



2022 STANDING RULES

The permanent address for the Houston Network will be the home or office physical address of the current President or Treasurer. All network records shall be maintained at this address. Electronic versions of network records are maintained in a cloud-based account.

I. MEETINGS

A. MEMBER PROGRAMS AND INDUSTRY EVENTS

Conduct a minimum of 6 mission focused events annually. A minimum of 4 industry events and a minimum of 2 events focused on member networking relations building that could also include professional development content.

B. ANNUAL ELECTION MEETING

Shall be held in August. It may be held in conjunction with a Network meeting

C. INSTALLATION MEETING

The Installation meeting of officers for the upcoming year will be held in December in conjunction with a Network meeting or industry event.

II. GOVERNING BOARD

A. MEETINGS:

The Governing Board shall meet in person or virtually, a minimum of four times a year at the time and place designated by the President. The President may at their discretion call for more meetings as needed to complete Network Business. Special Governing Board Meetings can be requested by any of the Officers and timely notice given to the President.

B. VOTING ELIGIBILITY:

All members of the Governing Board are eligible to vote. Governing Board Quorum is 3 REALTORS® members of the Board and must include either the President or the President- elect. Email or ZOOM voting may be allowed.

C. ATTENDANCE:

All Governing Board members are expected to attend all Governing Board and Network Meetings whether in person or virtually. Any voting member of the Governing Board who has missed more than four (4) unexcused meetings during the year will be asked to resign at the discretion of the Governing Board. A notice in writing will be sent after the third unexcused meeting.

D. BOARD APPROVAL:

When the approval of the Governing Board is required for the amendment of the Bylaws and changes in the Standing Rules or approval of a Presidential appointment, a quorum must be present.

E. GUEST OBSERVERS

Network Members in good standing may observe any/all Governing Board Meetings. Meetings are encouraged to be publicized via social media and email to the members. Guests

May be invited to assist in completing network requirements and an invitation to the State District Vice President and State Liaison will be extended by the President at the beginning of each calendar year.

III. PARLIAMENTARIAN (CONSIDER MOVING THIS UNDER DUTIES (V.B.))

The President shall appoint a Parliamentarian (if available) to assist President and Governing Board with the application of Roberts Rules of Order

A. Attends all Network Governing Board and Network Membership meetings.

B. Has no voice nor vote at the Governing Board issues but retains vote 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.

IV. NEW MEMBERS

New member will be introduced and welcomed at Network Membership and/or Membership Orientation meetings. Pins will be presented regularly to new members by the President or the President-elect at the meeting.

Anyone wishing to join as a National Affiliate Member must meet the ratio quota set by National.

V. DUTIES

A. OFFICERS:

Officers shall compose of the: President, President-elect, Treasurer, First Vice President, Event Director and Membership Director. The President, President-elect, First Vice President and event Director must be a REALTOR® member. The Treasurer and Membership Director can be a REALTOR® member or National Affiliate. Only two Officers per real estate office may serve on the Government Board at one time.

1. PRESIDENT

Provides leadership and direction for the Network, keeping her 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.

a) Preside over focused, productive meetings of the Governing Board and membership. b) Work with the Governing Board to develop, implement and monitor the Network Business Plan

c) Encourage and inspire members to get involvement, and recognize contributions d) Cultivate development of future leaders for the Network

- e) Mentor, train, support and provide leadership opportunities for the President-elect to facilitate a smooth transition in leadership
- f) Build and maintain relationships with the Local Association and related industry and community groups
- g) Work with the Governing Board to evaluate Network progress and performance on stated goals, ensuring, in particular, quality Network events and services
- h) Support Event Director and Membership Director in delivering quality events and building and retaining a solid base of REALTOR® members
- i) Appoint the Event Director and Membership Director, with ratification by the Governing Board
- j) Appoint a Project Team Lead and Membership Team Lead, as needed to support the Event and Membership Directors, with ratification by the Governing Board
 - k) Ensure compliance with all State and National reporting requirements
- l) Represent the local Network at State and National meetings
- m) Serves as Voting Member of the Texas State Governing Board and at Women's Council National Elections
- n) 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
- o) Attends all District, Regional, State and National Meetings of Women's Council as possible
- p) 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
- q) Serves as an ex-Officio member of all Task Forces except Nominating and Audit
- r) 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 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.
- s) Coordinates all of the business and affairs of the Network
- t) Serves as a signatory on all Network Bank accounts.
- u) Signs the prepared tax return for the year served as President
- v) Attends all Network Events and Task Force Meetings to which President is liaison to
- w) Coordinates and schedules Local Orientation with all newly elected Officers and Task Force Lead and furnishes each Officer and Task Force Lead with copies of the Bylaws and Standing Rules
- x) Issues an invitation early in the year to the State 1st Vice President for a State President's official visit to the Network
- y) 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
- z) Appoints the Audit Committee members at least 30 days before the last Governing Board Meeting

- aa) Reviews and becomes familiar with Bylaws and Standing Rules of Women's Council. bb) Uploads all permanent documents to Online Storage Database (or assigns another Officer this task and follows up to ensure it is completed)."
- cc) Presents the Women's Council of REALTORS® to group of REALTORS® for the purpose of recruiting new members.

