

I. MEETINGS

1. Regular 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 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

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 DVP 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 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 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. 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 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 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 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 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
 - d. Authority to expend these funds or to change these allocations requires a 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 WCR capacities.
 - i. At least 3% of all dues collected shall be deposited 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 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.

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. DUTIES

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 Leadership Policy and Procedure Manual (LPPM).

Submits written reports to Executive within 30 days after meetings, conferences and visits.

Should attend TAR welcome reception, installation, regional caucus and committee meetings that do not conflict with WCR.

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 Network.
- 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. Coordinates all of the business and affairs of the Network.
- d. Serves as an ex-officio member of all committees except the Nominating Committee.
- e. Attends all National WCR meetings and serves as a voting member of the National Governing Board.
- f. Communicates all correspondence and materials received from National WCR office, including National Meeting reports, and keeps the Officers and Committee Chairman informed of communications that are applicable to their duties throughout the year.
- g. Organizes the year as outlined in LPPM.
- h. Furnishes each Officer and Chairman copies of the Bylaws and Standing Rules, and a copy of their duties as outlined in the LPPM.
Notifies each Local President of election voting procedures, of the number of weighted votes for their Network, and of the deadline for Credentials to be returned to the Credentials Chairman. Provides Credentials Committee with number of voting cards and ballots at least 30 days prior to Governing Board Meetings. Appoints a Past President or prior Credentials Chair to oversee counting of election ballots.
- i. Presents Nominating Committee report in writing to the general membership at least thirty (30) days before the election meeting.
- j. Sends Certificate for voting Delegates to each Local President after receipt of the most recent National Membership report.
- k. Provides the financial institution, not later than December 15 of the year preceding their term of office, all information required to be signatory for the accounts.
- l. Signs the prepared tax return for the year served as President.
- m. 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. Makes recommendations to the President for Vice Chairmen of all the Committees.
- c. Organizes the Officer's Training and the Annual Membership Orientation.
- d. Assists the President as needed.
- e. Provides the financial institution, not later than December 15 of the year preceding their term of office, all information required to be a signatory for the accounts.
- f. Requests and receives Local Networks announcement of meeting topics, Bylaws, Standing Rules and organization chart from Local Presidents-Elect and uploads to folders in the State online storage file.
- g. Monitors status of Local Network uploads to folders in State online storage file of Monthly Programs for Business Resource Meetings (Annual Report).
- h. Submit hotel contract and budget for orientation to the Finance and Budget Committee no later than January 15th for review and approval before the 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 financial institution, not later than December 15 of the year preceding their term of office, all information required to be a signatory for The accounts.
- f. Prepares a financial report for each Network 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 Network Account(s) all monies received.
- 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 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. Initiates the process of changing signatories for the accounts and credit cards by providing the required information to the financial institution not later than December 15th.
- m. Assigns possession of equipment.
- n. Serves as a member of the Ways and Means Committee.
- o. Serves as a member of the Finance and Budget Committee.

- p. At State and National meetings deposits all cash, checks and credit card receipts in the hotel safe immediately following each event. Amounts to be received by the Treasurer and verified by another Executive Officer.
- q. Verifies by May 30th the timely submission of each local Network's tax return.
- r. Maintains financial records on an online accounting system
- s. Requests and receives Local Networks' approved budget, 990 Tax Returns (or verification of submittal), Franchise Tax Return, Sales Tax Return and Tax Exemption Letter from Local Treasurers and uploads to Local Folder in the State online storage file.
- t. Conducts training on "budgets" for Governors and District Vice Presidents as needed.

