

STANDING RULES

ELLIS COUNTY NETWORK

WOMEN'S COUNCIL OF REALTORS

Revised: 10/3/2023

Approved: 10/4/2023

1. MEETINGS

- A. GOVERNING BOARD MEETINGS - The Governing Board shall meet the second Monday of every other month beginning in January.
- B. MEMBER PROGRAMS AND INDUSTRY EVENTS - A minimum of 4 Industry events and 2 Networking events shall be held each year.
- C. ATTENDANCE - All Governing Board members are expected to attend all Governing Board and Network meetings.
- D. VOTING ELIGIBILITY - All members of the Governing Board are eligible to vote at the Governing Board meetings.
- E. ELECTION PROCEDURES
 - 1. Complete Network Election Procedures addendum. *

II. INSTALLATION OF OFFICERS

- A. ARRANGEMENTS
 - 1. The incoming President shall Chair and appoint a task force to make all the arrangements for the tribute to the outgoing officers and installation of new officers.
 - 2. The incoming President's budget for complimentary meals for oneself and invited guests shall not exceed \$100.00.
- B. SELECTION OF INSTALLING OFFICER AND MASTER OF CEREMONIES shall be made by the incoming President.
- C. PLAQUE OR GIFT FOR OUTGOING PRESIDENT - The incoming President will obtain, at the expense of the Network, a President's plaque, and gift to be presented to the outgoing President at the Installation Ceremony, total cost not to exceed budgeted amount.

D. FINANCES - The budget for the Installation Ceremony will be sufficient to include the expenses of invited Network guests, dignitaries, local Association President, Executive Officers, etc.

III. DUTIES AND QUALIFICATIONS OF ELECTED OFFICERS AND SPECIAL PROJECTS TEAMS

A. The duties are described in the Governing Board positions duties addendum. **

1. Members nominated for office will have the following qualifications whenever possible:
 - a. Must complete application and consent to serve.
 - b. Must be an active member in good standing with the Women's Council of Realtors.
 - c. Must be an active member in good standing with a local board within Texas Realtors Region 3 or Region 12.
2. The President-Elect, First Vice-President, Event Director shall be elected from among REALTOR® members.
3. The Treasurer and Membership Director shall be elected from REALTOR® or National Affiliate members.

B. OFFICERS - Network Officers will abide by the Network Bylaws and Standing Rules. Network Job Descriptions are posted on the WCR.org website.

C. PROJECT TEAMS - Each Team Lead will submit a written report on any activity to the First Vice President five (5) days prior to each Governing Board meeting. All outgoing Team Leads will make a written report on the Task Force's accomplishments at year's end to be given to the Incoming President. These reports and associated materials will be passed along to Incoming Team Leads. Incoming Team Leads will recommend to Incoming President possible members to serve on Task Forces.

1. STANDING RULES

- a. Reviews and revises the Standing Rules, presents any revisions.

2. FINANCE AND BUDGET

- a. Prepares the annual Budget to present for approval of the Governing Board no later than the January meeting.
- b. Reviews the Budget and actual expenditures as needed or as called by the President or Governing Board.
- c. Serves as a member of the Audit Committee that is appointed by the President.

3. CANDIDATE REVIEW TEAM

1. The Governing Board appoints a Candidate Review Team (a minimum of ninety (90) days prior to election).
 - a. Project Team must consist of Active (REALTOR®) members that are in good standing and no more than one (1) active national Affiliate member.
 - b. One (1) or more active Past Presidents willing to serve.
 - c. One (1) or more Past Event Directors willing to serve.

- d. President Elect serves as (non-Voting) ex-officio member.
- e. Current governing board members are not eligible.

4. PUBLICITY/MARKETING

1. Promotes and maintains a favorable image of Women's Council of Realtors in the eyes of our various publics.
2. Prepares and submits media releases to publicize Network activities and achievements as required. Copy the National Women's Council of Realtors office on all newspaper clips mentioning National Women's Council of Realtors activities.
3. Notify the National Women's Council of Realtors office of any radio or television coverage of a Women's Council of Realtors event.

5. WAYS AND MEANS

1. Proceeds are for general funds, such as scholarships, educational projects, community projects, and Officers expenses for District, Regional, State, and National meetings.
2. Plans and implements programs to raise non-dues revenue for the Network.
 1. Financial Obligations in conjunction with the Ways and Means:
 - a. Tax Exempt Status - to protect this Network's tax-exempt status as Not-for-Profit organization concerning Ways and Means fund raising projects, refer to the IRS Ruling information in the LPPM (Network business, insurance, and legal issues).
 - b. Separate Accounting - The Network will keep a separate accounting of all proceeds received from fund-raising projects and these funds will not be deposited into the Network's account.
 - c. Operating Expense Caution - Fundraising proceeds will be used for the projects designated on disclosed, less any expenses.
 - d. Possible Deficit Obligation - No Ways and Means project will be undertaken which could create a deficit obligation for the Network without Governing Board approval.

D. PARLIAMENTARY AUTHORITY - As per Bylaws, the Rules contained in the current edition of Robert's Rules of Order Newly Revised shall be recognized as the authority governing the proceedings of the Network in all cases not provided for in the Bylaws or in these Standing Rules.

1. Parliamentarian - and an Alternate Parliamentarian are appointed by the President. The Parliamentarian (or Alternate) is expected to be present at all General Membership, Executive Committee and Governing Board or Executive meetings.
2. The Parliamentarian has no voice nor vote at Governing Board or Executive meetings; however, retains voice and vote as a member on general membership matters.
3. The Parliamentarian is to have a copy of the Bylaws, Standing Rules, and Robert's Rules of Order Newly Revised at each meeting.

