

**Standing Rules of the St. Louis Network
Women's Council of REALTORS®**
(Approved 2024)

1 Governance

Meeting notices and list of Candidates for Office from the Candidate Review Team will be presented to the Network members in writing no later than ten (10) days preceding the business meeting. Notification to members will be in the form of e-mail, regular mail, fax, or website publication.

2 Introduction of New Members

An induction ceremony for new members shall be conducted by the Membership Director. Orientation to be held no less than quarterly. New members will be spotlighted in the Network newsletter and the Network's social media platforms.

3 New Members

Cards or letters of congratulations and welcome are to be sent to each new member by the Network President or Membership Director. New members are to be introduced and welcomed at Network meetings.

Guests

A qualified, prospective REALTOR® may be brought to Network meetings as a guest 2 times during the calendar year. A Strategic Partner who is not a Women's Council local member may attend 2 meetings as a guest within a calendar year. At each regular meeting, guests are to be welcomed individually. Network Member lunch cost will vary depending on venue but not to exceed \$45. Non-member lunch costs will vary depending on venue and will cost \$10 more than a Member. Speaker(s), State and National Officers shall receive a free lunch.

4 Memorials

In case of death, the Network's Treasurer is to make an appropriate remembrance in memory of a member. The amount is not to exceed **\$100**. An announcement shall be posted in the Network newsletter or other electronic notification. At the discretion of the Governing Board, additional memorials for those outside the membership may be approved. These expenditures are subject to budget approval each year as budgets are prepared.

5 Governing Board

All Officers and Directors are voting members of the Governing Board. As voting members, IT IS VITAL THAT ALL BE IN ATTENDANCE in order that the business of the day can be conducted. If absence is unavoidable, to be excused, notice to the Network President should be received prior to the meeting. Pursuant to the Bylaws, in the event of a vacancy of any Project Teams , except for the Nominating Project TeamsCandidate Review Team (must be a past president), the Network President shall appoint a qualified member to fill the remaining unexpired term. The President shall appoint Project Teams. The President-Elect shall appoint Project Teams Vice-chairs. All chairs and vice chairs to be appointed by December 31st. All appointments to fill vacancies shall have the approval of the Governing Board.

Governing Board meetings shall be held at least 4 times annually and held prior to the regular Network monthly meeting at a time and place to be determined by the Network President and notice via electronic notification.

Two of these meetings can be conducted electronically (i.e, audio and or video conference calling).

Governing Board Voting can take place at any meeting where a quorum is present whether in person or electronically (i.e., conference calls, email, closed Facebook page).

The Local Network Officers and Project Team Leads shall attend the training sessions held in conjunction with Women's Council's state orientation each year. Transportation to be reimbursable pending budget approval.

Every Officer, Director, and Project Team Lead shall email to the current President, President-Elect, and appropriate incoming Officer, Director, or Team Lead no later than December 15, a year-end summary report, which includes all files and budgets along with additional guidelines of each Project Team.

All Officers and Directors shall provide a written CONSENT TO SERVE along with appropriate job descriptions for the new position. It should be clearly stated and understood that the promotion to the succeeding office is NOT automatic, except for the President-Elect to President.

Expanded job descriptions for each office shall be submitted to each considered Candidate for review prior to acceptance. Project Teams should keep minutes of their meetings and give a copy to the Network President. Time will be allotted on the agenda at Governing Board meetings for the Project Teams to report to the membership. Reports will be given to the general membership meetings at the discretion of the Network President.

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6 Parliamentary

A Parliamentarian must be appointed by the President and approved at each meeting.

7 Job Descriptions

All Elected Officers and Directors shall be a REALTOR®, REALTOR®-Associate, or National Affiliate in good standing with primary membership at SLAR or SGAR. National Affiliates can only serve as Membership Director or Treasurer.

8 General Officer Duties and Requirements

Specific duties and requirements are listed in each Officer/Director section in this document. Other duties and/or requirements include:

- Follow Network Bylaws, Network Standing Rules, and Women's Council National Operating Standards
- Provide at least one newsletter article per year. Topic to be determined by the Governing Board.
- Attend Women's Council State orientation training sessions.
- Have NO MORE THAN ONE UNEXCUSED ABSENCE from Governing Board Meetings. (Unexcused is defined as no notification to President.)
- Officers and Directors shall serve for one (1) year. Officers and Directors may serve in such offices for more than one term but may not serve more than two consecutive terms in the same role. The President-Elect shall automatically succeed to the office of President the following year.