4. Secretary

- a. Takes the minutes at Network, Governing Board and Executive Committee meetings, keeping accurate record of all motions made and their disposition. Timely submits Governing Board minutes to Minutes Review Committee for review. Revises according to Minutes Review Committee and submits to Executive. Final Governing Board minutes should be posted to website within 45 days after meeting.
- 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. 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.
- e. Notifies National WCR of any change in the amount of State dues.
- f. Communicates monthly, or as directed by the President, with the Governors and District Vice Presidents by e-mail and phone.
- g. Maintains the record of state officer quarterly reports, and the officers' attendance at all required meetings.
- h. Sets up and maintains online storage files for state and local documents.
- i. Revises the Standing Rules according to approved motions from Governing Boards Meetings and submits to Executive and Bylaws Committee for review.
- j. 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.
- k. Requests and receives Local Governing Board and Business Resource Approved Minutes from Local 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 DVPs as Team Members.
- c. Identifies the strengths of each team member and coordinates assignments based on those strengths.
- d. Assists Emergency Response Team and Executive in revising/updating and/or creating materials and templates for Local Networks as well as Local Leadership Orientation(s) and Leadership Academy.

- e. Works with the District Vice Presidents to visit Local Networks and conduct, or assist with, Local Leadership Orientation (including Committee Chairs), including the “newly elected” Local Officers for the following year.
- f. Attends training/retreat before becoming involved with the Local Networks.
- g. Attends training on “Budgets” with the State Treasurer in January (actual schedule to be determined by State Treasurer).
- h. Provides field training and support to Local Networks.
- i. Assists Executive in identifying members with ability to travel and provide field support.
- j. Serves as a resource to enable Local Networks to provide consistent value to their members.
- k. Is proficient at navigating both State and National websites.
- l. Communicates the availability of information, tools and templates, both State and National, to Local Leadership and train the Leaders how to understand and find them on State and National websites.
- m. Assists Executive in identifying future leadership talent.
- n. Assists Executive in identifying training courses needed by members, including the Leadership Academy.
- o. Assists Executive in developing a mentor support system.
- p. Works in conjunction with Executive and District Vice Presidents in planning a District Meeting for all Local Networks, or individual District Meetings as determined by the President.
- q. Trains and/or facilitates activities at the District Meeting(s).
- r. 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 Training-report due within 2-weeks
 - Local Visits(s)-report due within 2-weeks
- s. Submits a written report on Local Training and Local Visits for their assigned Networks to the Executive Committee and District Vice Presidents in their area. Report requirements are determined by Executive.
- t. Expense reimbursements will be tied to timely reports and/or articles as stated in paragraph above.
- u. Promotes, attends and participates at all National, Regional, State and District Meetings/Programs.
- v. Serves on and is a voting member of the National and State Governing Boards.
- w. Serves on and is a voting member of the Regional Committee at both National Meetings.
- x. Visits each of the assigned Local Networks at least once in the year prior to August 31st.
- y. Analyzes the needs of each Local Networks in their area and determines how the State can assist with improving their performance.

- z. Articulates to Local Leaders how the Business Plan benefits Local Networks and helps them develop and implement their Business Plan for a successful year.
- aa. 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).
- bb. Encourages the Local Leadership/Membership to get involved at TAR and NAR and participate after the WCR function/meetings have concluded.
- cc. Promotes the use of National Leadership Policy and Procedure Manual and provides the link for the Policy and Procedure Manual to all members of the Local Leadership Team.
- dd. Encourages Local leadership in their areas to attend and participate at other Local Network meetings and functions.
- ee. Performs other duties as may be assigned by the President and Executive Committee.
- ff. Obtains list of attendees attending State and National Meetings and submits to Executive.
- gg. Collects Network Officer Names/contact information and submits to Executive by September 15th.
- hh. Beginning October 1st, reminds Local Leadership that new Officer Name/contact information is to be submitted to WCR National by November 1st.
- ii. Beginning October 1st, reminds Local Leadership that Entrepreneur of the Year winner’s name and nomination form are due to National by December 1st.

