

**STANDING RULES
FOR SUMNER COUNTY NETWORK
COUNCIL OF REALTORS®**
**(Approved 11/11/2008, amended 10/9/2009, *proposed amendments*
2/2015, 5/2015, and 10/2017)**

I. Meetings

A. Network Meeting

Meeting dates and times will be set by the Governing Board. Meetings and fundraising events will not be held during the months of July and August.

1. Annual Election Meeting- the Annual Election Meeting shall be held *prior to October 15th*. It may be held in conjunction with a Regular Network Meeting.
2. The Installation Meeting shall be held in December. It may be held in conjunction with a Regular Network Meeting.

B. Governing Board Meetings

Governing Board Meetings shall be held at such times and places as shall be designated by the President.

II. Elections – Elections will be held in accordance with State and Network bylaws.

PROPOSED 2/15

4A. OFFICER COMMITMENT:

Those accepting the role of President and President-Elect should be advised that the roles will involve travel for required meetings and training. They should further be advised that the Network will make every effort to provide funding for Network-related travel expenses; however, if the Network budget does not provide for such expenses, the officer should be prepared to use personal funds for travel.

III. Installation of Officers

A. Arrangements

The outgoing President, along with her committee, shall make arrangements for the installation of officers.

B. Selection of Installing Officers and Mistress of Ceremonies

The incoming President shall select the Installing Officer and Mistress of Ceremonies.

C. Pin for Incoming President

The outgoing President shall have the duty of obtaining the President's Pin, at the expense of the Network, for presentation at the Installation Ceremony. *Past President's Pin may be purchased at WOMEN'S COUNCIL OF REALTORS national events or online at the WOMEN'S COUNCIL OF REALTORS Store.*

D. Appreciation Gift for Outgoing President

The President-Elect is responsible for obtaining an appreciation gift for the President at the expense of the Network, for presentation at Installation

IV. State WOMEN'S COUNCIL OF REALTORS Officer/Mentor Protocol

The President may invite the State President or Network Mentor as a guest or guest speaker to attend a local function. At all times, any meals shall be at Network expense. A token of appreciation to be presented to Network Mentor at Installation Meeting, purchased by the President at Network expense.

V. Financial Matters

A. Budget

Sumner County Network shall operate under a budget approved by the Governing Board.

B. Audit (edited 10/17)

Treasurer's books shall be audited no later than January 31 and report presented by the Audit Team at first governing board meeting of the new year. (See Guidelines for Officers).

C. Bank/Debit Card (added 2/15)

If available, the President and Treasurer shall be issued a bank/debit card for payment and/or pre-payment of Network expenses. The card may be used for payment of invoices (e.g. invoices for luncheon expenses) or pre-payment of conference and travel reservations (e.g. conference registration, airfare, hotel, etc.). Budgeted expenses charged to the card, such as luncheons and travel do not require Board approval but do require supporting documentation following the event or trip where the expense was incurred.

D. CONVENTION AND CONFERENCE EXPENSES

As Treasury permits, the Governing Board will decide which functions attended by designated officers will be reimbursed by the Network and to be included in the approved budget for the year.

*All officer travel expenses per standing rule guidelines will be funded with proper documentation of expenses and verification of required meetings attended. Expenses for reimbursement with copies of actual receipts for all expenditures **excluding food (added 2/15)** shall be submitted within one month of the event to the President for review and approval (or to the Board in the case of the President's reimbursements). All reimbursement forms must be submitted in ample time to allow for repayment during the same calendar year as the travel occurred. **The Treasurer shall reimburse expenses within 30 days of receipt.(added 2/15)***

An officer will be reimbursed for only one office responsibility on a single trip. Reimbursements will cover “Early Bird” Convention registrations, convention room rates, 14-day minimum advance airfare and mileage per federally mandated amount. Food will be reimbursed per diem based on national city guideline [per gsa.gov](http://www.gsa.gov). Travel days that begin prior to 8:00 a.m. or return after 6:00 p.m. will be reimbursed at 100%. Otherwise, travel days will be reimbursed at 75% of the per diem rate. The per diem will be paid to traveling officers prior to travel. If an officer must leave a trip early or cancels for any reason, the unused per diem will be reimbursed to the Network no later than 30 days following the date of travel. (added 5/2015)

<http://www.gsa.gov/portal/category/100120> (added /2015)

