

## Standing Rules 2018

Boise Metro Network, Women's Council of Realtors

### I. Meetings

- A. Minimum of (6) Industry Events and Networking Programs shall be held strategically throughout the year, outlined in December planning meeting by incoming Governing Board, and finalized by **January 15<sup>th</sup>**.
  - 1. **Annual Election Meeting** - The Annual Election Meeting shall be held by September to allow for attendance at State Convention and National Conference. It may be held in conjunction with a Network Meeting.
  - 2. **Installation Meeting** - The Installation Meeting shall be held by November. It may be held in conjunction with a Network Meeting.
- B. **Governing Board Meetings** - A minimum of (4) meeting times per year. Governing Board Meetings shall be held on the 1<sup>st</sup> Thursday of each month from 9:00 am to 10:30 am, at Nextile in Meridian unless otherwise notified. Follow up conference calls as needed thereafter.
  - 1. **Unexcused Absence** - Any member of the Governing Board with three or more unexcused absences shall be construed as having resigned from the Governing Board.
  - 2. **Reinstatement** - Such a member whose seat was vacated in this manner may apply for reinstatement within 30 days; which shall require a majority vote of the Governing Board.

### II. Elections

- A. **90 Days Prior**- Governing Board appoints a Candidate Review Team
- B. **60 Days Prior**- Candidate Review Team solicits applications from membership on open positions
- C. **30 Days Prior**- Applications due, eligibility to be confirmed.
- D. **10 Days Prior**- President will notify the membership about the election date, location, rules of running and names of candidates
- E. **7 Days Prior**- Forms due back if running from the floor
- F. **Procedures**-
  - 1. **Rules of the Day** - To be determined by the Network Election Procedures Document. No running from the floor if the application and consent to serve were not submitted seven (7) calendar days prior to the election.
  - 2. **Tellers** - (A teller is a person who counts the votes in an election) A minimum of three tellers shall be appointed by the President. Nominating Committee members shall not serve as tellers.

### III. Installation of Officers

- A. **Arrangements** - The outgoing President, along with her nominating committee, shall make arrangements for the installation of officers.

- B. Selection of Installing Officer and Mistress of Ceremonies** - The outgoing/incoming President shall select the Installing Officer and Mistress of Ceremonies.
- C. Plaque for Outgoing President and Officer Appreciation** - At the discretion of the board, the incoming President shall obtain, at the expense of the Network, a plaque to be presented to the outgoing President at the Installation Ceremony. The outgoing president, at their discretion, may choose to obtain an item of appreciation for the outgoing board members at the expense of the Network.
- D. Finance** - The budget for the Installation Ceremony shall be sufficient to include the expenses of invited guest dignitaries (such as Board President, Executive Officer, etc.) Installing Officer, State President, State Governor, and any National Officers.

#### **IV. Officers and Board Members Duties**

- A. Officers** - Officers shall abide by the WCR Bylaws, the Network's Standing Rules. All elected officers and appointed board members must have current membership dues paid, for service year, by March 31 of each year and be in good standing with the Network in order to serve on the governing board.
  - 1. President** - When the president takes office, she shall furnish each Officer and Committee Chairperson copies of Governing Board Descriptions as they apply to each office and committee along with a copy of the Network Bylaws and Standing Rules. Any contracts that the Network enters into shall be kept in the Network's Dropbox, which will be passed along to the next in-coming President. The Outgoing President is to take responsibility for the "Network Business Plan and Network Excellence Awards Entry Form". Provides leadership and direction for the network, keeping her team team focused on the mission of the council and the network business plan. Acts as a local voice for the Women's Council Brand, articulating the value of the network, representing the network with related groups, and setting the tone for active member involvement.
  - 2. President-Elect** - President-elect shall serve as Education and Program Chairperson. Shall also preside over Network Meetings in the absence of the President and act as the Standing Rules Chairman, and any other duties assigned by the President and/or Governing Board. Supports the President in fulfilling her duties, builds leadership skills and prepares the assume the presidency. Develops and maintains productive relationships with Strategic partners to ensure satisfaction and support for network activities.
  - 3. Membership Director** - Shall oversee all membership activities including recruitment, retention, and implementation of National membership marketing campaign, establish membership goals in coordination with the President and Governing Board, communicate goals with membership, monitor membership reports from National WCR, and report to National WCR any corrections/changes to member information. Conducts an aggressive outreach strategy to communicate the value of the Network and the Women's Council brand, engaging prospective, new and renewing members.

