

Approved February 7, 2015

I. MEETINGS

1. Regular Chapter Meetings are combined with Governing Board Meetings and shall be held twice yearly in conjunction with the Texas Association of REALTORS® (TAR) meetings.
2. Annual Elections and Installation of the following years Officers shall be held during the TAR Fall Meeting.
3. If business requiring immediate action occurs between regular meetings, an email vote from board members on the action is acceptable provided the action is ratified at the following governing board meeting.

B. Unexcused Absences

Any Governing Board member, unable to attend the Governing Board Meeting shall notify the State President, in writing, in advance of meeting, and the Executive Committee will determine if the absence is excused. Any member of the Governing Board with an unexcused absence may be asked to resign from the Governing Board by the Executive Committee.

C. Handling Motions and Debate

1. Any motion to come before the assembly must be submitted in writing on 3-part NCR paper specifically designed for this purpose. The motion must be stated as it is to be presented and include the name of the member making the motion and their Chapter affiliation. Two copies of the motion will be given to the Secretary prior to the presentation of the motion. The other copy will be retained by the maker of the motion.
2. Following the presentation of the actual motion, the member making the motion will have three (3) minutes to address the merits of the motion, and conversely, the first member to speak in opposition to the motion will also have (3) minutes to address his/her concerns regarding the motion.
3. The presiding officer will ask that all other members who wish to speak to the motion form two (2) lines at the microphone so they may be recognized, and speakers will alternate between the "for" and "against" positions.
4. All those who wish to be heard following the initial speakers will have one (1) minute to address their position.
5. All those who wish to be heard a second time will have that opportunity, but only after those who wish to speak for the first time have done so.
6. Second addresses, which will be a member's final opportunity to speak, will also be limited to one (1) minute.
7. A Sergeant-at-arms will be appointed by the President prior to the meeting to assist with preserving order. Any member who is out of order will be encouraged by the President to follow the rules of debate. Members who are continually out of order could be expelled from the meeting after two reprimands.

II. ELECTIONS

A. Executive Officer Qualification

Members nominated for executive office, should have a significant combination of the following experiences: (1) have held membership in The Chapter for at least five consecutive years; (2) have chaired a State Committee; (3) be an Active member in good standing at the time of the election (4) have served as Local Chapter President or a Member at Large and either TDVP or Governor; (5) have the PMN designation; (6) have attended 3 of the last 4 State meetings as well as have attended 2 of the last 4 National Meetings, and have attended and/or participated in a National Forum; (7) have Leadership experience from another association or professional organization which will also be considered; (8) President-Elect nominee(s) should have served as State Treasurer or had a substantial amount of accounting or financial background or treasury experience from another association or professional organization.

B. Governor Qualification

Members nominated for Governor should have a significant combination of the following experience: (1) have held membership in The Chapter for at least three consecutive years; (2) have served on a state committee; (3) be an Active member in good standing at the time of the election; (4) have served as Local Chapter President or as a Member at Large; (5) Be a candidate for or hold the PMN designation; (6) have attended 3 of the last 4 state meetings and attended 2 of the last 4 National Meetings and/or participated in a National Forum; (7) have leadership experience from another association or professional organization which will also be considered.

C. Texas District Vice-President Qualification

Members nominated for Texas District Vice President should have a significant combination of following experience: (1) have held membership in The Chapter for at least two consecutive years; (2) have served on a state committee; (3) be an Active member in good standing at the time of the election; (4) have served as Local Chapter President or as a Member at Large; (5) be a candidate for or hold the PMN designation; (6) have attended 2 of the last 4 State Meetings and attended 1 of the last 4 National Meetings and/or participated in a National Forum; (7) have leadership experience from another association or professional organization which will also be considered.

D. Nominees shall sign a Consent to Serve form after reading the job description of the position for which they have been nominated.

E. The order of Elections shall be: President-Elect, Treasurer, Secretary, Governors and District Vice Presidents.

F. Results of each election will be posted in the meeting minutes.

III. TREASURY

A. The Chapter shall maintain 2 (two) General Checking Accounts. One account is for "Odd" Years and the other is for "Even" Years allowing each year to begin prior to the completion of the audit of the previous year. The balance of each account shall not drop below \$3500 at the end of each year.

Up to \$5 of each member's dues may be budgeted annually from the appropriate year's General Checking Account for payment of the Regional Assessment.

B. The Chapter shall maintain a third account named "Transfer Account". The purpose of this account is for collecting and clearing credit card payments to the appropriate years' account, and for paying taxes. The "Transfer Account" will maintain a \$50 balance at all times.

- C. The Chapter shall maintain 3 (three) reserve accounts to be called General Reserve, Education Reserve and National Reserve.

All reserve account balances in total will not exceed twice the annual budget at any time as provided by IRS 501(c)6 Not-for-Profit guidelines.

1. General Reserve-to be used only in the event of emergency unbudgeted expenditures.
 - a. 20% of any chapter funds remaining in the checking account at the end of the year in excess of \$3,500 shall be deposited into the General Reserve Account until the account balance of \$150,000 has been reached.
 - b. Authority to expend these funds or to change these allocations requires a 2/3 vote of the members present and voting at the Chapter Meeting.
2. Education Reserve-to be used for funds to provide all items pertaining to education and training.
 - a. At least 2% of all dues collected shall be deposited into the Education Reserve Account until the account balance of \$100,000 has been reached.
 - b. 80% of any chapter funds remaining in the checking account at the end of a calendar year in excess of \$3,500 shall be deposited into the Education Reserve Account until the account balance of \$100,000 has been reached.
 - c. Each year, a total of up to \$5,000 may be allocated from the Education Reserve to fund:
 - i. An educational offering at either of the two state meetings or during the Leadership Orientation meeting. If any money is generated by the education offering(s), over and above the cost of same, the net proceeds will be deposited back into the Education Reserve to keep it viable for future WCR members. Money will only be transferred from the Education Reserve as actually needed in any given year and any unused portion will be deposited back into the Education Reserve or
 - ii. An education/officer training at the local chapter level by the Chapter Assistance Team. Funds may also be used to “train the trainers” of the Chapter Assistance Team. Money will only be transferred from the Education Reserve as actually needed in any given year and any unused will be deposited back into the Education Reserve.
 - d. Authority to expend these funds or to change these allocations requires a 2/3 vote of the members present and voting at the Chapter Meeting.
 - e. A discretionary Scholarship Fund to be established to provide funding of up to \$1,000 per year to enable struggling Chapters to attend Leadership Orientation. Money will only be transferred from the Education Reserve as actually needed in any given year and any unused portion will be deposited back into the Education Reserve. Selection of Chapters to receive the scholarship(s) would be at the discretion of the Executive Committee.
3. National Reserve includes the National Future Leadership Reserve and National Inaugural Reserve subaccounts.
 - a. National Future Leadership Reserve-to be used to partially support members serving in National WCR capacities.
 - i. Each year \$5,000 shall be budgeted and placed into The National Future Leadership Reserve Account. The National Focus Committee shall determine the allocation of the money each year based on the total number of members serving and the cost of service.
 - ii. Authority to expend these funds or to change these allocations requires a vote of the governing board members present and voting at the Chapter Meeting.