Any Local Network officer entitled to WOMEN’S COUNCIL OF REALTORS® travel funding who also receives funding from any other organization considered primary (TENNESSEE REALTORS®, CRS, NATIONAL ASSOCIATION OF REALTORS®, etc.) shall only be reimbursed by WOMEN’S COUNCIL OF REALTORS® for expenses in excess of this primary funding.

a. LOCAL NETWORK PRESIDENT:

*The Local Network President’s travel expenses are not to exceed the amount budgeted for their office annually. As budget permits, the Local Network President shall attend two National Women’s Council of REALTORS® Conventions, one Women’s Council of REALTORS® National Conference/Summit, Tennessee REALTORS® State Convention and Midyear Meeting. The Network President will also attend the state orientation for incoming officers with travel expenses not to exceed the amount budgeted for their office annually. **Receipts shall be submitted to the Board for review and approval before payment is made by the Treasurer.***

In the event the President cannot attend any of the above-mentioned meetings, the President-elect may substitute for the President and receive monies for that meeting. Receipts shall be submitted to the President.

b. LOCAL NETWORK PRESIDENT-ELECT:

*The Local Network President-elect’s travel expenses are not to exceed the amount budgeted for their office annually. As budget permits, the Local Network President-elect shall attend two National Women’s Council of REALTORS® Conventions, one Women’s Council of REALTORS® National Conference/Summit, Tennessee REALTORS® State Convention and Midyear Meeting. The Network President-elect will also attend the state orientation for incoming officers with travel expenses not to exceed the amount budgeted for their office annually. **Receipts shall be submitted to the President for review and approval before payment is made by the Treasurer. Meals will be reimbursed per diem based on national city guidelines. Receipts for meals are not required. The per diem amount will be requested by the***

officer and paid at time of submission of other travel expenses.(added 2/2015)

The Local Network President-elect will be required to attend the National WOMEN'S COUNCIL OF REALTORS Leadership Academy with annual expenses not to exceed the amount budgeted for this event annually.

c. LOCAL NETWORK DIRECTOR OF MEMBERSHIP:

The Local Network Director of Membership's travel expenses are not to exceed the amount budgeted for their office annually. As budget permits, the Local Network Director of Membership shall attend two National Women's Council of REALTORS® Conventions, one Women's Council of REALTORS® National Conference/Summit, Tennessee REALTORS® State Convention and Midyear Meeting. The Network Director of Membership will also attend the state orientation for incoming officers with travel expenses not to exceed the amount budgeted for their office annually. Receipts shall be submitted to the President for review and approval before payment is made by the Treasurer.

d. SECRETARY:

The Secretary's travel expenses are not to exceed the amount budgeted for their office annually. As budget permits, the Secretary shall attend two National Women's Council of REALTORS® Conventions, one Women's Council of REALTORS® National Conference/Summit, Tennessee Association of REALTORS® State Convention and Midyear Meeting. The Secretary will also attend the state orientation for incoming officers with travel expenses not to exceed the amount budgeted for their office annually. Receipts shall be submitted to the President for review and approval before payment is made by the Treasurer.

e. TREASURER:

The Treasurer's travel expenses are not to exceed the amount budgeted for their office annually. As budget permits, the Treasurer shall attend two National Women's Council of REALTORS® Conventions, one Women's Council of REALTORS® National Conference/Summit, Tennessee REALTORS® State Convention and Midyear Meeting. The Treasurer will also attend the state orientation for incoming officers with travel expenses not to exceed the amount budgeted for their office annually. Receipts shall be submitted to the President for review and approval before payment is made by the Treasurer.

E. Fundraising

1. Accounting

The Network shall keep an accounting of all proceeds received from fundraising. At the conclusion of the fundraiser, a final P & L statement is to be submitted to Governing Board within 30 days after the event but prior to the end of the calendar year.

No fundraising project shall be undertaken which could create a deficit for the Network without Governing Board approval. .

