**STANDING RULES OF THE DALLAS**

**WOMEN’S COUNCIL OF REALTORS®**

**Revised 4/23/2018; Effective 1/1/2019**

**Date**

*The permanent address of the Dallas Network shall be*

*14902 Preston Road, Suite 404, Box 187, Dallas, TX 75254-9105*

**I. MEETING**

**A. NETWORK MEETINGS**

**1.** TIME FOR MEETING

A minimum of 4 industry and 2 social Network Meetings per year will be held.

**2.** ANNUAL ELECTION MEETING

Annual Election Meeting will be held in August. It may be held in conjunction with a Network Meeting.

**3.** INSTALLATION MEETING

The Installation Meeting will be held in December. It may be held in conjunction with a Network Meeting.

**B. GOVERNING BOARD MEETINGS**

Governing Board Meetings will be held at least 10 times per year at the MetroTex Association of Realtors on the first Thursday of the month from 11:30 a.m.-1:00 p.m. Five (5) voting members, two (2) of which will be non-executive officer members, of the Governing Board constitute a quorum. A majority vote is required for Governing Board Approval

**II. ELECTION**

**A. OFFICER QUALIFICATIONS**

**1.** Members nominated for office should have the following qualifications:

a. Held membership in a Women’s Council of REALTORS® Network for at least two (2) years

b. Have led a Project Team

**2.** The President, President Elect, and Vice President of Membership of the

Network shall be elected from Active REALTOR® members in good standing.

**3.** Other officers shall be elected from among ***active*** Realtor® or National

Strategic Partners ***in good standing.***

**4.** A List of the Network Members who have participated in Network functions shall serve as evidence of member’s participation.

**5.** An Active member in Good Standing shall be defined as:

a. One who attends the majority of the monthly membership meetings b. One who participates in the events sponsored by this Network

c. One who is current with dues payment

**B. PROCEDURES**

**1.** Members eligible to vote in the election of officers at the Annual Election

Meeting will be only those Realtor® and National Strategic Partners whose dues have been paid in full and are members of record at the National Women’s Council of REALTORS® Office.

**2.** The Nominating Project Team Function: The Team Leader of the Nominating Project Team will notify the General Membership by electronic mail no later than **May 30th** that nominations for Network Officers are being accepted.

**3.** The cut-off date for nominations shall be no later than **June 15th.**

**4.** No later than **June 30th,** the Nominating Project Team, from the list of eligible candidates nominated, shall:

a. Furnish each nominated candidate with a written description of the position for which the candidate has been nominated

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 Project Team who will again provide and discuss the list of duties of the position for which each candidate has been nominated.

**6.** Each candidate will be required to sign a ***Consent to Serve*** form which they have read and acknowledged that they understand the commitment involved in accepting the position. At this time the nominee commits to attending the Member State Orientation and all State and National Women’s Council of REALTORS® meetings as the Women’s Council of REALTORS® budget allows. (***Consent to Serve*** form is located in the Appendix)

**7.** At the conclusion of the interview process and prior to **August 1st**, the

Project Team members shall select one candidate for each office and present the proposed slate of officers in writing to the Secretary who shall present the slate via electronic mail to the General Membership at least ten (10) days prior to the

Annual Membership Meeting.

**8.** The Notification of Election shall include:

a. The date, time, and place of election b. Definition of eligibility

c. The candidates signed Consent to Serve form shall be turned over to the Secretary for safe keeping and retained as a part of the Network’s permanent record

**9.** At the Annual Election Meeting, the President or the Nominating Project Team Team Leader shall present the slate of candidates for the officers. Before the vote is cast for each office, additional nominations from the floor may be made.

No name shall be placed in nomination from the floor without the written consent of the nominee. Nominees shall meet all officer qualifications as defined in Section II. of these Standing Rules.

**10.** Annual Election: The Annual election meeting shall take place by **August**

**30th** so that the elected slate of officers may be submitted to National

Women’s Council of REALTORS® prior to the **October 15th deadline.**

a. **Rules of the Day.** Election of officers shall be by a voice or roll call vote, or by written ballot, if there are two or more nominees for an office.

b. **Tellers.** A minimum of three (3) tellers will be appointed by the President. Nominating Project Team members may not serve as Tellers. All ballots will be destroyed by the tellers after the election.

c. The list of candidates shall be presented to the General Membership by the Nomination Team Leader or by the President.

d. Nominations may be made from the floor. Each candidate will have two to three minutes to speak about why they want the position and what they can contribute to Women’s Council of REALTORS®.

e. The Present shall call for a quorum. 20% of our Network’s REALTOR® and National Strategic Partners constitute a quorum. The most recent membership report received from National will be used to determine the total REALTOR® members at the time of the election.

f. If no additional nominations are made from the floor, a motion may be made and seconded to accept the slate of officers as presented.

g. If there are two or more candidates for an office, ballots shall be cast in

writing ***by members in attendance eligible to vote***. Voting by proxy shall not be permitted.

h. A tie vote for any office shall result in a run off during the meeting. i. Election results shall be announced prior to adjournment of the

meeting if at all possible.

**III. INSTALLATION OF OFFICERS**

**A. ARRANGEMENTS**

**1.** The incoming President will appoint a Project Team, which will make all the arrangements for the tribute to the outgoing Officers and installation of new Officers with the participation of the outgoing President.

**2.** The incoming President will select the Installing Officer and Master of Ceremonies.

**3.** 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 with a total cost not to exceed the amount previously budgeted by the Network.

**4.** The outgoing President will have the duty of obtaining the Incoming President’s Pin at the expense of the Network in sufficient time for presentation at the Installation Ceremony.

**5.** Badges for Incoming Officers. The incoming President will have the duty of obtaining name badges for the incoming line officers at the expense of the Network in sufficient time for presentation at the Installation Ceremony.

