



Standing Rules – 2020

THIRTEENTH REVISION

APPROVAL DATE: 01/29/2020 by Governing Board

A. GENERAL:

1. When there is a conflict of interpretation, the most recently revised Bylaws, adopted by the Network, shall take precedence over the Standing Rules.
2. The Standing Rules can be amended or waived by majority vote of the Governing Board. The Standing Rules shall be published annually on the local network website and made available at all times to members.

B. GOVERNING BOARD:

1. The President, President-Elect, Secretary, and Program Director of the Network shall be licensed Texas REALTORS® and shall have Real Estate as her/his primary profession. Membership Director and Treasurer who are not REALTORS®, may fill these roles as National Affiliates.
2. The President for the duration of her/his term in office shall appoint a qualified Parliamentarian. In the absence of the Parliamentarian, the President shall appoint a Parliamentarian for a specific meeting. The Network President shall provide the Parliamentarian during his/her term of office the latest edition of Robert's Rule of Order Newly Revised at the First Governing Board meeting of the year.
3. Governing Board meetings shall be held as necessary throughout the year with a minimum of 4 during the year.
4. All minutes of the Governing Board and General Membership meeting, including Treasurer's reports, audit reports, and special Project Team reports should be preserved in such a manner by the Secretary that they will be readily available for future reference.
5. It is the obligation of all Officers, Directors, Recruitment & Retention Chair, Strategic Partnership Chair, Marketing Chair and Parliamentarian to attend ALL Governing Board

and General Membership meetings. In case of absence due to an emergency, they shall be responsible for submitting a report. Failure to attend and/or submit a report for two (2) months shall constitute sufficient reason for removal. The President shall appoint a replacement for that Officer, Director, Chair, or Parliamentarian with approval of the Governing Board.

6. It is the responsibility of the President and President-Elect to attend all District, State, Regional and National meetings. It is recommended that all other Officers, Directors, Chairs, and Parliamentarian attend as many District, State, Regional and National Meetings as possible. It is recommended that the current President and Officers attend other Women's Council installations and special events.

7. In the event that neither the President nor President-Elect is able to attend WCR District, State, Regional or National Conventions and Conferences, the officer in next descending order to the Presidency shall represent the Network if available. Budgeted funds shall be reallocated from President or President-Elect to other officers as needed.

C. INSTALLATION OF OFFICERS:

1. The Outgoing President and the Incoming President will coordinate arrangements for the installation ceremonies.
2. The current President shall purchase a President's Pin at the National Convention Meeting and present it to the incoming President at the time of her/his installation.
3. The Awards Project Team shall purchase all current Officers, Directors and Project Team Leaders awards, as well as the outgoing President's plaque and gavel.
4. An appropriate gift shall be presented to the outgoing President at the installation ceremony. Cost of the gift to be paid by the Network, not to exceed \$100. The incoming President shall arrange for the gift.

D. TREASURER:

1. All bills shall be paid by the Treasurer or other approved officer on the account only upon receipt of the check request form showing itemized and categorized list of expenses with copies of receipts and with approval of the President, if a budgeted item or with approval of the Governing Board for any non-budgeted new expenditures.

2. The outgoing and incoming treasurer shall submit a budget at the January Governing Board Meeting to be approved by the Governing Board. The outgoing and incoming treasurer will meet in December of that calendar year to be presented in January of the following year at the Governing Board Meeting.
3. The annual budget shall include an amount to be allocated annually to the scholarship fund.
4. All non-budgeted items in excess of \$250.00 must have prior approval of the Governing Board at an in person Governing Board Meeting. For protection of all parties, good business practice requires rendering of detailed invoices and/or receipts.
5. Bank Account Reconciliation – For the protection of all parties and as good business practice, all bank statements shall be opened and reviewed by the Treasurer (or in her absence the President-Elect) for reconciliation.
6. All WCR debit card purchases as well as other purchases approved by the Governing Board that have been paid by an officer's personal funds must have a detailed receipt turned in to the Treasurer by the following Governing Board Meeting. Failure to provide timely receipts will result in personal loss in an amount equal to the charge.

E. PROJECT TEAMS AND TASK FORCES:

1. Project Teams shall be appointed as needed by the approved elected officer subject to the approval of the Governing Board. Each Project Team shall consist of not fewer than three (3) members of the Network. Appointments to Project Teams shall be event specific or until their assigned task has been completed, whichever occurs first. All Project Teams members are eligible for reappointment.
2. Standing Project Teams shall be: Bylaws, Education & Program, Finance & Budget, Membership, Candidate Review, Strategic Planning, and Marketing.
3. Special Project Teams are to work on specific projects assigned to them deemed by the Governing Board.
4. An Audit Team shall be appointed at the next to the last meeting of the Governing Board and shall present its report at the second Governing Board meeting of the New Year.