- b. National Inaugural Reserve-to be used for a National Inaugural when we have an Incoming National President from Texas.
 - i. At least 3% of all dues collected shall be deposited into the National Inaugural Reserve Account until the account balance of \$30,000 has been reached.
 - ii. Authority to expend these funds or to change these allocations requires a 2/3 vote of the members present and voting at the Chapter Meeting.

D. Chapter Credit Card

- 1. Only the State Chapter President and the State Treasure are issued a chapter credit card and are each limited to up to 50% of the permitted allowance
- 2. No Officer nor the Executive Committee can increase the limit on the chapter credit card without governing board approval

IV. INSTALLATION OF OFFICERS

A. Arrangements

The incoming President, along with the committee, shall make arrangements for the Installation of all State Officers. The Incoming President shall select the Installing Officer and Master of Ceremonies.

B. President's Pin

The outgoing President shall have the duty of obtaining the incoming President's Pin, at The Chapter expense not to exceed \$700

C. Outgoing President's Plaque/Gift

The incoming President shall obtain a plaque and/or gift for the outgoing President, at The Chapter expense, not to exceed \$500.

D. Finances

The funds obtained for the Installation ceremony shall be sufficient to cover all of the expenses including luncheon expenses for invited guests and dignitaries.

V. DUTIES

A. Officers

Chapter Officers shall perform all duties set forth for them in the Chapter Bylaws, Chapter Standing Rules and the National Leadership Policy and Procedure Manual (LPPM).

1. President

- a. Presides with a well planned agenda at regular and special meetings of the Governing Board and at all regular and special meetings of the Chapter.
- b. Appoints each Committee Chairman, except the Nominating Committee, subject to the approval of the Governing Board. These appointments shall be made at the Fall Meeting for the upcoming year.
- c. Appoints the State Coordinators subject to the approval of the Governing Board. These appointments shall be made at the Winter Meeting following the Fall Meeting Elections.
- d. Coordinates all of the business and affairs of the Chapter.
- e. Serves as an ex-officio member of all committees except the Nominating Committee.
- f. Attends all National WCR meetings and serves as a voting member of the National Governing Board.
- g. Communicates all correspondence and materials received from National WCR office, including National Meeting reports, and keeps the State Officers and Committee Chairmen informed of communications that are applicable to their jobs throughout the year.

- h. Organizes the year as outlined in the LPPM.
 - i. Furnishes each Officer and Chairman copies of the Bylaws and Standing Rules, and a copy of their duties as outlined in the LPPM.
 - j. Presents Nominating Committee report in writing to the general membership at least thirty (30) days before the election meeting.
 - k. Sends Certificate for voting Delegates to each Local Chapter President after receipt of the most recent National Membership report.
 - l. Notifies each Local Chapter President of the voting procedures, of the number of Voting Delegates and Alternates authorized for their Chapter, and of the deadline for Credentials to be returned to the Credentials Chairman.
 - m. Provides the chapter financial institution, not later than December 15 of the year preceding their term of office, all information required to be a signatory for The Chapter accounts.
 - n. Signs the prepared tax return for the year served as President.
 - o. Assigns Executive Officers as liaisons to Standing and Special Committees.
2. President-elect
- a. In the absence of the President, presides at all meetings and performs the necessary duties of the office.
 - b. In the event of the death, disability, removal from office or resignation of the President, succeeds to the Presidency.
 - c. Makes recommendations to the President for Vice Chairmen of all the Committees.
 - d. Organizes the Officer's Training and the Annual Membership Orientation.
 - e. Assists the President as needed.
 - f. Provides the chapter financial institution, not later than December 15 of the year preceding their term of office, all information required to be a signatory for The Chapter accounts.
 - g. Requests and receives Local Chapters' announcement of meeting topics, Bylaws, Standing Rules and organization chart from Local Chapter Presidents-Elect and uploads to Local Chapter folders in the State online storage file.
 - h. Monitors status of Local Chapter uploads to chapter folders in State online storage file of Monthly Programs for Business Resource Meetings (Annual Report).
 - i. Submit their hotel contract and budget for orientation to the Budget and Finance Committee no later than January 15th for review and approval before the State Chapter President signs the contract
3. Treasurer
- a. In the absence of the President and President Elect, presides at meetings.
 - b. Pays, in accordance with the procedures outlined herein, only the items adopted in the budget.
 - c. Maintains accurate records of all receipts and disbursements.
 - d. Disburses funds only when a statement has been received.
 - e. Provides the chapter financial institution, not later than December 15 of the year preceding their term of office, all information required to be a signatory for The Chapter accounts.
 - f. Prepares a financial report for each Chapter and Governing Board meeting plus a monthly update to the Executive Committee.
 - g. Submits the books to the Audit Committee by mid January of the following year.
 - h. Deposits in the Chapter Account(s) all monies received by The Chapter.
 - i. Maintains three (3) reserve accounts to be called General Reserve, Education Reserve, and the National Reserve, and provides monthly investment report to the Investment Committee Chair.
 - j. Deposits into the Reserve Accounts the amounts of money specified in the Standing Rules.