**B. FINANCES**

**1.** The budget for the Installation Ceremony will be sufficient to include the expense of up to 20 invited Network guests, such as dignitaries, local

Association President, Executive Officer, or other designated guests as

follows:

a. Incoming President: up to three invited guests.

b. Realtor of the Year Award Recipient: up to three invited guests c. Affiliate of the Year Award Recipient: up to three invited guests d. Entrepreneur of the Year Award: up to three invited guests

e. Women’s Council of REALTORS® State and/or National Officers: up to three invited guests, Realtor Association Officers: up to two invited guests and Installing Officers or Guests Speakers: up to two invited guests.

**2.** The total cost of the installation shall not exceed the amount budgeted in the current year without the approval of the Governing Board.

**IV. DUTIES**

**A. OFFICERS:** Network officers will abide by the Network Bylaws and Standing Rules and fulfill their duties as outlined in the National Leadership Policy and Procedures Manual (LPPM).

**1. OFFICER**: NETWORK PRESIDENT

At all times during the term of office, the President shall represent the Council

and act in its name, subject to its policies. The President shall be the ex-officio member of all Project Teams, with the exception of the Nomination Project Team. The President may assign and charge officers with responsibility to meet with and act as liaison between Network Project Teams and the Governing Board. It will be understood that such assigned Officer has no vote and only serves as an observer. (Example: Treasurer may attend the Ways and Means Project Team or the Secretary may attend the publicity and Public Relations Project Team Meetings) Project Team 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 Membership 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 Local Officers and Project Team Leaders informed of communications that are applicable to their jobs throughout the year.

e. ***Furnishes each Officer and Leader with copies of the Bylaws and Standing Rules, and a copy of their duties as further outlined in the National LPPM.***

f. Shall attend the Governing Board and educational sessions provided when traveling on Network business. A written report shall be given to the Governing Board upon returning from the meeting, as well as to inform

the general membership through both a newsletter article and a brief report at the next general membership meeting. The Treasurer will make no expense reimbursement to the President until the Treasurer receives the President’s written report.

g. Coordinates meeting arrangements (meal selections, special equipment, flags, decorations).

h. Volunteers to serve on State and/or National Women’s Council of REALTORS® Project Team(s)

i. Presents Nominating Project Team report to the general membership.

j. Appoints an Audit Project Team at the next to last Governing Board Meeting of the year.

k. President is responsible for signing the Network’s Income Tax Report for the previous year by May 15th and returning a signed copy to the Network CPA for filing with the IRS. In the event the President is unable to sign due to illness or disability, the President Elect for the calendar year being filed will sign the return and see that the Network Accountant has filed the report on a timely basis.

l. The outgoing President shall give the incoming President all the

Network’s logins and passwords to the Network’s business equipment and websites.

m. The **Outgoing President** becomes the Immediate Past President the following year. The duties of this position are Nomination Project Team Leader and Review Project Team Leader, and the Ebby Halliday Leadership Achievement Award Selection Project Team. (See Appendix for Ebby Halliday Leadership Nomination Form.)

**2. OFFICER**: NETWORK PRESIDENT-ELECT

In the absence of the President, Network President-Elect shall preside at all meetings and perform the necessary duties of this office. The President- Elect automatically succeeds to the Presidency the following year and attends the National Leadership Academy.

a. In the event of the death, disability, removal from office or resignation of the President, succeeds to the Presidency.

b. Attends all District, State, Regional and National Meetings of Women’s Council of REALTORS® and serves as voting delegate in those instances when the President is not able to attend.

c. Volunteers to serve on State and/or National Women’s

Council of REALTORS® Project Team(s).

d. Attends education sessions and observes both the State and National Governing Board sessions when traveling on Network business. A written report shall be given to the Governing Board upon return from the meeting, as well as informing the General Membership through both a newsletter article and brief report at the next meeting. No reimbursement of expenses will be given to the President-Elect until the Treasurer has received a written report.

e. Coordinates all programs for monthly Network meetings. Programs will be in accordance with Women’s Council of REALTORS® National guidelines for Local Network Programs.

f. Prepares and submits the Network Annual Plan to Women’s Council of REALTORS® National by the **February 1st** deadline for the Network Excellence Awards.

**3. OFFICER**: VICE PRESIDENT OF MEMBERSHIP

a. Oversee all Membership activities. Accountable for the Network efforts to

recruit, retain and recapture membership.

b. Responsible for the implementation and follow-through on the National

Membership Marketing Campaign when one is in effect.

c. Establish Local Network membership goals in coordination with President and Governing Board.

d. Communicate membership goals and organize Network effort to achieve goals.

e. Monitor membership reports, received from National Women’s Council of

REALTORS®, for accuracy and follow up on any discrepancies. f. Report to National Women’s Council of REALTORS® for any

corrections, changes to telephone or address of member information. g. Verify applicant’s membership status to MetroTex Association of

REALTORS®.

h. Some duties may be delegated to the Membership Leader, however the duties listed above should not be delegated.

i. Organize and tract membership history record and sees that they are maintained and passed on each year to the succeeding Vice President.

j. Receives the membership report from Women’s Council of REALTORS® National and sends copies of each report to the Network President, Treasurer and the Membership Leader.

k. Maintains a complete Membership Roster, including all National, National-Partner and Local Strategic Partners, and oversees Treasurer’s billing and collection of local affiliate dues. Updated copies of the Membership Roster will be provided monthly to the Governing Board members

l. Attends educational sessions when traveling on Network business and reports back to the Governing Board.

m. Coordinates the New Membership Orientations, if applicable.

