



Standing Rules

- I. The permanent address for the Network will be 6821 Coit Rd., Plano, TX 75024. All Network records will be maintained at this address and Women's Council of REALTORS® Collin County storage unit.
- II. **OFFICERS & DIRECTORS** Governing Board members shall abide by the Network Bylaws, Network Standing Rules, and the duties as outlined in the National Women's Council of REALTORS® Local Policies and Procedures Manual (LPPM).

PRESIDENT (REALTOR® member) - At all times during the term of office, the President will represent the Network and act in its name, subject to its policies. The President will be an *ex officio* member of all Committees except the Nominating and Audit Committees. The President may assign and charge Officers with the responsibility to meet with and act as liaisons between Network Committees and the Governing Board. It will be clearly understood that such assigned Officer has no vote in Committee activities and only serves as an observer. Committee visitation gives Officers the opportunity to be more knowledgeable about the Network's operational structure.

- (a) Presides with a well-planned agenda at regular and special Governing Board and Network meetings.
- (b) Coordinates all of the business and affairs of the Network.
- (c) Attends all District, State, Regional and National Women's Council of REALTORS® meetings and serves as a voting member of the State Governing Board.
- (d) Communicates all correspondence and materials received from the State and/or National Women's Council of REALTORS® office, including Meeting reports, and keeps the Network Officers and Committee Chairmen informed of communications that are applicable to their jobs throughout the year.
- (e) Furnishes each Officer and Chairman with copies of the Bylaws and Standing Rules, and a copy of their duties as further outlined in the LPPM.
- (f) Attends educational sessions when traveling on Network business and reports back to the membership through a newsletter article or at the next Network meeting.
- (g) Volunteers to serve on State and National Women's Council of REALTORS® Committees.
- (h) Signs the prepared tax return for the year served as President.
- (i) Appoints an Audit Committee in January to serve during the year.
- (j) Attends all Executive Committee, Governing Board and Network meetings

PRESIDENT-ELECT (REALTOR® member) - In the absence of the President, the President-Elect will preside at all meetings and perform the necessary duties of this office and automatically succeeds to the presidency the following year.

- (k) Succeeds to the presidency in the event of the death, disability, removal from office or resignation of the President.
- (l) Attends all District, State, Regional and National Women's Council of REALTORS® meetings and serves as voting delegate in those instances when the President is not able to attend.
- (m) Attends the National Women's Council of REALTORS® Leadership Academy in Chicago.
- (n) Volunteers to serve on State and/or National Women's Council of REALTORS® Committees.
- (o) Prepares and submits the Network annual strategic plan.
- (p) Attends education sessions when traveling on Network business and reports back to the membership at the next Network Meeting or through an article published in the newsletter any information not reported by the President as outlined in IV.A.1.f above.
- (q) Coordinates meeting arrangements and performs any other duties as assigned by the President.
- (r) Attends all Executive Committee, Governing Board and Network meeting

SECRETARY (REALTOR® member) Appointed Position

- (a) Takes the meeting minutes at all Governing Board and Business Resource meetings and retains the original copies in the permanent Network Minutes Book (or in a similarly named Network online depository, if applicable). Generates a separate, chronological list of motions (action items) derived from the minutes to be kept in the back of the Minutes Book. This list will be used at year's end by the Audit Committee.
- (b) Emails copies of the minutes to the State Network President and the Network's assigned Governor after each meeting.
- (c) Ensures that copies of the minutes are provided to voting members of the Governing Board at each meeting and that, once approved, are sent to the Technology Chairman for posting to the Network website.
- (d) Provides the name and contact information for all newly elected Network Officers to National Women's Council of REALTORS® no later than November 1.
- (e) Maintains the Network Charter and other important documents of the Network at the Network's permanent address.
- (f) Receives incoming correspondence and distributes as necessary.
- (g) Sends outgoing correspondence as necessary, i.e. congratulatory cards, get well cards, sympathy cards, thank you cards and any other correspondence as directed by the President.
- (h) Attends as many District, Regional, State and National WCR meetings as possible and/or as budgeted by the Network.

