



Standing Rules
of the
Women's Council of REALTORS® EL Paso Del Norte

Revised 3/13/24

The permanent address for the Women's Council of REALTORS® EL Paso Del Norte is P.O. Box 71692; El Paso, TX 79997. All Network records will be maintained at Box.com.

I) MEETINGS

A) Network Membership Meetings to include:

1) A minimum of 4 industry events:

- (a) All industry events must provide content that is timely, issue focused and member income generating.
- (b) One of the four industry events must be focused on development of business leadership skills.
- (c) One of the four industry events must be conducted collaboratively with other local networks, with the local REALTOR® association, or with a related real estate organization.

2) Conduct a minimum of 2 events focused on member networking/relationship building that could also include professional development content; examples include:

- (a) Smaller events, such as mastermind groups, lunch and learns, topical roundtables, etc.
- (b) Networking events and Members-only events.
- (c) Social events that facilitate relationship building.

B) Regular Governing Board meetings will be held at Greater El Paso Association of REALTORS® (GEPAR) or a professional setting (which includes virtual conference) at least four times (4) per year as determined by the current Governing Board, unless in direct conflict with a State or National Women's Council of REALTORS® Meeting or Conference, which at such time shall be rescheduled to the next available date.

- 1) Three (3) REALTOR® or National Affiliate members and a presiding officer of the Governing Board constitute a Quorum. A majority vote is required for Governing Board approval.
- 2) Voting may be permitted via virtual conference in both regular scheduled meetings and emergency meetings, determined by the President.

- 3) The Project Team Leaders are encouraged to attend and report at the Governing Board Meetings, although they do not vote.
- 4) Governing Board members are expected to attend all Governing Board and Network Membership Meetings. Absences may be excused if the request is made in writing and is approved by the President.
- 5) The First Vice President sends out minutes, agenda, and treasurer report to Governing Board seven (7) days prior to the meeting.

II) DUES

- A) Effective 1/1/24 annual membership dues for Active members shall be \$19.00, plus National dues, and State dues, if applicable.
- B) Effective 1/1/24, annual membership dues for National Affiliate members shall be \$19.00, plus National dues, and State dues, if applicable.
- C) Effective 1/1/24, annual membership dues for secondary members shall be \$19.00, which are Local Network dues only.

III) CONDUCTING THE ELECTION

- A) See Appendix A

IV) INSTALLATION OF GOVERNING BOARD MEMBER

- A) Installation Meeting will be held no later than the first week in December. It may be held in conjunction with a Network Membership Meeting or Industry Event.
- B) Incoming President shall lead a Project Team and appoint its members to facilitate the details for the installation of the incoming Governing Board, including a tribute to the outgoing Governing Board members with the participation of the outgoing President. The incoming President will select the installing officer and master of ceremonies.
- C) Incoming President shall obtain, at the expense of the Network and in a timely manner for presentation at installation, a President's plaque with gavel and gift not to exceed the budgetary allowance.
- D) Outgoing President shall obtain, at the expense of the Network and in a timely manner for presentation at installation, gifts for the outgoing Governing Board not to exceed the budgetary allowance.
- E) An installation budget will be created by the Project Team and it must be sufficient to include a gift and a President plaque with gavel for the outgoing President, incoming Governing Board pins and name tags, outgoing President's gifts for the outgoing Governing Board and the expense of the invited network guests such as master of ceremonies, installing officer, special dignitaries, local Association President, local Association CEO, etc. Should the cost of the installation exceed the budget, that cost will be paid by the incoming President.

V) PARLIAMENTARIAN

- 1) Attends all Governing Board and Network Meetings.

- 2) Retains vote at general membership meetings, not at Governing Board meetings.
- 3) Serves as a member of the Bylaws and Standing Rules Task Force.