- 4. Secretary** - Shall take minutes at all Network membership and board meetings. Membership meeting minutes will be delivered to Board via email. Board meeting minutes shall be delivered to Board and to designated State representatives via email. Ensure proper reporting and network compliance with all state and federal laws and regulations impacting non-profit organizations.
- 5. Treasurer** - All monies received by the Network shall be deposited in the account of Boise Metro Network of WCR in Washington Federal, a financial institution selected by the Governing Board. Ensures strategies and systems are in place to support the financial health and integrity of the Network. Ensure proper reporting and Network compliance with all state and federal laws and regulations impacting non-profit organizations.
- a. Two Signatures shall be required on all paper checks; the signatures shall be the Treasurer's and President's or President-Elect in the absence of the President. The Treasurer shall receive the bank statements and reconcile the account. The Treasurer alone may sign paper checks less than \$100.00. Treasurer shall email President & President-Elect with a list of electronic payments for approval prior to sending.
  - b. The Treasurer will be required to provide the Board a full accounting of the accounts at scheduled Board meetings. This shall be done by email prior to regularly scheduled Board meetings. Treasurer shall be responsible for bringing a copy to scheduled Board meetings for discussion. No monies may transfer from account to account without Board approval.
  - c. All monies (with the exception of dues from national members) collected by the Network shall be turned over to the Treasurer within three (30) days of receipt and shall be deposited by the Treasurer within five working days thereafter.
  - d. Treasurer shall photocopy all dues checks prior to deposit. A note of member's payment of dues shall be kept in the account ledger.
- 6. Program Director** - Ensures the development and delivery of timely, relevant, business-oriented Network educational and networking events that attract a high level of participation from members and the industry at large.
- 7. Past President**- The Past President shall be in charge of the annual fundraiser. If the immediate Past President is unable to serve for any reason, the President will appoint a current active member to be the Chair of the annual fundraiser event, upon board approval.
- 8. Committee Chairs** - Committee Chairs shall provide evaluation forms at any meetings and/or events for the purpose of evaluating a speaker, presenter, or event. All outgoing Committee Chairs shall make a written report on the Committee's accomplishments at year's end and pass on Committee materials to the incoming Committee Chairs. The incoming Committee Chairs shall recommend to the incoming President possible members to serve on their

Committee who that President may consider appointing. Committees can consist of the following; but not limited to: Newsletter, Nominating, Correspondence, By-Laws, Professional Standards, Audit, Membership & Marketing, Finance & Budget, Ways & Means, New Member Orientation, 50/50 Drawing, Photographer, Resource Center, Hospitality, Brokerage Ambassadors, Awards & Recognition, Referral Network, Web & Internet and Directory.

**a. Director of Communications**

- Promote and maintain a favorable image of Women's Council of Realtors in the eyes of our various publics.
- Prepare and submit media releases to publicize Network activities and achievements as required.
- Plan and prepare communications via email for the membership.
- Update website for all events, create tickets for members to purchase per event.
- Communicate with 'Starchapter' on issues with website

**b. Chair of Ways and Means**

- Assumes from Finance & Budget committee the responsibility to create relationships with strategic partners to conduct fundraising opportunities.
- Raises funds to enable the officers to attend national and state meetings.
- Seeks out and organizes strategic partners to sponsor events

**c. Social Media Team**

- Manage Boise Metro FB page by inviting all current/new members to 'Like' the page.
- Market all upcoming events with encouragement to register for event.
- Post Real Estate and motivational relative material 2+ times per week
- If necessary, coordinate a photographic or video record of Network activities, for history and publicity.

**d. Welcoming Team**

- Fun, engaging games at events to encourage networking, meeting new members

**9.Parliamentarian** - A Parliamentarian and an alternate Parliamentarian shall be appointed by the President, one of which shall be present at designated meetings. (Roberts Rules of Order shall be used as a guideline)

**V. Membership**

**A. New Members**

**1.Processing Applications** - New member applications and dues checks shall be collected by the Membership Director who shall forward them immediately to the National WCR office, and the Treasurer. A photocopy of all dues checks and applications shall be retained by the Network.

