

2024 STANDING RULES

WOMEN'S COUNCIL OF REALTORS BAY AREA HOUSTON

- I. NETWORK MEETINGS
 - A. MEMBER PROGRAMS AND INDUSTRY EVENTS – Network meetings will be held on the (4th) Thursday of the month from 11:30am to 1:00 pm unless otherwise notified.
 - B. ANNUAL ELECTION MEETING – Annual Election Meeting will be held no later than September. It may be held in conjunction with a Network Meeting.
 - C. GOVERNING BOARD MEETINGS – The Governing Board shall meet in person or virtually, no less than quarterly at the time and place as shall be designated by the President.
 - 1. ATTENDANCE – All Governing Board Members are expected to attend all Governing Board and Network Meetings whether in person or virtually. After two missed GBM Board members will be on probation. Upon three missed GBM's Board members will be asked to resign.
 - 2. VOTING ELIGIBILITY – All members of the Governing Board are eligible to vote at the Governing Board Meetings.

- II. BOARD MEMBERS QUALIFICATIONS
 - A. Members nominated for office will have the following qualifications whenever possible:
 - 1. Must complete application and consent to serve.
 - 2. Must be an active member in good standing with the Women's Council of Realtors.
 - 3. Must be an active member in good standing with the Houston Association of Realtors.
 - B. The President Elect shall be elected from active REALTOR® members.
 - C. The Treasurer shall be elected from active REALTOR® or National Affiliate members.
 - D. The 1st Vice President Will be voted by the general membership
 - E. The Membership Director shall be Will be voted by the general membership
 - F. The Events Director shall be Will be voted by the general membership
 - G.

- III. BOARD MEMBERS' DUTIES
 - A. PRESIDENT

Provides leadership and direction for the Network, keeping the team focused on the mission of the Council and the Network Business Plan. Acts as the local voice for the Women's Council brand, articulating the value of the Network, representing the Network with related groups, and setting the tone for active member involvement.

 - 1. Presides over focused, productive meetings of the Governing Board and Membership.
 - 2. Presides at each Executive, Governing Board Meetings and Industry Events.
 - 3. Works with the Governing Board to develop, implement, and monitor the Network Business Plan.
 - 4. Encourages and inspires members to get involved and recognizes contributions.
 - 5. Cultivates development of future leaders for the Network.
 - 6. Mentors, trains, supports and provides leadership opportunities for the President Elect to facilitate a smooth transition in leadership.
 - 7. Builds and maintains relationships with the Local Association and related industry and community groups.
 - 8. Works with the Governing Board to evaluate Network Programs progress and performances on stated goals, ensuring quality Network Programs and services.

9. Supports Event Director and Membership Director in delivering quality Programs and building and retaining a solid base of REALTOR® members.
10. Ensures compliance with all State and National reporting requirements.
11. Represents the local Network at State and National Meetings.
12. Serves as Voting Member of the Texas State Governing Board and at Women's Council National Elections.
13. Assures that Network's votes are cast by Voting Delegate or Alternate at the National Annual Business Meeting. The Local Network Delegate shall be the President Elect in good standing of the Local Network or another member, who shall be an Active Member in good standing of the same Local Network, designated in writing by the President.
14. Attends all District, Regional, State and National Meetings of Women's Council as possible.
15. Attends educational sessions when traveling on Network business and reports back to the Membership through a Network Newsletter article or at the next Network Meeting.
16. Serves as an ex-officio member of all Task Forces except the Nominating and Audit.
17. Assigns and charges Officers with the responsibility to meet with and act as a liaison between Task Forces and the Governing Board. It will be clearly understood that such an assigned Officer has no vote in Task Force activities and only serves as an observer. Task Force visitation gives Officers the opportunity to be more knowledgeable about the Network's operational structure.
18. Coordinates all of the business and affairs of the Network.
19. Serves as signatory on all Network bank accounts.
20. Signs the prepared tax return for the years served as President.
21. Attends all Network Events and Task Force Meetings to which the President is liaison to.
22. Coordinates and schedules Local Orientations with all newly elected Officers and Task Force Leads and furnishes each Officer and Task Force Lead with copies of Bylaws and Standing Rules.
23. Issues an Invitation early in the year to the State First Vice President for a State President's Official Visit to the Network.
24. 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 Task Force Leads informed of communication that is applicable to their job throughout the year.
25. Appoints the Audit Committee members at least 30 days before the last Governing Board Meeting.
26. Reviews and becomes familiar with Bylaws and Standing Rules of the Woman's Council.
27. Uploads all Permanent Documents to Online Storage Database Google Drive (or assigns another Officer this task and follows up to ensure it is completed).
28. Presents the Women's Council of REALTORS® to groups of REALTORS® for the purpose of recruitment of new members.
29. President may spend \$150 prior to vote by the general board

B. PRESIDENT ELECT

Supports the President in fulfilling the duties, builds leadership skills and prepares to assume the Presidency. Develops and maintains productive relationships with Strategic Partners to ensure satisfaction and support for Network activities.