- (i) Attends educational sessions when traveling on behalf of the Network and reports back to the Governing Board at the next meeting, except as already reported by the President or President-Elect.
- (j) Attends all Executive Committee, Governing Board and Network meetings

TREASURER (REALTOR® or National Affiliate) Elected Position

- (a) Maintains custody of the funds of the Network and deposits them in accounts in a financial institution selected by the Governing Board. Funds will be disbursed as per the budget and as directed by the President and the Governing Board.
- (b) One Officer signature (President, President-Elect and/or Treasurer) will be required on checks up to \$500. Two Officer signatures required on checks \$500 or more, written for payment on behalf of the Network.
- (c) Checks payable to a signator must be signed by one of the other signators.
- (d) Provides a monthly financial report to the Governing Board.
- (e) Receives all monies collected by other Network members. These monies will be turned over to the Treasurer within five (5) days of receipt and will be deposited by the Treasurer within ten (10) business days.
- (f) Disburses funds for budgeted and approved items only when an original receipt or statement is received.
- (g) Maintains records of all receipts and disbursements.
- (h) Invoices as required in the course of Network business (Strategic Partners, Event Sponsors, etc.).
- (i) Submits the accounting books to the Audit Committee by December 15 for use in the final audit. The Treasurer is in attendance at this annual review to answer questions only.
- (j) Serves as a member of the Ways and Means and Budget and Finance Committees.
- (k) Attends as many District, State, Regional and National Women's Council of REALTORS® meetings as possible.
- (l) Attends educational sessions when traveling on behalf of the Network and reports to Governing Board at its next meeting, except as already reported by other Officers as stated above.
- (m) Reviews and pays credit card bill(s) each month in a timely manner so as not to incur late payment charges.
- (n) Attends all Executive Committee, Governing Board and Network meetings.

DIRECTORS (appointed positions)

MEMBERSHIP DIRECTOR (REALTOR® or Affiliate member)

- (s) Oversees all membership activity. Accountable for Network efforts to recruit, retain and recapture membership.
- (t) Responsible for the implementation and follow-through on any National, State and Local Women's Council of REALTORS® membership marketing campaigns when in effect.
- (c) Establishes local Network membership goals in coordination with the President and Governing Board.
- (d) Communicates membership goals and organizes Network effort to achieve these goals.
- (e) Monitors membership reports downloaded from National Women's Council of REALTORS® website for accuracy and follows up on any discrepancies.
- (f) Reports to National Women's Council of REALTORS® any corrections or changes of Network information, i.e., telephone, address, etc.
- (g) Verifies applicants' membership status with Collin County Association of REALTORS®.
- (h) Mails membership applications and renewals with dues checks to National Women's Council of REALTORS® within three (3) calendar days of receipt. Inputs new membership application and credit card information directly into the National Women's Council of REALTORS® system within three (3) calendar days of receipt. (A photocopy of all checks for dues payments will be retained through the final year-end audit.)
- (i) Keeps written, accurate records of all dues payments.
- (j) Some duties may be delegated to the Membership Chairman. However, items above will not be delegated.
- (k) Organizes and tracks membership history records and sees that they are maintained and passed on to the succeeding Director of Membership.
- (l) Maintains a complete member database including all National Women's Council of REALTORS®, National Affiliate and Local Affiliate members. Updated member database will be provided to the Technology Chairman and Secretary for distribution of Network-wide notices and up-loading to the Network web-site. Member database is for the general use of members only.
- (m) Attends as many District, Regional, State and National meetings of Women's Council of REALTORS® as possible and/or as budgeted by the Network.
- (n) Attends educational sessions when traveling on behalf of the Network, and reports back to the Governing Board at the following Governing Board meeting, except as reported by the President or President-Elect.
- (o) Coordinates all new member orientation events.
- (p) Ensures Network representation at all monthly Collin County Association

PROGRAM DIRECTOR (REALTOR® member) Appointed positions

- (a) Plans and develops programs for Network meetings consistent with the needs of the membership and the goals of the Network.
- (b) Arranges for guest speaker introductions by Network Member.
- (c) Serves as a member of the State Education and Program Committee(s) as needed.
- (d) Coordinates new member orientation events
- (e) Attends all Executive Committee, Governing Board and Network meetings.

