

# WOMEN'S COUNCIL OF REALTORS® MIDDLE TENNESSEE

## STANDING RULES

### I. MEETINGS:

- a. The Installation meeting shall be held in December.

### II. GOVERNING BOARD MEETINGS:

- a. Governing Board Meetings shall be held at time and place that are designated by the President.
- b. Meetings can be done via zoom.
- c. Any member of the Governing Board with two or more unexcused absences shall be construed as having resigned from the Board.

### III. INSTALLATION OF OFFICERS:

- a. The incoming President shall make the arrangements for the installation of officers.
- b. The incoming President shall select the installing officer.
- c. The current President-Elect is responsible for obtaining an appreciation gift for the outgoing President at the expense of the network for presentation at installation. The appreciation gift shall not exceed \$150.00
- d. The outgoing President is responsible for obtaining appreciation gifts for the current board at the expense of the network for presentation at installation. The appreciation gifts shall not exceed \$50.00 each.

### IV. CONSENT TO SERVE

- a. All current Network officers and members nominated for Network offices shall read and sign the current Consent to Serve document supplied by Women's Council of REALTORS® National.

### V. FINANCIAL MATTERS

#### a. Budget

- i. Middle Tennessee Network shall operate under a budget approved by the governing board prior to January 1st of the incoming year.
- ii. In order to change the budget, current governing board will vote. Unanimous vote for approval is required for change.
- iii. Anything over \$5,000.00 left from the current year will be moved into the savings account for the purpose of future needs. The \$5000.00 does not include any sponsorship money that is paid in advance for the next year prior to the end of the current year.
- iv. If money is needed from saving account; a special committee meeting will be called by current President. This committee will include current board members, one past president and one member. Unanimous vote in favor will be required for approval.

- b. **Audit**
  - i. No money can be spent until the audit is completed.
  - ii. Prior to the first network meeting of the year, the Treasurer's books shall be audited. The auditors shall report on the completed audit at the first network meeting of the year.
- c. **Tax Exemption Status**
  - i. Current Treasurer must file taxes with IRS prior to May 15<sup>th</sup>.

## VI. COMMITTEES

- a. **Candidate Review Team (Nominating)**
  - i. Follow the State Bylaws and Credentialing Committee procedures found on WCR.ORG: Network Tools: Network Glossary
- b. **Audit Committee**
  - i. Treasurer's financial statements and supporting documents are to be made available for audit throughout the year.
  - ii. Audit Committee is to include at least 2 members in good standing who are not serving on the current board.
  - iii. Works to reconcile the accounting/budget of the Network no later than December 31st of each year in accordance with the State Audit form.
  - iv. Presents the Audit report at the first meeting of the Governing Board and the General Membership.
- c. **Bylaws/Standing Rules**
  - i. Reviews Bylaws and revises them as needed or directed by Women's Council National or by the Governing Board.
  - ii. Submits any proposed changes of the Bylaws to board for review for approval.
  - iii. Reviews Standing Rules and revises them as needed or directed by Women's Council National or by the Governing Board.
  - iv. Submits any proposed changes of the Bylaws to board for review for approval.

## VII. Travels:

- a. **All elected officers have an approved budget and are funded as representatives of the Middle Tennessee Network.**
  - i. Expenses for reimbursement with copies of receipts for all expenditures shall be submitted to the President for review and approval (or to the President-Elect in the case of the President's reimbursement). All reimbursement forms must be submitted within 30 days of travel. All travel reimbursements will be paid as the budget or revised budget allows.
  - ii. The Network bank accounts, and all investment accounts will be held with Bill Highway and Bill Highway protocols will be followed.
  - iii. All reimbursements pertain only to those individuals attending the stated function and who are not otherwise reimbursed by the State, National, District, Broker/Office/Franchise, or any other Association affiliate, subject to the availability of budgeted funds. Anyone who is eligible for reimbursement from any other source should seek reimbursement from that source first.
- b. **Travel expenses, per standing rule guidelines, will be funded with proper documentation of expenses and verification of required meetings attended.**
  - i. 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, Uber to and from airport and hotel, if needed to meetings that are required. Required Women's Council Luncheons at meetings will be paid at time of registration and reimbursed and airport parking, if needed and meeting parking.
- ii. Reimbursement should only be for standard accommodations, travel, and meals during the Women's Council of Realtors® required luncheons. An Expense Report must accompany original receipts and a written report given to the President and Treasurer.
  - iii. The expense report must be turned in to the Treasurer within thirty (30) days after the event and/or the expense. All expenses for the month of November must be submitted by December 2nd of the current year.
  - iv. Excluded from reimbursable expenses, but not limited to, alcohol, in-room movies, or personal services i.e., spa charges, etc. All reimbursement of expenses is subject to the availability of budget funds.
  - v. We will pay for one bag if flying. It is recommended that carpooling be utilized whenever possible with only the driver being reimbursed for mileage.
- c. **Any state officer entitled to WOMEN'S COUNCIL OF REALTORS® travel funding who also receives funding from any other organization considered primary (TENNESSEE REALTORS®, Residential Real Estate Council (RRC), NATIONAL ASSOCIATION OF REALTORS®, etc.) shall only be reimbursed by WOMEN'S COUNCIL OF REALTORS® for expenses more than this primary funding.**
- d. **President:**
- i. The President's travel expenses are not to exceed the amount budgeted for their office annually, payable as follows: The President is required to attend WOMEN'S COUNCIL OF REALTORS® Meetings-Midyear and Annual National Meetings. The President shall attend the TENNESSEE REALTORS® Spring Conference TNEX and Fall Convention and state orientation.
  - ii. Receipts shall be submitted to the President-Elect 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 for review and approval before payment is made by the Treasurer. A proxy is required if the President cannot attend to vote. The board can vote to compensate the proxy for travel if they are not already attending.
- e. **President-Elect:**
- i. The President-elect travel expenses are not to exceed the amount budgeted for their office annually, payable as follows: The President-elect shall attend WOMEN'S COUNCIL OF REALTORS® Meetings-Midyear and Annual National Meetings and Leadership 360 Conference. The President-elect shall attend the TENNESSEE REALTORS® Spring Conference and Fall Convention. If budget allows. The only required meeting is Leadership 360, the Spring WOMEN'S COUNCIL OF REALTORS TNEX Conference and State Orientation.
  - ii. Receipts shall be submitted to the President for review and approval before payment is made by the Treasurer.