E. SPECIAL COMMITTEES - May vary from year to year at the discretion of the President and with the approval of the Governing Board, except for the Review and Member of the Year Committees, both of which shall be annual committees. Special Committee Chairmen may attend the Governing Board meetings and participate in discussion, but they do not have a vote on issues determined by the Governing Board. All committees shall have no fewer than three (3) members.

1. Hospitality – Coordinates with the luncheon facility to accommodate the number expected to attend the meeting. This committee serves as the Greeting Committee. A monthly drawing may be made at the discretion of the Committee. The amount is not to exceed \$100.
2. Strategic Partners (SP) - Only Gold Members are allowed to display banners at network meetings.
3. Pledge/Inspiration - Leads the group in the Pledge of Allegiance and prepares and delivers or arranges for another member to deliver a short inspirational message.
4. Scholarship - shall be available, as the budget permits, for members in good standing. Applicants MUST be approved in advance by the Scholarship Task Force. NO REIMBURSEMENT WILL BE MADE WITHOUT ORIGINAL RECEIPTS AND ADVANCE APPROVAL
5. Historian - This committee of at least three (3) takes and collects photographs, articles, and news releases of the Network activities and achievements. This committee should work closely with the Marketing and Newsletter committees. The Historian's committee collects photos, articles, and news releases to include in the President's Yearbook that should be presented to the President within two (2) months following the year served.
6. Audit - The Task Force is appointed by the President. The President and the Treasurer are present at the meetings and provides the financial records for the year for review. The committee presents its report at the first Governing Board meeting of the next year.
7. Community Service - Helps identify and coordinate worthwhile community programs for the Network to support through volunteer work, visitation, or donations.
8. End of the Year Committee – is responsible for voting for the Member of the Year, Strategic Partner, or Affiliate of the Year.
 - a. Member of the Year - Led by the Current Member of the Year and is responsible for Task Force selection. No current Governing Board Member or local President will be eligible to receive the award during or within one year after the term of office. This does not preclude Past Presidents or other Officers from receiving this award. Member of the Year will be announced at the Installation and the recipient will be suitably honored.
 - b. Strategic Partner or Affiliate of the Year - [look up on wcr.org] Award winner is selected by a special committee chaired by the most immediate Past President able to serve. The Special Committee Chairperson serves and appoints three (3) Realtor members and two (2) Realtor alternates. The committee will distribute a Call for Nominations at meetings, in Network newsletter, Website, etc.

IV. EXPENSE REIMBURSEMENT

A Reimbursement will be paid to the President, President Elect, First Vice President, Treasurer, Membership Director, and Event Director in accordance with the approved budgeted amount. Any

reimbursement by a Member's Company, Women's Council Texas, and /or Women's Council National are not subject to reimbursement by the Network. Budgeted travel expenses will include early full conference registration, transportation to and from meetings (lowest airfare available), lodging accommodations (double occupancy), Women's Council ticketed events/meals, and parking, and transportation to and from airport (may include Uber or something similar). Items not covered include extra nights at the hotel, meals, individual room service charges.

- A. A Request for Expense Reimbursement form, with attached receipts and trip report, must be submitted to the Treasurer for approval by the President within thirty (30) days of the function. Expense reimbursement will be approved and/or modified within ten (10) days of receipt. Reimbursement will be made via check and will be issued within five (5) days of approval, when funds are available. Requirements for receiving reimbursement include attending all meetings and/or functions and submission of Conference Summary Report.
- B. All requests for reimbursement will be made within 30 days.
- C. Excess Allocations - In the event any member receives an amount more than the amounts budgeted and permitted, that member will be required to repay the Network all excess amounts received. Failure to repay the Network may result in loss of their membership in the Network.

V. NETWORK FINANCES

- A. The President and President Elect shall be issued a debit card associated with the Network account.
- B. Three (3) Pre-Paid/Debit cards will be issued on the account and only given to President, President Elect, and Event Director for allocated use. Allocated use includes payment to vendors approved by the Governing Board. All original receipts need to be submitted to the Treasurer within ten (10) days from the date of transaction and include a notation on the purchase. Debit card and/or checks affiliated with the Bank Account may not be used to purchase alcohol.

VI. DUES

- A. All New Member Applications and dues must be paid online.

VII. MEMBERSHIP

- A. New members will be welcomed, introduced, and pinned at Network meetings by the Membership Director.

VIII. STRATEGIC PARTNERS

- A. Strategic Partners marketing fees will be invoiced by the Treasurer annually for the calendar year.
- B. November is designated as Strategic Partners Recognition Month.

IX. RESERVATIONS

- A. All members who make a reservation online for meeting(s) and do not attend will be billed the regular cost of the function. A reservation list will be provided to the Treasurer monthly by the Membership Director for billing.
- B. If members attend a function without a reservation, they will be accommodated on a space available basis only.
- C. It is the obligation of members to pay for all Network events when they make the reservation.
- D. All reservations are Non-Refundable and cannot be credited towards future events.

X. GUEST POLICY

- A. Guest Speakers are to receive a complimentary meal and/or special recognition for their contribution to the Network. This policy also applies to Speakers who are members and any visiting State and/or National Officers.
- B. Non-Members may attend as a Guest TWO (2) TIMES ONLY PER YEAR before joining.

XI. COURTESY POLICY

- A. Memorial - In the case of death of a Chapter member, member's spouse, child, parent, or spouse's parent's death, the First Vice President will select an appropriate memorial not to exceed \$100.00.
- B. Get Well Remembrances. - A card will be sent by the First Vice President to a member who is ill or hospitalized.

* [Election Procedures](#)

** [Governing Board Job Duties](#)