

# Standing Rules for Women's Council Northern Michigan Network

Revised 2.10.22

## Governing Board:

### Local Network President

*Acts as the 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.*

Responsibilities:

- Schedules and presides over Governing Board and Network meetings
- Oversees officer and Project Team activities and responsibilities
- Submits annual budget to National once approved at the first Governing Board meeting of the year
- Attends two (2) National and three (3) State Women's Council Meetings and conferences as our voting delegate. If a vote cannot be cast, an alternate (president-elect) shall be sent
- Disseminates applicable materials and information to officers/members
- Issues an invitation early in the year to the State Women's Council Governor to make an official visit to the Local Network
- Ensures that Network activities are not in conflict with Aspire North REALTORS® activities and communicates with Executive Officer and/or staff members about Women's Council programming
- Works closely with the President-Elect to cultivate development of future leaders for the Network
- Works with Bylaws to make certain Network's bylaws and standing rules are up to date and accurately represent Network best practices
- Appoints Audit Project Team at the next to the last meeting of the Governing Board and shall present its report at the first Governing Board meeting of the new year
- Cooperates with requests from the State President, District Vice-President, Regional Vice President and National Women's Council office
- Completes work throughout the year and submits the Network's Quarterly Report to National

In addition, the President should have a general knowledge of:

- Local Network bylaws and standing rules.
- Women's Council structure and history
- *Robert's Rules of Order (Newly Revised)*

## Local Network President-Elect

*In the absence of the President, the President-Elect (a REALTOR® or REALTOR-ASSOCIATE®) presides at all meetings and performs the necessary duties of the office. The President-elect automatically succeeds to the presidency the following year. The main role of the President-Elect is to prepare for presidency and coordinate the Network's education.*

### Responsibilities:

- Prior to taking office, holds a planning meeting to identify the upcoming year's educational programming topics/speakers and assign members to be responsible for each program
- Chairs the Education and Program Project Team
- Attends two (2) National and three (3) State Women's Council Meetings and conferences
- Attends Network 360
- Familiarizes themselves with the Local Network's Bylaws and Standing Rules
- Works closely with the President to identify leaders for the Network's upcoming year
- Leads the Strategic Planning meeting in the fall to coordinate efforts for their upcoming year as President
- Prior to the last board meeting of the year, presents the First Vice-President, Program Director, Membership Director for their upcoming year to the Governing Board for approval by a majority vote
- Prior to the last board meeting of the year, presents Marketing and/or Membership Chair and Project Team Chairs for their upcoming year to the Governing Board
- Negotiates future contract with luncheon venue
- Secures luncheon sponsors for the upcoming year
- Assists the President

## Local Network Treasurer

*Individual can be a REALTOR®, REALTOR-ASSOCIATE® or National Affiliate who oversees Network financials.*

### Responsibilities:

- Keeps custody of the funds of the Network and makes disbursements as may be directed by the President or Governing Board
- Reimburses members for out-of-pocket Network expenses and travel. Not to exceed budgeted amounts without approval from the Governing Board by a simple majority
- Keeps records showing all receipts and disbursements
- Reviews association expenditures and financial status on a regular basis to ensure overall fiscal integrity submits reports to the Governing Board
- Submits the financial accounts of the association to the Audit Project Team

- Helps Budget and Finance Project Team understand present year's expenditures to set a realistic annual budget
- Collect dues submitted via check for annual Strategic Partner Dues
- Transfer monies from PayPal/Billhighway account to Network operating account
- Responsible to pick up mail for the Women's Council at the Aspire North REALTORS® Office and report bi-weekly to Membership Director
- Travels to State and National meetings if budget, personal finances, and schedule allows
- Luncheon deposits to be made by the end of the week from the date of Event
- All reimbursements to be paid within 10 business days of formal request. President Elect/ or President shall approve scholarship applicant's reimbursement prior to disbursement via email
- Corporation of Articles and Tax filings to be completed by the Treasurer
- Treasurer's report of Profit and Loss statement to be sent to Budget Chair a minimum of one week prior to Board meetings; the Budget Chair will prepare the "actual to budget" statements for the upcoming meeting
- PayPal/Billhighway to be emptied at the first of the month, financial statements reconciled and checking account balanced to Quick Books before every Governing Board meeting
- Treasurer to provide Income Statement, Profit & Loss Statement, Balance Sheet, Statement of Cash Flow, and Monthly Transaction list by date
- Certified CPA will be used for tax preparations & will be a budgeted item

