



TEXAS STATE NETWORK  
WOMEN'S COUNCIL OF REALTORS®

***Approved: September 8, 2018***

I. MEETINGS

A. Governing Board Meetings

1. Regular Meetings are combined with Governing Board Meetings and shall be held twice yearly in conjunction with the Texas Association of REALTORS® meetings.
2. 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. 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 Network 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

Annual Elections of the following years Officers shall be held during the Texas Association of REALTORS→ Fall Meeting.

### A. Executive Officer Qualification

Members nominated for executive office, should have a significant combination of the following experiences: (1) have held membership in The Network 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 President or a Member at Large and either District Vice President or Governor; (5) have the Performance Management Network 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 Network 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 President or as a Member at Large; (5) Be a candidate for or hold the Performance Management Network 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. District Vice-President Qualification

Members nominated for District Vice President should have a significant combination of following experience: (1) have held membership in The Network 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 President or as a Member at Large; (5) be a candidate for or hold the Performance Network Management 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 Network shall maintain 2 (two) General Checking Accounts. One account is for "Odd" Years and the other 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 Regional Assessment.

B. The Network 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 Network 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 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 of \$150,000 has been reached.

b. Authority to expend these funds or to change these allocations requires  $\frac{2}{3}$  vote of the members present and voting at the 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 funds remaining in the checking account at the end of a calendar year in excess of \$3500 shall be

deposited into the Education Reserve Account until the 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 Women's Council members.
- ii. 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

d. Authority to expend these funds or to change these allocations requires a  $\frac{2}{3}$  vote of the members present and voting at the Meeting

e. A discretionary Scholarship Fund to be established to provide funding of up to \$1,000 per year to enable struggling Networks 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 Networks 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 Women's Council of REALTORS→ capacities.

- i. At least 3% of all dues collected shall be deposited into the National Future Leadership Reserve Account. The Leadership Identification and Development 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 governing board members present and voting at the Meeting.
- b. National Inaugural Reserve-to be used for a National Inaugural when we have an Incoming National President from Texas.
  - i. Each year \$5,000 shall be budgeted and placed 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 Meeting.

D. Credit Card

- 1. Only the President and Treasurer are issued a 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 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 Officers. The Incoming President shall select the Installing Officer(s) and

Master of Ceremonies. Installation shall be held during the Texas Association of REALTORS® Winter Meeting.

B. President's Pin

The outgoing President shall have the duty of obtaining the incoming President's Pin, at The Networks 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 Networks 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 expense for invited guests and dignitaries.

## V. OBLIGATIONS

Strict adherence to the “Consent to Serve”, “Funding Disclosure” & “Confidentiality Agreement” as well as use of best judgment and ability, conforming to the bylaws of the Women’s Council of REALTORS®, observing and enforcing at all times the Code of Ethics of the REALTORS®, supporting at all times the activities and goals of the Women’s Council of REALTORS®. Noncompliance may result in disciplinary action, not limited to removal from position.

### A. Officers

Officers shall perform all duties set forth for them in the Bylaws, Standing Rules and the Procedure Manual. Submits written reports to Executive within 30 days after meetings, conferences and visits. Should attend Texas Association of REALTORS® welcome reception, installation, regional caucus and committee meetings that do not conflict with Women’s Council meetings.

The Officers shall include:

- a. President
- b. President Elect
- c. Treasurer
- d. Secretary
- e. Governors
- f. District Vice Presidents
- g. Parliamentarian (Appointed by the President)

### B. Executive Committee

1. The President serves as Chairman of the Executive Committee which consists of the President, President Elect, Treasurer, and Secretary.

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 Network 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 Marketing Committee all information or systems, related to development and/or training to be posted to the website within 30 days of receipt.
8. Timely reviews Governing Board Meeting minutes and submits to Minutes Review Committee after each meeting.
9. Reimburses credit card late fees and penalties to the Network.
10. Pays credit card balance in full and before the due date monthly.

#### C. Presidential Advisor(s)

This (these) position(s) is(are) appointed by the President and the duties are found in the Procedure Manual.

#### D. Standing Committees

The duties of the Standing Committee are found in the Procedure Manual.

