



**Standing Rules**  
**Of**  
**Women's Council of REALTORS® Greater West Houston**

The permanent address for the Greater West Houston Network shall be 6037 N. Fry Rd., Ste 126-15, Katy, TX 77449.

**I. Meetings**

**A. Governing Board Meetings**

1. Regular Governing Board meetings shall be held at a minimum of 6 times per year on the 2<sup>nd</sup> Tuesday of the month at a professional setting from 9:30 am to 10:30 am, 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 to the next available date.
2. Meetings may be conducted virtually, or in person at a time and place designated by the President.
3. Three (3) active members of the Governing Board constitute a **Quorum** and must include either the President or President Elect. A majority vote is required for Governing Board approval.
4. Governing Board Members are expected to attend all Governing Board Meetings and Network Membership Meetings. If unable to attend, then notice must be submitted in writing to the President in advance.
5. Governing Board Members must pay an entry/registration fee for all events.

**II. Governance Structure**

**A. Officers:**

1. President
  - a. Must be a REALTOR®
  - b. Elected as President-Elect and automatically moves up to the position of President
  - c. One-year term

2. President-Elect

- a. Must be a REALTOR® member
- b. Elected by the membership
- c. One-year term

3. First Vice President

- a. Must be a REALTOR® member
- b. Elected by the membership

4. Treasurer

- a. Can be a REALTOR® member or National Affiliate member
- b. Elected by the membership
- c. One-year term

**B. Governing Board:** Composed of the four Officers, plus:

1. Events Director

- a. Must be a REALTOR® member
- b. Elected by the membership

2. Membership Director

- a. Can be a REALTOR® member or National Affiliate member
- b. Elected by the membership

**C. Projects Teams**

- 1. Officers and Directors each oversee, as needed,
- 2. Have to focus on particular functions, tasks, projects, events (such as planning an industry or member networking event, putting on a membership drive, hosting a fundraiser, etc.).
- 3. Are composed of members and outside expertise/support as needed
- 4. Strategic Partners can serve on Project Teams and be co-Team leaders, but cannot be the Team Leader (who must be a member)
- 5. Disband at the end of the project
- 6. Must be ratified by the Governing Board
- 7. Receive appropriate recognition for contribution

*Optional:* Event Chair, and Recruitment and Retention Chair The Governing Board may approve an Event Chair or a Recruitment and Retention Chair to assist the Event Director or Membership Director with oversight of their functions and related Project Teams. These Chair positions can be REALTOR® members or National Affiliate members, and are appointed by the incoming President and ratified by the Governing Board. Chairs do not serve on the Governing Board.

### III. Membership Structure

A. Maintain a minimum of 20 REALTORS® members, or if below that number after the March 31<sup>st</sup> membership drop date, attain 20 REALTOR® members by September 30<sup>th</sup>.

*Note:* Local Network membership numbers are reviewed after the March 31 membership drop date. If the Local Network does not have a minimum of 20 REALTOR® members by September 30 of the same year, they will be disbanded. The percentage of a Local Network's National Affiliate Members ratio is available on the Network Management Center's main page so networks can track this % year-round. Local Networks who have more than 20% National Affiliate Members at that time will need to focus on recruiting REALTORS® to ensure a 20% or less National Affiliate Member ratio by September 30.

B. Networks do not have 'local affiliate members', but are encouraged to have Strategic Partners who are provided a range of sponsor benefit packages. Part of the benefit of being a Strategic Partner should be access to all Network events at the 'member' rate. (A Network can decide how many Strategic Partner representatives are provided access at the 'member rate' depending on the level of benefit package.) 20% of a Network's membership can be comprised of National Affiliate Members\*;

1. Rights and privileges of National Affiliate Members include:
  - a. Service as Treasurer or Membership Director
  - b. Service as a Event or Recruitment and Retention Chair
  - c. Service on a Project Team
  - d. Vote
  - e. Use of the Women's Council logo with Strategic Partner label

### IV. Events Structure

Regular Network Membership Meetings shall be held a minimum of **6** times per year, either in person or virtually as determined by the Governing Board.