## Local Network First Vice-President

*Individual must be a REALTOR® or REALTOR-ASSOCIATE® who oversees record-keeping of the Network.*

### Responsibilities:

- Takes minutes of each Governing Board and General Membership Meeting
- Records minutes by documenting what was done, not what was said
- Maintains records of the Network by having minutes posted on the local Network website
- Oversees check-in for elections by having a current national roster to credential members to receive their ballots
- Notifies results of elections to Women's Council by November 1 of each year
- Includes the following in the minutes:
  - Network Women's Council of REALTORS® logo
  - Name of Network
  - Date, hour, and place
  - Name of presiding officer
  - Attendance List, identifying if a quorum is present
  - Approval of minutes of last meeting
  - Treasurer's report should be accepted and placed on file

- Reports
- Unfinished business
- New business
- Election, if any
- Next meeting: time and place
- Adjournment and time
- Any corrections or amendments to minutes or Treasurer's report should be marked in RED. It is permissible to write amendments on a separate page to become part of and attached to minutes. Minutes should not be rewritten after they have been presented
- Get copies of resolutions, reports, or revisions etc., that are presented and incorporate them into the record. When recording a motion, if something is referenced ensure that it is attached to the minutes.
- Travels to State and National meetings if budget, personal finances, and schedule allows

## Local Network Event Director

*Individual must be a REALTOR® or REALTOR-ASSOCIATE® who oversees all marketing activities and is accountable for the marketing representation of Women's Council.*

### Responsibilities:

- Manages the Marketing Chair and Project Teams as needed
- Establish a Local Network marketing program in coordination with the Local Network Governing Board. This includes email and print flyers for network luncheons, registration emails and reminders, Governing Board announcements and other Network sponsored events and announcements
- Creates content, including luncheon photos, for Network Website
- Creates luncheon slideshow for open networking
- Updates and maintains program and event information on WCR.org website
- Communicates Network activities to the Aspire North REALTORS® marketing department and broader community via email and press releases
- Creates table-top flyers for marketing and display at luncheons
- Maintains the Network's Facebook Page
- Travels to State and National meetings if budget, personal finances, and schedule allows

The Network encourages that Directors delegate their responsibilities to Project Teams throughout the year.

## Local Network Membership Director

*Individual can be a REALTOR®, REALTOR-ASSOCIATE® or National Affiliate who oversees all membership in the Network.*

Responsibilities:

- Manages Membership Chair and Project Teams as needed
- Establishes Local Network membership goals in coordination with the Local Network President and Governing Board
- Adds new REALTOR® member's emails in the local Network website to ensure they receive Network announcements
- Reviews membership reports from National Website and updates the Governing Board
- Looks for REALTORS® and/or Strategic Partners who have registered on the wrong platform, and assists in resolving errors
- Assists REALTORS® and Strategic Partners in initiating registration on their respective websites
- Coordinate with Home Tour weekly to determine REALTORS® membership
- Plan for recognition of new members at Network Governing Board and Luncheon meetings
- Retain existing membership and re-recruit dropped members
- Remove inactive emails from Network email database
- Oversees implementation of a new member welcome and orientation strategy
- Travels to State and National meetings if budget, personal finances, and schedule allows

The Network encourages that Directors delegate their responsibilities to Project Teams throughout the year.

## Project Chair or Teams

*Project chairs are individual or project teams are groups of members who are chosen to aid the Governing Board in year-long Network business or for special events throughout the year.*

## Marketing Chair (optional)

- Committee Chair is appointed by President-Elect and assists the Program Director with various marketing tasks

## REALTOR® Membership Chair (optional)

- Committee Chair is appointed by President-Elect and assists the Membership Director with various REALTOR® membership tasks

- Any checks received shall be recorded, stating the name of the company, or individual and the amount, then email to the Treasurer. Lastly the report will be added to the “financial folder” in the WCR drop box. Checks are given to the Treasurer to be deposited

