



## Standing Rules

### Women's Council of REALTORS® Cameron County Network

Revised: September 2024

#### I. MEETINGS

##### A. INDUSTRY NETWORK EVENTS

1. At Least 4 Industry Networking Events per year will be held, one per quarter, at times and locations to be determined by the Governing Board.
2. Annual Election Meeting – The Annual Election will be in July in conjunction with an Industry Networking Event or Network Business Resource Meeting.
3. Installation Meeting - The Installation Meeting will be held in November. It may be held in Conjunction with a Network Business Resource Meeting,
4. Membership Events: There should be two (2) or more Networking events to obtain new members per year. These can be held anytime during the year as planned by the Governing Board.
5. Continuing Education: There should be one (1) or more CE Classes per quarter.

##### B. GOVERNING BOARD MEETINGS

Governing Board Meetings will be held no less than one (1) meeting per quarter, at times and locations designated by the President. Three (3) active members of the Governing Board constitute a quorum, provided either the President or President-elect is present. A majority vote is required for Governing Board Approval. Project Team Chairpersons and Task Force Chairpersons are encouraged to attend and report, as needed, but do not vote. Special meetings of the Governing Board may be called by the President or may be called at the request of at least two (2) members of the Governing board.

1. Attendance – All Governing Board members are expected to attend all Governing Board and Network Meetings. Absences may be excused, if the request is made in Writing and is Approved by the President.

#### II. ELECTION

##### A. OFFICERS QUALIFICATIONS

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 Treasurer of the Network shall be elected from active REALTORS® and/or REALTOR-ASSOCIATES®.

3. Other required Governing Board Members are First Vice-President (Secretary), Program Director and Membership Director. These three (3) positions are Presidential appointments and must have been a member for past 30 days. Appointees for Treasurer and Membership Director must be either an active REALTOR® or National Affiliate member on the local network roster and member for past 30 days. The appointee for Program Director must be an active member.

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 Officers at the Annual Election Meeting will be only REALTOR and National Affiliate members whose dues have been paid in full and are members of record at the National Women’s Council of REALTORS® office.

2. The Nominating Project team Function: The Chairman of the Nominating Project team will notify the General Membership, via the Newsletter, e-mail and Network Meetings that nominations for Network Officers are being accepted.

3. The cut-off date for nominations will be one month prior to election.

4. No later than three weeks prior to the election, the Nominating Project team, from the list of eligible candidates nominated, will:

a. Furnish each nominated candidate with a written description of the position for which the candidate has been nominated.

b. Schedule interviews with candidates.

5. Each candidate will be required to sign a “Consent to Serve” form which shows they understand the commitment involved in accepting a specific position. At this time, the nominee commits to attending the Member State Orientation and all TR and NAR meetings as the budget allows.

6. The Nominating Project team members will select one candidate for each office and present the state in writing and present the proposed slate of Officers to the Secretary who will present the slate in writing or by email to the General Membership at least ten (10) days prior to the Annual Election Meeting in September. The Notification of Election will include the date, time and place of election; procedure for making nominations from the floor and definition of Eligibility.

7. The candidates’ signed consent forms will be given to the President Elect for safekeeping.

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 governing board. No nominations will be placed from the floor. The two options for the elections are:

a. Option 1 – At an Industry Event Meeting.

National Members are credentialed at check-in and provided a ballot. Per Bylaws, twenty percent (20%) of the Active REALTORS®, REALTORASSOCIATES® and National Affiliate members of the Network shall constitute a Quorum. Current year’s Secretary will establish a quorum.

i. Both National REALTOR® and National Affiliate Members are eligible to vote.

ii. Candidate Review Team oversees voting, collection and tallying of ballots.

