



## STANDING RULES WOMEN'S COUNCIL OF REALTORS® BRAZOS VALLEY

The permanent address will be 1101 University Dr. E #108, College Station, TX 77845. All Network files will be maintained at this address.

Approved by Governing Board May 16, 2024

### MEETING

1. MEMBER PROGRAMS AND INDUSTRY EVENTS - Network meetings will be held once per quarter unless otherwise notified.
  - a. ANNUAL ELECTION MEETING - Will be held in July or August. It may be held in conjunction with a Network meeting.
  - b. INSTALLATION MEETING - Will be held in November or December. It may be held in conjunction with a Network Meeting
2. GOVERNING BOARD MEETINGS The Governing Board shall meet once per month at a place and time determined by the President.

### ATTENDANCE

All Governing Board members are allowed to miss no more than two (2) monthly meetings or quarterly meetings.

### DUES

- a. Effective 3/8/2024, annual membership dues for Active members shall be \$14 plus National dues, and State dues, if applicable.
- b. Effective 3/8/2024, annual membership dues for National Affiliate members shall be \$14 plus National dues, and State dues, if applicable.
- c. Effective 3/8/2024, annual membership dues for secondary members shall be \$14, which are Local Network dues only.

### ELECTION OFFICERS

The National Election Form for Election Procedures is attached in Addendum A.



## INSTALLATION OF OFFICERS

### ARRANGEMENTS

- a. The incoming President shall appoint a project team to make all the arrangements for the tribute to the outgoing Officers and the installation of new Officers with the participation of the outgoing President.
- b. The incoming President will select the Installing Officer and Master of Ceremonies.

### 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 the budgeted amount.

### FINANCES

The budget for the Installation Ceremony will be sufficient to include the expenses of invited dignitaries and, the local Association President. Should the cost of the Installation exceed the budget, that cost will be paid by the Incoming President.

### DUTIES

Official Duties per National Women's Council. See attached Addendum B.

**PROJECT TEAMS** – 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 Project Teams accomplishments at year's end to be given to the Incoming President, these reports and associated materials will be passed along to the Incoming Team Leads. Incoming Team Leads will recommend to Incoming President possible members to serve on the Project Teams

#### 1. BYLAWS

- a. Reviews Bylaws and revises them as needed or as directed by the National Women's Council of REALTORS® or by the membership.
- b. After giving proper notice to the membership and getting approval on bylaws changes, submit revised Bylaws to the National Women's Council of REALTORS® office for final approval.
- c. Reviews and revises the Standing Rules and presents revisions to the Governing Board for approval and then ensures that these are presented to the membership on the microsite.



## 2. FINANCE AND BUDGET

Prepares the annual Budget to present for approval of the Governing Board no later than the end of November meeting and due December 1st.

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

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

## 3. CANDIDATE REVIEW TEAM

Performs according to National guidelines attached in Addendum A.

## 4. PUBLICITY/MARKETING/SOCIAL MEDIA

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

b. Prepares and submits media releases to publicize Network activities and achievements as required. Copy the National Women's Council of REALTORS® office on all newspaper clips mentioning National Women's Council of REALTORS® activities.

c. Notify the National Women's Council of REALTORS® office of any radio or television coverage of a WCR event.

d. Maintains all social media accounts, and monthly newsletter.

## 5. WAYS AND MEANS

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

b. Plans and implements programs to raise non-dues revenue for the Network. c. Submits a proposed Budget for fundraisers to the Governing Board and processes all monies raised through the Treasurer.

c. Establishes Sub-Committee Teams within the committee to handle different aspects of the fundraisers.

### 1. Financial Obligations in conjunction with the Ways and Means:

a. Tax Exempt Status - to protect this Network's tax-exempt status as a Not-for-Profit organization concerning Ways and Means fundraising projects, refer to the IRS Ruling.

b. Possible Deficit Obligation - No Ways and Means project will be undertaken which could create a deficit obligation for the Network. without Governing Board approval.



6. 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.
- 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.
  - b. The Parliamentarian has no voice nor vote at Governing Board or Executive meetings, however, retains voice and votes as a member on general membership matters.
  - c. The Parliamentarian is to have a copy of the Bylaws, Standing Rules, and Robert's rules of Order Newly Revised at each meeting.

PROJECT TEAM DUTIES: Official Duties per National Women's Council. See Addendum B.

## COMMITTEES

May vary from year to year at the discretion of the President and with the approval of the Governing Board, except for the Review and Member of the Year Committees, both of which shall be annual committees. Special Committees may attend the Governing Board meetings and participate in discussions, but they do not have a vote on issues determined by the Governing Board. All committees shall have no fewer than three (3) members.