2. 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.

- a) Fulfills duties of the President as needed and assists with running efficient and productive meetings.
- b) Cultivates and manages relationships with Strategic Partners, ensuring a high level of satisfaction and appropriate benefit levels and packages
- c) 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.
- d) Appoints the First Vice President, with ratification by the Governing Board.
 - e) Supports accomplishment of Network Business Plan goals and priorities.
- f) Encourage and inspire members to get involved, and recognize contributions g) Cultivate development of future leaders for the Network
- h) Attends Women's Council Leadership Academy as part of preparing to take on the presidency
- i) Works with the incoming President-elect to ensure a smooth transition in leadership j) Attends National and State Women's Council Meetings, depending on budget and personal finances
- k) Builds and maintains relationships with the Local Association and related industry and community groups.
- l) Works with the Governing Board to evaluate Network Events progress and performance on stated goals, ensuring quality Network Events and services.
 - m) Ensure Compliance with all State and National reporting requirements.
- n) Represent the local Network at State and National Meetings
- o) Attend education sessions when traveling on Network business and reports back to the membership through a Network Newsletter article or at the next Network meeting p) Coordinate meetings and performs any other duties assigned by the President q) 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 Member.
- r) Volunteers to serve on State and/or National Women's Council of REALTORS® Committees
- s) Attends all District, State, Regional and National Meetings of the Women's Council and serves as voting delegate in those instances when the president is not able to attend. t) Succeeds to the Presidency in the event of the death, disability, removal from office or resignation of the President

- u) Attends all Governing Board, Industry Events, and Task Force Meetings for which she/he has been assigned to serve as a liaison.
- v) Serves as a signatory on all Network bank accounts.
- w) 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. x) If Local Meeting is a buffet lunch, prepares a plate for the President and places at their table seat.
- y) Attends the State and Local Networks Leadership Orientations
- z) Prepares and submits monthly Program Recognition Form and upload into box.com. aa) Reviews and becomes familiar with the Bylaws and Standing Rules of Women's Council
- bb) Uploads all Permanent Documents to Online Storage Database (or assigns another member this task and follows up to ensure it is completed
- cc) Presents the Women's Council of REALTORS® to group of REALTORS® for the purpose of recruitment.

3. FIRST VICE PRESIDENT

- Ensure proper reporting and Network compliance with all state and federal laws and regulations impacting non-profit organizations.
- a) Reviews and becomes familiar with Bylaws and Standing Rules of Women's Council
- b) Maintains Network bylaws and standing rules.
- c) Oversees Credentials Project Team to ensure proper election protocols, and reports results of election to National Women's Council by November 1 each year.
- d) Ensures accurate minutes are taken at each Governing Board meeting and maintains all official records of the Network.
- e) Ensures accurate minutes are taken at Membership meetings and when votes are taken for bylaws amendments and for elections.
- f) Uploads approved minutes to Box.com into Network folder set up by the State 1stVice President.
- g) Maintains all official records of the Network in the Box.com and separate cloud-based network storage.
- h) Maintains separate Motion File uploaded to Box.com.
- i) Maintains running list of approved motions recorded by date.
- j) Attends as many Districts, Regional, National, and State Women's Council Meetings, as possible, depending on budget and personal finances.
- k) Attends educational sessions when traveling on behalf of the Network and submits a report to the Governing Board at the next Meeting.
- l) 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.
- m) Sends a Get-Well Card to a member who is ill or hospitalized.
- n) Presents the Women's Council of REALTORS® to group of REALTORS® for the purpose of recruitment.

4. 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.

- a) Maintains Network financial records, tracks transactions, and reports regularly on Network financial performance.
- b) Handles receipts and disbursements, ensuring proper controls in place.
- c) Works with the Governing Board to develop proposed annual budget.
- d) Ensures Network state and federal taxes are filed annually and provides full support for Network financial reviews.
- e) Serves as a signatory on all Network bank accounts.
- f) Attends as many Districts, Regional, National, and State Women's Council Meetings, as possible, depending on budget and personal finances.
- g) Attends educational sessions when traveling on behalf of the Network and submits a report to the Governing Board at the next Meeting.
- h) Reviews and becomes familiar with Bylaws and Standing Rules of Women's Council i) Presents the Women's Council of REALTORS® to group of REALTORS® for the purpose of recruitment.

5. EVENTt 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.

- a) Produces four Network industry events.
- b) Coordinates and implements marketing strategies for a high level of exposure for Network events within the industry.
- c) Develops and manages systems to routinely scan the industry environment to identify business needs and issues.
- d) Produces a minimum of two additional events focused on member networking and relationship building.
 - e) Manages Event Team Lead and Project Teams as needed to accomplish tasks.
- f) Monitors and evaluates success of all Events and events and reports to the Governing Board.
- g) Attends educational sessions when traveling on behalf of the Network and submits a report to the Governing Board at the next Meeting.
- h) Reviews and becomes familiar with Bylaws and Standing Rules of Women's Council i) Presents the Women's Council of REALTORS® to group of REALTORS® for the purpose of recruitment.

