



2023 WOMEN'S COUNCIL OF REALTORS, FORT BEND NETWORK STANDING RULES

I. MEETINGS

A. INDUSTRY NETWORK EVENTS

1. At Least 4 Industry Networking Events per year will be held, one per quarter, at times and locations to be determined by the Governing Board.
2. Annual Election Meeting – The Annual Election will be in June in conjunction with an Industry Networking Event or Network Business Resource Meeting.
3. Installation Meeting - The Installation Meeting will be held in October, November, or December. It may be held in Conjunction with a Network Business Resource Meeting.
4. Membership Events - There should be two (2) or more Networking events to obtain new members per year. These can be held anytime during the year as planned by the Governing Board.
5. Continuing Education - There should be one (1) or more CE Classes per quarter.

B. GOVERNING BOARD MEETINGS

Governing Board Meetings will be held no less than one (1) meeting per quarter, at times and locations designated by the President. Three (3) active members of the Governing Board constitute a quorum, provided either the President or President-elect is present. A majority vote is required for Governing Board Approval. Project Team Chairpersons and Task Force Chairpersons are encouraged to attend and report, as needed, but do not vote. Special meetings of the Governing Board may be called by the President or may be called at the request of at least two (2) members of the Governing board.

1. Attendance – All Governing Board members are expected to attend all Governing Board and Network Meetings. Absences may be excused, if the request is made in **Writing** and is **Approved** by the President.

II. ELECTION

A. OFFICERS QUALIFICATIONS

1. Members nominated for office must have held membership in the Network for at least 30 days.
2. The outgoing President-elect shall automatically succeed into the position of President for the next year. The incoming President-elect and Secretary of the Network shall be elected from active REALTORS® and/or REALTOR-ASSOCIATES®.
3. Other required Governing Board Members are Treasurer, Program Director, and Membership Director. These three (3) positions are elected positions and must have been a member for past 30 days. Treasurer and Membership Director must be either an active REALTOR® or National Affiliate member on the local network roster and member for past 30 days. The Program Director must be an active member.
4. An active member shall be described as a REALTORS®, REALTOR-ASSOCIATES® or National Affiliates who is current with dues payments and are members of record, at Women's Council of Realtors, National.

B. PROCEDURES

1. Members eligible to vote in the election of Governing Board members at the Annual Election Meeting will be only REALTORS®, REALTOR-ASSOCIATES® and National Affiliates whose dues have been paid in full and are members of record at Women's Council of Realtors, National.
2. Ninety (90) days prior to elections the Governing board will appoint a Candidate Review Team. The Candidate Review Team will be comprised of a minimum of 3, Maximum of 5 Active REALTOR® members. There will be no more than 1 National Affiliate, no more than 1 Past President and no more than 1 past Program Director. The current year's President-elect will serve on the team in a non-voting, ex-officio capacity. Current Governing Board Members are not eligible to serve on the team.
3. No later than 60 days prior to elections, a call for candidates must go out to all members and the realtor community for the next year elections.
4. Forty-five (45) days prior to elections the Candidate Review Team will Solicit applications for open positions.
5. Thirty (30) days prior to elections applications are due to the Candidate Review Team, who will confirm eligibility. The Candidate Review Team can conduct interviews if they choose.

6. Ten (10) days prior to elections the President will notify members of the time, date and location and rules of elections, as well as all candidates. At the time, notice must be given to all members about running from the floor, that an application must be submitted along with the Consent to Serve, which should be attached to the notice, no later than 7 days prior to the elections. Each candidate will be required to sign the form, Consent to Serve (they have read and understand) which describes the commitment involved in accepting the positions for which their name has been submitted.
7. The candidates signed Consent to Serve forms will be turned over to the current year's Secretary for safekeeping and retained until 30 days following the election.
8. The Annual Election meeting will take place in or prior to September so that elected Governing Board members may be submitted to National prior to the deadline. The Candidate Review Team will operate the election in accordance with Network Election Procedures, as approved by the Council. No nominations will be placed from the floor. The two options for the elections are:
 - a. Option 1 – At an Industry Event Meeting.

National Members are credentialed at check-in and provided a ballot. Per Bylaws, twenty percent (20%) of the Active REALTORS®, REALTOR-ASSOCIATES® and National Affiliate members of the Network shall constitute a Quorum. Current year's Secretary will establish a quorum.

