



**STANDING RULES OF WOMEN'S COUNCIL OF REALTORS®
FORT WORTH TARRANT NETWORK**

Revised: March 8, 2024; Approved: March 8, 2024; Effective December 9, 2023

*The permanent address of the Fort Worth Tarrant Network shall be:
5209 Heritage Ave #310 Colleyville, TX 76034*

I. MEETINGS:

A. Governing Board Meetings - will be held a minimum of 6 times per year at Champions School of Real Estate in Fort Worth on the second Friday of the month from 9:30 -11:30 am unless a direct conflict with State or National Women's Council of REALTORS® meeting/ conference or holiday, which at such time will be rescheduled at the next available date.

- **Attendance** - All governing board members and Special Project Teams are expected to attend all governing board meetings. All meetings will be conducted in person.
- **Virtual Attendance** - must be requested in advance and approved with the Local President. More than two requests to attend virtually will automatically be denied.
- **Absentee** - No more than one (1) unexcused absence will be approved. Excused absence is at the discretion of the Local President.
- **Reporting** - Board members & Project Team Chairs (to their corresponding board members) will provide a report to the 1st Vice President and Local President (if applicable) no later than 72 hours prior to the board meeting. Minutes from the prior meeting should be submitted to the President 48 hours prior to meeting for review. The President will send the agenda of the board meeting to the board members no later than 48 hours prior to the scheduled meeting.
- **Voting Eligibility** - All members of the governing board are eligible to vote at the governing board meetings.

B. General Membership Meetings and Events - A minimum of 4 industry related events, co-host minimum of 4 (power hours) informative market classes, continuing education (CE) classes and 4 Social Network Meetings/events per year will be held.

- Non-Member Guests, who are a qualified prospective member, may attend the meetings as guests two (2) times in a year then must join the local Network to be permitted to attend. This rule excludes a member's family, guests of members of other Networks and special guests of incoming officers during the installation meeting.
- There will be no charge for the official visit of the National President or State President.

- Speaker (s) will receive a complimentary meal or other special recognition for their contribution to the Network.
- In conjunction with the General Membership meeting, the Annual Election Meeting shall be held no later than the end of AUGUST and the Installation Meeting shall be held in November/December of each year.
- New Membership Recognition will be held at least Quarterly.
- Reservations are required for all ticketed events and those members who attend without a reservation will be accommodated on a space available basis and be charged an additional fee no less than \$10.

II. **DUTIES OF BOARD MEMBERS AND SPECIAL PROJECT TEAMS:**

- A. Special Project Teams may be appointed by the President with approval of the Governing Board each year. Including, but not limited to Annual Partner Liaison, Communications & Marketing Team, Community Outreach Team, Membership Team, Hospitality, Parliamentarian, Events team, Standing Rules and Bylaws, Awards Project Team, Candidate Review Team and Financial Review Team and Diversity Team. The President may appoint additional Special Project Teams as needed.
- B. Duties are described in the Board & Project Team Duties Addendum.*
- C. The Parliamentarian appointed by The President assists The President and Governing Board with application of Robert's Rules of Orders.
- D. Attends State and National Meetings as determined by the budget each year.

III. **ELECTION PROCEDURES:**

- A. Complete Network Election Procedures Addendum Attached.**

IV. **INSTALLATION:**

- A. **Arrangements** -
 - Incoming President shall chair and may appoint a Project Team to arrange for the facility and details for the installation of the new Board and recognition of Special Project Team Leaders.
 - Incoming President shall obtain, at the expense of the Network, the outgoing President's plaque and/or gift at a cost not to exceed the budgetary allowance.
 - Outgoing President shall obtain, at the expense of the Network and in a timely manner for presentation at Installation, the incoming President's Pin.
 - Incoming President shall obtain officer /Project Team name badges prior to Installation. Badges present at Installation.
- B. **Awards** - The Awards Team Members and Leader shall be appointed by the President and shall be current members and a past recipient whenever possible. The Awards Team is responsible for selecting award recipients by November 1st and the Team Leader will notify the President immediately and provide the President with copies of all the recipients information. The Awards will be presented the day of Installation by the Awards Team Leader.

