



APPROVED FEBRUARY 6, 2022

Standing Rules

The permanent address for the Southwest Dallas County Network shall be: swdallascountywcr@gmail.com. All Network records shall be maintained at this address.

- I. MEETINGS
 - a. GOVERNING BOARD MEETINGS – Regular Governing Board meeting shall be held via Zoom on the 2nd Thursday of each month from 9:00a – 10:00a, unless in direct conflict with a State or National Women’s Council of Realtors Meeting or Conference, which at such time shall be rescheduled.
 - i. Four voting members of the Governing Board constitute a Quorum. A majority vote is required for Governing Board approval.
 - ii. Email voting is allowed.
 - b. REGULAR NETWORK MEMBERSHIP MEETINGS - Shall be held at minimum of six times per year on the 1st Wednesday of each month at various locations.
 - i. Annual Election Meeting shall be held in August. It may be held in conjunction with a Network meeting.
 - ii. Installation Ceremony shall be held after the National Women’s Council of Realtors Conference in September but before January 31st. It may be held in conjunction with a Network meeting.
 - iii. Reservations are required for all ticketed events and those members who attend without reservation will be accommodated on space availability and be charged an additional fee of \$10.
 - iv. All reservations are non-refundable and cannot be credited toward future events.
- II. DUTIES OF ELECTED OFFICERS QUALIFICATIONS
 - a. Found at wcr.org
 - b. May add Parliamentarian (if available) – assists President & Governing Board with application of Robert’s Rules of Order
 - i. Attends all Network Governing Board & Regular Network Membership meetings
 - ii. Has no vote on Governing Board issues but retains vote on general membership matters.
- III. NETWORK ELECTION PROCEDURES AND CANDIDATE REVIEW PROJECT TEAM
 - a. Found at wcr.org
- IV. INSTALLATION OF OFFICERS

- a. Incoming President shall be the team leader and appoint Project Team to arrange the facility and details for the installation of the new Governing Board.
 - b. Incoming President shall obtain, at the expense of the Network, the outgoing President's plaque, and gift not to exceed the budgetary allowance.
 - c. Outgoing President shall obtain, at the expense of the Network, and in a timely manner for presentation at installation, the incoming President's Pin.
- V. PROJECT TEAMS
- a. STANDING RULES
 - i. Reviews and revises the Standing Rules, presents any revisions to the Governing Board at the next Governing Board meeting.
 - ii. Works closely with the Parliamentarian
- VI. EDUCATION
- a. Informs members of and encourages participation in educational opportunities including PMN courses, and local Board, TAR, and NAR offerings.
 - b. The Terri Ellis scholarship amount shall not exceed \$250.00, but the actual amount of reimbursement shall be limited to the amount actually paid by the member of the course.
 - c. Coordinates any 50/50 project at each Network meeting to raise funds for Education.
- VII. PROGRAM
- a. Plans and develops programs for Local Network meetings consistent with the needs of the membership and the goals of the Network, as outlined in the Annual Plan
 - b. Arranges for guest speaker introductions by the President.
- VIII. MEMEBERSHIP
- a. Plans and develop membership drives to help recruit new members and retain current members, and/or implements the membership drive which may be developed by National or State Women's Council of Realtors.
 - b. Works closely with the Director of Membership to maintain an open line of communication to the membership.
 - c. Assists the Director of Membership in maintaining a complete and up-to-date membership database.
- IX. BUDGET AND FINANCE
- a. Prepares the annual budget to present for approval of the Governing Board no later than January 31st.
 - b. Reviews the budget and actual expenditures at least quarterly or as requested by the President or Governing Board
- X. GUIDELINES FOR REALTOR / MEMBER OF THE YEAR
- a. Team leader in the last recipient of the award who is responsible form a committee of at least four past recipients.
 - b. Prerequisites for consideration are that recipient:
 - i. Has been a member of the Southwest Dallas County Network and Local MetroTex Board of REALTORS® for a minimum of a year
 - ii. Is an individual selected for recognition by the Local Network. A Local Network President will not be eligible for consideration until at least one year after their term of office concludes.