6. 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 Partner benefits packages
- g) Manages Membership Team Lead 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) Supports accomplishment of Network Business Plan goals and priorities.
- k) Encourages and inspires Members to get involved and recognizes contributions.
- l) Build and maintains relations with the Local Association and related industry and community groups.
- m) Announces New Members on social media and Network Newsletter.
- n) Publicizes Member Scholarships through Local Network.
- o) Recognizes outstanding members and Women's Council supporters with annual awards at installation ceremony.
- p) Publicizes membership benefits on social media and Network Newsletter
- q) Holds New Member Pinning Ceremony.
- r) Writes Thank You Notes to all New Members and Renewing Members when they join the Network.
- s) Attends educational sessions when traveling on behalf of the Network and submits a report to the Governing Board at the next Meeting.
- t) Reviews and becomes familiar with Bylaws and Standing Rules of Women's Council
- u) Uploads all Permanent Documents to Online Storage Database (or assigns another member this task and follows up to ensure it is completed.
- v) Presents the Women's Council of REALTORS® to group of REALTORS® for the purpose of recruitment.

VI. ELECTIONS

A. PRE-ELECTION PROCEDURES

1. Governing Board appoints a Candidate Review Team (a minimum of ninety (90) days
2. prior to election)
 - a) Candidate Review Team to be a minimum of three (3) and no more than five (5) Members
 - b) Candidate Review Team selects the Team Leader at 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
 - g) 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.

- h) Current governing board members are not eligible.
- 1. Candidate Review Team Leader will notify the Membership, a minimum of sixty (60) days prior to election, via email to solicit applicants for open positions.
 - a) Consider weekly follow-up emails until a specific date.
 - b) Team Leader should work with First Vice President (or whoever oversees 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 Leader.
 - d) Both forms are due back to the Candidate Review Team Leader thirty (30) days prior to election date.
 - e) Candidate Review Team will confirm applicant eligibility and conduct interview of applicants, if they so choose.
- 2. 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 Leader no later than seven (7) calendar days prior to election. Team Leader 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 PROCEDURE

- 1. Elections are to be conducted either at
 - a) An Industry Event Meeting
 - b) A Special Meeting for members only, with an event and elections (i.e., a Lunch & Learn with a reputable speaker to encourage attendance)
 - c) Via a Virtual Platform to include zoom meetings.
- 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 2021 Leadership Policy and Procedure Manual)
 - ii After voting is completed and the votes 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 sheets to be kept until the first meeting of the following year

iv If ballots are used, collects, 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 to the current President for presentation to Membership at the end of the meeting

4. Voting Procedure

a) Voting may be by via 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. 5.

Voting Day Logistics

a) Room Setup – If ballots are used, Candidate 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, are provided a ballot or a vote card

c) Election Procedure

i 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 candidate 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, Candidate Review Team oversees the voting and counting of votes

vi If ballots are used, 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 Results- At the end of the election meeting after voting is completed and the votes are counted, the current President introduces the Officers-Elect (the incoming President-elect and the incoming Treasurer)

e) Announcement of Appointed Officers (First Vice President) and Governing Board Members, (Membership Director and Event Director)

i The incoming President appoints the incoming Membership Director and the incoming Event Director; the incoming President-elect appoints the incoming First Vice President. Those appointments are chosen from the candidates vetted by the Candidate Review Team for eligibility and required experience.

ii If the appointments have been made and approved by the Governing Board prior to the Election Day, the name of the First Vice President, Event Director and Membership Director are announced at the end of the election meeting

iii If the appointments have NOT been made and approved by the Governing Board prior to the Election Day, the First Vice President, the Event Director and the Membership Director are to be appointed in accordance with Section VI(B)(6) (e)(i) of this document, approved by the Governing Board during the next Governing Board Meeting and announced during the subsequent Membership Meeting

IX. INSTALLATION OF OFFICERS

A. Arrangements:

1. The incoming President shall chair and appoint a Task Force to make all arrangements for the tribute of 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, not to exceed \$250.00 to be presented to the outgoing President at the Installation Ceremony.

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.

X. TASK FORCE 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 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 the incoming Team Leads. Incoming Team Leads will recommend to the incoming President possible members to serve on the Task Force.

A. BY-LAWS

1. Reviews Bylaws and revises them as needed or as directed by the National Women's Council of REALTORS® 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 of REALTORS® office for final approval.
3. Reviews and revises the Standing Rules, presents any revisions to the Governing Board for their approval and then ensures that these are presented at the next Member Event Meeting.
4. Works closely with the Parliamentarian.
5. Attends Educational and other Sessions and events when traveling on behalf of the Network as a budgeted expense and reports back to the membership, within thirty (30) days through an article to be used in the next newsletter or as a report at a future membership meeting. Failure to attend all available non-conflicting Women's Council of REALTORS® events and sessions while traveling on behalf of the Network will result in forfeiture of travel privileges and will require the attendee to reimburse the Network for all trip expenditures. The Board may waive these penalties if missed sessions/events were due to documented personal or family illness or business emergency; or the Board may elect to pro- rate the reimbursement based on the number of sessions/events missed.

