

**STANDING RULES OF MONTGOMERY COUNTY**

**Revised December 4, 2015 by Patti St. Louis**

I. **MEETINGS AND EVENTS**

A. NETWORK MEETINGS

1. GENERAL MEMBERSHIP MEETING - Will be held on the second Wednesday of the month at Carlton Woods Country Club in 2017.

2. ANNUAL ELECTION MEETING - Will be held during the August General membership meeting.

3. INSTALLATION MEETING - Will be held in December in conjunction with the General Membership Meeting.

4. EVENTS

1. Events include all fundraisers, Ways and Means events, Education events, Special Fundraisers events, Membership Mixers, New Member Orientations and all Networking and Training Events.
2. Event dates require approval of the Executive Committee so that Executive Leaders are able to attend.
3. Prior to events, the committee will discuss perishable items purchased and donated that may be left over and determine proper distribution. Non-perishable items will remain the property of the Network.
4. Committees will submit a detailed itemization of all monies collected to the Treasurer at the conclusion of any Event.
5. Committee will submit a Budget vs Actual report to the Treasurer within 5 days after any Event.

B. GOVERNING BOARD MEETINGS

Governing Board Meetings will be held at least 8 times per year at a time and place designated by the President. Governing Board approval must be obtained for the amendment of bylaws and changes in the standing rules. An email vote of the Governing Board is valid and must be ratified at the following Governing Board meeting. The President will verify by read receipt that all voting members have received the email prior to the vote.

1. ATTENDANCE

All Governing Board members are expected to attend Governing Board and Membership Meetings. If an Officer or Standing Committee Chairman has two (2) unexcused absences from Governing Board meetings during the year, it will be assumed that the Board Member has resigned and may be replaced at the President’s discretion with Governing Board approval. Absences may be excused, as approved by the Governing Board.

**II. ELECTIONS**

1. OFFICER QUALIFICATIONS

1. Members nominated for office will have the following qualifications whenever possible:

a. Held membership in a WCR Montgomery County for at least one (1) year

b. Has chaired a Standing Committee

c. Be an Active member

B. PROCEDURES

**1.** The Nominating Committee Function: The Chairman of the Nominating Committee shall announce to the General Membership no later than May 31 that nominations for Officers are being accepted. (Reference Article 8 sec. 1 A&B Bylaws)

**2.** The cut-off date for nominations shall be no later than June 15.

**3.** No later than June 30, the Nominating Committee, from the list of eligible candidates nominated, shall:

1. Furnish each nominated candidate with a written description of the position for which the candidate has been nominated.
2. Provide a questionnaire to each candidate.
3. Schedule interviews with candidates.

**4.** Each candidate will be required to sign a Consent to Serve form, which they have read and the candidates’ consent form shall be turned over to the Secretary for safe keeping and retained for 30 days following the election.

5. At the conclusion of the interview process and prior to July 28, the Committee members shall select one candidate for each office and present the proposed slate of officers in writing to the Secretary who shall present the slate in writing to the General Membership at least ten (10) days prior to the Annual Election Meeting in August.

The Notification of Election shall include:

The Date, Time and Place of the Election

Procedure of the Nomination of Officers from the Floor

Definition of Eligibility

a. Rules of the Day - - - to be presented by the parliamentarian or bylaws chair and will be approved by the members prior to voting.

b. Tellers - - - a minimum of three (3) tellers will be appointed by the President. Nominating Committee members may not serve as Tellers.

**III. INSTALLATION OF OFFICERS**

A. ARRANGEMENTS

1. The incoming President shall appoint a committee which will make all the arrangements for the tribute to the outgoing officers and installation of the new officers with the participation of the outgoing President.

2. The incoming President’s budget for complimentary meals for invited guests shall not exceed 5 guests.

3. The incoming President will select the installing officer and master of ceremonies.

4. The incoming President will obtain the incoming President’s pin and officer’s pins at the expense of the Network.

5. The incoming President will obtain, at the expense of the Network, a President’s plaque and/or gift to be presented to the outgoing President at the Installation Ceremony, total cost not to exceed budgeted amount.

6. The outgoing President will obtain a plaque and/or small gift for all outgoing officers, outgoing board members and committee chairs.