VI) GOVERNING BOARD DUTIES

- A) See Appendix B

VII) PROJECT TEAMS DUTIES

A) Team Leader

- 1) Arrange meetings.
- 2) Prepares schedule for meetings.
- 3) Sends reminders about meetings.
- 4) Prepares agenda.
- 5) Keeps track of budget for the event.
- 6) Assigns tasks to other members.
- 7) Checks to make sure the tasks are completed.
- 8) Prepares monthly meeting reports to be turned into the Governing Board Liaison and the President.
- 9) Encouraged to attend Governing Board Meetings.
- 10) Gives a report with recommendations to the President for specific items or events to be carried out by the Project Teams.
- 11) Attends the Local Network Leadership Orientation, as related to term year.
- 12) All outgoing Team Leaders shall present a report on the accomplishments at year's end and pass on materials to the incoming Team Leader.
- 13) Reference the WCR.ORG website.
- 14) Assigns a member to take minutes at meetings, if needed. Sends copies of the minutes to each member and officer liaison three (3) days after the meeting.
- 15) Assigns a member to be in charge of marketing any event, if applicable.
- 16) Assigns a member to be in charge of ticket sales, if applicable.
- 17) Plans and implements ideas to raise funds for the Network. No project that could create a deficit obligation for the Network will be undertaken.
- 18) Submits a proposed budget for events to the Governing Board Liaison for initial review. Budget must be approved by the Governing Board.
- 19) Turns in any monies collected prior to an event to the Treasurer on a weekly basis.
- 20) At the completion of the event, turns over to the Treasurer all monies collected.
- 21) Submits a final report of the event(s) to the Governing Board Liaison.
- 22) Tax Exempt Status – To protect this Network's tax-exempt status as a not-for-profit organization concerning Ways and Means events, refer to the IRS Ruling.

B) Project Team Members

- 1) Provide Team Leader with current contact information.

- 2) Attend all Project Team meetings.
- 3) Complete assigned tasks and report back to Team Leader.
- 4) Provide input and ideas for events.
- 5) Publicize events.
- 6) Attend all events.
- 7) Recruit additional support from non-members to become involved.
- 8) Reference the WCR.org website.

VIII) PROJECT TEAMS

A) Bylaws and Standing Rules

- 1) Members consist of the Team Leader appointed by the President, the Parliamentarian, two (2) National Members appointed by the President and the First Vice President as the Liaison.
- 2) Reviews Bylaws and Standing Rules revises them as needed and/or as directed by the National Women's Council of REALTORS® and/or by the Governing Board.
- 3) Submits any membership approved changes of the Bylaws to National Women's Council of REALTORS® for final approval.
- 4) Reviews and revises the Standing Rules to reflect actual practice then presents any suggested revisions to the President for Governing Board approval.

B) Education

- 1) Informs and encourages member participation in educational opportunities at the local, state and national level.
- 2) Sets up at least one (1) MCE class at no cost to members.
- 3) Assists Event Director and Membership Director as needed.
- 4) Assigns a National Member to deliver a short invocation or inspirational message and/or to lead the group in Pledge of Allegiance to the flag of the United States of America and the Texas Pledge at each Network Membership Meeting.
 - (a) If the message is religious (i.e. includes an invocation), it precedes the Pledge. If merely inspirational, it follows the Pledge.
 - (b) If no physical American flag is in the room, the Pledges cannot be given (A picture of a flag does not constitute a physical flag).

C) Recruitment and Retention

- 1) Plans and develops membership drive to help recruit new members and retain current members, and/or implement the membership drive which may be developed by National or State Women's Council of REALTORS®.
- 2) Works closely with the Membership Director to maintain an open line of communication to the membership.
- 3) Assist the Membership Director in maintaining an up to date membership database.

D) Budget and Audit

- 1) Team Leader is appointed by the President
- 2) The Project Team is appointed by the President and consists of a Past President, Past Treasurer and two (2) national members.
- 3) Current Treasurer attends the meeting only to answer questions and provide the financial records for review.
- 4) Audits and reviews the budget and actual expenditures at least quarterly or as requested by the President or the Governing Board. Thoroughly reviews the Network's expenditures quarterly by comparing them with the Budget, Standing Rules and Governing Board Minutes.