**2.Welcome** - Cards or letters of welcome shall be sent to each new member by the President elect on behalf of the Network President. New members shall be welcomed and introduced individually at Event Meetings by the Membership Director.

**3. Induction Ceremony (New Member Orientation)** - An Induction Ceremony for new members shall be conducted by the Membership Chair during a regular meeting. Such ceremonies shall be held quarterly.

**4. Local Strategic Partners-** The Membership Director will mail annual billings to all Strategic Partners before the end of the year. Local Strategic Memberships will run from January 1st to December 1st and not earlier than November 1st and are pro-rated after March 30th.

**B. Guest Follow-Up** - The Membership Director shall have a follow-up procedure in place to use in recruitment and retention of members.

## **VI. Financial Matters**

[Note: When the Network budget reimburses expenses for attending specific WCR functions. (See Travel Procedures)]

**A. Reimbursement of General Expenses** - General expenses relating to the Network, such as stationery, note cards, pins, and other materials unrelated to travel, shall be itemized on a General Use Expense form with receipts attached. This form will be submitted to the Treasurer and president for approval and reimbursement.

### **B. Guest Policy**

**1. Speaker(s)** - Guest speakers (including WCR members) are to receive a complimentary meal and/or other special recognition for their contribution to the Network.

**2. Non-Members & Guests** - Qualified prospective members may be brought to Regular Network Meetings as guests 2 times only before joining. This does not apply to a member's family or special guest provided they are not eligible for WCR membership. Pricing determined based on the event and sponsorship.

### **C. Reservation Obligations**

**1. Financial Obligations** - Reservations for all Network Meetings and events sponsored by the Network shall be a financial obligation to be paid by the member.

**2. Cancellation Deadline** - A cancellation deadline shall be established for each ticketed function of the Network and shall be announced in the notice for that function.

**3. Billing** - Billing for non-cancelled ticketed functions shall be made within five days of the event; except for Continuing Educations requirements.

**4. Fee Policy** - Members attending a ticketed function shall be charged for the meal or refreshments whether they eat or do not eat.

**5. No Reservations** - If members wish to attend a ticketed function without a reservation, they shall be accommodated on a space available basis only.

- D. Memorials** - In the case of a death of a Network member, an appropriate memorial not to exceed \$50.00 shall be selected. In the case of the death of a Network member's spouse, parent or child, an appropriate memorial not to exceed \$50.00 shall be selected.

## **VII. VIP Policies**

[Note: Much care and caution should be given to any special privileges conferred by the Network such as VIP Policies. Any expenditure shall be included in the current year's budget.]

- A. Complimentary Membership** - Each year the current Local Boise Regional Realtors Executive Officer shall be honored with a full WCR membership.
- B. State or National WCR Office** - When a member of the Network is elected to State or National WCR Office, any expenses allocated by the Network shall be determined by and voted upon by the Governing Board. Such funds shall be included in the Network Budget.
- C. Honorary Members** - Honorary members shall be elected by unanimous vote of the Governing Board. Honorary members shall be exempt from paying Local Dues. Honorary members shall not have voting privileges. [Note: Determine the qualifications for honorary membership. Extreme caution shall be exercised in conferring any honorary memberships.]

## **VIII. Awards and Recognition**

- A. Member and Strategic Partner of the Year** – Committee selects award recipient from guidelines and dates established by the State Member of the Year Committee if the Local Network intends to submit that name to the State Committee for consideration as State Member of the Year. Member of the Year recipient shall also serve as the following year Award Committee Chairman. Member of the Year shall be selected by October 15th and announced at the November Network meeting.
- B. Entrepreneur of the Year** - Award winner is selected by a special committee chaired by the most immediate past president able to serve. Current LCP serves and also appoints three (3) Realtor/Realtor-Associate members and two (2) Realtor/Realtor-Associate alternates. The committee will distribute a Call for Nominations at meetings, in Network and website. The committee must submit name of award winner as well as the winning member's award application form. Entrepreneur of the Year shall be selected by October 15th and announced at the November Network meeting.
- C. Scholarships** - Scholarships will be made available; as the annual budget allows, to cover the cost of registration for Mid-year, National, Regional and/or State meetings for any member interested. The Governing Board will decide upon the award recipient based on the submission of a paragraph by the member stating the recipient's desire and purpose.
- D. Other Recognition** - [Note: Includes rules for recognizing outstanding contributions to the Network by members; i.e., membership recruitment, political involvement, etc.]