- a) Hospitality - This committee serves as the Greeting Committee. A monthly drawing may be made at the discretion of the Committee for a scholarship or membership contest raffle.
- b) Pledge/inspiration - Leads the group in the Pledge of Allegiance and prepares and delivers or arranges for another member to deliver a short inspirational message.
- c) Scholarship - Shall be available, as the budget permits, for members in good standing. Applicants MUST be approved in advance by the Governing Board. NO REIMBURSEMENT WILL BE MADE WITHOUT ORIGINAL RECEIPTS AND ADVANCE APPROVAL.
- d) Historian - This committee of at least three (3), takes and collects photographs, articles and news releases of the Network activities and achievements. This committee should work closely with the Marketing and Newsletter committees. The Historian's committee collects photos, articles, and news releases to include in the President's Yearbook that should be presented to the President with two (2) months following the year served.
- e) Audit - The Task Force is appointed by the President. The President and the Treasurer are present at the meetings and provides the financial records for the year for review. The committee presents its report at the first Governing Board meeting of the next year.



- f) Community Service - Helps identify and coordinate worthwhile community programs for the Network to support through volunteer work, visitation or donations.
- g) Member of the Year - Lead by the Current Member of the Year. President approves selection. No current Governing Board Member or local President will be eligible to receive the award during or within one year after the term of office. This does not preclude Past Presidents or other Officers from receiving this award. Current President (LCP) serves and appoints three (3) REALTOR members and two (2) REALTOR alternates. The committee will distribute a Call for Nominations at meetings, in the Network newsletter, Website, etc. Member of the Year will be announced at the Installation and the recipient will be suitably honored.
- h) Entrepreneur of the Year - [look up on wcr.org] Award winner is selected by a special committee chaired by the most immediate Past President able to serve. Current President (LCP) serves and appoints three (3) REALTOR members and two (2) REALTOR alternates. The committee will distribute a Call for Nominations at meetings, in Network newsletter, Website, etc.

#### Meetings Eligible for Payment

- a. Women's Council Texas Winter Meeting, Election Meeting, Annual Conference
- b. Women's Council National Legislative Meeting in Washington D.C.
- c. Women's Council National Annual Conference
- d. Women's Council Texas Leadership Orientation / Summit

#### EXPENSE REIMBURSEMENT

- a. Reimbursement will be paid to the President, Presidents-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 is not subject to reimbursement by the Network.
- b. Budgeted travel expenses will include early full conference registration.
- c. Transportation to and from meetings (lowest airfare available or documented mileage reimbursement per IRS Mileage Rate),
- d. Lodging accommodations (double occupancy).
- e. Women's Council Ticketed Events
- f. Daily meals not to exceed \$75 a day.
- g. Self-Parking fees to be included on travel. Valet will not be covered.



- h. Personal expenses are not to be charged to the room or must be reimbursed to the network immediately.
- i. When the conference or orientation schedule goes out, the governing board will vote on the required agenda for participants to attend to be eligible for any reimbursement.
- j. 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 will be issued within five (5) days of approval if and when funds are available. Requirements for receiving reimbursement include attending all meetings and/or functions and submission of the Conference Summary Report.
- k. All requests for reimbursements will be made prior to December 15<sup>th</sup>.
- l. 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.
- m. Women's Council card may be used for travel expenses per treasurer approval.

## DESIGNATED FUNDS

The President – Elect is awarded allocated funds to participate in the Texas Leadership REALTOR® Program (TRLP) hosted by our Local BCS Association of REALTORS®. Should the President-Elect not graduate from the program, the funds must be paid back to the Network immediately.

## BANK ACCOUNT

Three (3) signers will be assigned to the Bank Account and include President, President Elect, and Treasurer.

- a. Three (3) Debit cards will be issued on the account and only given to President, President-Elect, and Treasurer for use for budgeted expenses. Allocated use includes payment to vendors approved by the Governing Board. All original receipts need to be submitted to the Treasurer within (24) hours from date of the transaction and include a notation of purchase. Debit card and/or check affiliated with the Bank Account may not be used to purchase alcohol.

## DUES

All New Member Applications and dues must be done online. New members will be welcomed and pinned at Network meetings by the Membership Director.



## STRATEGIC PARTNERS

- a. Strategic Partners marketing fees will be invoiced by the Treasurer annually for the calendar year. Fees will be prorated depending on the time of the year funds are received, as approved by the governing board.
- b. November is designated as Strategic Partners Recognition Month.

## EVENT RESERVATIONS

- a. All members who make a reservation online for meetings and do not attend will be billed the regular cost of the function. A reservation list will be provided to the Treasurer monthly by the Membership Director for billing.
- b. If members attend a function without a reservation, they will be accommodated on a space available basis only.
- c. It is the obligation of members to pay for all Network events when they make their reservation.
- d. All reservations are Non-Refundable and cannot be credited towards future events.

## 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.
- b. Non-members may attend as a guest and will pay a higher ticketed rate as set forth by the governing board for events.
- c. Guest may attend no more than 2 events without joining the membership-

## 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 \$100.00.
- b. Get Well Remembrances - A card will be sent by the First Vice President to a member who is ill or hospitalized.
- c. Board members of the Network are not allowed to win in opportunity drawings hosted by the Network. The exception is if it is a paid opportunity drawing. Participation in contests hosted by the Network is encouraged; however, board members shall not be able to win such contests.