6. District Vice-President (DVP)

- a. Reports to the State President.
- b. Is a “Team Member” with the Area Governor as “Team Leader”.
- c. Assists Emergency Response Team and Executive in revising/updating and/or creating materials and templates for Local Networks as well as Local Leadership Orientation(s).
- d. Works with the Area Governor to visit Local Networks and conduct, or assist with, Local Leadership Orientation (including Committee Chairs), including the “newly elected” Local Officers for the following year.
- e. Attends training/retreat before becoming involved with the Local Networks.
- f. Attends training on “Finances” with Texas State Treasurer in January (actual schedule to be determined by State Treasurer).
- g. Works with the Local Ways & Means Chair in their assigned area on how to hold and plan successful fundraisers that are consistent with their Local Budget.
- h. Provides field training and support to Local Committees, in conjunction with Area Governor.
- i. Works with the State Membership Chair to plan and implement the State Membership Contest
- j. Works closely with Presidents Elect to help Local Networks successfully recruit and retain members.

- k. Assists Local VPM or MMC Presidents Elect to create a National REALTOR ®/ National Affiliate Membership Application Form and a Local Strategic Partner Membership Form utilizing the State template.
- l. Assists Local VPM or MMC with any issues with WCR National regarding membership applications (wrong/no NRDS number; invalid/declined credit cards; insufficient checks, etc.).
- m. In conjunction with the Area Governor, serves as a resource to enable Local Networks to provide consistent value to their members.
- n. Assists Executive, in conjunction with the Area Governor, in identifying members with ability to travel and provide field support.
- o. Be proficient at navigating both State and National website.
- p. In conjunction with the Area Governor, communicates the availability of information, tools and templates, both State and National. To Local Leadership/Committees and train the Leaders/Committees how to understand and find them on State and National websites.
- q. Assists Executive, in conjunction with the Area Governor, in identifying future leadership talent
- r. Assists Executive, in conjunction with the Area Governor, in identifying training courses needed by members, including the Leadership Academy.
- s. Assists Executive, in conjunction with the Area Governor, in developing a mentor support system
- t. Works in conjunction with Executive and Governors in planning District Meetings or Mega District Meeting for all Local Networks.
- u. In conjunction with Governors, trains and/or facilitates activities at the District Meetings or Mega District Meeting.
- v. 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-days
 - Local Training-report due within 2-weeks of training
 - Local Visit(s)-report due within 2-weeks of visit
- w. Expense reimbursements will be tied to timely reports and/or articles as stated in paragraph above.
- x. Promotes, attends and participates at all State Meetings/Programs as well as the District meeting(s).
- y. Serves on and is a voting member of the State Governing Board.
- z. In conjunction with the Area Governor, analyzes the needs of each Local Networks in their area and determines how State can assist with improving their performance.
- aa. In conjunction with the Area Governor, articulates to Local Leaders how the Business Plan benefits the Local Networks and assists them to 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 DVP is a “current” state officer, the cost to attend this meeting is at “newly elected DVP’s” expense).

- cc. Encourages the Local Leadership/Membership to get involved at TAR and NAR and participate after the WCR function/meetings have concluded.
- dd. Promotes the use of National Leadership Policy and Procedure Manual
- ee. Encourages Local Leadership/committee chairs in their areas to attend and participate at other meetings and functions.
- ff. Assists Local Networks to set-up the websites in their assigned area.
- gg. Ensures Local Officer Photos are on their assigned websites by January 31.
- hh. Ensures Business Resource Meeting Dates/Calendar are on their assigned Network websites by January 31.
- ii. Ensures Local Network “events” are on their assigned websites.
- jj. Reminds Local Networks of quarterly Newsletter deadlines.
- kk. At the direction of Area Governor, works with Local Leadership to understand how to find information, tools and templates on State and National websites.
- mm. Provides and communicates the need for and use of “key message templates(s)” to Local Presidents.
- nn. Makes sure Local Leadership is aware of recently developed Frequently Asked Questions (FAQ) sheet “Did You Know”.
- oo. Identifies media venues and newsworthy items for each Local Network.

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 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. Pays credit card balance in full and before the due date monthly.
10. Reimburses credit card late fees and penalties to the Network.