**IX. Travel Procedures**

- A. Travel Procedures outlining all travel related expenses, along with all necessary forms/receipts.
- B. The Network shall formulate policies to avoid misunderstanding concerning:
  - 1. What functions are covered, i.e., Regional, State, Mid-Year, National and/or Leadership Academy.
  - 2. Selection or authorization authority for said reimbursement by Governing Board.
  - 3. Who is to be reimbursed, i.e., President, President-elect, Network representative, etc.
  - 4. Maximum amount authorized for each meeting (actual amounts or set amounts as noted under Section on Travel Procedures).
  - 5. What reimbursement covers, i.e., transportation, lodging, etc.
  - 6. Reimbursement verified by receipts, bills, etc.
  - 7. When will it be paid - before or after the function.
  - 8. Responsibilities and requirements for receiving reimbursement; i.e., attend meetings, functions, etc., and obligation to report to Governing Board, Network Meeting, files written report, etc.

**X. Sponsorships and Advertising**

- A. Sponsorship opportunity is to be created for events/meetings; sponsors may include their logo on the Agenda as well as provide refreshments.
- B. Event sponsors will be initiated in December of the previous business calendar year. Each December, the strategic partners will be given an opportunity to choose an event to sponsor for the next business year. The sponsorships will be awarded based on a first come, first serve basis. **Payment must be paid in full by event being sponsored.**
- C. **In an effort to reduce costs for the Network directory the directory will only be produced as in "e-directory" on the Network website.**
- D. Monthly Raffle drawing shall have an annual sponsor. The sponsor will be responsible for buying \$50 worth of lottery scratch off tickets and having them available at each meeting.
- E. Welcoming team to provide (2) \$50 gift cards based on the networking game.

**TRAVEL PROCEDURES**

**Definitions**

**Acknowledgement Form** – Form provided to traveling member prior to first time travel under this procedure confirming that the member has read and understands the Travel Policy.

**Expense Report** – Completed form provided by traveling member to the treasurer including all permissible expenses (all receipts) incurred during travel. The receipts include all expenses even those

not paid by the member, i.e., airfare, seminars, etc. One Expense Report per event. Form available from the treasurer.

- I. **Purpose** - The purpose of this procedure is to inform WCR Boise Metro Network of responsibilities and Network expectations before, during, and after travel. Our goal is to minimize the costs and maximize the benefits of travel, to Boise Metro Network members. This procedure includes travel reservations, travel, forms of payment for travel, and related expense report documentation requirements.
- II. **Background** – WCR Boise Metro Network strives to ensure maximum economic benefit to the Network and the Network members by providing sufficient information to insure prompt and accurate reimbursement.
- III. **Travel Reservation Process**
  - A. Airfare, car rental, and hotel accommodations will be handled. All expenses relating to travel need to be included on the Expense Report at the end of travel.
  - B. Maximum of 50% of room rate paid per person. Except for Leadership Academy, this shall be paid up to 100% if rooming alone. Any above budget spending should be approved by the Governing Board.
- IV. **Travel**
  - A. All expenses will be the traveling member's responsibility during the travel period. The member will be reimbursed within 5 business days after the Expense Report\* is approved by the Governing Board, unless other arrangements have been made in advance.
  - B. \*See Sec. VI Part D – Expense Report
  - C. The traveling member is to pay hotel bills reserved on the Network credit card by personal credit card, check, or cash at time of checkout.
  - D. The Network will reimburse the traveling member for breakfast, lunch, dinner, and up to two beverages accompanying dinner, up to a maximum of \$75.00 per day.
  - E. Every effort to travel together, for safety & to minimize expenses should be made.
    1. Members traveling within a 100-mile radius of downtown Boise will be reimbursed for mileage or other local transportation costs but not meals or other expenses. This is according to the IRS Code Sec 162(a)(2) and regulation Sec 1.162-2 which states: Individuals are not away from home unless their duties require them to be away from the general area of their tax homes for a period substantially longer than an ordinary workday and it is reasonable for them to need to sleep or rest. A member's home is considered to be the Network's regular or principal (if there is more than one regular) place of business.
- V. **Expenses and Related Items**
  - A. The member shall pay travel expenses incurred by the traveling member. The treasurer, upon receipt of an approved expense report, will reimburse the member.