n. Attends educational sessions and observes both the State and National

Governing Board sessions when traveling on Network business. A written report shall be given to the Governing Board upon returning from the meeting, as well as informing the general membership through both a newsletter article and a brief report at the next meeting. No reimbursement of expenses will be given to the Vice President of Membership until the Treasurer has received a written report.

o. Promotes the use of Women’s Council of REALTORS® member services. Promotes the development of the National, Regional and State referral networking by the members through the use of the National Women’s Council of REALTORS® Referral Roster. Promotes the use of networking opportunities at State, Regional and National meetings.

p. Responsible for notifying the members of the availability of extended and/or personalized advertising in our National Referral Roster and should encourage and coordinate this advertising.

q. Notification of the **March 31st deadline** should be given at the January and February General Membership Meetings as well as notification through the newsletter and monthly by electronic mail.

r. Works closely with the Website Project Team to ensure the current National Membership Roster and Local Affiliate Roster is up to date on our Local Network Website—*wcrdallas.com.*

s. Responsible for ensuring the National Strategic Partnership will not comprise of more than thirty per cent (30%) of the National Membership of the Network.

t. The MetroTex Executive Officer, MetroTex Women’s Council of REALTORS® Liaison and MetroTex President shall receive a complimentary National Women’s Council of REALTORS® Membership at the beginning of the calendar year. It is the responsibility of the Vice President of Membership to fill out the application and request a check from the Treasurer for the membership.

**4. OFFICER**: SECRETARY

a. The Secretary takes the minutes of each Network meeting and each Governing Board meeting. Original copies of all minutes should be kept in a permanent Network’s minute book. Copies of minutes will be kept in chronological order in a binder for the fiscal year. A copy of each should be sent by electronic mail to the State Network President and the Governor following Board approval. Copies of the Governing Board Minutes should be made available to the President, all other Network officers, and Standing Project Team Leaders. Copies of the General Meeting Minutes should be made available to all officers and any member requesting them. Usually copies of the minutes are placed on the tables at the general meetings for members to pick up. Keep minutes clear, concise, and accurate. It is not necessary to report discussions.

b. The Secretary is responsible for notifying the National Women’s Council of REALTORS® Office of the name and address of newly elected officers of the Network no later than **November 1st.**

c. The Secretary is responsible for maintaining the Charter and other important documents of the Network in a designated location and gives all documentation relating to the position to the incoming Secretary for the next year.

d. The Secretary is encouraged to attend District, State, Regional and/or

National Women’s Council of REALTORS® Meetings, as budgeted or approved by the Governing Board.

e. The Secretary attends educational sessions and observes both the State and/or National Governing Board sessions when traveling on Network business. A written report shall be given to the Governing Board upon returning from the meeting, as well as informing the general membership through both a newsletter article and a brief report at the next meeting. No reimbursement of expenses will be given to the Secretary until the Treasurer has received a written report.

**5. OFFICER**: TREASURER

a. The Treasurer has 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 directed by the President or Governing Board.

b. Two Officer’s signatures will be required on all checks. Officers

eligible for signature on checks are President, President- Elect, Secretary and Treasurer.

c. The Treasurer will provide a monthly financial and budget report that will

be presented at the Governing Board meetings and the General

Membership meetings. Transaction Detail by Account will be furnished to all Board Members for review on a quarterly basis. The intent being:

i. Correct improperly posted items on a timely basis instead of waiting until year end.

ii. Notify the Project Team Leader responsible for the

income/expense accounts for the Project Team of the current status of those accounts.

iii. Show which accounts are close to being over budget or under budget.

iv. Make each officer and Project Team Leader accountable and fiscally responsible for the large sums of money this Network handles.

d. All monies collected by the Network will be turned over to the Treasurer within five (5) days of receipt and will be deposited by the Treasurer within five (5) working days.

e. The Treasurer will deposit all checks for Local Affiliate dues upon receipt.

Membership checks for the National dues should not be deposited, rather forwarded to National. (Note: A photo copy of all checks shall be retained through the yearend review.) The Treasurer will keep written and

accurate accounts of all Local Affiliate dues payments.

f. The Treasurer disburses funds for budgeted and approved items only when a Receipt of Statement is received. No checks are to be written on an account that is over budget. Approval must be sought from the Board for appropriating additional money to a particular account prior to checks being written on an over-budget account.

g. The Treasurer maintains records of all receipts and disbursements.

h. The Treasurer is responsible for ALL INVOICING, including billing members a fee of $25.00 per occurrence for all NSF checks. All Project Team Leaders are responsible for submitting a complete list of expenses to be invoiced, including contact name, company name, complete address and phone number, and a copy of the signed Commitment and dollar amount with explanation for invoicing. (See Appendix for Expense Reimbursement Form).

i. Notifies the National Women’s Council of REALTORS® office of any change in the amount of Local Dues. (National Women’s Council of REALTORS® must receive notification of dues changes by **October 31st** in order for the change to be included in the dues billing for the following year. Network Bylaws must also be changed and re-approved).

j. Submits the books to the President by **December 23rd** for use of the Review Project Team. The Treasurer is in attendance at this annual review.

k. Serves as a member of the Ways and Means and Budget and Finance Project Teams.

l. Attends as many District, Regional, State and National Meetings of Women’s Council of REALTORS® as budgeted or approved by Governing Board. Attends educational sessions and observes both the State and National Governing Board sessions when traveling on Network business. A written report shall be given to the Governing Board upon returning from the meeting, as well as informing the general membership through both a newsletter article and a brief report at the next meeting. No reimbursement of expenses will be given by the Treasurer until the Report has been received by the President.

m. The President, plus one signature, must sign reimbursement for expenses incurred by the Treasurer.

n. Procedures for Network laptop and electronic record keeping.

i. Treasurer shall keep all Network records on the laptop provided by

the Network. The Treasurer is entrusted with the safe keeping of this computer during their time in office, and should they resign for any reason, the computer will be returned to the Network President or President-Elect.

ii. As guardian of the Network computer, they will be responsible

to make back up files of all budget reports, conducting periodic downloads for current virus protection software. Should any

problems occur with either the software or computer function, it

should be reported immediately to the President or the

President- Elect.

