



Sussex County

STANDING RULES

GOVERNING BOARD MEMBERS

The Governing Board is composed of: President, President-elect, Treasurer, First Vice President, Event Director & Membership Director. The positions are elected and appointed as per the national guidelines.

The Treasurer and Membership Director positions may be held by a Women's Council of Realtors Member or by a Network Strategic Partner as per the national guidelines. There can be only ONE strategic partner on the Sussex County Board of Directors in a given year.

GOVERNING BOARD MEETINGS

Governing Board Meetings will be held a minimum of four (4) times a year. Additional Governing Board Meetings may be called when necessary, in compliance with the Network's Bylaws.

Attendance at Governing Board Meetings is required by all line officers and Project Team Leaders when their event is happening within 30 days. Any Governing Board member with two (2) or more unexcused absences will be construed as having resigned from the Governing Board.

All Governing Board members and Project Team Leaders must attend at least one (1) Budget Meeting.

LEADERSHIP PLANNING / ORIENTATION

The incoming President (current President-Elect) will plan and conduct a Leadership Orientation Planning Meeting in **November** of his/her incoming year. Attendees to the meeting will consist of incoming Governing Board members, Project Team Leaders and invited guests. Attendance is mandatory.

MENTORING POLICY

It is strongly suggested that each outgoing line officer mentor and assist in the transition of the new incoming line officer. The transfer of pertinent documents, information and necessary tools (keys) that will assist in the transition is highly recommended.

GUEST SPEAKER POLICY

Speakers

1. Guest Speakers are to receive a complimentary meal and/or other recognition for their contribution to the Network. If the speaker is traveling from out of town to the event, the Network will pay for coach airfare; arrange for hotel accommodations and provide the speaker with \$75 per diem for meal.
2. If a Speaker is accompanied by a guest, the guest's meal will also be complementary.
3. **Speakers may be paid a "speaking fee" which must be approved by the Governing Board in accordance with the budget.**

Meeting / Event Fees

1. Non-members / guests may attend Network meetings and will be charged an additional \$15.00 over and above the membership price for General Membership Program Meetings. Non-members / guests will pay \$35.00 for any meeting that offers Continuing Education credits.
2. Qualified Prospective Members may attend up to 2 meetings before they are required to join.
3. Strategic Members will be charged the member fee for attendance at any meeting / event in accordance to the benefits of their Sponsorship level.

RESERVATION OBLIGATIONS

Network Meetings

Registrations for regular Network meetings will be established by the Governing Board. Meeting fees shall be announced in each meeting invitation and are to be paid when the reservation is made.

Requests for refunds for cancelled registrations must be made in writing five (5) days prior to the event. The request for a refund will be reviewed and voted on by the Governing Board. Events cancelled in their entirety by the Governing Board will be refunded to every registered attendee.

Special Events

Special event fees will be determined by the Events Director and approved by the Governing Board. Anyone wishing to attend a ticketed function without a registration / ticket will be accommodated as space permits.

Contractual signatures for any monetary obligations are required of the President and the Treasurer of the Network.

NETWORK NEWSLETTERS

An electronic version of a Network newsletter will be published on a quarterly basis by the presiding President. The newsletter content will include a President's message, notice of Network events, Sponsorship information (logos, articles submitted by Sponsors and contact information). Articles can be submitted by Strategic Members based on the benefits level of their sponsorship

VOUCHER POLICY

Any member requesting monetary reimbursement for items purchased as approved by the Governing Board shall submit the Current Year Voucher, with the attached receipt(s) to the President for signature and approval. The President then will submit it to the Treasurer for signature and payment.

NETWORK TRAVEL

When traveling to and from National and / or Mid-Year Women’s Council meetings and functions, the following expenses will be reimbursed by the Network to the following: President, President Elect, Secretary, Treasurer, Membership Director and Program Director. Attendance will be determined by the budget and approved by the Board of Directors. All Travel Expenses are to be paid by the individual traveler and reimbursed appropriately based on the terms below. Airfare and lodging may be paid by the Network or by the individual travelers as below.

Meals

Meals are to be reimbursed for each day of the event and during travel to and from the event, up to \$125.00 per day (including tips) WITH RECEIPTS.

Transportation

1. **Air** In order to take full advantage of volume discounts, other potential savings and efficient scheduling, the Treasurer (or at the President’s discretion) may purchase airfare for all travelers. The Board can agree that individual travelers can pay for their own airfare and submit for reimbursement.

2. **Ground** Fees for airport limos, taxis, buses, etc will be refunded (with receipts) for travel to and from the event, including to and from the airport when necessary. Fees for other such travel will be considered for reimbursement as incidental expenses.