- iii. Candidate Review Team Chair presents the candidates, with no motion for adoption.
- iv. 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&A session.
- v. Voting may be by voice or roll vote or by written ballot when there are two or more candidates according to the Local Network Bylaws.
- vi. The same procedure is followed for elections for each officer.
- vii. 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 15 minutes (15) minutes of the meeting.
  - a. Ballots are to be kept until the 1st meeting of the following year.
- viii. 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.
- ix. Current Secretary takes minutes of this meeting to be kept as a permanent record in official minutes of the following Governing Board Members.

b. Option 2 – At a Special Meeting, with a program and Elections (Possibly a Lunch & Learn with a good speaker to draw people) for members only, National members are credentialed at check-in and provided a ballot.

- i. Per Bylaws twenty percent (20%) of the Active REALTORS®, REALTOR-ASSOCIATES® and National Affiliate members of the Network shall constitute a quorum.
- ii. Both National REALTORS® and National Affiliate members are eligible to vote.
- iii. Candidate Review Team oversees voting, collections and tallying of ballots.
- iv. 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&A session.
- v. Voting may be by voice vote or roll vote or by written ballot when there are two or more candidates according to Local Network Bylaws.
- vi. The Same procedure is followed for electing each officer.
- vii. A separate are set aside at the Special Meeting supervised by the Candidate Review Team to oversee voting and collection and tallying of ballots. This could be done the 1st fifteen (15) minutes of the meeting.
  - a. Ballots are to be kept until the 1st meeting of the following year.
- viii. After the tine allotment for voting, The Candidate Review Team counts votes, gives to Current President and introduces officers elect at the end of the Special Meeting.
- x. Current Secretary takes minutes of this meeting to be kept as a permanent record in official minutes of the following Governing Board meeting.

C. The Annual Election meeting could also be via On-Line platform where an in-person meeting is not possible.

- i. Per Bylaws twenty percent (20%) of the Active REALTORS®, REALTOR ASSOCIATES® and National Affiliate members of the Network shall constitute a quorum.
- ii. Both National REALTORS® and National Affiliate members are eligible to vote.
- iii. Candidate Review Team oversees voting, collections and tallying of ballots.

- iv. 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&A session.
- v. Voting may be by voice vote, polling question or show of hand.
- vi. List of all members that attended online or zoom meeting that have voted shall be maintained for at least sixty days (60) after the vote.

### 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

- A. Officers – Network Officers will abide by the Cameron County Network Bylaws and Standing Rules and the duties as outlined in the National LPPM.
  - 1. President – At all times during the term of office, the President will represent the Network and act in its name, subject to its policies. The President will be an ex officio member of all Project teams except the Nominating and Audit Project teams. The President may assign and charge Officers with the responsibility to meet with and act as liaison between Network Project teams and the Governing Board. It will be clearly understood that such assigned Officer has no vote in Project team activities and only serves as an observer. Project team visitation gives Officers the opportunity to be more knowledgeable about the Network's operational structure.
    - a. Presides with a well-planned agenda at regular and special Governing Board and Network meetings.
    - b. Coordinates all the business and affairs of the Network.
    - c. Attends all District, State, Regional and National Women's Council of REALTORS® meetings and serves as a voting member of the State Governing Board.
    - d. Communicates all correspondence and materials received from the State and/or National Women's Council of REALTORS® office, including Meeting reports, and keeps the Local Officers and Project team Chairs informed of communication that is applicable to their job throughout the year.
    - e. Furnishes each Officer and Chair with copies of the Bylaws and Standing Rules, and a copy of their duties as further outlined.

- f. Attends educational sessions when traveling on Network business and reports back to the membership through a newsletter article or at the next Network meeting.
- g. Volunteers to serve on State and National Women’s Council of REALTORS® Project teams.
- h. Signs the prepared tax return for the year served as President.
- i. Appoints and Audit Project team in January to serve during the year.
- j. Attends all Executive Project team, Governing Board and Network meetings.
- k. Sign a non- disclosure agreement.
- l. Have each officer and Project team member sign a non-disclosure agreement

2. President-Elect- In the absence of the President, the President Elect will preside at all meetings and perform the necessary duties of this office and automatically succeeds to the presidency the following year.