- k. All monies collected by any member of The Chapter shall be turned over to the Treasurer within seven (7) calendar days of receipt, and shall be deposited by the Treasurer within five (5) business days thereafter.
 - l. Prepares and submits all registration forms for the Executive Committee for required district, state, regional and national meetings.
 - m. Initiates the process of changing signatories for The Chapter accounts and credit cards by providing the required information to the financial institution not later than December 15th.
 - n. Maintains The Chapter Equipment: laptop computer, software, printer, projector and case.
 - o. Serves as a member of the Ways and Means Committee.
 - p. Serves as a member of the Finance and Budget Committee.
 - q. At State and National meetings deposits all cash, checks and credit card receipts in the hotel safe immediately following each event. Amounts to be receipted by the Treasurer and verified by another Executive Officer.
 - r. Verifies by May 30th the timely submission of each local chapter's tax return.
 - s. Maintains financial records on an online accounting system
 - t. Requests and receives Local Chapters' approved budget, 990 Tax Returns (or verification of submittal), Franchise Tax Return, Sales Tax Return and Tax Exemption Letter from Local Chapter Treasurers and uploads to Local Chapter folder in the State online storage file.
 - u. Conducts training on "budgets" in January (online) for Governors and District Vice Presidents.
4. Secretary
- a. Takes the minutes at Chapter, Governing Board and Executive Committee meetings, keeping accurate record of all motions made and their disposition.
 - b. In the absence of the President, President-Elect and Treasurer, presides at meetings and appoints another member to take the minutes of that meeting.
 - c. After meetings, reviews motions passed and brings to the attention of the President actions required and any motions that necessitate Bylaws or Standing Rule changes.
 - d. Maintains the original Chapter minutes, with attachments, in the Chapter Minutes Book and, within 30 calendar days of meetings, mails one copy to each State and National Officer serving The Chapter. Arranges for publication of the minutes on The Chapter website.
 - e. Submits to National WCR and TAR the names, addresses and telephone numbers of newly elected Officers immediately after their election; and during the year, submits any changes to this information.
 - f. Notifies National WCR of any change in the amount of State dues.
 - g. Maintains possession of the Chapter Banners, Signs and Posters.
 - h. Communicates monthly, or as directed by the President, with the Governors and Texas District Vice Presidents by e-mail and phone.
 - i. Maintains the record of state officer quarterly reports, and the officers' attendance at all required meetings.
 - j. Sets up and maintains online storage files for state and local chapter documents
 - k. Revises the Standing Rules according to approved motions from Governing Board Meetings.
 - l. Notifies all recipients of Past President's Scholarships immediately after the names have been provided from Past President's Committee as to the time frame for use of the Scholarship and their award.
 - m. Requests and receives Local Chapter Governing Board and Business Resource Approved Minutes from Local Chapter Secretaries and uploads to State online storage files.
5. Governor

- a. Reports to State President.
- b. Acts as “Team Leader” of their assigned Area with TDVPs and State Coordinators as Team Members.
- c. Identifies the strengths of each team member and coordinates assignments based on those strengths.
- d. Assists CATT and Executive in revising/updating and/or creating materials and templates for Local Chapters as well as Local Chapter Leadership Orientation(s) and Leadership Academy.
- e. Works with the Texas District Vice Presidents to visit Local Chapters and conduct, or assist with, Local Chapter Leadership Orientation (including Chapter Committee Chairs), including the “newly elected” Local Chapter Officers for the following year.
- f. Attends initial mandatory CATT training/retreat before becoming involved with the Local Chapters.
- g. Attends mandatory CATT training/retreats on a quarterly basis; schedule to be determined by Executive and CATT.
- h. Attends mandatory training on “Budgets” with the State Treasurer in January (actual schedule to be determined by State Treasurer).
- i. Provides field training and support to Local Chapters.
- j. Assists CATT and Executive in identifying members with ability to travel and provide field support as potential members of the CATT traveling team.
- k. Serves as a resource to enable Local Chapters to provide consistent value to their members.
- l. Is proficient at navigating both State and National websites.
- m. Communicates the availability of information, tools and templates, both State and National, to Local Chapter Leadership and train the Chapter Leaders how to understand and find them on State and National websites.
- n. Assists Executive in identifying future leadership talent.
- o. Assists Executive in identifying training courses needed by members, including the Leadership Academy.
- p. Assists Executive in developing a mentor support system.
- q. Works in conjunction with Executive and District Vice Presidents in planning a Mega District Meeting for all Local Chapters.
- r. Trains and/or facilitates activities at the Mega District Meeting.
- s. Submits timely reports and/or articles to Executive:
 - Reports per Governor Reporting Requirements
 - February State Meeting – article required within 30-days
 - May National Meeting – article required within 30-days
 - District Meeting – report and/or article required within 30-days
 - September State Meeting – article required within 30-days
 - November National Conference – article required within 30-days
 - Local Chapter Training – report due within 2-weeks
 - Local Chapter Visit(s) – report due within 2-weeks
- t. Submits a written report on Local Chapter Training and Local Chapter Visits for their assigned chapters to the State Executive Line, CATT Chair and District Vice Presidents in their area. Report requirements are determined by Executive.
- u. Expense reimbursements will be tied to timely reports and/or articles as stated in paragraph above.
- v. Promotes, attends and participates at all National, Regional and State Meetings/Programs as well as the State District meeting.
- w. Serves on and is a voting member of the National and State Governing Boards.
- x. Serves on and is a voting member of the Regional Committee at both National Meetings.
- y. Visits each of the assigned Local Chapters at a minimum of at least once in the year prior to August 31st.
- z. Analyzes the needs of each Local Chapter in their area and determines how the State Chapter can assist with improving their performance.