 - i. Both National REALTOR® and National Affiliate Members are eligible to vote.
 - ii. Candidate Review Team oversees voting, collection and tallying of ballots.
 - iii. Candidate Review Team Chair presents the candidates, with no motion for adoption.
 - iv. President presides and conducts the election. Optional – the Network may schedule a few minutes for candidates to speak to the members and/or hold a Q&A session.
 - v. Voting may be by voice or roll vote or by written ballot when there are two or more candidates according to the Local Network Bylaws.
 - vi. The same procedure is followed for elections for each officer.
 - vii. A separate area set aside at the Industry Event Meeting supervised by Candidate Review Team to oversee voting and collection and tallying of ballots. This could be done the 1st 15 minutes (15) minutes of the meeting.
 - a. Ballots are to be kept until the 1st meeting of the following year.

- viii. After the time allotment for voting, the Candidate Review Team counts votes, gives to Current President, and introduces officers elect at the end of the Industry Event Meeting.
 - ix. Current Secretary takes minutes of this meeting to be kept as a permanent record in official minutes of the following Governing Board Members.
- b. Option 2 – At a Special Meeting, with a program and Elections (Possibly a Lunch & Learn with a good speaker to draw people) for members only, National members are credentialed at check-in and provided a ballot.
 - i. Per Bylaws twenty percent (20%) of the Active REALTORS®, REALTOR-ASSOCIATES® and National Affiliate members of the Network shall constitute a quorum.
 - ii. Both National REALTORS® and National Affiliate members are eligible to vote.
 - iii. Candidate Review Team oversees voting, collections and tallying of ballots.
 - iv. President presides and conducts the Election. *Optional – The Network may schedule a few minutes for candidates to speak to the members and/or hold a Q&A session.*
 - v. Voting may be by voice vote or roll vote or by written ballot when there are two or more candidates according to Local Network Bylaws.
 - vi. The Same procedure is followed for electing each officer.
 - vii. A separate are set aside at the Special Meeting supervised by the Candidate Review Team to oversee voting and collection and tallying of ballots. This could be done the 1st fifteen (15) minutes of the meeting.
 - a. Ballots are to be kept until the 1st meeting of the following year.
 - viii. After the time allotment for voting, The Candidate Review Team counts votes, gives to Current President, and introduces officers elect at the end of the Special Meeting.
 - ix. Current Secretary takes minutes of this meeting to be kept as a permanent record in official minutes of the following Governing Board meeting.
- C. The Annual Election meeting could also be via On-Line platform where an in-person meeting is not possible.
 - a. Per Bylaws twenty percent (20%) of the Active REALTORS®, REALTOR-ASSOCIATES® and National Affiliate members of the Network shall constitute a quorum.
 - b. Both National REALTORS® and National Affiliate members are eligible to vote.
 - c. Candidate Review Team oversees voting, collections and tallying of ballots.

- d. President presides and conducts the Election. *Optional – The Network may schedule a few minutes for candidates to speak to the members and/or hold a Q&A session.*
- e. Voting may be by voice vote, polling question or show of hand.
- f. List of all members that attended on the line or zoom meeting that have voted shall be maintained for at least sixty days (60) after the vote.

III. INSTALLATION OF OFFICERS

A. ARRANGEMENTS

1. The Incoming President will have a budget to be used at their discretion to pay for guest meals, decorations and other installation arrangements. The budget will be approved by the Governing Board in advance and will vary.

The incoming President can solicit donations, sponsorships, etc. to supplement the budget, if desired. If solicited donations are acquired the Governing Board will review and approve accordingly.

B. SELECTION OF THOSE INSTALLING GOVERNING BORD MEMBERS AND MASTER OF CEREMONIES

The incoming Governing Board will make these selections.

C. PIN FOR INCOMING PRESIDENT

The outgoing President will have the duty of obtaining the incoming President's pin at the expense of the Network (either by mail or by purchase at the Annual Convention) in sufficient time for presentation at the installation ceremony.

D. PLAQUE AND GIFT FOR OUTGOING PRESIDENT

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, total cost not to exceed budgeted amount.