- a. Succeeds to the Presidency in the event of the death, disability, removal from office or resignation of the President.
- b. Attends all District, State, Regional and National Meetings of WCR and serves as voting delegate in those instances when the President in not able to attend.
- c. Attends the National Leadership Academy in Chicago.
- d. Volunteers to serve on State and/or National Women’s Council of REALTORS® Project teams.
- e. Attends education sessions when traveling on Network business and reports back to the membership at the next Network Meeting or through an article published in the newsletter.
- f. Coordinates meeting arrangements and performs any other duties as assigned by the President.
- g. Attends all Executive Project team, Governing Board and Network meetings.
- h. Must sign a non-disclosure agreement.

3. Membership Director - Conducts an aggressive outreach strategy to communicate the value of the Network and the Women’s Council brand, engaging prospective, new, and renewing members.

- a. Develops and implements a member recruitment and retention strategy to grow the REALTOR® membership base within the Network.
- b. Supports and follows through on all National Council membership marketing campaigns.
- c. Works with the Governing Board to establish membership recruitment and retention goals as part of the Network Business Plan.
- d. Oversees implementation of a new member welcome and orientation strategy, as well as a first -year member communication strategy, using tools and resources provided.
- e. Oversees implementation of a member communication ‘drip’ system using tools and resources provided.
- f. Monitors and supports development of Strategic Partners benefits packages.

- g. Manages Membership Strategic Partnership and Project teams as needed to accomplish tasks.
- h. Monitors and evaluates success of all membership development and outreach efforts and reports to the Governing Board.
- i. Monitor membership reports received from National Women’s Council for accuracy and follows up on any discrepancies.
- j. Attends National and State Women’s Council Meetings, depending on budget and personal finances.
- k. Strategic Partner team should consist of at least one Realtor.
- l. Head of Strategic Partner Team would call each sponsor before each Industry Event to obtain at least the following:
  - i. Who will be coming to the Event
  - ii. Who will be speaking, only one person will be allowed to speak per Industry Event.
  - iii. Tell them how long their level will be allowed to speak

#### 4. Secretary

- a. Takes the minutes at all Governing Board and Business Resource meetings and retains the original copies in the permanent Network Minutes Book. Generates a separate, chronological list of motions (action items) derived from the minutes to be kept in the back of the Minutes Book. This list will be used at year’s end by the Audit Project team.
- b. Assures that copies of the minutes are provided to voting members of the Governing Board at each meeting and that once approved are posted to the Network assigned ebox.
- c. Provides the name and contact information for newly elected Network Officers to National Women’s Council of REALTORS® no later than November 1 of year prior to their year of service.
- d. Maintains the Network and other important documents of the Network at the Network’s permanent address.
- e. Sends outgoing correspondences as necessary i.e. congratulatory cards, get well cards, sympathy cards, thank you cards and any other correspondence as directed by the President.
- f. Attends as many District, Regional, State and National meetings of Women’s Council of REALTORS® as possible and/or as budgeted.
- g. Attends educational sessions when traveling on behalf of the Network and reports back to the Governing Board at the next meeting.
- h. Attends all Executive Project team, Governing Board and Network meetings.
- i. Must sign a non-disclosure agreement.

## 5. Treasurer

- (a) Maintains custody of the funds of the Network and deposits them in the current Network bank account. Funds will be disbursed per the budget and as directed by the President and the Governing Board.
- (b) President's or Treasurer's signatures will be required on all checks.
- (c) Provides a monthly financial report to the Governing Board.
- (d) Receives all monies collected by other Network members. These monies will be turned over to the Treasurer within five (5) working days.
- (e) Disburse funds for budgeted and approved items only when an original receipt or statement is received.
- (f) Maintains records of all receipts and disbursements.
- (g) Responsible for all invoicing as required in the course of Network Business (Strategic Partners, Local Affiliate dues, etc).
- (h) Notifies National Women's Council of REALTORS® of any change in the amount of local dues. (National WCR must receive notifications of dues changes by October 31 in order for change to be included in the dues billing for the following year. Network Bylaws must also reflect the changes after membership approval.
- (i) Submits the books to the Audit Project team by December 15 for use in the final audit. The Treasurer is in attendance at this annual review to answer questions only.
- (j) Attends all Executive Project team, Governing Board and Network meetings.
- (k) Reviews invoices in a timely manner and pays with the approval of the president.
- (l) Must sign a non-disclosure agreement.