E) Candidate Review Team

- 1) The Governing Board appoints a Candidate Review Team a minimum of ninety (90) days prior to election.
 - (a) Project Team to be a minimum of three (3) and no more than five (5) members.
 - (b) Project Team selects the Team Leader at the first meeting.
 - (c) Project Team must consist of Active National REALTOR® members that are in good standing and no more than one (1) active National Affiliate member.
 - (d) One (1) or more active Past Presidents willing to serve.
 - (e) One (1) or more active Past Event Directors willing to serve.
 - (f) President-elect serves as (Non-Voting) ex-officio member.
 - (g) Current governing board members are not eligible.
- 2) A minimum of sixty (60) days prior to election, the Candidate Review Team Chair:
 - (a) Sends out email to membership to solicit applicants for open positions.
 - i) Consider weekly follow-up emails until a specific date.
 - ii) Chair should work with the First Vice President (or whoever is in charge of correspondence) so communication to membership can be completed.
 - (b) Email will consist of job descriptions, election date, application and consent to serve due date, and contact information for Candidate Review Team Chair.
 - (c) Candidate Application and Consent to Serve are due back to the Candidate Review Team Leader thirty (30) days prior to election date.
 - (d) Candidate Review Team will confirm applicant eligibility. Candidate Review Team can conduct interview/candidate briefing if they so choose.
- 3) President will notify the membership (ten (10) days prior to election) about the election date, location, rules of running and names of candidates.

F) Communications

- 1) Distributes timely updates and professional email communications for all network business.

- 2) Creates and maintains an up-to-date email database for all network members.
- 3) Prepares and distributes email reminders to network members for all Governing Board and Network Membership Meeting only after obtaining President approval.
- 4) Attends all Governing Board meetings to stay current with all Network activities and to be proactive with any area concerning communications.

G) Hospitality

- 1) Serves as the door greeter at all network events and works closely with registration.
- 2) Sends outgoing correspondence as necessary, i.e., welcome, thank you cards, congratulatory cards, etc. and any other correspondence as directed by the Membership Director.
- 3) Helps other Project Teams with RSVP phone calls as directed by the President.

H) Registration

- 1) Accepts reservations for and collects money from members and guests at the Network Events.
- 2) Reports to the President the number of RSVP's expected to attend the meeting.
- 3) Provides to the Treasurer the final list of attendees, reservations not kept and all money received, immediately following the meeting.
- 4) Gives the Recruitment and Retention Chair, a list of guests for use in recruiting new members.
- 5) Works closely with the Hospitality Task Force.

I) Newsletter

- 1) Prepares a newsletter about Local, State and National activities at least quarterly.
- 2) Provides a copy to the Communications Project Team Leader for distribution to the membership.

J) Strategic Partners

- 1) Recruits Strategic Partners interested in exposure to the membership.
- 2) Once a Strategic Partner is obtained, notify the Treasurer to generate an invoice for delivery.
- 3) Reports full list of Strategic Partners to the Governing Board.
- 4) Works with the President to create annual Strategic Partner levels.
- 5) Promotes programs to increase Strategic Partner participation.
- 6) Solicits testimonials from Strategic Partners.

K) Community Outreach

Helps identify and coordinate worthwhile community programs for the Network to support through volunteer work, visitation and/or donations.

L) Member of the Year

- 1) Team Leader is the last recipient of the award who is willing and able to serve and is responsible to form a Project Team of at least four (4) additional past recipients.
- 2) The First Vice President is responsible for keeping an updated list of Member of the Year award recipients in Box.com.
- 3) Prerequisites for consideration are that the recipient be a member of the Women's Council of REALTORS® El Paso Del Norte and GEPAR and has been a REALTOR® for a minimum of two (2) consecutive years. The current President and current Governing Board members will not be eligible for consideration until at least one (1) year after their term of office concludes.
- 4) Procedure:
 - (a) The Membership Director provides the current membership list to the Team Leader.
 - (b) Team Leader works closely with the Communications Project Team Leader to notify the membership via email that nominations are being accepted. The email must include a nomination form, the prerequisites for consideration, a current membership list, the deadline to submit the nomination and contact information of the Member of the Year Team Leader, who will be receiving the nominations.
 - (c) Project Team meets and reviews all forms submitted and selects the award recipient.
 - (d) Upon selection, Team Leader notifies the President and President-elect. The President notifies the recipient of the award and President-elect orders the award plaque after the installation budget has been approved.
 - (e) The award is presented at installation.