A) **STANDING COMMITTEES** – Standing Committee Chairmen are expected to submit a written report of any committee activity to the President seven (7) days prior to the subsequent Governing Board meeting. At year’s end, the outgoing Committee Chairmen will provide a written account that committee’s activities to the President-Elect, along with committee materials which shall be passed on to the incoming Chairmen at the annual transition meeting held in December. Incoming Chairmen will recommend to the President-Elect potential members for their committees. All committees will have no fewer than three (3) members.

1) **Bylaws**

- (a) Reviews Bylaws and revises them as needed or as directed by the National Women’s Council of REALTORS® or by the Governing Board.
- (b) Submits any membership approved changes of the Bylaws to National Women’s Council of REALTORS® for final approval.
- (c) Reviews and revises the Standing Rules to reflect actual practice and presents any suggested revisions to the Governing Board for approval.
- (d) Serves as a member of the State Bylaws Committee as needed.

2) **Education**

- (a) Informs members of and encourages participation in educational opportunities including Performance Management Network (PMN) courses, and local Board, TAR and NAR offerings.
- (b) Forms a subcommittee to handle all aspects of presenting a PMN class prior to a TAR or NAR Meeting.
- (c) Coordinates Continuing Education (CE) classes for REALTOR® members.
- (d) Oversees the process and ensures follow-up with the member who is awarded a scholarship drawing for continuing education. Notifies the Treasurer to issue reimbursement when the proof of course completion is received.
- (e) Scholarship drawings may be held several times during the year at Network meetings, subject to the Network budget.
- (f) Serves as a member of the State Education and Program Committee(s) as needed.

- 3) **Budget and Finance**
 - (a) Prepares the annual budget to present for approval of the Governing Board no later than the January Governing Board meeting.
 - (b) Reviews the budget and actual expenditures at least quarterly or as requested by the President or the Governing Board.
 - (c) Serves as a member of the Audit Committee that is appointed by the President.

- 4) **Audit**
 - (a) Chairman is the Budget and Finance Chairman.
 - (b) Committee is appointed in January by the President with the approval of the Governing Board and consists of a Past President, a former Treasurer, a non-Officer Governing Board member and a general member.
 - (c) Conducts a quarterly review in April, July and October and an annual review in December to ensure proper procedures are being followed.
 - (d) Current Treasurer attends the meetings only to answer questions and provide the financial records for review.
 - (e) Audit Committee will thoroughly review the Network expenditures by comparing them with the Budget, Standing Rules and Governing Board
 - (f) .Presents report at first Governing Board meeting of the next year

- 5) **Candidate Review Team**
 - (a) Three to Five Members are selected by the Governing Board 60 days prior to elections.
 - (b) Chairperson is selected by committee at first meeting
 - (c) The President-elect shall coordinate meetings for Chair, serving as non-voting ex-officio.
 - (d) The committee will be composed of REALTOR® members in good standing and no more than one National Affiliate member.
 - (e) Members of this committee cannot serve consecutive terms.
 - (f) Current governing board members are not eligible
 - (g) May consist of 1 or more active Past President

- 6) **Ways and Means**
 - (a) Proceeds from any Ways and Means Committee functions are to be used for scholarships, educational projects, community service projects and Officer expenses for District, Regional, State and National WCR meetings.
 - (b) Plans and implements programs to raise non-dues revenue for the Network.
 - (c) Submits a proposed budget for fundraiser events to the President for initial review and then to the Governing Board for approval.
 - (d) Turns in any monies collected prior to an event to the Treasurer on a weekly basis.