- aa. Articulates to Local Chapter Leaders how the Business Plan benefits the Local Chapter and helps them develop and implement their Business Plan for a successful year.
 - bb. Attends and participates at the State Membership Orientation after being elected to office (Note: unless Governor is a “current” state officer, the cost to attend this meeting is at “newly elected Governor’s” expense).
 - cc. Encourages the Local Chapter Leadership/Membership to get involved at TAR and NAR and participate after the WCR function/meetings have concluded.
 - dd. Promotes the use of the National Leadership Policy and Procedure Manual and provides the link for the Policy and Procedure Manual to all members of the Local Chapter Leadership Team.
 - ee. Encourages Local Chapter leadership in their areas to attend and participate at other chapter meetings and functions.
 - ff. Performs other duties as may be assigned by the President and Executive Committee.
6. Texas District Vice-President (TDVP)
- a. Reports to the State President.
 - b. Is a “Team Member”, along with the State Coordinator in their assigned Area, with the Area Governor as “Team Leader”.
 - c. Assists CATT and Executive in revising/updating and/or creating materials and templates for Local Chapters as well as Local Chapter Leadership Orientation(s).
 - d. Works with the Area Governor to visit Local Chapters and conduct, or assist with, Local Chapter Leadership Orientation (including Chapter Committee Chairs), including the “newly elected” Local Chapter Officers for the following year.
 - e. Attends initial mandatory CATT training/retreat before becoming involved with the Local Chapters.
 - f. Attends mandatory CATT training/retreats on a quarterly basis; schedule to be determined by Executive and CATT.
 - g. Attends mandatory training on “Finances” with Texas State Treasurer in January (actual schedule to be determined by State Treasurer).
 - h. Works with the Local Chapter(s) Ways & Means Chair in their assigned area on how to hold and plan successful fundraisers that are consistent with their Local Chapter Budget.
 - i. Provides field training and support to Local Chapters’ Committees, in conjunction with Area Governor.
 - j. Works with the State Membership Chair to plan and implement the State Membership Contest
 - k. Works closely with Local Chapter Vice President of Membership (VPM) or Membership Marketing Chair (MMC) and their committees to help Local Chapters successfully recruit and retain members.
 - l. Assists Local Chapter VPM or MMC to create a National REALTOR®/National Affiliate Membership Application Form and a Local Affiliate Membership Form utilizing the State template.
 - m. Assists Local Chapter VPM or MMC with any issues with WCR National regarding membership applications (wrong/no NRDS number; invalid/declined credit cards; insufficient checks, etc.).
 - n. In conjunction with the Area Governor, serves as a resource to enable Local Chapters to provide consistent value to their members.
 - o. Assists CATT and Executive, in conjunction with the Area Governor, in identifying members with ability to travel and provide field support as potential members of the CATT traveling team.
 - p. Be proficient at navigating both State and National website.
 - q. In conjunction with the Area Governor, communicates the availability of information, tools and templates, both State and National, to Local Chapter Leadership/Committees and train the Chapter Leaders/Committees how to understand and find them on State and National websites.
 - r. Assists Executive, in conjunction with the Area Governor, in identifying future leadership talent
 - s. Assists Executive, in conjunction with the Area Governor, in identifying training courses needed by members, including the Leadership Academy.
 - t. Assists Executive, in conjunction with the Area Governor, in developing a mentor support system
 - u. Works in conjunction with Executive and Governors in planning a Mega District Meeting for all Local Chapters.
 - v. In conjunction with Governors, trains and/or facilitates activities at the Mega District Meeting.
 - w. Submits timely, written reports and/or articles to Executive and Area Governor:
 - Reports per Texas District Vice President Reporting Requirements (determined by Executive)
 - February State Meeting – article required within 30-days

- District Meeting – report and/or article required within 30-days
 - September State Meeting – article required within 30-day
 - Local Chapter Training – report due within 2-weeks of training
 - Local Chapter Visit(s) – report due within 2-weeks of visit
- x. Expense reimbursements will be tied to timely reports and/or articles as stated in paragraph above.
 - y. Promotes, attends and participates at all State Meetings/Programs as well as the State District meeting.
 - z. Serves on and is a voting member of the State Governing Board.
 - aa. In conjunction with the Area Governor, analyzes the needs of each Local Chapter in their area and determines how the State Chapter can assist with improving their performance.
 - bb. In conjunction with the Area Governor, articulates to Local Chapter Leaders how the Business Plan benefits the Local Chapter and assists them to develop and implement their Business Plan for a successful year.
 - cc. Attends and participates at the State Membership Orientation after being elected to office (Note: unless TDVP is a “current” state officer, the cost to attend this meeting is at “newly elected TDVP’s” expense).
 - dd. Encourages the Local Chapter Leadership/Membership to get involved at TAR and NAR and participate after the WCR function/meetings have concluded.
 - ee. Promotes the use of the National Leadership Policy and Procedure Manual
 - ff. Encourages Local Chapter Leadership/committee chairs in their areas to attend and participate at other chapter meetings and functions.
 - gg. Performs other duties as may be assigned by the President and Executive Committee.

B. Executive Committee

1. The President serves as Chairman of the Executive Committee which consists of the President, President-elect, Treasurer, Secretary and Immediate Past President. The Parliamentarian serves in an advisory capacity.
2. Meets at least three times a year and additionally at the call of the President or upon request of any three of its members.
3. Conducts the necessary business of the State Chapter between Board meetings in accordance with Governing Board’s approval.
4. Three members of the Executive Committee shall constitute a quorum.
5. Develops new programs and reviews existing ones for the purpose of better serving the Membership on all levels.
6. Establishes the Area and District boundaries.
7. Submits to the Technology Committee all information or systems, related to Chapter development and/or training to be posted to the State Chapter website within 30 days of receipt.

C. State Coordinators

1. This position shall be a “Beta Test” for a maximum 2-year period beginning February 2014
2. Members are appointed by the State President
3. Qualifications: Should be detail oriented, be able to meet deadlines and objectives in addition to the following experience: (a) have held membership in the Chapter for at least two years; (b) have served as a Local Chapter President; (c) be an Active member in good standing at the time of the appointment; (d) have attended at least 2 of the last 4 State Meetings.
4. Job Description
 - a. Reports to the Team Leader
 - b. Is a Team Member of their assigned Area with the Governor as “Team Leader”.
 - c. Is proficient about Chapter websites provided by National.
 - d. Assists Chapters to set-up the Chapter websites in their assigned area.
 - e. Ensures Local Chapter Officer Photos are on their assigned Chapter websites by January 31.

