



Approved October 12, 2023

Standing Rules

The permanent address for the Dallas Network shall be the serving Treasurers Address. All Network records shall be maintained at this address.

MEETINGS:

A) Governing Board Meetings:

Governing Board meetings shall be held a minimum of ten (10) times per year at predetermined dates set during the calendar planning Board Meeting in November, unless in direct conflict with a State or National Women's Council of REALTORS® Meeting or Conference, which at such time shall be rescheduled to the next available date.

- a. Meetings may be conducted virtually, or in person at a time and place designated by the President.
- b. Governing Board is composed of the President, President Elect, First Vice President, Treasurer, Event Director, Membership Director, Strategic Partner Director and Social Media Director.
- c. Governing Board quorum is 3 REALTOR® members of the board and must include either the President or President Elect.

B) Regular Network Membership Meetings:

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

- a. Minimum of 4 Industry events, and two events focused on member networking/relationship building that could also include professional development content. See attached Operating Standards: Local Networks Member Program and Services for clarification.
- b. Reservations are required for all ticketed events and those members who attend without a reservation will be accommodated on a space available basis. Cancellations are non-refundable. Members who attend without reservations will be charged non-member fees.

DUTIES of ELECTED OFFICERS OF THE GOVERNING BOARD:

- A) Duties are described in the Governing Board Positions Addendum.*
- B) Duties are described in the Project Team Duties Addendum.**

ELECTION PROCEDURES

- A) [Complete Network Election Procedures Addendum attached.](#)***

INSTALLATION

- A) Incoming President shall chair and appoint a Task Force to arrange for the facility and details for the installation of the new Board.
- B) 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.
- 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.

TASK FORCES

- A) Special Task Forces can be created at the determination of the Governing Board, such as Ways and Means, Technology, etc.
- B) AUDIT Task Force appointed by the President with the approval of the Governing Board. Conducts a quarterly and annual audit to ensure proper procedures are being followed. Current Treasurer is present at the meeting to only answer questions and provides the financial records for review.

GUIDELINES and FORM for ENTREPRENEUR of the YEAR) Found at:

https://www.wcr.org/media/1498204/entrepreneur_of_the_year_2018.doc

. GUIDELINES and FORM for MEMBER of the YEAR Found at:

https://www.wcr.org/media/1498178/moy_2018.docx.

Rookie of the Year, REALTOR® of the Year, Affiliate of the Year, and Lifetime Achievement

NETWORK FINANCES

- A) Network Debit Card: The President, President Elect, and Treasurer can each be issued a **credit Debit** card associated with the Network account(s) held at Wells Fargo Bank. These Debit Cards will be used exclusively for Network business, Women's Council meetings and other budgeted expenses.
 1. A \$100 scholarship and/or scholarships will be drawn quarterly and awarded for continuing education, a Performance Management Network Course, or attendance to a State Women's Council of Realtors® meeting.
Eligibility: Active Women's Council of REALTORS® members, and guests who apply for membership, at the meeting, are eligible to Officers, Governing Board members, and members who have won a scholarship within one year are ineligible to participate. Proof of course completion or meeting registration must be submitted to the Treasurer for payment. The scholarship amount will be
 2. Three (3) \$200 Leadership scholarships will be awarded annually to the general membership. Applications should be received by March 1 in coordination with the March Membership Drive. The Scholarship Project Team, with Governing Board approval selects the winners. Scholarships should be presented at the March meeting.
 3. Performance Management Network (PMN) Fund. The (PMN) Fund shall be used to bring PMN courses to the membership with a goal of increasing the number of designees within the local network. The PMN course in a cost-effective manner and must have Governing Board approval.

TRAVEL REIMBURSEMENT

- A. Travel expenses will be reimbursed up to the amount budgeted per officer if funds are available.
- B. Reimbursement forms must be completed and submitted with original receipts along with a written report to the Governing Board for approved expenditures no later than ten (10) days after the event. No reimbursement will be made after that 10-day period without the approval of the Governing Board and PRIOR to December 22 of the current year.
- C. In the event any 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.
- D. Any reimbursements from State or National Women's Council of REALTORS® would not also be reimbursed by the Network.

1) Travel Expenses

- a. Only actual travel expenses (airfare, mileage, cab fare, car rental, hotel room registration, convention registration, etc.) will be reimbursed for officers attending out of the local Dallas area required meetings. Each officer is responsible for making their own travel arrangements.
- b. The most economical travel expense and accommodations will be used if travel arrangement is practical and convenient for the officer. Any cost of upgrading will be at the expense of the individual.
- c. Hotels will be a recognized travel expense for all out of Dallas area required travel. Reimbursement will be one-half the cost of the room per person (unless more than two are in the room, then it will be pro rata.)
- d. The Treasurer, President, or President Elect may pay for any and all authorized travel expenses prior to travel for the convenience, priority and savings as long as funds are budgeted for that individual.
- e. If an officer agrees to travel, the Network makes travel arrangements, and then does not travel, the individual is responsible to reimburse the Network for any expenses on their behalf. Or, if legally authorized, these arrangements may be transferred to another officer with the same travel requirements. Any exception will be at the discretion and approval of the Governing Board.
- f. The President-elect is required to attend National Network 360. Airfare, ground transportation, registration, and hotel room (double occupancy) expenses will be paid or reimbursed by the Dallas Network.
- g. Women's Council of REALTORS®, Dallas will not reimburse for any alcohol-related expense and no related expense may appear on the Network debit card.

NETWORK COURTESY POLICY/Remembrances

- A) In case of the death of a National, State, Local Officer or current Governing Board member, their spouse, child, parent, or spouse's parent's death; the First Vice President will select an appropriate memorial not to exceed \$100.00. Sympathy card will be sent to surviving family member by the Director of Membership or First Vice President.
- B) Get-well cards will be sent by the Director of Membership to a Network member who is ill or hospitalized.

NOTE: All details for operation of the local network may be found at

[Network Glossary - Women's Council of Realtors \(wcr.org\)](#)

*Governing Board Positions Addendum

[local-network-job-descriptions-022023.pdf \(wcr.org\)](#)

** Project Team Duties Addendum (add link)

[local-network-operating-standards.pdf \(wcr.org\)](#)

*** Network Election Procedures Addendum

[Local Network Elections 022023 \(wcr.org\)](#)