



## Standing Rules

Of

Women's Council of REALTORS® Hill Country

The permanent address for the Hill Country Network shall be

P.O. Box 311211, New Braunfels, TX 78131.

All Network records shall be maintained at this address.

### I. MEETINGS

#### A. Governing Board Meetings

Regular Governing Board meetings shall be held the 2nd Wednesday of the month at 290 S Castell Ave, New Braunfels, TX 78130 from 9:00 a.m. to 10:00 a.m, 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. Zoom meetings can be held in lieu of in-person meetings.

#### B. Regular Network Membership Meetings shall be held 6 times per year at times and places determined by the Governing Board.

### II. DUTIES of ELECTIVE OFFICERS and APPOINTED GOVERNING BOARD MEMBERS:

#### A. Found at: <https://www.wcr.org/media/1844269/2021localjobdescriptions.pdf>

#### B. Parliamentarian – if available assists the President and Governing Board with the application of Robert's Rules of Orders.

1. Attends all Network Governing Board and Regular Membership meetings.

2. Has no vote on Governing Board issues but retains vote on general membership matters.

### III. ELECTION PROCEDURES

#### A) Found at:

[https://www.wcr.org/media/1838228/network\\_election\\_procedures.pdf](https://www.wcr.org/media/1838228/network_election_procedures.pdf)

### IV. INSTALLATION

A. Incoming President shall chair and appoint a Project Team 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 pins for the incoming President, officers and directors.

### V. PROJECT TEAM

#### A. Purse Bingo

1. Appointed and voted on by the governing board.

2. Governing board shall approve the budget.

3. Project team-chairs shall provide a detailed accounting report each month to be presented at the monthly governing board meeting.

4. Chair and co-chair have to be Women's Council members in good



standing.

5. Purse Bingo Committee Director will be issued a pre-paid card from Bill Highway to pay for purse bingo items. Amount will be specified by Treasurer and President.
6. Board to vote on event beneficiary.

#### VI. AMENDMENT OF STANDING RULES

- A. 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.

#### VII. MEMBERSHIP AWARDS

##### A. GUIDELINES for ENTREPRENEUR of the YEAR

1. 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. Entrepreneur of the Year will be announced at the 2023 Installation meeting and the recipient will be suitably honored.

##### B. GUIDELINES for MEMBER of the YEAR

1. The member of the year will be a member of the Women's Council Hill 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 possibility 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 2023 Installation meeting and the recipient will be suitably honored.

##### C. Affiliate of the Year

1. The Affiliate of the Year will be a National Affiliate member of the Women's Council Hill County and will be an individual selected for recognition by the Local Network. Affiliate of the Year will be announced at the 2023 Installation meeting and the recipient will be suitably honored.

#### VIII. NETWORK FINANCES – Network Credit/Debit Card

- A. The President, President-Elect and Treasurer shall each be issued a Pre-Paid Card associated with the Network account(s) at Bill Highway. The usage for this card is limited to travel expenses for National, Regional, District or State Women's Council meetings and other budgeted expenses.
- B. The President, President-Elect and Treasurer shall each be on the Wells Fargo, Bill Highway and TAP FCU Savings Account. The Governing Board shall vote on



the most beneficial act for the network, when handling the money in this account.

IX. TRAVEL REIMBURSEMENT

- A. Functions covered for reimbursement are District, Regional, State, and National Meetings. Reimbursement should be paid to the officers in accordance with the amount stipulated in the approved budget.
- B. Budgeted travel expenses for Officers should 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 PMN class, related meetings and or education functions as budget permits. Ground Transportation including- taxi, uber, bus, ect to travel to a meeting location, to and from airport to home or office, from airport to hotel or alternative lodging. In general, room reimbursement is based on double occupancy. Any member attending and not sharing a room should bear the additional cost at their own expense. If anyone stays in a room and is not attending the above related meetings/classes, they should be expected to pay their pro-rata share of the room. Items not covered, for example, are long distance telephone/fax/internet charges and individual room service charges. \$50.00 Per Diem per day.
- C. A request for Expense Reimbursement form should be completed and submitted with original receipts for approved expenditures within 10 days after the function. Responsibilities and requirements for receiving reimbursement should be:
  - 1. Attend meetings and functions
- D. Excess Allocations: In the event any Officer or member receives an amount in excess of the amounts budgeted and permitted, that member should be required to repay the Network all excess amounts received. Failure to repay the Network may result in loss of membership in the Network.

X. NETWORK COURTESY POLICY

- 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 cards will be sent to surviving family members by the Director of Membership or Secretary.
- B. Get-well cards 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.

XI. NATURAL DISASTERS/PANDEMICS

- A. 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.



X12. AUDIT/Review

- A. Obtain ledgers and financial records of the network from the Past President/or the treasurer By March 15th.
- B. Review the financials of the network and reports to the governing board at the April Meeting.
- C. Appoint and audit team of 3 to 5 members in good standing to review the financials.
- D. Audit Project team will conduct quarterly audits by reviewing quarterly financials.
- E. Documents needed for are Audit Review include:
  - Copy of previous years audit report
  - Previous Years IRS Tax Return
  - Secretary of State Annual Franchise Tax Report
  - Federal Tax Identification Number
  - Annual Approved Budget and Ratified if applicable
  - Monthly Copy of Budget versus YTD Actual Report

NOTE: All details for operation of the local network may be found at: <https://www.wcr.org/media/1836094/local-network-operating-standardsagreement.pdf> and each network should determine how much of the material contained there should also be included in their standing rules.