STANDING RULES

BAY AREA HOUSTON NETWORK

WOMEN’S COUNCIL OF REALTORS

2018

1. NETWORK MEETINGS
2. MEMBER PROGRAMS AND INDUSTRY EVENTS – Network meetings will be held on the second (2) Thursday of the month from 11:30am to 1:00pm unless otherwise notified.
3. ANNUAL ELECTION MEETING – Annual Election Meeting will be held in August. It may be held in conjunction with a Network meeting.
4. GOVERNING BOARD MEETINGS – The Governing Board shall meet the fourth (4th) Thursday of every month.
5. ATTENDANCE – All Governing Board members are expected to attend all Governing Board and Network meetings.
6. VOTING ELIGIBILITY – All members of the Governing Board are eligible to vote at the Governing Board meetings.
7. OFFICE QUALIFICATIONS
8. Members nominated for office will have the following qualifications whenever possible:
9. Must complete application and consent to serve.
10. Must be an active member in good standing with Women Council of Realtors.
11. Must be an active member in good standing with Houston Association of Realtors.
12. The President-elect shall be elected from active REALTOR® members.
13. The Treasurer shall be elected from active REALTOR® or National Affiliate members.
14. PROCEDURES
15. Candidate Review Team Chair will notify the membership, a minimum of sixty (60) days prior to election, via email to solicit applicants for open positions.
	1. Consider weekly follow-up emails until a specific date.
	2. Chair should work with Secretary (or whoever is in charge of correspondence) so communication to membership can be completed.
	3. Email should consist of job descriptions, election date, application and consent to serve due date, and contact information for Candidate Review Team Chair.
	4. Both forms are due back to the Candidate Review Team Chair thirty (30) days prior to election date.
	5. Candidate Review Team will confirm applicant eligibility and conduct interview of applicants, if they so choose.
16. President will notify the membership, ten (10) days prior to election, about the election date, location, rules of running and names of candidates.
	1. 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.
17. CONDUCTING THE ELECTION
	* + 1. Option (1) - At an Industry Event Meeting:
				1. National members are credentialed at check-in and provided a ballot.

Per Bylaws twenty percent (20%) of the Active (REALTOR® / REALTOR-ASSOCIATE® / Institute Affiliate) members of the Network shall constitute a quorum.

Both National REALTOR® and National Affiliate members are eligible to vote.

* + - * 1. Candidate Review Team oversees voting, collection and tallying of ballots.
				2. Candidate Review Team Chair presents the candidates, with no motion for adoption.
				3. 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 & A session.)
				4. Voting may be by viva voce or roll vote or by written ballot when there are two or more candidates according to the Local Network Bylaws.
				5. The same procedure is followed for electing each officer.
				6. 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 first fifteen (15) minutes of meeting).
				7. Ballots are to be kept until the first meeting of the following year.
				8. After the time allotment for voting, the Candidate Review Team counts the votes, gives to Current President and introduces officers elect at the end of the Industry Event Meeting.
				9. Current Secretary takes minutes of this meeting to be kept as a permanent record in official minutes of the following Governing Board meeting.
1. Option (2) - At Special Meeting, with a program and elections (ie. a Lunch & Learn with a reputable speaker to encourage attendance) for members only:
	1. National members are credentialed at check-in and provided a ballot.
		1. Per Bylaws twenty percent (20%) of the Active (REALTOR® / REALTOR-ASSOCIATE® / Institute Affiliate) members of the Network shall constitute a quorum.
		2. 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 & A session.)
	5. Voting may be by viva voce or roll vote 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 Special Meeting supervised by the Candidate Review Team to oversee voting, and collection and tallying of ballots. (This could be done the fist fifteen (15) minutes of meeting).
		1. Ballots are to be kept until the first meeting of the following year.
	8. After the time allotment for voting, the Candidate Review Team counts the votes, gives to Current President and introduces the officers elect at the end of the Special Meeting.

i. Current Secretary takes minutes of this meeting to be kept as a permanent record in official minutes of the following Governing Board meeting.

1. INSTALLATION OF OFFICERS
2. 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 OFFICERS AND MASTER OF CEREMONIES - Shall be made by the incoming President.

