

Women's Council of Realtors
Stuart-Martin County Network
Standing Rules

MEETING INFORMATION:

Governing Board Meetings:

1. There shall be no less than 4 Governing Board meetings and 6 programs and industry events for General Membership a year.
2. Governing Board meeting location will be a location designated by the President. Meeting shall begin promptly at a time designated by the President and adjourn promptly when President believes all business is completed.
3. Line Officers and Governing Board Members are required to attend all Governing Board Meetings. Absences shall be limited to two (2) per year. If unexcused absences exceed stated limit, the absences shall be construed as a resignation.
4. The Secretary shall email the Minutes of the Governing Board meeting to the President within three (3) business days following meeting.
5. The Secretary shall email the Minutes of the Governing Board meeting to the Governing Board members, after review by the President, within seven (7) business days following meeting. After Minutes are approved by Governing Board via email the Secretary will put them in our Dropbox and on our local website.
6. All Governing Board Meetings will be open to the General Membership with only Governing Board Members being allowed to vote. Governing Board members are: President, President-Elect, Treasurer, Secretary, Membership Director and Program Director.

Project Team Meetings:

1. All Project Team Meetings, excluding Nominating and Audit meetings, are open to the General Membership. The present or past Treasurer may attend Audit Project Team Meeting only for explanation on present or past bookkeeping.
2. Nominating Project Team shall be the selection Project Team for all scholarships and member awards.

Programs and Industry Events:

1. Location of Programs and Industry Events shall be determined by the needs of the Network with availability and consistency of location to be kept a priority. Networking shall begin 30 minutes prior to calling the Program or Industry Event to order and adjourn promptly, no more than two (2) hours after networking begins.
2. Membership dues will be the sum of national dues (currently \$140.00), state dues (currently \$40.00) and local dues (currently \$15.00) per year for members. (Current Total is \$195.00; subject to annual review by the Governing Board.
3. Membership dues for National Strategic Partners will be the same as in point 2; and Local Strategic Partners will be \$195.00 or more depending on the level of support they choose.
4. Reciprocal Membership dues will be \$25 for National members of other Networks.

RESERVATION OBLIGATIONS:

1. Network Programs and Industry Events will cost a member no more than \$25.00 with a prepaid online reservation and \$30.00 if reservation is made online or otherwise within 48 hours of Program or Industry Event.
2. Network Programs and Industry Events will cost a non-member no more than \$30.00 with a prepaid online reservation.
3. Non-members, guests attending Network Programs or Industry Events with or without a reservation will cost no more than \$30.00. They will be accommodated on a space available basis.
4. Any paid reservation made by a member or non-member for a Program or Industry Event who cancels within the reservation deadline (48 hours prior to the Program/Event) will not be refunded.

5. Any member or non-member who makes a paid reservation and cancels in writing prior to 48 hours prior to the Program/Event will be reimbursed, if requested.

GUEST POLICY:

Non-Members:

1. Non-member Realtors and Strategic Partners may attend two (2) Network Programs or Industry Events before being required to join the Network. This does not apply to a member's family or special guest, provided they are not eligible for Women's Council of Realtors membership. The limit may be increased or waived at the discretion of the Governing Board for National and Local Strategic Partners on the waiting list.

GUEST SPEAKERS:

1. Guest speakers shall receive a complimentary meal and may include one other guest/assistant to receive a complimentary meal that might attend with guest speaker(s). (Maximum two (2) complimentary meals.)
2. The maximum cost of a guest speaker's program fee is \$500.00.
3. The daily per diem allowed for non-local speakers shall be: gas mileage at the current IRS mileage rate and three meals a day (meals not to exceed \$65.00 total for both). This allowance only extends to the guest speaker.
4. Should a Program/Industry Event sponsor or Strategic Partner elect to cover the cost for the guest speaker in its entirety, as a "flat fee" or as a supplement to the budget, extra recognition may be given to that company by the Network.

FINANCIAL:

Complimentary Meetings:

1. A free membership meeting may be offered to Realtor members attending the Realtor Association of Martin County (RAMC) Marketing Meetings and/or Orientation Meetings for new Realtor Members as a door prize/business card drawing.

Budget Items:

1. The budget for the officer installation shall be determined by the incoming officers and Installation Project Team and may utilize sponsorships to cover costs. In the case that an honorary guest is invited, the fees and reimbursable expenses shall parallel that of the guest speaker: gas mileage, hotel, etc. and may be paid for by the Network or by sponsorships from members and/or Strategic Partners.
2. The annual budget shall be placed on the Local Network website no later than 30 days from approval.
3. The President shall have access to a discretionary fund (if funds are available) for the benefit of the organization on an annual basis not to exceed \$1,000. The President shall be required to provide receipts and a check request within 30 days of incurring the expense for reimbursement.
4. Check request shall be signed by two current line officers, with one being the President except when the President is unavailable or making the request for reimbursement for President's expenses.