1. Fulfills duties of the President as needed and assists with running efficient and productive meetings.

2. Cultivates and manages relationships with Strategic Partners, ensuring a high level of satisfaction and appropriate benefit levels and packages. Reaches out monthly to obtain sponsorships for each event. Ensures sponsorships ,by contacting the Treasurer, are paid 2 weeks prior to the event.
3. Assists the President in tracking Network progress and performance, identifies areas for continued improvement and considers related goals for inclusion in the Network Business Plan in the coming year.
4. Supports accomplishment of Network Business Plan goals and priorities.
5. Encourages and inspires members to get involved and recognizes contributions.
6. Cultivates development of future leaders for the Network.
7. Attends Women’s Council of Leadership Academy as part of preparing to take on the Presidency.
8. Attends National and State Women’s Council Meetings, depending on budget and personal finances.
9. Works with the incoming President Elect to ensure a smooth transition in leadership.
10. Builds and maintains relationships with the Local Association and related industry and community groups.
11. Works with the Governing Board to evaluate Network Programs progress and performances on stated goals, ensuring quality Network Programs and services.
12. Ensures compliance with all State and National reporting requirements.
13. Represents the local Network at State and National Meetings.
14. Attends education sessions when traveling on Network business and reports back to the Membership through a Network Newsletter article or at the next Network Meeting.
15. Coordinates meetings and performs any other duties as assigned by the President.
16. Serves as the Travel Coordinator for the Network and maintains Online Storage Database as directed by the President or delegates this responsibility to other Governing Board Members.
17. Volunteers to serve on State and/or National Women’s Council of REALTORS® Committees.
18. Attends all District, State, Regional and National Meetings of Women’s Council and serves as voting delegate in those instances when the President is not able to attend.
19. Succeeds to the Presidency in the event of the death, disability, removal from office or resignation of the President.
20. Attends all Governing Board, Industry Events, and Task Force Meetings for which she/he has been assigned to serve as a liaison.
21. Serves as a signatory on all Network bank accounts.
22. Writes Thank You Notes to all Strategic Partners, Inspirational Speakers, and Pledge Speakers for each Local Network Meeting and delivers them at the Network Meetings.
23. If a Local Network Meeting is a buffet lunch, prepare a plate for the President and place it at their table seat.
24. Attends the State and Local Networks Leadership Orientations.
25. Prepares and submits monthly Program Recognition Form (uploaded to Google Drive).
26. Reviews and becomes familiar with Bylaws and Standing Rules of Women’s Council.
27. Uploads all Permanent Documents to Online Storage Database Google Drive (or assigns another member this task and follows up to ensure it is completed).
28. Presents the Women’s Council of REALTORS® to groups of REALTORS® for the purpose of recruitment of new members.

C. FIRST VICE PRESIDENT

Ensures proper reporting and Network compliance with all state and federal laws and regulations impacting non-profit organizations.

1. Reviews and becomes familiar with Bylaws and Standing Rules of Women's Council.
2. Maintains Network Bylaws and Standing Rules.
3. Oversees Credentials Project Team on the Election Day to ensure proper election protocols, and reports results of Election to National Women's Council by November 1 of each year.
4. Ensures accurate minutes are taken at each Governing Board Meeting.
5. Ensures accurate minutes are taken at Membership Meetings when votes are taken for Bylaws amendments and for Elections.
6. Uploads approved minutes to dropbox.com into the Network folder set up by the State First Vice President.
7. Maintains all official records of the Network in the Google Drive.
8. Maintains separate Motion File uploaded to Google Drive.
9. Maintains a running list of approved motions recorded by date.
10. Attends as many District, Regional, State and National meetings of the Women's Council as possible, depending on budget and personal finances.
11. Attends educational sessions when traveling on behalf of the Network and reports back to the Governing Board at the next Meeting.
12. Select an appropriate memorial (not to exceed \$100.00) in the case of death of a Network member, a member's spouse, child, parent, or the spouse's parent's death.
13. Sends a Get Well Card to a member who is ill or hospitalized.
14. Presents the Women's Council of REALTORS® to groups of REALTORS® for the purpose of recruitment of new members.