## B. PROJECT TEAMS AND TASK FORCES

The President may appoint temporary project teams or task forces to work on specific projects, as approved by the Governing Board. Examples of possible Project Teams and Task Forces are: Fundraisers, Budget and Finance, Credentials, Candidate Review, Educational, Past President Advisory, Membership Outreach, Industry Outreach, Bylaws, Marketing, etc.

1. Project Teams are used for a defined period of time and disbanded at the end of the project.
2. The team consists of members and outside support, as needed.
3. The team is ratified by the Governing Board
4. The team will consist of at least three (3) Active or National Affiliate Members.
5. The President is an ex-officio of all teams except for the Candidate Review Board and will notified of all meetings and progress activity.

C. AUDIT TEAM An Audit Team will be appointed at the next to last meeting of the Governing Board and will present its report at the First Governing Board meeting of the New Year. The audit team should be at least 2 -3 people.

1. The audit team can be a Mortgage Person, Insurance Person, Strategic Partner, past board member, etc. as long as it is not a member of the current board.
2. It will be their responsibility to go over the financial records and make sure that:
  - a. the bank balances are correct for Checking and Savings Accounts
  - b. that the documentation is in order for each receipt
  - c. there has been property authorizations for each payment
  - d. Travel report included for network meeting.

## V NETWORK FINANCES

A. Network Credit/Debit Card: The President, President Elect and Treasurer can each be issued a credit card associated with the Network account(s) held at First Community Bank. These Debit Cards will be used exclusively for Network business, Women's Council meetings and other budgeted expenses.

## VI. AMENDMENT OF BYLAWS

The Bylaws may be amended at any meeting by the Governing Board of the Network by two-thirds (2/3) vote in the affirmative of the Network Members present and voting at such meeting, that a quorum is present and provided the substance of the proposed amendment(s) has been submitted to all members of the Network at least ten (10) days in advance of the meeting at which they will be acted upon and provided that no such amendment shall become effective until the same shall have been submitted to and approved by the network.

## VII. AMENDMENT OF STANDING RULES

The Standing Rules may be amended at any meeting of the Network by two-thirds (2/3) vote in the affirmative of the Network Members present and voting at such meeting, that a quorum is present and provided the substance of the proposed amendment(s) has been submitted to all members of the Network at least ten (10) days in advance of the meeting at which they will be acted upon and provided that no such amendment shall become effective until the same shall have been submitted to and approved by the network.

## VIII. EDUCATIONAL SCHOLARSHIP

A scholarship drawing will be held annually for a total of five (5) \$100 gift. Scholarships to be given for educational advancements. For example, education classes for designations, PMN Designation, leadership class or broker's license. All members are eligible to enter. Gift Cards will be purchased in advance and presented at the time of the drawing.



## IX. MEMBERSHIP AWARDS

A. Member of the Year – the current Member of the Year will act as Chairperson of the Member of the Year Project Team and is responsible for committee selection. The member of the year will be a member of the Women’s Council Cameron County and a Local Association of Realtors member, will have been a REALTOR® or Affiliate for a minimum of one (1) full year and will be an individual selected for recognition by the Local Network. To avoid any possible of this award going automatically to the Local Network President, that individual will be ineligible to receive the award during or within one (1) year after the term of office. This does not preclude Past Presidents or other governing board members or Project Team Chairpersons from receiving this award. Member of the Year will be announced at the November meeting and the recipient will be suitably honored.

B. Entrepreneur of the Year – The current Entrepreneur of the Year will act as chairperson of Entrepreneur of the Year Project Team and is responsible for committee selection. The Entrepreneur of the Year will be an active member who is a REALTOR® or a REALTOR® Associate for a minimum of one (1) year and a member of the National Women’s Council of Realtors for a minimum of one (1) full year.

