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Standing Rules

McAllen Network of Women's Council of REALTORS®

Revised: December 2010, June 2015, February 2020

The permanent mailing address for the McAllen Network will be P.O. Box 721046 McAllen, Tx 78504. All Network events will be uploaded to the box.com link provided by National Women's Council of REALTORS®.

#### I) EVENTS

##### A) Network Board Events

Twelve regular Board meetings will be held each year on the second Thursday of the month at a location and time as designated by President.

1) Annual Election Meeting will be held in August. It may be held in conjunction with a Network meeting.

2) Installation Meeting will be held in December. It may be held in conjunction with a Network meeting.

##### B) Governing Board Meetings

Regular Governing Board meetings will be held twelve times per year on the first Thursday of the month at a time and location as designated by President.

1) Four voting members of the Governing Board constitute a Quorum. A majority vote is required for Governing Board approval. If business requiring immediate actions occurs between regular meetings, and email or electronic vote from the board members on the action is acceptable provided action is ratified at the following governing board meeting.

2) If an Officer has two 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. Absences may be excused if the request is made in writing and is approved by President.



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## II) ELECTION

Network Election Procedures

1. Governing Board appoints a Candidate Review Team (a minimum of ninety (90) days prior to election):
  - a. Project Team to be a minimum of three (3) and no more than five (5) members.
  - b. Project Team selects the chairperson at first meeting.
  - c. Project Team must consist of Active (REALTOR®) members that are in good standing and no more than one (1) active National Affiliate member.
  - d. One (1) or more active Past Presidents willing to serve.
  - e. One (1) or more active Past Program Directors willing to serve.
  - f. President-elect serves as (Non-Voting) ex-officio member.
  - g. Current governing board members are not eligible.
2. Candidate Review Team Chair (a minimum of sixty (60) days prior to election):
  - a. Sends out email to membership to solicit applicants for open positions.
    - i. Consider weekly follow-up emails until a specific date.
    - ii. Chair should work with First Vice President (or whoever is in charge of correspondence) so communication to membership can be completed.
  - b. Email should consist of job descriptions, election date, application and consent to serve due date, and contact information for Candidate Review Team Chair.
  - c. Both forms are due back to the Candidate Review Team Chair thirty (30) days prior to election date.
  - d. Candidate Review Team will confirm applicant eligibility. Candidate Review Team can conduct interview of applicants if they so choose.
3. President will notify the membership (ten (10) days prior to election) about the election date, location, rules of running and names of candidates.
  - i. NOTE: notice must provide information about running from the floor. Member must submit an application and consent to serve (which should be attached to notice). These forms are due back to Candidate Review Team Chair no later than seven (7) calendar days prior to election. Chair will confirm eligibility. A member cannot run from the floor if the application and consent to serve are not submitted seven (7) calendar days prior to the election.

Conducting the Election - Two Options

Option #1 At an Industry Event Meeting:

1. National members are credentialed at check-in and provided a ballot.
  - a. Per Bylaws twenty percent (20%) of the Active (REALTOR® / REALTORASSOCIATE® / Institute Affiliate) members of the Network shall constitute a quorum.
  - b. Both National REALTOR® and National Affiliate members are eligible to vote.
2. Candidate Review Team oversees voting, collection and tallying of ballots.
3. Candidate Review Team Chair presents the candidates, with no motion for adoption.
4. President presides and conducts the election. (Optional - The Network may schedule a few minutes for candidates to speak to the members and/or hold a Q and A session).
5. Voting may be by viva voce or roll vote or by written ballot when there are two or more candidates according to the Local Network Bylaws.
6. The same procedure is followed for electing each officer.
7. A separate area set aside at the Industry Event Meeting supervised by Candidate Review Team to oversee voting, and collection and tallying of ballots. (This could be done the 1st fifteen (15) minutes of meeting).
  - a. Ballots are to be kept until the 1st meeting of the following year.
8. After the time allotment for voting, the Candidate Review Team counts votes, gives to Current President and introduces officers elect at the end of the Industry Event Meeting.
9. Current First Vice President takes minutes of this meeting to be kept as a permanent record in official minutes of the following Governing Board