E. FINANCES

The budget for the Installation Ceremony will be approved by the Governing Board in advance and will be used at the incoming President's discretion to pay for guest meals, decorations, or any other installation arrangements. The incoming President can independently solicit donations, sponsorships, etc. to supplement the budget, if desired.

IV. DUTIES

In the interest of efficient and effective use of Governing Board tie, all Governing Board Members and Project Team Chairperson will submit recommendations to the voting members of the Governing Board members at least 5 days prior to Governing Board meetings, along with (1) the purpose and (2) the projected results. This allows time for consideration, therefore, reducing time spent in discussions and more thoughtful voting,

A. GOVERNING BOARD MEMBERS

Network Governing Board members will abide by the Network Bylaws and Standing Rules and the duties as approved by the Local Network and National Council.

1. **Network President** - Provides leadership and direction for the Network, keeping the team focused on the mission of the Council and Network business plan. Acts as the local voice for the Women's Council brand, articulating the value of the Network, representing the Network with related groups and setting the tone for active membership involvement,
 - a. Presides over focused, productive meetings of the Governing Board and membership.
 - b. Work with the Governing Board to develop, implement and monitor the New Work Business Plan.
 - c. Encourage and inspire members to get involvement and recognize contributions.
 - d. Cultivate development of future leaders for the Network.
 - e. Mentor, train, support and provide leadership opportunities for the President-elect to facilitate a smooth transition in leadership.
 - f. Build and maintain relationships with the Local Association and related industry and community groups.
 - g. Work with the Governing Board to evaluate Network process and performance on stated goals, ensuring quality Network programs and services.
 - h. Support Program Director and Membership Director in delivering quality programs and building a retaining a solid base of REALTOR® members.
 - i. Appoint the Program Directory and Membership Director, with ratification by the Governing Board.
 - j. Appoint a Program Chair and or Membership Chair, as needed to support the Program and Membership Directors, with ratification by the Governing Board.
 - k. Ensure compliance with all State and National reporting requirements.
 - l. Represent the local Network at State and National meetings.
 - m. Obtain gift for out going President and Special Guest that attend New Board Installation.

2. **Network President-Elect** – Supports the President in fulfilling their duties, builds leadership skills and prepares to assume the Presidency. Develops and maintains productive relationships with Strategic Partners to ensure satisfactions and support for Network activities.
 - g. Fulfills duties of the President as needed and assists with running efficient and productive meetings.
 - h. Cultivates and manages relationships with Strategic Partners insuring a high level of satisfaction and appropriate benefits levels and packages.
 - i. Assist the President in tracking Network progress and performance, identifies areas for continued improvement and considers related goals for inclusion in the Network Business Plan in the coming year.
 - j. Appoints the Secretary with Ratification by the Governing Board.
 - k. Supports accomplishments of Network Business Plan goals and priorities.
 - l. Encourage and inspire members to get involved and recognize contributions.
 - m. Cultivate development of future leaders for the Network.
 - n. Attends Women's Council Leadership 360 as part of preparing to take on the presidency.
 - o. Attends National and State Women's Council Meetings, depending on budget and personal finances.
 - p. Makes all travel arrangements for all attending the State and National meetings.
 - q. Works with the incoming Present-elect to ensure a smooth transition in leadership.
3. **Secretary** – Ensures proper reporting and Network compliance with all State and Federal laws and regulations impacting non-profit organizations,
 - a. Maintains Network Bylaws and Standing Rules.
 - b. Oversees Credentials Project Team to ensure proper election protocols and reports results of elections to National Women's Council by November 1st, each year.
 - c. Ensure accurate minutes are taken at each Governing Board meeting, Industry Event or Network Meeting where business is conducted, i.e. Election Meeting and Installation Meeting and maintains all official records of the Network.
 - d. Ensures accurate minutes are taken at Membership meeting when votes are taken for Bylaws amendments and for Elections.
 - e. Attends National and State Women's Council Meetings, depending on budget and personal finances.
 - f. Responsible for all Network Correspondence to or amount the members.
 - g. Keep track of all motions during board meeting.