**6. OFFICER**: IMMEDIATE PAST PRESIDENT

The immediate Past President serves as a voting member of the Governing

Board.

a. Serves as Review Project Team Leader and works with Project Team appointed by the President. This Project Team shall present its report at the first meeting of the next year.

b. Serves as Nomination Project Team Leader.

c. Attends all Executive Project Team, Governing Board and Membership Meetings.

**B. PAST PRESIDENTS COUNCIL:**

The active Past Presidents shall collectively be known as the Past Presidents Council

and serve as an informal Project Team at the direction of the President. A member of the Past Presidents shall be appointed by the President annually to serve as Team Leader of this group.

**C. STANDING PROJECT TEAMS:**

The incoming President shall call a meeting of the newly-elected line officers for the purpose of approving a slate of standing Project Team Leaders for the following year no later than November 30th. Standing Project Team Leaders shall be National

Members in good standing.

Each Standing Project Team Leader will submit a written report on any activity to the President prior to each Government Board Meeting. All Standing Project Team Leaders are required to attend all Governing Board Meetings. All outgoing Project Team Leaders will make a written report on the Project Team’s accomplishments at year end to be given to the incoming President and Secretary and these reports plus Project Team materials shall be given to incoming Project Team Leaders. All Project Teams shall have no fewer than three (3) members.

**1. STANDING PROJECT TEAM:**  BYLAWS AND STANDING RULES

a. Reviews Bylaws and revises them as needed or as directed by the National Women’s Council of REALTORS® office or by the Local Governing Board.

b. After giving proper notice to the Membership and getting their approval on changes, submits any changes of the Bylaws to the National Women’s Council of REALTORS® office for final approval.

c. Reviews and revises the Standing Rules, presents any Revisions of the Governing Board for approval and insures that these are presented at the next General Meeting.

d. Works closely with the Parliamentarian.

**2. STANDING PROJECT TEAM**: EDUCATION AND PROGRAMS

a. Under the guidance of the President-Elect, the Project Team plans and develops programs for the Local Network Meetings in accordance with the National Women’s Council of REALTORS® guidelines. To ensure

quality programs for the Network, the expenses for speakers or education shall be budgeted**.**

b. Promote and encourage participation in educational opportunities including PMN Courses, Local Associations of Realtors® and other societies and councils of NAR educational courses that may benefit Women’s Council of REALTORS® members.

c. The Project Team shall be responsible for identifying and defining scholarship programs to benefit Network members. All scholarship programs shall be approved by the Governing Board.

PROGRAMS

a. Plans and develops programs for Local Network meetings consistent with the needs of the membership and the goals of the Network as outlined in the Annual Plan

b. Arranges for guest speaker introductions by Network Member.

**3. STANDING PROJECT TEAM**: MEMBERSHIP

a. Plans and develops membership drives to help recruit new members and/or implements the membership drive which may be developed by Women’s Council of REALTORS® National.

b. Works closely with the Vice President of Membership to maintain an open line of communication to the membership.

c. Assists the Vice President of Membership in maintaining a complete up to date membership roster.

d. Coordinate with Network Website Project Team to keep an updated list of the current National members on Network Website.

e. Implements National Membership initiatives.

f. Sends welcome cards or letters to each new member.

g. Welcome, announce and introduce new members as a group at Network meetings.

h. An induction ceremony for new members may be conducted at the Network meetings. Such ceremonies may cover several months and will be arranged as they fit into regular programs.

**4. STANDING PROJECT TEAM:**  FINANCE AND BUDGET

a. Prepares the annual budget to present for approval by the Governing

Board no later than the **January meeting.**

b. Reviews the budget and actual expenditures as needed or as called for the President or the Governing Board.

c. Serves as a member of the Review Project Team that is appointed by the

President.

**5. STANDING PROJECT TEAM:**  NOMINATING

a. Members are elected at the Annual Election Meeting to serve the following calendar year.

b. The Team Leader will always be the Immediate Past President of the Network if willing or able to serve. At least seven (7) members of the Project Team, two (2) of which may be alternates. Five (5) members must be present at interview and selection meetings of the Project Team. No current line officer shall serve on the Nominating Project Team.

c. Members of this Project Team cannot serve consecutive terms, but an alternate who did not serve on the Project Team would still be eligible to serve the next year.

d. If the current Past President is not able to serve, the most recent Past President willing and able to serve will Lead the Project Team. The Project Team of seven (7) shall consist of the following.

i. The Immediate Past President.

ii. One (1) member selected, voted and approved by the Governing Board.

iii. Five (5) members selected from the General Membership Meeting., two (2) of which shall be alternates.

iv. Must be Active Realtor Members.

**6. STANDING PROJECT TEAM:**  WAYS AND MEANS

Proceeds are for general funds, such as scholarships, educational projects, community service projects, and officers’ expenses for District, State and National Meetings.

a. Plans and implements programs to raise non-dues revenue for the Network.

b. Submits proposed budget for fund raisers to the Treasurer and processes all monies raised through the Treasurer.

c. Establishes Sub-Project Team Leaders within the Project Team to handle different aspects of the particular fund raisers.

d. Submits a final report of each event to the Governing Board and the

Membership.

e. Assists in the preparation of Network Excellence Award for the Network at the request of the President.