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meeting. Option #2 At Special Meeting, with a program and Elections (Possibly a Lunch & Learn with a good speaker to draw people in) for members only. 1. National members are credentialed at check-in and provided a ballot. a. Per Bylaws twenty percent (20%) of the Active (REALTOR® / REALTORASSOCIATE® / Institute Affiliate) members of the Network shall constitute a quorum. b. Both National REALTOR® and National Affiliate members are eligible to vote. 2. Candidate Review Team oversees voting, collection and tallying of ballots 3. Candidate Review Team Chair presents the candidates, with no motion for adoption. 4. President presides and conducts the election. Optional - The Network may schedule a few minutes for candidates to speak to the members and/or hold a Q and A session. 5. Voting may be by viva voce or roll vote or by written ballot when there are two or more candidates according to the Local Network Bylaws. 6. The same procedure is followed for electing each officer. 7. A separate area set aside at the Special Meeting supervised by Candidate Review Team to oversee voting, and collection and tallying of ballots. (This could be done the 1st fifteen (15) minutes of meeting). a. Ballots are to be kept until the 1st meeting of the following year. 8. After the time allotment for voting, the Candidate Review Team counts votes, gives Current President and introduces officers elect at the end of the Special Meeting. 9. Current First Vice President takes minutes of this meeting to be kept as a permanent record in official minutes of the following Governing Board meeting.

10) In the event of a contested race for any office, the procedure will be as follows:

(a) A minimum of Three (3) tellers will be appointed by the President. Nominating Project team members may not serve as Tellers.

(b) The President will call for a quorum. Our Bylaws stipulate that 20% of our Network's National members constitutes a quorum. The most recent membership report from National will be used to determine the total National members present at the time of election.

(c) Nominations may be made from the floor. Each candidate will have two minutes to speak about why they want the position and what they can contribute to WCR.

(d) Ballots will be cast in writing by members eligible to vote. Voting by proxy is not permitted.

(e) A tie vote for any office will result in a runoff during the meeting.

(f) Election results will be announced prior to the adjournment of the meeting, when possible.



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### III) INSTALLATION OF OFFICERS

A) Arrangements – The incoming President will appoint a Project team 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. The Incoming President will select the Installing Officer and Master of Ceremonies. The Incoming President will obtain, at the expense of the Network a President's plaque and gift to be presented to the outgoing President at the Installation ceremony, with a total cost not to exceed the budgeted amount.

B) The outgoing President will have the duty of obtaining the incoming President's pin at the expense of the Network (either by mail or by purchase at the Annual Convention) in sufficient time for presentation at the Installation ceremony.

C) The budget for the Installation ceremony will be sufficient to include the expense of invited Network guests, i.e., dignitaries, local Association President, local Executive Officer etc. Should the cost of the Installation exceed the Budget, that cost will be paid by the Incoming President.

### IV) DUTIES

<https://www.wcr.org/media/1851509/local-network-job-descriptions->

#### 6) Immediate Past President

(a) The outgoing President becomes the Immediate Past President and serves on the Governing Board.

(b) Serves as Chairman of Nominating Project team

(c) Attends all Executive Project team, Governing Board and Membership meetings.

(d) Must sign a non-disclosure agreement.

#### 7) Parliamentarian

(a) Attends all Executive Project team, Governing Board and Membership meetings.



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(b) Retains vote on general membership matters.

B) Project Team – will be created as needed and dissolved when project is completed. All project teams will have no fewer than three (3) members one of which will be the President.

C) Special Project teams – May vary from year to year with the exception of the Audit and Executive Project team. Special Project team Chairman are expected to attend the Governing Board meetings and participate in discussion, but they do not vote on issues determined by the Governing Board. All Project teams will have no fewer than three (3) members. One of which will be the President.

(1) Executive Project team

(a) Consist of the elected Officers, the Immediate Past President and the Parliamentarian.

(b) Meets 5 days prior to each regular Governing Board Meeting and at other times as requested by the President. No Network funds will be used in conjunction with this meeting.

(c) Reviews agenda items and Project team reports and suggests a course of action to present to the Governing Board.

(2) Newsletter

(a) Prepares a newsletter about Local, State and National activities at least quarterly.

(b) Provides a report to the President for approved distribution.