- f. Ensures Business Resource Meeting Dates/Calendar are on their assigned Chapter websites by January 31.
- g. Ensures Local Chapter “events” are on their assigned Chapter websites.
- h. Reminds Local Chapters of quarterly Newsletter deadlines.
- i. At the direction of Area Governor, works with Local Chapter Leadership to understand how to find information, tools and templates on State and National websites.
- j. Provides and communicates the need for and use of “key message template(s)” to Local Chapter Presidents.
- k. Makes sure Chapter Leadership is aware of recently developed Frequently Asked Questions (FAQ) sheet “Did You Know”.
- l. Identifies media venues and newsworthy items for each Local Chapter.
- m. Obtains Number of Attendees and Names attending TAR/WCR Winter Meeting in Austin, Texas and submits to Executive, Governors and TDVPs no later than January 31.
- n. Obtains Number of Attendees and Names attending WCR/NAR National Meeting in Washington, DC and submit to Executive and Governors no later than May 1.
- o. Obtains Number of Attendees and Names attending TAR/WCR Annual Meeting in September and submits to Executive, Governors and TDVPs no later than August 29.
- p. Obtains Number of Attendees and Names attending WCR/NAR National Conference and submits to Executive, Governors and TDVPs .
- q. Collects Chapter Officer Names/contact information and submits to Executive by September 15.
- r. Beginning October 1st, reminds Chapter Leadership that new Officer Name/contact information is to be submitted to WCR National BY November 1.
- s. Beginning October 1st, reminds Chapter Leadership that Entrepreneur of the Year winner’s name and nomination form are due to National BY December 1.
- t. Submits timely reports to Executive, Governors and Texas District Vice Presidents (report requirements will be determined by Executive).
- u. Performs other duties as may be assigned by the President and Executive Committee.

D. Presidential Advisor(s)
This(these) position(s) is(are) appointed and given duties as required by the President

E. Standing Committees
All Committee Chairmen for the upcoming year are to be approved at the Fall meeting. All Committee Chairmen shall give a report at the Governing Board Meeting as necessary. A copy of this report shall be submitted to the President two weeks prior to the meeting. A copy of the year-end report and any Committee materials shall be passed to the incoming Chairman.

Incoming Chairmen shall notify the President of the names of members who will serve on the Committee.

- 1. Bylaws
 - a. Reviews Bylaws and revises them as needed or as directed by the National WCR office or by the State Governing Board.
 - b. Submits any proposed changes of the Bylaws to the Executive Committee for approval.
 - c. Submits any proposed changes to the Standing Rules to the Executive Committee and Governing Board for approval.
 - d. Reviews and revises the Standing Rules and ensures that these are presented for approval at the Spring Meeting, or at the Fall Meeting if changes have been received.
 - e. Works closely with the Parliamentarian.

2. Education/Programs
 - a. Plans and develops programs for State Chapter meetings consistent with the needs of the membership.
 - b. Coordinates programs with TAR as appropriate.
 - c. Informs members of and encourages participation in other educational opportunities including PMN courses, TAR offerings, etc.
 - d. Includes Local Chapter Education Chairmen as members of this Committee.
 - e. Chairman should attend the TAR Professional Development Committee meeting(s).

3. Finance and Budget
 - a. Prepares the annual budget to present for approval at the State Governing Board meeting.
 - b. Reviews the budget and actual expenditures with the Executive Committee as needed or as called by the President.
 - c. Committee Members to include Chair, Vice Chair, appointed Past State President, appointed Local Chapter President, income producing Committee Chairs (Investments, Technology, Ways & Means, Strategic Partners, Membership and Education), and members of the Executive Committee.

4. Marketing
 - a. Develops and/or edits State Brochures, marketing pieces, templates and/or flyers at the direction of Executive.
 - c. Other duties as may be assigned by Executive.

5. Membership
 - a. Plans and develops membership drives to help Local Chapter recruit new members.
 - b. Plans and develops recognition programs as a retention tool for Local Chapters.
 - c. Includes all Local Chapter Presidents, Texas District Vice Presidents and Governors as members of this Committee.

6. National Focus
 - a. Consists of four Past State Presidents, Regional Vice President whenever the Regional Vice President is from Texas, the Chapter Assistance Training Team Chair and four General Members who have attended a minimum of 3 of the last 4 State Meetings and a minimum of 1 of the last 3 National Women's Council meetings, as well as any member(s) serving on the National Executive Committee. The Chapter Assistance Training Team Chair will count as either one of the Past Presidents or one of the General Members depending on which category they are actually part of.
 - b. All members serve two year staggered terms, except the Chapter Assistance Training Team Chair, Regional Vice President and National Executive Committee member(s) who shall only serve in the year(s) they hold these positions.
 - c. The Incoming State President shall appoint two qualified Past Presidents, and two qualified General Members to serve on the following year's committee. The newly-elected President-Elect shall then designate a Vice Chair from all qualified appointees (per paragraph d below) immediately following the election.
 - d. Chair and Vice Chair must have served as National Regional Vice President and attended a minimum of 1 of the last 2 State Leadership Orientation Meetings.
 - e. Is responsible for identifying, developing and positioning qualified members for leadership roles at all levels of the organization, including identifying and submitting member resumes to National for consideration for National opportunities and appointments.
 - f. Identifies 4-members and submits those names to State Newsletter Chair to be spotlighted in the State newsletter, one per quarter. Active Realtor Emerging Leaders

nominated to be featured, should have a combination of the following State (TAR or WCR) service: Vice Chair or Chair of State Committees or TDVP or Governor or active on State Committees or engaged in all facets of the real estate industry or equivalent leadership experience.