## Strategic Partner Membership Chair (optional)

- Committee Chair is appointed by President-Elect and assists the Membership Director with various strategic partner membership tasks

## Audit

- An Audit Chair or Team is a National Member and shall be appointed at the next to the last Governing Board meeting and shall present their report at the first Governing Board meeting of the new year. The chair or team shall conduct an Audit twice a year, **end of June** and **end of December**. June Audit Results shall be presented in September and December. Audit results shall be presented in January at the Governing Board Meeting
- Audit Chair to add monthly luncheon form to the drop box

## Bylaws

- Reviews bylaws and amend as needed
- Submits amendments to National Women’s Council of REALTORS® for approval
- Notices members of national amendments to local bylaws, which are automatically binding
- Local bylaws in conflict with the model bylaws will not be approved
- Develop and review Standing Rules to accurately reflect Network best practices

## Finance and Budget

- Prepares an annual budget for approval by the Governing Board at the first meeting of the year
- Review budget and actual expenditures with the Treasurer for Governing Board reports
- The budget shall consist of
  - Revenue
    - Ways & Means
    - Membership Dues
    - Monthly Membership Dues (Luncheon Income)
    - Home Tour

- Strategic Partner Event Sponsor
- Sponsorships
- Donation
- Education
- Auction
- Miscellaneous
- Expenses
  - Membership
  - State Assessment
  - Legal/Professional Tax Services
  - Insurance
  - Way & Means
  - Past President Council
  - Awards & Recognition
  - Conventional & Travel
    - President Travel
    - President Elect Travel
    - First Vice-President Travel
    - Treasurer Travel
    - Program Director Travel
    - Membership Director Travel
    - Past President Travel
    - General Membership Travel
  - Hospitality
  - Scholarship
  - Education
  - Strategic Planning
  - Website and Treasurer software
  - Meeting/Office Supplies
  - Marketing
  - Bank Charge
  - Merchant/PayPal/Billhighway Fees
  - Miscellaneous
  - Home Tour
  - Donations
  - Strategic Partner Event
  - Corporate Renewal

## Education and Program

- Committee chair is the Network's President-Elect
- Plan and develop programs for Network meetings consistent with the needs of members

- Coordinates monthly programming by communicating with Luncheon Program Host for that luncheon
- Acts as liaison between luncheon Program Host, Hospitality and Marketing Director and/or Marketing Chair

## Luncheon Program Host

- Volunteers for position at incoming President-Elect's fall education meeting
- Organizes speaker, panel, or programming for their assigned month's luncheon
- Communicates ad copy and luncheon information to President-Elect

## Sponsorship

- Notifies monthly sponsor of their commitment to sponsor one (1) month in advance
- Gathers logo information for promotional materials and sends to Program Director
- Communicates all opportunities of the sponsorship, including table decorations, venue decorations, door prizes and/or allotted time to speak during meeting announcements
- Notifies President immediately if sponsorship commitments change

## Ways and Means

- Conducts fundraising programs as needed for any fundraising endeavors

## Candidate Review Team

- Governing Board appoints project team (a minimum of ninety (90) days prior to election)
- Team consists of a minimum of three (3) and no more than five (5) members
  - All must be active (REALTOR®) members that are in good standing and no more than one (1) active National Affiliate
  - One (1) or more active Past Presidents willing to serve
  - One (1) or more active Past Program Directors willing to serve
  - President Elect serves as (Non-Voting) ex-officio member
  - Current governing board members are not eligible
- Project Team selects the chairperson at first meeting
- The Project Team slates a President Elect and a Treasurer for the following year; The slate must be presented to the general membership, in writing, no later than 10 days prior to the annual election meeting, which shall not be held later than April