- B.** WCR Boise Metro Network credit card is available for President, President Elect and Treasurer for travel purposes. In the event a personal credit card is not available, per diem travel allowances can be obtained through the treasurer 2 days prior to departure paid out in check form. Return “Request for Per Diem” form to the treasurer two days prior to departure. The per diem amount is based on the IRS Hi-Lo method (based on destination) as follows:
1. Meals and Incidental Expenses - \$75.00/day
  2. Lodging, Meals and Incidental Expenses – Lodging to include staying at the WCR hotel or Equivalent \$124.00-\$250.00/day
- C.** If the traveling member chooses per diem, the treasurer will process a check for the traveling member prior to their travel date. Upon return, the member is to submit an expense report (receipts attached) and return any cash not accounted for by receipts. If receipts exceed the advanced funds, an expense check will be processed for the approved difference. Any advanced cash not returned or accounted for within two days of the return date will be deducted from the member’s next incurred expenses.
- D.** All expense reports shall be submitted within two weeks of expense occurrence. **Any expenses incurred but not reported within 60 days will not be reimbursed per IRS Reimbursement Guidelines.**
- E. Incidental Expenses**
1. WCR Boise Metro Network will reimburse for expenses specifically related to business purposes, including the following:
    - a. Only WCR business-related long-distance telephone charges will be reimbursed. Traveling member should become familiar with various methods to minimize the cost of long-distance calls, especially when calling from hotel rooms or other locations where significant surcharges may apply.
    - b. Mileage: When using a personal vehicle for travel, record mileage on the Mileage portion of the Expense Report, provide all pertinent information requested at the top, and submit to the treasurer for processing. The 2018 rate for mileage reimbursement is 54.5 cents per mile.
    - c. Meal expenses are specific to breakfast, lunch, and dinner.
    - d. The following are reimbursed at reasonable levels, determined by the Treasurer and/or Travel Coordinator:
      - Tips for meals (not exceeding 20%), taxi driver, shuttle bus driver, housekeeping, and others of similar nature.
      - Parking and tolls.
  2. The following types of expenses are generally considered to be of personal nature and will NOT be reimbursed.
    - a. Personal services, such as barber, beautician, manicurist, shoe shine, masseur, or masseuse.
    - b. Use of extra-cost hotel/motel services, such as in-room movies.
    - c. Additional charges for room upgrades, poolside-rooms, or special floors.

- d. Purchase of luggage carts and suitcases.
- e. Other fees, such as house-sitting fees, dependent care, or pet boarding.
- f. Clothing, toiletries, and related personal items.
- g. Laundry or dry-cleaning charges.
- h. Alcoholic beverages (not related to dinner) or tobacco products.
- i. Specific car expenses including car washes, tire repair, etc.
- j. Traffic, seat belt, parking, or other vehicle code/criminal fines incurred.
- k. Expenses related to family members accompanying the traveling employee.

**3. Retain all applicable receipts incurred during business travel. Submit an itemized receipt; a credit card slip will not suffice. (Make sure you include the tip paid on the itemized receipt.)**


#### **VI. Expense Report**

- A.** Immediately upon your return to Boise, obtain an Expense Report and fill in all applicable information.
  - 1. Name, Office Held, Signature  
Who, what, where, when, why (For example: Mid-Year Convention – Washington D. C.)  
Dates of travel
- B.** Attach all applicable receipts (detailed document of expenses) for airfare, meals, lodging, vehicle rental, parking fees, toll fees, fuel, etc. even if WCR Boise Metro Network paid it.
- C.** All information requested in the Expense Report should be provided including the three check-box areas: 1) Entity paying expense (WCRCCC/Self); 2) Description of expense (Air, Auto, Meal etc.) See the attached sample Expense Report for reference, or call the treasurer with questions.
- D.** Submit the completed Expense Report to the treasurer for final approval and reimbursement. Expense reports need to be submitted to the Treasurer within 5 business days of return. Treasurer shall make reimbursement payments within 5 business days of receipt.


