

# Local Network Standing Rules

Women's Council of REALTORS® Southeast Coastal Georgia Network

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Dated: 12/01/2025

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**Bylaws** are the foundation of the Network and can only be amended by a two-thirds vote of the membership, provided that a quorum is present, with at least a ten (10) day notice to the membership. Bylaws generally are amended to change local, national or state dues or initiate a name change and must be approved with recorded minutes at a general membership meeting. Please reference Article XIII of the Model Bylaws of the Women's Council of REALTORS® Local Network.

**Standing Rules** set operating rules and policies relating to the Network's administration and business practices to provide continuity year after year. It is the operating manual for the Network.

**The Financial Guideline document** is a guideline for Best Practices to maintain and monitor Network finances on behalf of your members. Any further financial policies may be added to the Standing Rules, which supersede the Financial Policy document.

## **General information on Standing Rules is as follows:**

- Standing Rules cannot be used to grant or limit rights of membership.
- A Standing Rule can be adopted by a majority vote at a Governing Board meeting where a quorum has been established
- In the event of an inconsistency between the Bylaws and Standing Rules, the Bylaws govern.
- A Standing Rule can be amended or rescinded by a two-thirds vote of the Governing Board without previous notice or by a majority vote after notice of at least the preceding day.
- Changes should be noticed to the membership.
- A Standing Rule remains in force until amended or rescinded. It does not bind future meetings if a majority desires to suspend it temporarily for the duration of a particular meeting.
- The Glossary available on wcr.org shall always be referenced in parallel with Standing Rules.

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## **I. MEETINGS**

1. The Governing Board meeting schedule for the year is to be determined at the Network Business Planning Meeting, routinely held between July and October, for the following Network year, in accordance with the Operating Standards, or as deemed by the President.
  - a. Governing Board members will notify the President or First Vice President for absences within 24 hours.
  - b. Any member of the Governing Board with 2 or more absences without prior notice may be removed from the Governing Board according to the process set forth in the Local Network Bylaws.
2. Any changes to the original schedule are to be noticed 30 days in advance, when practicable.

President is to be notified of any absences 7 days prior to the any scheduled meeting when possible

  - a. Written reports of Project Teams are required to be submitted to the President/First Vice President 7 days prior to the scheduled meeting.
  - b. President/First Vice President to send out current financials provided by the Treasurer, minutes of the previous Governing Board meeting, the Agenda for the current meeting, and any Project Team Reports 7 days in advance of the scheduled Governing Board meeting
3. Governing Board Election meeting shall be held prior to September 30 to accommodate the deadline for reporting of officers and will be held in accordance with the Credentialing and Election Policy.
  - a. The President may elect to appoint a Parliamentarian.
4. Network Meetings
  - a. Network meetings will be held according to the Operating Standards. Per the Operating Model, the Network will provide a minimum of 6 mission-focused events, with 4 of the 6 being an industry event and 2 of the 6 being member networking/relationship building.
  - b. Venue: Governing Board, in conjunction with Events Project Teams, determines best venue to accommodate membership in terms of costs, speaker presentation and professionalism
  - c. Guest Attendance: whether REALTORS® or Affiliates, may attend three meetings at non-member price. After the third meeting they are to be invited to join as a member or advised they are not able to attend any future meetings.
  - d. Timed agendas and scripts are to be used.

- e. Events will utilize an agenda and include an Inspiration and Pledge to the Flag along with acknowledgement of the Governing Board, Strategic Partners, and special guests.
- f. Meetings will also be publicized in a regular process at a minimum following the Women's Council WOW Events guide.
- g. 5-10 minutes' time to speak, if desired, is allowed for State or National Officers who attend a Network meeting
- h. Up to 3 Sponsor Spotlights will be selected from amongst Strategic Partners.
- 5. Installation
  - a. If a formal installation event is held, a budget shall be created and will be held in accordance with the Operating Model.
  - b. The term of office is noted in the Operating Standards.
  - c. It is recommended that the local installation be held in November or December; it may be held in conjunction with another meeting/event or as requested by the Incoming President.
  - d. Items for Consideration for Budget and Presentation:
    - i. Obtain name badges/pins for incoming Governing Board in a timely fashion to meet the installation date.
    - ii. An acknowledgement will be provided to the Outgoing President and may include a pin and/or gavel plaque, if the budget allows.
    - iii. Acknowledgments of and for serving Officers, Project Teams, or other members as deemed by the President and/or Governing Board.
    - iv. Acknowledgement of those who serve a role in the Installation Ceremony.

