local Strategic Partners

Local Strategic Partners will pay basic fees equal to the dues amount for National Members. These fees will be directly deposited in the North Shore Network’s checking account.

E. ANNUAL STRATEGIC PARTNER PROGRAM

BENEFITS	Gold Plan=\$900	Silver Plan=\$500	Bronze Plan = \$185
Base Fee	√	√	√
Pay Member Cost for Meals	√	√	√
Name in Roster	√	√	√
Information on Strategic Partner Table	√	√	√
Logo on Website*	√	√	
Speak at meeting	√ x 2	√	
Free meal at sponsored event	√ x 2	√	
Guest meal at sponsored event	√ x 2		
Name in advertisement of meeting	√ x 2	√	
Name in Meeting Program	√ x 2	√	
Name on Evite Invitation to Meeting	√ x 2	√	
Name on Facebook Advertisement of Meeting	√ x 2	√	
Pass out company information to attendees	√ x 2	√	
Display Own Banner or Poster	√ x 2		
Gold and Silver Plan Strategic Partners will have first opportunity to participate in Mega Events. These events will have separate charges.			

*Logo, in .jpg format, must be submitted at the beginning of the year.

F. Guest Speakers

Guest speakers are to receive a complimentary meal and other special recognition for their attendance and contribution to the Network.

G. Audit

The President shall appoint the audit committee. Two weeks prior to the end of the year, the Treasurer's books shall be audited. The auditors shall report on the completed audit at the first Network meeting of the following year.

H. Budget

1. The Network shall operate within a budget, which shall be approved at the first Network General Membership meeting of the year.
2. The Treasurer and all Committee Chairs shall work with the President to prepare a proposed budget in sufficient time to be received by the Governing Board at least seven (7) days prior to the first Governing Board meeting. The Budget, as revised by the Governing Board, will be presented to the general membership for approval. Specific reimbursable expenses (e.g. newsletter, postage, name tags, printing, member scholarships, officer travel, etc.) shall be dictated by the Governing Board.
3. Any unbudgeted expenditure must have the approval of the President and two (2) additional Officers.
4. All contracts shall be in writing with a specific dollar amount. All contracts are to be signed by the President and Treasurer. A copy of the contract is to be kept by the President, Treasurer and Secretary in the Network's files. Prior disclosure must be made by any member of the North Shore Network with regard to ownership or interest in any entity with whom a contract is entered into by the North Shore Network.

I. Ways and Means

1. The suggested use of Ways and Means proceeds is scholarships, educational projects and donations to or participation in community service projects. To protect the tax-exempt status as a non-profit organization concerning Ways and Means/Fund Raising, refer to the IRS ruling information in the Leadership Policy and Procedure Manual.
2. The Network shall keep a separate accounting of all proceeds received from fund-raising projects by line item. A report of proceeds will be provided to the Governing Board no later than thirty (30) days after the event by the Ways and Means Committee.
3. No Ways and Means project shall be undertaken which could create a deficit obligation for the Network without Governing Board approval.

VI. AWARDS

A. Member and Strategic Partner of the Year Awards

1. The Awards shall be for the year in which they are presented and shall be presented at the December General Membership Meeting.
2. Request for Nominations shall be made to the General Membership no later than September 15. The deadline for nominations shall be October 31, after which the Awards & Recognition Committee shall meet to select the award winners for that year.
3. The North Shore Network shall accept nominations for REALTOR® and Strategic Partner nominees and shall present awards to the REALTOR® Member of the Year and Strategic Partner of the Year.
4. Eligible REALTOR® Nominees shall be current members of the National WCR for a minimum of five (5) consecutive years. Current Officers shall be ineligible to receive the award during, or within one year after, their term of office.

5. Eligible Strategic Partner Nominees shall be current National or Local Strategic Partners of the North Shore Network for a minimum of two (2) consecutive years and shall have served the Network by participation in Network Committees, functions and/or planning.

6. The Chair and Co-Chair of the current year's Awards & Recognition Committee shall be the prior year's recipients of the awards. The Local Network President shall appoint the committee members. It is recommended that prior award recipients be selected as committee members when possible. The Committee shall consist of not more than five (5) and no fewer than three (3) members. Three (3) members shall constitute a quorum.

B. Entrepreneur of the Year Award

1. This Award shall be for the year in which it is presented and shall be presented at the December General Membership Meeting.

2. The award recipient shall be selected by a special committee chaired by the most Immediate Past President able to serve. The current Network President shall be a member of the committee and shall appoint three (3) REALTOR® committee members, as well as two (2) alternates. The call for nominations shall be distributed at meetings, in the Network newsletter, and on the web site.

3. Request for Nominations shall be made to the General Membership no later than September 15. The deadline for Nominations shall be October 31, after which the committee shall meet to select the award winner for that year.

4. Eligible nominees must be a woman and a member of National WCR for a minimum of one (1) year and should have been a REALTOR® for a minimum of one (1) year. Broker Application Forms must be signed by the Local Association Executive Officer or applicant's Managing Broker. Broker/Manager/Owner Application forms must be signed by the Local Association Executive Officer.

VII. RECORDS

All Network records shall be kept by the Network's Historian.

STANDING COMMITTEES:

By-Laws Committee: *Reviews By-Laws and amends as needed; Submits amendments to National WCR for approval; Notice members to local by-law changes mandated by National WCR; Develops and periodically reviews and revises Standing Rules.*

Education and Program Committee: *Plans programs for Network meetings each month and any special programs; Carries out program plans and completes arrangements for speakers, sites, etc.; Informs members of educational opportunities offered by the local Board, State associations, NAR affiliates, etc.*
Committee Chairman: President-Elect/Program Chair

Finance and Budget Committee: *Prepares annual budget for approval by Governing Board; Reviews budget and actual expenditures with Treasurer as needed; Works with*

the Ways & Means committee to plan and conduct fundraising programs as needed, including funds to enable local officers to attend national meetings. Committee Chairman: Treasurer

Membership Committee: *Recruits new members; Inducts and introduces new members at Network meetings; Retains existing membership and recruits “dropped” members; Notifies National WCR and state & local officers of changes of status or address of members; and Compiles and publishes Member Roster and Database. Committee Chairman: Membership Director*

Nominating Committee: *Fulfills obligations of Network by-laws Committee Chairman: Immediate Past-President*

Ways and Means Committee: *Assumes from Finance and Budget Committee the responsibility to conduct fund-raising programs; Raises funds to enable officers to attend national and state meetings; and conducts the bi-annual Silent Auction, is in charge of donations to Network sponsored charities.*

Marketing Committee: *Prepares and submits media releases to publicize Network activities and achievements as required; Plans and prepares meeting notices and newsletters for the membership; Coordinates a photographic record of Network activities for history and publicity.*

SPECIAL COMMITTEES:

Awards and Recognition Committee: *Plans and coordinates visible symbols of recognition. Members shall be the outgoing President and the previous year’s winners.*

Hospitality Committee: *Welcomes newcomers (and everyone) to Network meetings each month; Communicates with Network members who are ill or bereaved, sends cards for Birthdays, Get Well, Sympathy, etc.*

Communications Committee: *Plans and coordinates (phone/fax/email/mail) dissemination of necessary information to Network members and to WCR web site coordinator.*

Past Presidents Advisory Committee: *All Past Presidents. Mentoring and advising as needed and/or requested.*

Newsletter

Sites and Menus

Registration

Strategic Partners& Sponsorships

President, at her discretion, with Governing Board approval, may appoint project chairs and teams.