Scholarships:

1. If the Network budget funds allow, there shall be up to ten (10) scholarships for continuing education awarded each year to its members, totaling no more than \$1000. Members must apply for the scholarships by completing the application process, be a member in good standing, a member of the Network for at least one consecutive year and must provide proof of completion of the course. Upon qualification, the scholarship shall be awarded to the member within 30 days of application. Scholarship awards shall be on a first come-first serve

basis. Members may apply for scholarship awards up to 2 (two) times in one year.

2. As the Annual Report states, \$500 should be set aside for Network Officers to attend Women's Council of Realtors National and State meetings (at least \$500 annually per officer).

Travel:

1. All officers of the Network, including President, President-Elect, Treasurer, Secretary, Membership Director and Program Director will attend State Meetings whenever the budget is available.
2. All Governing Board members who have a budget for meetings are encouraged to attend whenever possible. The incoming President will attend the National Meeting in November and if monies are available the incoming President-Elect may attend. The registration fee for the National Meeting in November will be advanced for the incoming President.
3. As stated above, the Local Network shall provide funding for the current line officers (per Stuart-Martin County Network Bylaws) not to exceed five (5) officers, (at least \$500 annually per officer) for Women's Council of Realtors District/State/Regional/National events as funds permit. If one of the current line officers is not able to attend, at the discretion of the President, he/she may select an alternate from the general membership as funds permit.
4. The Local Network shall reimburse the immediate Past President to attend the National Mid-Year Meeting. Travel: Auto: at the current IRS mileage rate; Airfare: coach seating; Hotel: semi-private rooms, with proof of receipt. If a private room is desired, that person shall absorb the extra expense incurred. Stuart-Martin County Network shall provide immediate Past President with ticket to awards banquet.
5. The Local Network shall reimburse the current line officers to attend Women's Council District/State/Regional/National events. Travel-All reimbursed

expenses are limited to Registration fees, car allowance, transportation to be paid at the same rate as the IRS, on two (2) persons per car, tolls, parking, coach fare if air travel and accommodations based on ½ of double occupancy for no more than the number of days attended for Women's Council of Realtors or days required. Food not to exceed \$65.00 per day. Women's Council of Realtors "ticketed" events, with proof of receipt, shall be reimbursed. If a private room is desired, that person shall absorb the extra expense incurred. However, if circumstances occur to where a member is being lodged in a private room due to an odd number of people attending the event, or other legitimate reason, that member shall be reimbursed the full cost of the private room. No entertainment of others will be reimbursed.

LODGING:

1. Actual cost of room plus tax (double room rate) if cost reimbursement falls within limitations, overnight lodging for the night prior is not paid when the meeting starts at or after 10 a.m. and adjourns by 4 p.m. As a matter of personal convenience, the Network shall reimburse lodging costs if travel time exceeds three (3) hours one way or commercial travel will not accommodate for a 10 AM meeting.

Reimbursement:

1. If a member qualified to be reimbursed for attending a Women's Council of Realtors event has prepaid for an event and needs to cancel, the Network shall reimburse the member if the cancellation is due to circumstances beyond their control, act of God, force majeure or family emergency.
2. If a third or fourth, or more persons wish to attend these events, the cost of lodging, all car expenses including additional insurance options for rentals, gas expenses, tolls, valet parking, or any other travel related expenses shall be divided equally among the attendees.
3. In the event that the cost of airfare is less than driving or vice versa, including the possibility of incurring extra lodging expenses, the member may choose to

fly versus drive. The Network shall reimburse the member for the actual cost. If member chooses the more expensive method to travel, then member shall only be reimbursed for the less expensive method of travel.

4. A minimum of two members per car shall be reimbursed. If a funded member's work related schedule prohibits traveling with other funded members to qualifying meetings, member shall be reimbursed 50% of scheduled reimbursement policy.
5. Network members are required to complete an expense report and provide receipts within 30 days of incurring the expense.
6. All expenses to be paid out by the Treasurer must be approved by the current President (if President is unavailable, then the President-Elect or on down the available ranking line officers) and one additional line officer. Should the current President file expenses, approval must be by President-Elect and follow schedule above.

Insufficient Funds/Bank Charges:

1. If the Network incurs returned check fees on behalf of a member, it shall be the responsibility of the member to reimburse the Network for those fees and amount of check within ten (10) business days after notification from Treasurer. The funds acceptable shall be paid by cash or certified funds.