C. Presidential Advisor(s)

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

D. Standing Committees

All Committee Chairmen for the upcoming year are to be approved all 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 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 review and to General Membership for approval.
 - c. Submits any proposed changes to the Standing Rules to the Executive Committee for review and Governing Board for approval.
 - d. Reviews Standing Rules and submits proposed changes to Executive Committee for review and to Governing Board for approval.
 - e. Works closely with the Parliamentarian, who shall serve on Committee.
2. Education/Programs
- a. Plans and develops programs for 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 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 President, income producing Committee Chairs (Investments, Marketing, 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.
5. Membership
- a. Plans and develops membership drives to help Local Networks recruit new members.
 - b. Plans and develops recognition programs as a retention tool for Local Networks.
 - c. Includes all Local, Vice Presidents of Membership, Membership Chairmen, District Vice Presidents and Governors as members of this Committee.
6. Leadership Identification & 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, the Emergency Response 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 Emergency Response 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 Emergency Response 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 emerging leaders and submits those names to State Newsletter Chair to be spotlighted in the State newsletter, one per quarter. Reviews and approves all annually budgeted funding and expenditures prior to reimbursement by the Treasurer for: National Officer candidates- including campaign expenses, members serving as presenters, facilitators, instructors, those appointed or elected to National Governing Board, Committees, Work Groups or Strategic Forums.
- g. Chairman serves as 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.
- h. Any member considering a National elected position (Executive Line, Executive Committee RVP) is requested to first declare to the National Focus Committee and request State support prior to announcing candidacy.
- i. 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. Funding will be commensurate with duties and level of responsibility as determined by committee.
- j. Leadership Identification & Development Candidate Qualifications: *Members being considered for National Executive Officer should have a significant combination of the following experience: have completed term as Local President; (2) have completed term as State Executive Officer; (3) have completed term as State Governor and preferably served as Regional Vice President; (4) have had multiple appointments 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.*
- k. Leadership Identification & Development Chair to be funded from Texas National Future Leadership Account
- l. The Committee will maintain the lists of members serving each year as a State Officer, Committee Chair, Vice Chair, those members serving at National, on NAR Committees, and those members that can provide valuable contacts as a resource for pathways to leadership opportunities and submits to Secretary for online storage.

- m. Any member serving in a Nationally elected position shall provide a report at State Governing Board meetings

7. Nominating

Four (4) members plus the Chairman must be present at meetings of the Committee. Interviews 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 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 candidates. It is suggested the application form from WCR National be used, or modified for use, by the Network. 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 Leadership Identification & Development 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.
- b. Slated Officers, Leadership Identification and Development Vice Chair, and Bylaws Chair and Vice Chair shall be invited to attend the Strategic Planning meeting as observers.
- c. The Committee shall meet at times and places coordinated by the Chairman and the Executive Committee prior to the Leadership/Membership Orientation.

E. Special Committees

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

1. Affiliate Member of the Year

- a. Annually selects an Affiliate Member of the Year no later than 30 days prior to the Winter meeting.
- 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 District Vice President and one Local President, who are appointed by the president.
- c. Gift to be as follows: \$100.00 allotment for plaque; reimbursement of current year's Local, State and National WCR membership and PMN Designation dues; award pin, 2 guest lunch tickets and remaining budgeted allotment in form of check for gift card. The recipient will be recognized at the Winter Meeting, and prior recipients will be asked to stand and be recognized.

2. Emergency Response Team (ERT)

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.

D. Duties

1. Works as an emergency response team at the request of the President. to provide support to Local Networks with chronic problem(s), major breakdown or dysfunction impacting value to members and/or the Women's Council brand, or support for new Networks.
2. 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.

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 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 President willing and able to serve.
- c. No Local Network will be represented on the committee two years in a row.
- d. Criteria for selection shall be outlined in LPPM.

- e. Gift to be as follows: \$100.00 allotment for a plaque; reimbursement of current local, state and national WCR membership and PMN designation year's dues; provide pin. 2 guest lunch tickets and remainder in gift card. The recipient will be recognized at the Winter Meeting, and prior recipients will be asked to stand and be recognized.