(3) AUDIT:

(a) Project team is appointed by the President with the approval of the Governing Board and consists of a past President, a past Treasurer, non-Officer Governing Board member and a general member.

(b) Conducts a quarterly audit to ensure proper procedures are being followed.



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(c) Current Treasurer attends the meeting only to answer questions and provide the financial records for review.

(d) Audit Project team will thoroughly review the Network expenditures by comparing them with the Budget, Standing Rules and Governing Board minutes.

(e) Presents report at first Governing Board meeting of the next year.

#### (4) MEMBER OF THE YEAR

(a) Chairman is last recipient of the award who is responsible to form a Project team of at least four (4) past recipients.

(b) Prerequisites for consideration are that the recipient be a member of the Greater McAllen Association of REALTORS® will have been a REALTOR® or National Affiliate for a minimum of one full year, and is an individual selected

for recognition by the Local Network.

(c) A Local Network President will not be eligible for consideration until at least one (1) year after their term of office concludes.

(d) Member of the Year will be announced at the December Membership meeting and the recipient will be suitably honored.

(e) Suggested Procedure:

(i) The Membership Director provides the current membership list to help qualify those members eligible to be nominated by the membership.

(ii) Notifies the membership beginning at the January Membership Meeting, through the Network newsletter and at the Network Meeting.

(iii) Provides a Nomination Form for the membership including information about the criteria for eligible nomination and a list of eligible members to be nominated with a return deadline.

(iv) The Project team meets and reviews all forms submitted and selects



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the recipient.

(v) The immediate family of the recipient will be notified in strict confidence.

(vi) The Program and Awards are presented at the December Network Meeting.

#### (5) PAST PRESIDENT'S COUNCIL

The President appoints a Past President to serve as Chairman of the Council which consists of other Past Presidents that will perform duties as requested by the President.

#### (6) TECHNOLOGY

(a) Maintains and updates Network events on (local network events) in a timely manner.

(b) Uploads materials, including links, announcements, documents or forms newsletter.

(c) Any and all publications whether print or electronic that contains the Women's Council of REALTORS® logo and or name must be approved via

written consent by the president. Including but not limited to flyers, emails, photos, social media posts, blogs, newsletters and press releases.

#### (7) PHOTOGRAPHY/VIDEO

(a) Coordinates audio visual presentations at Network and other meetings as requested.

(b) Collects photographs, articles, new releases, videos of Network activities and achievements and prepares a CD to



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present to the out-going President at December Installation

Ceremony.

#### V) NETWORK FINANCES

Network Debit Card and checkbook - The Network President and Treasurer will each be issued a debit card and checkbook associated with the Network bank account at International Bank of Commerce. The usage for these cards is limited to travel expenses to National, Regional, District or State Women's Council of REALTORS® meetings, Installation ceremony expenses, expenses for visiting State or National Women's Council of REALTORS® Officer and other budgeted expenses.

#### VI) TRAVEL AND EXPENSE REIMBURSEMENT

##### A) Line Officer Travel

- 1) Functions covered for reimbursement are District, Regional, State, and National Meetings. Reimbursement will be paid to the Officers in accordance with the amount stipulated in the approved budget.
- 2) Network Officers serving in State and/or National Women's Council of REALTORS® leadership positions may be reimbursed a portion of their expenses with PRIOR approval and as funds permit. In general, room reimbursement is based on sharing a room will do so at their own expense.
- 3) Airfare to and from any such meeting or conference will also be at the individual member's own expense.
- 4) Registration expense for the meeting or conference may potentially be reimbursed. Registration expense for the meeting or conference may be available for potential Officers on a case-by-case basis if funds are available. While traveling all food and drink are at the individual members' expense, with the exception of Women's Council of REALTORS® ticketed



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meal events.