A. A **minimum** of 4 Industry events,

1. All industry events must provide content that is timely, issue focused and member income-generating.
2. One of the four industry events must be focused on development of business leadership skills.
3. One of the four industry events must be conducted collaboratively with other local networks, with the local REALTOR® association, or with a related real estate organization.

B. A **minimum** of 2 events focused on member networking/relationship building that could also include professional development content.

*Examples include:*

1. Smaller events, such as mastermind groups, lunch and learns, topical roundtables
2. Networking events and Members-only events
3. Social events that facilitate relationship building

C. Every event must have an agenda prepared by Governing Board Members no later than 2 days prior to the event, and protocol and etiquette must be followed according to Robert's Rules of Order. Example of agenda attached at the end of these standing rules.

D. Reservations are required for all ticketed events and those members who attend without a reservation will be accommodated on a space available basis.

## **V. Branding**

A. The Network mission statement is the mission statement of the National Women's Council: We are a network of successful REALTORS®, advancing women as professionals and leaders in business, the industry, and the communities we serve.

B. The official Women's Council logo must be used on all media/communications according to the official Council branding guide provided; no deviations or alterations allowed.

C. The Network must use and maintain the website provided by National. If the Network has a secondary website or a presence on social media (such as a Facebook page), these must link to the site provided by National.

D. All Network events and communications (including any graphics, fundraisers, etc.) must reflect that of a professional, business organization.

## **VI. Member Communications**

A. Promote Network events with a minimum of a 60-day lead time.

B. Use a consistent, online reservation platform.

C. Use a drip system for communication to members throughout the year, including information and key messages provided by National Women's Council and branded

## **VII. Duties of Elective Officers and Elected Governing Board Members:**

### **A. Governing Board**

#### **1. President**

a. 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

member involvement.

b. Provides leadership and direction for the network, keeping the team focused on the mission of the council and the network business plan.

c. At all times during the term of office, the President represents the Network and acts in its name, subject to its policies.

d. Presides at all Governing Board meetings and Industry Events with focused, well organized agendas.

e. Reviews and becomes familiar with the Women's Council of REALTORS® Bylaws and Standing Rules.

f. Works with the Governing Board to develop, implement, and monitor the network business plan to include completing schedules for Governing Board Meetings and Network Membership Meetings before the first Governing Board Meeting of the term.

g. Works with the Governing Board to evaluate network progress and performance on stated goals, especially ensuring quality network events and services.

h. In October, before term year to preside as President, the incoming President appoints the Audit Task Force members, as well as all Task Force and Project Team Leaders. This also applies if appointments are needed throughout the year.

i. Attends all network events and serves as an ex-officio member of all Task Forces and Project Teams, except the Candidate Review Team and Audit Task Force. The President may assign officers to be liaisons between the Project Teams, Task Forces and the Governing Board with the understanding the assigned officer has no vote and serves only as an observer. This results in officers becoming more knowledgeable about the network's operational structure.

j. Attends State Orientation as related to term year.

k. Attends and represents the network at all Women's Council of REALTORS® District, State, Regional and National meetings as permitted by the budget and funds availability. Serves as a voting member of the Texas State and National Governing Board. Attends

educational sessions when traveling on Network business. Submits a report on all

meetings/educational sessions attended to the Governing Board before the next Governing Board Meeting. Shares the travel reports through newsletter articles or reports at Membership Network Meetings.

l. Volunteers to serve on Women's Council of REALTORS® State and/or National Committees and/or Task Forces.

m. Assures that the network's votes are cast by the Voting Delegate or Alternate (designated in writing by the President) at the National Annual Business Meeting. The Local Network Delegate shall be in good standing of the local network.