C. Affiliate of the Year – The current Affiliate of the Year will act as Chairperson of the Affiliate of the Year Project Team and is responsible for committee selection, The Affiliate of the Year will be a National Affiliate member of the Women’s Council Cameron County and will be an individual selected for recognition by the Local Network. Affiliate of the Year will be announced at the November meeting and the recipient will be suitable honored.

Suggested Procedure for selection of A, B & C is as follows:

1. The membership Director will provide the current membership list to help qualify those members eligible to be nominated by the membership for Member of the Year, Affiliate of the Year and Entrepreneur of the Year.
2. Notify the membership at least by October. This notification can be made through the newsletter and at Membership meeting prior to November.
3. 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,
4. Notify those members nominated by telephone and in writing (send along a copy of the Local and State Network Form. Give the nominees a deadline to have this form completed and returned.
5. The Committee meets, reviews all forms submitted and tallies the results.
6. A presentation program and awards should be decided upon staying within the budget for this event. The program should not run longer than twenty (20) minutes.
7. Notify, in strict confidence, the immediate family of the selected Member of the Year, Affiliate of the Year and Entrepreneur of the Year.
8. The program and awards are presented at the November Membership meeting.

## X. 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 the Network.

## 1) Travel Expenses

- a. Functions covered for reimbursement are: District, State, Regional and National meetings.
- b. Reimbursement will be paid to the Governing board Members in accordance with the annual amount approved in the budget. Network members serving in State and/or National Women’s Council Leadership positions may be reimbursed a portion of their expenses if budgeted and approved by the Governing Board. Any reimbursement from the State and National Women’s Council would not be eligible for reimbursement by the local network. Any reimbursement by a member’s company are also not subject to reimbursement by the local network.
- c. Budgeted travel expenses will include registration, transportation to and from meetings, hotel accommodations based on double occupancy or 50% reimbursement for single occupancy\*, hotel room internet access (if not provided complimentary for conference attendees) and Women’s Council ticketed events/ meals (included in ticket). Items not covered, for example, are long distance telephone charges, extra nights at the hotel due to attendance at a PMN class, meals and individual room charges including internet access. No reimbursement will be made without a completed expense report with original receipts. The treasurer will keep track of the actual travel expenses on an Excel worksheet to be reviewed monthly.
- d. A request for Expense Reimbursement form must be completed and submitted with original receipts for approved expenditures after the function within Ten (10) days of the event. If and when funds are available, a check will be issued withing ten (10) days of approval.
- e. Responsibilities and requirements for receiving reimbursement will be:
  - 1. Attendance at meetings, functions and filing a written report of meetings attended, actions taken and summary of each meeting.
  - 2. An obligation to report to Governing Board.
- f. All requests for reimbursements will be made prior to December 22. No requests will be honored after that date.
- g. 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.
- h. Women’s Council of REALTORS® Cameron County will not reimburse for any alcohol-related expense and no related expense may appear on the Network debit card.

## XI. WOMEN'S COUNCIL DUES

- A) Effective November, 2023, annual membership dues for Active members shall be \$6, plus National dues, and State dues, if applicable.
- B) Effective November, , 2023, annual membership dues for National Affiliate members shall be \$6, plus National dues, and State dues, if applicable.
- C) Effective November,, 2023 , annual membership dues for secondary members shall be \$6, which are Local Network dues only.

## XII. 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.

## XIII. 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 Secretary 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 Secretary.
- B) Get-well card will be sent by the Director of Membership to a Network member who is ill or hospitalized.
- C) Unbudgeted Courtesy Expenditures - The Governing Board must approve any unbudgeted courtesy expense.

## XIV. NATURAL DISASTERS/PANDEMICS

If there is a Natural Disaster, such as Flooding, Hurricane, etc., or during a Pandemic such as SARS or Coronavirus, etc., where it would not be possible to do business as outlined, it will be up to the Governing Board how to conduct any meeting, elections, and any other business during that time.

\*Will be reviewed on a case by case basis