STRATEGIC PARTNERS / SPONSORSHIPS:

The Strategic Partner and Sponsorship types, levels and benefits are outlined in the Strategic Partner / Sponsorship Documents which are attached to and part of these Standing Rules. See attached: Stuart-Martin County Network Strategic Partners/Sponsorship Documents.

NETWORK COURTESY POLICY:

1. Cell Phones: Cell Phones shall be placed in the silent or vibrate mode. The presiding President shall make two announcements, one at the beginning of the meeting and once again just before the guest speaker begins the program. There shall be a "flyer" posted at the sign-in table announcing that there will be a donation made to Stuart-Martin County Network charity of choice in the amount of \$5.00 for each violation that day.
2. Professional Conduct: Members and Strategic Partners are expected to conduct themselves in a professional manner when attending public functions, whether it is local or out of town, as a representative of Women's Council. "Professional Manner" does not exclude good, clean fun; only intolerable or intoxicated behavior. Consequences for misbehavior will be a private warning from the local Network President as advised by the majority of the line officers.
3. Membership Roster: The membership roster shall be available to National Realtor and Strategic Partner members as well as Local Strategic Partners and shall be posted on the local website. (Members requesting a copy of the roster should contact the appropriate member volunteer in charge of the membership roster.)
4. Press Releases: The chairperson or designated member in charge of placing press releases in any publication shall insure that all Network members will be appropriately recognized with their company names and Network positions noted.
5. RAMC Courtesy Membership: The CEO or AE or EO of the Realtor Association of Martin County will be given annual membership as a courtesy of the Network.

MEMORIALS:

1. Network member - In the event of death or a hospital stay, the Network may choose to send a floral arrangement or a cash donation to the member's family, or to an organization of the member's choice or family choice, not to exceed \$75.00. Hospitality committee shall appoint a member to make sure this is

- taken care of. An appropriate card shall be sent by the Hospitality Project Team and shall be budgeted for, in addition to above. The Network shall e-mail an announcement to the membership.
2. Network member's spouse, significant other or child - In the event of death or a hospital stay, the Network may choose to send a floral arrangement or a cash honorarium not to exceed \$75.00 to an organization designated by a member. Hospitality Project Team Chair shall appoint a member to make sure this is taken care of. An appropriate card shall be sent by the Hospitality Project Team and shall be budgeted for, in addition to above. The Network shall email an announcement to the membership.
 3. Network member's parent, in-law or sibling - In the event of death or hospital stay, the Network may choose to send a floral arrangement or an honorarium not to exceed \$75.00 to an organization designated by the member. Hospitality Project Team shall appoint a member to make sure this is taken care of. An appropriate card shall be sent by the Hospitality Project Team and shall be budgeted for, in addition to above. The Network shall email an announcement to the membership.

BYLAWS AND ELECTION POLICIES:

1. Composition of Nominating Project Team: The composition of the Nominating Project Team shall be appointed by the current Governing Board. No current Governing Board members may serve on the Nominating Project Team.
2. Members eligible to vote at a Governing Board meeting shall be the Network line officers.
3. Guidelines for amending the Bylaws shall be as outlined in current Bylaws.
4. Election procedures shall be as outlined in the current Bylaws.
5. Entrepreneur of the Year: The selection of this member shall be by the current Nominating Project Team. The chairperson or any one of the Project Team members of this Project Team shall not be eligible for this award. In

the event Project Team members are nominated they shall decline this nomination. Prior to accepting nominations, the Nominating Project Team shall publish a list of eligible and non-eligible members and specifications for this award. (The specifications for this award are stated in the application for the Entrepreneur of the Year).

6. Realtor Member of the Year and Strategic Partner of the Year: Nominating Project Team chairperson shall solicit the membership for votes regarding each of these awards. The Chair of the Nominating Project Team shall be responsible for documenting the results of this selection. The current Secretary shall verify the results of that selection. The Chairperson of the Nominating Project Team shall not be eligible for these awards. The Realtor members and Strategic Partner members should only be considered if they have been a member for a minimum of one year and have brought value to the Local Network by means of their involvement, dedication, professionalism and promotion of the Women's Council of Realtors.

CHAPTER DISBANDMENT:

1. A 45-day notice shall be given to all members, Strategic Partners and Sponsors via email and an official letter signed by the presiding President.
2. A 30-day notice shall be given to the restaurant or the location to which the meetings reside.
3. Remaining funds shall be disbursed first to satisfy all outstanding invoices and then the balance shall be distributed to Florida State Network of Women's Council of Realtors. The Network account to be closed at that point.
4. Banner to be stored by an officer, as well as any other Network owned belongings.
5. Membership Director shall purge all members' information from records.
6. Website shall be discontinued.