7. Special Strategic Partners will be obtained to cover installation budget.

IV. **DUTIES**

**A. OFFICERS**

Network Officers will be familiar with and abide by the Bylaws and Standing Rules and the duties as outlined in the LPPM. They shall be responsible for communicating with Standing and Special Committee Chairs as shown in attached organizational chart to mentor and to be sure they are clear about duties and collect report~~s~~ monthly. They will review financials monthly.

1. **PRESIDENT**

**a.** The President shall remind the Governing Board members 7 days prior to each Governing Board meeting to submit any recommendations for consideration to the voting members of the board.

**b.** Attends all District, State, Regional and National WCR meetings and serves as a voting member of the State Governing Board.

**c.** Furnishes each Officer and Chair with copies of the Bylaws and Standing Rules, and a copy of their duties as further outlined in the LPPM.

**d.** Attends Educational Sessions when traveling on Montgomery County business and reports back to the membership at the next General Meeting.

**e.** Volunteers to serve on State and National WCR Committee(s).

**f.** Appoints a Financial Audit Review Committee at the next to the last meeting of the year. (This committee shall present its report at the first meeting of the next year.)

**g.** Responsible for signing the Montgomery County Income Tax Report, and seeing that the Accountant has filed this report by May 15th.

**h.** Responsible for managing the insurance policies, informing the Treasurer of insurance payments due, informing insurance company of upcoming events, and confirming that all Network events are insured.

2. **PRESIDENT-ELECT**

**a.** Attends all District, State, Regional and National Meetings of WCR and serves as voting delegate in those instances when the President is not able to attend.

**b.** Volunteers to serve on State and National WCR Committee(s).

**c.** Attends education sessions when traveling on Montgomery County Business and reports back to the membership at the next General Meeting.

**d.** Coordinates meeting arrangements. (i.e. meal selections, special equipment, flags, decorations) As directed and confirmed by the President.

**e.** A leadership orientation is to be held before the end of the year for Officers and Chairs for the following year.

**f.** Coordinates and tracks attendance of members at upcoming State, Regional and

National meetings. Coordinates hotel reservation process and cancellations according to Standing Rules.

**g.** Keeps, sets up and maintains the cordless microphone and WCR Banner*.*

**h.** Introduces guests at luncheons.

3. **VICE PRESIDENT OF MEMBERSHIP**

**a.** Responsible for forwarding National membership applications and checks for dues immediately to National. A copy of the check and application must be given to the Treasurer. Upon receipt of Local Affiliate membership applications and checks for dues, the check and a copy of the application must be given to the Treasurer.

**b.** Organize and track membership history records to insure that they are maintained and passed on each year to the succeeding Vice President.

**c.** Maintains a complete membership roster, including all National, National-Affiliate. Updated copies of the membership roster will be provided monthly to the Governing Board members.

**e.** Will attend National Conventions and state orientation or other required meetings for points outlined in the Network Plan*.* Encouraged to attend as many District, Regional and State meetings as possible.

**f.** Attends educational sessions when traveling on Montgomery County business and reports back to the Governing Board.

**g.** Coordinates the New Member Orientations.

**h.** An Induction Ceremony for new members will be conducted at least quarterly by the VP of Membership during Network meetings. Each new National member is to receive the appropriate membership pin. Ceremonies may cover several months and will be arranged as they fit into regular programs.

**i.** The incoming VP of Membership shall present for board approval the annual membership and retention contest guidelines for the following year no later than the December board meeting.

**4. SECRETARY**

**a.** Copies of minutes will be kept in chronological order in a binder for the fiscal year. Copies of the Governing Board Minutes should be made available to the President, all other Officers, and Standing Committee Chairmen. Copies of General Meeting Minutes should be made available to all Officers and any member requesting them. Keep minutes clear, concise and accurate.

**b.** Responsible for maintaining the Montgomery County and other important documents in a designated location.

**1.** Shall be responsible for changing Post Office Signature cards at the 1st of the year.

**c.** The Secretary is encouraged to attend District, State, Regional, and/or National WCR Meetings.

**d.** Attends educational sessions when traveling on behalf of Montgomery County as a budgeted expense and reports back to the Governing Board.

**e.** Responsible for the Network’s correspondence among the membership, i.e. Get-well cards, Sympathy cards, Congratulations, etc.