M) Affiliate of the Year

- 1) Team Leader is the last recipient of the award who is willing and able to serve and is responsible to form a Project Team of at least four (4) additional past recipients.
- 2) The First Vice President is responsible for keeping an updated list of Affiliate of the Year award recipients in Box.com.
- 3) Prerequisites for consideration are that the recipient be a National Affiliate of the Women's Council of REALTORS® El Paso Del Norte and GEPAR for a minimum of two (2) consecutive years. The current President and current Governing Board members will not be eligible for consideration until at least one (1) year after their term of office concludes.
- 4) Procedure:
 - (a) Team Leader works closely with the Communications Project Team Leader to notify the membership via email that nominations are being accepted. The email must include a nomination form, the prerequisites for consideration, a current National Affiliate list, the deadline to submit the nomination and contact information of the Affiliate of the Year Team Leader, who will be receiving the nominations.

- (b) Project Team meets and reviews all forms submitted and selects the award recipient.
- (c) Upon selection, Team Leader notifies the President and President-elect. The President notifies the recipient of the award and President-elect orders the award plaque after the installation budget has been approved.
- (d) The award is presented at installation.

N) Entrepreneur of the Year

- 1) Project Team consists of the Team Leader, who is the most Immediate Past President able to serve, the current President, three (3) REALTOR® members appointed by the President and two (2) REALTOR® alternates appointed by the President, with ratification of the Governing Board.
- 2) The First Vice President is responsible for keeping an updated list of Entrepreneur of the Year award recipients in Box.com.
- 3) Entrepreneur of the Year is awarded to a REALTOR® National member who has exhibited business leadership in their work and community. Prerequisites for consideration are that the recipient must be a REALTOR® member of the Women's Council of REALTORS® El Paso Del Norte and GEPAR for a minimum of one (1) year. The current President and current Governing Board members will not be eligible for consideration until at least one (1) year after their term of office concludes.
- 4) Procedure:
 - (a) The Recruitment and Retention Chairman provides the current membership list to the Team Leader.
 - (b) Team Leader works closely with the Communications Project Team Leader to notify the membership via email that nominations are being accepted. The email must include a nomination form, the prerequisites for consideration, a current membership list, the deadline to submit the nomination and contact information of the Entrepreneur of the Year Team Leader, who will be receiving the nominations.
 - (c) Project Team meets and reviews all forms submitted and selects the award recipient.
 - (d) Upon selection, Team Leader notifies the President and President-elect. The President notifies the recipient of the award and President-elect orders the award plaque after the installation budget has been approved.
 - (e) The award is presented at installation.

O) Past President's Council

- 1) The President appoints a Past President to serve as the Task Force Leader.
- 2) Consists of other Past Presidents that will perform duties as requested by the President.
- 3) May serve as Presidential Advisor(s), as appointed by the President.

P) Technology, Social Media, Communications and Marketing

- 1) Provides updates for the Network website to Governing Board Liaison.
- 2) Uploads photos, newsletters, documents and forms to the designated folders on online network storage platform.
- 3) Coordinates audio visual presentations at Network meetings as requested.
- 4) Collects photographs, articles, news releases, videos of network activities and achievements.
- 5) Assign members to take photos at events.

IX) NETWORK FINANCES

A) The Network shall maintain 2 (two) General Checking Accounts. One account is for “Odd” Years and the other for “Even” Years allowing each year to begin prior to the completion of the audit of the previous year. The balance of each account shall not drop below \$2,500 at the end of each year.

B) The Network shall maintain 2 (two) reserve accounts to be called General Reserve, Education Reserve. All reserve Balances in total will not exceed twice the annual budget at any time as provided by not-for profit guidelines.

1) General Reserve

- (a) To be used for unexpected and unusual expenses.
- (b) 50% of any funds remaining in the checking account at the end of the year in excess of \$2,500 shall be deposited into the General Reserve Account until the account of \$50,000 has been reached.
- (c) Authority to expend these funds or to change these allocations requires $\frac{2}{3}$ vote of the members present and voting at a General Membership Meeting.