- REALTOR of the Year Award
- Affiliate of the Year Award
- Annual Partner of the Year Award

C. Finances -

- The incoming President's budget for complimentary meals may include up to (4) four personal guests and each Award recipient up to (1) one guest based on the Installation budget.
- The incoming Governing Board, Guest Speaker, Installing Officer, REALTOR Association Officers, Women's Council of REALTORS State and/ or National Officers will include up to (1) one guest based on the Installation budget.
- Should the cost of The Installation exceed the budget, that cost will be paid by the Incoming President.

V. NETWORK FINANCES:

A. Policies -

- Three (3) signers will be assigned to the bank account and include The President, President Elect and Treasurer. \$200 will be kept in the account at all times to access petty cash if applicable. Any deposits above \$200 will be transferred into BillHighway monthly as needed.
- BillHighway will be used as a financial account to keep Local Network Funds. This system will utilize invoicing, budgeting and reports.
- Three (3) prepaid/debit cards will be issued on the BillHighway account and given to The President, President Elect and Event Director for allocated use. Allocated use includes payment to vendors approved by the Governing Board. All original receipts need to be submitted to the treasurer within ten (10) days from date of transaction and include notation of purchase. Debit cards and/or checks affiliated with the bank account may not be used to purchase alcohol.
- The President and President Elect may use prepaid/debit cards for hotel reservations, National, Regional, State, or District Women's Council meetings, Orientation Registration for incoming Board Members, Women's Council registration fee, Women's Council ticketed event, lodging, transportation and other budgeted expenses. Items not covered are extra nights at the hotel (allowed to arrive the day before scheduled event and depart the day preceding the last scheduled event), alcoholic beverages and individual room service charges. Any charges paid by Women's Council must be paid back if the member is unable to attend and/ or cancels.
- Any and all money received for events must be processed through Network Accounts.

- A budget is required for any event with income and/or expenses. Project Team Leader shall present a budget for Governing Board approval 90 days prior to each event.
- Network Past Presidents serving in State and/or National Women's Council of REALTORS Leadership positions may be reimbursed a portion of their expenses if budgeted and approved by the Governing Board.
- The Local Network will not pay for expenses already covered by State or National Women's Council of REALTORS.
- The Finance Review Team estimates lodging expenses based on two members sharing a room.

B. Procedures -

- Requests for Expense Reimbursement Form must be completed and submitted with original receipts for approved expenditures after the function. All documentation must be submitted to The Treasurer by the 15th of the month following the event. Expense Reimbursement Form is located in the Local Network's Google Drive under Accounting Folder.
- Any member traveling at The Network's expense is required to attend meetings, functions and educational sessions at each orientation or conference.
- Attendees traveling at The Network's expense are required to provide a written report to the Governing Board as a summary of meetings or educational sessions attended. Reports must be turned in to First Vice President within 5 business days and then uploaded to the google drive for record keeping. The Network will benefit from the information passed on to the membership and members will be stewards of The Network's money.
- While traveling on network business in Texas, the Local Network will pay up to \$50 per diem and up to \$75 per diem for out of state travel for meals not covered in the event registration fee as budget allows.
- Parking and/or transposition will be reimbursed per trip even as per IRS government guidelines for mileage.
- In the event any member receives any amount in excess of the budgeted and permitted amounts, the member will be required to repay The Network all excess amounts received. Failure to repay The Network in a timely manner will be referred to the Governing Board for appropriate action.

C. 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.
- New members shall pay a full year's dues upon making an application. On January 1 of the following year, they shall only be billed for that portion of dues unpaid for that year. National calculates all pro rations.
- Annual Membership dues for active members shall be \$15, plus National dues and State dues, if applicable.