**FINANCIAL OBLIGATIONS IN CONJUNCTION WITH WAYS AND MEANS.**

i. TAX EXEMPT STATUS **–-** To protect this Network’s tax exempt status as a Not-For-Profit organization concerning Ways and Means fund raising projects, refer to the IRS Ruling information in the Leadership Policy and Procedures Manual (LPPM). It is the duty of the President to make sure that the Ways and Means Project Team has a copy of this information found in the LPPM.

ii. SEPARATE ACCOUNTING AND BUDGET- Leader will establish a separate budget for all Ways and Means Projects, which will be reflected in the Network’s main budget. The Project Team, under the direction of the Project Team Leader, will assist the Treasurer in maintaining accounting of all proceeds and

expenditures in connection with all fund raising projects.

iii. OPERATING EXPENSE CAUTION – The proceeds or profits of each event will be used as projects designated by the Governing Board only after expenses have been paid. Note that current IRS REGULATIONS PROHIBIT THE Network from donating more than thirty percent of the operating budget to a charity or charities designated by the Governing Board.

iv. POSSIBLE DEFICIT OBLIGATION – No Ways and Means project will be undertaken which could create a deficit obligation for the Network without Governing Board approval.

v. The Project Team Leader or any Project Team or sub-Project Team member does not have the authority to sign a contract on behalf of the Governing Board. All contracts for service must be signed by the current President with Governing Board approval

**7. STANDING PROJECT TEAM:**  STRATEGIC PLANNING

At the President’s discretion, a Strategic Planning Leader and Project Team shall serve as the liaison between Women’s Council of REALTORS® State

and National Strategic Planning Project Teams to plan for the future of the Dallas Network of Women’s Council of REALTORS®. The Strategic Planning Leader shall be a Past President of the Dallas Network of Women’s Council of REALTORS®. This Project Team shall not be formed unless headed by a Past President. The Strategic Planning Leader shall serve as a voting Member.

**D. PARLIAMENTARY AUTHORITY**

**1.** Per Bylaws, the Rules contained in the current edition of *Roberts 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.

**2.** The President appoints Parliamentarian and an Alternate- Parliamentarian. The Parliamentarian (or Alternate) is expected to be present at all General Membership, Executive Project Team and Governing Board Meetings. The Parliamentarian has no voice nor vote at the Governing Board or Executive Project Team meetings; however, retains voice and vote as a member on General Membership matters.

**E. SPECIAL PROJECT TEAMS**

These Project Teams 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 Awards Project Teams, both of which shall be annual Project Teams. Special Project Team Leaders 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 Project Teams shall have no fewer than three (3) members.

**1. SPECIAL PROJECT TEAM:** COMMUNICATIONS

a. Distributes timely updates and professional email communications for all

Network business.

b. Creates and maintains an up-to-date email database for all Network Members. c. Prepares email reminders for all Executive, Governing Board and BRM Meetings, but obtains Network President’s approval before forwarding it to Network Members.

d. Forwards general or Project Team 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 pro-active in any area concerning communications.

**2. SPECIAL PROJECT TEAM**: EXECUTIVE PROJECT TEAM

a. Consists of the elected officers, Immediate Past President and the

Parliamentarian.

b. Meets on the Monday prior to each regular Governing Board meeting and

at other times as requested by the President. Executive Project Team meeting will be held on Mondays, at a previously designated location. No Network funds will be used in conjunction with this meeting.

c. Review agenda items and suggest a course of action to the Governing Board.

**3. SPECIAL PROJECT TEAM**: RESERVATIONS

Accepts reservations for the General Meetings and makes arrangements with

the luncheon facility to accommodate the number expected to attend the meeting. This Project Team serves as the Greeting Project Team and collects money from members and guests for each General Meeting of the Network. Each month the final list of attendance, reservations not kept, and all money received is given to the Treasurer. A list of the names of guests is to be given to the Membership Leader for recruiting new members.

SUGGESTED PROCEDURES FOR RESERVATIONS**.**

a. All members making a reservation for meetings and not fulfilling the commitment will be billed the regular cost of the function. The cancellation deadline is no later than noon on the day prior to the meeting. A reservation list will be provided to the Treasurer monthly by the Reservation Project Team. Reservations are payable by cash, check or credit card. Any NSF check will be charged a $25 fee per occurrence. The cost of the luncheon and NSF charges will be billed to the member.

b. If members attend a function without a reservation, they will be accommodated on a space available basis only and pay the late registration fee. Since the Network is billed for the monthly luncheon by the number of attendees, no member will be allowed to attend without paying.

c. It is the obligation of members to pay for all Network events at the time of the event. Billing is discouraged as it creates extra expense for the Network.

d. Reservations can be prepaid in advance for all luncheons, except for

special events which may have higher costs associated with the event. Any unused reservation vouchers cannot carry over to the next year without a written request presented to the Governing Board. Members will be informed of this policy by announcements at the Network Meetings, electronic mail and in the newsletter.

The Governing Board will review the reservation policy at the beginning of each year. Subsequent changes to the reservation policy will be changed in the Standing Rules by the Bylaws and Standing Rules Leader once a new policy is adopted.

**4. SPECIAL PROJECT TEAM**: NEWSLETTER

Prepares a newsletter about Local, State and National activities and distributes to the membership at least four (4) times per year. This Project Team actively solicits articles from such sources as members, sponsors, community leaders, and related real estate business representatives. This Project Team may actively solicit strategic partners for the newsletter and works closely with the Treasurer in invoicing and collection of advertising commitments. A reasonable deadline should be established for the receipt of all information and articles to enable this Project Team to have the newsletter produced and delivered to Network members

in a timely manner.