6. Historian

- a. Collects photographs, articles and news releases of 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 President (i.e. Awards Luncheon, District Meeting, etc.)

8. Investment

- a. Reviews the ongoing status of the Network's various investment accounts and makes any needed recommendations for changes to the investments 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 and Vice Chair of Finance & Budget Committee and the following members appointed by the President: 1- Past State President, 1-Local President and 2-General Members. Vice Chair is appointed by the President-Elect.

9. Member of the Year

- a. Annually selects a Member of the Year with award recipient's name to be submitted to national by December 1st.
- b. The Chairman shall be most recent award recipient willing and able to serve. The balance of the Committee shall be made up of one Governor, one Past President, one District Vice President, and one Local President who are appointed by the President.
- c. Criteria for selection shall be as outlined in the LPPM.
- d. Gift to be as follows: \$100.00 allotment for a plaque; reimbursement of current year's Local, State, and National WCR membership and PMN Designation dues; award pin, 2 guest lunch tickets and remaining budgeted allotment in form of a check for gift card. The recipient will be recognized at the Winter Meeting, and prior recipients will be asked to stand and be recognized.

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.
- c. 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 scholarships 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.Strategic Partners

- a. Secures advertisers according to the budget.
- 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. Assist the incoming State President with updates to the Strategic Partner Levels and Opportunities Packages as requested

13.Ways and Means

- a. Plans and implements programs to raise non-dues income for the State Network.
- 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 Local Presidents, all Local Ways and Means Chairmen and all District Vice Presidents as members of this Committee.

F. Minutes Review- Reviews Governing Board Minutes and submits recommendations to Executive within 2 weeks. Takes detailed notes at Governing Board Meetings.

G. Audit- Conducts annual financial audit of all accounts and reports to Governing Board at Winter Meeting. Maintains and updates Audit Manual as needed.

H. Parliamentarian

1. Appointed by the President
2. Assists the President in preparing the agenda for each Governing Board and Regular Network meeting, assists with Bylaws and Standing Rules changes and is present for Executive Committee meetings.
3. Is seated next to the President at each meeting to advise and assist as necessary.
4. Serves on Bylaws Committee.

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 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 WCR/TAR/NAR 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 15th. 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, TAR, NAR, 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 LPPM.
 1. President, President-elect, Secretary, Treasurer, Past President and Leadership Identification and Development Participant
 - a. 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 Networks as possible and/or at the invitation of the Local Network.
 - c. Executive Officers will complete their own registration for all meetings
 - d. The President, President-Elect, Treasurer and Secretary will present their personal credit card to the hotel at check in and confirm individual incidentals are charged to their personal credit card prior to Treasurer's departure. No personal incidentals shall be charged to the Network credit card.
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 Membership Orientation held prior to the year of service. (20%)
 - c. Visits and conducts training with each of the assigned Network (20%)
 - d. Sends written report to each member of the Executive Committee within the two-week period following the visit to each designated Local Network. Notify the State President immediately if any Local Network is experiencing problems. (20%)
 - e. Submits complete written reports and/or articles in accordance with Governor Report Requirements to the Executive Committee within the assigned deadline. (20%)
3. 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 Officers with keeping Local Networks informed on all issues which may include planning and conducting an Orientation with the Local Networks 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 Vice President of Membership or Membership Marketing Chair and 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 expense and 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. Leadership Identification and Development 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.

- b. Funds to be disbursed after attendance to a National meeting and at the direction of the Leadership Identification and Development Committee. Proper receipts and request for reimbursement must be sent to the Treasurer no later than July 15th for the May Mid-Year Meeting and December 15th for the November National Conference.
 - c. 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 the 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.

B. Committee Expense Reimbursement

- 1. Expense 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 within 30 days of expenditure and 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. Reimbursement checks will be distributed within 30 days providing funds are available.

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 NAR or WCR 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 NAR or WCR 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.

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.

ATTACHMENTS: Consent to Serve, Funding Disclosure & Confidentiality Agreement