n. Communicates all correspondence and materials received from the State and/or National Women's Council of REALTORS® office, including meeting reports to the Board and Task Force Leaders. Keeps the Local Officers and Task Force Leaders informed of any communications that are applicable to their positions throughout the year.

o. Issues an invitation early in the year to the State First Vice President for a State President's official visit to the Network.

p. Serves as a signatory on all network's bank accounts.

q. Signs the prepared tax return for the year served as President.

r. Ensures compliance with all State and National reporting requirements.

s. Encourages and inspires members involvement within the Network, acknowledging contributions, cultivating development and recognizing the potential of future network leaders.

t. Builds and maintains relationships with the Local REALTOR® Association, Strategic Partners, as well as related industry and community groups.

## **2. President Elect**

a. Supports the President in fulfilling her duties, assists with running efficient and productive meetings, builds leadership skills and prepares to assume the presidency.

b. Reviews and becomes familiar with the Women's Council of REALTORS® Bylaws and

Standing Rules.

c. Develops and maintains productive relationships with Strategic Partners to ensure satisfaction and support for network activities.

d. In the absence of the President, the President Elect presides at all meetings, performs the necessary duties of the presidency and automatically succeeds to the presidency the following year. The President Elect also succeeds to the presidency in the event of the death, disability, removal from office, or resignation of the President.

e. Attends all Governing Board meetings, Industry Events, Project Team and Task Force meetings to which he/she is a liaison.

f. Attends the State and Local Network Leadership Orientations as related to term year.

g. Attends the National Leadership Academy in Chicago.

h. Attends as many Women's Council of REALTORS® District, State, Regional and National meetings as permitted by the budget and funds availability. Attends educational sessions when traveling on Network business. Submits a report on all meetings/educational sessions attended to the President before the next Governing Board Meeting.

i. Volunteers to serve on State/National Women's Council Committees/Task Forces.

j. May serve as a signatory on all Network bank accounts.

k. Assists the President in tracking Network progress and performance. Identifies areas for continued improvement in the Network Business Plan for the coming year.

l. Coordinates meeting arrangements and performs any other duties as assigned by the President.

m. Appoints the incoming First Vice President, with ratification by the Governing Board.

n. In collaboration with the Network's incoming leadership team, completes the Network's Business Plan.

o. After attending the state orientation, coordinates and schedules a local orientation with all newly elected officers and Task Force Team Leaders furnishing each Officer and Task Force Leader with the Bylaws and Standing Rules along with a copy of their duties.

p. Supports the President's efforts to cultivate and manage relationships with Strategic Partners, encouraging and inspiring members to get involved, and in recognizing contributions.

q. Works with the incoming President Elect to ensure a smooth transition in leadership.

r. Serves as a signatory on all network's bank accounts.

### **3. First Vice President**

a. Ensures proper reporting and network compliance in regulations impacting not-for-profit organizations with all state and federal laws.

b. Attends all Governing Board and Network Membership Meetings. Also attends Bylaws and Standing Rules Task Force meetings as well as meetings of any other Task Force to which he/she serves as liaison.

c. Attends the State and Local Networks' Leadership Orientations as related to term year.

d. Attends as many Women's Council of REALTORS® District, State, Regional and National meetings as permitted by the budget and funds availability. Attends educational sessions when traveling on Network business. Submits a report on all meetings/educational sessions attended to the President before the next Governing Board Meeting.

e. Reviews and becomes familiar with the Women's Council of REALTORS® Bylaws and Standing Rules.

f. Assists the President in confirming the quorum. Maintains a roll call record of Governing Board meetings.

g. Is the keeper of the records. Takes precise yet simple minutes of all Governing Board Meetings and Industry Events, recording what was done, not what was said. Motions are recorded as adopted in writing as directed in Robert's Rules of Order.

h. Motions are maintained on a separate list in addition to the minutes as they will be used appropriately by the Audit Task Force.