B. EDUCATION AND EVENT

1. At the direction of the Event Director, assist with planning and developing timely, relevant, business-oriented Network educational and networking events that attract a high level of participation from members and the industry at large
2. Informs members of and encourages participation in other educational opportunities including PMN courses, Texas REALTORS® offerings, and Local and National Association of REALTORS® offerings.
3. Serve as a member of the State Education and Event Committee
4. Attends Educational and other Sessions and events when traveling on behalf of the Network as a budgeted expense and reports back to the membership, within thirty (30) days through an article to be used in the next newsletter or as a report at a future membership meeting. Failure to attend all available non-conflicting Women's Council of REALTORS® events and sessions while traveling on behalf of the Network will result in forfeiture of travel privileges and will require the attendee to reimburse the Network for all trip expenditures. The Board may waive these penalties if missed sessions/events were due to documented personal or family illness or business emergency; or the Board may elect to pro- rate the reimbursement based on the number of sessions/events missed

C. BUDGET AND FINANCE

1. Assists the President in preparing the annual budget to present for approval of the Governing Board no later than the January meeting
2. Reviews the budget and actual expenditures quarterly or as called by the President or the Governing Board.
3. Serves as a member of the Audit/Review Committee that is appointed by the current President.

D. MEMBERSHIP

1. Assist Membership Director with Planning and developing membership drives to help recruit new members and retain current members, and/or implements the membership drive which may be developed by National or State Women's Council of REALTORS®.
2. Works closely with the Membership Director in maintaining a complete up-to-date membership roster and implementing the first-year communication plan.
3. Plans and develops recognition events as a retention tool for members.
4. Serves on the State's Membership Committee
5. Presents the Women's Council of REALTORS® to group of REALTORS® for the purpose of recruitment.
6. Attends Educational and other Sessions and events when traveling on behalf of the Network as a budgeted expense and reports back to the membership, within thirty (30) days through an article to be used in the next newsletter or as a report at a future membership meeting. Failure to attend all available non-conflicting Women's Council of REALTORS® events and sessions while traveling on behalf of the Network will result in forfeiture of travel privileges and will require the attendee to reimburse the Network for all trip expenditures. The Board may waive these penalties if missed sessions/events were due to documented personal or family illness or business emergency; or the Board may elect to pro- rate the reimbursement based on the number of sessions/events missed

E. CANDIDATE REVIEW TEAM

1. Recruits' candidates for the Governing Board in accordance with procedure described in Section VI (A)(2) and VI(A)(3) of this documents
2. Obtain signed "Consent to Serve" forms from each of the nominees, a completed Candidate Application Form from each nominee and schedule interviews with the candidates. Each candidate should be furnished with a written job description of the position for which they are being considered prior to signing the Consent to Serve
3. Independently verifies candidates' required credentials
4. Aids the election on the Election date.

F. 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 events 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 Special Project Team Leaders within the Project Team to handle different aspects of the particular fundraisers.
 5. Financial Obligations in conjunction with the Ways and Means:
 - a) Tax Exempt Status – Protects the Network's tax-exempt state as a Not-for-Profit organization concerning Ways and Means fund raising projects, refer to the IRS Ruling information in the PPM Manual (Network business, insurance, and legal issues.
 - b) Separate Accounting – The Network will keep a separate accounting of all proceeds received from fund raising projects and these funds will be deposited into the Network's account.
 - c) Operating Expense Caution – Fundraising proceeds will be used for the projects designated as disclosed, less expenses.
 - d) Possible Deficit Obligation – No Ways and Means project will be undertaken which could create a deficit obligation for the Network without Governing Board approval.
- G. SPECIAL PROJECT TEAMS – 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 Audit/Review and the Member of the Year Teams, both of which shall be Annual Teams. Special Team Leaders 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 project teams shall have no fewer than three (3) members. 1. Affiliate of the Year – Reviews nominees and selects one affiliate member to be honored each year as the Affiliate Member of the Year per the criteria stated below:

a) Criteria for Selection

- i One member will be selected each year from the non-Realtor members of the Network.
- ii No member will be entitled to receive the award more than once
- iii Standards for selection will follow the same criteria as "Member of the Year" with more emphasis on business accomplishments and local Women's Council of REALTORS involvement.
- iv Nominations should be submitted to the Team Leader of the Affiliate Member of the Year Project Team.

- v The award will be presented at the General Membership meeting in December of the year for which they are being honored, or at the next General Membership meeting following the December meeting.
- vi Award Project Team will consist of five (5) members. The most recent recipient, willing and able to serve, will act as Team Leader. Other members of the team will include the current President and other past recipients of the award. The current President will appoint other members to serve the team at any time there are not at least 4 past recipients who are able to serve.
- vii The Team Leader will choose the time and place of the meeting and will schedule it well in advance of the December meeting to allow ample time to prepare the award presentation.
- viii Those not eligible to receive the award are the current local network officers."
- ix The Team Leader will be responsible for purchasing a plaque and a gift to present to the honoree, the combined cost of which shall not exceed \$250.