- g. Reviews and approves all annually budgeted funding and expenditures prior to reimbursement by the State Treasurer for: Council National Officer candidates – including campaign expenses, members serving as presenters, facilitators, instructors, those appointed or elected to National Board, Committees, Work Groups or Strategic Forums.
- h. Chairman serves as a voting member of the Nominating Committee to provide information on emerging leaders. Vice Chair may also attend Nominating Committee to provide candidate information but is not a voting member.
- i. Any member considering a National elected position is requested to first interview with the National Focus Committee and request State support prior to announcing candidacy.
- j. All members receiving funding from the National Focus budget shall submit a written report to Executive Committee and to the Chair of the National Focus Committee within 2-weeks of any National meeting attended. (Effective 2015)
- k. *National Focus Candidate Qualifications: Members being considered for National Executive Officer should have a significant combination of the following experience: (1) have completed term as Local Chapter President; (2) have completed term as (2) State Chapter Executive Officer; (3) have completed term as State Governor and preferably served as Regional Vice President; (4) have had multiple appointments to local and State committees; (5) have had multiple appointments to National Committees; including Chairman and Vice Chair positions, (6) have served on the National Nominating Committee and/or the National Executive Committee.*
- l. *National Focus Committee Chair to be funded from the Texas National Future Leadership Account rather than the State budget.*

7.Nominating

Four (4) members plus the Chairman must be present at meetings of the Committee which can be conducted via a face-to-face meeting or through teleconference.

- a. Meets prior to the Fall Meeting to select one candidate for each elective State and National office.
 - b. The deadline for nominations shall be no later than 45 days prior to The Fall Meeting.
 - c. The Chairman shall 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. It is suggested the application form from WCR National be used, or modified for use, by the Chapter. 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.
 - d. The Chairman shall present a written report of the names of the nominees along with the signed Consent to serve forms to the President. No name shall be published on the slate unless the signed form has been received by the Chairman.
 - e. Members of the Nominating Committee cannot serve consecutive terms.
 - f. Nominating Chair shall seek input regarding candidates from the State President, Governors, District Vice Presidents and Chapter Assistance Training Team Chair.
8. Strategic Planning
- a. The members of this Committee shall be as prescribed in the Bylaws and they shall be elected at the Fall Meeting each year to serve the following year beginning in 2002.
 - b. Slated Officers shall be invited to attend the Strategic Planning meeting.
 - c. The Committee shall meet at times and places coordinated by the Chairman and the

Executive Committee prior to the Leadership/Membership Orientation.

F. Special Committees

1. Affiliate Member of the Year
 - a. Annually selects an Affiliate Member of the Year no later than 30 days prior to the State Awards Presentation.
 - b. The Chairman shall be the most recent award recipient willing and able to serve. The balance of the Committee shall be made up of One Past President, One governor, One Texas District Vice President and one Local Chapter President, who are appointed by the president.
 - c. The Chapter will honor the recipient at the State Awards Presentation.
 - d. Gift to be as follows: \$100.00 allotment for a plaque; reimbursement of current year's dues; provide pin, 2 guest lunch tickets and remainder in gift card. The recipient will be recognized at the Winter Meeting.

2. Chapter Assistance Training Team (CATT)

The Chapter Assistance Training Team is comprised of Governors, District Vice Presidents and volunteer members who demonstrate specialized knowledge and skills and are willing to utilize these skills to assist Local Chapters. Volunteer Members are appointed by the Chapter Assistance Training Team Chair and approved by the State President. The Chair will be appointed by the State President.

- A. Chairman Qualifications: (In addition to the listed Committee Qualifications)
 1. Must have served as Local Chapter President.
 2. Must have served on the Chapter Assistance Training Team for a minimum of two years.
 - B. Committee Qualifications: Members serving should have a significant combination of the following experience.
 1. WCR Member for 5+ years.
 2. Served on Local and State Committees.
 3. Served as an Officer on Local level.
 4. Served as a Committee Chair or Officer on State level.
 5. Has been active at the National level.
 6. Must have attended 3 out of 4 past State Meetings in the last 2 years
 7. Must demonstrate the ability to effectively present expertise in a specialty area needed by Local Chapters, as designated by the Chapter Assistance Training Team Chair.
 - C. Duties
 1. Works as an emergency response team at the request from Executive Team to help with issues at local chapter level and follow up and evaluate afterwards
 2. Provides guidance and training for Governors and TDVPs (i.e., work with Local Chapters on using an Organizational Chart, Federal Taxes (IRS), Business Plan, Profit and Loss Budget Review, Audit Procedures, Time Savers for Meetings, Governing Board Agenda, Programs, New Member Orientation, Strategic Partners, Governing Board Minutes, Standing Rules and Protocol
 3. Any other duties that may be assigned by State President and Executive Team
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3. Communications
 - a. Sends emails to membership at the direction of the President.
 - b. Sends surveys to membership at the direction of the President.
 - c. Maintains the Chapter Facebook Page.
 - d. Posts messages, photos, flyers, etc. to Facebook or other social media at the direction of the President.

- e. Monitors social media of Local Chapters to ensure they are in compliance with National and State guidelines.
 - f. Broadcasts messages via various media tools at the direction of the President.
4. Credentials
- a. Maintains and updates Credential Manual(s) as needed.
 - b. Prepares for voting at 2-State Meetings in accordance with Credential Manuals(s) and is overseen by the State President.
 - c. Members shall not serve on both the Nominating Committee and Credentials Committee in the same year.
5. Entrepreneur of the Year
- a. Annually selects an Entrepreneur of the Year with award recipient's name to be submitted to national by December 1st.
 - b. The State Committee will be comprised of two LCP's from each district and will be chaired by the most immediate past State President willing and able to serve.
 - c. No local chapter will be represented on the committee two years in a row.
 - d. Criteria for selection shall be outlined in the LPPM.
 - e. Gift to be as follows: \$100.00 allotment for a plaque; reimbursement of current year's dues; provide pin, 2 guest lunch tickets and remainder in gift card. The recipient will be recognized at the Winter Meeting.
6. Historian
- a. Collects photographs, articles and news releases of the Chapter activities and achievements and prepares a book to present to the President
 - b. Takes pictures at all State Meetings and Events and makes available on State's utilized online system.
7. Hospitality
- a. Provides information about the Convention City for the attendees.
 - b. Assists the Credentials Committee, Education/Program Committee, Ways & Means Committee and Orientation Committee with execution of their duties at the State Meetings
 - c. Other duties as may be required by the State President (i.e. Awards Luncheon, District Meeting, etc.)
8. Investment Committee
- a. Reviews the ongoing status of the Chapter's various investment accounts and makes any needed recommendations for changes to the investment policies to ensure the best use and protection of the membership's money.
 - b. The Investment Committee shall consist of the following: Executive Committee, Chair appointed by the State President, Vice Chair appointed by the State President-Elect, Chair and Vice Chair of the Finance & Budget Committee, 1-Past State President appointed by the State President, 1-Local Chapter President appointed by the State President and 2-General Members appointed by the State President.
9. Member of the Year
- a. Annually selects the Member of the Year no later than 30 days prior to the State Awards Presentation.
 - b. The Chairman shall be the most recent award recipient willing and Able to serve. The balance of the Committee shall be made up of one Governor, one Texas District Vice President, and one Local Chapter President, who are appointed by the President.
 - c. The Chapter shall honor the recipient at the State Awards Presentation.
 - d. Criteria for selection shall be as outlined in the LPPM.