9 President

10 The duties of the President are described in the Bylaws, Article 6. Other duties include:

- Distribute reports to Governing Board prior to Governing Board meeting including:
 - Financial Report as provided by Treasurer
 - Minutes from previous Governing Board Meeting as provided by First Vice President
 - Governing Board meetings and Agenda
 - Fundraiser After Action reports (when applicable)
 - Project Team Lead reports
- Checks to be signed by the Treasurer or President.
- Roles & Responsibilities;
 - Presides over all Project Teams
 - Develop, implement and monitor Business Plan
 - Mentor, train and support President Elect
 - Attend required Local, State and National meetings

11 President-Elect

The President-Elect shall:

- Perform the duties of the President in the event of the President's disability or absence, including attendance at State and National meetings.
- Serve as member of the Standing Rules and Bylaws Project Team

- Ensure that protocol is followed for any visiting State and National Officer.
- Attend the Women's Council National Network 360 Leadership Training.
- Attend Women's Council State Orientation.
- Call a joint Governing Board meeting, consisting of present and newly-elected Officers and Directors, prior to the first regular Governing Board meeting of the new year. The purpose is for an intensive planning session to outline goals and direction for the upcoming year.
- Handle arrangements for visiting VIPs.
- Coordinate the Installation Banquet (see paragraph regarding Awards Banquet and Installation of Officers)
- Order a gift of appreciation for the outgoing President.

In the event that there is no President Elect in place, the President will fulfill/delegate the President Elect's responsibilities.

12. Membership Director

The Membership Director shall:

- Accountable for the recruitment, retention, and recapture of members including REALTOR® and Strategic Partners members for the Network.
- Oversees implementation of a New Member Welcome and Orientation strategy, as well as a first year Member communication strategy
- Oversees Membership Onboarding including gathering photo, birthday, and other pertinent member information.
- Review and implement Women's Council National recruitment and retention tools. Implement and follow-through on the National Women's Council membership marketing campaign.
- Monitors and evaluates the success of all membership development and outreach efforts and reports to the Governing Board
- Establish Local Network membership goals in coordination with the Local Network President and Governing Board.
- Communicate membership goals and organize Network efforts to achieve goals.
- Oversees implementation of Member Communication drip system using tools and resources provided.
- Monitor membership reports received from National Women's Council for accuracy, follow up on any discrepancies, and forward to the President..
- Report to the National Women's Council any corrections, changes (i.e. telephone, address) to member information.
- Ensure member roster (REALTOR® and Strategic Partners) is accurate and updated.
- Ensure the website has accurate and updated member information.
- Encourage participation in National and Local referral rosters.
- Process REALTOR® and Strategic Partners applications then forward a copy of application to the Treasurer. All applications shall be submitted to the VP of Membership within 24 hours of receipt. Funds to be deposited by the Treasurer within 3 business days of receipt.
- Attend all State and National Meetings as Budget/Personal Finances allow

12 Project Teams under Membership

A. Membership Project Teams (Standing Project Teams)

Duties include:

- a. Help Membership Director with recruiting new REALTOR® and/or Strategic Partners members and retention of existing members
- b. Implement four (4) New Member orientations per year (one per quarter)
- c. Report back to Membership Director regarding orientation, materials needed such as pins, certificates, and packets.
- d. Provide information for new members spotlight for quarterly newsletter/social media posts.

B. Mentor Project Teams

Duties include:

- a. Call all new members and assign a Mentor.
- b. Stay in touch with Membership Director and Membership Project Teams to make sure new members attend the orientation, receive pin, and receive packets.
- c. Get new members involved in a Project Team.

C. Hospitality Project Teams

Duties include:

- e. Greet all members at each meeting.
- f. Coordinate implementation of ice-breakers before each meeting.
- g. Direct new member guests and members to Membership Director or Membership Project Team.

D. Reservations Project Teams

Duties include:

- h. Work directly with the Membership Director.
- i. Send out emails regarding the Events for the month and reservations.
- j. Confirm reservation headcount with the venue where the meeting is being held based on the venue contract terms.

E. Strategic Partners Liaison Project Teams

Duties include:

- k. Schedule and/or coordinate Strategic Partners to be the “highlighted” Strategic Partners for each applicable Business Resource Meeting (to be determined at Annual Transition Meeting).
- l. Incoming Strategic Partners Liaison to conduct a meeting in December prior to the year in which they are serving, for the upcoming year with Strategic Partners to discuss what worked that year, what didn’t work, get feedback, and set up sponsors for the upcoming year. Coordinate these meetings with the President-Elect.
- m. Follow up with Strategic Partners sponsor prior to the scheduled Business Resource Meeting.
- n. Gather bio, picture, and logo for Business Resource Meeting introductions and forward to Marketing and Promotions.