2. AUDIT/REVIEW

- a) Obtains the ledger and financial records of the Network from the President or the Treasurer by December 15th.
- b) Reviews the final financials of the Network and reports to the Governing Board at the January meeting
- c) Throughout the year the project team will review the current financials to determine ongoing compliance with all budgeted amounts on a quarterly basis.

3. ENTREPRENEUR OF THE YEAR

- a) Project Team will determine the winner of the Women's Council of REALTORS® GREAT Northwest Entrepreneur of the Year Award.
- b) The award winner is selected by a special project team lead by the most recent award recipient willing and able to serve. The current President serves and appoints two (2) Past President members. The fifth member will be the most immediate past president, who shall also serve as Vice Team Leader. The President shall appoint two (2) Past President members as alternates.
- c) The Project Team will distribute a Call for Nominations at meetings, in the Network newsletter and on the Network website, etc.
- d) The Project Team will select and announce the winner no later than November 15th to the Board and must submit the name of the award winner, their photo and the Nomination Form to National no later than December 1st.
- e) Eligible Nominees
 - i Must be a member of National Women's Council of REALTORS® for a minimum of one year and a primary member of the Network.
 - ii Should have been a REALTOR® or REALTOR®-Associate for a minimum of one year.
 - iii Sales Agent Application Form must be signed by Association Executive Officer or the Broker. Broker/Manager/Owner Application form must be signed by Association Executive Officer.
 - iv A Nomination Form with criteria shall be in Section XV. Forms.
 - v Award Winner will receive a personalized plaque or award certificate presented at the December meeting. The Team Leader will be responsible for purchasing a

plaque, the entrepreneur pin available from National, and a gift to present to the honoree, the combined cost of which shall not exceed \$250.00

4. HOSPITALITY

- a) Serves as the greeting committee and encourages members to interact through a networking activity, etc.
- b) Consists of the Team Leader plus a minimum of three additional members.
- c) The greeters shall arrive early and be in position at the entrance until the meeting is called to order to greet all attendees as they arrive.
- d) When new attendee(s) arrive(s), it is the duty of the greeter to introduce that person(s) to a member of the organization who might then introduce them to others and/or engage them in conversation.
- e) Members of the greeters project team are not eligible to participate in the icebreaker in the months they are “on duty

5. MARKETING

- a) Helps the President coordinate the information which is sent to the membership (such as reminders of meetings, announcements, special events and the printed programs used for events.
- b) Assist all other project teams with their marketing needs
- c) Updates the Network’s website as requested by the President
- d) Updates Network social media sites as requested by the President
- e) Helps to communicate membership opportunity, Network activities and events to the local real estate community by visiting Broker offices and real estate schools to meet and speak to prospective members.

6. MEMBER OF THE YEAR –

Reviews nominees and selects one National or National Affiliate member each year for recognition as the Council Member of the Year per the guidelines noted herein

a) Criteria for Selection

- i "Must be an active member in good standing (A member of Houston Association of REALTORS®)"
- ii Must be an active member of the Network for a minimum of three (3) years.
- iii No member shall be entitled to receive the award more than once.
- iv "Standards to be used in selecting council “Member of the Year”:
 - v Local and/or State Activities: Offices held, committee work, special assignments, seminar study and education work in real estate, including designations, such as ABR, GRI, PMN, CRS, RM, CPM, MAI, CRB, CCIM, CIPS, PMN, ASR, etc. Women’s Council of Realtors National/NAR Activities: Offices held, committee work, meeting attendance, other activities not of a State or Local nature. Local Association Activities: Real Estate Association elective positions, chairmanships, committee work, special assignments, outstanding accomplishments. Community Service: Activities connected with religious groups, cultural contributions to the community, civic club memberships held, and offices held, campaign or political offices held with or without pay, commissions served on, activities connected with elections in which real estate is concerned. Emphasis should be on real estate activities. Business Accomplishments: Public recognition gained from the manner in which business is conducted (not