C. PLAQUE AND 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.

1. DUTIES

A. OFFICERS – Network Officers will abide by the Network Bylaws and Standing Rules.

* + - 1. PRESIDENT - Provides leadership and direction for the Network, keeping the team focused on the mission of the Council and the Network business plan. Acts as the local voice for the Women’s Council brand, articulating the value of the Network, representing the Network with related groups, and setting the tone for active member involvement.
1. Preside over focused, productive meetings of the Governing Board and membership.
2. Work with the Governing Board to develop, implement, and monitor the Network Business Plan.
3. Encourage and inspire members to get involved and recognize contributions.
4. Cultivate development of future leaders for the Network.
5. Mentor, train, support and provide leadership opportunities for the President-elect to facilitate a smooth transition in leadership.
6. Build and maintain relationships with the Local Association and related industry and community groups.
7. Work with the Governing Board to evaluate Network programs and performances on stated goals, ensuring, quality Network programs and services.
8. Support Program Director and Membership Director in delivering quality programs and building and retaining a solid base of REALTOR® members.
9. Appoint the Program Director and Membership Director, with ratification by the Governing Board.
10. Appoint a Program Team Leader and/or Membership Team Leader, as needed to support the Program and Membership Directors, with ratification by the Governing Board.
11. Ensure compliance with all State and National reporting requirements.
12. Represent the local Network at State and National Meetings.
13. PRESIDENT ELECT – Supports the President in fulfilling the duties, builds leadership skills and prepares to assume the Presidency. Develops and maintains productive relationships with Strategic Partners to ensure satisfaction and support for Network activities.
	1. Fulfills duties of the President as needed, and assists with running efficient and productive meetings.
	2. Cultivates and manages relationships with Strategic Partners, ensuring a high level of satisfaction and appropriate benefit levels and packages.
	3. Assists the President in tracking Network progress and performance, identifies areas for continued improvement and considers related goals for inclusion in the Network Business Plan in the coming year.
	4. Appoints the Secretary, with ratification by the Governing Board.
	5. Supports accomplishment of Network Business Plan goals and priorities.
	6. Encourage and inspire members to get involved, and recognize contributions.
	7. Cultivate development of future leaders for the Network.
	8. Attends Women’s Council of Leadership Academy as part of preparing to take on the Presidency.
	9. Attends National and State Women’s Council Meetings, depending on budget and personal finances.
	10. Works with the incoming President-elect to ensure a smooth transition in leadership.
14. SECRETARY – Ensures proper reporting and Network compliance with all state and federal laws and regulations impacting non-profit organizations.
	1. Maintains Network bylaws and standing rules.
	2. Oversees Credentials Project Team to ensure proper election protocols, and reports results of election to National Women’s Council by November 1 of each year.
	3. Ensures accurate minutes are taken at each Governing Board meeting, and maintains all official records of the Network.
	4. Ensures accurate minutes are taken at Membership meetings when votes are taken for bylaws amendments and for elections.
	5. Attends National and State Women’s Council Meetings, depending on budget and personal finances.
15. TREASURER – Ensures strategies and systems are in place to support the financial health and integrity of the Network. Ensure proper reporting and Network compliance with all state and federal laws and regulations impacting non-profit organizations.
	1. Maintains Network financial records, tracks transactions, and reports regularly on Network financial performances.
	2. Handles receipts and disbursements, ensuring proper controls in place.
	3. Works with the Governing Board to develop proposed annual budget.
	4. Ensures Network state and federal taxes are filed annually, and provides full support for Network financial reviews.
	5. Attends National and State Women’s Council Meetings, depending on budget and personal finances.
16. PROGRAM DIRECTOR – Ensures the development and delivery of timely, relevant, business-oriented Network educational and networking events that attract a high level of participation from members and the industry at large.
	1. Produces four Network industry events.
	2. Coordinates and implements marketing strategies for a high level of exposure for Network events within the industry.
	3. Develops and manages systems to routinely scan the industry environment to identify business needs and issues.
	4. Produces a minimum of two additional events focused on member networking and relationship building.
	5. Manages Program Team Leader and Project Teams as needed to accomplish tasks.
	6. Monitors and evaluates success of all programs and events and reports to the Governing Board.
	7. Attends National and State Women’s Council Meetings, depending on budget and personal finances.
17. MEMBERSHIP DIRECTOR – Conducts an aggressive outreach strategy to communicate the value of the Network and the Women’s Council brand, engaging prospective, new and renewing members.
	1. Develops and implements a member recruitment and retention strategy to grow the REALTOR® membership base within the Network.
	2. Supports and follows through on the National Council membership marketing campaigns.
	3. Works with the Governing Board to establish membership recruitment and retention goals as part of the Network Business Plan.
	4. Oversees implementation of a new member welcome and orientation strategy, as well as a first-year member communication strategy, using tools and resources provided.
	5. Oversees implementation of a member communication “drip” system, using tools and resources provided.
	6. Monitors and supports development of Strategic Partner benefits packages.
	7. Manages Membership Team Leader and Project Teams as needed to accomplish tasks.
	8. Monitors and evaluates success of all membership development and outreach efforts and reports to the Governing Board.
	9. Monitor membership reports received from National Women’s Council for accuracy, and follows up on any discrepancies.
	10. Attends National and State Women’s Council Meetings, depending on budget and personal finances.
		1. TASK FORCES - Each Team Lead will submit a written report on any activity to the Secretary 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 the Task Forces.
18. BYLAWS
19. Reviews Bylaws and revises them as needed or as directed by the National WCR office or by the local Governing Board.
20. After giving proper notice to the membership and getting their approval on changes, submits any changes of the Bylaws to the National WCR office for final approval.
21. Reviews and revises the Standing Rules, presents any revisions to the Governing Board for approval and then ensures that these are presented at the next Governing Board Meeting.
22. FINANCE AND BUDGET
23. Prepares the annual budget to present for approval of the Governing Board no later than the January meeting.
24. Reviews the budget and actual expenditures as needed or as called by the President or Governing Board.
25. Serves as a member of the Audit Committee that is appointed by the President.
26. CANDIDATE REVIEW TEAM