**f.** Shall inform the appropriate Committees of motions that are passed by the Governing Board.

**g.** Responsible for documenting passwords, identification numbers and any other information required to access website and all social media accounts associated with the Network, prior to the start of business each year. Provide all access information to Newsletter and Website chair each year.

h. Maintain an education scholarship recipient list and have it available at the business resource meeting

**5. TREASURER**

**a.** Responsible for making the newly elected Officers transition arrangements with the bank

**b.** Two Officer’s signatures will be required on all checks for amounts in excess of $500.00. Officers eligible for signature on checks are: President, President Elect, and Treasurer.

**c.** Will provide a monthly financial report that will be presented at the Governing Board meetings. MONTHLY reports to include YTD monthly budget VS. actual, a balance sheet as of the date of the meeting, and transaction detail by account for the month. Will provide quarterly report on Certificates of Deposit showing amounts, interest rates and maturity dates.

**d.** All monies collected by will be turned over to the Treasurer within five (5) days of receipt and will be deposited by the Treasurer within 5 working days.

**e.** Will keep written and accurate records of all dues payments.

**f.** Disburses funds for budgeted and approved items only when an Itemized Receipt or Statement is attached to an approved reimbursement form and is received. No checks are to be written on an account that is over budget or that creates an account to be over budget. Approval must be sought from the Board for appropriating additional money to a particular account prior to checks being written creating an over budget account.

**g.** Governing Board approval is required prior to any transfer of funds from one budgeted item to another.

**h.** Responsible for overseeing the collection of invoices as required. All committee Chairmen are responsible for submitting a complete list of those invoiced including contact name, company name, complete address, and phone number to the Treasurer. A copy of the signed commitment and invoice total along with an explanation for invoicing shall be given to the Treasurer.

**i.** The current Treasurer and newly elected Treasurer shall submit the books to the Financial Audit Review Committee by December 23rd.

**j.** Serves as a member of the Ways and Means and Budget and Finance Committees and oversees the collection of monies at all Events.

**k.** Attends as many District, Regional, State and National Meetings of WCR as possible.

**l.** Expenses turned in with all proper documentation and reports as required are to be reimbursed within 15 days of submission.

**m.** All requests for reimbursements MUST be made prior to December 15th. No requests will be honored after that date.

**n.** Funds shall not be expended for alcoholic beverages.

**o.** Checks PO Box weekly and reports contents to Executive Committee.

***6.* IMMEDIATE PAST PRESIDENT *Most Recent Past President Willing and Able to Serve***

**a.** Serves as Nomination Committee Chairman.

**b.** Chairs the Strategic Planning Committee, which is responsible for developing and maintaining the Network’s strategic plan.

**7. ACTIVE PAST PRESIDENT -** Performs duties as requested by the President and is a member of the Executive Committee.

**B. STANDING COMMITTEES**

1. All Chairmen will submit a verbal and written report on any activity to the President at each Governing Board meeting
2. All Standing Committee Chairmen are required to attend all Governing Board Meetings.
3. All outgoing Committee Chairmen will make a written report on the Committee’s accomplishments and procedures at year’s end to be given to the incoming President, Secretary, and incoming Committee Chairmen.

 4. Refer to LPPM for additional duties.

**1. BYLAWS**

**a.** Reviews and revises the Standing Rules, presents any revisions to the Governing Board for approval.

**b.** Maintains contact with each officer and chairman throughout the year to remind them of due dates and aide in counseling them in responsibilities and procedures.

**2. PROGRAMS / EDUCATION**

a. Plans and develops programs for Local Network meetings consistent with the

 needs of the membership and the goals of the Network.

**b.** Informs members of and encourages participation in other Educational opportunities including PMN courses, TAR offerings, Local Association of REALTOR offerings, etc.

**c.** Arranges for relevant educational programs and courses.

d. Compile a list of Network programs for selection of awards by National and submit to State Network according to the deadlines.