- h. Send out Birthday Cards, Sympathy cards, Anniversary card for active members which are signed by the 6 Governing Board members.
- 4. **Treasurer** – ensures strategies and systems are in place to support the financial health and integrity of the Network. Ensure proper reporting and Network compliance with all State and Federal laws and regulations impacting non-profit organizations,
 - a. Maintains Network financial records, tracks transactions and reports regularly on Network Financial performance.
 - 1. Records should be kept by Month, rather than by document type and must include the following:
 - 2. All Monthly folders, hard copy and/or on-line should contain copies of bank statements, reconcile reports, invoices sent and paid date written on the invoice, reimbursement form and receipts, partnership invoices with date paid written on them, square statements, pay pal records along with any other type of income received. Any correspondence during that month.
 - 3. The IRS now allows for On-line documents, which means that you can scan any hard copies that you receive into our monthly folder.
 - 4. At the end of every year all documents should be copied to a CD or USB, and hard copy notebook to be passed to the next Treasurer to keep.
 - 5. These records need to be kept for 5 years and passed on to the next board and only destroyed with our CPA's written permission.
 - 6. Written permission from CPA, along with a Motion from the Governing Board, to destroy previous years records should be included in current years correspondence folder.
 - b. Handles receipts and disbursements, ensuring proper controls in place.
 - c. Works with the Governing Board to develop proposed annual budget.
 - d. Ensures Network State and Federal taxes are filed annually and provides full support for Network financial reviews.
 - e. Attends National and State Women's Council Meetings, depending on budget and personal finances.
 - f. Maintains records of all receipts and disbursements. Any unbudgeted item of \$500.00 except for invoicing from Industry Events, Networking Events, etc., or others that have already been approved in the budget, must be approved by the Governing Board prior to a check being disbursed.
 - g. Is responsible for ALL invoicing – All Project Team Chairpersons are responsible for submitting a complete list 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.

- h. Two Governing board members signatures will be required on all checks for amounts more than \$500.00. Governing Board members eligible for Signature are President, President-elect, and Treasurer.
- i. Governing Board approval is required prior to any transfer of funds from one budgeted item to another.
- j. All monies collected by the Network must be turned over to the Treasurer within ten (10) days of receipt and will be deposited in the Network's bank account within ten (10) working days.
- k. Any Reimbursements made must be on a reimbursement form with copies of receipts attached within 10 days. If the reimbursement was for travel, a travel report would also need to be attached.
- l. If payments will be accepted via PayPal, the Treasurer shall open a new email and PayPal account for their year. Upon the end of their term, once all monies have been transferred to the Checking account, both accounts should be closed.

5. **Program Director** - Ensures the development and delivery of timely, relevant business-oriented Network educational and networking events that attract a high level of participation from members and the industry at large.

- a. Produces four (4) Network Industry events.
- b. Coordinates and implements marketing strategies for a high level of exposure for Network events within the industry.
- c. Develops and manages systems to routinely scan the industry environments to identify business needs and issues.
- d. Produces a minimum of two (2) additional events focused on member networking and relationship building,
- e. Manages Program Chair and Project Teams as needed to accomplish tasks.
- f. Monitors and evaluates success of all programs and events and reports to Governing Board.
- g. Attends National and State Women's Council Meetings, depending on budget and personal finances.
- h. If obtaining Speakers from out of town, set up any hotel arrangements, airport pickup/rental car, meals etc. for the speaker the night before the event. Pickup the morning of the event, if needed.
- i. Arrange for Speaker gift

- j.
6. **Membership Director** – Conducts an aggressive outreach strategy to communicate the value of the Network and the Women's Council brand, engaging prospective, new and renewing members.

- a. Develops and implements a member recruitment and retention strategy to grow the REALTOR® membership base within the Network.
- b. Supports and follows through on all National Council membership marketing campaigns.
- c. Works with the Governing Board to establish membership recruitment and retention goals as part of the Network Business Plan.
- d. Oversees implementation of a new member welcome and orientation strategy, as well as a first -year member communication strategy, using tools and resources provided.
- e. Oversees implementation of a member communication 'drip' system using tools and resources provided.
- f. Monitors and supports development of Strategic Partners benefits packages.
- g. Manages Membership Strategic Partnership and Project teams as needed to accomplish tasks.
- h. Monitors and evaluates success of all membership development and outreach efforts and reports to the Governing Board.
- i. Monitor membership reports received from National Women's Council for accuracy and follows up on any discrepancies.
- j. Attends National and State Women's Council Meetings, depending on budget and personal finances.
- k. Strategic Partner team should consist of at least one Realtor.
- l. Head of Strategic Partner Team would call each sponsor before each Industry Event to obtain at least the following:
 - i. Who will be coming to the Event
 - ii. Who will be speaking, only one person will be allowed to speak per Industry Event.
 - iii. Tell them how long their level will be allowed to speak.