**5. SPECIAL PROJECT TEAM**: STRATEGIC PARTNERS

Obtains Partners interested in exposure to the membership. This Project Team should send solicitation letters for Strategic Partners in **September** of each year. A follow up letter should be sent to confirm commitments from Strategic Partners to confirm dates, times, and places of the events, with an invitation to provide a door prize at the event if customary. A copy of the follow up letter and payment will be sent to the Treasurer along with a signed copy of the commitment. Unless otherwise approved by the Governing Board, no Strategic Partner will receive publicity until payment is received. The Strategic Partner Project Team should work very closely with the Treasurer to aid in collections. Appreciation letters should be sent immediately.

**6. SPECIAL PROJECT TEAM**: MEMBERSHIP ADVOCATE

This Project Team shall arrange for and oversee tables for REALTORS® and Strategic Partners of the Dallas Network to display fliers and promotional items at the monthly luncheons. This privilege shall not be extended to non-members.

**7. SPECIAL PROJECT TEAM**: INSPIRATION/PLEDGE (President-Elect/Programs Project Team)

a. Prepares and delivers or arranges for another member to deliver a short invocation or inspirational message.

b. If message is religious it goes before the Pledge. If not, it goes after the

Pledge.

c. If no flag is in the room, the Pledge of Allegiance **cannot** be given.

d. Both the Pledge of Allegiance to the United States Flag and the Texas

Pledge will be done at each General Membership meeting.

**8. SPECIAL PROJECT TEAM**: PUBLICITY/MARKETING

a. Promotes and maintains a favorable image of Women’s

Council of REALTORS® in the eyes of the public.

b. Prepares and submits media release to publicize Network activities and achievements as required.

c. Send a copy of all newspaper clips mentioning Women’s Council of

REALTORS® activities to the National Women’s Council of REALTORS® office. Notify the Women’s Council of REALTORS® National office of any radio or television coverage of a Women’s Council of REALTORS® event. Cooperate with other Project Teams on communications for the membership. (i.e. Meeting and/or event notices) Cooperate with the Network Excellence Award Project Team for submission.

**9. SPECIAL PROJECT TEAM**: AUDIT

a. The Team Leader is the Budget and Finance Leader.

b. Project Team appointed by the President with the approval of the Governing Board at the next to last Governing Board meeting of the year. No later than October 31st. Project Team will consist of a Past President, a Past Treasurer, a non- officer Governing Board member and a general member.

c. Current Treasurer is present at the meeting only to answer questions and provide the financial records for review.

d. Audit Project Team will thoroughly review the Network Expenditures by comparing them with the Budget, Standing Rules and Governing Board Minutes.

**10. SPECIAL PROJECT TEAM**: HOSPITALITY

a. This Project Team shall arrange for cards, flowers and/or other gestures of kindness to express congratulations or condolences to members of the Dallas Network.

b. **Memorials** – In case of death of a Network member a member’s spouse,

child, parent, or spouse’s parent, the Hospitality Leader will select an appropriate memorial not to exceed $100.

c. **Get Well Remembrances** – The Hospitality Leader will send a card to a member who is ill or hospitalized. In the event of surgery or major illness, the Network Secretary will send flowers, at a cost not to exceed

$100.

d. **Unbudgeted Courtesy Expenditures –** The Governing Board must approve any unbudgeted courtesy expense. The President, as a representative of the members of this Network, will bring before the Governing Board any circumstances where The Network may need to participate in an expenditure for a special memorial, scholarship, or donation on behalf of a special member of Woman’s Council of REALTORS®.

**11. SPECIAL PROJECT TEAM**: PROFESSIONAL STANDARDS

At the Presidents discretion, a Leader and Project Team may be appointed and approved by the Governing Board to assist in the presentation of at least one (1) program during the year which deals with professionalism of the real estate

industry and emphasizes the necessity of members adhering strictly to the Code of Ethics of the National Association of REALTORS® (NAR).

**12. SPECIAL PROJECT TEAM**: TREPAC/ POLITICAL INVOLVEMENT

At the President’s discretion, a Leader and Project Team may be appointed and approved by the Governing Board to act as a liaison for the Network to the Local Association(s) of REALTORS® and keep the Network informed of political issues which impact the industry. Project Team may assist in arranging a Meeting with a local politician or politicians.

**13. SPECIAL PROJECT TEAM**: HISTORIAN

This Project Team takes and collects photographs, articles and news releases of the Network activities and achievements. This Project Team should work closely with the Marketing and Newsletter Project Teams.

**14. SPECIAL PROJECT TEAM**: WEBSITE

Leader works closely with the President and Project Team Members to ensure the security and integrity of the **Women’s Council of** REALTORS® ***- WCRdallas.com*** *website*. The Leader, webmaster and the President should know all the passwords and security levels. Passwords that allow content changes should be changed at the beginning of each year.

**15. SPECIAL PROJECT TEAM**: TECHNOLOGY

a. Maintain and update Network Website in a timely manner.

b. Upload materials, including photos, newsletter, Network documents or

forms, links and announcements.

c. Maintain Facebook Women’s Council of REALTORS® page.

d. Maintain ongoing contact with Webhost to ensure access to latest technology.

**16. SPECIAL PROJECT TEAM**: COMMUNITY OUTREACH

Helps identify and coordinate worthwhile community programs for the

Network to support through volunteer work, visitation or donations.

**17. SPECIAL PROJECT TEAM**: MEMBER OF THE YEAR

This Project Team is led by the Current Member of the Year and is responsible for Project Team selection. The Member of the Year will be a member of the Women’s Council of REALTORS® Dallas Network and Local Associations of REALTORS® Member, will have been a REALTORS® or a National Affiliate for a minimum of four consecutive years, and will be an individual selected for recognition by the Local Network. Should there be no nominees that fit the selection requirements; the Project Team will NOT give the award. The selection requirements of these Standing Rules must be followed by the Project Team and cannot be overturned by the Project Team. The Project Team will report the results to the President, who will verify the recipient meets all requirements.