**e.** Coordinates the Scholarship Program. A scholarship and/or scholarships to be used for Education or Registration Fees for WCR State and/or National Conventions will be drawn at Membership Meetings as determined by the committee. Only National Members are eligible for the drawings. WCR NATIONAL members who apply for membership at the meeting are eligible to win. They must be present to win. Previous scholarship winners are ineligible to win for one (1) year. The scholarship must be used within one year of date of issue. The scholarship amount will be determined by the committee within budgeted amount. The actual amount of reimbursement will be limited to the amount paid by the member for the course taken or registration fees up to the amount of the certificate. All recipients must submit receipts and proof of course completion or receipts and proof of registration and attendance prior to reimbursement. Award winner must turn in original scholarship certificate to be reimbursed.

**4. MEMBERSHIP**

**a.** Works with the Vice President of Membership to maintain an open line of communication to the membership.

**b.** Welcome Cards or letters shall be sent to each new member by the Membership Chairman.

**c.** Compiles list of members who have received awards, designations, or recognition in the community or associations and provides list to Executive Committee monthly for use at General Membership Meetings and in newsletters.

**5. FINANCE AND BUDGET** To serve on Ways & Means Committee and schedule with Treasurer and President quarterly to review budget.

**a.** Prepares the annual budget to present for approval of the Governing Board no later than the December meeting.

**b.** Serves as a member of the Financial Audit Review Committee that is appointed by the President.

**6. PARLIAMENTARIAN** – The Parliamentarian (or alternate) is expected to be present at all general membership, executive committee and governing board meetings.

**C. SPECIAL COMMITTEES**

These committees may vary from year to year at the discretion of the President and with the approval of the Governing Board, with the exception of the Financial Audit Review and REALTOR, Affiliate and Entrepreneur of the Year Committees, Special Committee Chairs should attend the Governing Board meetings and participate in discussion, but do not have a vote on issues determined by the Governing Board. All committees shall have no fewer than three (3) members.

**1. Reservations -** This committee accepts reservations and collects money from members and guests for each General Meeting of the Network. Each month the final list of attendance and reservations not kept shall be reported to the Governing Board. All money received is given to the Treasurer the day of the meeting along with a detailed itemization of monies collected*.* Obtains a list of current members from the Vice President of Membership for reference at each General Membership Meeting.

**2.** **Advertisers** - Obtain Strategic Partners based on the current budget to help defray Network costs. This committee should send solicitation letters for Strategic Partners in September of each year. A follow up letter and invoice should be sent to confirm commitments from Strategic Partners, to confirm dates, times, and places of the events, with an invitation to provide a door prize at the event if customary. A copy of the follow up letter and invoice should be sent to the Treasurer along with a signed copy of the commitment. Works with the Treasurer to aid in collections. **Thank you letters should be sent immediately following the event**. Submits updated spreadsheet to Treasurer and Governing Board monthly showing Strategic Partners commitments and payments for the entire year, including dates Annual Partners will speak at General Membership Meetings.

3. **Inspiration/Pledge** – Prepares and delivers, or arranges for another member to deliver a short inspirational message and leads the group in the Pledge of Allegiance at each meeting. (If inspiration is religious, it goes before the Pledge. If not, it goes after the Pledge.)

**4. Publicity/Marketing** - Works with Program and Newsletter Committees. Responsible for taking pictures and sending articles to appropriate media to advertise WCR functions.

**5. Historian** –Takes and collects photographs, articles and news releases of the Network activities and achievements. This committee should work closely with the Publicity and Website/Newsletter Committees. The Historian’s committee collects photos, articles, and news releases to include in the President’s Year Book that should be presented to the President within 2 months following the year served.

**6.** **Community Outreach** –

 All activities, along with a budget for each activity, must be submitted to the

 Governing Board for approval.

 a. Coordinate worthwhile Montgomery County community programs for the Network to support through volunteer work, visitation, or donations.

 b. Coordinate Holiday For Heroes activities for Montgomery County Veterans.

 c. Present charity options to the board for the Ways & Means events.

 (The percentage donated to the chosen charity to be determined by the board

 from each fundraiser is not to exceed 10%)

1. Any and all money received for events must be processed thru WCR

 accounts. A budget is required for any event with income and/or expenses.

**7**. **REALTOR of the Year & Affiliate of the Year** – Chaired by the Current REALTOR® of the Year and Affiliate of the Year. Committee members shall consist of the current President, 2 most recent prior REALTORS® of the Year willing and able to serve that are not currently nominated, the 2 most recent prior Affiliates of the Year willing and able to serve that are not currently nominated. Up to 3 guests (according to the budget) of each award recipient will receive complimentary lunches at the meeting the award is presented.