i. Emails all Industry Event and Governing Board Meeting minutes within five (5) days to President and President Elect for review before sending it to the Governing Board.

j. Approved minutes of Governing Board and network membership meetings are sent to the State Network First Vice President and uploaded to the local network's Box.com as well as to the network's website.



k. Sends cards to members as necessary, and any other correspondence as directed by the President.

l. Receives incoming correspondence and distributes as necessary.

m. Attends educational sessions when traveling on behalf of the Network and provides a full report to the President before the next Governing Board meeting.

n. Provides the name and contact information for newly elected Network Officers to the National Network no later than November 1st of the current year.

o. After President has reviewed and approved the following, the President Elect prepares, uploads to Google docs and submits the report to the Women's Council of REALTORS®

State and/or National:

1. Event Recognition Form

2. Quarterly Report on Meetings and Events held

3. Network's Annual Plan

p. Serves as the Travel Coordinator for the Network.

q. Has all permanent documents uploaded to Box.com.

r. Performs other duties as requested by the President.

#### **4. Treasurer**

a. Ensures strategies and systems are in place to support the financial health and integrity of the network. Ensures proper reporting and network compliance in regulations impacting not-for-profit organizations with all state and federal laws.

b. Attends all Governing Board meetings, Industry events, Network events, and Task Force meetings to which he/she is liaison.

c. Attends the State and Local Network Leadership Orientations as related to term year.

d. Attends as many Women's Council of REALTORS® District, State, Regional and National meetings as permitted by the budget and funds availability. Attends educational sessions when traveling on Network business. Submits a report on all meetings/educational sessions attended to the President before the next Governing Board Meeting.

e. Works with the Budget and Audit Task Force to develop an annual budget.

f. Is keeper of all the financial records.

g. Receives all monies collected for the Network. Funds collected by other network members will be turned over to the Treasurer no later than 5 days after receipt. Funds will be deposited by the Treasurer within 5 days in accounts in financial institutions selected by the Governing Board.

h. Processes all deposits: ensures two (2) people count monies at the same time and sign a completed Itemized Receipt Form. The Treasurer also counts the monies and signs the same Itemized Receipt Form.

i. Two (2) Officers signatures are required on all checks, the Treasurer being one of them. Funds will be dispersed per the budget as directed by the President and the Governing Board. The Treasurer pays all bills and reimburses all expenses with appropriate documentation, including receipts and appropriate Officer's signature as per Standing Rules as authorized by current budget.

j. Is responsible for invoicing all Strategic Partners.

k. Collects on any checks returned for insufficient funds.

l. Reconciles monthly bank statements.

m. Updates accounting software as transactions occur.

n. Provides financial reports and budget versus actual at each Governing Board Meeting.

o. Reviews and/or prepares annual tax returns.

p. Prepares the network's financial documents quarterly to be submitted to the Audit Task Force. Attends Audit Task Force meetings to answer questions only.

q. Uploads all permanent network financial documents to local Box.com.

r. Performs other duties as requested by the President.

##### **5. Events Director**

a. Produces a minimum of four (4) timely, relevant, business oriented educational and networking events that attract a high level of participation from members and the industry at large.

b. Attends all Governing Board meetings, Industry events, Network events, and Task Force meetings to which he/she is liaison.

c. Attends Local and State Orientations as related to term year.

d. Attends as many Women's Council of REALTORS® District, State, Regional and National meetings as permitted by the budget and funds availability. Attends educational sessions when traveling on Network business. Submits a report on all meetings/educational sessions attended to the President before the next Governing Board Meeting.

e. Proposed speakers/events for all scheduled Network Membership Meetings will be presented to the President and Governing Board by the second week in January for review and ratification.

f. Is responsible for ensuring that speakers are recognized in introductions and that proper thanks are extended after the meeting to include a written note of appreciation.

g. Coordinates and implements marketing strategies for high level of exposure for network events within the industry to include marketing all events in cooperation with the Communications Team Leader.

h. Liaison to Event Chair.

i. Monitors and evaluates success of all events, then reports to the Governing Board.

j. Performs other duties as requested by the President.

