

The permanent address for the San Antonio Network shall be: 9110 IH-10 West, San Antonio, TX 78230. All records shall be maintained at this address.

I. MEETINGS -

- A. Governing Board Meetings - Regular Governing Board meetings shall be held 4 times per year on the dates specified by the Governing Board, from 9 am to 10am, unless in direct conflict with a State or National Women's Council of REALTORS® Meeting or Conference, which at such time shall be rescheduled to the next available date.
- B. Regular Network Membership Meetings/Events shall be held a minimum of 6 times per year at times and places determined by the Governing Board.
 - a. Reservations are required for all ticketed events and those members who attend without a reservation may be accommodated on a space available basis and may be charged an additional fee not less than \$10.
- C. Executive & Governing Board Meetings
 - A. Meetings may be conducted via zoom/webinar or in person and email voting is allowed
- D. President is required to attend both State and National meetings. President elect is required to attend State meeting, and 360 National meeting. President elect is recommended to attend the Washington D.C. Midyear National Meeting. 1st Vice President, Treasurer, Membership director, and Events director are recommended to attend all meetings as finances allow.

II. DUTIES of ELECTED OFFICERS & APPOINTED GOVERNING BOARD MEMBERS:

- A. Found at [wcr.org](https://www.wcr.org); <https://www.wcr.org/media/1838227/jobdescriptions.pdf>
- B. May add Parliamentarian, if available, assists President & Governing Board with application of Robert's Rules of Order.
 - a. Attends all Network Governing Board & Regular Membership Meetings.
 - b. Has no vote on Governing Board issues but retains vote on general membership matters.

III. ELECTION PROCEDURE:

- A. Found at WCR.ORG; https://www.wcr.org/media/1838228/network_election_procedures.pdf, Candidate Review Project Team and Election Procedures
- B. Eligible voting member shall be allowed to vote via zoom/webinar
 - a. All zoom attendees must identify themselves as member (#M) or future member (#FM)

IV. INSTALLATION:

- A. Incoming President shall chair and appoint Project Teams to arrange for the facility and details for the installation of the new Board.
- B. Incoming President shall obtain, at the expense of the Network, the outgoing President's plaque and gift at a cost not to exceed the budgetary allowance.
- C. Outgoing President shall obtain, at the expense of the Network and in a timely manner for presentation at Installation, the incoming President's Pin

V. PROJECT TEAMS:

- A. Audit Team
 - a. Team shall consist of not less than three members.
 - b. Team shall be appointed by the President with the approval of the Governing Board.
 - c. Team shall conduct a quarterly and/or annual audit to ensure proper procedures are being followed.

Standing Rules of



d. Current Treasurer is present at the meeting to only answer questions and provides the financial records for review.

VI. ENTREPRENEUR OF THE YEAR - Guidelines & Form can be found at WCR.org
<https://www.wcr.org/media/entrepreneur%20of%20yr.pdf>

VII. MEMBER OF THE YEAR - Guidelines & Form can be found at WCR.org
<https://www.wcr.org/search-page/?q=member+of+the+year+>

VIII. NETWORK FINANCES - Network Credit/Debit Card

The President and President-Elect shall each be issued a debit card associated with the Network account(s) at TAPFCU. The usage for this card is limited to travel expenses for National, District, or State Women's Council meetings and other budgeted expenses.

IX. TRAVEL REIMBURSEMENT

- A. Officers will be reimbursed for meeting expenses and itemized travel expenses for which the budget allows in compliance to the standing rules. Receipts must be submitted along with the Expense authorization form.
- B. To be eligible for reimbursement, expense authorization forms will be submitted for approval within 30 days, with meeting recap which includes date of meeting, purpose of meeting, and recap of meeting. Delivery of receipts and expense authorization form to be sent via email to current president email and wcr.communications@gmail.com
- C. Travel Expenses will be reimbursed as follows:
 - a. Airfare, including baggage fee for one luggage. If no airfare was utilized to get to meeting, Mileage at current IRS rate and map of locations traveled.
 - b. Hotel/Lodging - Based on double occupancy. Including fees, taxes and parking.
 - c. Cost of Women's Council Meetings and attendance at Women's Council industry events in which traveler is representing the local network.
 - d. Ground Transportation - including taxi, Uber, bus, etc. to travel to meeting location.
 - e. Ground Transportation to and from airport from home or office.
 - f. Ground Transportation to and from airport to hotel or alternative lodging.

X. NETWORK COURTESY POLICY

- A. Parents, children and spouse of members and members to receive the appropriate memorials and remembrances for deaths, network will be providing a condolence card for family members and spouse, and members will receive a memorial/remembrance, not to exceed \$100.
- B. Members to review appropriate gifts for awards at State or National Women's Council, up to \$50.

XI. EDUCATION

- A. PMN, TRLP, Leadership Institute - sponsorship available for two applicants for a value up to \$250
 - a. Submit application to the review board 30 days prior to needing the funds.
 - b. Review board will respond within 14 days of the application.
 - c. Notification will be given via email to the address provided on the application.
 - d. Funds will be disbursed with 30 days of approval.