- necessarily the number of dollars earned), outstanding advertising events, successful rehabilitation work, imaginative and creative land utilization, local recognition of status as a REALTOR[®], reputation for Professional Competence.
- vi Procedure: Letters of recommendation may be submitted from members in good standing. Although it will rarely happen, the Project Team may select someone whose name was not submitted. Anyone considered for the award must complete the qualification questionnaire furnished by National.
 - vii The award will be presented at the network membership meeting in December of the year for which they are being honored, or at the next network membership meeting following the December meeting.
 - viii Award Project Team; (1) will consist of five (5); (2) the Team Leader shall be the last recipient and the Project Team shall consist of four (4) other past "Members of the Year".
 - ix The Team Leader will be responsible for purchasing a plaque and a gift to present to the honoree, the combined cost of which shall not exceed \$250.
 - x The Team Leader will choose the time and place of the meeting.
 - xi No more than one person from the same Company shall serve on the Project Team in the same year unless they are past recipients, and no other past recipients are available."
 - xii Those serving as current Governing Board members are not eligible to receive the award.
7. NEWSLETTER – Prepares a newsletter about Local, State and National activities and distributes it to the membership up to four (4) times per year
 8. POLITICAL INVOLVEMENT - Acts as a liaison for the Network to the local Association(s) of REALTORS and keeps the Network informed of political issues which impact the industry. May assist in arranging a Meeting with a local politician(s).
 9. PROFESSIONAL STANDARDS - Assists in the presentation of at least one event during the year which deals with professionalism of the real estate industry and the Code of Ethics of NAR.
 10. SCHOLARSHIPS/AWARDS – Accepts applications from members for reimbursement of tuition for designations and/or Texas REALTOR[®], State Conference/Orientation or National Conference.
 11. STRATEGIC PARTNERS
 - a) Assist President with obtaining sponsors/underwriters to help defray Network costs and support educational events presented by the Network
 - b) Solicit Strategic Partners throughout the year. Partners will be allowed to sign up at any time during the calendar year with their one-year term to begin immediately and end December 31 of that calendar year.
 - c) The President and Governing Board will determine the annual benefits package for all Strategic Partners
 - d) The Project Team ensures that all Strategic Partners receive the annual benefits they have been promised and/or that have been publicized.
 12. STRATEGIC PLANNING – The Project Team shall be formed by the President from time to time for the purpose of reviewing the effectiveness of the Network and to make

recommendations for long term and/or short-term goals that will enhance the membership experience and serve to move the Network forward.

- a) The Team Leader will be the most recent Past President, at least two years removed, who is willing and able to serve
- b) The Project Team will consist of all current officers and governing board, two (2) past presidents other than the Team Leader and three (3) members appointed by the President from the general membership
- c) The Project Team will review the latest National Women's Council strategic plan and use it as a guideline for implementation on the local level.

IX. NETWORK SUPPORT AND REMEMBRANCE

Expenses related to remembrance of Women's Council of REALTORS® immediate family members in the time or need shall not exceed \$100 unless otherwise approved by a majority vote of the Governing Board.

X. EXPENSE REIMBURSEMENT

A Network Commitment form must be signed by each officer and governing board member who plans to attend state and national meetings prior to the President-elect including them in the early registration, airfare, etc. that is booked for the group. (See attached Exhibit).

A. Budgeted travel expenses

1. President, President-elect, First Vice President and Treasurer travel expenses shall include registration, airfare, hotel accommodations, and Women's Council of Realtors ticketed events. Other travel expenses such as, mileage, toll charges, cab fare to and from, may be reimbursed if said expenses have been approved by the Board prior to the event.
1. Other Board member budgeted travel expenses could include registration, airfare, and hotel accommodations, based upon budget availability. The amount of reimbursement for Other Board Members, and members in general, who want travel reimbursement must be pre-approved by the Board.
2. When officers are also attending the same meeting with other board members, room accommodations will be shared with, and charged to the officer's travel budgets, not Other Board Members budget.
3. No expenses shall be reimbursed pertaining to long distance calls, extra nights at the hotel due to attendance at other meetings, and individual room service charges.
4. To be considered for reimbursement, all reports, and proper receipts (i.e., originals of airline ticket, hotel bills, etc.) must be received by the Treasurer no later than December 5th of each year. Each receipt must include notations to identify the individual requesting reimbursement, their position and the meeting attended. (Request for Reimbursement form should be attached for the record.) All other expenses incurred will be at the sole responsibility of the individual incurring same, such as cabs to and from airport, gas, mileage, meals, etc.

B. Payment of budgeted expenses shall be contingent upon the TIMELY FILING (within 45 days of expenditure) OF REQUIRED REPORTS and shall be prorated if an officer fails to attend the required State and National meetings or does not fulfill duties as outlined in the Bylaws, Standing Rules and PPM.

1. President, President-elect, First Vice President, & Treasurer:
 - a) Each officer will be reimbursed in accordance with the annual amount approved in the budget.
 - b) The President and other officers will share room(s) and may purchase airfare in advance to conserve money.
 - c) Hotel accommodation total room charges will be divided equally by the number of attendees for reimbursement purposes.
2. Other local board members and Network members serving on a State and \or National Women's Council leadership position:
 - a) May be reimbursed a portion of their expenses if budgeted and approved by the current governing board.
 - b) Any amount of reimbursement from State or National Women's Council would not also be eligible for reimbursement by the local network.

NOTE: Items that are reimbursed by a member's company are also not subject to reimbursement by the Network.

An Officer, board member or other member attending Educational and other Sessions and events when traveling on behalf of the Network as a budgeted expense will report back to the membership, within thirty (30) days through an article to be used in the next newsletter or as a report at a future membership meeting. Failure to attend all available non-conflicting Women's Council of REALTORS events and sessions while traveling on behalf of the Network will result in forfeiture of travel privileges and will require the attendee to reimburse the Network for all trip expenditures. The Board may waive these penalties if missed sessions/events were due to documented personal or family illness or business emergency; or the Board may elect to pro-rate the reimbursement based on the number of sessions/events missed.

In the event any member receives an amount in excess of the amounts budgeted and permitted for scholarships, reimbursement of expenses, etc., 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.

XI. TREASURY

A review of the Treasurer's records shall be conducted prior to the end of the final Network meeting in December and a final report will be reported at that meeting.

