



NETWORK STANDING RULES

I. DEFINITIONS

- A. The Washington Network of the Women's Council of REALTORS® is hereinafter referred to as the "Network".
- B. The Washington REALTORS® is hereinafter referred to as "WR."

II. ELECTIONS

- A. The Annual Election of officers and the election of the Nominating Committee shall be held at the WCR State meeting at the WR Fall Business Conference.
- B. Installation of Officers shall be in December or January following the election. Terms are January through December. Officer-elect planning retreat with the incoming Governing Board shall be in the fall and presided over by the incoming President.

III. MINIMUM QUALIFICATIONS FOR ELECTED OFFICERS

When examining candidates for office the following qualifications should be considered: All state officer positions are subject to travel. Out of pocket expenses may also be incurred. Assuming a position indicates acknowledgement, acceptance and willingness to sign a "Consent to Serve".

- A. President-Elect: REALTOR® member actively working as a REALTOR®; national REALTOR® member and in good standing of WCR for a minimum of 2 years; Has held the position of President on a local Network level; demonstrated knowledge of WCR, policies and procedures; Skills desired: strong verbal communication and presentation skills; good writing skills; leadership qualities; ability to lead and manage conflict. Must hold the best interests of the organization to the highest standard. Must be willing to

travel and attend National conferences. Must be willing to incur some out-of-pocket expense. Has attended at least two past WCR national conferences.

- B. Governor: Same as President-Elect.
- C. Secretary: Minimum of 1 year in WCR as a REALTOR® or Affiliatemember, preferably with experience as a Local Network Secretary or Network Officer in some capacity, or a Committee Leader. Member in good standing. Organized writing skills; ability to take notes and disseminate them in a timely manner. Willingness to do some travel.
- D. Treasurer: WCR member in good standing for minimum of 2 years; minimum of one year as Treasurer on a local Network level or demonstrated competency in a past accounting or financial position. Demonstrated ability to properly follow standard accounting procedures; track/monitor income and expenses. Knowledge of budget preparation and management. Must be fiscally accountable. Willingness to do some travel.

IV. DUTIES

A. OFFICERS

i. The President shall:

- Visit Local Network meetings when possible and provide feedback and support to officers.
- Furnish each Officer, Standing Committee, and Special Committee Leader a copy of the duties as outlined in the Washington Network By-Laws, and the Standing Rules as they apply to each officer, committee, and workgroup.
- Forward dues checks or deposit receipts w/check copies to the Treasurer, and the Membership list to the Secretary.
- Prepare a written State WCR report provided to WR for the Spring and Fall State Meetings.
- Prepare to give the State report at the Region 8 meeting of the Mid-Year/May and Annual/November WCR National Conferences.
- The Retiring President shall be responsible for obtaining, at Network expense, plaques or gifts to be presented to all the retiring Officers at the Inaugural Meeting.

ii. The President-Elect shall:

- Assist the Governor in tracking Quarterly Reports at least quarterly.
- Monitor and remind Local Network Presidents of Entrepreneur of the Year deadline (December 1st).
- Share in the responsibility of planning and running the General Membership Meeting at the WR Fall Business Conference.
- The Incoming President shall be responsible for obtaining, at Network expense, a plaque or gift for presentation to the retiring President.

iii. The Secretary shall:

- Maintain attendance sheets at each event.
- Notify National WCR of State and At-large member changes of status and/or contact information.
- Be responsible for obtaining the plaques, gifts and/or certificates for member and sponsor recognition, at Network expense.
- Assist the President to plan logistics for Network events including coordinating promotional materials, assisting with promotional booths and raffles.
- Assure that all Network records shall be kept in a cumulative binder(s) and/or electronic files, and passed on to the successive Secretary.
- Submit officer reports for Network to the Council and Regional VP by November 1

iv. The Treasurer shall:

- Assure that all Network financial records shall be kept in a cumulative binder(s) and/or electronic files, and passed on to the appointed Auditor in a timely manner so the Auditor may prepare and report to the incoming Governing Board at the first Board meeting. The records must then be transferred immediately to the successive Treasurer.