2) Education Reserve

- (a) To be used for funds to provide all items pertaining to education and training.
- (b) 50% of any funds remaining in the checking account at the end of a calendar year in excess of \$2,500 shall be deposited into the Education Reserve Account until the balance of \$50,000 has been reached.
- (c) Authority to expend these funds or to change these allocations requires $\frac{2}{3}$ vote of the members present and voting at a General Membership Meeting.

3) The network will maintain all CDs. As the CDs mature, the Governing Board will determine to renew the CDs or move the funds to General Reserves Account (50%) and Education Reserves Account (50%).

C) Network Pre-paid Card

The Network President, President-elect and Treasurer will each be issued a pre-paid card associated with the Network established financial institution. The usage for this card is limited to hotel expenses (to be paid upon checkout at Texas Orientation, Network 360, National, Regional, District or State Women’s Council of REALTORS® meetings), Texas Orientation registration for incoming Governing Board Members, rental cars and gasoline to travel to

meetings located out of the city, mass communication software, platforms and or “apps” (example Constant Contact, Mail Chimp, Facebook, Zoom and Text messaging). It may also be used for the following: venue deposits and payments, events or merchandise, event decorations, catering deposits and payments. Prepaid card can be used to pay vendors if card option is available or through check or ACH.

- D) Passwords to bank and finance accounts may be given to the President, President-elect and Treasurer only.
- E) Alcoholic beverages are not reimbursable and are not to be purchased with network funds.
- F) Any change of the established financial institution will be approved by the Governing Board.

X) TRAVEL AND EXPENSES REIMBURSEMENT

A) Governing Board Member

- 1) Functions covered for reimbursement are District, Regional, Texas Orientation, Texas and National meetings. Reimbursement will be paid to the officers in accordance with the amount stipulated in the approved budget.
- 2) Any reimbursement from Texas, National Women’s Council of REALTORS® or by a Governing Board Member’s company will not be reimbursed by the Local Network. Those who are eligible to receive reimbursement from any other source must first disclose reimbursement and provide a copy of the approved reimbursement form to the Treasurer.
- 3) Budgeted travel expenses may include registration, Women’s Council of REALTORS® ticketed functions, hotel accommodations and transportation to and from meetings including flight, airline surcharge for one (1) bag, ground transportation to/from airport/hotel/meetings as budget permits. Parking Fees, including Parking garage or valet, to be reimbursed upon Governing Board approval. Airfare and registration are to be purchased a minimum of thirty (30) days in advance to secure the best price. If purchased within 30 days of the event, any reimbursement will be based on average price purchased by other members. When traveling to Women’s Council events all network members are expected to share a room based on a minimum of two people per room. If anyone stays in a room and is not attending the above related meetings/classes, he/she will be expected to pay his/her pro-rata share of the room. Items not covered are long distance telephone calls, fax, internet charges, water, minibar items, individual room service charges, and early or late check-in/check-out.
- 4) A Request for Expense Reimbursement form must be completed and submitted to the Treasurer with a travel report and itemized receipts for approved expenditures within 30 days after the event. If funds are available, a check may be issued within five (5) business days of approval by the President. President-elect approves President’s request for expense reimbursement. Responsibilities and requirements for receiving reimbursements are:
 - (a) Attend meetings and functions. Attendance at all Women’s Council meetings is mandatory as per President’s discretion.
 - (b) Provide a written report to the President. Report to include a summary of the

meetings attended, meeting outcomes, content learned, feedback, etc.

- 5) No reimbursement requests will be honored after December 15th.
- 6) Excess Allocations: In the event any Governing Board 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.
- 7) Advanced Reservations: It is the responsibility of the Governing Board Member to pay for their own flight, registration and ticketed events. THE NETWORK WILL NOT PAY IN ADVANCE FOR ANY TRAVEL EXPENSES, except for Texas Leadership Orientation Registration for incoming board members.