## **II. STRATEGIC PARTNERS AND MEMBERSHIP**

- 1. Governing Board will annually review the Strategic Partnership Guide.
- 2. A Strategic Partner Project Team will be created and will report to the President Elect.
- 3. The comprehensive Strategic Partnership Guide will include the following:
  - a. Defined Partnership levels indicating the fee and the benefits, clearly demarcated.
  - b. The President-Elect's name and contact information and the Project Team Chair's name and contact information.
- 4. The Network will host a Strategic Partner Appreciation Event annually.
- 5. The Network will host a Strategic Partner Orientation to provide the Partners with best practices to make the most of their partnership with the Local Network.

### **III. GOVERNANCE STRUCTURE**

1. The serving Governing Board will align with the Operating Standards.
2. Project Teams: Incoming President appoints such Project Teams as needed to conduct the business of Network following the Operating Model Standards.
  - a. Incoming President may assign various members of the Governing Board as a liaison to specific Project Teams.
  - b. Per Network Model, appointments are to be ratified by majority of the Governing Board at the first Governing Board meeting of the year.
  - c. Project Teams may include but are not limited to: Awards, Candidate Review, Finance & Budget/Oversight, Marketing, Media, Scholarships, Special Events/Fundraisers, Ways & Means and/or any other as needed by Network.
  - d. Project Team Members or Chairs are invited to attend the Governing Board Meetings.
3. Governing Board Meeting Attendance: any member of the Network is invited to attend.
4. Minutes are required for:
  - a. Each Governing Board meeting
  - b. General Election Meetings
  - c. Membership Approval of Bylaws Changes; dues and name changes
  - d. Project Team meetings

### **IV. FINANCIAL MATTERS**

1. The Annual Budget will be set per the Women's Council of REALTORS® Financial Policy and Bylaws.
2. The Audit Policy will be set per the Women's Council of REALTORS® Financial Policy and Bylaws.
3. Scholarship opportunities for members, if applicable, will be set per the Women's Council of REALTORS® Financial Policy and Bylaws.
4. Fundraising Activities
  - a. The Network may opt to undertake fundraising activities to better support a valuable member experience to create engaging events and other business opportunities.
  - b. Any fundraising must not conflict with or jeopardize the 501(c)6 IRS status of the Network as well as comply with any State Law.
  - c. Any dollars fundraised must be committed and allocated to the budget of the Network.
  - d. No Network directed fundraising activities in support of an outside organization, such as a local shelter, a community supporter, or the like, shall be undertaken.
5. Travel Guidelines:
  - a. All travel will be budgeted.
  - b. Those who travel at Network expense are expected to attend the entire meeting, unless ill, and may asked to share what they learned to the membership as to increased business skills and/or Network business and operations.
  - c. Governing Board members who travel are to report to the Governing Board, and any applicable Project Teams, information that applies to Network Governance or Best Practices.

- d. Travel for the President and President-Elect will be budgeted each year to attend both National Flagship events, as well as Network 360 for the President-Elect as it is mandatory.
- e. It is recommended that travel for all members of the Governing Board be budgeted, if possible.
- f. If funded travel is available, it will be provided to elected officers who are able and willing to travel.
- g. Expenses will be pre-paid by the member who is travelling and reimbursed as long as the member has attended the meeting events.
- h. The Governing Board may determine that it is advisable to register for the Midyear and/or National meetings as a group for registration and hotel accommodation.
  - i. Should a member elect not to travel, and their registration and/or hotel not be transferrable, the member will reimburse the Network.
- 6. Priority for the Fall State Meeting is for incoming President and other incoming Officers to attend State Orientation for Local Leaders.
- 7. Travel Expenses reimbursed for State or National meetings as follows:
  - a. Airfare at coach rate: reservation shall not exceed budgeted amount.
  - b. Lodging/Hotel/Internet: 100% covered with double occupancy. If member decides to have private room only 50% will be reimbursed. Not to exceed negotiated rate provided by Women's Council or the REALTOR® Association.
  - c. Cost for parking, shuttle, and transfer fees for the event: 100% reimbursed
  - d. Mileage: to and from airport reimbursed at prevailing IRS rate
  - e. Travel tips: reimbursed not to exceed \$10/per travel day
  - f. Registration: reimbursed at the cost of the early-bird rate
  - g. Installation Fees: reimbursed at 100% of cost, if budgeted.
  - h. Personal time: No reimbursement for hotel for time outside of conference attendance.
  - i. Food Expense: Not to exceed the budgeted amount, if allocated
  - j. Network 360: President-elect is required to attend Network 360. Network to reimburse attendee as per above.
  - k. Travel expenses are to be detailed on an Expense Report with appropriate receipts and submitted within 30 days to the Treasurer. Reimbursements for late reports will be made at the discretion of the Governing Board.