f. **First Vice President:**

- i. The First Vice Present travel expenses are not to exceed the amount budgeted for their office annually, payable as follows: The First Vice President is required to attend WOMEN'S COUNCIL OF REALTORS® TNEX and State Orientation.
- ii. Receipts shall be submitted to the President for review and approval before payment is made by the Treasurer.

g. **Treasurer:**

- i. The State Treasurer travel expenses are not to exceed the amount budgeted for their office annually, payable as follows: The Treasurer is required to attend WOMEN'S COUNCIL OF REALTORS® TNEX and State orientation.
- ii. Receipts shall be submitted to the President for review and approval before payment is made by the Treasurer.

h. **Membership Director:**

- i. The Membership Chair travel expenses are not to exceed the amount budgeted for their office annually, payable as follows: The membership director is required to attend WOMEN'S COUNCIL OF REALTORS® TNEX and State orientation.
- ii. Receipts shall be submitted to the President for review and approval before payment is made by the Treasurer.

i. **Programs Director:**

- i. The Programs Director travel expenses are not to exceed the amount budgeted for their office annually, payable as follows: The Programs Director is required to attend WOMEN'S COUNCIL OF REALTORS® TNEX and State orientation.
- ii. Receipts shall be submitted to the President for review and approval before payment is made by the Treasurer.

\*Additional conferences can be attended by all board members if voted on and budget allows.

## VIII. RECOGNITION AND AWARDS

a. **Realtor of the Year**

- i. May receive an award or gift not to exceed \$125.
- ii. Voted on by current board
- iii. Cannot be a current board member

b. **Affiliate of the Year**

- i. May receive an award or gift not to exceed \$125.
- ii. Voted on by current board
- iii. Cannot be a current board member

**IX. HOSPITALITY:**

- a. In the event of an illness or the death of a member's spouse, parent, or child; Cards and notes will be sent from the Network.
- b. In the event of a member's passing, an appropriate memorial, not to exceed \$125.00 will be sent.

**X. STATE OFFICER PROTOCOL AND GUEST:**

- a. The President may invite the State President or State Liaison to a network meeting and lunch at that meeting will be provided by the network.
  - i. Lunch will be provided for all guest speakers.

**XI. EVENT AND MEETING CANCELLATION POLICY:**

- a. If event is cancelled by the Middle Tennessee Network the network will reimburse any members who has paid.
- b. If member has paid for a meeting and does not attend, the network does not reimburse the member unless the original date was moved after the member paid.
- c. Members attending a ticketed function shall be charged for their meal and/or refreshments if they eat or not.
- d. If members wish to attend a ticketed function without a reservation, they shall be accommodated on a first come, first serve basis pending availability.

**XII. BILL HIGHWAY POLICIES AND PROCEDURES:**

- a. Bill Highway prepaid cards will be issued to all board members.
- b. Hotels will be held with board members personal credit card and can be paid with the Bill Highway card at the time of check in. Board members is required to get the total amount of the stay with incidentals to use card at check in. After checking out, the member will be required to transfer incidentals back to the operation account. Women's Council will not pay for room service, movies or any incidentals. If this occurs, the member will be required to pay the network back.
- c. Flights are to be paid with a personal credit card and reimbursed after meeting. A Bill Highway card cannot be used.
- d. Conventions can be paid with a Bill Highway card only if purchased as an early bird. If member does not attend, they are responsible for reimbursement to the network. Any fees accrued due to cancellation, or no show are to be paid by the member.
- e. Any food or supplies for monthly meetings or events purchased by board members are to be reimbursed if paid for on personal credit card or they can request amount at checkout to be added to Bill Highway card.
- f. All parking and Uber or taxi fees are to be paid for by member and reimbursed with a voucher.
- g. Member does not have to use a Bill Highway card if wishes to use personal expenses and to be reimbursed later.

**XIII. PROCEDURES FOR REIMBURSEMENT:**

- a. A voucher is to be sent if using personal funds or Bill Highway.
- b. If using Bill Highway, you must specify that no reimbursement is needed, and Bill Highway card was used.
- c. Voucher to be sent to signers electronically and treasurer to print form to be added to treasurer book and add to Bill Highway website.
- d. Checks from treasurer can be sent via Bill Highway or printed and given in person.

**XIV. MEALS AND HOTEL REIMBURSEMENT:**

- a. Middle Tennessee network will pay for one hotel room per convention unless otherwise voted on by board.
- b. For state orientation, Middle Tennessee network will provide one room per 2 board members.
- c. The network will pay up to \$50.00 a day for meals with receipt for the required board member only. If meals are included in ticket at convention/training, then you will not be reimbursed for provided meal.
- d. No alcohol is to be reimbursed.
- e. Tips are part of the per diem.