- e. Gift to be as follows: \$100.00 allotment for a plaque; reimbursement of current year's dues; provide pin, 2 guest lunch tickets and remainder in gift card. The recipient will be recognized at the Winter Meeting.
10. Newsletter
- a. Prepares a quarterly newsletter about State and National activities and distributes to the membership through Technology Committee, after approval of the President.
 - b. "Community Leadership Award" applications will be sent by the committee chair to the Communications Committee Chair to e-blast to membership. Newsletter Committee to choose four leaders to spotlight, one each quarter in the newsletter and on website. Guidelines for "Community Leadership Award" are as follows: (1) Nominees must be a member of National Women's Council of REALTORS® for a minimum of one (1) year; (2) Nominees should have contributed to a program that improves the livability of a local community. Those activities are not limited to real estate or housing issues; (3) Nominees should have made a significant contribution of personal time; and (4) The Award is intended to recognize individual contributions, not association or company-wide efforts.
 - d. Requests, from the Past Presidents Committee, 4-Past State Presidents to be spotlighted, one each quarter in the newsletter and on website.
11. Past Presidents
- a. Assists the President on any project(s) as needed.
 - b. Serves as an advisory and consulting group.
 - c. Include names of scholarship recipients in report given to state secretary at Governing Board meeting.
 - d. Submits 4-Past State Presidents to Executive to be spotlighted, quarterly, in the newsletter and on website.
12. Public Relations
- a. Communicates information to other real estate professionals and the community, about any significant events pertaining to WCR and its members in order to enhance the WCR brand, at the direction of the President
 - b. Communicates information by press releases, press kits, online newsletters, blogs, social media, videos, publicity events, internal communication, at conferences and meetings, and other means deemed appropriate.
 - d. Assists in identifying target audiences and means of communication that is relevant to those audiences to promote information sharing, spread information about WCR and its members and expose the real estate community to the objectives and workings of WCR.
 - e. Promotes communications outside of the WCR organization, at the direction of the President, to enhance the way WCR is perceived, to build and maintain professional relationships and promote the WCR brand.
 - f. All content shall be submitted to Executive Committee for approval prior to distribution.
13. Strategic Partners
- a. Secures advertisers to help defray State Chapter costs.
 - b. Responsible for maintaining contact with Strategic Partners throughout the year to foster positive long term relationships. Contacts Strategic Partners prior to each State meeting and/or event to determine who and how many representatives will be attending and/or speaking on behalf of the company, determines tickets needed and provides Executive with the information
 - c. Handles the reserved or special seating for Strategic Partners at State meetings and events
 - d. Introduces Strategic Partners at State meetings and events
 - e. Assists the incoming State President with updates to the Strategic Partner

Levels and Opportunities Packages as requested

14. Technology
 - a. Responsible for income producing project to meet or exceed budget revenue.
 - b. Maintains the Chapter website: www.wcrtexas.org.
 - c. Promotes the use of www.wcrtexas.org.
 - d. Posts and updates tools and resources on website.
 - e. Posts or creates links to the website of all tools and resources available through the State Chapter, National website and Leadership Policy & Procedure Manual as directed by Executive.
 - f. Assists other committees in creating online templates as needed.
 - g. Evaluates ways technology could increase operating efficiency and prioritizes changes needed.
 - h. Solicits member profiles to enhance member to member referrals.

15. Ways and Means
 - a. Plans and implements programs to raise non-dues income for the State Chapter.
 - b. Submits a proposed budget for fund raisers to the Treasurer and processes all monies raised through the Treasurer (NO SEPARATE ACCOUNTS).
 - c. Includes all LCPs, all Local Ways and Means Chairmen and all TDVP's as members of this Committee.

G. Parliamentarian

1. Is an office appointed by the President.
2. Assists the President in preparing the agenda for each Governing Board and Regular Chapter meeting, assists with State Bylaws and Standing Rules changes and is present for Executive Committee calls and Executive meetings.
3. Is seated near the President at each meeting to advise and assist them as necessary.
4. Is a member of the State Bylaws Committee.

VI. MEMBERSHIP -- New Chapters

- A. Upon receipt of a request for a new Chapter, the State President shall decide which Governor(s) should help form the Chapter based on accessibility, time and proximity. The President shall notify the Governor to assist in setting up the meetings.

- A. New Chapters shall be formed by the Governor(s) in conjunction with the State President. Past Presidents may be asked for assistance to help organize a meeting for prospective Chapters.

- C. Once a New Chapter has been approved by National, a training session directed by the Chapter Assistance Training Team will be completed within 30-days. Training to include all Business Planning, budget, value package, organization chart, building committees and any procedures of structure needed. All Local Chapter officers should participate in this training.

VII. EXPENSE REIMBURSEMENT

- A. Budgeted travel expenses will include early registration, transportation (lowest airfare available or 40.0 cents per mile for authorized travel), room based on double occupancy and ticketed meals for WCR events only but will not be reimbursed without proper receipts (i.e. originals of airline tickets and hotel bills, etc.). Hotel reimbursement is for conference dates only; extra days before or after the conference regardless of the reason will not be reimbursed. To be considered for reimbursement all reports and receipts must be received by the Treasurer no later than December 15th. Each receipt must include notations to identify the individual requesting reimbursement, their position and the meeting attended.