## **V. GOVERNANCE SYSTEMS**

- 1. Anything (documents, systems, passwords, etc) created by and for the Network shall remain with the Network and subsequently transitioned to the next year's Leadership Team.
- 2. The Annual Network Business Plan will be presented by the Incoming President and Team to the State Liaison and State Network (or National Liaison if no State Liaison) based on the timeline provided by National/State.
- 3. The Annual Network Budget will be presented by the Incoming President and Team to the State Liaison and State Network (or National Liaison if no State Liaison) based on the timeline provided by National/State.

4. The Network will maintain event/liability insurance to satisfy recommendations of the National Women's Council of REALTORS as well as any state mandates.
5. The Network will conduct the Annual Election in accordance with the Operating Standards.
6. The Network will maintain and store all documentation pertaining to the Local Network (i.e. Rosters, downloaded bank statements, registration lists, logins to Network systems (Eventbrite, etc.) on a cloud-based drive that all members of the Governing Board and the State Network will have the ability to personally access, and should provide a smooth transition during the Leadership switch-over year to year.
7. It is recommended that documentation be maintained on cloud storage in perpetuity, while physical documentation be maintained per State Law.

## **VI. MEMBERSHIP**

1. The Network will follow the Operating Standards for Membership Recruitment and Retention.
2. The New Member Onboarding Strategy will be implemented (Glossary Link).
3. The Network Courtesy Policy will be implemented per budget allocation:
  - a. A card, on behalf of the President, Governing Board and Membership, will be sent to a member who is ill or hospitalized, has given birth, has married, or has lost a spouse, child or parent. The First Vice President will undertake this assignment.
4. Acknowledgment and Recognition of Members
  - a. REALTOR® Member of the Year, National Affiliate or Strategic Partner Member of the Year, and Entrepreneur of the Year (if applicable) may be awarded by the Network.
    - i. An Award Project Team will be created following the Operating Standards with no fewer than 3 and no more than 5 members.
    - ii. The Members of the Year awardees may not be a current Governing Board member of the Network (including the President).
    - iii. The Members of the Year shall be members who have made significant contributions of time and effort on behalf of the Network during the year.
    - iv. Entrepreneur of the Year is a Network member who has exhibited business leadership in the Network, their work, or in the community.
    - v. Any expenditure in acknowledgement must be budgeted.
  - b. Other acknowledgements as deemed by the President or Governing Board during the year may be instituted.

## **VII. COMMUNICATION, MARKETING AND BRANDING**

1. The Network will always follow the current Branding standards proscribed the National Women's Council of REALTORS®.
2. The Network's Mission Statement is the National Women's Council Mission Statement.
3. Generally, notifications are to be sent via email 60 days in advance of any event.
4. Budget, Bylaws and Standing Rules are to be posted on the Network website
5. First Vice President to update Network website with photos and/or topics for upcoming programs
6. General Reporting
  - a. First Vice President: Officers elected for the following year are to be reported to National by the deadline prescribed by National.
  - b. First Vice President: Standing Rules to be reviewed once a year and appropriate changes made and presented to the Governing Board for approval.
  - c. Treasurer: Responsible for filing taxes in a timely manner, due May 15, each year, and monitor adherence to 501(c)6 IRS tax exempt designation.
  - d. Treasurer: Submit all reports, files, check book and any other required documents needed for annual audit
  - e. Event Director and Marketing Director (if applicable): Develop 30-90 day marketing plan to publicize programs, industry events.
  - f. Event Director and Marketing Project Team: Responsible for updating LinkedIn, flyers, Facebook, newsletter, Eventbrite or similar platform, local website(s), blogging, local association, and the like.