- A. An accounting service may be employed annually, with Governing Board approval, to assist the Treasurer in maintaining the financial records.
- B. The Network will maintain two (2) bank accounts: Checking and Savings. The Savings Account will have sub accounts for a General Reserve Fund, an Education Reserve Fund, a Scholarship Fund, and a Realtor Relief Fund, all of which should be interest bearing whenever it is in the best interest of the Network.
- C. The Checking account will facilitate use of a Network debit card. The President, President-elect and Treasurer are the only authorized users of the card. Notice will be given to the other parties within 24 hours of any use of the card to monitor activity and maintain an appropriate balance in the account. Only airfare to meetings, registration, hotel rooms and Women's Council of Realtors ticketed events may be charged on the account subject to limitations in the annually approved budget. Any other expense incurred at meetings will be paid for personally by the member, and then reimbursement will be requested on the appropriate form. Should any use of the card cause a member to go over their approved budget, the member must reimburse the Network immediately per guidelines established under Expense Reimbursement.
- E. The Governing Board will annually review recommendations for the local charity(s) that may receive a Network donation. Anyone may recommend a Charity for consideration, but a majority vote of the Governing Board will determine which organization or cause(s) the Network fundraisers will support. Such determination should be made at the first Governing Board meeting of the year, but in no event later than March 1st of each calendar year.
- F. The Governing Board will vote on the amount(s) to be allocated to the respective charity(s) in advance of an upcoming Ways and Means Fundraising activity. Donations will be paid directly to the selected charity by activity attendees.
- G. A CPA or experienced Accountant will be hired by February 1st to review and prepare all necessary tax returns. The returns are to be completed by May 1st

XIV. GENERAL RESERVE FUND

A General Reserve Fund will be created and held by the Network for its future use only in an emergency when no other funds are available to sustain the o Network's operation and/or pay for the Network's educational offerings to its membership.

- A. Annual contributions to the General Reserve Fund will be determined solely by the Governing Board but will not exceed \$2,500 in any given year.
- B. The General Reserve Fund will continue to build until it has reached a maximum of 18

\$15,000 excluding any interest earned on the account.

- C. A special General Reserve Fund Project Team will be elected by the membership at the end of the year to serve the following year. The Project Team shall consist of five (5) members plus two alternates, made up of REALTOR® and national affiliate member, all of whom shall be in good standing. Five project team members must be in attendance for any vote to be valid and one of the elected members will be appointed by the current President to serve as Team Leader.
- D. Project Team members may not be serving as voting members of the Governing Board in the year they serve on the General Reserve Project Team
- E. The Governing Board must send a written request to the Team Leader for any allocation from the Fund. The project team members will be notified immediately by the Team Leader and would then meeting with fourteen (14) days of the Chair's receipt of request from the Board.
- F. After careful review of the circumstances that may warrant an allocation, the Project Team would vote to approve or disapprove an allocation. The Team Leader will notify the local network president within 48 hours of the meeting of their decision to approve or disapprove of the Governing Board request.
- G. None of the General Reserve Funds can be allocated without final approval of at least 75% of the members present and voting at a Network Business meeting. Before any allocation will be voted on the Committee must provide at least a 10-day written notification to the membership stating the reason for their recommendation as well as how much of the Fund would need to be used.
- H. At no time is the General Reserve Fund to be used in lieu of the Network holding its regular fundraisers that are designed to generate the necessary revenue to operate the Network's activities for any given year, based on the annual approved budget, unless cancellation is necessary due to one or more catastrophic events.
- I. The Network President may choose to be in attendance at the project team's meeting but is not considered a voting member of the Project Team.

XVI. EDUCATION RESERVE FUND

The Education Reserve Fund is intended to be used for the benefit of Women's Council of REALTORS® GREAT Northwest members by (1) providing guest educational speakers for network events, over and above those included in the budget, and (2) allowing membership travel privileges to Women's Council of REALTORS sponsored events, to enhance their Women's Council of REALTORS® experience. All disbursements from the Education Fund Reserve must be approved by a majority of the Board attending any regularly scheduled Governing Board meeting. In the event that an e-mail or telephone vote is needed, then a majority of all voting members will be required.

- C. A minimum of \$1,000 shall be allocated to the Education Reserve Fund annually. D. Any educational guest speakers requiring payment for services must be presented to the Board first for approval, along with an invoice or statement for services.