To avoid any possibility of any award going automatically to the Local Network President, that individual will be ineligible to receive any award during or within one year after the term of office. This does not preclude Past President or other officers from receiving the award. Member of the Year will be announced at the December Installation and the recipient will be suitably honored.

The Member of the Year Award will also be known as the Posie Willess

Award. (Nominating Form located in the Appendix.)

The Leader of the Project Team should notify **the immediate family** of the selected Member of the Year so they may attend the presentation. The family is asked to **keep this information in strict confidence** prior to the announcement at the installation luncheon in December. The Leader

should also notify the **Office Manager** or **immediate supervisor** of the award recipient so they may attend the award presentation to honor the recipient.

**18. SPECIAL PROJECT TEAM**: AFFILIATE OF THE YEAR

This Project Team is led by the Current Affiliate of the Year and is responsible for Project Team selection. The Affiliate of the Year will be a member of the Women’s Council of REALTORS® Dallas Network and a Local Association of REALTORS® member, will have been a REALTOR® or National Affiliate for a minimum of four (4) consecutive years and will be an individual selected for recognition by the Local Network. Should there be no nominees that fit the selection requirements; the Project Team will NOT give the award. The selection requirements of these Standing Rules must be followed by the Project Team and cannot be overturned by the Project Team. The Project Team will report the results to the President, who will verify the recipient meets all requirements.

To avoid any possibility of any award going automatically to the Local Network President, that individual will be ineligible to receive any award during or within one year after the term of office. This does not preclude Past President or other officers from receiving the award. Affiliate of the Year will be announced at the December Installation and the recipient will be suitably honored. (Nominating Form located in the Appendix.)

The Leader of the Project Team should notify **the immediate family** of the selected Affiliate of the Year so they may attend the presentation. The family is asked to **keep this information in strict confidence** prior to the announcement at the installation luncheon in December. The Leader should also notify the **Office Manager** or **immediate supervisor** of the award recipient so they may attend the award presentation to honor the recipient.

**19. SPECIAL PROJECT TEAM**: ANNUAL EBBY HALLIDAY AWARD (ENTREPRENEUR OF THE YEAR)

Nominees for this award must be a National Member or Past President of the

Dallas Network, who has demonstrated extraordinary leadership at the Local, State or National level, who has given of their time to the community, mentored others in the industry and been a role model for all to follow.

Nominees will be solicited from the Membership beginning **in August** of each year. Nominees will fill out the application form given by the Project Team Leader and return it to the Leader by **October 1st.**

The Project Team shall consist of the following:

a. The Current Dallas Network President.

b. Immediate Past President

c. A Past President selected by the Active Past President’s Project Team

d. The President of MetroTex or the Executive Officer

e. A National Strategic Partner

f. A Member from the General Membership

The finalists will be introduced, and the winner announced at the installation luncheon in December by the previous year’s award recipient.

The award recipients name will be engraved on a rotating trophy that they will keep for one year. The previous award recipient will announce/present the award to the current award recipient. The President shall present the previous award recipient a personal plaque in exchange for the rotating trophy. (Nominating Form for this award located in the Appendix)

The Leader of the Project Team should notify **the immediate family** of the selected Ebby Halliday Award (Entrepreneur of the Year) so they may attend the presentation. The family is asked to **keep this information in strict confidence** prior to the announcement at the installation luncheon in December. The Leader should also notify the Office Manager of **immediate supervisor** of the award recipient, so they may attend the award presentation to honor the recipient.

SUGGESTED PROCEDURE FOR SELECTING CANDIDATES:

i. The Membership Leader provides the current membership list to help qualify those members eligible to be nominated by the membership for Member of the Year and Affiliate of the Year.

ii. Notify Membership by **October**. This notification can be made through the newsletter, via electronic mail or at the Membership Meetings prior to **November**.

iii. Notifications should include a deadline date, criteria for eligible nominations, nomination forms and a list of eligible nominations to the membership.

iv. Those Members nominated should be notified in writing along

with the credentials provided in the Leadership Policies and Procedures Manual (LPPM). A deadline should be given to the nominees to complete and return the forms.

v. The Project Team should meet and review all forms submitted and should tally the results.

vi. The Secretary shall be responsible to ensure the plaques and trophy are ready for the luncheon in December.

vii. The awards are presented at the Installation Luncheon in December.

**V. EXPENSE REIMBURSEMENT**

**A. POLICIES:**

**1.** Functions covered for reimbursements are: District, Regional, State and

National Meetings.

**2.** Reimbursement will be paid to the President, President-Elect, Vice President of Membership, Secretary and Treasurer in accordance with the annual amount approved in the budget. Network Past Presidents serving in State and/or National Women’s Council of REALTORS® leadership positions may be reimbursed a portion of their expenses if budgeted and approved by the Governing Board. The local Network would not reimburse any reimbursements to an Officer or Past President who is being reimbursed from State or National Women’s Council of REALTORS® for serving as a member of a State or National Women’s Council of REALTORS® Project Team. Any reimbursements by a member’s company are not subject to reimbursement by the Network. The Budget and Finance Project Team **estimates lodging expense based on two (2) officers sharing a room.**

**3.** Budgeted travel expenses will include registration, transportation (where

applicable) to and from meetings, lodging accommodations and Women’s Council of REALTORS® ticketed events and meals. Items not covered are long distance telephone charges, extra nights at the hotel due to attendance of educational classes, alcoholic beverages and individual room service charges.

**4.** Request for Expense Reimbursement form must be completed and submitted with Original receipts for approved expenditures after the function. If and when funds are available, a check will be issued within five (5) days of approval. (Expense Reimbursement forms are located in the Appendix).