- 5) Any reimbursement from State, National Women's Council of REALTORS® or by an Officer's company will not be reimbursed by the Local Network. Officers who are eligible to receive reimbursement from any other source must first receive that reimbursement and provide copies showing reimbursement to the Governing Board before requesting reimbursement from the Local Network. Reimbursement to Local Network Officers who hold State and/or National Women's Council of REALTORS® leadership positions will be limited to budgeted travel expenses as defined in Non Officer Travel, and only after the Local member provides a copy of all reimbursements received from State/National Women's Council of REALTORS® .
- 6) Budgeted travel expenses for Officers will include registration, all transportation to and from meetings including airline surcharge for one (1) bag, Women's Council of REALTORS® ticketed meal functions and lodging accommodations to include an extra night if attending a PMN class, related meetings and or education functions as budget permits. If anyone stays in a room and is not attending the above related meetings/classes, they will be expected to pay their pro-rata share of the room. Items not covered, for example, are long distance telephone/fax/internet charges, meals and individual room service charges.
- 7) A Request for Expense Reimbursement form must be completed and submitted with original receipts for approved expenditures after the function in accordance with guidelines set forth in items 2-4 above. If funds are available, a check will be issued within five (5-7) days of approval. Responsibilities and requirements for receiving reimbursement will be: (a) Attend meetings and functions. (b) Provide a written report of meetings attended, action taken and summary of each meeting to the Governing Board.
- 8) No requests will be honored after December 31st
- 9) Excess Allocations: In the event any Officer or member receives an amount in excess of the amounts budgeted and permitted, that member will be required to repay the Network all



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excess amounts received. Failure to repay the Network may result in loss of membership in the Network.

B) Non-Officer Member Travel

1) Any member expressing an interest to travel to District, State, Regional or National Women's Council of REALTORS® events will be provided relevant information and have full understanding of the Networks Member Travel/Expense Reimbursement Policy.

2) Requesting member will submit a written request 15 days before for travel indicating how this travel will benefit the Network PRIOR to making any formal/paid arrangements if the member is seeking reimbursement for registration.

3) Accommodations for any such meetings and conferences will be shared with Officers already attending such meetings. Any member attending and not sharing a room will do so at

their own expense.

4) Airfare to and from any such meeting or conference will also be at the individual members own expense.

5) Registration expense for the meeting or conference may be potentially considered for member reimbursement on a case-by-case basis and if funds are available; priority will be given to those members already elected to serve but not yet installed as new Officers.

6) While traveling, all food and drink are at the individual member's expense.

7) Any reimbursement from State, National WCR or by a member's company would not also be reimbursed by the Network. Members who are eligible to receive reimbursement from any other source must first receive that reimbursement and provide copies showing reimbursement to the Governing Board before requesting reimbursement from their local Network.

8) Reimbursement to Network members who hold State and/or National WCR leadership positions will be limited to budgeted travel expenses after the member provides a copy of all reimbursements received from State/National Women's Council of REALTORS®.



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VII) WCR DUES

A) National member dues are billed annually by National WCR.

B) National Dues for GMAR AE will be paid for by the McAllen Network of Women's Council of REALTORS®.

C) New members will pay a full year's dues upon making application and will be sent a prorated bill for the subsequent year.

D) Local Affiliate

1) Dues are the same as national members and are billed by the Treasurer annually on November 14. When a local affiliate joins the Network in November or December, these months are included in the payment for the following year's dues.

2) Local Affiliate membership totals will always remain as a minority percentage to the total REALTOR® membership.

VIII) GUEST POLICY

A) Guest speakers are to receive a complimentary meal and/or special recognition for their contribution to the Network. This policy also applies to speakers who are members, any visiting State and/or National Officers.

B) Non-Members - Qualified prospective members may attend Network meetings as a guest TWO (2) TIMES ONLY before requiring membership. This does not apply to member's family or special guests provided they are not eligible for membership as defined in the By-Laws.

IX) NETWORK COURTESY POLICY

A) Memorials - In the case of death of a Network member, a member's spouse, child, parent, or spouse's parent, the Secretary will select an appropriate memorial not to exceed \$50.00.

B) Get Well Remembrances - A card will be sent by the Secretary to a member who is ill or



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hospitalized.

C) Unbudgeted Courtesy Expenditures - The Governing Board must approve any unbudgeted courtesy expense.

X) NON PAYMENT POLICY

If any Strategic Partner fails to pay their financial commitment to advertise with the McAllen Network of the Women's Council of REALTORS®, the result will be that all privileges of their partnership, to include attendance at all meetings and events, will be suspended until the commitment is paid in full.