- B. Payment of budgeted expenses shall be contingent upon the **TIMELY FILING OF REQUIRED REPORTS** and shall be prorated if an Officer fails to attend the required State and National meetings or does not fulfill their duties as outlined in the Bylaws and LPPM.
1. President, President-elect, Secretary, Treasurer, Past President and National Focus Participant
 - a. Each officer and National Focus Participant will be reimbursed in accordance with the annual amount budgeted and approved by the membership and is encouraged to attend State, District, Regional and National Meetings.
 - b. The President is encouraged to visit as many Local Chapters as possible and/or at the invitation of the Local Chapter.
 2. Governor

Will receive reimbursement up to the amount budgeted each year based on the following guidelines (partial reimbursement may be paid after June 30 depending on duties completed):

 - a. Attends all National WCR meetings and the Regional Conference. (20%)
 - b. Attends all State WCR meetings including the District Meeting and the Membership Orientation held prior to the year of service. (20%)
 - c. Visits and conducts training with each of the assigned Chapters (20%)
 - d. Sends a written report to each member of the State Executive Committee within the two week period following the visit to each designated Local Chapter. Notify the State President immediately if any Local Chapter is experiencing problems. (20%)
 - e. Submits complete written reports and/or articles in accordance with Governor Report Requirements to the State Executive Committee within the assigned deadline. (20%)
 3. Texas District Vice President

Will receive reimbursement up to the amount budgeted each year based on the following guidelines (partial reimbursement may be paid after June 30 depending on duties completed):

 - a. Assists State Officers with keeping Local Chapters informed on all issues which may include planning and conducting an Orientation with the Local Chapters in their District (20%)
 - b. Attends all State WCR Meetings, to include the Membership Orientation held prior to the year of service, District Meeting and Regional Conference. (35%)
 - c. Submits complete written reports and/or articles in accordance with District Vice President Report Requirements to each member of the State Executive Committee and to each Governor within the assigned deadline. (35%)
 - d. Conducts training with each assigned Chapter Vice President of Membership or Membership Marketing Chair and Chapter committees (10%).
 4. National Participant
 - a. Any member serving at the National level as Chairman, Vice Chairman, or as a member of the Executive Committee, Strategic Forums, Work Groups, Task Force or Presenter may be eligible for partial reimbursement of their expenses provided they sign a Funding Disclosure stating they are not receiving full or partial reimbursement from additional sources including reimbursement or partial reimbursement from the State Chapter, their Local Chapter, Local Board or Association, TAR, NAR or their company/employer.
 - b. Will receive reimbursement for hotel based on double occupancy, early airfare and early registration fees only, not to exceed the total amount approved annually in the budget by the National Focus Committee and the Governing Board. National Focus Chairs shall have an individual allocation and Vice Chair, other committee members and/or presenters at a National meeting shall share equally in the total amount annually allocated for this purpose.

- c. Funds to be disbursed after attendance to a National meeting and at the direction of the National Focus Committee. Proper receipts and request for reimbursement must be sent to the State Chapter treasurer no later than July 15th for the May Mid-Year Meeting and December 15th for the November National Conference.
 - d. The funds will come from the National Future Leadership Reserve Campaign and Support sub account.
5. National Officers and National Officer Candidates
- a. Should any National Officer be invited by the President to a State meeting they will be reimbursed for airfare, registration and one night's lodging (to include meals) out of the proceeds/budget of that event budget.
 - b. Should any National Officer be invited by the President-elect to the Membership Orientation (MO) they will be reimbursed for their transportation, registration, lodging and meals during the course of event out of the proceeds/budget of the MO.
 - c. Campaign Expenses, not to exceed \$5000 per year will be allocated to approved national candidates from the National Future Leadership Fund, over and above any donations/sponsorships received on behalf of the candidate.

C. Committee Expense Reimbursement

- 1. Expenses related to Committee Meetings and supplies for their meetings shall be reimbursed according to yearly budget amounts, with prior approval from Executive Committee.
- 2. To be considered for reimbursement all approved receipts must be received by the Treasurer no later than December 15th. Each receipt must include notations to identify the individual requesting reimbursement, their position and the meeting to which the expenses relate.

VIII. HONORARIUMS

A. Past Presidents

- 1. The State Chapter will honor all National Presidents from the State of Texas with a scholarship presented every year in each of their names.
 - a. Three Past President's Scholarships will be presented at the February Awards Luncheon and included in the committee report submitted.
 - i. These three scholarships are to be used for any NAR or WCR recognized designation or certification up to \$250 to offset the cost of the course(s) taken.
 - ii. Once the course is completed, a copy of the receipt of registration as well as a copy of the certificate of completion is to be submitted to the State Treasurer.
 - b. At the September meeting four additional Scholarships will be presented in honor of Lois Hair Bernays, Artha Garza, Vera McCarty and Ebby Halliday.
 - i. These four scholarships are to be used for any NAR or WCR recognized designation or certification as well as for State Orientation, Leadership Academy, state or national Women's Council meeting up to \$250.
 - ii. September recipients will be reimbursed once the course or attendance at State Orientation, WCR National Leadership Academy, State or National Women's Council meeting, Texas REALTOR Leadership Program (TRLP) or National Association of REALTORS® Leadership Program is completed and documentation is provided to the State Treasurer
 - c. These are not strictly "needs" based scholarships, but are offered to encourage every member to work toward their professional designations or to offset the expense of attending a state or national Women's Council meeting.

- d. Scholarship recipients have one year from the date of Award to use the Scholarship and submit all back up documentation to the State Treasurer for reimbursement
 - e. Scholarship recipients can be awarded only one Scholarship within a twenty-four month period
 - f. Scholarship is non-transferrable
 - g. Funds not used for Scholarships from the Scholarship Fund are to be transferred into the Education Reserve Fund at end of year for future use
- 2, In the event of the death of a Past Texas State President, the State Chapter will spend up to \$200 for a spray to include yellow roses.

B. MEMBERSHIP

In the event of the death of any current State Officer or their immediate family, Past President's immediate family, and current and past Member of the Year, Affiliate of the Year and Entrepreneur of the Year, the State Chapter will spend up to \$100 for flowers.