- (e) Remits to the Treasurer all monies raised at the completion of any fundraising events.
- (f) Establishes subcommittees to handle different aspects of fundraisers.
- (g) Submits a final report of the event(s) at the Governing Board and Network meetings.
- (h) Serves as a member of the State Ways and Means Committee as needed.
- (i) Financial obligations in conjunction with Ways and Means Committee:
 - (a) Tax Exempt Status - To protect this Network's tax exempt status, refers to the IRS Ruling information in the LPPM (Network Business, Insurance, and Legal Issues).
 - (b) Keeps a separate accounting of all proceeds received from fundraising projects.
 - (c) Operating Expense Caution - Fundraising proceeds will be used only for the projects designated, less any expenses.
 - (d) No Ways and Means project that is expected to create a deficit obligation for the Network shall be undertaken.

B) **SPECIAL COMMITTEES** - May vary from year to year with the exception of the Audit and Executive Committees. Special Committee Chairmen are expected to attend the Governing Board meetings and participate in discussion, but they do not vote on issues decided by the Governing Board. All committees shall strive to have no fewer than three (3) members. Committee chairmen are appointed by the President.

1) **Communications/Social Media**

- (a) Distributes timely updates and professional e-mail communications for all Network business.
- (b) Creates and maintains an up-to-date email database for all Network members.
- (c) Prepares and distributes email announcements to Network members and guests as appropriate for Executive, Governing Board and Business Resource meetings only after obtaining Network President's approval.
- (d) Forwards general or committee communications to Network members as requested and approved by Network President.
- (e) Attends all Governing Board meetings to stay current with all Network activities and to be proactive with communications.

2) **Marketing** Creates marketing materials for resource meetings and special events. Coordinates needs with Programs, Ways & Means and Event Planning chairmen.

3) **Door Prizes** Makes arrangements for door prizes to be awarded at resource meetings & events.

- 4) **Hospitality**
- (a) Serves as the chair of greeting committee at Network meetings.
 - (b) Sends outgoing correspondence as necessary, i.e., welcome letters, thank you cards, congratulatory cards, and any other correspondence as directed by the Vice President of Membership.
 - (c) Coordinates intentional networking programs at monthly meetings.
- 5) **Reservations**
- (a) Accepts reservations for and collects money from members and guests at the Network meetings.
 - (b) Reports to the President the number of people expected to attend the meeting.
 - (c) Provides to the Treasurer the final list of attendance, reservations not kept and all money received, immediately following the luncheon.
 - (d) Gives the Membership Chairman a list of guests for use in recruiting new members.
 - (e) Provides the Director of Membership with a list of members who participate in Network functions to be used to determine eligibility by the Nominating Committee
- 6) **Strategic Partners** - Performs marketing and sales functions in obtaining commitments from individuals and companies interested in exposure to the membership.
- (a) Annual Partners – These are the foundational support for our organization and will be recognized at every appropriate occasion. There will be as many as possible to secure Network financial stability.
- 7) **Scholarships**
- (a) Scholarships may be awarded to members in good standing based on eligibility.
 - (b) Applicants must be active members of Network for a full year to be eligible.
 - (c) REALTORS® and National Affiliate members are eligible for scholarships.
 - (d) Application must be submitted to the Scholarship chairman at least five (5) days prior to course or event date.
 - (e) Members may be reimbursed no more than \$300 annually for eligible expenses.
 - (f) Proof of completion and payment must be submitted for reimbursement.
 - (g) Check request must be submitted with proof of payment, course description, and proof of completion, to be reimbursed.
 - (h) Courses and/or travel expense should be related to the real estate industry or the applicant's occupation.
 - (i) Travel scholarships may be awarded to current National Women's Council of REALTORS® and Governing Board members for attending Women's Council of REALTORS® conferences and for Local, State and National meetings.