- E. Education Scholarships may be awarded to eligible members, who attend the state or national Women's Council of REALTORS® meetings, to defray the cost incurred for their registration, based on an amount to be approved by the Governing Board prior to travel. Members wishing to travel to a Women's Council of REALTORS sponsored event must make formal request to the network's Board, however, the Board, may vote to offer a specific amount to general membership from time to time, on a first come first served basis to encourage participation.
1. To be eligible, the member (national REALTOR® or NATIONAL affiliate member) must have been a primary member of the GREAT Northwest Network for at least six (6) months.
 2. A member is eligible for reimbursement to no more than one event in any one calendar year.
 3. In all cases, non-Board members requesting travel reimbursement from this fund must first (1) get specific pre-approval from the board, (2) must pay for registration, (3) must submit an original receipt within forty-five (45) days to the current Treasurer along with an approved Expense Report, and (4) must submit a written report of their Women's Council of REALTORS experience in attending the meeting before being reimbursed. i Members must attend educational and other sessions and events when traveling on behalf of the Network as a budgeted expense and report back to the membership, within thirty (30) days through an article to be used in the next newsletter or as a report at a future membership meeting. Failure to attend all available non-conflicting Women's Council of REALTORS events and sessions while traveling on behalf of the Network will result in forfeiture of travel privileges and will require the attendee to reimburse the Network for all trip expenditures. The Board may waive these penalties if missed sessions/events were due to personal or family illness or business emergency.
 4. When possible, the applicant may stay in the room of the network's officers at no charge, provided there are not already four occupants in a room.
 5. Officers or State Officers with individual travel budgets are not eligible for education fund scholarships except in those years that the Education Fund surpasses two years of the Fund's budget.
 6. Other Board members are eligible only after depletion of their Other Board Travel Budget Travel Allowance, and then only if funds are available after giving general membership the opportunity to apply for travel funds. (All other criteria above also apply to Other Board Members.)
 7. The Board will review usage of this reserve from year to year to consider the impact it has had in allowing recruitment of members for future advancement within the Network 8. and organization.

XVII. SCHOLARSHIP FUND / Past National President's Scholarship

- A. A minimum of \$1,500.00 shall be allocated to scholarship funds annually.
- B. Scholarships shall be awarded for the following course work: GRI, CRS, ABR, ABRM, CRB, CRP, CIPS, CCIM, PMN, ASR and other designations or Certifications that are recognized by NAR and/or Women's Council of Realtors in the future.
- C. Scholarships may also be awarded to members who attend the state and regional Women's Council of Realtors meetings to defray the cost incurred for their registration. Any member receiving reimbursement for registration to a meeting would also be eligible for a scholarship for any of the course work related to a designation program that they may have taken during the same year.
 - D. Members must attend educational and other sessions and events when traveling on behalf of the Network as a budgeted expense and report back to the membership, within thirty (30) days through an article to be used in the next newsletter or as a report at a future membership meeting. Failure to attend all available non-conflicting Women's Council of REALTORS® events and sessions while traveling on behalf of the Network will result in forfeiture of travel privileges and will require the attendee to reimburse the Network for all trip expenditures. The Board may waive these penalties if missed sessions/events were due to documented personal or family illness or business emergency; or the Board may elect to pro-rate the reimbursement based on the number of sessions/events missed.
- E. All scholarship candidates must be active members, with Women's Council of REALTORS® GREAT Northwest Network being their primary network, for at least one year. The amount of the scholarships shall be up to \$250 for realtor members and up to \$250 for National Affiliate members.
- F. Scholarship candidates should submit application in the form of (1) a typed Resume` and (2) a typed summary stating candidate's real estate experience, goals, and reason for applying. The Resume` should include, in addition to the candidate's full name, address and phone number, their Broker or Company affiliation, education course taken, community service and involvement, and any other information they feel pertinent.
- G. All recipients must submit proof of course completion prior to reimbursement within 120 days from the date of completion.
- H. Scholarship requests on courses taken in the last four (4) months of the year must be submitted for payment by year-end to be eligible for a scholarship for that same year. In the event the applicant has not received proof of course completion by year-end, all other documentation must still be submitted prior to year-end to determine eligibility for a scholarship.
- I. In the event a scholarship is given as a door prize, any REALTOR® or National Affiliate member of the GREAT Northwest Network is entitled to win up to \$250.00.
- J. The actual amount of reimbursement will be limited to the amount paid by the member for the course taken towards their designation.

- K. Except as noted in C and G above, where one scholarship may be received in any given year as an offset for registration to a state or national meeting, or received as a door prize, members are limited to one scholarship award per year.
- L. Funds not awarded in scholarships will remain in the Scholarship Fund for use in future years.

XVI. REALTOR® RELIEF FUND

The REALTOR® Relief Fund was created by the Network to help supplement the needs of local Network members, as well as others who are affiliated with the real estate industry, in times of medical crisis or other unforeseen financial need. It is not intended to be used as general charity relief for non-industry persons, extended family or others outside the original definition stated previously.

- A. All requests for disbursements from the REALTOR® Relief Fund must be submitted to the Governing Board in writing for their approval at one of their regularly scheduled meetings so there can be open discussion on the request.
- B. Donations made from the Realtor Relief Fund will be determined on a case-by-case basis with approval from the majority of the Governing Board.
- C. A portion of the Net Proceeds from the fundraisers will be added to the REALTOR® Relief Fund on an annual basis. The Governing Board will determine an amount to add to the fund annually provided each year starts with a minimum of \$5,000.

XV. FORMS

Candidate Application Form (for local Network officers)
Nomination Form – (for Entrepreneur of the Year) Sales Agent Application Form
Broker/Manager/Owner Application Form
A Network Commitment Form (for travel expense reimbursement)
Request for Reimbursement Form