F. AWARDS:

1. Member of the Year Award: The guidelines for this award are: a) Must hold National membership for a minimum of one year; b) Real Estate must be the member's primary profession; c) Member has volunteered their time and service unselfishly to the Network during the previous year.
2. Affiliate of the Year Award: shall be awarded to a National Affiliate or Annual Strategic Partner who has volunteered their time and service unselfishly to the Network during the previous year. The winner will be chosen by the Governing Board.
3. Entrepreneur of the Year Award: shall be awarded to a Local Network Member or Annual Strategic Partner who has realized significant accomplishment in the growth of the business. The winner will be chosen by the Governing Board.
4. A minimum of 6 Business Resource Industry Events shall be conducted during the year, targeted to be scheduled on the third Thursday of the month, unless otherwise notified by the Governing Board.
5. Local Network to abide by National timelines for annual election meeting.
6. Reservations to all General Membership meetings and all Events sponsored by the Network shall be the financial obligation of the member. Cancellation of a reservation must be at least 24 hours prior to the event. The Treasurer shall bill the member accordingly.
7. The Membership Director or Recruitment & Retention Chair during a regular meeting shall conduct an induction ceremony for new members. Such ceremonies may cover several months and shall be arranged to fit into the regular program. New members shall receive a Council pin at this time.
8. Door prizes may be given at each regular General Membership meeting and purchase of opportunity drawing tickets shall be used for the drawing of a winner.
9. Any State President, State Governor, Regional Vice-President, or National Officer visiting on official business shall be introduced and recognized at the beginning of the meeting.

10. Anyone other than the scheduled speaker who wishes to address the General Membership must make prior arrangements with the President and the Program Director. In special cases when a member has something to say for the betterment of the membership, that member can address the membership at the discretion of the President.

11. When Network members move up to leadership positions or receive an award in other Real Estate related organizations, the Network shall recognize them at a General Membership meeting and online. (Website, Facebook)

12. Memorials/Illness – All officers experiencing illness, hospitalization, or the loss of immediate family members should be recognized by the Governing Board by a suitable remembrance. Past Presidents should receive the same recognition as well as National Officers. Recognition amounts not to exceed \$50.00, unless otherwise approved by the Governing Board.

G. TRAVEL:

1. Travel expenses to be paid by the Network as budgeted for the President and President-Elect to attend Women's Council/NAR, State, Regional and National Conventions/Conferences.

2. While in attendance, ALL funded Officers shall attend ALL Training meetings, the Governing Board meetings, the Regional Caucuses and the General Membership meetings. ALL funded Officers shall make a written report to the Network Governing Board and a verbal report at the Network Membership Meeting. Upon return All Officers shall submit to the Treasurer the proper itemized bills with a check request form for reimbursement. A written report of the trip should be put in the Secretary's minute book.

3. All Officers attending Women's Council National Meetings are encouraged to participate in National Project Teams, activities, and any open meetings.

4. When ground transportation is required, to and from airport or to attend a meeting which is held at another location, attending officers will be reimbursed as budgeted and approved by the Governing Board. Carpooling is assumed for state meetings and total

mileage will be reimbursed at the IRS mileage rate for every two members attending that meeting. The 2020 IRS mileage rate is \$0.575 per mile.

5. Room Accommodations:

- a. When State, Regional, or National meetings/conventions are held locally, the Network pays for hotel rooms as budgeted for Network purposes.
- b. Cost of **double occupancy** for President and President-Elect to be paid for by the Network. If necessary, a second room will be paid for by the Network for those members who want to become more involved as possible future leaders in Women's Council.
- c. The President shall have the flexibility of booking two rooms for Conventions/Meetings as necessary for Officers and members to attend provided it is within the budget.

6. Women's Council Ticketed Events – Inaugural Gala tickets shall be purchased as soon as possible in order that the President and President-Elect can attend. Other Officers may be reimbursed if funds are available in budget. It is recommended that tickets be purchased at the same time in order to sit together at the same table.

7. Registration – The Network shall pay registration fees for the President and President-Elect to attend the Women's Council/NAR State, Regional, and National Convention/Conference.

8. The President, President-Elect, and Membership Director's annual expenses shall not exceed the amount budgeted.

H. FUNDRAISERS AND SPECIAL EVENTS:

1. Fundraiser event held by Women's Council shall be chaired and coordinated by the Membership Director for that year. All other special events for the year shall be coordinated under the direction of the President, Officers, and/or Project Teams appointed by the President.
2. The President-Elect shall determine a fundraising budget and voted on by the Governing Board.

3. The purpose of the major fundraiser is to raise funds for the President-Elect's term as President, for Educational Programs during term as President, and to increase and sustain membership involvement and interest. 6

4. Any printed materials (i.e. tickets, flyers, mail outs, etc.) used in conjunction with any fundraisers or special events shall not list the names of sponsors, companies, or other persons on any such material unless otherwise authorized by the Governing Board. Recognition for sponsorship, donations, or any other gifts may be awarded by placing special listings or advertisements in any program guides or sponsor boards for the event, or as approved by the Governing Board. All participants must be a member in good standing.

I. Annual Strategic Partnerships & Event Sponsorships

1. Annual Strategic Partnership Levels are:

- a. Bronze - \$350
- b. Silver - \$650
- c. Gold - \$1,250
- d. Platinum - \$1,850
- e. Diamond - \$3,250

2. Event Sponsorship Levels are:

- a. Individual Event Sponsor - \$250
- b. Table Sponsor at sit-down meeting Events - \$150