- 8) **Publicity & Newsletter**
- (a) Promotes and maintains a favorable image of Women's Council of REALTORS® to the public.
 - (b) Prepares and submits media releases to publicize Network activities and achievements.
 - (c) Sends a copy of all newspaper clips mentioning Women's Council of REALTORS® activities to National Women's Council of REALTORS® and to the President-Elect.
 - (d) Notifies National Women's Council of REALTORS® of any radio or television coverage of a Women's Council of REALTORS® event.
 - (e) Obtains information from committee chairmen to add to newsletter and/or website.
- 9) **Community Outreach** –
- Helps identify and coordinate worthwhile programs for the Network to support the community through volunteer work. Coordinate CCAR community events.
- (a) The Committee meets and reviews all forms submitted and selects the recipient.
 - (b) The immediate family of the recipient will be notified in strict confidence.
 - (c) The program and awards are presented at the December Network meeting.
- 10) **Past President's Council**
- The President may appoint a Past President to serve as chairman of the council which consists of other past presidents that will perform duties as requested by the President.
- 11) **Technology & Website**
- (a) Maintains and updates Network website in timely manner.
 - (b) Uploads materials, including photos, newsletter, Network documents or forms, links and announcements.
 - (c) Reviews all aspects of technology used for registration, etc. and submits recommendations.
- 12) **Photography/Video**
- (a) Coordinates audio/visual presentations at Network and other meetings as requested.
 - (b) Collects photographs, articles, new releases and videos of Network activities and achievements and prepares a CD to present to the out-going president at the December installation ceremony.

III. MEETINGS, EVENTS, PROGRAMS

A. Network

Minimum of four (4) regular Network events/programs will be held each year at location and time designated by Governing Board. Conduct a minimum of two (2) additional events focused on member networking/relationship building.

- 1) The annual election meeting will be held in August. It may be held in conjunction with a Network meeting.
- 2) The installation meeting will be held in December. It may be held in conjunction with a Network meeting.

B. Governing Board Meetings

- 1) Executive Committee and Governing Board will meet every other month, day and time determined by Board. Three (3) voting members of the Governing Board constitute a Quorum, one must be President or President-Elect. Voting members will be Line Officers, Membership Director and Program Director. A majority vote is required for Governing Board approval. Email or phone voting is permitted for an emergency issue between regular meetings. The vote will require ratification at the next Governing Board meeting.
- 2) The Special Committee Chairmen are encouraged to attend and report at the Governing Board Meeting, although they do not vote. Governing Board members are expected to attend all Governing Board and Network meetings and events.
- 3) If an Officer or Director has two (2) unexcused absences from Governing Board meetings during the year, it will be assumed that the Board Member has resigned and may be replaced at the President's discretion with Governing Board approval. Absences may be excused if the request is made in writing and is approved by the Governing Board.
- 4) Governing Board consists of six voting members:
Executive Team: President, President-Elect, Secretary and Treasurer
Directors: Membership, Program

IV. ELECTIONS

A) Officer Qualification

- 1) The President and President-Elect will be elected from active REALTOR® members in good standing.
- 2) The Treasurer will be elected from among active REALTORS® or National WCR Affiliate Members in good standing.
- 3) Secretary and Directors are appointed by incoming President
- 4) An active member in good standing will be defined as one who:
 - (a) has attended the majority of the general membership meetings,
 - (b) has participated in the events sponsored by this Network, and
 - (c) is current with dues payment.
- 5) For details regarding serving more than one (1) term, refer to Article VI, Section 1 (C) of the Collin County Network Bylaws.
- 6) Member in good standing of Collin County Association of REALTORS®