#### **VII. Exhibits**

- A.** Expense Report – General
- B.** Expense Report – Travel
- C.** Request for Per Diem form
- D.** Acknowledgement form

## Exhibit A

EXPENSE REPORT - GENERAL USE										
NAME:						<div style="text-align: center;">  </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <b>Office Use Only:</b>  Date Paid: _____  Check No: _____  Amount: \$ _____  1st Approval By: _____  2nd Approval By: _____ </div>				
OFFICE HELD:										
DATE OF REPORT:										
SIGNATURE:										
DATE	DESCRIPTION	AMT PD BY SELF	AMT PD BY CCC	FUNDRAISER EXPENSE	PRINTING	AWARDS	OFFICE SUPPLIES	BRUNCH/ RETREAT		
TOTAL		-	-	-	-	-	-	-		
Reimbursement MUST be submitted to treasurer within 60 days of incurred expenses.						Total From Previous Page		TOTAL	-	
						<b>**MILEAGE CALCULATION</b>				
						DATE	Odometer Begin	Odometer End	Total Miles	Paid @ \$0.465 per

## Exhibit B

EXPENSE REPORT - TRAVEL									
NAME: _____									
OFFICE HELD: _____									
DATE OF REPORT: _____									
SIGNATURE: _____									
MEETING ATTENDED: _____					<div style="border: 1px solid black; padding: 5px;"> Office Use Only:  Date Paid: _____  Check No: _____  Amount: \$ _____  1st Approval By: _____  2nd Approval By: _____ </div>				
LOCATION: _____									
DATE	DESCRIPTION	AMT PD BY SELF	AMT PD BY CCC	TRANSPORTATION	MEALS	LODGING	REGISTRATION	OTHER	
<b>TOTAL</b>		-	-	-	-	-	-	-	
Reimbursement MUST be submitted to treasurer within 60 days of incurred expenses. \$50 per diem includes meals plus tip and up to 2 drinks with meal. Meetings eligible include: WCR Mid-Year, Summit, Leadership, State & National. **Mileage shall be travel to & from meetings noted above. Use of vehicle at destination not included. Mileage expense must not be more than average airfare of chapter participants who may choose to fly. Airline tickets shall be booked no later than 21 days prior to departure. Note: For consideration of reimbursement, receipts MUST be included. Reimbursement requests submitted for WCR Functions ONLY. No other will be considered for payment. Payment of approved expenditures will be made after the function, unless prior arrangements have been made, upon availability of funds.							Total From Previous Page <b>TOTAL</b> -		
<b>**MILEAGE CALCULATION</b>									
DATE	Odometer Begin	Odometer End	Total Miles	Paid @ \$0.485 per					

## **Exhibit C**

### **Request for Per Diem**

Member Name:

Dates of travel:

Location:

WCR Boise Metro Network requests the traveler to obtain traveler's checks from the bank in lieu of cash, for traveler's safety. WCR Boise Metro Network is not responsible for lost moneys.

By submitting this request, I affirm that I have access to, have read, and understand the WCR Boise Metro Network travel policy, and will abide by the policy.

I certify that I have received per diem funds for the above event. I agree to return an Expense Report including receipts, and excess funds upon my return.

Signature:


Date:

For office use only.

Check #
Date:
Exp Rpt Sub:

Excess Funds:

## Exhibit D

	<b>TRAVEL PROCEDURE ACKNOWLEDGEMENT</b>
<b>Travel Policy Revised November 2007</b>	
<p>The WCR Boise Metro Network Travel Policy is a guideline for member travel. Any questions not answered in the policy or if additional information is required please direct them to the treasurer.</p> <p>By signing below, I acknowledge that I have received a copy of WCR Boise Metro Network Travel Policy, have read the policy, and understand how WCR Boise Metro Network Travel operates.</p> <p>Member Signature</p>	
Member Printed Name	
Date	