

Standing Rules

Approved November 28, 2022

Women’s Council of REALTORS® East Texas

The permanent mailing address for the East Texas Network will be 2772 SSE Loop 323, Tyler, TX 75701. All Network current financial records will be maintained at the address of the current Treasurer and all past records will be stored in the storage unit.

I. NETWORK MEETINGS:

A. GOVERNING BOARD MEETINGS Regular Governing Board meetings shall be held SIX (6) times per year every other Month.

1. Meetings may be conducted via webinar, zoom, or in person at a time and place designated by the President and email voting is allowed.

2. ATTENDANCE - All Governing Board members are expected to attend Governing Board and Membership Meetings. If an Officer or Standing Committee Chairman has two (2) unexcused absences from Governing Board meetings during the year, it will be assumed that the Board member has resigned and may be replaced at the President’s discretion with Governing Board approval. Absences may be excused, as approved by the Governing Board.

3. Attendance will be mandatory at the yearly planning retreat. (Date to be set by President Elect).

B. GENERAL MEMBERSHIP MEETINGS Industry Events and Networking Meetings shall be held a minimum of Six (6) times per year at times and places determined by the Governing Board.

1. Reservations are required for all ticketed events and are non-refundable unless cancelled by Women’s Council of REALTOR® s East Texas due to unforeseen circumstances. The members or guests who wish to attend without a reservation will be accommodated on a space available basis and be charged an additional fee of FIFTEEN DOLLARS ($15).

2. Non-Member Registered Guests, who are a prospective member, may attend the meetings as guests ONE (1) time in a year then MUST join local Network to be permitted to attend at member pricing otherwise, will pay Non-Member pricing. This rule EXCLUDES a member’s family, guests of members of other Networks and special guests of incoming officers during the installation meeting.

3. There will be NO CHARGE for the National President or State President.

4. Speaker(s) will receive a complimentary ticket & social media recognition on the event date for their contribution to the Network.

5. In conjunction with the General Membership meeting, the Annual Election Meeting will be held in August and the Installation meeting will be held in October of each year.

C. EVENT DIRECTOR

 1. Plans and implements EVENTS to raise non-dues revenue for the Network.

2. Shall submit a proposed budget for fundraisers to the Executive Board prior to 2nd committee meeting of each event for approval.

3. Establishes Sub-Committee chairs within the committee to handle each fundraiser.

4. Submits the final report of the event(s) to the Governing Board, Business Plan Auditor, and the Membership.

D. FINANCIAL OBLIGATIONS IN CONJUNCTION WITH EVENTS

1. SEPARATE ACCOUNTING – The Network will keep a separate accounting of all proceeds received from fundraising projects.

2. OPERATING EXPENSE CAUTION – Fundraising proceeds will be used for the projects designated as disclosed, less any expenses.

3. POSSIBLE DEFICIT OBLIGATION – No EVENT will be undertaken which could create deficit obligation for the Network without Governing Board approval.

E. STRATEGIC PLANNING – The incoming governing board and chairs shall meet by the beginning of November for a Board Retreat. The purpose of the retreat is to identify membership needs and desires and establish goals and effective means to accomplish those goals for the Network.

F. SPECIAL FUNDRAISERS – Special Project Team shall organize auction(s) for biggest annual fundraiser usually held in accordance with budget.

II. DUTIES OF ELECTED OFFICERS AND APPOINTED GOVERNING BOARD MEMBERS:

1. Found at: <https://www.wcr.org/network-sites/texas/east-texas/east-texas-network-d>ocuments

B. May add Parliamentarian – if available, assists President and Governing Board with application of Roberts Rules of Orders.

1. Attends all Network Governing Board and Regular Membership meetings.

2. Has no vote on Governing Board issues, but retains vote on general membership matters

III. ELECTION PROCEDURES

 A. Members nominated for office should have the following qualifications:

1. Have held membership in this Network for at least three (3) months

2. Attended a minimum of three (3) events

3. Exemption can be made when ratified by the Governing Board

B. Nominated Officers will be elected from active REALTOR® members in good standing.

C. An active member in good standing will be defined as:

1. One who has attended the majority of the general membership meetings

2. One who has participated in the events sponsored by this Network

3. One who is current with dues payment

4. Exemption can be made when ratified by the Governing Board

D. Found at: <https://www.wcr.org/network-sites/texas/east-texas/east-texas-network-documents/>

IV. INSTALLATION OF OFFICERS

 A. ARRANGEMENTS

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

2. The Incoming President’s budget for complimentary meals for their invited guests shall not exceed 4 guests. The incoming officer’s budget for complimentary meals for their invited guests shall not exceed 2 guests.

3. The outgoing President shall always be the Installing Officer.

4. The incoming President shall 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 the budgeted amount.

5. The incoming President shall obtain the incoming President’s pin and officer’s pins at the expense of the Network.

6. The outgoing President shall obtain a plaque &/or small gift for all outgoing officers, outgoing board members and committee chairs.

7. Special Strategic Partners or other vendor ideas shall be obtained by Project TEAM to cover installation budget. That partner will choose the master/mistress of ceremonies.

V. PROJECT TEAMS

A. Strategic Partner Project, Membership Project, and any other Project Team the Governing Board approves as necessary.

B. Audit

1. Appointed by the President with the approval of the Governing Board.

2. Conducts a mid-year and annual audit to ensure proper procedures are being followed.

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

VI. GUIDELINES FOR MEMBER OF THE YEAR

A. Award winner is selected by Chairman who is last recipient of the award and the current President and if necessary, one (1) REALTOR® alternate appointed by the President.