D. TREASURER

Ensures strategies and systems are in place to support the financial health and integrity of the Network. Ensure proper reporting and Network compliance with all state and federal laws and regulations impacting non-profit organizations.

1. Maintains Network financial records, tracks transactions, and reports regularly on Network financial performances.
2. Handles receipts and disbursements, ensuring proper controls in place.
3. Works with the Governing Board to develop a proposed annual budget.
4. Ensures Network state and federal taxes are filed annually and provides full support for Network financial reviews.
5. Serves as signatory on all Network bank accounts.
6. Attends as many District, Regional, State and National Meetings of Women's Council as possible, depending on budget and personal finances.
7. Attends educational sessions when traveling on behalf of the Network and reports back to the Governing Board at the next Meeting.
8. Reviews and becomes familiar with Bylaws and Standing Rules of Women's Council.
9. Presents the Women's Council of REALTORS® to groups of REALTORS® for the purpose of recruitment of new members.
10. Maximum 2 Year Preferred Term

E. EVENT DIRECTOR

Ensures the development and delivery of timely, relevant, business-oriented Network educational and networking events that attract a high level of participation from members and the industry at large.

1. Produces four timely, relevant, business-oriented Network Industry Events.

2. Coordinates and implements marketing strategies for a high level of exposure for Network Events within the industry.
3. Develops and manages systems to routinely scan the industry environment to identify business needs and issues.
4. Produces a minimum of two additional Events focused on member networking and relationship building.
5. Manages Program Team Leader and Project Teams as needed to accomplish tasks.
6. Monitors and evaluates success of all Programs and Events and reports to the Governing Board.
7. Attends as many District, Regional, State and National Meetings of Women's Council as possible, depending on budget and personal finances.
8. Attends educational sessions when traveling on behalf of the Network and reports back to the Governing Board at the next Meeting.
9. Reviews and becomes familiar with Bylaws and Standing Rules of Women's Council.
10. Presents the Women's Council of REALTORS® to groups of REALTORS® for the purpose of recruitment of new members.

F. 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.

1. Develops and implements a member recruitment and retention strategy to grow the REALTOR® membership base within the Network.
2. Supports and follows through on the National Council membership marketing campaigns.
3. Works with the Governing Board to establish membership recruitment and retention goals as part of the Network Business Plan.
4. Oversees implementation of a new member welcome and orientation strategy, as well as a first-year member communication strategy, using tools and resources provided.
5. Oversees implementation of a member communication "drip" system, using tools and resources provided.
6. Monitors and supports development of Strategic Partner benefits packages.
7. Manages Membership Team Leader and Project Teams as needed to accomplish tasks.
8. Monitors and evaluates success of all membership development and outreach efforts and reports to the Governing Board.
9. Monitors membership reports received from National Women's Council for accuracy and follows up on any discrepancies.
10. Supports accomplishment of Network Business Plan goals and priorities.
11. Encourages and inspires Members to get involved and recognizes contributions.
12. Builds and maintains relationships with the Local Associations and related industry and community groups.
13. Announces New Members in Social Media and Network Newsletter.
14. Publicizes Member Scholarships through Local Network.
15. Recognizes outstanding members and Women's Council supporters with annual awards at Installation Ceremony.
16. Publicizes membership benefits on Social Media and Network Newsletter.
17. Holds New Member Pinning Ceremony.
18. Attends as many District, Regional, State and National Meetings of Women's Council as possible, depending on budget and personal finances.
19. Attends educational sessions when traveling on behalf of the Network and reports back to the Governing Board at the next Meeting.

20. Attends all Governing Board, Industry Events, as well as the Project Team Meetings for which they have been assigned to serve as a liaison.
21. Writes Thank You Notes to all New Members and Renewing Members when they join the Local Network.
22. Reviews and becomes familiar with Bylaws and Standing Rules of Women's Council.
23. Uploads all Permanent Documents to Online Storage Database Google Drive (or assigns another member this task and follows up to ensure it is completed).
24. Presents the Women's Council of REALTORS® to groups of REALTORS® for the purpose of recruitment of new members.