The standing committees include:

1. Bylaws
2. Education/Program
3. Finance and Budget
4. Leadership Identification and Development
  - a. Consists of four Past State Presidents, Past National Presidents residing in Texas, Regional Vice President whenever the Regional Vice President is from Texas, any member(s) serving on the National Executive Committee and six General Members. All members must 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, and attended a minimum of 1 of the last 2 State Leadership Orientation Meetings.
  - b. Past Presidents or one of the General Members depending on which category they are actually part of.
  - c. All members serve two year staggered terms, except the 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 three 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 State President.

5. Marketing
6. Membership
7. Nominating
8. Strategic Planning

All Committee Chairmen for the upcoming year are to be approved all 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.

Submits proposed Standing Rules changes to Bylaws Committee for review prior to Bylaws Committee meetings.

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

#### E. Special Committees

The duties of the Special Committees are found in the Procedure Manual.

The special committees include:

1. Affiliate Member of the Year
2. Audit
3. Emergency Response Team

The Committee 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 Networks. Volunteer Members and Chair will be appointed by the President.

- a. Chairman Qualifications: (In addition to listed Committee Qualifications)
  1. Must have served as Local President
  2. Must have served on the Emergency Response 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 on National level.
  6. Must have attended 3 out of 4 past State Meetings in the last 2 years.
- c. Must demonstrate the ability to effectively present expertise in a specialty area needed by Local Networks.

4. Credentials
5. Entrepreneur of the Year
6. Historian
7. Hospitality
8. Investment
9. Member of the Year
10. Minutes Review
11. Newsletter
12. Past President
13. Strategic Partners
14. Ways and Means

## VI. MEMBERSHIP – New Networks

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

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

C. Once a New Network has been approved by National, a training session directed by the Emergency Response 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 officers should participate in this training.

## VII. EXPENSE REIMBURSEMENT

Budgeted travel expenses will include early full conference registration, transportation (lowest airfare available or 40 cents per mile for authorized travel), room based on double occupancy and ticketed meals for Women's Council events only but will not be reimbursed without proper receipts (i.e. originals of airline tickets and hotel bills, etc.) Hotel reimbursement is for Women's Council/Texas REALTORS®/National Association of REALTORS® conference dates only; extra days before or after the conference regardless of the reason will not be reimbursed. To be considered for reimbursement all written reports, expense reports and receipts must be received by the Treasurer within 30 days of expenditure and no later than December 15<sup>th</sup>. Each receipt must include notations to identify the individual requesting reimbursement, their position and the meeting attended. Members eligible for reimbursement will sign a Funding Disclosure stating they are not receiving full or partial reimbursement from additional sources including reimbursement from the State Network, their Local Network, Local Board or Association, Texas Association of REALTORS®, National Association of REALTORS®, or their company/employer.

A. 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 Procedure Manual.

B. **Committee Expense Reimbursement**  
Expense related to Committee Meetings and supplies for their meetings shall be reimbursed according to yearly budget amounts, with prior approval from Executive Committee.

## VIII. HONORARIUMS

A. Past Presidents

1. The Network will honor all National Presidents from the State of Texas with a

scholarship presented every year in each of their names.

- a. Three Past Presidents' Scholarships in honor of Rosanna Sumner, Joan Deal and Becky Hill will be presented at the Winter Awards Luncheon and included in the committee report submitted.
  - i. These three scholarships are to be used for any National Association of REALTORS® or Women's Council of REALTORS® recognized designation or certification or Leadership Academy, 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 Treasurer
- b. Four additional Scholarships in honor of Lois Hair Bernays, Artha Garza, Vera McCarty and Ebby Halliday will be presented at the Fall installation luncheon.
  - i. These four scholarships are to be used for any National Association of REALTORS® or Women's Council of REALTORS® recognized designation, certification or meeting, Texas REALTORS® Leadership Program (TRLP), National Association of REALTORS® Leadership Program, or Leadership Academy up to \$250.
  - ii. September recipients will be reimbursed once the course is completed or meeting has been attended 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 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 the end of year for future use.

2. In the event of death of a Past Texas State President, the Network will spend up to \$200 for a spray to include yellow roses or a donation to the charity of the family's choice.

B. Membership

In the event of the death of any current 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 Network will spend up to \$100.

\*\*"Immediate Family" is defined as parents, siblings, spouse and children.

ATTACHMENTS: Consent to Serve, Funding Disclosure & Confidentiality Agreement