



**As of May, 2023**

## **1. GENERAL POLICIES**

### STANDARD OPERATING PROCEDURES

#### **Standing Rules**

- 1.1. The Standing Rules shall be in compliances with the Local Bylaws, State Bylaws and National Bylaws
- 1.2. The Standing Rules may be amended by a majority vote of the governing board, provided a quorum is present.
- 1.3. Standing Rules should be reviewed every year and amended as needed.
- 1.4. The Current Bylaws & Standing Rules along with all supporting documents shall be kept in electronic format and made available on the Local microsite. Supporting documents to Standing Rules include but may not be limited to the Financial Policy and Standard Operating Procedures.

## **2. MEMBERSHIP**

- 2.1. A Member is a REALTOR® or National Affiliate (National Affiliate must be a member of a REALTOR® Association) who pays dues to Women's Council of REALTORS®
- 2.2. A Strategic Partner represents a business that has an affiliate relationship with the real estate industry. They can be part of a Project Team.
- 2.3. A Sponsor is not a member but is able to sponsor individual special events and does not have to have a business that is affiliated with real estate.

### **3. DUES**

3.1. The annual dues are .....

3.2. Non-Resident membership - Non-resident membership will be allowed at a fee of \$230.00

### **4. GOVERNING BOARD MEETINGS**

**Unexcused Absences:** When a member of the Governing Board has two (2) or more unexcused absences it

will be assumed they have resigned from the Governing Board. In that event, the President and the Governing Board will determine the necessary action if any.

- 4.1. Can be hold in person or virtual (all participants must use the camera at all times)
- 4.2. An Agenda must be sent out 7 days prior to the meeting.
- 4.3. General Membership is invited to attend all local board meetings. The time and date must be

included in the event calendar, uploaded to the Local microsite.

- 4.4. If a board member cannot attend, he or she will ensure that any agenda items to be discussed are covered through notification to the Local Network President and 1st Vice President.
- 4.5. Project Team leaders are expected to attend and give reports only, where items of discussion pertaining to their areas of expertise are being discussed, either physically or via virtual only.
- 4.6. If a project leader cannot attend a governing board meeting, he/she will submit a written report covering the areas to be discussed along with any project team recommendations they may have to the 1st Vice President.
- 4.6. The 1st Vice President shall take the meeting notes (minutes). The minutes should be sent to the President and President-Elect for any amendments and shall be sent back to the 1st Vice President. The 1<sup>st</sup> Vice President shall upload monthly governing board minutes to the Local Network online storage like Google Drive and State Google Drive within 7 days after BOD meeting.

## **5. EVENT/NETWORK MEETINGS**

### STANDARD OPERATING PROCEDURES

## **Standing Rules**

- 5.1. The network will hold a minimum of 4 industry events, 2 networking events (see Operating Standards Local Network).
- 5.2. **Guests** - Guests are welcome to attend Events/Networking for a higher amount. This does not apply to a member's family or special guests, provided they are not eligible for Council membership.

Guest will be allowed 2 events.

- 5.3. **Members** - attending an organized function shall be charged, a charge is due for the meal or

refreshments whether they eat or do not eat.

- 5.4. No reservation - if a member wishes to attend an organized function without a reservation, they shall be accommodated on a space-available basis only. Charges will still apply.

- 5.10 Reservations for all Network Industry Events sponsored by the Network shall be a financial obligation to be paid by a member. Once a reservation is made and paid for there will be no refund. Each

event will have an EARLY BIRD reduced price for 6 days prior to the event. After that, the amount will increase.

- 5.11 If space is available, then non-registrants may purchase a ticket at the door for \$10 more than the
- 5.12 The Installation meeting shall be completed by January 1 of the year of the incoming board.

**5. NETWORK COURTESY POLICY** - see financial Policy and Procedure

**6. Scholarships:** see financial Policy and Procedure

A member cannot receive reimbursement from the Network if they have received reimbursement for the same course through any Realtor association or organization.

**7. Network Storage Unit**

- 7.1. President, Events Director and team leader will have keys and access code to the unit. Events Director is responsible for items and granting access to any members for purpose of obtaining event items.
- 7.2. Events Director shall take a bi-annual inventory of items and report if any items have been lost or damaged.

## **8. Installation of officers**

- 8.1. A The passing of the gavel will occur at the Installation Meeting.
- 8.2. The incoming President, along with their Installation Project Team, shall make the arrangements for the ceremony.
- 8.3. Selection of Mistress/Master of Ceremonies. The Incoming President shall select the Mistress/Master of Ceremonies and installing officer. The installing officer should be a Women's Council of REALTORS® member in good standing.
- 8.4. Pin for incoming President The outgoing President shall have the duty of obtaining the incoming President's pin at the expense of the Network (either by mail or by purchase at the Annual Convention) for presentation at Installation Event. If the outgoing president is serving a second term due to resignation of current year president. Incoming

PresidentElect would have the duty to obtain the pin.

- 8.5. Plaque or Trophy for Outgoing President and Board of Directors Gift The incoming President is responsible to obtain, at the expense of the Network, a plaque or trophy and a personal gift to be presented to the outgoing President at the installations. The value of the plaque/trophy and gift shall not exceed \$150/each. Gift will be given to outgoing President if funds are available. If the outgoing President is serving a second term due to resignation of current year President. Incoming President-Elect would have the duty to obtain the plaque or trophy and a gift. At the discretion of the President and per budget, the President may give the board a gift not to exceed \$25.00 per position.
  - 8.6. Finances The cost for the Installation events shall be a budgeted line item prepared by President-Elect and presented no later than 2nd Governing Board meeting for approval.
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