



### **Standing Rules**

The permanent address for the Austin Network shall be P. O. Box 28186, Austin, Tx. 78755. All Network records shall be maintained at this address.

#### **I. MEETINGS**

- A. Governing Board Meetings: Regular Governing Board meetings shall be held a minimum of six times per year at predetermined dates set during the calendar planning Board Meeting in November, unless in direct conflict with a State or National Women's Council of REALTORS® Meeting or Conference, which at such time shall be rescheduled to the next available date.
  - 1. Meetings may be conducted virtually, or in person at a time and place designated by the President.
  - 2. Governing Board is comprised of the President, President Elect, First Vice President, Treasurer, Event Director, Membership Director, Strategic Partner Director and Social Media Director.
  - 3. Governing Board quorum is 3 REALTOR members of the board and must include either the President or President Elect.
- B. Regular Network Membership Meetings shall be held a minimum of 6 times per year, either in person or virtually as determined by the Governing Board.
  - 1. Minimum of 4 Industry events, and two events focused on member networking/relationship building that could also include professional development content. See attached Operating Standards: Local Networks Member Program and Services for clarification.
  - 2. Reservations are required for all ticketed events and those members who attend without a reservation will be accommodated on a space available basis. Cancellations are non-refundable. Members who attend without reservations will be charged at non-member fees. Affiliates may attend a maximum of 2 events before membership is required.

#### **II. DUTIES of ELECTED OFFICERS and APPOINTED GOVERNING BOARD MEMBERS**

- A. The Network governance structure includes Officers:
  - 1. President must be a REALTOR® member; elected as President-elect and automatically moves up to the position of President and serves a One-year term.
  - 2. President-elect must be a REALTOR® member; elected by the membership to serve a One-year term.

3. First Vice President must be a REALTOR® member; Appointed by the incoming President-elect and ratified at the last Governing Board meeting prior to the year taking office) and can serve consecutive appointments up to 2 years.
  4. Treasurer can be a REALTOR® member or National Affiliate member; elected by the membership for a two-year term.
- B. Governing Board: Composed of the four Officers, plus:
1. Program Director (must be a REALTOR® member; appointed by the incoming President and ratified at the last Governing Board meeting prior to the year taking office).
  2. Membership Director (can be a REALTOR® member or National Affiliate member; appointed by the incoming President and ratified at the last Governing Board meeting prior to the year taking office).
  3. Strategic Partner Director (can be a REALTOR® member or National Affiliate member; appointed by the incoming President and ratified at the last Governing Board meeting prior to the year taking office).
  4. Social Media Director (can be a REALTOR® member or National Affiliate member; appointed by the incoming President and ratified at the last Governing Board meeting prior to the year taking office).
- C. Project Teams: Officers and Directors each oversee, as needed, Project Teams that focus on functions, tasks, projects, events (such as planning an industry or member networking event, putting on a membership drive, hosting a fundraiser, etc.).
1. Are composed of members and outside expertise/support as needed. Strategic Partners can serve on Project Teams and be co-Team leaders but cannot be the Team Leader (who must be a member).
    - a) Project Teams Disband at the end of the project; must be ratified by the Governing Board and receive appropriate recognition for their contribution.
- D. Optional: Event Chair, and Recruitment and Retention Chair. The Governing Board may approve an Event Chair or a Recruitment and Retention Chair to assist the Program Director or Membership Director with oversight of their functions and related Project Teams. These Chair positions can be REALTOR® members or National Affiliate members and are appointed by the incoming President and ratified by the Governing Board. Chairs do not serve on but are encouraged to attend the Governing Board Meetings.
- E. May add Parliamentarian. Duties of the Parliamentarian are to assist the President and Governing Board with the application of Roberts RULES of ORDER.

### III. ELECTION PROCEDURES

- A. Governing Board appoints a Candidate Review Team (a minimum of ninety (90) days prior to election):
  1. Candidate Review Team to be a minimum of three (3) and no more than five (5) members.