- c. Member of the Year will be announced at the Installation Ceremony and the recipient will be suitably honored.
 - d. Suggested Procedures:
 - i. The Director of Membership provides the current membership list to help qualify those members eligible to be nominated by the membership.
 - a. Notifies the membership beginning in October through the Network Newsletter and the Network meetings.
 - b. Provides a Nomination Form for membership, including information about the criteria for eligible nomination and a list of eligible nomination and a list of eligible members to be nominated with a return deadline.
 - c. The Committee meets and reviews all forms submitted and selects recipient.
 - d. The immediate family of the recipient will be notified in strict confidence.
 - e. The Program and Awards are presented at Installation Ceremony.
- XI. GUIDELINES FOR ENTREPRENEUR OF THE YEAR
- a. Entrepreneur of the Year is awarded to the Real Network member who has exhibited business leadership in their work and community.
 - b. Award winner is selected by a special committee led by the most immediate past President able to serve and includes the current President, three Realtor members, and two Realtor alternates appointed by the President.
 - c. Prerequisites for consideration are:
 - i. Recipient must be a Realtor member of the National Women's Council of Realtors or a minimum of one year.
 - d. Award is presented at the Installation
- XII. NETWORK FINANCES
- a. Network Credit Card – The Network President and Treasurer shall be issued a credit card associated with the Network accounts at the Network's Bank of Choice. The usage of this card is limited to travel expenses to National, State or District Women's Council meetings, installation ceremony expenses, expenses for visiting State or National Women's Council Officer and other budgeted expenses.
 - b. Strategic Partners marketing fees shall be invoiced by the Treasurer annually for the calendar year. Fees will be prorated on a quarterly basis for the current year.
 - c. November is designated as Strategic Partner Recognition Month.
- XIII. TRAVEL REIMBURSEMENT
- a. Reimbursement shall be paid to the President, President Elect, 1st Vice President, Treasurer, Membership Director, Event Director, in accordance with the approved budget. Any reimbursement by a member's company, Women's Council of Texas and/or Women's Council National are not subject to reimbursement by the network.
 - b. Budgeted travel expenses shall include early full conference registration, transportation to and from meetings (lowest airfare available or documented

mileage reimbursement at IRS published rates, lodging accommodations (double occupancy) and Women's Council ticketed events/meals, items not covered include extra nights at the hotel and individual room service charges.

- c. A request for Expense Reimbursement form, with the attached receipts and trip report, must be submitted to the Treasurer for approval by the President within 30 days of the function. Expense reimbursement shall be approved and/or modified within five days of approval, or if and when funds are available.

Requirements for receiving reimbursement include:

- i. Attending all meetings and/or
 - ii. Functions as submission of Conference Summary Report
- d. All request for reimbursements shall be made prior to December 15th. In the event, any member receives an amount in excess of the amounts budgeted and permitted, that member shall be required to repay the Network all excess amounts received. Failure to repay the Network, may result in loss of membership in the Network.

XIV. RESERVATIONS

- a. All members who make a reservation online for meeting(s) and do not attend, shall be billed the regular cost of the function.
- b. If members attend a function without a reservation, they will be accommodated on space available basis only.
- c. It is the obligation of members to pay for all Network events when events when they make reservation.
- d. All reservations are non-refundable and cannot be credited towards future events.

XV. GUEST POLICY

- a. Guest speakers are to receive a complimentary meal and/or special recognition for their contribution to the Network. This policy also applies to speakers who are members, any visiting State and/or National Officers.
- b. Non-Members – Qualified prospective members may attend Network meetings as a guest TWO 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 by the Bylaws.

XVI. NETWORK COURTESY POLICY

- a. Memorials – In the case of death of Network member, a member's spouse, child parent, or spouse's parent, the 1st Vice President shall send a card.
- b. Get Well Remembrances – A card will be sent by the 1st Vice President to a member who is ill of hospitalized.
- c. Updated Courtesy Expenditures – The Governing Board must approve any unbudgeted courtesy expenses.

XVII. VIP POLICIES

- a. Honorary Members
 - i. Shall be selected by vote of the Governing Board
 - ii. Will not have voting privileges
 - iii. Extreme caution shall be exercised in conferring any Honorary Memberships.
- b. Special Members

- i. Any Past President who no longer holds an active real estate license may, at the discretion of the President or President-Elect be considered to be a Local Member in Good Standing and may be appointed to serve on a Local Network committee or task force as a member, co-team leader or team leader.
 - ii. The annual dues for this (these members) shall be the same fee paid by the Local Affiliate Member.
- XVIII. NON-PAYMENT POLICY – If any Strategic Partner fails to pay their financial commitment to advertise with the Women’s Council of Realtors Southwest Dallas County Network, shall result in the suspension of all privileges of their partnership, to include attendance at all meetings and events, removal of all marketing until the commitment is paid in full.