IV. ELECTIONS

A. PRE-ELECTION PROCEDURES

1. Governing Board appoints a Candidate Review Team (a minimum of thirty (30) days prior to election):
 - a. Candidate Review Team to be a minimum of three (3) and no more than six (6) members.
 - b. Candidate Review Team selects the chairperson at the first meeting.
 - c. Candidate Review 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 Event Directors willing to serve.
 - f. President Elect serves as an ex-officio (non-voting) member of the Candidate Review Team and is a liaison between the Team and the Governing Board providing most current Election Procedures as documented in the Standing Rules and ensuring proper communication between the Team and the Board.
 - g. Current governing board members are not eligible.
2. Candidate Review Team Chair will notify the Membership, a minimum of 30 (30) days prior to election, via email to solicit applicants for open positions.
 - a. Consider weekly follow-up emails until a specific date.
 - b. Chair should work with the First Vice President (or whoever is in charge of correspondence) so communication to Membership can be completed.
 - c. Email should consist of job descriptions, election date, application and consent to serve due date, and contact information for Candidate Review Team Chair.
 - d. Both forms are due back to the Candidate Review Team Chair 15 (15) days prior to election date.
 - e. TheCandidate Review Team will confirm applicant eligibility and conduct interviews of applicants, if they so choose.
3. The President will notify the Membership, ten (10) days prior to election, about the election date, location, rules of running and names of candidates.
 - a. NOTE: Notice must provide information about running from the floor. Members 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 Day.

B. ELECTION DAY PROCEDURES

1. Elections are to be conducted either at
 - a. An Industry Event Meeting

- b. A Special Meeting for members only, with a program and elections (i.e. a Lunch & Learn with a reputable speaker to encourage attendance)
 - c. Via a Virtual Platform
- 2. Voting Eligibility – ONLY National REALTOR® and National Affiliate members are eligible to vote.
- 3. Quorum – Per Bylaws, twenty percent (20%) of the Active (REALTOR® / REALTOR-ASSOCIATE® / Institute Affiliate) members of the Network shall constitute a quorum.
- 4. Roles and Responsibilities
 - a. The current President
 - i. Presides and conducts the election (see Network Governing Board Election Script in 2020 Leadership Policy & Procedure Manual).
 - ii. After voting is completed and the votes are counted, introduces officers elect at the end of the election meeting
 - b. The current First Vice President
 - i. Ensures quorum is present.
 - ii. Takes minutes of the election meeting to be kept as a permanent record in official minutes of the following Governing Board meeting.
 - iii. Collects the sign-in sheet to be kept until the first meeting of the following year.
 - iv. If ballots are used, collect the counted ballots to be kept until the first meeting of the following year.
 - c. Candidate Review Team
 - i. Oversees voting, collection and tallying of votes or ballots.
 - ii. Presents the candidates, with no motion for adoption.
 - iii. Counts the votes before the end of the meeting
 - iv. Hands the results of election to the Current President for presentation to Membership at the end of the meeting.
- 5. Voting Procedure
 - a. Voting may be by viva voce, roll vote or by written ballot when there are two or more candidates according to the Local Network Bylaws.
 - b. The same procedure is followed for electing each of the two elected officers.
 - c. Realtor Members or National Affiliates are eligible to vote.
 - d. Voting may be done by Proxy which will be delivered to a current board member to be considered certified. A voting link may be sent out if needed.
- 6. Voting Day Logistics
 - a. Room Setup – If ballots are used, the Candidate Review Team sets up a separate area where ballots will be collected and tallied.
 - b. Check-in
 - i. Each voting member signs the sign-in sheet.
 - ii. If ballots are used, each voting member is provided a ballot.
 - iii. If ballots are not used, each voting member is provided a vote card.
 - iv. National members are credentialed at check-in, sign the sign-in sheet, and are provided a ballot or a vote card.
 - c. Election Procedure
 - i. The First Vice President confirms that quorum is present.
 - ii. Candidate Review Team Leader introduces the candidates for President Elect and Treasurer, with no motion for adoption.