## **6. Membership Director**

a. Conducts an aggressive outreach strategy to communicate the value of the Network and the Women's Council brand, engaging prospective, new and renewing members.

b. Attends all Governing Board meetings, Industry events, Network events, and Task Force meetings to which he/she is liaison.

c. Attends State and Local Leadership Orientation as related to term year.

d. Attends as many Women's Council of REALTORS® District, State, Regional and National meetings as permitted by the budget and funds availability. Attends educational sessions when traveling on Network business. Submits a report on all meetings/educational sessions attended to the President before the next Governing Board Meeting.

e. Develops and implements a member recruitment and retention strategy to grow the REALTOR® membership base within the Network.

f. Works with the Governing Board to establish recruitment and retention goals while communicating the value of the Network and Women's Council brand as part of the Network Business Plan.

g. Supports and participates in National and State Membership Marketing Campaigns.

h. Sees to it, after verifying membership status with HAR, that all applicant's dues or

credit card information is transmitted to the National Women's Council of REALTORS® in a timely manner. Keeps written and accurate records of all dues and payments.

i. Oversees implementation of New Member Welcome and Orientation, as well as a first year member communication strategy.

j. Oversees implementation of member contact communication system.

k. Monitors and supports development of Strategic Partner benefits package to include constant recognition as well as appreciation of Strategic Partners at Network Membership Meetings.

l. Produces a minimum of two additional events focused on member networking and relationship building.

m. Liaison to Membership Chair.

n. Monitors and evaluates success of all membership development as well as outreach efforts and reports to the Governing Board.

o. Monitors membership reports from National Women's Council for accuracy and resolves discrepancies ensuring that National is also notified of corrections.

p. Delegates some duties to the Membership Chair as approved by the President.

q. Maintains a complete member database including all National, National-Affiliate, and Strategic Partners. Membership history records are passed on to succeeding Membership Director.

r. Represents Women's Council of REALTORS® Greater West Houston New Member Orientations to present information about the Network and invite new REALTORS® to the Network's Industry events and other meetings.

s. Performs other duties as requested by the President.

**Note:** In the event that an Officer is deemed to be incapable of fulfilling the duties for which elected or appointed and declines to resign from office voluntarily, the Officer may be removed from office under the following procedure:

(1) To remove an elected officer, a special meeting of the Governing Board may be convened as per the rules outlined herein. Provided a quorum is present at the meeting, a 3/4 vote of the Governing Board in attendance shall be required to remove an elected officer from

office.

(2) To remove an appointed officer, a special meeting of the Governing Board may be convened as per the rules outlined herein. Provided a quorum is present at the meeting, a majority vote shall be required to remove an appointed officer from office

## **B. TASK FORCE AND PROJECT TEAM DUTIES**

### **1. Team Leader**

- a. Arrange meetings.
- b. Prepares schedule for meetings.
- c. Sends reminders about meetings.
- d. Prepares agenda.
- e. Keeps track of budget for the event.
- f. Assigns tasks to other members.
- g. Checks to make sure the tasks are completed.
- h. Prepares monthly meeting reports to be turned into the Governing Board Liaison and the President.
- i. Expected to attend Governing Board Meetings.
- j. Gives a report with recommendations to the President for specific items or events to be carried out by the Project Teams and Task Forces.
- k. Attends the Local Network Leadership Orientation, as related to term year.
- l. All outgoing Team Leaders shall present a report on the accomplishments at year's end and pass on materials to the incoming Team Leader.
- m. Reference the WCR.ORG website.
- n. Assigns a member to take minutes at meetings, if needed. Sends copies of the minutes to each member and officer liaison three (3) days after the meeting.
- o. Assigns a member to be in charge of marketing any event, if applicable.
- p. Assigns a member be in charge of ticket sales, if applicable.