F. Social Media and Marketing Project Teams

Duties include:

- o. Reach out to REALTOR® offices to promote Women's Council delivering program materials for each meeting.
- p. Publish news releases in newspapers. (May use templates from Women's Council National.)
- q. Work hand in hand with the Strategic Partners Liaison and all new sources of recruitment.
- r. Prepare flyers advertising Special Meetings, Business Resource Meetings, and Fundraising events.
- s. Review Women's Council National marketing and social network tools. Assist with implementation.

13 First Vice President

The First Vice President shall:

- Take accurate records of all action taken during the Governing Board meetings and all business meetings of the Network.
 - o Minutes of the Governing Board Meetings and special called meetings by the President shall be kept as recorded by the First Vice President.
 - o Motions made and approved by the Governing Board to be reflected in Governing Board meeting minutes.
 - o Submit a copy of the proposed minutes to the Network President within three (3) business days of the event.

14 Treasurer

15 The Treasurer shall:

- Be bonded.
- Keep written and accurate records of all dues.
- Work with the Finance and Budget Project Team to prepare and submit a balanced budget for approval by the Governing Board each year.
- Submit Mid-year and year end Audit to State Officer Team
- Receive and deposit funds collected during fundraising and programming events. The Treasurer and one additional Officer or Director must count, record, and sign off on all funds received on Event Deposit Log at Event End. Funds must be deposited within three (3) business days after receipt.
- Checks to be signed by the Treasurer or President.
- Provide a Financial Report to the President for distribution to the Governing Board each month electronically no later than the sixth (6th) of the month. Include:
 - o Fundraiser After Action Report (when applicable)
 - o Bank Statement
 - o General Ledger
 - o Budget VS Actual
- Work with the Audit Project Teams.
- Be part of the Finance and Budget Project Teams.
- Membership Director processes REALTOR® and Strategic Partners applications then forward copies of applications to the Treasurer. All applications shall be submitted to the Membership Director within 24 hours of receipt. Treasurer to deposit funds within three (3) business days of

receipt.

A. Treasurer related information:

- All persons and/or members will not be reimbursed for any expense or budget line item expense without a signed voucher and paid receipt.
- The Network's books should be prepared for review by the Audit Project Team on or before June 15th. This Mid-Year review should be submitted in writing to the Governing Board at the next meeting following the Audit. Year-end Audit should be completed no later than December 15th. This Annual Audit Report should be submitted in writing to the Governing Board at the next meeting following the Audit and made available to the Membership upon request.
- At the Governing Board planning session on or before December 31st, the incoming Treasurer should be given a preliminary year-end report and the existing Treasurer should obtain new signature cards from our depository accounts and obtain all incoming Officer signatures where necessary.
- It is recommended that available surplus funds be placed in an interest-bearing account.
- The reserve fund may be used as designated by the Governing Board with the recommendation from the Treasurer.
- The budget should be finalized and approved prior to year end.

16 Project Teams

Project Teams are divided into two groups – Standing Project Teams and Special Project Teams. Standing Project Team Leads are voting members of the Governing Board. Specific Project Teams details are listed below. General Project Teams Duties and Requirements refer to all Project Teams.

Specific duties and requirements are listed in other sections in this document. General duties and/or requirements include:

- Project Teams shall consist of no less than three (3) members.
- Submit a budget to be approved by the Governing Board before the project is started. (i.e. fundraising)
- Include Project Teams meeting minutes and motions in the Team Lead's report. Copies of the reports shall be given to the President and First Vice President for file retention. Copies shall also be given to the Network President to be included in the Governing Board meeting packet of documents.
- Year-end reports are due and shall be submitted to the Network no later than December 31st.

A. Standing Project Teams

1. **Audit Project Team:** This Project Team should be led by a past President who is not part of the current Governing Board to keep a third party perspective on the expenses and income of the Network without being an actual recipient of any of the funding or travel expenditures.
2. **Candidate Review Project Team:** The Team Lead shall be any Past President appointed by the current President willing and able to serve. The Candidate Review Project Team should meet prior to the January meeting to establish guidelines for the year and shall have the same

ready for presentation at the Governing Board meeting. See section XXXX for specific details on Candidate Review and Election Procedures.