v. The Governor shall:

- Oversee Local Network Quarterly Reports every quarter.
- Mentor, communicate, and/or visit each Local Network when possible, insuring that Chapters are functioning according to WCR policy.
- Report to the President on a monthly basis or as requested, all correspondence and activity performed with the local chapters.
- Monitor REALTOR Association status of At –Large members.

vi. The President and/or President-Elect shall provide a summary of all State, Regional, or National events/meetings at each subsequent Board meeting and/or regular Network meetings. This summary is to be sent by email or written mail to all members not in attendance at said functions for the purpose of better communication of State and National information and points of interest.

B. STANDING COMMITTEES

The Leader for each Committee shall appoint a Recorder to take notes at all Committee or work group meetings, and forward a copy to the President as soon as practical. All Standing Committee and Special Committee/Workgroup Leaders shall submit written reports via email, fax or hard copy to the President prior to the WCR Spring and Fall Meetings.

i. BYLAWS COMMITTEE

- Review State Bylaws and amend as needed within National deadline timeframe.
- Provide notice to Network members that National amendments to Local By- Laws are automatically binding.
- Assist Networks with review and development of their By-Laws and Standing Rules, and submit changes to National by Oct 31.
- Develop/review periodically the Standing Rules, which shall be voted upon annually.

ii. EDUCATION/PROGRAMS COMMITTEE

- Collaborate with the President to plan industry events that will increase member productivity and income.
- Plan/develop/execute/evaluate industry events for Network meetings consistent with member needs.

iii. FINANCE AND BUDGET COMMITTEE

- Assist in preparing an Annual Budget for approval by the Board.
- Review/audit State Chapter expenditures with the Treasurer.
- Assist in fundraising.
- Assist Treasurer with guidance and training of Local Network Treasurers.

iv. LEADERSHIP IDENTIFICATION & DEVELOPMENT

- Obtain and relay information regarding the development of a candidacy by any Washington WCR member working toward a National officer position or Committee.

v. NOMINATING COMMITTEE

- Shall be chaired by the most recent Past President able to serve. The Leader shall provide the membership with timely notice of the timetable for nominations for State Officer positions for the coming year by July 15th email, fax, phone, and/or written mail constitute acceptable methods of notice.
- Nominations shall be invited up to August 1st of each year; the application shall be completed by the nominee and accepted by the Committee no later than August 15th.
- Confirmation of all timetable dates and the interview date shall be made to each nominee.
- A quorum of four (4) committee members is required to set the Slate.

- Notice shall be given to the membership of the Slate selection ten (10) days prior to the WCR Fall Meeting.

C. SPECIAL COMMITTEES (WORK GROUPS)

i. MEMBER OF THE YEAR

- This work group shall be chaired by the most recent Member of the Year able to serve on the committee of no fewer than three (3) members.
- Application shall be completed by each nominee and submitted by November 1st.
- Each Local Network and State Network shall submit their Member of the Year to the State Leader for consideration as the Washington Member of the Year, prior to December 1st.
- At-large members may self nominate.
- Nominees must be a REALTOR® or National Affiliate for a minimum of three (3) years ; be a current WCR member; and not be a current officer or immediate past officer.
- Application shall be completed by each nominee and submitted by November 15th.
- Report to National by December 1st on the Award winner.
- Recognize Member of the Year (and/or Affiliate of the Year if applicable) at the State Inaugural Event and State Network Meetings.

ii. STRATEGIC PARTNERS

- Promote the image of WCR with monetary supporters.
- Target sponsors and secure strategic partners for the Network.
- The President shall work closely with the Leader in this effort.

iii. AUDIT (or assign to Finance and Budget)

- Assume responsibility for working with the Treasurer in reconciling the accounting/budget of the Network at mid-year and year-end.
- Present the report at the Network meeting.

