



STANDING RULES  
TEXAS STATE NETWORK  
WOMEN'S COUNCIL OF REALTORS®

***Approved: 2/12/2022***

I. MEETINGS

A. Governing Board Meeting

1. Membership Meetings are combined with Governing Board Meetings and shall be held twice yearly in conjunction with the Texas REALTORS® meetings.
2. If business requiring immediate action occurs between regular meetings, an email vote from board members on the action is acceptable provided the action is ratified at the following governing board meeting.
3. Executive Team to provide the Past Presidents Advisory Committee and Finance & Budget Committee ten (10) days in advance of any State Meeting, current Financial Reports, Proposed Budget and any Proposed Standing Rules changes coming from Executive Committee.

B. Handling Motions and Debate

1. Any motion to come before the assembly must be submitted in writing on a completed official motion form. The motion form will be given to the Secretary immediately following the disposition of the motion.
2. Following the presentation of the motion, the member making the motion will have three (3) minutes to address the merits of the motion, and conversely, the first member to speak in opposition to the motion will also have (3) minutes to address his/her concerns regarding the motion.
3. The presiding officer will ask that all other members who wish to speak to the motion form two (2) lines at the microphone so they may be recognized, and speakers will alternate between the "for" and "against" positions.

- a. In the case of a “virtual meeting”, the member wishing to speak will use the “raise hand feature” and type in the chat their desire to speak for or against the position.
4. All those who wish to be heard following the initial speakers will have one (1) minute to address their position.
5. All those who wish to be heard a second time will have that opportunity, but only after those who wish to speak for the first time have done so.
6. Second addresses, which will be a member’s final opportunity to speak, will also be limited to one (1) minute.
7. A Sergeant-at-arms will be appointed by the President prior to the meeting to assist with preserving order. Any member who is out of order will be encouraged by the President to follow the rules of debate. Members who are continually out of order could be expelled from the meeting after two reprimands.

## II. ELECTIONS AND OFFICER QUALIFICATIONS

Annual Elections of the following years Officers shall be held during the Texas REALTORS® Annual Conference. When an in-person election meeting is not possible during Texas REALTORS® Annual Conference, this meeting can be conducted virtually and on a different day.

### A. Leadership Team Officer Qualification

Members nominated for Leadership Team, should have a significant combination of the following experiences: (1) have held membership in The Network for at least five consecutive years; (2) have chaired a State Committee or Project Team; (3) be an Active member in good standing at the time of the nomination and election (4) have served as Local President or a Member at Large and either District Vice President or Governor; (5) have the Performance Management Network designation; (6) have attended 3 of the last 4 State meetings as well as have attended 2 of the last 4 National Meetings; (7) have leadership experience from another association or professional organization which will also be considered; (8) President-elect nominee(s) should have served as State Treasurer or have a substantial amount of accounting or financial background or treasury experience from another association or professional organization.

### B. State Liaison Qualification

Members considered for State Liaison should have a significant combination of the following experience: (1) have held membership in The Network for at least three consecutive years; (2) have served on the State Network

Governing Board in a capacity other than Local Network President (e.g. State Committee Chair or State Project Team Leader); (3) be an Active member in good standing at the time of the nomination and election; (4) have served as Local President or as a Member at Large (or equivalent leadership experience) and has an understanding of the current local network minimum standards; (5) be a candidate for, or hold, the Performance Management Network designation; (6) have attended 3 of the last 4 state meetings as well as have attended 2 of the last 4 National Meetings; (7) have attended Leadership Training (any credible source); (8) have attended Network Operation Session at a National Meeting; (9) have leadership experience from another association or professional organization which will also be considered.

C. District Vice-President Qualification

Members nominated for District Vice President should have a significant combination of following experience: (1) have held membership in The Network for at least two consecutive years; (2) have served on a state committee; (3) be an Active member in good standing at the time of the nomination and election; (4) have served as Local President, Member at Large; or Membership Director (5) be a candidate for or hold the Performance Network Management designation; (6) have attended 2 of the last 4 State Meetings and attended 1 of the last 4 National Meetings; (7) have leadership experience from another association or professional organization which will also be considered.

D. Nominees shall sign a Consent to Serve form after reading the job description of the position for which they have been nominated.

E. The order of Elections shall be: President-elect, First Vice President, Treasurer and District Vice Presidents.

F. Results of each election will be posted in the meeting minutes.

III. TREASURY

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 \$3500 at the end of each year.

B. The Network shall maintain a third account named "Transfer Account". The purpose of this account is for processing third party payments. The "Transfer Account" will maintain a \$100 balance at all times.