Women's Council of Realtors
Stuart-Martin County Network

Policies and Procedures

Financial:

Annual Audit: An audit Project Team_of three (3) active non-signatory members, chosen at the November Governing Board meeting, shall make an audit of the Network's finances. Audit is to take place in January of each year. Audit results to be presented at Governing Board meeting in February. Audit procedure shall be as follows:

Treasurer to maintain original invoices and receipts.

1. Compare actual checks with checkbook register.
2. Expenses must comply with Women's Council of Realtors/Florida Realtors Accountable/Travel Plan. (Reimbursable expenses).
3. Deposits made and checks disbursed in a timely manner.
4. Bank statements reconciled accurately.
5. Two (2) signatures on each check.
6. Confirm that Federal Income Tax Return has been completed and filed by May 15th and the Annual State Corporate Return has been completed and filed by May 1st of each year.

Financial Statement for Women's Council of Realtors Governing Board: The Treasurer shall provide a copy of a detailed financial statement at each Governing Board meeting. The Treasurer shall furnish a detailed financial statement to any

Governing Board member who requests one who has an excused absence from the meeting they missed.

Investments Policy: Investment Management Team, which shall consist of all local Network line officers, may invest operational and all other designated funds in other instruments consistent with the established investment objectives of the operational and other designated funds.

Operational Funds: Primary investing objective is to maintain safety of principal while providing sufficient liquidity to meet cash needs. Investments are limited to instruments that are backed or underwritten by the U. S. Government or its agencies. Investing of funds is to be made at the direction of the local Chapter line officers, with the review by the Governing Board.

Reserve Funds: Primary investing objective is to achieve a rate of return from investing that is 3% or better than the return realized from the Operational Fund investing; while maintaining safety of principal through sound investment practices, diversification and limited exposure to changing economic conditions. The investing of the Reserve Fund money is to be invested in a manner consistent with Operational Fund limits. Funds within reserves over the minimum definition amount may be invested at the discretion of the local Network line officers acting jointly in selecting investment options proposed by the Network's investment management firm selected and monitored by the Governing Board.

Fund Policy:

Reserve Fund:

Objective is to be a source of funds to maintain the services of the Network through periods of economic downturn and to address issues of critical concern to the Network.

Control - Requires a majority vote of local line offices, with approval from the Governing Board, of intentions to use any part of the fund.

Funding - Transfers from operational revenue sources, occurring on an annual basis, to maintain liquid asset balances in the fund between a floor of twenty per cent (20%) to a target level of thirty-five per cent (35%) of the Network's current year net operational expenditures.

REIMBURSABLE ACTIVITIES:

(Note: Policy subject to annual budgetary allowance limits)

Compliance: The Women's Council of Realtors travel reimbursement guidelines shall comply with the Florida Realtors Accountable Plan established each year, and sent to all reimbursable leadership positions by January 1 of current year.

President and President-Elect: Stuart-Martin County Network of Women's Council of Realtors shall reimburse * the President and President-elect for expenses incurred when attending meetings of the Regional, State or National Women's Council of Realtors meetings and/or ticketed functions.

*reimbursement shall be based on the Network's budgetary allowance limits.

Treasurer, Secretary, Membership Director and Program Director: Stuart-Martin County Network of Women's Council of Realtors shall reimburse * the Treasurer, Secretary, Membership Director and Program Director for expenses incurred when attending meetings and/or ticketed functions of the Regional, State or National Women's Council of Realtors.

*reimbursement shall be based on the Network's budgetary allowance limits.

District Vice President: Stuart-Martin County Network of Women's Council of Realtors shall contribute \$500 toward District III Vice President in a timely manner for travel expenses incurred while performing officer responsibilities inside the District; the following meetings attended by the District Vice President:

- Women's Council of Realtors annual business meetings and/or Women's Council of Realtors ticketed functions

- Officer/DVP/Governor Orientation
- Meetings to which a Presidential invite has been extended*
- Attending Regional, State and National Women's Council of Realtors meetings

MEMBER TRAVEL: Stuart-Martin County Network shall reimburse* the members for lodging, registration, and banquet tickets, that are incurred when attending meetings of the Regional, State or National Council. Members shall be required to share a room. (Minimum of two members, maximum of four members per room). In order to be reimbursed for member travel you shall be required to attend Women's Council of Realtors meetings as designated by the Local Network President

*reimbursement shall be based on the Network's budgetary allowance limits.

These Standing Rules and Policies & Procedures may be amended by the Governing Board from time to time, as deemed necessary by the Governing Board.

Prepared 02/17/10, Accepted by the Governing Board

Modified and approved by the Governing Board October, 2012

Modified and approved by the Governing Board November, 2014

Modified and approved by the Governing Board January 2016

Modified and approved by the Governing Board September 2017

Modified and approved by the Governing Board December 2018