iv. WAYS & MEANS/FUNDRAISING

- Plan revenue generating projects for the Network as determined necessary by the Budget.
- Committee shall be responsible for coordinating fundraisers and the collections of monies.
- All revenues shall be forwarded to the Treasurer within ten (10) days of each project.

v. HOSPITALITY

- Responsible for meeting and greeting members and guests at all functions.

vi. EVENT COORDINATOR

- Responsible for meeting room arrangements being ordered and set up, including but not limited to all A/V equipment as required for facilitators and guest speakers; display tables and materials, flag, banner, refreshments if authorized.
- Coordinate with President. Receive, review, and forward all invoices in a timely manner to the Treasurer.
- Work with Secretary on attendance/count confirmations and items for WCR Display table.

vii. NETWORK ADVOCATE TEAM (“NAT”)

- Provide assistance to Local Network leadership who are struggling with an issue or conflict.
- Committee shall be chaired by the State Network Governor.
- Committee members to be comprised of past State Network Presidents.

viii. STRATEGIC PLANNING

- Responsible for coordinating with National and State Network to plan and execute WCR Strategic Plan.

V. FINANCIAL MATTERS

A. REIMBURSED EXPENSES

Out of pocket expenses will be incurred and reimbursements will represent partial subsidy as the Network finances allow. The funds allocated in the current year's budget for state officers: President, President-Elect, Governor, Immediate Past President, Secretary, Treasurer shall be used as follows up to the allocated amount. Note: Amounts budgeted are subject to quarterly review and adjustment by the Governing Board.

i. Leadership Development:

- Registration Fees: Actual expenses for WCR registration fees at National, State, or Regional events/meetings, including required social functions being attended by National Officers.
- Airfare: Round-trip coach class shall be booked to National, State, or Regional WCR events/meetings.
- Auto: Mileage in excess of 100 miles round trip may be reimbursed at actual expense, i.e. calculated by actual miles X the I.R.S. current rate for mileage, as budget allows.
- Lodging: Accommodations for National, State, or Regional WCR events/meetings. Double occupancy or a shared suite is recommended.
- Meals: For Regional and National Conferences a per diem allowance of \$30.00 per day allowable within the total budgeted for trip. Alcoholic beverages are considered personal expenses.
- Rental Cars: Not reimbursed. Taxi/cab and shuttle fares may be reimbursed.
- Personal Expenses: All personal expenses, including but not limited to laundry/dry cleaning, sundries, recreational charges are not included in the events/meeting registration fees. Telephone and fax charges not associated with Network business and in-room movies are not reimbursable.

- ii. Attempt should be made to turn in expenses within 30 days of event. The Treasurer must receive all reimbursable, budgeted expense requests no later than December 15th of the current year, or they will be forfeited. The Governing Board may approve exceptions to the time frame.
- iii. Request for expense reimbursement shall be submitted on a State Expense Report (Reimbursement Form) with receipts attached. Treasurer is authorized to reimburse all expenses submitted within State budget guidelines. The Governing Board must approve exceptions to the Guidelines above. Reimbursement of expenses shall be made within fifteen (15) days of receipt of request.
- iv. No Officer or member shall commit Network funds not listed in the budget in excess of \$50.00 without prior approval from the Governing Board.

B. SCHOLARSHIPS

- i. The Network will have designated monies for the State Scholarship Fund. Funds may be paid directly to a Local Network based on need and established criteria, or the Scholarship may be awarded directly to an individual member of a chapter in good standing who has made application and been approved by their Local Network.
- ii. The Network will budget a \$500 Travel Scholarship for the State Member of the Year to attend the REALTORS® Legislative Meetings & Trade Expo.

C. MEMORIAL FUND

- i. In the event of the death of a member, an appropriate memorial not to exceed \$50.00 shall be sent by the Secretary provided funds are available.

D. NETWORK ASSESSMENT

- i. Effective January 1, 2018, an annual assessment for local Networks shall be \$500 and payable to the Network by January 1 of each year.