C. The Network shall maintain 3 (three) reserve accounts to be called General Reserve, Education Reserve and National Reserve.

All reserve account balances in total will not exceed twice the annual budget at any time as provided by IRS 501(c) 6 Not-for-Profit guidelines.

1. General Reserve-to-be used only in the event of emergency unbudgeted expenditures.

a. 20% of any funds remaining in the checking account at the end of the year in excess of \$3,500 shall be deposited into the General Reserve Account until the account of \$150,000 has been reached.

b. Authority to expend these funds or to change these allocations requires  $\frac{2}{3}$  vote of the members present and voting at the Meeting.

2. Education Reserve-to-be used for funds to provide all items pertaining to education and training.

a. At least 2% of all dues collected shall be deposited into the Education Reserve Account until the account balance of \$100,000 has been reached.

b. 80% of any funds remaining in the checking account at the end of a calendar year in excess of \$3500 shall be deposited into the Education Reserve Account until the balance of \$100,000 has been reached.

c. Each year, a total of up to \$5,000 may be allocated from the Education Reserve to fund:

i. An educational offering at either of the two state meetings or during the Leadership Orientation meeting. If any money is generated by the education offering(s), over and above the cost of same, the net proceeds will be deposited back into the Education Reserve to keep it viable for future Women's Council members.

ii. Money will only be transferred from the Education Reserve as actually needed in any given year and any unused portion will be deposited back into the Education Reserve.

d. Authority to expend these funds or to change these allocations requires a  $\frac{2}{3}$  vote of the members present and voting at the Meeting.

- e. A discretionary Scholarship Fund to be established to provide funding of up to \$1,000 per year to enable struggling Networks to attend Leadership Orientation. Money will only be transferred from the Education Reserve as actually needed in any given year and any unused portion will be deposited back into the Education Reserve. Selection of Networks to receive the scholarship(s) would be at the discretion of the Leadership Team.
3. National Reserve includes the National Future Leadership Reserve and National Inaugural Reserve subaccounts.
- a. National Future Leadership Reserve-to be used to partially support members serving in National Women's Council of REALTORS® capacities.
    - i. At least 3% of all dues collected shall be deposited into the National Future Leadership Reserve Account. The Leadership Identification and Development Committee shall determine the allocation of the money each year based on the total number of members serving and the cost of service.
    - ii. Authority to expend these funds or to change these allocations requires a vote of governing board members present and voting at the Meeting.
  - b. National Inaugural Reserve-to be used for a National Inaugural when we have an Incoming National President from Texas.
    - i. Each year \$5,000 shall be budgeted and placed into the National Inaugural Reserve Account until the account balance of \$30,000 has been reached.
    - ii. Authority to expend these funds or to change these allocations requires a 2/3 vote of the members present and voting at the Meeting.

**D. Orientation Net Income**

Net Orientation income will be transferred to the following year's Annual Strategic Partner income line item.

**E. Debit Card**

Only the President, President-elect and Treasurer are issued a debit card with a limit not to exceed \$1,000.00 per expenditure without Leadership Team approval. Receipts must be submitted to Treasurer and the Leadership Team via email within 24 hours of expenditure on Debit Card.

#### IV. INSTALLATION OF OFFICERS

##### A. Arrangements

The incoming President, along with the committee, shall make arrangements for the Installation of Officers. The Incoming President shall select the Installing Officer(s) and Master of Ceremonies. Installation shall be held during the Texas REALTORS® Winter Meeting. Installation for the 2023 Women's Council State Officers will take place at Leadership Orientation on October 7, 2022, instead of at the 2023 Texas REALTORS® Winter Meeting.

##### B. President's Pendant

The outgoing President shall have the duty of obtaining the incoming President's Pendant at The Network's expense not to exceed \$700.

##### C. Outgoing President's Plaque/Gift

The incoming President shall obtain a plaque and/or gift for the outgoing President, at The Networks expense, not to exceed \$500.

##### D. Finances

The funds obtained for the Installation ceremony shall be sufficient to cover all of the expenses including luncheon expense for invited guests and dignitaries.

#### V. OBLIGATIONS

Strict adherence to the "Consent to Serve", "Funding Disclosure" & "Confidentiality Agreement" as well as use of best judgment and ability, conforming to the bylaws of the Women's Council of REALTORS®, observing and enforcing at all times the Code of Ethics of the REALTORS®, supporting at all times the activities and goals of the Women's Council of REALTORS®. Noncompliance may result in disciplinary action, not limited to removal from position.