### **C. Task Force and Project Team Members**

- a. Provide Team Leader with current contact information.
- b. Attend all Project Team and Task Force meetings.
- c. Complete assigned tasks and report back to Team Leader.
- d. Provide input and ideas for events.
- e. Publicize events.
- f. Attend all events.
- g. Recruit additional support from non-members to become involved.

h. Reference the WCR.org website.

## **VIII. Elections**

### **A. Officer Qualification**

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 First Vice President of the Network shall be elected from active REALTORS® and/or REALTOR-ASSOCIATES®.
3. Other required Governing Board Members are Treasurer, Event Director and Membership Director. These three (3) positions shall be elected and must have been a member for past 30 days.
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 Event 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 First Vice President 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.

## **IX. Installation**

### **A. Important Items**

1. Incoming President shall chair and appoint a Task Force to arrange for the facility and details for the installation of the new Board. Installation may be held virtually if needed.

2. Incoming President shall obtain, at the expense of the Network, the outgoing President's plaque, and gift at a cost not to exceed the budgetary allowance.

3. Outgoing President shall obtain, at the expense of the Network, and in a timely manner for presentation at Installation, the incoming President's Pin.

4. An installation budget will be created by the Project Team and it must be sufficient to include a gift and a President plaque for the outgoing President, incoming Governing Board pins and name tags, outgoing President's gifts for the outgoing Governing Board and the expense of the invited network guests such as master of ceremonies, installing officer, special dignitaries, local Association President, local Association CEO, etc. Should the cost of the installation exceed the budget, that cost will be paid by the incoming President.

5. **A podium manual must be prepared by the President. The podium manual must be presented to the board no later than 4 days prior to the installation date. \*Use installation checklist found on Microsite\***

### **B. Awards**

#### **Member of the Year**

1. Team Leader is the last recipient of the award who is willing and able to serve and is responsible to form a Project Team of at least four (4) additional past recipients.

2. Prerequisites for consideration are that the recipient be a member of the Women's Council of REALTORS® Greater West Houston and has been a REALTOR® for a minimum of two (2) consecutive years. The current President and current Governing Board members will not be eligible for consideration until at least one (1) year after their term of office concludes.

3. Procedure:

(a) The Recruitment and Retention Chairman provides the current membership list to the Team Leader.

(b) Team Leader works closely with the Communications Task Force Leader to notify the membership via email that nominations are being accepted. The email must include a nomination form, the prerequisites for consideration, a current membership list, the deadline to submit the nomination and contact information of the Member of the Year Team Leader, who will be receiving the nominations.

(c) Project Team meets and reviews all forms submitted and selects the award recipient.

(d) Upon selection, Team Leader notifies the President and President Elect. The President notifies the recipient of the award and President Elect orders the award plaque after the installation budget has been approved.

(e) The award is presented at installation.

### **Strategic Partner or National Affiliate of the Year**

1. Team Leader is the last recipient of the award who is willing and able to serve and is responsible to form a Project Team of at least four (4) additional past recipients.

2. Prerequisites for consideration are that the recipient be a Strategic Partner or National Affiliate of the Women's Council of REALTORS® Greater West Houston for a minimum of two (2) consecutive years. The current

President and current Governing Board members will not be eligible for consideration until at least one (1) year after their term of office concludes.

3. Procedure:

(a) The Strategic Partner Team Leader provides the current Strategic Partner and National Affiliate list to the Team Leader.

(b) Team Leader works closely with the Communications Task Force Leader to notify the membership via email that nominations are being accepted. The email must include a nomination form, the prerequisites for consideration, a current Strategic Partner and National Affiliate list, the deadline to submit the nomination and contact information of the Strategic Partner and Affiliate of the Year Team Leader,



who will be receiving the nominations.

(c) Project Team meets and reviews all forms submitted and selects the award recipient.