a. Governing Board appoints a Candidate Review Team, a minimum of ninety (90) days prior to election:

* + 1. Project Team to be a minimum of three (3) and no more than five (5) members.
		2. Project Team selects the chairperson at first meeting.
		3. Project 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 Program Directors willing to serve.
		6. President Elect serves as (Non-Voting) ex-officio member.
		7. Current governing board members are not eligible.
1. PUBLICITY/MARKETING
2. Promotes and maintains a favorable image of Women’s Council of Realtors in the eyes of our various publics.
3. Prepares and submits media releases to publicize Network activities and achievements as required. Copy the National WCR office on all newspaper clips mentioning WCR activities.
4. Notify the National WCR office of any radio or television coverage of a WCR event.
5. WAYS AND MEANS
6. Proceeds are for general funds, such as scholarships, educational projects, community projects, and Officers expenses for District, Regional, State and National meetings.
7. Plans and implements programs to raise non-dues revenue for the Network.
8. Submits a proposed budget for fundraisers to the Treasurer and processes all monies raised through the Treasurer.
9. Establishes Sub-Committee Chairs within the committee to handle different aspects of the particular fundraisers.
10. Financial Obligations in conjunction with the Ways and Means:
11. Tax Exempt Status – Protects the Network’s tax exempt status as a Not-for-Profit organization concerning Ways and Means fundraising projects, refer to the IRS Ruling information in the LPPM (Network business, insurance, and legal issues).
12. Separate Accounting – The Network will keep a separate accounting of all proceeds received from fundraising projects and these funds will not be deposited into the Network’s account.
13. Operating Expense Caution – Fundraising proceeds will be used for the projects designated on disclosed, less any expenses.
14. Possible Deficit Obligation– No Ways and Means project will be undertaken which could create a deficit obligation for the Network without Governing Board approval.
15. 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.

a. 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.

b. 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.

c. The Parliamentarian is to have a copy of the Bylaws, Standing Rules, and *Robert’s Rules of Order Newly Revised* at each meeting.