- iii. Optional - The Network may schedule a few minutes for candidates to speak to the members and/or hold a Q & A session
- iv. Current President conducts the voting according to the chosen procedure (viva voce, roll vote or by written ballot)
- v. If ballots are NOT used, the Candidate Review Team oversees the voting and counting of vote cards.
- vi. If ballots are used, the Candidate Review Team supervises the voting and collection and tallying of ballots in a separate area set aside in the meeting room.
- d. Announcement of Election Results
At the end of the election meeting after voting is completed and the votes are counted, the current President introduces Officers-Elect (the incoming President Elect and the incoming Treasurer)
- e. Announcement of Appointed Officers (First Vice President) and Governing Board

V. INSTALLATION OF OFFICERS

A. ARRANGEMENTS

- 1. The incoming President shall Chair and appoint a Task Force to make all the arrangements for the tribute to the outgoing officers and installation of new officers.
- 2. The incoming President's budget for complimentary meals for oneself and invited guests shall not exceed \$100.00.

B. SELECTION OF INSTALLING OFFICERS AND MASTER OF CEREMONIES - Shall be made by the incoming President.

C. PLAQUE AND GIFT FOR OUTGOING PRESIDENT – 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, total cost not to exceed budgeted amount.

D. FINANCES – The budget for the Installation Ceremony will be sufficient to include the expenses of invited Network guests, dignitaries, local Association President, Executive Officers, etc.

VI. TASK FORCE TEAMS (if applicable)

Each Team Lead will submit a written report on any activity to the First Vice President five (5) days prior to each Governing Board meeting. All outgoing Team Leads will make a written report on the Task Force's accomplishments at year's end to be given to the incoming President, these reports and associated materials will be passed along to incoming Team Leads. Incoming Team Leads will recommend to incoming President possible members to serve on the Task Forces.

TASK FORCE AND PROJECT TEAM DUTIES

1. Team Leader

- a. Arrange meetings.
- b. Prepares schedule for meetings.
- c. Send reminders about meetings.
- d. Prepares agenda.
- e. Keep track of the budget for the event. f. Assigns tasks to other members.
- g. Checks to make sure the tasks are completed.
- h. Prepares monthly meeting reports to be turned into the Governing Board Liaison and the President. i. Expected to attend Governing Board Meetings.
- j. Gives a report with recommendations to the President for specific items or events to be carried out by the Project Teams and Task Forces.
- k. Attends the Local Network Leadership Orientation, as related to term year.
- l. All outgoing Team Leaders shall present a report on the accomplishments at year's end

and pass on materials to the incoming Team Leader. m. Reference the WCR.ORG website.

n. Assigns a member to take minutes at meetings, if needed. Sends copies of the minutes to each member and officer liaison three (3) days after the meeting.

o. Assigns a member to be in charge of marketing any event, if applicable.

p. Assigns a member to be in charge of ticket sales, if applicable.

C. Task Force and Project Team Members

a. Provide Team Leader with current contact information.

b. Attend all Project Team and Task Force meetings.

c. Complete assigned tasks and report back to Team Leader.

d. Provide input and ideas for events.

e. Publicize events.

f. Attend all events.

g. Recruit additional support from non-members to become involved.

A. BYLAWS

1. Reviews Bylaws and revises them as needed or as directed by the National WOMEN'S COUNCIL office or by the local Governing Board.

2. After giving proper notice to the membership and getting their approval on changes, submits any changes of the Bylaws to the National WOMEN'S COUNCIL office for final approval, by October 31st.

3. Reviews and revises the Standing Rules, presents any revisions to the Governing Board for approval and then ensures that these are presented at the next Governing Board Meeting.

B. FINANCE AND BUDGET

1. Prepares the annual budget to present for approval of the Governing Board no later than the January meeting.

2. Reviews the budget and actual expenditures as needed or as called by the President or Governing Board.

3. Serves as a member of the Audit Committee that is appointed by the President.

C. CANDIDATE REVIEW TEAM

1. Recruits candidates for the Governing Board in accordance with procedure described in Sections IV (A) (2) & IV (A) (3) of this document.

2. Independently verifies candidates' required credentials

3. Aids the election on the Election Date.

D. PUBLICITY/MARKETING

1. Promotes and maintains a favorable image of the Women's Council of Realtors in the eyes of our various publics.

2. Prepares and submits media releases to publicize Network activities and achievements as required. Copy the National WOMEN'S COUNCIL office on all newspaper clips mentioning WOMEN'S COUNCIL activities.

3. Notify the National WOMEN'S COUNCIL office of any radio or television coverage of a WOMEN'S COUNCIL event.

E. WAYS AND MEANS

1. Proceeds are for general funds, such as scholarships, educational projects, community projects, and Officers expenses for District, Regional, State and National meetings.