B) Procedures

- 1) Members eligible to vote in the Election of Officers at the annual election meeting will be only REALTOR[®] and National Women's Council of REALTORS[®] and Affiliate Members whose dues have been paid in full and are members of record at the National Women's Council of REALTORS[®].
- 2) The Candidate Review Team Function: The President will notify the general membership, via the newsletter, e-mail and/or Network meetings, that nominations for Network Officers are being accepted.
- 3) The cut-off date for nominations will be July 1st.
- 4) No later than July 15th, the Committee, from the list of eligible candidates nominated, will:
 - (a) furnish each nominated candidate with a written description of the position for which the candidate has been nominated, and
 - (b) schedule interviews with candidates.
- 5) Officer candidates will be interviewed individually by a panel of no less than five (5) members of the Nominating Committee who will again provide and discuss duties of the position to which each candidate has been nominated.
- 6) Each candidate will be required to sign a "Consent to Serve" form which shows he understands the commitment involved in accepting the specific position, including committing to attend the Member State Orientation, and all Texas Association of REALTORS[®] and National Association of REALTORS[®] meetings as the Network budget allows.
- 7) At the conclusion of the interview process and prior to August 1st, the Nominating Committee members will select one candidate for each office and present the proposed slate of Officers to the President, who will present the slate in writing or by e-mail to the General Membership at least ten (10) days prior to the Annual Election Meeting in August. The Notification of Election will include the date, time and place of the election, the procedure for making nominations from the floor and the definition of eligibility.
- 8) The candidate's signed Consent to Serve forms will be given to the President-Elect for safekeeping.
- 9) At the Annual Election Meeting, the Candidate Review Team Chairman will present the slate of candidates for the offices.
 - (a) No name will be placed in nomination from the floor without prior written consent of the nominee and reviewed by Candidate Review Team seven (7) calendar days before elections.
 - (b) Nominees will fulfill the requirements and be members in good standing as defined in Section II A 4.
- 10) The President will call for a quorum. Bylaws stipulate that 20% of the National membership is considered a quorum for voting.

V. INSTALLATION OF OFFICERS

- A) Arrangements - The President-Elect will appoint a committee which will make all the arrangements for the tribute to the outgoing Officers and installation of the new Officers with the participation of the outgoing President. The President-Elect will select the Installing Officer and Master of Ceremonies. The President-Elect 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, with a total cost not to exceed the budgeted amount.
- B) The outgoing President will have the duty of obtaining the President-Elect's pin at the expense of the Network in sufficient time for presentation at the installation ceremony.
- C) The budget for the installation ceremony will be sufficient to include the expense of invited Network guests, i.e., dignitaries, local Association President, local Executive Officer, etc. Should the cost of the Installation exceed the Budget, that cost will be paid by the President-Elect.

VI. TRAVEL and EXPENSE REIMBURSEMENT

Board Member Travel

1. Functions covered for reimbursement are District, Regional, State, and National WCR Meetings. Reimbursement will be paid to the Officers in accordance with the Network budget.
2. Officers using personal vehicles may be reimbursed for mileage based on IRS then-current standard allowance.
3. Network Officers serving in State and/or National Women's Council of REALTORS® leadership positions may be reimbursed a portion of their expenses with PRIOR approval and as funds permit.
4. Any reimbursement from State, National Women's Council of REALTORS® or by an Officer's company will not be reimbursed by the Local Network. Officers who are eligible to receive reimbursement from any other source must first receive that reimbursement and provide copies showing reimbursement to the Governing Board before requesting reimbursement from the Network. Reimbursement to Network Officers who hold State and/or National Women's Council of REALTORS® leadership positions will be limited to budgeted travel expenses as defined in Non-Officer Travel, and only after the member provides a copy of all reimbursements received from State/National Women's Council of REALTORS®.
5. Budgeted travel expenses for Officers will include registration, all transportation to and from meetings, including airline surcharge for one (1) bag, Women's Council of REALTORS® ticketed meal functions and lodging accommodations to include an extra night if attending a PMN class, related meetings and or education functions as budget permits.

Double occupancy is required for lodging reimbursement. Attendees not sharing a room will do so at their own expense. Items not covered are long distance telephone/fax/internet charges, alcoholic beverages.