3. **Finance and Budget Project Team:** This Project Team includes the current and incoming Treasurer, the President-Elect, the outgoing/current Network President, and one past local Network President. The Finance and BudgetProject Team will work with the Treasurer to prepare and submit a balanced budget for approval by the Governing Board each year.
4. **Standing Rules and Bylaws Project Team:** This Project Team is to include President-Elect and a minimum of two other members. The purpose of this Project Team is to revise and update the Standing Rules as it becomes necessary. All proposed revisions shall be submitted to the Governing Board a minimum of seven (7) days prior to the Governing Board meeting. Approved changes shall be noted on the Standing Rules (e.g. approved 1/20/86, revised 11/1/06, etc.) The Bylaws supersede the Standing Rules.
5. **Membership Project Team (Standing Project Teams)**
Duties include:
 - a. Help Membership Director with recruiting new REALTOR® and/or Strategic Partners members and retention of existing members
 - b. Implement four (4) New Member orientations per year (one per quarter)
 - c. Report to Membership Director regarding orientation, materials needed such as pins, certificates, and packets.
 - d. Provide information for new members spotlight for quarterly newsletter.
6. **Social Media and Marketing Project Team**
Duties include:
 - a. Reach out to REALTOR® offices to promote Women's Council delivering program materials for each meeting.
 - b. Publish news releases in newspaper. (May use templates from Women's Council National.)
 - c. Work hand in hand with the Strategic Partners Liaison and all new sources of recruitment.
 - d. Prepare flyers advertising Special Meetings, Business Resource Meetings, and Fundraising events.
 - e. Review Women's Council National marketing and social network tools. Assist with implementation.
7. **Educations and Events Project Teams (Standing Project Teams)**

These Project Teams shall plan and coordinate Business Resource Meeting speakers as well as any other Events and educational events.

B. Additional Project Teams

8. ExCEL Award Project Team

The Team Lead shall be the most recent recipient who is a current Network member and willing and able to serve. The Project Team shall consist of two (2) other past ExCEL award recipients. The Team Lead is responsible for submitting recipient information to the Women's Council Missouri State Network designated person with a full copy to the local Network President.

The award recipient may receive reimbursement of \$50 toward PMN or any MR/NAR accredited course taken during the calendar year the award is presented.

9. Member of the Year Award Project Team

The Team Lead shall be the most recent recipient who is a current Network member and willing and able to serve. The Project Team shall consist of two (2) other past Members of the Year award recipients. The Team Lead is responsible for submitting recipient information to the Women's Council Missouri State Network designated person with a full copy to the local Network President.

10. Strategic Partners of the Year Award Project Team

The Team Lead shall be the most recent recipient who is a current Network member and willing and able to serve. If the immediate past recipient is not an active member, the Strategic Partners Liaison will nominate a current Strategic Partner with Governing Board to approve the nomination. The Project Team shall consist of two (2) other past Strategic Partner of the Year award recipients. The Team Lead is responsible for submitting recipient information to the local Network President.

11. Mentor Project Team

Duties include:

- a. Call all new members and assign a Mentor.
- b. Stay in touch with Membership Director and Membership Project Teams to make sure new members attend the orientation, receive pin, and receive packets.
- c. Get new members involved in a Project Team.

12. Hospitality Project Teams

Duties include:

- a. Greet all members at each meeting.
- b. Coordinate implementation of ice-breaker before each meeting.
- c. Direct new member guests and members to Membership Director or Membership Project Team.

13. Reservations Project Team

Duties include:

- a. Work directly with the Membership Director.
- b. Send out emails regarding the Events for the month and reservations.
- c. Confirm reservation headcount with the venue where the meeting is being held based on the venue contract terms.

14. Strategic Partners Liaison Project Team

Duties include:

- a. Schedule and/or coordinate Strategic Partners to be the “highlighted” Strategic Partners for each applicable Business Resource Meeting (to be determined at Annual Transition Meeting).
- b. Incoming Strategic Partners Liaison to conduct a meeting in December prior to the year in which they are serving, for the upcoming year with Strategic Partners to discuss what worked that year, what didn’t work, get feedback, and set up sponsors for the upcoming year. Coordinate these meetings with the President-Elect.
- c. Follow up with Strategic Partners sponsor prior to the scheduled Business Resource Meeting.
- d. Gather bio, picture, and logo for Business Resource Meeting introductions and forward to Marketing and Promotions.

15. Standing Rules

Without prior written notice to the membership and will be effective immediately upon approval. The Bylaws supersede Standing Rules.

16. Expenses

Expenses to be approved by the President via signature or electronic signature on the Request for Check Expense Form. The President-Elect will approve the President’s reimbursement for expenses.