**a.** The REALTOR® of the year will be a member of the WCR Montgomery County Network and a Houston Association of REALTORS member. It is suggested that they will have been a REALTOR® for a minimum of four (4) consecutive years. The Local Network President will be ineligible to receive the award during or within one year after the term of office.

**b.** The Affiliate Member of the Year will be a member of the Montgomery County Network. They may be a National Affiliate or Local Affiliate member*.* It is suggested that they will have been an affiliate member for minimum (4) consecutive years.

**Suggested Procedure**:

**a.** The Membership Chairman provides the current membership list to help qualify those members eligible to be nominated by the membership for REALTOR and Affiliate of the Year.

**b.** Notify the membership at least by October. This notification can be made through the newsletter and at Membership Meetings prior to November.

**c.** Provide a Nomination Form to the Membership including information about the criteria for eligible nomination and a list of eligible members to be nominated with a return deadline.

**d.** Those members nominated should be notified by telephone and in writing along with the LOCAL AND STATE NETWORK MEMBER OF THE YEAR GUIDELINES NOMINATION FORM provided in the Leadership Policy and Procedure Manual. Give the nominees a deadline to have this form completed and returned.

**e.** The Committee will meet, reviews all forms submitted, and tallies the results.

**f**. A presentation program and awards will be decided upon within budget. Awards will be purchased by the committee no later than December 1st. The program should not run longer than 20 minutes.

**g.** The immediate family of the selected REALTOR and Affiliate of the Year should be notified in strict confidence.

**h.** The Awards will be presented at either the December or January. General Membership Meeting as determined by the incoming President.

**9. WAYS AND MEANS**

**a.** Plans and implements programs to raise non-dues revenue for the Network.

**b.** Shall submit a proposed budget for fund raisers to the Executive Board prior to 2nd committee meeting of each event for approval.

**c.** Establishes Sub-committee Chairs within the committee to handle each fund-raiser.

**d.** Submits a final report of the event(s) to the Governing Board, Business Plan Auditor, and the Membership.

**e.** Responsible for choosing a charity to be determined prior to fundraiser by Ways and Means Committee and Community Outreach Committee. Must be approved by the board. A percentage donated to chosen charity to be determined by board from each fundraiser not to exceed 10%.

FINANCIAL OBLIGATIONS IN CONJUNCTION WITH WAYS AND MEANS:

**a.** SEPARATE ACCOUNTING - The Network will keep a separate accounting of all proceeds received from fund raising projects.

**b.** OPERATING EXPENSE CAUTION - Fund raising

Proceeds will be used for the projects designated as disclosed, less any expenses.
**c.** POSSIBLE DEFICIT OBLIGATION – No Ways and Means project will be undertaken which could create a deficit obligation for the Network without Governing Board approval.

**10. STRATEGIC PLANNING -**The Chair is the most Immediate Past President, willing and able to serve. It shall consist of all elected officers and 2 members from the general membership appointed by the current President, and Network members serving as State Officers, State Chairs and State Vice-Chairs. The purpose of this committee is to identify membership needs and desires, and establish goals and effective means to accomplish those goals for the Network.

**11. NETWORKING and HOSPITALITY -**This committee will create productive networking activities during the General Membership Meeting*,* serves as the greeting committee, and assists the Reservation Committee at each General Meeting of the Network.

**12. SPECIAL FUNDRAISERS -** Organizes Holiday and Easter auctions as well as any other special fundraisers in accordance with budget.

**13. DIRECTORY –** Compiles information and advertisers for annual membership directory, including publishing and distribution, as approved by the Board. The board must approve the final budget and have received a formal quote from printing service.

**14. RESOURCE –** Responsible for creating and implementing resources benefiting the membership, as approved by the Board.

**15. NEWSLETTER/WEBSITE –** Responsible for publishing and distributing newsletter at least quarterly, to include a letter from the President, monthly General Meeting advertisers, Annual Strategic Partner advertising logo and website link, member articles approved by the Board.