B) Non-Governing Board Member

- 1) Any member expressing an interest to travel to District, Texas, Regional, or National Women's Council of REALTORS® functions will be provided relevant information and must have full understanding of the network's member travel/expense reimbursement policy.
- 2) Accommodations for any meetings will be shared with officers already attending such meetings. Any member attending and not sharing a room or transportation will do so at his/her own expense.
- 3) Airfare to and from any such meeting will be at the individual members own expense.
- 4) Registration expenses and ticketed events for any meeting or conference may be considered for member reimbursement as budget permits and if funds are available; priority scholarship will be given to those members already elected to serve but not yet installed as new Governing Board Members.
- 5) All food and drink are at the member's expense.
- 6) A Request for Expense Reimbursement form must be completed and submitted to the Treasurer with a travel report and itemized receipts for approved expenditures within (30) days after the event. If funds are available, a check may be issued within five (5) business days of approval by the Governing Board. Responsibilities and requirements for receiving reimbursements are:
 - (a) Attend meetings and functions. Attendance at all Women's Council meetings is mandatory as per President's discretion.
 - (b) Provide a written report to the President. Report to include a summary of the meetings attended, meeting outcomes, content learned, feedback, etc.

C) Non-Governing Board Member Serving at Women's Council of REALTORS® Texas and/or National Level

- 1) Network members serving in Women's Council of REALTORS® Texas and/or National leadership positions may be reimbursed a portion of his/her expenses with approval of the governing board, if budget and funds permit.
- 2) Room reimbursement is based on double occupancy. Registration expenses and

ticketed events for the meeting or conference may be available. All food and drinks are at the member's expense.

- 3) Reimbursement will be limited to budgeted travel expenses after the member provides a copy of all approved State/National reimbursement request forms to the Treasurer.
- 4) A Request for Expense Reimbursement Form must be completed and submitted to the Treasurer with a travel report and itemized receipts for approved expenditures within 30 days after the Event. If funds are available, a check may be issued within five (5) business days of approval by the Governing Board. Responsibilities and requirements for receiving reimbursements are:
 - (a) Attend meetings and functions. Attendance at all Women's Council meetings is mandatory as per President's discretion.
 - (b) Provide a written report to the President. Report to include a summary of the meetings attended, meeting outcomes, content learned, feedback, etc.

XI) GUEST POLICY

- A) Guest speakers and one (1) guest are to receive a complimentary meal for their contribution to the Network. This policy also applies to speakers who are members, Texas Officers or Nationals Officers.
- B) Non-Members and qualified prospective members may attend Network Membership Meetings as a guest two (2) times only before requiring membership. This does not apply to member's family or special guests provided they are not eligible for membership as defined in the Bylaws. Family members and special guests will pay member's price to attend Network Membership Meetings.

XII) NETWORK COURTESY POLICY

- A) Memorials – In case of the death of a network member, a member's spouse, child, parent, or spouse's parent, the President-elect will select an appropriate memorial not to exceed \$100.00 plus tax and delivery fee.
- B) Get Well Remembrances – A card will be sent by the First Vice President to a member who is ill or hospitalized.
- C) Board members of the Network are not allowed to win in opportunity drawings hosted by the Network. The exception is if it is a paid opportunity drawing. Participation in contests hosted by the Network is encouraged; however, board members shall not be able to win such contests.

XIII) VIP POLICIES

A) Honorary Members

- 1) Will be selected by vote of the Governing Board.
- 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 Governing Board, be considered to be a local member in good standing and they may be appointed by the President to serve on a network Task Force as a member or Team Leader.
- 2) The annual dues for this (these) member(s) will be the same fee as the Women's Council Membership dues and are paid directly to the local network.

XIV) NON-PAYMENT POLICY

If any Strategic Partner fails to pay their financial commitment to advertise, within 30 days of signing the commitment, all privileges of their partnership, to include attendance at all meetings and events, will be suspended until the commitment is paid in full.

Appendix

Appendix A – Section III

A) CONDUCTING THE ELECTION

<https://www.wcr.org/network-tools/local-information-and-forms/>

Appendix B – Section VI

A) GOVERNING BOARD DUTIES

<https://www.wcr.org/network-tools/local-information-and-forms/>