



## STANDING RULES

Of

Women's Council of REALTORS® Abilene

Date Approved: October 7, 2023

The permanent address for the Abilene Network shall be 626 South Pioneer Drive, Abilene, Texas 79605. Mailing address is 626 South Pioneer Drive, Abilene, Texas 79605. All Network records shall either be maintained at the permanent address or at location determined by the Governing Board.

### I. MEETINGS

#### A) Governing Board Meetings

Regular Governing Board meetings shall be held at least six (6) times per year on the fourth Monday of the month at a location designated by the Local Network President from 9 am - 10 am, unless in direct conflict with a State of National Women's Council of REALTORS® Meeting or Conference, which at such time shall be re-scheduled to the next available date.

#### B) Regular Network Membership Meetings and Events shall be held at least six (6) times per year at times and places determined by the Governing Board.

- 1) Reservations will be required for ticketed events.
- 2) Non-members will be charged as voted on by the Governing Board for Network Membership Meetings/Luncheons/Events.
- 3) Coupons for complimentary lunch may be given to first time Realtor® attendees.
- 4) In September, a luncheon membership meeting will be held the second Tuesday of the month and will be a joint meeting with the Abilene Association of Realtors®.
- 5) The Network will pay for all speakers' luncheon costs and will give speakers' gifts when appropriate.

- 6) The WCR State Network President and Texas District Vice-President for Abilene Network's assigned area should be invited to attend at least one meeting annually.

## II. DUTIES of ELECTIVE OFFICERS and APPOINTED GOVERNING BOARD MEMBERS:

- A) Governing board Duties Can be found at :

<https://www.wcr.org/network-tools/network-glossary/> > Officer Job Descriptions

## III. ELECTION PROCEDURES

- A) Procedures can be found at:

<https://www.wcr.org/network-tools/network-glossary/> > Election Procedures (Local)

## IV. INSTALLATION OF OFFICERS

- A) Incoming President shall chair and appoint a Project Team/Task Force to arrange for the venue, program, 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.

## V. PROJECT TEAMS

- A) President will appoint Project Teams, as needed, and specifically for Ways and Means Activities.
  - Network will have Holiday/Christmas Auction on date (either in December or November) established by Governing Board each year.
  - Network should have one additional major Ways and Means project

B) President will appoint an Audit Project Team with the approval of the Governing Board

- Audit Team will conduct quarterly and annual audits to insure proper procedures are being followed.
- Current Treasurer will be present at the Audit meeting in order to answer questions and provide the financial records for review (only).

VI. GUIDELINES ENTREPRENEUR of the YEAR

A) Network Selection Committee will consist of three (3) most recent selectees willing and able to serve.

B) Most recent recipient will serve as Chairperson.

C) Selection Committee will adhere to Eligibility Standards, as well as utilize Application Form, if desired, as provided at National Women's Council website, [www.wcr.org](http://www.wcr.org).

D) Chairperson and President will be responsible for purchasing appropriate plaque for presentation.

VII. GUIDELINES MEMBER of the YEAR and AFFILIATE MEMBER of the YEAR

A) Network Selection Committees will be appointed by the President and should consist of five (5) most recent selectees willing and able to serve.

B) Most recent recipient will serve as Chairperson.

C) Local Network Governing Board will decide when the award shall be presented.

D) Member of the Year Selection Committee will adhere to Eligibility Standards as outlined at National Women's Council website, [www.wcr.org](http://www.wcr.org).

E) Chairpersons and President will be responsible for purchasing appropriate plaques for presentation.

## VIII. FINANCIAL

- A) Contribution to charitable organization will be as follows:
- Fundraiser auction winner will designate an organization to receive contribution from auction item, e.g. Meals on Wheels, Noah Project, Day Nursery of Abilene, etc.
  - An annual event fundraiser will be held to support the Walk-with-Pride program sponsored by the Abilene Association of REALTORS®.
- B) Funds will be budgeted annually to help pay a portion of Officers' travel expenses to attend Women's Council meetings at the National Association of REALTORS® meetings and conventions and the Texas Association of REALTORS® meetings and conventions. In the event an Officer cannot attend a specific meeting, the Governing Board may authorize additional reimbursement amounts for another Officer (with the exception of the National Leadership Institute program).
- 1) Funds will be budgeted primarily for the President for the Spring NAR meeting in Washington, D.C. and primarily for the President-Elect for the Fall NAR convention meeting.
  - 2) Funds will be evenly budgeted for the President and President-Elect to attend the Winter TAR meeting and the Fall TAR convention meeting.
  - 3) Authorized expenses will be airfare, mileage, meeting registration, hotel based on double occupancy, with the exception when only president is traveling, ticketed WCR events, but will not exceed budgeted amount without Governing Board approval.
- C) Any recipient of Network funds for travel shall be required to:
- 1) Provide proof of attendance at appropriate WCR meetings and the election meeting (if voting delegate).
  - 2) Give a written or oral report of meeting activities at the next regular Network membership meeting following the specific State or National meeting.
  - 3) Provide receipts of actual expenses along with Network Expense Disbursement Form no later than 60 days following the last day of the meeting attended.
- D) In the event any Officer or Member is eligible for reimbursement from State or National Networks, Local, State, or National

Associations, or their employer, duplicate reimbursements will not be granted.

IX. EDUCATION SCHOLARSHIPS

- A) Scholarship drawings will be held at specific meetings, as determined by the Governing Board.
- B) The Governing Board will determine annually the amount to be budgeted for scholarships.
- C) Scholarships funds will be paid based on the following eligibility:
  - 1. Member must be an Active REALTOR® OR National Affiliate member in good standing.
  - 2. Member must have attended the past three (3) most recent meetings.
  - 3. Member must use the scholarship funds for continuing education in the real estate field or to attend a State or National Women's Council meeting or convention.
  - 4. Member must provide proof of course completion or meeting attendance.
  - 5. Member must redeem the scholarship within one year from the date received.

X. COURTESY POLICY

- A) Flowers or plants shall be sent in the event a member is hospitalized or experiences loss of family members (spouse, children, parents).
- B) Cards or flowers may be sent in other circumstances (extended illness, loss of extended family members, etc.) with approval of the Governing Board.
- C) In the event of a member death, either flowers or a memorial to a charitable organization (in lieu of flowers) will be sent.

Revised October 7, 2023