## Hospitality

- Welcomes newcomers to Network meetings and introduce them to the members
- Coordinates the luncheon venue including food, sponsor and speaker needs by getting relevant information from the President Elect and Luncheon Host to venue contact one week prior to the luncheon
- Ends online registration and RSVPs our attendance to the luncheon venue
- Runs check-in for luncheons including checking people in, collecting luncheon fees and business cards for a door prize, if applicable
- Complete form at end of Lunch to list checks received, name, and amount of each check; Physical count of cash to be itemized and listed on form; List amount of credit card payments received per Wild Apricot/Billhighway; Add number of no-shows on form
- Hospitality Chair to email both the Treasurer and Audit Chair the completed forms
- Sends invoices to members who registered, but did not pay, through the online registration website
- Any lunch reservations made and not cancelled by the deadline to be considered due and payable and shall be collected the next time the member shows for an event, or member can substitute on their behalf
- Walk-ins to be charged non-members rates if room is available
- Periodically works to keep aging receivables to a minimum
- Passes collected money to the treasurer for deposit
- Supplies name tags for visitors at Network events
- Works directly with Luncheon Program Host, Program Director and/or Marketing Chair

## Home Tour

- Operates the home tour weekly by organizing route, posting it to the Women's Council members as well as the Aspire North REALTORS® membership
- Maintains a committee with a Strategic Partner Coordinator, Haves and Needs Host and Haves and Needs Scribe
- Conducts a Haves and Needs session prior to the tour each week
- Encourages member engagement in Home Tour and invites new REALTOR® members to attend

## Website

- Uploads Network minutes and relevant documents to the National and Local Websites
- Keeps content updated on National and Local Websites

## Strategic Planning

- Develops, plans, and presents an annual fall leadership training and planning retreat
- Prepares the strategic planning book for the leadership team to use at retreat- including incoming leadership, past presidents, past award recipients, upcoming events calendar, budget and financial reports, year-end reports and current bylaws and standing rules

## Past Presidents

- The Past-President appointed by the President will be chair of this committee
- The Project Team shall be comprised of all past presidents of Women's Council Northern Michigan in good standing who are willing and able to serve
- Foster success with the Network's membership and provide knowledge and support to the current governing board
- Develops and Implements initiatives to increase and sustain membership
- Use knowledge of Women's Council organization at local, state and National levels to create and provide New-Member Orientation
- Use member recruitment fund to invite first-time REALTORS® to one luncheon with the express intent to increase our REALTOR® membership
- Selects and arranges for recognition of Member of the Year and Strategic Partner of the Year. Hall of Fame: Occasionally our network has an outstanding member that the Past President's committee will want to specially recognize. The Northern Michigan Network Hall of Fame was created in 2021 to provide that special recognition for a member who had outstanding contributions and lasting impacts on the success and strength of our Network. Any member of the Past President's committee may recommend a member for the Hall of Fame Award. The active Past President's must agree in majority that the award has been earned. The award is not intended to be given each year, but rather when the committee feels special recognition is warranted. Reports the winners to State and National by the fall deadline

## Billing Procedures

### National Member Billing Procedures

- Each renewing National Women's Council member received two mailed and one e-mailed renewal notice for dues (sent by national)
- The renewal notice and e-mail are sent in early November; The e-mail contains a personalized link to the member's individual renewal page
- The second notice is mailed in February to each member who has not yet renewed; Our Network will begin billing members on a quarterly, pro-rated basis

- This is the last notification they receive from the National office before being dropped March 31<sup>st</sup>

## Strategic Partner's Dues Billing Procedure

- Local Strategic Partners are billed on an annual basis
- The membership rate for local Strategic Partners to be set annually by the Governing Board
- The Strategic Partners website will track membership; If Strategic Partner members join during the year it will be on a prorated basis, based on a January 1 renewal date
- Strategic Partners will receive email notifications for renewal 30 and 15 days prior to the renewal date, as well as two grace period emails 7 and 30 days after renewal (only if Strategic Partner has not already renewed)
- Memberships not renewed will be terminated as of January 31<sup>st</sup> and will be removed from the online roster
- Strategic Partner memberships are assigned to one individual and are not corporate entity memberships meaning that the membership is to be utilized by one individual within an organization not the organization at large
- In the event that a Strategic Partner member has a change in employment the following rules shall apply:
  - a. The membership shall be deemed to belong to the entity that the Strategic Partner is associated with unless the individual associate can establish that he or she paid the membership dues individually. Establishing who paid for a membership shall be the responsibility of the Strategic Partner and not Women's Council of REALTORS®
  - b. An entity shall be entitled to replace a Strategic Partner that has left their employment unless the departing employee paid for the membership individually. This can be done via a profile change. The entity shall notify the Strategic Partner Membership Chair of the change
  - c. If an individual paid for the membership, they shall be entitled to transfer their membership. This can be done via a profile change. The individual shall notify the Strategic Partner Membership Chair and provide proof that the membership had been paid for individually