3. **Personal Mileage** Use of personal vehicle for travel to and from events (including the airport) will be reimbursed at the IRS allowable rate for mileage. When possible, travelers should carpool to and from events. Parking and tolls will be reimbursed with receipts.
 - a. **Rental Cars** Fees for rental cars will be reimbursed only when required for travel in and around the event, and when personal cars are not brought to the event. The decision to rent a car will be approved by a vote of the Governing Board. If a rental car is obtained the following rules shall apply: Collision waiver must be purchased. Parking: receipts are required except if metered. Tolls: receipts are required except at exact change booth; Fuel: reimbursed with receipts.

Standing Rules – Page 5

Lodging

At the President's direction, the Treasurer (or at the President's discretion) may make hotel reservations for all travelers, and they will be prepaid at the convention rate. The Board can agree that individual travelers can pay their own lodging and submit for reimbursement. If approved by the Board, travelers who choose to stay offsite of the convention, will be reimbursed at the convention hotel's double occupancy room rate.

Incidentals

Items of a personal nature (laundry, valet, and incidental transportation such as taxi or ride-share) are reimbursable only to the extent they are included in the \$125.00 per day maximum in the Meals section.

Reimbursement

Will be made to travelers after they submit a current year payment voucher with attached receipts to the Network President for approval. Voucher must be submitted within 30 days after the funded event. Reimbursements will be processed within 14 days of final approval. A copy of all funded travel vouchers and receipts will be kept with Network records for later review by the Budget / Finance Committee. Any Women's Council of Realtors pre-paid travel expenses will become the responsibility of any member who does not attend the event. The member must reimburse the Network for all expenses paid on their behalf.

ANNUAL ELECTIONS

Annual Elections of officers will be held no later than September 15th of each year. Elections may be held in conjunction with a regular Network General Membership Meeting Or may be held virtually or by email.

The election committee will be appointed by the president-elect and this committee will operate independently from the Board of Directors.

Election results will be tallied and announce by the chair of the election committee on or before September 29.

Standing Rules – Page 6

FUNDRAISING POLICY

Fundraiser Types

The Network may hold fundraisers to enable the retention of quality speakers throughout the year that enhance the professional development and leadership skills of the members.

Examples of fundraisers: Queen of Hearts (see rules attached), bingo, or games that require an entrance fee.

Any fundraiser that requires the sale of chances to win could be considered a form of gambling and could be regulated by the state. The Network should consult the state or counsel before proceeding with any such fundraiser.

Charity Fundraiser Event Donations

The Network may hold fundraisers in order to donate funds to a local charitable organization. A Project Team to oversee the fundraiser will be formed by vote of the Governing Board. The president of the Network or another officer will oversee the Project Team. The Team Leader must be a Member; a co-Team Leader can be a member or a strategic partner.

The Governing Board will determine the proper disbursement of the NET proceeds for each event. The funds designated for donation to a local charity or non-profit will be collected by the Network as an “AGENT” of the charity and this will be communicated to that charity in writing and so stated on all media sources. Funds will be promptly forwarded to the designated charity(s).

The Network will maintain clear and consistent records of the collection of such funds and subsequent transfer of them to the charity.

INSTALLATION MEETING

The Installation Meeting of new line officers will be held in November and may be held in conjunction with a regular Membership Meeting or may be a special meeting.

Standing Rules – Page 7

ANNUAL AWARDS

Annual Awards presented by the Network will be as follows:

REALTOR OF THE YEAR
STRATEGIC MEMBER OF THE YEAR
ENTREPRENEUR OF THE YEAR

The Nominating Committee Chair will be appointed by the President. Nominations for each award will be accepted by the Nominating Committee, consisting of the past year's award recipients and volunteers in the month of October. Awards will be determined by a majority vote of the Nominating Committee, with attention to past winners and with agreement of the Governing Board. The award recipients will be recognized at the annual Installation Dinner held in November.

DONATIONS POLICY

Maximum limit for unbudgeted donations is \$500.00, unless voted otherwise by the Governing Board. A written letter requesting a Network donation must be completed by a member in good standing stating the purpose / use of the requested funds. The monies applied for must stay in Sussex County. The monies will be approved on a case-by-case basis based on the availability of the funds in the Network not previously designated for another use.

TAX RETURNS

Tax returns will be filed by the accounting firm retained by the Board of Directors. Financial information for the tax return will be sent by the treasurer to the accountant no later than February 15 of each fiscal year.

Each treasurer serves until December 31 of the fiscal year and will email all end of year reports, both budget and P&L, and also all bank statements for the entire year, to the new treasurer each year by January 15. The President will ensure that both treasurers complete the tasks necessary to send all documents to the accounting firm.

STANDING RULES REVISED, VOTED AND APPROVED
By Governing Board, September 27, 2022