##### A. Officers

Officers shall perform all duties set forth for them in the Bylaws, Standing Rules and the Policy and Procedure Manual. Submits written reports to Leadership Team within 30 days after meetings, conferences and visits. Should attend Texas REALTORS® welcome reception, installation, regional caucus and committee meetings that do not conflict with Women's Council meetings.

The Officers shall include:

- a. President
- b. President-elect
- c. First Vice President

- d. Treasurer
- e. District Vice-Presidents
- f. State Liaison (appointed by the President)

**B. Leadership Team**

1. The President serves as Chair of the Leadership Team which consists of the President, President-elect, First Vice President, Treasurer, and State Liaison. The Parliamentarian serves in an advisory capacity.
2. Meets at least three times a year and additionally at the call of the President or upon request of any three of its members.
3. Conducts the necessary business of the Network between Board meetings in accordance with Governing Board's approval.
4. Three members of the Leadership Team shall constitute a quorum.
5. Develops new programs and reviews existing ones for the purpose of better serving the Membership on all levels.
6. Determines the number of District Vice Presidents each year and establishes the district boundaries. (recommended to have 1 for every 3 networks in the state).
7. Submits to the Marketing Committee all information or systems, related to development and/or training to be posted to the website within 7 days of receipt.
8. Timely reviews Governing Board Meeting minutes and submits to Minutes Review Committee after each meeting.

**C. Presidential Advisor(s)**

This (these) position(s) is (are) appointed by the President and the duties are found in the Policy and Procedure Manual.

**D. Standing Committees**

The duties of the Standing Committees are found in the Policy and Procedure Manual.

The standing committees include:

1. Finance and Budget
2. Leadership Identification and Development
  - a. Consists of Texas members including the following: four Past State Presidents, Past National Presidents residing in Texas, State Liaison, any member(s) serving on the National Executive Committee and six General Members (excluding any Past Presidents). All members must have attended a minimum of 3 of the last 4 State Meetings and a minimum of 1 of the last 3

National Women's Council meetings and attended a minimum of 1 of the last 2 State Leadership Orientation Meetings.

- b. All members serve two-year staggered terms, except the State Liaison and National Executive Committee member(s) who shall only serve in the year(s) they hold these positions.
- c. The Incoming State President shall appoint two qualified Past Presidents, and three qualified General Members to serve on the following year's committee. The newly elected President-elect shall then designate a Vice Chair from all qualified appointees (per paragraph d below) immediately following the election.
- d. Chair and Vice Chair must have served as State President.

- 3. Past Presidents Advisory
- 4. Strategic Planning
- 5. Nominating

All Committee Chairs for the current year are to be ratified at the Winter Meeting and shall present a report at the Governing Board Meetings, as necessary. A copy of this report and meeting sign in sheets shall be submitted to the First Vice President two weeks prior to the meeting. A copy of the year-end report and any Committee materials shall be passed to the incoming Chair.

Submits proposed Standing Rules changes to Bylaws Project Team for review prior to Bylaws Project Team meetings.

Incoming Chairs shall notify the President of the names of members who will serve on their Committee.

#### E. Project Teams

All Project Team Leaders for the current year are to be ratified at the Winter Meeting, and Project Team Leaders shall present a report at the Governing Board Meeting, as necessary. A copy of this report and meeting sign in sheets shall be submitted to the First Vice President prior to the meeting. A copy of the year-end report and any Project Team materials shall be passed to the incoming Team Leader.

Submits proposed Standing Rules changes to Bylaws Project Team for review prior to Bylaws Project Team meetings.



Incoming Chairs shall notify the President of the names of members who will serve on their Committee.

The duties of the Project Teams are found in the Policy and Procedure Manual. The special committees include:

1. Affiliate Member of the Year
2. Emergency Response Project Team
  - a. The Emergency Response Project Team is comprised of Officers and members appointed by the President.
  - b. Emergency Response Project Team Leader Qualifications:  
Must have served as a Local President and State Officer.
3. Credentials
4. Entrepreneur of the Year
5. Member of the Year
6. Minutes Review
7. Newsletter
8. Bylaws

#### VI. MEMBERSHIP – New Networks

- A. Upon receipt of a request for a new Network, the State Liaison should help form the Network and assist in setting up the meetings.
- B. New Networks shall be formed by the State Liaison in conjunction with the President. Past Presidents may be asked for assistance to help organize a meeting for prospective Networks.
- C. Once a New Network has been approved by National, a training session directed by the Emergency Response Team will be completed within 30-days. Training to include all business planning, budget, value package, organization chart, building Project Teams and any procedures of structure needed. All Local Officers should participate in this training.