## Luncheon Billing Procedures

- REALTOR® and Strategic Partner Members shall be charged \$25 for luncheons. All other non-members will be charged \$40
- Cancellations will only be accepted while luncheon registration is still active. If a member can no longer attend, they may send someone in their place
- The speaker(s) or program guest will receive a complimentary meal
- Payment Due upon Registration effective January 1, 2020
- Walk in Rate will be \$45.00

## Scholarship Program

- A Women's Council member in good standing can apply to be reimbursed for registration fees to attend Michigan REALTORS® or National Association of REALTORS® conferences
- A member may receive scholarship funds once per calendar year
- Receipt of registration to be submitted in writing, along with the Scholarship Form, to the President-Elect for approval and reimbursement by the Treasurer. Reimbursements should be based on early bird registration when available. Total scholarship monies not to exceed the budgeted amount, unless approved by the governing board. This is on a first come, first served basis. Reimbursements MUST be submitted within 30 days of conference end

## Travel

- Local Network will pay transportation, lodging, stipend and meeting registration costs for Network President and President-Elect to travel to 3 State Governing Board meetings and any corresponding conferences, State Leadership training, National Association of REALTORS®'s Midyear and Annual Conference
- Local Network will pay transportation, lodging, stipend, and meeting registration costs for Network President-Elect to attend Network 360
- Local Network will NOT provide support for Regional Retreat, as it is for personal development
- The Local Network will allot up to a \$2,000 travel budget for each of the following positions- Treasurer, First Vice-President, Program Director and Membership Director to pay transportation lodging and meeting registration costs to travel to 3 State Governing Board meetings and any corresponding conferences, State Leadership training, National Association of REALTORS®'s Midyear and Annual Conference
- In an effort to encourage the Immediate Past President to continue in state and national leadership the Network will allot up to a \$2,000 budget to pay transportation and meeting registration costs to travel to 3 State Governing Board meetings and any corresponding conferences, State Leadership training, National Association of REALTORS®'s Midyear and Annual Conference
- Members of the Network serving in a State or National position and not receiving full travel and registration support elsewhere can apply for financial support not to exceed the approved annual budgeted amount for transportation, lodging, and meeting registration costs for 3 State Governing Board meetings and any corresponding conferences, State Leadership training, National Association of REALTORS®'s Midyear and Annual Conference
- In an effort to encourage membership participation in state Governing Board meetings the Network will budget an annual amount to pay for travel, lodging and

registration for REALTORS® and Strategic partners to attend the 3 State Governing Board members

- The Network will pay transportation fees to travel to venue- including mileage, parking, flights, shuttles and/or taxis; The network will not pay for travel for member recreation while attending the conference; It is encouraged to stay at conference hotel, or use provided shuttles
- The Network will provide a \$50 a day stipend to be used toward meals for President and President-Elect; No single meal to exceed \$25; Not to be used when meals are complimentary as part of the registration packet; Not to be used for alcohol; Receipts required, no exceptions
- Local Network will pay only Michigan REALTORS® and National Association of REALTORS® conference fees on early bird registration, where possible
- Lodging will be reimbursed based on double occupancy rates; It is strongly encouraged for members to room together
- Nights in hotel will be a maximum of the nights required to attend Women's Council of REALTORS® meetings and corresponding conference sessions
- All reimbursements must be submitted to Treasurer within 30 days of travel
- Any amount to be reimbursed greater than the budgeted amount will need to be approved by the Governing Board as soon as the overage is anticipated; It is the Treasurer's responsibility to identify overages and bring before the board prior to reimbursement; If Governing Board does not convene within 30 days of reimbursement request, the request will be postponed until the following regularly scheduled meeting
- Reimbursements will be paid at time of reservation/registration; If trip is cancelled, for any reason, the Network will be fully reimbursed for the amount of registration and any cancellation fees and/or penalties will be incurred by the member; The Network will be reimbursed immediately upon cancellation
- Oral reports MUST be given at board meetings immediately following any travel paid for by the Network