(d) Upon selection, Team Leader notifies the President and President Elect. The President notifies the recipient of the award and President Elect orders the award plaque after the installation budget has been approved.

(e) The award is presented at installation.

### **Entrepreneur of the Year**

1. Project Team consists of the Team Leader, who is the most Immediate Past President able to serve, the current President, three (3) REALTOR® members appointed by the President and two (2) REALTORS® alternates appointed by the President, with ratification of the Governing Board.

2. Entrepreneur of the Year is awarded to a REALTOR® National member who has exhibited business leadership in their work and community. Prerequisites for consideration are that the recipient must be a REALTOR® member of the Women's Council of REALTORS Greater West Houston for a minimum of one (1) year. The current President and current Governing Board members will not be eligible for consideration until at least one (1) year after their term of office concludes.

3. Procedure:

(a) The Recruitment and Retention Chairman provides the current membership list to the Team Leader.

(b) Team Leader works closely with the Communications Task Force Leader to notify the membership via email that nominations are being accepted. The email must include a nomination form, the prerequisites for consideration, a current membership list, the deadline to submit the nomination and contact information of the Entrepreneur of the Year Team Leader, who will be receiving the nominations.

(c) Project Team meets and reviews all forms submitted and selects the award recipient.

(d) Upon selection, Team Leader notifies the President and President Elect. The

President notifies the recipient of the award and President Elect orders the award plaque after the installation budget has been approved.

(e) The award is presented at installation.

#### **X. Finance and Budget**

- A. Prepares the annual budget to present for approval of the Governing Board no later than the January meeting.
- B. Reviews the budget and actual expenditures as needed or as called by the President or Governing Board.
- C. Serves as a member of the Audit Committee that is appointed by the President.

#### **XI. Audit**

- A. Project Teams appointed by the President with the approval of the Governing Board.
- B. Conducts a quarterly and annual audit to ensure proper procedures are being followed.
- C. Current Treasurer is present at the meeting to only answer questions and provides the financial records for review.

#### **XII. Publicity/Marketing**

- A. Promotes and maintains a favorable image of Women's Council of REALTORS® in the eyes of our various publics.
- B. Prepares and submits media releases to publicize Network activities and achievements as required. Copy the National Women's Council of Realtors® office on all newspaper clips mentioning Women's Council of Realtors® Greater West Houston activities.
- C. Notify the National Women's Council of Realtors® office of any radio or television coverage of a Women's Council of Realtors® Greater West Houston event.

#### **XIII. Ways and Means**

- A. Proceeds are for general funds, such as scholarships, educational projects, community projects, and Officers expenses for District, Regional, State, and National meetings.
- B. Plans and implements events to raise non-dues revenue for the Network.
- C. Submits a proposed budget for fundraisers to the Treasurer and processes all monies raised through the Treasurer.
- D. Establishes Sub-Committee Chairs within the committee to handle different aspects of the particular fundraisers.

1. Financial Obligations in conjunction with the Ways and Means:

- a. Tax Exempt Status – Protects the Network’s tax exempt status as a Not-for-profit organization concerning Ways and Means fundraising projects, refer to the IRS Ruling information in the LPPM (Network business, insurance, and legal issues).
- b. Separate Accounting – The Network will keep a separate accounting of all proceeds received from fundraising projects, and these funds will not be deposited into the Network’s account.
- c. Operating Expense Caution – Fundraising proceeds will be used for the projects designated on disclosed, less any expenses.
- d. Possible Deficit Obligation – No Ways and Means project will be undertaken which could create a deficit obligation for the Network without Governing Board approval.

## **XIV. Network Finances**

### **A. Debit Card**

1. The President, President Elect, and Treasurer shall each be issued a debit/credit card associated with the Network account (s) at the financial institution selected by the board.