6. A Network Expense Reimbursement form must be completed and submitted with original receipts for approved expenditures after the function in accordance with guidelines set forth in items 2-4 above. If funds are available, a check will be issued within five (5) days of approval by the Treasurer. Responsibilities and requirements for receiving reimbursement will be:
 1. Attend all WCR and/or REALTOR® meetings and functions.
 2. Provide a written report of meetings attended and actions taken to the Governing Board.
7. No requests will be honored after December 15 unless the meeting or event occurs after December 10 of that year, in which case the request may be honored, if budgeted, prior to the end of the current year.
8. Excess Allocations: In the event any Officer or 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 membership in the Network as well as any other legal means to recover the funds.

VII. NETWORK DUES

- A. National member dues are billed annually by National Women's Council of REALTORS®.
- B. National Women's Council of REALTORS® Dues for the Collin County of REALTORS® CEO will be paid for by the Network.
- C. New members will pay a full year's dues upon making application and will be sent a pro-rated bill by National WCR for the subsequent year.

VIII. ANNUAL AWARDS

MEMBER of the Year

- (c) Chairman is last recipient of the award who is responsible to form a committee of at least two (2) past recipients.
- (d) Prerequisites for consideration are that the recipient be a member of the Network and the Collin County Association of REALTORS® a minimum of two (2) consecutive years and be an individual selected for recognition by the Network. The current Network President shall not be eligible for consideration.
- (e) REALTOR® of the Year will be announced at the December membership meeting and the recipient will be suitably honored.
- (f) Suggested Procedure:
 - (a) The Membership Chairman provides the current membership list to help qualify those members eligible to be nominated by the membership.

- (b) The Membership Chairman provides a nomination norm for the membership including information about the criteria for eligible nomination and a list of eligible members to be nominated with a return deadline.

STRATEGIC PARTNER of the Year

Committee chairman is previous year's award recipient.

- (g) Affiliate of the Year is awarded to a National WCR affiliate Network member who has exhibited business leadership in his work and community.
- (h) Award winner is selected by a special committee chaired by the previous year's award winner. Effort should be made to have the committee consist of two (2) additional previous recipients.
- (i) Prerequisites for consideration are that the recipient must be an affiliate member of the National Women's Council of REALTORS® for a minimum of one (1) year. Award is presented at the December membership meeting.

IX. RESERVATIONS

- A) All members making a reservation for meetings and/or events without attending that meeting/event will be billed the regular cost of the function. The cancellation deadline shall be no later than two (2) days prior to the meeting. A "no-show" list will be provided by the Reservations Committee to the Treasurer for billing.
- B) If members attend an event without a reservation, they will be accommodated on a space available basis only and be charged the guest rate.

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, any visiting State and/or National Women's Council of REALTORS® Officers and the Collin County Association of REALTORS® CEO. This does not apply to a member's family or special guests provided they are not eligible for membership as defined in the Bylaws.
- B. Women's Council of REALTORS® is a membership organization and guests are authorized to visit resource meetings twice, after which they must become a paid member in order to attend resource meetings.

XI. NETWORK COURTESY POLICY

- A. Memorials - In the case of death of a Network member, a member's spouse, child, parent, or spouse's parent, the Secretary will select an appropriate memorial not to exceed \$50.00.
- B. Get Well- A card will be sent by the Secretary to a member who is ill or hospitalized.
- C. Unbudgeted Courtesy Expenditures - The Governing Board must approve any unbudgeted courtesy expense.

XII. VIP POLICIES

- A. Honorary Members
 - 1. Will be selected by vote of the Governing Board, and

2. Will not have voting privileges.
3. Extreme caution will be exercised in conferring any Honorary Memberships.

B. Special Members

1. Any Past President who no longer holds an active real estate license may, at the discretion of the President, may be appointed to serve on a Network committee or task force as a member, co-chairman or chairman.

XIII. NON-PAYMENT POLICY - If any Strategic Partner fails to pay its financial commitment to advertise with the Women's Council of REALTORS® Collin County, the result will be that all privileges of its partnership, including but not limited to attendance at all meetings and events, will be suspended until the commitment is paid in full.

Updated: May 1, 2019