1. SPECIAL COMMITTEES - May vary from year to year at the discretion of the President and with the approval of the Governing Board, with the exception of 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.
2. Hospitality – Makes arrangements 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 $100.00.
3. Strategic Partners (SP) – Basic membership $170.00 is the “Admission at Members Rate.” Basic should be same as REALTOR® Members. Only Platinum Members are allowed to display banners at Network meetings.
4. 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.
5. 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.
6. Historian – This committee of at least three (3) members, takes and collects photographs, articles and new 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 new releases to include in the President’s Year Book that should be presented to the President with two (2) months following the year served.
7. 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.
8. Community Service – Helps identify and coordinate worthwhile community programs for the Network to support through volunteer work, visitation or donations.
9. Member of the Year – Lead 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 (1) 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.
10. Entrepreneur of the Year – Award winner is selected by a Special Committee. Applicant should complete application and submit with photo to Women’s Council of Realtors Bay Area Houston along with any other pertinent information. The committee must submit name of award winner as well as the winning member’s award application form to National WCR by the 1st of December.
11. Eligibility
12. Must be a member of national WOMEN’S COUNCIL OF REALTORS® for minimum of one (1) year.
13. Should have been a REALTOR® or REALTOR-ASSOCIATE® for a minimum of one (1) year.
14. Sales Agent Application form must be signed by Association Executive Officer or Broker. Broker/Manager/Owner Application form must be signed by Association Executive Officer.
15. EXPENSE REIMBURSEMENT
16. Reimbursement will be paid to the President, President-elect, Secretary Treasurer, Membership Director and Program 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.
17. Budgeted travel expenses will include early full conference registration, transportation to and from meetings (lowest airfare available or documented mileage reimbursement at $.40/mile), lodging accommodations (double occupancy) and Women’s Council ticketed events/meals. Items not covered include extra nights at the hotel, meals, individual room service charges, parking, and transportation to and from airport.
18. 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, or if and when funds are available. Requirements for receiving reimbursement include attending all meetings and/or functions and submission of Conference Summary Report.
19. All requests for reimbursements will be made prior to 15th of December.

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. Failure to repay the Network may result in loss of their membership in the Network.

1. BANK ACCOUNT
2. Three (3) signers will be assigned to the Bank Account and include President, President-elect and Treasurer.
3. Two (2) Debit cards will be issued on the account and only given to President and Treasurer for allocated use. Allocated use includes payment to vendors approved by the Governing Board. All original receipts need to be submitted to Treasurer within ten (10) days from date of transaction and include notation of purchase. Debit card and/or checks affiliated with the Bank Account may not be used to purchase alcohol.
4. DUES
5. All New Member Applications and dues must be done online.

VII. MEMBERSHIP

1. New members will be welcomed, introduced, and pinned at Network meetings by the Membership Director.
2. STRATEGIC PARNTERS
3. Strategic Partners marketing fees will be invoiced by the Treasurer annually for the calendar year. Fees will be prorated for 2018.
4. November is designated as Strategic Partners Recognition Month.
5. RESERVATIONS
6. 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.
7. If members attend a function without a reservation, they will be accommodated on a space available basis only.
8. It is the obligation of members to pay for all Network events when they make their reservation.
9. REALTOR® members and National Affiliates will pay $15.00 with reservation and $25.00 without reservation.
10. Strategic Partner members will pay $25.00 with reservation and $35.00 without reservation.
11. Guests will pay $30.00 with reservation and $40.00 without reservation.

G. All reservations are Non-Refundable and cannot be credited towards future events.

1. GUEST POLICY
2. 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.
3. Non-Members may attend as a Guest TWO (2) TIMES ONLY PER YEAR before joining.
4. COURTESY POLICY
5. Memorial – In the case of death of a Chapter member, a member’s spouse, child, parent, or spouse’s parent’s death, the Secretary will select an appropriate memorial not to exceed $100.00

Get Well Remembrances – A card will be sent by the Secretary to a member who is ill or hospitalized.

XI. MEETINGS ELIGIBLE FOR PAYMENT

1. Women’s Council Texas February and September Meeting
2. Women’s Council National Mid-year Meeting in Washington D.C.
3. Women’s Council Annual Conference November
4. Women’s Council Texas Orientation
5. NAR and/or Women’s Council Designation and/or Certification