2. Candidate Review Team selects the Team Chair at first meeting.
  3. Candidate Review Team must consist of Active (REALTOR®) members that are in good standing and no more than one (1) active National Affiliate member.
  4. One (1) or more active Past Presidents willing to serve.
  5. One (1) or more active Past Events Directors willing to serve.
  6. President Elect serves as (non-Voting) ex-officio member.
  7. Current governing board members are not eligible.
- B. Candidate Review Team Chair (a minimum of sixty (60) days prior to election):
1. Sends out email to membership to solicit applicants for open positions.
    - a) Consider weekly follow-up emails until a specific date.
    - b) Chair should work with the First Vice President (or whoever is in charge of correspondence) so communication to membership can be completed.
  2. Email should consist of job descriptions, election date, application and consent to serve due date, and contact information for Candidate Review Team Chair.
  3. Both forms are due back to the Candidate Review Team Chair thirty (30) days prior to election date.
  4. Candidate Review Team will confirm applicant eligibility. Candidate Review Team can conduct interview of applicants if they so choose.
- C. President will notify the membership (ten (10) days prior to election) about the election date, location, rules of running and names of candidates. NOTE: notice must provide information about running from the floor. Member must submit an application and consent to serve (which should be attached to notice). These forms are due back to Candidate Review Team Chair no later than seven (7) calendar days prior to election. Chair will confirm eligibility. A member cannot run from the floor if the application and consent to serve are not submitted seven (7) calendar days prior to the election.
- D. Conducting the Election - Two Options: At Special Meeting, with a program and Elections (possibly a Lunch & Learn with a good speaker to draw people in) for members only, OR at an Industry Event Meeting.
1. National members are credentialed at check-in and provided a ballot
    - a) Per Bylaws twenty percent (20%) of the Active (REALTOR® / REALTOR-ASSOCIATE® / Institute Affiliate) members of the Network shall constitute a quorum.
    - b) Both National REALTOR® and National Affiliate members are eligible to vote.
  2. Candidate Review Team oversees voting, collection and tallying of ballots.
  3. Candidate Review Team Chair presents the candidates, with no motion for adoption.
  4. President presides and conducts the election. Optional - The Network may schedule a few minutes for candidates to speak to the members and/or hold a Q and A session.

5. Voting may be by via voice, roll vote, by prior notice electronically, or by written ballot when there are two or more candidates according to the Local Network Bylaws.
6. The same procedure is followed for electing each officer.
7. A separate area set aside at the Industry Event Meeting supervised by Candidate Review Team to oversee voting, and collection and tallying of ballots. (This could be done the 1st fifteen (15) minutes of meeting).
  - a) Ballots are to be kept until the 1st meeting of the following year.
8. After the time allotment for voting, the Candidate Review Team counts votes, gives to Current President and introduces officers elect at the end of the Industry Event Meeting.
9. Current Secretary First Vice President takes minutes of this meeting to be kept as a permanent record in official minutes of the following Governing Board meeting.

#### IV. INSTALLATION

- A. Incoming President shall chair and appoint a Task Force to arrange for the facility and details for the installation of the new Board.
- B. Incoming President shall obtain, at the expense of the Network, the outgoing President's plaque and gift at a cost not to exceed the budgetary allowance.
- C. Outgoing President shall obtain, at the expense of the Network and in a timely manner for presentation at Installation, the incoming President's Pin.

#### V. TASK FORCES

- A. Special Task Forces can be created at the determination of the Governing Board, such as Ways and Means, Technology, etc.
- B. AUDIT Task force appointed by the President with the approval of the Governing Board. Conducts a quarterly and annual audit to ensure proper procedures are being followed. Current Treasurer is present at the meeting to only answer questions and provides the financial records for review.

#### VI. GUIDELINES and FORM for ENTREPRENEUR of the YEAR) Found at:

[https://www.wcr.org/media/1498204/entrepreneur\\_of\\_the\\_year\\_2018.doc](https://www.wcr.org/media/1498204/entrepreneur_of_the_year_2018.doc). GUIDELINES and FORM for MEMBER of the YEAR Found at:  
[https://www.wcr.org/media/1498178/moy\\_2018.docx](https://www.wcr.org/media/1498178/moy_2018.docx).

#### VII. Rookie of the Year, Realtor of the Year, Affiliate of the Year, and Lifetime Achievement

#### VIII. NETWORK FINANCES

- A. Network Credit/Debit Card: The President, President Elect, and Treasurer can each be issued a credit card associated with the Network account(s) held at Chase Bank. These Debit Cards will be used exclusively for Network business, Women's Council meetings and other budgeted expenses.
- B. Scholarship: Official records reflect that the profits derived were set aside for scholarships exclusively. The fund should be added to by the decision of the Governing Board with the intent of becoming self-sufficient. The release of Educational Funds for other than scholarships must be approved by three-fourths (3/4) majority of the Governing Board and by three-fourths (3/4) majority of the current officers and by an available Past President in descending order.