- Effective November 17, 2023, annual membership dues for National Affiliate Members shall be \$15, plus National dues, and State dues, if applicable.
- Effective November 17, 2023, annual membership dues for secondary members shall be \$15, which are local Network dues only.
- Any National Member or National Affiliate who has not paid their dues by **March 31st** will be dropped from the National Referral Roster. Membership dues can be reinstated after this date; however, the Member loses the benefit of being listed in the National Referral Roster.
- Annual Partner billing will be the responsibility of the Treasurer. The Treasurer will work closely with the Membership Director to ensure the Annual Partner membership information is correct. Any changes/ updates to the Annual Partner information should be sent to Annual Partner Liaison and Communication and Marketing Team in a timely manner in order to keep the Network informed.

VI. NETWORK SCHOLARSHIP

- A. Must be a current National member of Fort Worth Tarrant Network.
- B. Scholarships cannot be used for MCE or license renewal classes.
- C. Scholarship must be used for any NAR Designations, such as ABR, CRS, GRI, or PMN.
- D. If you are representing the Fort Worth Tarrant Network and attending a Women's Council of REALTORS® State, Regional or National meeting, you may apply for reimbursement of registration fee.
- E. Maximum reimbursement will be \$300 per person in any calendar year.
- F. Reimbursement will be sent for board approval AFTER receipt of successful course completion. A Certificate, Grade or Verification form must be sent with a request for reimbursement.
- G. Proof of registration, course or class completion must be submitted within 30 days of completion.
- H. After Women's Council of REALTORS® Board approval, reimbursement will be paid as funds become available in the approved budget.
- I. Deadline for submission of the application for the current year is November 30th.

VII. VIP

- A. The MetroTex Association of REALTORS® President, ARBOR President and GFWAR President shall receive a complimentary National Women's Council of REALTORS® Membership at the beginning of the calendar year. The Network President will contact the Association of REALTORS and advise them of the complimentary membership. Once the membership is sent to National, the President will send a letter to the Association President welcoming them to the Network. If the Association President is already a member, the Network will offer to pay their dues for the year. In the event their office is vacated, and the association officer filling their position is not a Women's Council of REALTORS® member, the Governing Board must vote to approve a second membership for the person filling the position of the Association President. The Membership Director will assist with the annual renewal of this Membership.

VIII. RECOGNITION

- A. Members displaying outstanding contributions or achievements should be acknowledged at monthly meetings or in the Network Newsletter by special recognition. In some instances the President may want to advise both the State and National Officers of an outstanding achievement for a Fort Worth Tarrant Network Member.

IX. REALTOR MEMBER DEVELOPMENT

- A. A special budget line will be established and funded to support future leaders from the Fort Worth Tarrant Network that serve at the state and national level of the Women's Council of REALTORS®. We will also become an Annual Partner with the State if our budget allows.

X. MISCELLANEOUS

- A. All communication to the Governing Board and to the Membership shall go through the President, including “all calls”, mailings, and electronic mail. The President of the Fort Worth Tarrant Network of Women’s Council of REALTORS® is to be the official spokesperson for the Network and as such should always reflect the ideals and attitude of the Governing Board.
- B. A Google phone number (817) 575-9137 will be the official Network phone number and will be displayed on all marketing materials. This number will be assigned to the President and President Elect.

XI. NETWORK COURTESY POLICY

- A. **Memorials** – In case of death of a Network member, a member’s spouse, child, parent, the First Vice President will select an appropriate memorial not to exceed \$100.00 each. The Board may approve exceptions to amount and recipient(s).
- B. **Get Well Remembrances** – A card will be sent by the First Vice President to a member who is ill and flowers will be sent to a hospitalized member, limited to \$75 each. The Board may approve exceptions to amount and recipient(s).
- C. **Unbudgeted Courtesy Expenditures** – The Governing Board must approve any unbudgeted courtesy expense. The President, as a representative of the members of this Network, will bring before the Governing Board any circumstances where The Network may need to participate in an expenditure for a special memorial, scholarship, or donation on behalf of a special member of the Women's Council of REALTORS®.

[*Board and Project Team Duties Addendum](#)

[**Network Election Procedures Addendum](#)