F. Billing for Local Affiliates – Added 10/9/2009

*Billing membership status for Local Affiliate Members shall be the responsibility of the **Director** of Membership. The **Director** of Membership shall receive all Local Affiliate Membership applications and payments, record all payments received, and turn over payments to the Treasurer. No later than December 15th of every year, the outgoing **Director** of Membership shall issue an invoice to all Local Affiliate Members of record as of that date. The new **Director** of Membership shall issue a second invoice to any Local Affiliate Members who have not paid by January 31 of the current year. Local Affiliate Members who have not paid as of March 31 of the current year shall be moved to inactive roles.*

VI. Network Courtesy Policy

A. Memorials

*In the case of a death of a **Network** member, or a member's spouse, parent or child, an appropriate memorial, in an amount to be set by the governing board, shall be selected. This memorial will be sent by the Treasurer upon approval of the President. A voluntary collection may be taken to defray any memorial or courtesy expenses.*

B. Get Well Remembrance

A card shall be sent to member who is ill or is hospitalized. Such card shall be sent by Secretary.

C. Unbudgeted Courtesy Expenditures

The Governing Board shall approve specific unbudgeted courtesy expenses.

VII. VIP Policies

A. The Sumner County Association President shall be invited as a guest to at least two (2) Network meetings per year. Lunch to be complimentary.

VIII. Awards & Recognition

A. *Women's Council of Realtors Sumner County Member of the Year*

*The Chairman of the Local Member of the Year Award committee is the award recipient from previous year. Committee members shall be appointed by the President according to the terms of the bylaws for appointment of Special Committees. The award presentation will be made at the December meeting. The WOMEN'S COUNCIL REALTORS **Network** Member of the Year shall be awarded to a Realtor. Eligible nominees should meet the following criteria:*

- 1. Must be a current member of WOMEN'S COUNCIL OF REALTORS*
- 2. Should have been a Realtor for 1 year*
- 3. Shall be those individuals nominated by the Local **Network** at **the November governing board meeting***
- 4. Local **Network** officers are to be ineligible for the award during or within one year after their term of office.*

B. *Women's Council of Realtors Sumner County Affiliate of the Year*

*There will be an Affiliate Member of the Year Award selected by the Governing Board and presented at the December meeting to a National or Local Affiliate in recognition of their outstanding contribution to the **Network**. (2006)*

*The **Women's Council of Realtors Summer County** Affiliate of the Year shall be awarded to a National or Local Affiliate. Eligible nominees should meet the following criteria:*

- 1. Must be a current member of WOMEN'S COUNCIL OF REALTORS*
- 3. Shall be those individuals nominated by the Local Network Governing Board*
- 4. Local **Network** officers are to be ineligible for the award during or within one year after their term of office.*

*C. Local **Network** "President's Choice" Award*

*There will be an award selected for presentation by the President and presented at the December **Network** meeting. Such an award will be given in appreciation for a member's outstanding contribution to the **Network** and assistance to the President. Such an award will be titled "President's Choice Award". (2006)*

D. The President may select an appropriate token of appreciation for Board Members at the end of the year.

E. The cost of awards and appreciation gifts shall not exceed the amount budgeted by the Governing Board.

IX. Guest Policy

A. Speaker

*Guest speakers are to receive a complimentary meal and a token of appreciation at Network expense. The **President** is responsible for obtaining gift. This courtesy includes any local members who are invited to speak at a local meeting. Cost of speaker gifts shall not exceed the amount budgeted by the Governing Board.*

B. Non-Members

*Qualified prospective members may be brought to regular **Network** meetings as guests twice only before joining. This does not apply to a member's family or special guest, provided that they are not eligible for WOMEN'S COUNCIL OF REALTORS membership.*

*A National Affiliate member is entitled to attend **Network** meetings. Any additional guests from the National Affiliate member company will be asked to join after he/she has attended two meetings and pay individual dues.*

X. Reservation Obligations

A. Financial Obligations

*Reservations for all **Network** meetings and events sponsored by the **Network** shall be a financial obligation to be paid by the member. A member who has made a reservation to attend a **Network** luncheon but who does not attend shall be billed within 5 days of the luncheon by the Treasurer*

B.1. Member/Guest cost per luncheon shall be set by the Governing Board and will, at a minimum, cover the actual cost of the meal.

C. to encourage early reservations, the Governing Board may establish a deadline for luncheons or events after which the cost of tickets or meals will increase.

D. Fee Policy

Member attending a ticketed function shall be charged for the meal or refreshments whether they eat or do not eat.

E. No Reservation

If members wish to attend a ticketed function without a reservation, they shall be accommodated on a space available basis only.

XI. Network History

A. Responsibility for Charter History

To be kept on file at the Sumner County Association of Realtor's Office

XIII. Weather Policy – Network Meetings will be held during inclement weather.