B. PROJECT TEAMS AND TASK FORCES

The President may appoint temporary project teams or task forces to work on specific projects, as approved by the Governing Board. Examples of possible Project Teams and Task Forces are Fundraisers, Budget and Finance, Credentials, Candidate Review, Educational, Past President Advisory, Membership Outreach, Industry Outreach, Bylaws, Marketing, etc.

1. Project Teams are used for a defined period and disbanded at the end of the project.
2. The team consists of members and outside support, as needed.
3. The team is ratified by the Governing Board
4. The team will consist of at least three (3) Active or National Affiliate Members.
5. The President is ex-officio of all teams except for the Candidate Review Board and will notified of all meetings and progress activity.

C. AUDIT TEAM

An Audit Team will be appointed at the next to last meeting of the Governing Board and will present its report at the First Governing Board meeting of the New Year. The audit team should be at least 2 -3 people.

1. The audit team can be a Mortgage Person, Insurance Person, Strategic Partner, past board member, etc. as long as it is not a member of the current board.
2. It will be their responsibility to go over the financial records and make sure that:
 - a. the bank balances are correct for Checking and Savings Accounts
 - b. that the documentation is in order for each receipt
 - c. there has been property authorizations for each payment
 - d. Travel report included for network meeting.

D. FINANCIAL OBLIGATIONS

There are Financial Obligations in Conjunction with Fundraising, aka. Ways and Means.

3. **Tax exempt status** - to protect this Network's tax exempt status as a Not-For-Profit organization concerning fund raising projects, refer to the IRS Ruling information in the Network Operating Model – Link to Network Business, Insurance, Tax and Legal Issues. We still will have to pay any sales taxes under this exempt status.
4. **Separate Accounting** – the Network will keep a separate accounting of all proceeds received from fun raising projects.
5. **Operating Expense Caution** – fund raising proceeds will be used for the projects designated as disclosed, less any expenses.
6. **Possible Deficit Obligation** – No Ways and Means projects will be undertaken which could create a deficit obligation requiring that funds be withdrawn from Network reserves without Governing Board approval.
7. **Reimbursement of Start-up Funds** – Any “seed money” will be returned, to become the start-up funds for the following year.

V. PARLIAMENTARY AUTHORITY

As per Bylaws, the rules contained in the current edition of Robert's 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.

The parliamentarian and an Alternate Parliamentarian are appointed by the President. The Parliamentarian (or Alternate) is expected to be present at all General Membership and Governing board meetings. The Parliamentarian has no voice, nor vote, at Governing Board or Executive Committee meetings, however, retains voice and vote as a member on general membership matters.

VI. AMENDMENT OF BYLAWS

The Bylaws may be amended at any meeting of the Network by two-thirds (2/3) vote in the affirmative of the Network Members present and voting at such meeting, that a quorum is present and provided the substance of the proposed amendment(s) has been submitted to all members of the Network at least ten (10) days in advance of the meeting at which they will be acted upon and provided that no such amendment shall become effective until the same shall have been submitted to and approved by Council.

VII. AMENDMENT OF STANDING RULES

The Standing Rules may be amended at any meeting of the Network by two-thirds (2/3) vote in the affirmative of the Network Members present and voting at such meeting, that a quorum is present and provided the substance of the proposed amendment(s) has been submitted to all members of the Network at least ten (10) days in advance of the meeting at which they will be acted upon and provided that no such amendment shall become effective until the same shall have been submitted to and approved by Council.

VIII. EDUCATIONAL SCHOLARSHIP

A scholarship drawing will be held each quarter for a total of ten (10) \$100 gift cards or Gift Certificates annually, purchased from a local Real Estate School. All guests are eligible to enter. Gift Cards will be purchased in advance and presented at the time of the drawing, or you may also obtain Gift Certificates, which would be payable when redeemed from a Local Real Estate School.