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

3. Submits a proposed budget for fundraisers to the Treasurer and processes all monies raised through the Treasurer.
 4. Establishes Sub-Committee Chairs within the committee to handle different aspects of the particular fundraisers.
 5. Financial Obligations in conjunction with the Ways and Means:
 - i. Tax Exempt Status – Protects the Network’s tax-exempt status as a Not-for-Profit organization concerning Ways and Means fundraising projects, refer to the IRS Ruling information in the LPPM (Network business, insurance, and legal issues).
 - ii. Separate Accounting – The Network will keep a separate accounting of all proceeds received from fundraising projects and these funds will not be deposited into the Network’s account.
 - iii. Operating Expense Caution – Fundraising proceeds will be used for the projects designated on disclosed, less any expenses.
 - iv. Possible Deficit Obligation – No Ways and Means project will be undertaken which could create a deficit obligation for the Network without Governing Board approval.
- F. PARLIAMENTARY AUTHORITY - As per Bylaws, the Rules contained in the current edition of Robert’s Rules of Order Newly Revised shall be recognized as the authority governing the proceedings of the Network in all cases not provided for in the Bylaws or in these Standing Rules.
1. A Parliamentarian and an Alternate Parliamentarian are appointed by the President. The Parliamentarian (or Alternate) is expected to be present at all General Membership, Executive Committee and Governing Board or Executive meetings.
 2. The Parliamentarian has no voice nor vote at Governing Board or Executive meetings; however, retains voice and vote as a member on general membership matters.
 3. The Parliamentarian is to have a copy of the Bylaws, Standing Rules, and Robert’s Rules of Order Newly Revised at each meeting.
- G. SPECIAL 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 Review and Member of the Year Committees, both of which shall be annual committees. Special Committee Chairmen may attend the Governing Board meetings and participate in discussion, but they do not have a vote on issues determined by the Governing Board. All committees shall have no fewer than three (3) members.
1. Hospitality – Makes arrangements with the luncheon facility to accommodate the number expected to attend the meeting. This committee serves as the Greeting Committee. A monthly drawing may be made at the discretion of the Committee. The amount is not to exceed \$100.00.
 2. Strategic Partners (SP) – Cultivates and manages relationships with Strategic Partners ensuring a high level of satisfaction and appropriate benefit levels and packages are shared with partners routinely and they are encouraged to enjoy them.
 3. Social Media – Takes photos and videos at all events, sharing the same on all platforms commonly used by Women’s Council target audiences. Promote activities at each event, store photos and videos on Women’s Council shared cloud storage, document by photo/video community activities that Members participate in, and generally promote the Network in the community and anywhere else deemed resourceful.
 4. Scholarship – Shall be available, as the budget permits, for members in good standing. Applicants MUST be approved in advance by the Scholarship Task Force. ORIGINAL OR DIGITAL RECEIPTS MUST BE SUBMITTED AND RETAINED BY THE TREASURER.

5. Audit – The Task Force is appointed by the President. The President and the Treasurer are present at the meetings and provide the financial records for the year for review. The committee presents its report at the first Governing Board meeting of the next year.
6. Community Service/Charity – Helps identify and coordinate worthwhile community programs for the Network to support through volunteer work, visitation or donations.
7. AWARDS Committee –
 - a. Strategic Partner of the Year – Award winner is selected by a Special Committee. Winner will have gone above and beyond, filled in at the last minute, or otherwise served the Network in multiple ways. Always willing to say “Yes”.
 - b. Eagle Award – Award winner is selected by a Special Committee. The winner will have provided services or gone above and beyond, filled in whenever needed, and go the extra mile to help and serve.
Eligibility: Any person attending or providing services to the Bay Area Network.
 - c. Member of the Year – Lead by the Current Member of the Year and is responsible for Task Force selection. No current Governing Board Member or local President will be eligible to receive the award during or within one (1) year after the term of office. This does not preclude Past Presidents or other Officers from receiving this award. Member of the Year will be announced at the Installation and the recipient will be suitably honored.
Eligibility: Should have been a Realtor®, Realtor-Associate®, Strategic Partner or National Affiliate for a minimum of one (1) year.
 - d. Entrepreneur of the Year – Award winner is selected by a Special Committee. Once selected, Winner should complete an information form and submit a photo to Women’s Council of Realtors Bay Area Houston along with any other pertinent information. The committee must submit the name of the award winner as well as the winning member’s award application form to National WOMEN’S COUNCIL by the 1st of December. Eligibility:
 - i. Must be a member of national WOMEN’S COUNCIL OF REALTORS® for a minimum of one (1) year.
 - ii. Should have been a REALTOR® or REALTOR-ASSOCIATE® for a minimum of one (1) year.
 - iii. Sales Agent Application form must be signed by Association Executive Officer or Broker. The Broker/Manager/Owner Application form must be signed by the Association Executive Officer.
 - e. Step Up Award – Must be a REALTOR® in good standing that goes above and beyond.