**16. AFFILIATE DEVELOPMENT –** Will create and organize effective activities to enhance Affiliate involvement in the organization. Submit recommendation to Board for affiliate appreciation event and distribute to membership a list of local and national affiliate members each quarter with contact information. Coordinate with strategic partners and membership committees to plan quarterly, bi-monthly social or WCR after hour’s event.

**17. FINANCIAL AUDIT REVIEW -** Conducts one audit of books midyear and a second at year end. Members are appointed by the President with the Finance and Budget Chair being one of the members.

**18. ENTREPRENEUR OF THE YEAR AWARD**- The President will appoint Committee members and alternates prior to August 31st. The Chair is the most immediate past president willing and able to serve. The Committee will distribute a Call for Nominations at the September Membership Meeting. Nominations will close September 30th. The Committee will send questionnaire to the Nominees no later than October 10th with deadline for return of October 31st. The Committee will meet prior to November 15th and submit the recipient’s name along with required documentation to National by December 1st. The Committee will keep the recipient’s name confidential until the award is presented. The award will be purchased no later than December 1st and presented at the December or January General Membership Meeting as determined by the incoming President. The Committee will purchase a plaque within budget to present to the recipient. The Committee will determine which Network member will present the award. The recipient will be a true entrepreneur, (self- employed; one who undertakes and enterprise.)

**19. Past Presidents-** Committee consists of Past Presidents. Serves as mentors to members in utilizing the benefits of membership and pathways to leadership

V. **TRAVEL EXPENSE REIMBURSEMENT**

Functions covered for reimbursement are: District, Regional, State and National Meetings. Members are encouraged to attend ~~State and National~~ Meetings in their entirety. Reimbursements may be subject to proration as determined by the Governing Board.

Reservations shall be made by President, President – Elect and Vice President of Membership to make room reservations for trips requiring hotel stay. Reservations are to be made prior to registration deadlines. Registration for Washington D.C. meeting is to be made the day registration opens. If one of the officers are unable to make hotel reservation the day of registration opens then they will assign another officer to reserve a room on their behalf

A. Local Network President, President Elect, VP of Membership, Secretary, and Treasurer as well as Executive Officers newly elected at the annual meeting. The immediate Past President is eligible to attend two meetings of their choice and only one of which may be a National Meeting providing they are an active participating member of the local Network.

B. Local Network members serving as State and/or National Chairs, or Officers Appointments may be reimbursed an amount set in the Budget each year. Any duplicated reimbursement from State and/or National shall be immediately reimbursed back to the Network. A copy of the details of the reimbursements from National/State must be submitted to the local treasurer no later than December 15 of the year being reimbursed. Any company reimbursement would not also be reimbursed by the local WCR Network.

They may be reimbursed on:

1. Early bird registration fees, not to include additional fees for late registration, WCR ticketed events and meals, (excluding alcoholic beverages and tips) and standard baggage fees, one piece of baggage to destination and one piece of baggage from destination. Airline travel not to exceed the price of a ticket reserved at least 30 days prior to departure.

2. Nothing greater than the cost of a semi- private room and no more than three (3) rooms to be reimbursed by the Network. Rooms for women must have occupancy of at least two women for November National Meetings (budget permitting) and at least four women for all other meetings before the Network will pay for additional rooms*.* Rooms for men will be reimbursed at one half the cost of a semi- private room rate when one or two men occupy the room, one third if three men occupy the room, and one fourth if four men occupy the room. Members eligible for these rooms are as follows in this priority, the Officers, Standing Committee Chairs, Special Committee Chairs and thereafter on a first come basis provided they are registered one month in advance of the meeting. The Board may approve exceptions to this rule. The hotel-room bill shall be reviewed by the highest standing officer and paid by the Network at checkout.

3. If cancellation of attendance is not given to the President elect at least 5 days prior to the meeting date and it causes the Network to lose a hotel deposit or pay for a room that would not have been needed, the member will reimburse the Network for the lost deposit or room cost.

4. Registration and hotel may be reimbursed for newly appointed Standing Committee Chairs for the State Orientation Meeting and additional rooms may be provided if needed

5. Ground transportation to convention or hotel from airport and airport parking up to $6.00 per day.

6. Expense reports with itemized receipts must be submitted to Treasurer within 30 days of expenditure along with meeting report or expenses will not be reimbursed unless approved by the board.