IX. MEMBERSHIP AWARDS

- A. Member of the Year – the current Member of the Year will act as Chairperson of the Member of the Year Project Team and is responsible for committee selection. The member of the year will be a member of the Women's Council of Fort Bend 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.

To avoid any possible of this award going automatically to the Local Network President, that individual will be ineligible to receive the award during or within one (1) year after the term of office. This does not preclude Past Presidents or other governing board members or Project Team Chairpersons from receiving this award. Member of the Year will be announced at the November meeting and the recipient will be suitably honored.

- B. Entrepreneur of the Year – The current Entrepreneur of the Year will act as chairperson of Entrepreneur of the Year Project Team and is responsible for committee selection. The Entrepreneur of the Year will be an active member who is a REALTOR® or a REALTOR® Associate for a minimum of one (1) year

and a member of the National Women's Council of Realtors for a minimum of one (1) year.

- C. Affiliate of the Year – The current Affiliate of the Year will act as Chairperson of the Affiliate of the Year Project Team and is responsible for committee selection, The Affiliate of the Year will be a National Affiliate member of the Women's Council of Fort bend and will be an individual selected for recognition by the Local Network. Affiliate of the Year will be announced at the November meeting and the recipient will be suitable honored.

Suggested Procedure for selection of A, B & C is as follows:

1. The membership Director will provide the current membership list to help qualify those members eligible to be nominated by the membership for Member of the Year, Affiliate of the Year and Entrepreneur of the Year.
2. Notify the membership at least by October. This notification can be made through the newsletter and at Membership meeting prior to November.
3. Provide a Nomination Form to the Membership including information about the criteria for eligible nomination and a list of eligible members to be nominated with a return deadline,
4. Notify those members nominated by telephone and in writing (send along a copy of the Local and State Network Form. Give the nominees a deadline to have this form completed and returned.
5. The Committee meets, reviews all forms submitted and tallies the results.
6. A presentation program and awards should be decided upon staying within the budget for this event. The program should not run longer than twenty (20) minutes.
7. Notify, in strict confidence, the immediate family of the selected Member of the Year, Affiliate of the Year and Entrepreneur of the Year.
8. The program and awards are presented at the November Membership meeting.

X. EXPENSE REIMBURSEMENT

- i. Functions covered for reimbursement are: District, State, Regional and National meetings.
- ii. Reimbursement will be paid to the Governing board Members in accordance with the annual amount approved in the budget. Network members serving in State and/or National Women's Council Leadership positions may be reimbursed a portion of their expenses if budgeted and approved by the Governing Board. Any reimbursement from the State and National Women's Council would not be eligible for reimbursement by the local network. Any reimbursement by a member's company is also not subject to reimbursement by the local network.
- iii. Budgeted travel expenses will include registration, transportation to and from meetings, hotel accommodations based on double occupancy or 50%

reimbursement for single occupancy, hotel room internet access (if not provided complimentary for conference attendees) and Women's Council ticketed events/meals (included in ticket). If a male member of the Network is not able to have a second occupant, he will be eligible for full reimbursement with proper proof of expense.

Items not covered, for example, are long distance telephone charges, extra nights at the hotel due to attendance at a PMN class, fees for PMN classes, ride sharing expenses (ex. Uber and Lyft), meals and individual room charges including internet access. No reimbursement will be made without a completed expense report with original receipts. The president will keep track of the actual travel expenses on an Excel worksheet to be reviewed monthly.

Any officer attending a Women's Council of Realtor event to another major city, shall receive a reimbursement for meals not included in the event.

Reimbursement shall be as follows:

Breakfast \$15.00

Lunch \$20.00

Dinner \$25.00

Transportation: Round trip from Airport to hotel/event \$60.00

Also, Mileage to and from that another major city will be paid at IRS reimbursement rates. For example: from you home to San Antonio and directly back.

- iv. A request for Expense Reimbursement form must be completed and submitted with **original receipts** for approved expenditures after the function within Ten (10) days of the event. When funds are available, a check will be issued withing ten (10) days of approval.
- v. Responsibilities and requirements for receiving reimbursement will be:
 - 1. Attendance at meetings, functions and filing a written report of meetings attended, actions taken and summary of each meeting.
 - 2. An obligation to report to Governing Board.
- vi. All requests for reimbursements will be made prior to December 22. **No requests will be honored after that date.**
- vii. Excess Allocations – In the event any 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 their membership in the Network.