2. The usage for this card is limited to hotel expenses (to be paid upon checkout at State Orientation, National, Regional, District or State Women’s Council of REALTORS® meetings), Orientation registration for incoming Governing Board Members, mass communication software, platforms and or “apps” (example Constant Contact, Facebook, Zoom and electronic document storage software), vehicle rental, fuel for vehicle rental and approved budgeted operating expenses.

3. The following expense amounts are allowed without the need of board approval:

President – Up to \$500

President Elect – Up to \$300

Treasurer – Up to \$300

4. In case of last-minute expenses an approval must be received from President, President Elect, or Treasurer (the board member making the expense cannot approve own expense).

5. The account balance must be verified before using the card to pay for expenses to prevent over drafting.

### **B. Account Access**

1. Previous officers must add incoming President, President Elect, and Treasurer to the bank accounts no later than the fourth Thursday of November after the elections of that year.

2. President, President Elect, and Treasurer are to be assigned access to the Network account (s).

3. All past officers must be removed from the bank accounts by January 1<sup>st</sup> of the new office year.

### **C. Reimbursements**

1. If a board member pays for any Network expenses out of her/his own money she/he must first have written approval (email) from the President, President Elect, or Treasurer.

2. A Request for Expense Reimbursement form must be completed and submitted to the Treasurer with itemized receipts for approved expenditures within 30 days after expense paid.

### **D. Travel Reimbursements**

#### **1. Governing Board Member**

a. Functions covered for reimbursement are District, Regional, State, State Orientation and National meetings. Reimbursement will be paid to the officers in accordance with the amount stipulated in the approved budget.

b. Any reimbursement from the State, National Women's Council of REALTORS® or by a Governing Board Member's company will not be reimbursed by the Local Network. Governing Board Members who are eligible to receive reimbursement from any other source must first disclose reimbursement and provide a copy of the requested or approved reimbursement form to the Treasurer.

c. Budgeted travel expenses of Governing Board Members may include registration, Women's Council of REALTORS® ticketed functions, hotel accommodations and transportation to and from meetings including flight, airline surcharge for one (1) bag, ground transportation to/from airport/hotel/meetings as budget permits. Airfare and registration are to be purchased thirty (30) days in advance to secure the best price. When traveling to Women's Council events all network members are expected to share a room based on a minimum of two people per room. If anyone stays in a room and is not attending the above related meetings/classes, he/she will be expected to pay his/her pro-rated share of the room. Items not covered are long distance telephone calls, internet charges, any minibar items and individual room service charges.

d. A Request for Expense Reimbursement form must be completed and submitted to the Treasurer with a travel report and itemized receipts for approved expenditures within 30

days after the event. If funds are available, a check may be issued within five (5) business days of approval by the Governing Board. Responsibilities and requirements for receiving reimbursements are:

(1) Attend meetings and functions. Attendance at all Women’s Council meetings is mandatory as per President’s discretion.

(2) Provide a written report to the President. Report to include a summary of the meetings attended, meeting outcomes, content learned, feedback, etc.

e. No reimbursement requests will be honored after December 15th.

f. Excess Allocations: In the event any Governing Board 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 membership.

g. Advanced Reservations: It is the responsibility of the Governing Board Member to pay for their own flight, registration, and ticketed events.

THE NETWORK WILL NOT PAY IN ADVANCE FOR ANY TRAVEL EXPENSES.

#### **XV. Network Courtesy Policy**

1. Memorials – In case the death of a network member, a member’s spouse, child, parent, or spouse’s parent, the First Vice President will select an appropriate memorial not to exceed \$50.00 plus tax and delivery fee.

2. Get Well Remembrances – A card will be sent by the First Vice President to a member who is ill or hospitalized.

3. Unexpected Courtesy Expenditures – The Governing Board must approve any courtesy expense.

**NON-PAYMENT POLICY** - If any Strategic Partner fails to pay their financial commitment to advertise, within 30 days of signing the commitment, all privileges of their partnership, to include attendance at all meetings and events, will be suspended until the commitment is paid in full.