Three-fourths (3/4) majority of the Governing Board must approve a plan to replenish any funds borrowed from the Educational Fund other than budgeting scholarships prior to releasing the funds. The goal is to build the fund to \$15,000.00 or more. No current Executive Officer is eligible for a Women's Council of REALTORS®, Austin scholarship.

1. At each Regular Network Membership Meeting, a scholarship and/or scholarships to be used for a continuing education offering, Performance Management Network Course, or attendance to a National, State, or Regional Women's Council of REALTORS® meeting and will be drawn. The following criteria will govern the disbursement of scholarship funds: Women's Council of REALTORS® members or guests who apply for membership at the meeting are eligible to win, except current Executive Officers. They must be present to win. Recipient must be a member in good standing of the Women's Council of REALTORS®. Previous scholarship winners are ineligible to win for one (1) year. Scholarship recipients have one year from the date of Award to use the Scholarship. These scholarships are to be used, up to \$100, to offset the cost of the course(s) taken and submit all required documentation to the State Treasurer for reimbursement. Once the course is completed, a copy of the receipt of registration as well as a copy of the certificate of completion is to be submitted to the Treasurer. Scholarship is non-transferable.
2. Annually shall budget at least one thousand dollars (\$1000.00) for education. Five (5) \$200.00 Leadership scholarships will be awarded annually to the general membership. Applications should be received by March 1 in coordination with the March Membership Drive. The committee with Governing Board approval selects the winners. Scholarships should be presented at the March meeting.
3. Performance Management Network (PMN) Scholarship –The Performance Management Network Scholarship Fund shall be used to bring Performance Management Network courses to the membership with a goal of increasing the number of designees within the local network. The Education Committee will plan for a Performance Management Network course in a cost-effective manner, as budgeted and with board approval. These funds may only be used for education related to the Performance Management Network Designation and should be replenished on an annual basis.

#### IX. TRAVEL REIMBURSEMENT

- A. Travel expenses will be reimbursed up to the amount budgeted per officer if funds are available. Expenses are to be paid out of pocket and reimbursed after travel has been completed.
- B. Reimbursement forms must be completed and submitted with original receipts along with a written report to the Governing Board for approved expenditures no later than thirty (30) days after the event. No reimbursement will be made after

that 30-day period without the approval of the Governing Board and PRIOR to December 22 of the current year.

- C. In the event any member receives an amount in excess of the amounts budgeted and permitted, that member will be required to repay the Network all excess amounts received.
- D. Any reimbursements from State or National Women's Council of REALTORS® would not also be reimbursed by the Network.
- E. TRAVEL EXPENSES

- 1. Only actual travel expenses (airfare, mileage, cab fare, car rental, hotel room registration, convention registration, etc.) will be reimbursed for officers attending out of the local Austin area **required** meetings. Each officer is responsible for making their own travel arrangements.
- 2. The most economical travel expense and accommodations will be used if travel arrangement is practical and convenient for the officer. Any cost of upgrading will be at the expense of the individual.
- 3. Hotels will be a recognized travel expense for all out of Austin area required travel. Reimbursement will be one-half the cost of the room per person (unless more than two are in room, then it will be pro rata.)
- 4. The Treasurer, President, President Elect, or Events Director due to Treasurer, President, or President Elect having a financial or legal hinderance, may pay for any and all authorized travel expenses prior to travel for the convenience, priority and savings as long as funds are budgeted for that individual.
- 5. If an officer agrees to travel, the Network makes travel arrangements, and then does not travel, the individual is responsible to reimburse the Network for any expenses on their behalf. Or, if legally authorized, these arrangements may be transferred to another officer with the same travel requirements. Any exception will be at the discretion and approval of the Governing Board.
- 6. The President-elect is **required** to attend National Network 360. Airfare, ground transportation, registration, and hotel room (double occupancy) expense will be paid or reimbursed by the Austin Network.
- 7. Women's Council of REALTORS®, Austin will not reimburse for any alcohol-related expense and no related expense may appear on the Network debit card.

F. DUES

- 1. Member dues for the Austin network are \$29 per calendar year.

X. NETWORK COURTESY POLICY/REMEMBRANCES

- A. In case of the death of a National, State, Local Officer or current Governing Board member, their spouse, child, parent, or spouse's parent's death; the First Vice President will select an appropriate memorial not to exceed \$100.00. Sympathy card will be sent to surviving family member by the Director of Membership or First Vice President.

- B. Get-well card will be sent by the Director of Membership to a Network member who is ill or hospitalized.

NOTE: All details for operation of the local network may be found at:  
<https://www.wcr.org/network-tools/network-operating-model/NetworkTools>.