7. Reimbursement for required hotel deposits to members reserving rooms for State or National meetings is allowed prior to date of travel and must be accompanied by expense form and member guarantees reimbursement of the Deposit back to the Network if the room is cancelled. Member agrees to cancel the room prior to the required deadline as directed by the President Elect and reimburse the Network or the hotel deposit within 21 days of cancellation.

8. These expenses not to include:

**a.** Extra nights at the hotel due to a PMN class or non –WCR meeting.

**b.** Long distance phone calls.

**c.** Non-Required Parking Fees

**d.** Non-eligible members, spouses or other non-members expenses, gratuities, or additional ground transportation.

**e.** Any reimbursement from State or National WCR or other sources (i.e. company reimbursement or reimbursement from any other local or state Network, etc.) would not also be reimbursed by the local Network.

**f.** Charges to the room other than WCR business expenses must be paid to the hotel by the member prior to checking out (i.e. faxes or internet).

C. All requests for reimbursements MUST be made prior to December 15th. No requests will be honored after that date.

D. Opportunities may be given to Local Network members other than those mentioned above to receive reimbursement for attendance to district, state, regional and national meetings throughout the year with **prior approval of the board**, provided there are remaining funds in the travel budget*.* These other members will only be eligible to receive reimbursement for two meetings per year.

E. **Excess Allocations** 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. Failure to repay the Network may result in loss of their membership in the Network.

**VI. WCR DUES**

Local Affiliate Dues will be billed by the Vice President of Membership annually on October 1st.

**VII. RESERVATIONS/HOSPITALITY**

A. All members making a reservation for meetings and not fulfilling the commitment will be billed by the committee the regular cost of the function. The Cancellation Deadline is no later than noon on the day prior to the meeting.

B. Those attending a function without a reservation will be accommodated on a space available basis only.

C. **It is the obligation of Members to pay for all Network events at the time of the events.**

D. Luncheons: There will be a $20.00 charge to National members for the General Membership Meeting*/*luncheon and program with a reservation. Guests and non- members will be charged $30.00 and local affiliates will be charged $25.00. Those with a reservation, but not attending will be charged $30.00. Anyone attending without a reservation will be charged $30.00.

E. There will be no charge for the National President to visit the General Membership Meeting and no charge for the State President during her official annual visit.

F. Nonmembers may only attend two meetings annually and then MUST join the local Network to be permitted to attend. This does not include up to 2 free guests advertisers are allowed to bring at no additional cost or additional guests of an advertiser during the month they are advertising. This also excludes guests of incoming officers during the installation meeting, and guests that are members of other Networks. The Reservations Chair will keep track of guest attendance and alert the Membership committee monthly of guests that have not joined as well as submit a report monthly to the governing board.

**VIII. GUEST SPEAKERS** They will receive a complimentary meal and special recognition for their contribution to the Network.

**IX. NETWORK COURTESY POLICY**

1. Memorials - In the case of death of a Network member, a member’s spouse, child, parent, the Secretary will select an appropriate memorial not to exceed $*75*.
2. Get Well Remembrances – A card will be sent by the Secretary to a member who is ill and flowers will be sent to a hospitalized member shall be limited to $50.
3. Provide hospitality to members in need.

**X. REALTOR RELIEF FUND IN MEMORY OF SUE JESIOLOWSKI**

Business of giving back to the REALTOR Community and/or Montgomery County Community. The organization is covered under the 501C6.

A. Eligibility

1. REALTOR or Affiliate in Real Estate Community

2. Name to be presented to committee which will evaluate the request. When the committee has deemed the candidate has a medical or catastrophic situation the committee will request that the Governing Board review the request. The Governing Board will have the final vote on the acceptance of the candidate.

3. All requests will be kept confidential.

B. Fund Raising

1. Committee will raise funds; minimum of $1000 per year

2. The funds are not to intermingle with the Montgomery County Women’s Council of REALTORS governed operating funds.

C. Committee

1. President appoints the chair preferably from the past presidents of Women’s Council of REALTORS Montgomery County Network

D. Bank Account

1. President and Treasurer will be sign on the bank account and change the names on the DBA yearly.