B. Prerequisites for consideration are that the recipient is a member of the East Texas Network and Local REALTOR® Association, will have been a REALTOR® or AFFILIATE for a minimum of one (1) year, and is an individual selected for recognition by the Local Network. A Local Network President will not be eligible for consideration until at least one (1) year after their term of office concludes.

C. Member (REALTORS® ® or Affiliate) of the Year will be announced at the November Network event and the recipient will be suitably honored.

VII. GUIDELINES AND FORM FOR STRATEGIC PARTNER OF THE YEAR

A. Awarded to a Strategic Partner who has exhibited business leadership in their work and community.

B. Award winner is selected by the current Board of Directors.

C. Prerequisites for consideration are that the recipient must be a East Texas Network Strategic Partner for a minimum of one (1) year.

D. STRATEGIC PARTNER of the Year will be announced at the November Network event and the recipient will be suitably honored.

VIII. NETWORK FINANCES

A. NETWORK Debit Card - The Network President, President-Elect and Treasurer will each be issued a debit card associated with the Network accounts at a banking institution to be determined by the Governing Board. The usage for this card is limited to travel expenses to National, Regional, District or State Women’s Council of REALTOR® S® meetings to include hotel registration, Women’s Council registration fee, Women’s Council ticketed event and other budgeted expenses.

B. Southside Bank Accounts and Certificates of Deposits will be assigned to three (3) signers to include the current year’s President, President-Elect and Treasurer.

C. Any and all money received for events must be processed thru WCRT accounts. A budget is required for any event with income and/or expenses.

D. Alerts will be set up for any Network banking accounts to send email notification to President, President-Elect and Treasurer each time a transaction is made to minimize fraudulent charges. Anytime a purchase is made, the purchaser is to send a group email with a picture of the receipt to the Treasurer and carbon copy the President and President-Elect while indicating what the purchase is for so that proper documentation can take place along with updates to the budget.

IX. TRAVEL REIMBURSEMENT

1. Officers will be reimbursed for meeting expenses and itemized travel expenses for which the finances allow. This includes airfare purchased 60 days in advance (lowest airfare available and parking), one standard baggage fee to and from destination not to exceed $100 round trip, registration fee, WCR ticketed events, transportation to and from hotel and airport, and hotel accommodations to include an extra night if attending a PMN class, related meetings and/or education functions outside of WCRET boundaries.
2. Gasoline expenses and mileage to and from a Network event and/or airport as well as additional food and beverage are at the member’s own expense inside WCRET boundaries.
3. Hotel accommodation is based on cost of semi-private room and no more than three (3) rooms to be reimbursed by the Network. The hotel room bill shall be reviewed by the highest standing officer and paid by the Network at checkout.
4. Charges to the room other than WCR business expenses must be paid to the hotel by the member prior to checkout out (i.e. faxes, internet, room meal/beverage chart, etc.)

B. Opportunities may be granted to local network members for attendance to District, State, Regional and National Meetings throughout the year with prior approval of the board, provided there are remaining funds in the travel budget. These other members will only be eligible to receive reimbursement for two (2) meetings per year.

C. Network shall be reimbursed for accommodations for the Board Retreat scheduled during October/November not to exceed $2,000.

E. To be eligible for reimbursement, expense authorization forms will be submitted to the Treasurer for approval within 5 days, along with a summary meeting recap and receipts for approved expenditures after the function in accordance with guidelines set forth in items A-C above. If funds are available, a check will be issued within five (5) days of approval. No requests will be honored after December 15.

X. NETWORK COURTESY POLICY

A. Memorials - In case of death of a Network member, a member’s spouse, child, parent, or spouse’s parent, the Secretary will select an appropriate memorial, not to exceed $300.00 each.

B. Get Well Remembrances - A card will be sent by the Secretary to a member who is ill, and flowers will be sent to a hospitalized member, not to exceed $75.00 each.

C. Non-budgeted Courtesy Expenditures - The Governing Board must approve any nonbudgeted courtesy expense.

XI. SCHOLARSHIP

 A. Education

1. Awarded at an event at the beginning of each quarter or next available event.

2. To redeem the recipient must pay for the course in advance at their own expense and submit a copy of the receipt with the certificate to be reimbursed up to $100. Must be submitted 5 days after completion of class.

3. Two will be awarded at the Longview Events and two will be awarded at the Tyler events.

B. Membership – “Member in Making”

1. Current governing board to select one (1) recipient from the local area associations

2. One (1) recipient will be selected at time of renewal.

XII. INDUSTRY SUPPORT

A. Network will be reimbursed up to $150.00 for the annual Christmas Tree or Wreath, decided by the officers, to be donated to TREPAC Tyler for the Annual Christmas Tree/Wreath Auction.

B. Network will be reimbursed up to $150.00 for the annual Christmas Auction item, decided by the officers, to be donated to TREPAC Longview.

XIII. STORAGE FACILITY

A. Network will occupy a storage unit not to exceed $100.00 per month for storage of all past accounting records, supplies and other Network belongings. All current Board members to have access to the unit. Access code will be changed when the Board changes yearly.

B. Unit to be located near the current main address for Network correspondence.

NOTE: All details for the operation of the local network are found after you login: <https://www.wcr.org/welcome-to-the-member-center/network-tools/local-information-andforms/>