XI. WOMEN'S COUNCIL DUES

- A. National Member dues are billed annually by National Women's Council of Realtors. The dues are currently \$185.00 and are broken down as follows: National dues \$140.00, State dues \$35.00 and Local dues \$10.00.
- B. The Membership Director will collect all new member applications and checks

and will immediately forward them to the National Women's Council of Realtors (the Director is required to verify membership of the applicant(s) with a Local Association of Realtors as part of the process).

- C. New members shall pay a full year's dues upon making the application. On January 1 of the following year, they shall only be billed for that portion of dues unpaid for that year.
- D. Any member delinquent in payment of dues by more than three (3) months shall forfeit membership.
- E. Membership Director shall keep list of all members that have paid their dues and a copy should be given to the President and Treasurer monthly.
- F. Membership Director shall keep list or appoint a committee to keep track of all Strategic Partners that have paid their dues and a copy should be given to the President and Treasurer monthly.

XII. MEMBERSHIP

- A. National Affiliates Membership may not comprise more than twenty percent (20%) of the National membership of the network.
- B. The Membership Director will send welcome cards or letters to each new member. New members will be welcomed and introduced individually at network meetings by the Membership Director.
- C. An induction ceremony for new members may be conducted by the Membership directory during meetings. Such ceremonies may cover several months and will be arranged as they fit into regular programs.

XIII. RESERVATIONS

- A. If a member attends a function without a reservation, they will be accommodated on a space available basis only and will be charged the walk-in rate which should be higher than the member rate.
- B. It is the Obligation of members to pay for all Network or Industry events at the time of the registration, Billing is not available.

GUEST POLICY

- A. Guest speakers are allowed a "plus one" and both are to receive a complimentary meal. The guest is also allowed 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.

XIV. NETWORK COURTESY POLICY

- A. Memorials – In case of death of a member, a member's spouse, child, parent or spouse's parents' death, the President will select an appropriate memorial not to exceed \$100.00.
- B. Get well Remembrances – A card will be sent by the Secretary, with signatures of the board, to a member who is ill or hospitalized.
- C. Unbudgeted Courtesy Expenditure – The Governing Board must approve any unbudgeted courtesy expenses.
- D. Member Care: The board may send to a current member a Member Care amount to help them in time of need. This is to include fire, flooding of home, long term cancer care for immediate family member (same household), Hardship, Funeral flowers, etc. This payment should not be more than \$200 per member per year.

XV. VIP POLICIES

Honorary Members – Honorary Members will 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.

XVI. RECOGNITION

Members displaying outstanding contributions or achievements may be acknowledged at monthly meetings by a special recognition. These members will be nominated by the membership in two categories: REALTORS® and National Affiliate members.

CREDIT CARDS AS METHOD OF PAYMENT

Credit cards have been approved as a method of payment and will be accepted at all Network events, with no exceptions. Any Board Member may use their personal Credit card and request a reimbursement from Women's Council of Realtors® within ten (10) days of event or purchase.

According to our Incorporation rules, in order for a member of our Fort Bend Network to obtain a Credit card in the Network's name, the Network would need to have \$250,000 of income per year. Since we are not that large, there will be NO Fort Bend Network Credit card available.

1. Each member will need to use their own method of payment and fill out a reimbursement form within ten (10) days of the event.
2. If a Board Member does not have a credit card to book airlines, hotels and Air Fare, they need to notify the Treasurer so other arrangement can be made.

XVII. THE PROHIBITED USE OF NETWORK ISSUED DEBIT CARDS

The use of debit cards, never authorized by a change to the Standing Rules, caused a very involved reconciliation problem. Debit cards should NOT be reinstated for us by any member of the organization under any circumstances.

The Fort Bend Network will decline any debit card sent from their Bank; they will not be used in our network. If the bank issues them, they should be shredded.

XVIII. NATURAL DISASTERS/PANDEMICS

If there is a Natural Disaster, such as Flooding, Hurricane, etc., or during a Pandemic such as SARS or Coronavirus, etc., where it would not be possible to do business as outlined, it will be up to the Governing Board how to conduct any meeting, elections, and any other business during that time.

Approved Governor's Board meeting March 31, 2023