#### VII. EXPENSE REIMBURSEMENT

Budgeted travel expenses will include early full conference registration, transportation (lowest airfare available, and one standard rate checked bag, or 40 cents per mile for authorized travel), room based on double occupancy and ticketed meals for Women's Council events only with proper receipts. Hotel reimbursement is for Women's Council/Texas REALTORS®/National Association

of REALTORS® conference dates only. All written reports, expense reports and receipts must be received by the Treasurer within 30 days after meeting and no later than December 15th. Each receipt must include notations to identify the individual requesting reimbursement, their position and the meeting attended. Members eligible for reimbursement will sign a Funding Disclosure stating they are not receiving full or partial reimbursement from additional sources including reimbursement from their Local Network, Local Board or Association, Texas REALTORS®, National Association of REALTORS®, or their company/employer.

A. Payment of budgeted expenses may be contingent upon the TIMELY FILING OF REQUIRED REPORTS and shall be prorated if an Officer fails to attend the required State and National meetings or does not fulfill their duties as outlined in the Bylaws and Policy and Procedure Manual.

B. Committee and Project Team Expense Reimbursement  
Expense related to Committee and Project Team Meetings and supplies for their meetings shall be reimbursed according to yearly budget amounts, with prior approval from Executive Committee.

C. Leadership Institute Reimbursement  
Texas members who are selected to attend the National Leadership Institute will be eligible for reimbursement under the Leadership Identification and Development Committee budget for up to 50% of their direct expenses incurred in participation in the program, up to a maximum amount of \$2,000 per year. Eligible reimbursable expenses can include: ½ of the Leadership Institute registration fee, ½ the cost of required extra hotel nights for participants based on double occupancy, ½ of the Women's Council portion of registration fees to attend the meetings, ½ of their airfare and ½ the cost of reading materials, etc., required for the Institute.

NOTE: Any category of funding being received by a member serving in another state leadership position would not also be eligible for funding through the Leadership Identification and Development Committee budget as that would constitute double dipping and is not allowable.

## VIII. HONORARIUMS

### A. Past Presidents

1. The Network will honor all National Presidents from the State of Texas with a scholarship presented every year in each of their names.

- a. Three Past Presidents' Scholarships in honor of Rosanna Sumner, Joan Deal and Becky Hill will be presented at the Winter Governing Board Meeting and included in the committee report submitted.
  - i. These three scholarships are to be used for any National Association of REALTORS® or Women's Council of REALTORS® recognized designation or certification or Leadership 360 Conference, up to \$200 to offset the cost of the course(s) taken.
  - ii. Once the course is completed, a copy of the receipt of registration as well as a copy of the certificate of completion is to be submitted to the Treasurer.
- b. Seven additional Scholarships in honor of Dorothy Ingalls, Ebby Halliday, Lois Hair Bernays, Christina Leiter, Artha Garza, Vera McCarty, and Jo Ann Stevens will be presented at the Annual Conference Governing Board Meeting and included in the committee report submitted.
  - i. These seven scholarships are to be used for any National Association of REALTORS® or Women's Council of REALTORS® recognized designation, certification or meeting, Texas REALTORS® Leadership Program (TRLP), National Association of REALTORS® Leadership Program, Leadership Institute or Network 360 Leadership Conference up to \$200.
  - ii. Once the course is completed, a copy of the receipt of registration as well as a copy of the certificate of completion is to be submitted to the Treasurer.
- c. These are not "needs" based scholarships, but are offered to encourage every member to work toward their professional designations or to offset the expense of attending a state or national Women's Council meeting.
- d. Scholarship recipients have one year from the date of Award to use the Scholarship and submit all back up documentation to the Treasurer for reimbursement.
- e. Scholarship recipients can be awarded only one Scholarship within a twenty-four-month period.
- f. Scholarship is non-transferrable.
- g. Funds not used for Scholarships from the Scholarship Fund are to be transferred into the Education Reserve Fund at the end of year for future use.

2. In the event of death of a Past Texas State President, the Network will spend up to \$200 for yellow roses.

**B. Membership**

In the event of the death of any current Officer or their immediate family\*, Past President's immediate family\*, and current and past Member of the Year, Affiliate of the Year and Entrepreneur of the Year, the Network will spend up to \$100.

\* "Immediate Family" is defined as parents, siblings, spouse and children.

ATTACHMENTS: Consent to Serve, Funding Disclosure & Confidentiality Agreement, Motion Form