

**Standing Rules of the Women’s Council of REALTORS®**

**Montgomery County**

The permanent mailing address for the Montgomery County Network is

PO Box 9761, The Woodlands, Texas 77381. All Network financial records shall be maintained at the address of the current Treasurer.

1. **Meetings**
	1. Governing Board Meetings
		1. Held monthly, unless in direct conflict with a State or National Women’s Council of REALTORS® meeting or conference, which at such time shall be re-scheduled.
		2. Meetings may be conducted via web or in person at a time and place designated by the President.
		3. Incoming President will determine the date and time for the meetings at the Planning Retreat with consideration from the leadership team.
		4. Special Project Teams (SPT) may be appointed by the President each year, including by not limited to Marketing & Promotions, Strategic Partner Liaison, Hospitality, Parliamentarian, Holidays for Heroes, Audit, Awards, and Candidate Review.
		5. President may appoint a Special Task Force team as needed.
	2. General Membership Meetings
		1. A minimum of 4 Industry Events and 2 Networking Events shall be held each year in alignment with National Certification.
		2. Non-Member Guests, who are qualified prospective members, may attend as guests two (2) times in a year. These non-member guests may join the local Network to attend additional meetings/events.
		3. There is no charge for an official visit of the National President or State President. Accommodations shall be at the expense of the Network, if budget allows.
		4. Speaker(s) will receive a complimentary meal or other special recognition for their contribution to the Network.
		5. In conjunction with the General Membership meeting, the Annual Election meeting shall be held no later than the end of September and the Installation Meeting shall be held in December each year.
		6. New Membership Orientation will be held quarterly in conjunction with Leadership Business Plan Review.
2. **Duties of Elected Officers, Appointed Governing Board Members and Special Project Teams**
	1. Duties are described in the Governing Board Positions and Project Teams, Addendum A, attached
	2. Parliamentarian, appointed by the President, assists the President and Governing Board with the application of Roberts Rules of Order.
		1. Attends all Governing Board and Membership Meetings
		2. Attends State and National Meetings as determined by the budget each year.
3. **Election Procedures**
	1. Complete Network Election Procedures Addendum B, attached
4. **Installation**
	1. Incoming President will chair and appoint a Project Team to assist with the planning of the event to include the Installation of the new Board and recognition of Special Project Team Leaders.
	2. Incoming President shall obtain, at the expense of the Network, the outgoing President’s plaque and/or gift as the budget permits.
	3. Incoming President shall obtain, at the expense of the Network, the Incoming Leadership pins to be presented at Installation.
	4. Incoming Presidents budget for complimentary meals may include four (4) personal guests. Award recipients are allowed two (2) guests as the budget allows.
5. **Project Teams**
	1. Marketing/Promotions, Strategic Partner Liaison, Hospitality, Parliamentarian, Holidays for Heroes, Audit, Awards and Candidate Review and any other Project Team the Governing Board approves as needed. See Project Team Addendum A
	2. Awards Team
		1. The team is appointed by the President to include current members and past recipients, when possible.
		2. The Awards Team will select award recipients by November 15 to ensure ordering of award and notification of the recipient. Award Criteria is Addendum C
		3. Awards will be presented by the Awards Team Leader at Installation.
		4. Awards to be given include:
			1. Realtor of the Year
			2. Affiliate of the Year
			3. Strategic Partner of the Year
	3. Holiday for Heroes (HH)
		1. The team leader is appointed by the President to include current members and past HH team leaders, if possible.
		2. The team will work with the budget to ensure we are honoring our Montgomery County Veterans.
6. **Network Finances**
	1. The President and President-Elect will be issued a debit card associated with the Network account at Woodforest National Bank. The usage of the card is limited to:
		1. Hotel Reservations – National/State/Local
		2. Registration to Women’s Council Events – National/State/Local
	2. Woodforest National Bank accounts and certificates of deposit will be assigned three (3) signers to include the current President, President-Elect and Treasurer.
	3. Checks over $500.00 will require two (2) signatures.
	4. Any and all money received from events must be processed through the Network accounts.
	5. Any cash received shall be verified by 2 members for accuracy.
	6. A budget is required for each event with income and/or expenses. The Project Team Leader will present a budget to the Governing Board ninety (90) days prior to each event.
7. **Travel Reimbursement**
	1. Officers will be reimbursed for meeting expenses and itemized travel expenses based on the budget.
	2. Reimbursable expenses include:
		1. Mileage at the standard mileage rate for business travel, currently at 62.5 cents per mile, based on the IRS
		2. Lowest air fare
		3. One standard baggage fee to and from designation
		4. Transportation to and from the airport
		5. Parking, to include valet when it is the only option
		6. Registration Fee
		7. Women’s Council of REALTORS® ticketed events, excluding alcohol and tips
	3. Hotel Accommodations are available for Officers, Project and Special Team Leaders, State and/or National Members and General Members, based on budget and room space.
	4. Hotel Accommodations will be reserved based on two members per room. The hotel room receipt shall be reviewed and paid for by the Network , based on the Budget.
	5. Opportunities may be available to other members for attendance to National, State, and Local meetings, with approval of the Governing Board and available funds per the budget.
	6. Proof of registration should be submitted to the President-Elect 30 days prior to the event to ensure hotel accommodations.
	7. Any duplicated reimbursement from National and/or State will be reimbursed to the Network. A copy of the reimbursement from National/State must be submitted to the Treasurer no later than Dec 1 of the year being reimbursed.
	8. Reimbursement will occur when the expense authorization forms and event report have been turned into the Treasurer no later than 30 days after the event, as the budget allows. No personal charges to the room.
8. **Network Courtesy Policy**
	1. Memorials
		1. In case of death of a Network member, a members spouse, child, or parent, the 1st VP will select an appropriate memorial, not to exceed $100. The Governing Board may approve exceptions to the amount or recipients.
	2. Get-Well Remembrances
		1. A card will be sent by the 1st VP to any member who is ill and flowers will be sent to a hospitalized member, limit to $75 each. The Governing Board may approve exceptions to the amount and recipients.