**B. PROCEDURES:**

**1.** Every Officer, Project Team Member or Network Member traveling at the

Network’s expense is required to attend meetings, functions and educational sessions at each orientation or convention attended. The specific duties of each officer in regard to reports and reimbursements are found under their job responsibilities.

**2.** Attendees traveling at the Network’s expense are required to provide a written report to the Governing Board as a summary of meetings or educational sessions attended. The Network will benefit from the information passed on to the membership and members will be stewards of the Network’s Money.

**3.** All requests for reimbursements will be made prior to December 15th, no requests will be honored after that date.

**4.** While traveling on Network business in Texas the Local Network will pay up to $30.00 per diem for meals not covered in the event registration fee. While traveling out of State, the Local Network will pay up to $60.00 per diem for meals not covered by the event registration fee.

**5.** Parking and/or transportation will be reimbursed per trip even as per IRS Government guidelines for mileage. Excess Allocations - In the event any member receives an amount in excess of the budgeted and permitted amounts, the Member will be required to repay the Network all excess amounts received.

Failure to repay the Network in a timely manner will be referred to the

Governing Board for appropriate action.

**6.** Any non-travel related expenses should be completed on the non-travel reimbursement form and turned into the Treasurer along with original receipts.

**VI. NETWORK SCHOLARSHIP**

**A. POLICIES AND PROCEDURES:**

**1.** Must be current National member of Dallas Network.

**2.** Scholarship cannot be used for MCE or license renewal classes.

**3.** Scholarship must be used for any NAR Designations, such as ABR, CRS, GRI, or PMN.

**4.** If you are representing the Dallas Network and attending a Women’s Council of REALTORS® State, Regional or National meeting, you may apply for reimbursement of registration fee.

**5.** Maximum reimbursement will be $300 per person in any calendar year.

**6.** Reimbursement will be sent for board approval AFTER receipt of successful

course completion. A Certificate, Grade or Verification form must be sent with request for reimbursement.

**7.** Proof of registration, course or class completion must be submitted within 30 days of completion.

**8.** After Women’s Council of REALTORS® Board approval, reimbursement will be paid as funds become available in approved budget.

**9.** Deadline for submission of application for the current year is November 30th.

**VII. WOMEN’S COUNCIL OF REALTORS® DUES**

**A. POLICIES AND PROCEDURES:**

**1. N**ational Members and National Affiliates dues of $175 are billed annually by the National Women’s Council of REALTORS® office. Members who have earned their PMN Designation will be billed the annual designation fee with the National Dues. Membership dues changes will be updated in the Bylaws and Standing Rules Leader.

**2.** New National Member applications and checks will be collected by the

Membership Leader and forwarded immediately to the National Office.

The Leader is required to verify membership of the applicant with the Local Association of REALTORS® as a part of the process. A copy of the application and check should be kept in the Membership Leader’s book for the current year. New members shall pay a full year’s dues upon making application. On January 1 of the following year, they shall only be billed for that portion of dues unpaid for that year. National calculates all pro rations.

**3.** Any National Member or National Affiliate who has not paid their dues by **March 31st** will be dropped from the National Referral Roster. Membership dues can be reinstated after this date; however, the Member loses the benefit of being listed in the National Referral Roster.

**4.** Strategic Partner billing will be the responsibility of the Treasurer. The

Treasurer will work closely with the Membership Leader to ensure the Strategic Partner membership information is correct. Any changes/ updates to the Strategic Partner information should be sent to the Reservation, Newsletter and Website Leader in a timely manner in order to keep all Project Teams updated.

**VIII. GUEST SPEAKERS**

**A. POLICIES AND PROCEDURES:**

**1.** 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.

**2.** State or National officers invited by the Dallas Network to attend a meeting or special event will be invited by the President, with the consent of the Governing Board. The Governing Board must approve any extra expenses in connection with their visit, other than lunch or a special event fee not

itemized in the annual budget.

**IX. VIP**

**A. POLICIES AND PROCEDURES:**

**1. VIP:** COMPLIMENTARY MEMBERSHIP:

The MetroTex Association of REALTORS® Executive Officer, MetroTex Women’s Council of REALTORS® Liaison, and the MetroTex President shall receive a complimentary National Women’s Council of REALTORS® Membership at the beginning of the calendar year. The Network President will contact the MetroTex Association Members and advise them of the complimentary membership. Once the membership is sent to National, the President will send a letter to the Association President welcoming them to the Network. If the Association President is already a member, the Network will offer to pay their dues for the year. In the event their office is vacated, and the association officer filing their position is not a Women’s Council of REALTORS® member the Governing Board must vote to approve a second membership for the person filling the position of the Association President.

The Executive Officer for MetroTex Association of REALTORS® will be provided an annual complimentary National Membership to the Dallas

Network. The Vice President of Membership will assist with the annual renewal of this Membership.

**2. VIP**: HONORARY MEMBERS Honorary Members shall be selected by vote of the Governing Board. Honorary Members shall not have voting privileges. Extreme caution will be exercised in conferring any Honorary Membership.

**X. RECOGNITION**

Members displaying outstanding contributions or achievements should be acknowledged at monthly meetings or in the Network Newsletter by special recognition. In some instances the President may want to advise both the State and National Officers of an outstanding achievement for a Dallas Network Member.

**XI. FUTURE LEADERSHIP FUND**

A special budget line will be establish and funded to support future leaders from the Dallas Network that serve at the state and national level of Women’s Council of REALTORS®.

**XII. MISCELLANEOUS**

All communication to the Governing Board and to the Membership shall go through the President, including “all calls”, mailings, and electronic mail. The President of the Dallas Network of Women’s Council of REALTORS® is to be the official spokesperson for the Network and as such should always reflect the ideals and attitude of the Governing Board.