

Standing Rules of



Updated 12/2018

The permanent address for the San Antonio Network shall be: 9110 IH-10 West, San Antonio, TX 78230. All records shall be maintained at this address.

- I. MEETINGS –
 - A. Governing Board Meetings – Regular Governing Board meetings shall be held 4 times per year; once per quarter, dated to be determined, unless in direct conflict with a State or National Women’s Council of REALTORS® Meeting or Conference, which at such time shall be re-scheduled to the next available date.
 - B. Regular Network Membership Meetings/Events shall be held a minimum of 6 times per year at times and places determined by the Governing Board.
 - a. Reservations are required for all ticketed events and those members who attend without a reservation will be accommodated on a space available basis and be charged an additional fee not less than \$10.
 - C. Executive & Governing Board Meetings
 - a. Meetings may be conducted via webinar or in person and email voting is allowed.
- II. DUTIES of ELECTED OFFICERS & APPOINTED GOVERNING BOARD MEMBERS:
 - A. Found at wcr.org; <https://www.wcr.org/welcome-to-the-member-center/network-tools/local-information-and-forms/> Job Descriptions
 - B. May add Parliamentarian, if available, assists President & Governing Board with application of Roberts Rules of Orders
 - a. Attends all Network Governing Board & Regular Membership Meetings.
 - b. Has no vote on Governing Board issues, but retains vote on general membership matters.
- III. ELECTION PROCEDURE:
 - A. Found at WCR.ORG; <https://www.wcr.org/welcome-to-the-member-center/network-tools/local-information-and-forms/> Candidate Review Project Team and Election Procedures
- IV. INSTALLATION:
 - A. Incoming President shall chair and appoint Project Teams 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. PROJECT TEAMS:
 - A. Audit Team
 - a. Team shall consist of not less than three members
 - b. Team shall be appointed by the President with the approval of the Governing Board.
 - c. Team shall conduct a quarterly and annual audit to ensure proper procedures are being followed.
 - d. Current Treasurer is present at the meeting to only answer questions and provides the financial records for review.

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- VI. ENTREPRENEUR OF THE YEAR – Guidelines & Form can be found at WCR.org <https://www.wcr.org/welcome-to-the-member-center/network-tools/local-information-and-forms/> Entrepreneur of the YEAR form and guidelines.
- VII. MEMBER OF THE YEAR – Guidelines & Form can be found at WCR.org <https://www.wcr.org/welcome-to-the-member-center/network-tools/local-information-and-forms/> Member of the Year Form
- VIII. NETWORK FINANCES – Network Credit/Debit Card
The President and President-Elect shall each be issued a debit card associated with the Network account(s) at TAPFCU. The usage for this card is limited to travel expenses for National, Regional, District or State Women’s Council meetings and other budgeted expenses.
- IX. TRAVEL REIMBURSEMENT
 - A. Officers will be reimbursed, for meeting expenses and itemized travel expenses for which the finances allow.
 - B. To be eligible for reimbursement, expense authorization forms will be submitted for approval within 30 days, with meeting recap which includes date of meeting, purpose of meeting, and recap of meeting.
 - C. Travel Expenses will be reimbursed as follows:
 - a. Airfare, including baggage fee for one luggage. If no airfare was utilized to get to meeting, Mileage at current IRS rate.
 - b. Hotel/Lodging – including fees, taxes and parking
 - c. Cost of Women’s Council Meetings and attendance at industry events in which traveler is representing local network.
 - d. Ground Transportation – including taxi, uber, bus, etc. to travel to meeting location.
 - e. Ground Transportation to and from airport from home or office.
 - f. Ground Transportation to and from airport to Hotel or alternative lodging.
- X. NETWORK COURTESY POLICY
 - A. Parents, children and spouse of members and members to receive the appropriate memorials and remembrances for deaths, up to \$50.
 - B. Members to review appropriate gifts for awards at State or National Women’s Council, up to \$50.