All expenses, event or travel, must be submitted to and approved by the President or President-Elect within 30 days of incurring the expense not to exceed December 15th of the same fiscal year. All expenses must be submitted during the year spent. All budgeted expenses incurred by a Project Team shall be submitted and approved by the Project Teams then submitted to the Treasurer for payment. All non-budgeted items must be submitted to the President and approved by the Governing Board. All events that incur expenses must be submitted and approved by the Governing Board prior to planning of the event.

Reimbursements Must be Submitted within 30 days of Occurrence.

17. Attendance Requirements for Officers/s – Women's Council State, National Events/Meetings

All Officers are expected to attend all State Women's Council meetings, the Mid-Year and National Women's Council conference/meetings to be eligible for full year-end reimbursement.

Any Women's Council state, national, or other events/meetings will be attended by President and President-Elect, OR as budget allows. If one of those officers are unable to attend, it will be offered to Membership Director, then Treasurer, then First Vice President, in that order.

Budget provisions for expenses may be applied to Women's Council State and National meetings. Items to be covered include Women's Council registration, food up to **\$75** per day, transportation, and lodging, during Women's Council scheduled events not to exceed

the budget limit. Receipts to be included with request for reimbursement. Travel by personal vehicle to be reimbursed at the standard IRS published mileage rate for business travel. All funded members must provide proof of applicable registration, attend all Women's Council events (see below) and provide an event report or article to the President to distribute to the Governing Board and include for electronic distribution with their respective expense reimbursement request.

The Budget shall determine for each meeting what travel expenses, lodging, transportation, etc. are relative and qualify for reimbursement. (i.e. number of nights lodging eligible for reimbursement based on event start and end times.)

Requests for reimbursement must meet the following attendance requirements. Any variance must be presented to the Governing Board PRIOR to the specific meeting.

A. Missouri State Women's Council Conference/Meetings

President, President Elect, Treasurer & First Vice President may be reimbursed for hotel, transportation, registration and meals(not to exceed **\$75/day**).

B. Mid-Year / National Women's Council conference/meetings

In the event an Elected Officer cannot attend Women's Council Mid-Year, National or State conference/meetings, the Governing Board has authority to appoint a substitute or additional delegate Membership or Event Directors to represent the Network in that capacity. The attending substitute will be entitled to allocated reimbursement per the budget with Governing Board approval. Commitment for travel must be solidified 60 days prior to the first day of each event to ensure best pricing and reservation availability.

The President, President Elect, Treasurer & First Vice President may be reimbursed for airfare, hotel, transportation, registration and meals (not to exceed **\$75/day**). Within 7 days of any conference, each member should submit a written report of highlights of info received and how that knowledge will be shared with the General Membership. To ensure the best opportunities for the Leadership Team, and if Budget allows, Hotel accommodations will be covered by the Network at State and National meetings.

18. Strategic Partners Membership

Women's Council Local Strategic Partners members may join a Real Estate Board of choice, but not required.

Strategic Partners must attend a New Member Orientation within three (3) months of joining and sign the CODE OF CONDUCT form to be retained by the Network.

A Strategic Partner who is not a member may attend 2 meetings as a guest within a calendar year.

A Strategic Partners member may designate an alternate attendee from their company to attend the business resource meeting in their absence if they are a Strategic Partner – for a maximum of 2 meetings.

If Strategic Partners member is also a Network Officer, the National Women's Council

dues shall be paid out of the \$ 50 annual member dues. If National membership cost exceeds the Strategic Partners annual member dues, the Network shall pay the difference out of the scholarship fund.

Strategic Partner guidelines to be reviewed/approved by the Governing Board annually prior to implementation.

Strategic Partners are capped within network to 5 lenders companies and 5 other affiliates (i.e, home warranty, title, surveyors, etc,).

19. Past Presidents

Invite Past Presidents to a meeting to share past experiences and ideas with incoming officers. This meeting will be held before the leadership transition planning meeting.

20. Lifetime Member

Qualifications:

- a. Women's Council member for at least 15 years.
- b. Minimum of 10 years of service – served as elected officer, Project Teams member, Project Teams and a Governing Board member.
- c. Attended and/or served on the State and National Women's Council.
- d. Supported Women's Council sponsored

Benefits:

- e. Free local Network dues.
- f. Free lunch when attending local Network meetings.
- g. Recommendations for Lifetime Membership will be reviewed and approved by the Governing Board. Acknowledgement of any new Lifetime Members to be made at the following Business Resource Meeting.