VII. EXPENSE REIMBURSEMENT

- A. Reimbursement will be paid to the President, President-elect, First Vice President, Treasurer, Membership Director and Event Director in accordance with the approved budgeted amount. Any reimbursement by a Member’s Company, Women’s Council Texas and/or Women’s Council National are not subject to reimbursement by the Network.
- B. Budgeted travel expenses will include early full conference registration, transportation to and from meetings (lowest airfare available or documented mileage reimbursement at the current year’s IRS mileage reimbursement rate), lodging accommodations (double occupancy when applicable) and Women’s Council ticketed events/meals. Items not covered include extra nights at the hotel, meals, and individual room service charges, baggage fees.
- C. A Request for Expense Reimbursement form, with attached receipts and trip report, must be submitted to the Treasurer for approval by the President within thirty (30) days of the function. Expense reimbursement will be approved and/or modified within ten (10) days of

receipt. Reimbursement will be made via check and will be issued within five (5) days of approval, or if and when funds are available. Requirements for receiving reimbursement include attending all meetings and/or functions and submission of Conference Summary Report.

- D. All requests for reimbursements will be made prior to 15th of November.
- E. 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.
- F. The following meetings requiring travel are eligible for reimbursements:
 - 1. Women's Council Texas Meeting in February
 - 2. Women's Council National Mid-Year Meeting in May in Washington D.C.
 - 3. Network Leadership 360 Conference in August in Chicago
 - 4. Women's Council Texas Leadership Conference in September
 - 5. Women's Council Texas Orientation Conference and subsequent Network Retreat (typically in October/early November)
 - 6. Women's Council Annual Conference in November
 - 7. NAR and/or Women's Council Designation and/or Certification

VIII. NETWORK BANK ACCOUNT

- A. Three (3) signers will be assigned to the Bank Account and include President, President-Elect and Treasurer.
- B. Three (3) Debit cards will be issued on the account and only given to President, President Elect and Treasurer for allocated use. Allocated use includes payment to vendors approved by the Governing Board. All receipts need to be submitted to the Treasurer within ten (10) days from date of transaction and include notation of purchase. Debit card and/or checks affiliated with the Bank Account may not be used to purchase alcohol.

IX. MEMBERSHIP

- A. DUES - All New Member Applications and dues must be done online.
- B. New members will be welcomed, introduced, and presented with an exclusive Member Decal at Network meetings by the Membership Director.

X. STRATEGIC PARTNERS

- A. Strategic Partners' membership fees will be invoiced by the Treasurer annually for the calendar year. Fees will be prorated when applicable.
- B. There will be a designated Strategic Partners Recognition Activity during the 4th Quarter of each Year.

XI. RESERVATIONS

- A. It is the obligation of members to pay for all Network events when they make their reservation.
- B. Strategic Partner and Realtor Members will pay \$20.00, Guests will pay \$35.00 for Network Luncheons.
- C. Guests at any event will pay \$15.00 more than Members for said events, unless otherwise advertised.
- D. All reservations are non-refundable within 72 hours of any event without Board's approval and cannot be credited towards future events. It is strongly encouraged that members who cannot attend an event sell their ticket to another attendee.

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 and any visiting State and/or National Officers. Unpaid speakers may also receive a speaker gift not to exceed \$100, when included in your budget.
- B. Non-Members may attend as a Guest TWO (2) TIMES ONLY PER YEAR before joining.

XIII. COURTESY POLICY

- A. Memorial – In the case of death of a Network member, a member’s spouse, child, parent, or spouse’s parent’s death, the First Vice President will select an appropriate memorial not to exceed \$150.00, per occasion.
- B. Get Well Remembrances – A card will be sent by the First Vice President to a member who is ill or hospitalized.